

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

**BOARD OF DIRECTORS  
REGULAR MEETING AGENDA  
June 1, 2022**

**Please Note: In keeping in alignment with current orders from the Ventura County Health Officer, face coverings are not required but are welcomed and encouraged in indoor public settings and businesses. PVRPD thanks you for your cooperation and understanding.**

**This meeting will take place both in person and remotely in accordance with Government Code section 54953(e) *et seq.* (AB 361). Members of the public can observe and participate in the meeting as follows:**

- 1. Attend in person or you may observe the PVPRD Board meeting via live broadcast on the Local Government Channels – Spectrum Channel 10 and Frontier Channel 29.**
- 2. The meeting will also be live streamed on YouTube at:  
<https://www.youtube.com/channel/UCCjEyMW3h472YEO9gI3Qgig>**
- 3. Zoom Meeting Information:**
  - Meeting Link: <https://us06web.zoom.us/j/81097339411>**
  - Webinar ID: 810 9733 9411**
  - Phone Number: 1-669-900-6833**
  - a. Cell Phone/Computer with Microphone: Click on the Zoom webinar link included above. Enter your name so we may call on you when it is your turn to speak. The Chair will ask if anyone wishes to speak on the item. At that time, raise your hand by clicking the “Raise Hand” button. Follow the instructions below regarding speaking.
  - b. Phone – If you wish to make a comment by phone during the public comment section of the meeting or on a specific agenda item, please call into the listed phone number above and when prompted, enter the Webinar ID and Passcode. After entering those items, you will be admitted to the meeting and your line will be muted. The Chair will ask if anyone wishes to speak on the item. At that time, raise your hand by dialing \*9. Then, follow the speaking instructions below.

**Speaking Instructions**

When it is your turn to speak, the Chair will call your name or the last four digits of the phone number you are calling from. You will have three minutes to address the Committee. **Please ensure all background noise is muted (TV, radio, etc.)** You will be prompted to unmute your microphone/phone. Unmute your device and begin by stating your name. After three minutes has elapsed your microphone will be muted and the next speaker will be invited to speak.

**6:00 P.M.**

**REGULAR MEETING**

**NEXT RESOLUTION #714**

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**

3. **AMENDMENTS TO THE AGENDA** - This is the time and place to change the order of the agenda, delete any agenda item(s), or add any emergency agenda item(s).
4. **PRESENTATIONS**
  - A. **District Highlights**
  - B. **Introduction – Development Analyst Kaleen Gage and Marketing Specialist Tina Williamson**
  - C. **Introduction – Customer Service Representative Brigitte Gagnon**
5. **PUBLIC COMMENT** - In accordance with Government Code Section 54954.3, the Board reserves this time to hear from the public. If you would like to make comments about a matter within the Board’s subject matter jurisdiction but not specifically on this agenda, in accordance with California law, the Board will listen, note the comments, and may bring the comments back up at a later date as an agenda item for discussion. Speakers will be allowed three minutes to address the Board.
6. **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 May 4, 2022 and Special Board Meetings of April 23, 2022 and May 10, 2022**

Approval receives and files minutes.
  - B. **Warrants, Accounts Payable & Payroll**

District's disbursements dated on or before April 30, 2022.
  - C. **Financial Reports**

Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for April 2022.
  - D. **Consideration and Approval of Resolution No. 710 Updating Authorized Signatures for Wire Transfers with Ventura County Treasury Pool**

The start of every fiscal year the District Board is required to approve a resolution updating the signatures as to who is authorized to sign and/or may authorize wire transfers for Pleasant Valley Recreation and Park District from the Ventura County Treasury Pool.
  - E. **Approval of Purchase of Materials to Complete the Energy Efficiency Measures in Accordance with the Energy Conservation Assistance Act Loan**

In June 2021, the Board authorized Resolution No.677 authorizing the District to apply for an ECAA loan to finance the implementation of the audit report’s recommended energy efficiency measures. At this time, it is recommended the District complete four (4) of the energy saving measures.
  - F. **First Amendment for Contract Services Agreement for General Legal Services with the Law Firm of Aleshire & Wynder, LLP**

In this first amendment to the contract with Aleshire & Wynder, LLP, they are increasing their rates to get closer to market rate.
  - G. **Consideration and Adoption of Resolution No. 711 Proclaiming a Local Emergency Persists and Re-Authorizing the Use of Remote Teleconference Meeting Procedures by the Board of Directors and All Standing Committees of the District for the 30-Day Period Beginning June 2<sup>nd</sup>, 2022 through July 3<sup>rd</sup>, 2022 Pursuant to the Ralph M. Brown Act as Amended by Assembly Bill No. 361**

Adoption of Resolution No. 711 will allow continuation of the use of teleconference meeting procedures for another 30-day period.

**H. Consideration and Approval to Extend the Tree Trimming Contract Between the District and West Coast Arborist for a Term of One Year**

An extension of the current tree trimming contract is desired.

**7. PUBLIC HEARING**

**A. Consideration and Adoption of Resolution No. 712, Approving Engineer's Report, Confirming Diagram and Assessment, and Ordering Levy of Assessments for FY 2022- 2023 for the Park Maintenance and Recreation Improvement District for the Pleasant Valley Recreation and Park District**

The budget for the services and improvements that would be funded by the proposed assessments was developed by staff in cooperation with SCI Consulting Group.

Suggested Actions: A MOTION to Adopt Resolution No. 712 accepting the Engineer's Report and ordering the levy of assessment at \$44.83.

**8. NEW ITEMS – DISCUSSION/ACTION**

**A. Consideration and Approval of Preliminary Fiscal Year 2022-2023 Budgets for the General Fund, Assessment District Fund, Quimby Fee Fund, Park Impact Fee Fund and Community Development Block Grant Fund**

Every year staff brings a budget before the Board of Directors requesting approval for the next fiscal year's budget. This is the preliminary FY 2022-2023 Budget.

Suggested Actions: A MOTION to Approve the Preliminary Fiscal Year 2022-2023 Budget.

**B. Consideration and Approval of Resolution No. 713 Adopting a District Purchasing Policy**

This policy will update the purchasing maximums, the credit card limits and the single purchase limits for the General Manager and staff.

Suggested Action: A MOTION to Adopt Resolution No. 713, adopting a District Purchasing Policy.

**C. Consideration and Approval to Authorize the General Manager to Enter into an Agreement with Utility Cost Management LLC**

Utility Cost Management LLC has performed an analysis of the District's Utility bills and has found potential savings.

Suggested Actions: A MOTION to approve and authorize the General Manager to enter into an agreement with Utility Cost Management LLC to submit the rate change request to SCE and pay UCM 42% of any ongoing savings actually realized by PVRPD for a period of three years beginning on the date the account is converted to the newly assigned rate.

**D. Consideration and Approval to Authorize the General Manager to Purchase a Tuff Shed to Replace the Garage Structure at Camarillo Grove Park for a Nature Education Classroom**

The District will purchase the Tuff Shed and the Foundation will reimburse the District for the cost of the building. Project management will be run by the Pleasant Valley Recreation & Park District.

Suggested Action: A MOTION to approve and authorize the General Manager to purchase a Tuff shed to replace the garage structure at Camarillo Grove Park for a Nature Education Classroom.

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

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

**10. ADJOURNMENT**

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

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



**Pleasant Valley Recreation and Park District  
Senior Center  
Minutes of Special Meeting  
April 23, 2022**

**8:00 A.M.**

**SPECIAL MEETING**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

All present.

Also Present: General Manager Mary Otten, Administrative Services Manager Leonore Young, Park Services Manager Bob Cerasuolo, Recreation Services Manager Katlyn Simber-Clickener, Administrative Analyst/Clerk of the Board Dylan Gunning, Customer Service Lead/Recording Board Secretary Karen Roberts, Administrative Analyst Jessica Puckett, Park Supervisors Brandon Lopez and Nick Marienthal, and Human Resources Specialist Kathryn Drewry.

**4. ADOPTION OF AGENDA**

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

**Motion to  
Approve  
Consent  
Agenda**

Voting was as follows:

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

Noes:

Absent:

**Carried**

Motion: Carried

**5. OPEN COMMUNICATIONS/PUBLIC FORUM**

None.

**6. NEW ITEMS – DISCUSSION/ACTION**

**A. Fiscal Year 2022/23 Proposed Budget**

**District Overview**

General Manager Mary Otten presented a summary of the proposed FY 2022-2023 Budget along with opportunities and challenges for the District. Some of the challenges for the year continue to be the effects of the COVID-19 pandemic, staffing shortages, CalPERS unfunded liability, drought conditions and liability insurance. For the FY22-23 tax apportionment calculations, the District continues to budget conservatively with a projected 2% increase. Discussion included: CPI carryover, unemployment claims, workers compensation, intranet for employees, increase of attorney fees, and efficiency of Productive Parks software.

Administrative Services Department

Administrative Services Manager Leonore Young presented the Administrative Services Department Budget for FY 2022-2023.

The projected 2022-2023 Budget for the Administrative Services Department:

Total Revenue	\$ 18,900
Total Expenditures	\$ 3,459,820

Discussion included: submittal of the Ventura County Multi-Jurisdictional Hazardous Mitigation Plan which could allow possible reimbursement within a certain circumference of a disaster to fund a generator or disaster related items; 2.5% @ 55CalPERS unfunded liability is funded at 77%; drop in administrative services department revenue because program and class administrative fees will be collected by the recreation department instead; addition of an Accounting Specialist; and updates on the Foundation, community partnerships and the volunteer program.

Recreation Services Department

Recreation Services Manager Katlyn Simber-Clickener presented the Recreation Services Department Budget for FY 2022-2023.

The projected 2022-2023 Budget for the Recreation Services Department:

Total Revenue	\$ 651,246
Total Expenditures	\$ 1,325,293

Discussion included: increase in CSO hours, adult sports leagues, programs and aquatics; difficulty for CYBA (Camarillo Youth Basketball Association) to keep programs running with COVID-19 restrictions; return of pre-pandemic events like 50 + Expo, Breakfast with Santa, Camp Funtastic, senior dances, Movie & Lunch and senior excursions; City participation in Christmas Parade budget and Summer Concert Series; and growth of CDBG (Community Development Block Grant) assisted Food Share program at the Senior Center and assessment of volunteers for the program.

Park Services Department

Park Services Manager Bob Cerasuolo presented the Park Services Department Budget for FY 2022-2023.

The projected 2022-2023 Budget for the Park Services Department:

Total Revenue	\$ 409,527
Total Expenditures	\$ 3,889,419

Discussion included: full time mechanic need; preparation for 30% water use reduction; parkland investment; turf mitigation; water district and City communications; need for community education; and increase in cost of utilities, fuel and supplies.

Capital Improvements Projects

Park Services Manager Bob Cerasuolo and Park Supervisor Brandon Lopez presented the projected Capital Improvement Projects list for FY 2022-2023.

<u>Proposed Projects:</u>	<u>Cost Est.</u>
Senior Center Roof	\$100,000
Mission Oaks Tennis Courts	\$130,000
Community Center Sewer Lines	\$125,000
Co-Op Sewer Lines	\$ 60,000
Freedom Dog Park Lights, Fencing, Turf, Demo	\$200,000
Fleet Vehicle Hybrid (Ranger)	\$ 35,000
Turf Mitigation	\$ 30,000
Utility Tractor/Stump Grinder/Trencher	\$ 55,000
TOTAL	\$735,000

Discussion included: completed projects and accomplishments; the Metropolitan Water District’s Be Water Wise program rebate for turf replacement; and possible turf mitigation at Encanto Park, Quito Park, Freedom Park, Laurelwood Park, Valle Lindo Park and Lokker Park.

Assessment District – Fund 20

Administrative Services Manager Leonore Young and Park Supervisor Nick Marienthal presented the Assessment District Budget for FY 2022-2023 along with the District’s tree maintenance program.

The projected 2022-2023 Budget for the Assessment District:

Total Revenue	\$ 1,251,631
Total Expenditures	\$ 1,223,309

Discussion included: assessment of \$44.83 per benefit; increase in tree care budget and landscape services; Foundation park benches; Camarillo Grove Park turf; and grid pruning at Pitts Ranch, Encanto, Carmenita, Mission Oaks and Mel Vincent Parks.

Quimby – Fund 30

Park Services Manager Bob Cerasuolo presented the budget for Fund 30 – Quimby along with project accomplishments and proposed projects.

<u>Proposed FY 2022-2023 Quimby Projects:</u>	<u>Cost Est.</u>
Freedom Pool/Pickleball Center	\$1,400,000

Discussion included: Community Center Kitchen remodel; funds from Camino Ruiz housing with some earmarked for the Community Center expansion; and a summary of the Quimby budget restricted funds.

Park Impact Fees – Fund 40

Administrative Analyst Dylan Gunning presented the Park Impact Fees budget for FY 2022-2023. Discussion included: capture of revenue for additional building or additions over 750 sq ft; receipt of \$170,000 from park impact fees to date; and need to come back with information on the increase in liability insurance.

Community Development Block Grant (CDBG) – Fund 50

Recreation Services Manager Katlyn Simber-Clickener presented the CDBG budget for FY 2022-2023.

Other Budget Related Items

General Manager Mary Otten inquired if there were any other questions or comments from the Board. Discussion included: concern of workers compensation and budgeting enough for unemployment claims; looking at a multi-year agreement with the City for the Christmas Parade; look at adding funds to the vehicle reserve bucket; turf mitigation; and keeping audit services expenses down with a combination of online reporting and less travel.

**7. ADJOURNMENT**

Chair Kelley adjourned the meeting at 12:37 p.m.

**Respectfully submitted,**

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

**Approval,**

**Robert Kelley**  
**Chair**

**Pleasant Valley Recreation and Park District  
Camarillo City Hall Council Chambers  
Minutes of Regular Meeting  
May 4, 2022**

**6:00 P.M.**

**REGULAR MEETING**

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

**2. ROLL CALL**

All present.

Also Present: General Manager Mary Otten, Administrative Services Manager Leonore Young, Park Services Manager Bob Cerasuolo, Recreation Services Manager Katlyn Simber-Clickener, Administrative Analyst/Clerk of the Board Dylan Gunning, Customer Service Lead/Recording Board Secretary Karen Roberts, Administrative Analyst Jessica Puckett, Recreation Supervisors Lanny Binney and Macy Trueblood, Human Resources Specialist Kathryn Drewry and Recreation Specialist Nicholas Castro.

**3. AMENDMENTS TO THE AGENDA**

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

**Motion to  
Accept  
Agenda as  
Presented**

Voting was as follows:

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

Noes:

Absent:

**Carried**

Motion: Carried

**4. PRESENTATION**

**A. Senior Volunteer Recognition**

Recreation Supervisor Lanny Binney presented a Senior Volunteer of the Year certificate to Robert Graham for his leadership and assistance with the Senior Yoga program at the Senior Center. Mr. Graham recognized various people within his class for their assistance with the program.

**B. Introduction – Recreation Specialist Nicholas Castro**

Recreation Supervisor Lanny Binney introduced Recreation Specialist Nicholas Castro who is heading up the Food Share program at the Senior Center with the CDBG grant funds.

**5. PUBLIC COMMENT**

No comments.

**6. CONSENT AGENDA**

- A. Minutes for Regular Board Meeting of April 6, 2022 and Special Board Meeting of April 12, 2022
- B. Warrants, Account Payable & Payroll
- C. Financial Reports
- D. Consideration and Adoption of Resolution No. 705 Proclaiming May 2022 as Older Americans Month
- E. Review and Approval of Surplus Supplies and Equipment List
- F. Consideration and Adoption of Resolution No. 706, Declaring Intention to Levy Assessments for FY 2022-2023, Preliminarily Approving the Engineers Report, and Authorizing the Issuance of a Notice for the Public Hearing for the Proposed FY 2022-2023 Assessments for the Park Maintenance and Recreation Improvement District for the Pleasant Valley Recreation and Park District
- G. Consideration and Adoption of Resolution No. 707 Requesting that the General District Election to be Held on November 8, 2022 be Consolidated with Other Elections Called to be Held on the Same Day and in the Same Territory
- H. Consideration and Adoption of Resolution No. 708, Stating that in the Event of a Tie Vote, the Winner in the Board Member Elections will be Determined by Drawing Lots

Chair Kelley called for a motion. Director Dransfeldt requested that Consent Agenda Items 6.G and 6.H. be removed for discussion. A motion was made by Director Malloy and seconded by Director Magner to approve the Consent Agenda Items 6.A. through 6.F.

**Motion to Approve Consent Agenda Items 6.A. through 6.F.**

Voting was as follows:

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

Noes:

Absent:

**Carried**

Motion: Carried

Director Dransfeldt inquired why page 83 of the report was not complete and wanted to make sure that the candidates are aware that they have to pay for their postage and election documents. Administrative Analyst Dylan Gunning stated that the Ventura County document would be completed after Board approval and forwarded to the County.

Chair Kelley called for a motion. A motion was made by Director Roberts and seconded by Chair Kelley to approve Consent Agenda Item 6.G.

**Motion to Approve Agenda Item 6.G.**

Voting was as follows:

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

Noes:

Absent:

**Carried**

Motion: Carried

Regarding Consent Agenda Item 6.H., Director Dransfeldt inquired as to how the election would play out if there was a tie. There was uncertainty if there would be a recount first, so this item will be brought back for the May 10<sup>th</sup> Special Board Meeting.

**7. NEW ITEMS – DISCUSSION/ACTION**

**A. Consideration for Bid Award for Sound and Lighting for 2022 Summer Concert Series**

Recreation Supervisor Macy Trueblood presented a recommendation for the Board to select Music Freqs for our 2022 Summer Concert Series Sound and Lighting Services. Discussion included: a public comment that was emailed questioning if there was a management or legal counsel review of the bid process; reiteration of strict guidelines for the bid process which is not as necessary for the RFP process; Music Freqs mentioned as a recipient of the CARPD award of distinction for outstanding community partner; and the positive experience to date with the entertainment company.

Chair Kelley called for a motion. A motion was made by Director Magner and seconded by Director Roberts to approve and authorize the General Manager to enter into an agreement with Music Freqs to provide Sound and Lighting Services for the 2022 Summer Concert Series.

**Motion to Approve Music Freqs for the 2022 Summer Concert Series**

Voting was as follows:

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

Noes:

Absent:

**Carried**

Motion: Carried

**B. Consideration and Approval of Ranger Manual**

Human Resources Specialist Kathryn Drewry presented an updated District Ranger Manual which includes the use of force and a pepper spray policy. The manual has not been updated since 2010. A 4-hour online training course would be needed for the use of pepper spray.

Chair Kelley called for a motion. A motion was made by Director Magner and seconded by Director Malloy to approve the District’s Ranger Manual with the inclusion of the pepper spray policy.

**Motion to Approve Ranger Manual**

Voting was as follows:

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

Noes:

Absent:

**Carried**

Motion: Carried

C. Consideration and Adoption of Resolution No. 709, Proclaiming a Local Emergency Persists and Re-Authorizing the Use of Remote Teleconference Meeting Procedures by the Board of Directors and all Standing Committees of the District for the 30-Day Period Beginning May 5, 2022 through June 2, 2022 Pursuant to the Ralph M. Brown Act as Amended by Assembly Bill No. 361

General Manager Mary Otten presented for Board consideration the re-authorization of the use of remote teleconference meeting procedures for board meetings and committees. Discussion included: the possibility of reinstatement as long as a local emergency exists which it currently does; split Board member preferences; desire for in person meetings and public comment; good Board participation; modified Brown Act provisions; concern for and continuation of COVID precautions; and inclusion as a consent agenda item for the next month or so.

Chair Kelley called for motion. A motion was made by Director Roberts and seconded by Director Dransfeldt to adopt Resolution No. 709 Proclaiming a Local Emergency Persists and Re-Authorizing the Use of Remote Teleconference Meeting Procedures by the Board of Directors and all Standing Committees of the District for the 30-Day Period Beginning May 5, 2022 through June 2, 2022 Pursuant to the Ralph M. Brown Act as Amended by Assembly Bill No.361.

**Motion to Adopt Reso 709, Local Emergency Exists and Remote Mtg Procedures**

Voting was as follows:

Ayes: Roberts, Dransfeldt, Chair Kelley

Noes: Magner, Malloy

Absent:

**Carried**

Motion: Carried

**8. ORAL COMMUNICATION - INFORMATIONAL ITEMS**

A. Chair Kelley – Chair Kelley relayed information from a City Council meeting on the Camarillo Springs Golf Course and stated that recreational facilities should not be allowed to diminish. Mr. Kelley also stated that the District should have latitude in how they administer their resources and water.

B. Ventura County Special District Association/California Special District Association – VCSDA – No report. CSDA - Director Magner reported that legislative updates are available on the Take Action website page.

C. Ventura County Consolidated Oversight Board – No report.

D. Santa Monica Mountains Conservancy – No report.

E. Standing Committees – Finance – Director Malloy commented that negative numbers of almost \$2600 under the conference and seminars for staff line item were listed due to former employee Eric Storrie attending a recent conference that the District had originally paid for prior to COVID cancellations. Reimbursement from Mr. Storrie was received after legal counsel contacted him. Liaison – No report. Long Range Planning – No report. Personnel – No report. Policy – Director Malloy reported discussion of special events and facility policies.

F. Ad Hoc Committees – Pickleball – Director Dransfeldt mentioned community meetings with plan presentations. Parking needs to be considered also.



G. Foundation for Pleasant Valley Recreation and Parks – Director Magner thanked everyone for participating at the Presto Pasta fundraiser and mentioned other fundraisers coming up. The Foundation Board is evaluating a kit for the garage replacement at Camarillo Grove Park. There are 2 vacant positions on the board.

H. General Manager's Report – General Manager Mary Otten reported on current projects and studies. Updates in the parks included: the Arneill Park playground with a reopening in July, reopening of the Springville Dog Park, water restrictions, Camp Funtastic registrations, adult sports leagues, CDBG and Food Share truck deliveries, and upcoming special events.

I. Board Members – The Directors updated on the meetings and District events attended.

## 9. ADJOURNMENT

Chair Kelley adjourned the meeting at 7:28 p.m.

**Respectfully submitted,**

**Approval,**

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

**Robert Kelley**  
**Chair**

**Pleasant Valley Recreation and Park District  
Senior Center  
Minutes of Special Meeting  
May 10, 2022**

**5:00 P.M.**

**SPECIAL MEETING**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

All present. Director Roberts in attendance remotely.

Also Present: General Manager Mary Otten, Administrative Services Manager Leonore Young, Park Services Manager Bob Cerasuolo, Recreation Services Manager Katlyn Simber-Clickener, Administrative Analyst/Clerk of the Board Dylan Gunning, Customer Service Lead/Recording Board Secretary Karen Roberts, Administrative Analyst Jessica Puckett, Park Supervisors Nick Marienthal and Brandon Lopez, Recreation Supervisors Lanny Binney and Macy Trueblood, and Human Resources Specialist Kathryn Drewry.

**4. ADOPTION OF AGENDA**

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

**Motion to  
Approve  
Agenda as  
Presented**

Voting was as follows:

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

Noes:

Absent:

**Carried**

Motion: Carried

**5. OPEN COMMUNICATIONS/PUBLIC FORUM**

No comments.

**6. NEW ITEMS – DISCUSSION/ACTION**

**A. Consideration and Adoption of the Updated May 2022 Salary Schedule**

Human Resources Specialist Kathryn Drewry presented the updated May 2022 Salary Schedule which included the changes for the Administrative Services Manager position. Discussion included: receipt of position applications; whole salary schedule study to begin in FY 22-23; concern that 2% COLA may not be sufficient or soon enough; need to increase the incumbent position to the new bottom level for the position; counsel's legal advice that this would not be considered pension spiking; request to work on whole salary schedule sooner than later; and noting that increasing the weight scale of this position will not necessarily make all the other positions go up.

Chair Kelley called for a motion. A motion was made by Director Magner and seconded by Director Malloy to adopt the updated May 2022 Salary Schedule.

**Motion to Adopt Updated May 2022 Salary Schedule**

Voting was as follows:

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

Noes:

Absent:

**Carried**

Motion: Carried

**B. Consideration and Adoption of Resolution No. 708, Stating that in the Event of a Tie Vote, the Winner in the Board Member Elections will be Determined by Drawing Lots**

Administrative Analyst Dylan Gunning presented Resolution No. 708 which states that a tie vote in a board member election would be resolved by drawing lots. Discussion included: concern with a random selection method for a tie vote; any recount requested would be funded by the requestor; and if the election results prove to be incorrect, then the County and the District would cover the costs of the recount.

Chair Kelley called for a motion. A motion was made by Director Magner and seconded by Director Malloy to adopt Resolution No. 708, stating that in the event of a tie vote, that the winner in the Board member elections will be determined by drawing lots.

**Motion to Adopt Reso 708 to Determine Election Tie Vote**

Voting was as follows:

Ayes: Magner, Malloy, Roberts, Chair Kelley

Noes: Dransfeldt

Absent:

**Carried**

Motion: Carried

**C. Fiscal Year 2022/23 Proposed Budget Workshop #2**

Administrative Services Manager Leonore Young brought back the following budget wrap up items for the Board – CAPRI workers compensation insurance, COVID supplies, unemployment insurance, vehicle reserves, turf mitigation and park impact fees. Discussion included: 58 participants in CAPRI workers compensation; no increase needed for COVID cleaning supplies as guidelines have changed; an increase in unemployment insurance by \$5000; the \$30,000 current balance for the vehicle replacement reserve bucket with no consideration for this year but possibly for a compensated absence or retirement bucket; and increase of Fund 10 – Capital by \$120,000 for failed septic system at Camarillo Grove Park.

Under the Capital Improvement Projects proposed budget, discussion included: need for a “Repair Permit to Construct” from the County for the septic system; concern of addition of Freedom Dog Park and water restrictions; multi-tiered plan to implement water restrictions; reducing watering days, limiting watering of passive use turf areas and focusing water usage on sports fields and dog parks; turf mitigation program and possible water rebates with *Be Water Wise*; need for community messaging since water districts

and areas within Camarillo will have different water restrictions; consideration of materials at proposed Freedom dog park; penalties; and consideration of tress in affected areas.

Other discussion included: committed Quimby funds allocation with about \$1.3 million not dedicated yet; no allocation of funds until homes start being built; need for community center/senior center project funds; need for larger portion of property taxes that the City receives; possible phases of pickleball complex due to expenses; reduction in any future Quimby funds; increased costs of buildings and maintenance; need to check with County for assistance; lack of hotel and business discounts for sports groups; and possible change of environment with new supervisors and CEO.

**7. ADJOURNMENT**

Chair Kelley adjourned the meeting at 6:57 p.m.

**Respectfully submitted,**

**Approval,**

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

**Robert Kelley**  
**Chair**

Pleasant Valley Recreation and Park District  
 Finance Report  
 April 2022

	Date	Amount	
Accounts Payables:	4/1/2022	\$ 344,203.02	
	<b>Total</b>	<b>\$ 344,203.02</b>	
Payroll (Total Cost):	4/14/2022	\$ 131,456.02	
	4/28/2022	\$ 130,638.66	
	<b>Total</b>	<b>\$ 262,094.68</b>	
Outgoing:Online Payments			
	4/4/2022	\$ 6,172.34	Wex Fuel Payment
	4/4/2022	\$ 31,638.99	PERS Health Insurance Premium
	4/12/2022	\$ 14,109.16	CALPERS - Ret PR 4/14/2022
	4/4/2022	\$ 2,581.37	Guardian
	4/4/2022	\$ 521.25	VSP
	4/4/2022	\$ 1,850.27	Hartford
	4/27/2022	\$ 13,741.73	CALPERS- Ret.-PR-4/28/22
	<b>Total</b>	<b>\$ 70,615.11</b>	
	<b>Grand Total</b>	<b>\$ 676,912.81</b>	

# CASH REPORT

	4/30/2022 Balance	4/30/2021 Balance	
<b>Restricted Funds</b>			
Debt Service - Restricted	\$ 140,586.22	\$ 256,414.93	
457 Pension Trust Restricted	\$ 75,280.89	\$ 86,363.73	
Quimby Fee - Restricted	\$ 311,893.56	\$ 413,468.34	
Multi-Bank Securities Restricted	\$ -	\$ 15,421.14	
Ventura County Pool - Restricted	\$ 3,055,160.70	\$ 4,543,919.59	
Park Impact Fees	\$ 172,350.46	\$ -	
FCDP Checking	\$ 13,846.66	\$ 13,456.76	
<b>Total</b>	<b>\$ 3,769,118.49</b>	<b>\$ 5,329,044.49</b>	
<b>Semi-Restricted Funds</b>			
Assessment	\$ 1,186,967.11	\$ 1,114,227.06	
Capital Improvement	\$ 1,120,598.92	\$ 49,702.58	
Capital - Vehicle Replacement	\$ 49,843.80	\$ 49,843.80	
LAIF - <b>Capital</b>	\$ 2,482,276.44	\$ 2,320,504.80	
Designated Project	\$ 230,484.00	\$ 16,397.94	
Contingency - Dry Period	\$ 397,645.00	\$ 361,000.00	
Contingency-Compensated Absences	\$ 75,000.00	\$ -	
Contingency-Vehicle Replacement	\$ 30,000.00	\$ 30,000.00	
Contingency - Computer	\$ 20,000.00	\$ 20,000.00	
Contingency - Repair/Oper/Admin	\$ 300,000.00	\$ 200,000.00	
<b>Total</b>	<b>\$ 5,892,815.27</b>	<b>\$ 4,161,676.18</b>	
<b>Unrestricted Funds</b>			
Contingency	\$ 4,533,137.75	\$ 12,221.82	
LAIF/Cal Trust - <b>Contingency</b>	\$ -	\$ 4,045,795.87	
General Fund Checking	\$ 447,695.25	\$ 616,528.87	
<b>Total</b>	<b>\$ 4,980,833.00</b>	<b>\$ 4,674,546.56</b>	
<b>Total of all Funds</b>	<b>\$ 14,642,766.76</b>	<b>\$ 14,165,267.23</b>	<b>\$ 477,499.53</b>

	5/11/2022 Balance	5/31/2021 Balance	
<b>Restricted Funds</b>			
Debt Service - Restricted	\$ 140,586.22	\$ 256,423.64	
457 Pension Trust Restricted	\$ 75,280.89	\$ 86,367.67	
Quimby Fee - Restricted	\$ 320,932.72	\$ 411,537.53	
Multi-Bank Securities Restricted	\$ 15,421.14	\$ 15,421.14	
Ventura County Pool - Restricted	\$ 3,055,160.70	\$ 4,543,919.59	
Park Impact Fees	\$ 172,350.46	\$ -	
FCDP Checking	\$ 13,846.66	\$ 13,456.76	
<b>Total</b>	<b>\$ 3,793,578.79</b>	<b>\$ 5,327,126.33</b>	
<b>Semi-Restricted Funds</b>			
Assessment	\$ 1,143,548.64	\$ 1,065,586.21	
Capital Improvement	\$ 1,120,598.92	\$ 38,835.65	
Capital - Vehicle Replacement	\$ 49,843.80	\$ 49,843.80	
LAIF - <b>Capital</b>	\$ 2,482,276.44	\$ 2,320,504.80	
Designated Project	\$ 230,484.00	\$ 16,397.94	
Contingency - Dry Period	\$ 397,645.00	\$ 361,000.00	
Contingency-Compensated Absences	\$ 75,000.00	\$ -	
Contingency-Vehicle Replacement	\$ 30,000.00	\$ 30,000.00	
Contingency - Computer	\$ 20,000.00	\$ 20,000.00	
Contingency - Repair/Oper/Admin	\$ 300,000.00	\$ 200,000.00	
<b>Total</b>	<b>\$ 5,849,396.80</b>	<b>\$ 4,102,168.40</b>	
<b>Unrestricted Funds</b>			
Contingency	\$ 4,333,137.75	\$ 12,227.50	
LAIF/Cal Trust - <b>Contingency</b>	\$ -	\$ 4,045,795.87	
General Fund Checking	\$ 252,152.68	\$ 424,618.80	
<b>Total</b>	<b>\$ 4,585,290.43</b>	<b>\$ 4,482,642.17</b>	
<b>Total of all Funds</b>	<b>\$ 14,228,266.02</b>	<b>\$ 13,911,936.90</b>	<b>\$ 316,329.12</b>

# Bank Reconciliation

## Board Audit

User: cwebster  
 Printed: 05/05/2022 - 10:26AM  
 Date Range: 04/01/2022 - 04/30/2022  
 Systems: 'AP'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 10 General Fund				
Department: 00 Non Departmentalized				
25158	CAMARILLO QUILTERS ASSOC.	CAM QUILTERS ASSOCIATION: PI	04/06/2022	50.00
25166	HUB INTERNATIONAL INSURANC	HUB: 2022-MAR	04/06/2022	823.00
25181	MARK STIER	STIER,M: RENTAL DEPOSIT REFU	04/06/2022	50.00
25215	ROBERT GRUBER	GRUBER: PERMIT# 1395 /AMILIA :	04/20/2022	50.00
Total for Department: 00 Non Departmentalized				973.00
Department: 03 Recreation				
0	DEBRA GREENWOOD	GREENWOOD,D: 3/21-31 WATER E	04/06/2022	677.45
0	DEBRA GREENWOOD	GREENWOOD, D: 2022-4/4 - 15/ WA	04/20/2022	648.05
0	MARK TUSLER	TUSLER,M: BEG DRUMMING	04/06/2022	234.00
0	PATRICIA J. BOLLAND	BOLLAND,P: JAZZERCISE CLASSI	04/06/2022	864.50
25150	4 ALL PROMOS	4 ALL PROMOS: MARKETING GIV	04/06/2022	6,233.42
25164	GRETCHEN CARROLL	GRETCHEN CARROLL MKTG & D	04/06/2022	2,520.00
25165	DANIEL E. HOWARD	HOWARD, D: JUJITSU QUICK&DR	04/06/2022	243.75
25167	MENDAL HYDE	HYDE, M: 2022-3/21-3/31 WATER E	04/06/2022	193.55
25173	LUCILE B. MOSIER	MOSIER,L: TENNIS CLASSES	04/06/2022	975.00
25188	DUNCAN YOUNG	YOUNG,D: GYMNASTICS CLASSE	04/06/2022	846.30
25193	LARRY CHAVEZ	CHAVEZ, L: 2022-4/6 GAME FORFI	04/14/2022	60.00
25196	DIAL SECURITY	DIAL SECURITY: GUARD SERVICI	04/14/2022	464.00
25198	ROBERT INGLIS	INGLIS, R: OPEN WATER / BUBBLI	04/14/2022	648.70
25212	CASEY PRINTING	CASEY PRINTING: 2022 SUMMER	04/20/2022	10,561.38
25219	BRYAN MONKA	MONKA, B: MARCH CLASSES	04/20/2022	692.84
Total for Department: 03 Recreation				25,862.94
Department: 04 Parks				
0	ARAMSCO INC.	ARAMSCO: SQUEEGEE/COMM CE	04/04/2022	58.59
0	ARAMSCO INC.	ARAMSCO: NITRILE GLOVES /CO	04/14/2022	265.45
0	CITY OF CAMARILLO	CITY OF CAMARILLO: 2022-2/15 -	04/06/2022	17,346.53
0	CITY OF CAMARILLO	CITY OF CAMARILLO: SVC DATE	04/22/2022	8,333.51
0	E.J.HARRISON AND SONS, INC.	E J HARRISON: MARCH BILLING	04/04/2022	4,459.31
0	FERGUSON ENTERPRISES INC. #1	FERGUSON: DIAPH KITS/COMM C	04/04/2022	803.46
0	GRAINGER	GRAINGER: FLUORESCENT BULE	04/14/2022	167.72
0	GRAINGER	GRAINGER: ENTRANCE CARPET,	04/19/2022	272.88
0	LINCOLN AQUATICS	LINCOLN AQUATICS: CHLORINE/	04/04/2022	803.48
0	SOCAL GAS COMPANY	SCG: 2022-3/3 - 4/1 / FREEDOM CEI	04/06/2022	4,261.34
0	SOUTHERN CALIF EDISON COMP.	SCE: SERVICE PERIOD 2022-3/1 - 3	04/06/2022	7,946.91
0	SOUTHERN CALIF EDISON COMP.	SCE: SERVICE DATE 2022-3/9 - 4/6	04/19/2022	9,699.45
0	SPRINT	SPRINT: BILLING PERIOD 2022-2/1	04/04/2022	256.25
0	SPRINT	SPRINT/TMOBILE: BILL PERIOD 2	04/19/2022	256.15
0	UNITED SITE SERVICES OF CA IN	UNITED SITE: ADA RR/SINK/HOCI	04/04/2022	338.62
0	WATER & SANITATION SERVICES	W&S: SERVICE PERIOD 2022-2/28	04/14/2022	446.90
25151	ALL PHASE ELECTRIC	ALL PHASE ELECTRIC: BREAKER	04/06/2022	18.83
25152	ALTERNATIVE LED LLC	ALTERNATIVE LED: POLE ARM SI	04/06/2022	1,998.01
25153	ASTRA INDUSTRIAL SERVICES IN	ASTRA INDUSTRIAL SVC: BACKF	04/06/2022	317.54
25154	B & B DO IT CENTER	B&B: SPACKLE/GLUE/PUTTY KNI	04/06/2022	3,377.12
25155	BIGBRAND TIRE & SERVICE	BIG BRAND: TRUCK# 22	04/06/2022	168.56
25157	CAMARILLO LAWNMOWER	CAMARILLO LAWNMOWER: TUN	04/06/2022	312.19

Check No.	Vendor/Employee	Transaction Description	Date	Amount
25160	CITY OF OXNARD-CITY TREASUR	CITY OF OXNARD: 2022-FEB REC'	04/06/2022	159.92
25161	FENCE FACTORY RENTALS	FENCE FACTORY RENTALS: TEMI	04/06/2022	1,840.00
25163	GREENFIELDS OUTDOOR FITNES	GREENFIELDS OUTDOOR FITNES	04/06/2022	4,949.40
25166	HUB INTERNATIONAL INSURANC	HUB: 2022-FEB	04/06/2022	-38.93
25168	JOHN DEERE FINANCIAL	JOHN DEERE FINANCIAL: TRACT	04/06/2022	56.70
25171	L.A. CARPET WAREHOUSE INC	L.A. CARPET WAREHOUSE INC: C	04/06/2022	7,496.77
25174	NAPA AUTO PARTS	NAPA: KUBOTA TRACTOR #201	04/06/2022	748.46
25176	PACIFIC SOD	PACIFIC SOD: DOG PARK SOD	04/06/2022	4,654.65
25177	PEACH HILL SOILS INC.	PEACH HILL SOILS: SEED TOPPEF	04/06/2022	1,662.38
25178	PHOENIX GROUP INFORMATION ;	PHOENIX GROUP: 2022-JAN BILLI	04/06/2022	335.00
25179	POWER MACHINERY CENTER	POWER MACHINERY: TIRES FOR	04/06/2022	745.39
25180	SITEONE LANDSCAPE SUPPLY LL	SITEONE: SOCKETS/FREEDOM PA	04/06/2022	1,358.02
25182	STOVER SEED COMPANY	STOVER SEED CO: SEEDS FOR DC	04/06/2022	1,779.30
25184	TURF STAR INC.	TURF STAR: SAND PRO PARTS/SH	04/06/2022	57.40
25185	U-RENT INC.	URENT: STUMP GRINDER/NANCY	04/06/2022	257.48
25186	VORTEX INDUSTRIES, INC.	VORTEX: GLASS ALUMINUM DO	04/06/2022	405.00
25192	B & B DO IT CENTER	B&B: HAMMER/ PHL DECK / SHO	04/14/2022	302.49
25194	COASTAL PIPCO IRRIGATION INC	COASTAL PIPCO: DISALLOWED E	04/14/2022	683.17
25195	CRESTVIEW MUTUAL WATER CO.	CRESTVIEW MUTUAL WATER: 20:	04/14/2022	62.16
25197	HARBOR FREIGHT TOOLS	HARBOR FREIGHT: HYDRAULIC .	04/14/2022	42.89
25199	KASTLE KARE	KASTLE KARE: GOPHER MONTLY	04/14/2022	600.00
25202	NAPA AUTO PARTS	NAPA: AIR FILTER/SHOP	04/14/2022	179.21
25204	TURF STAR INC.	TURF STAR: LAWN MOWER PART	04/14/2022	84.31
25206	AMERICAN RESOURCE RECVY	AMERICAN RESOURCE RECVY: 2	04/20/2022	947.39
25207	ASTRA INDUSTRIAL SERVICES IN	ASTRA INDUSTRIAL: 860 & BOLT	04/20/2022	3,685.54
25208	B & B DO IT CENTER	B&B: SLEDGE HAMMER & SCREV	04/20/2022	339.71
25209	BIGBRAND TIRE & SERVICE	BIGBRAND TIRE: FORD F150 TIRE	04/20/2022	630.05
25210	CAMROSA WATER DISTRICT	CAMROSA: SERVICE DATES 2022-	04/20/2022	13,085.85
25211	CARMEN AUTO CENTER INC	CARMEN AUTO CENTER: FORD E	04/20/2022	89.99
25214	FG WILCOX INC.	FG WILCOX: PAVILLION / COMM	04/20/2022	288.49
25217	KIRBY BUILT QUALITY PRODUCT	KIRBYBUILT: MEMORIAL & VICT	04/20/2022	5,300.67
25220	NAPA AUTO PARTS	NAPA: ENGINE MOUNT/SHOP	04/20/2022	611.33
25221	PERFORMANCE NURSERY	PERFORMANCE NURSERY: RUSSI	04/20/2022	217.18
25223	TRAFFIC TECHNOLOGIES LLC.	TRAFFIC TECH: STOP SIGNS/FREI	04/20/2022	653.02
25224	TURF STAR INC.	TURF STAR: AIR FILTER RETAINE	04/20/2022	64.61
25226	WEST COAST ARBORISTS INC.		04/20/2022	2,025.00

Total for Department: 04 Parks

118,268.80

Department: 05 Administration

0	ALESHIRE & WYNDER LLP	ALESHIRE & WYNDER: LEGAL SE	04/20/2022	2,169.46
0	CULLIGAN OF VENTURA COUNT'	CULLIGAN: TICKET #802684057	04/04/2022	34.00
0	CULLIGAN OF VENTURA COUNT'	CULLIGAN: EQUIP COOLER / TICI	04/14/2022	130.00
0	NICOLAY CONSULTING GROUP	NICOLAY CONSULTING GROUP: F	04/14/2022	2,500.00
0	QUADIANT LEASING USA, INC.	QUADIANT: 2022-4/12 - 7/11	04/04/2022	258.44
0	STREAMLINE	STREAMLINE: 2022-4/1-5/1	04/14/2022	300.00
0	WATER & SANITATION SERVICES	W&S: SERVICE PERIOD 2022-2/28	04/14/2022	0.75
25159	CITY OF CAMARILLO	CITY OF CAMARILLO: CHAMBER	04/06/2022	1,410.50
25162	GAMETIME		04/06/2022	3,967.47
25169	GRAYSON KENT	KENT, G: EDUCATIONAL PRESEN	04/06/2022	225.00
25170	KONICA MINOLTA	KONICA MINOLTA: SERVICE LAB	04/06/2022	200.00
25177	PEACH HILL SOILS INC.	PEACH HILL SOILS: BASE FOR PL	04/06/2022	4,625.16
25183	THOMPSON BUILDING MATERIAI	THOMPSON BUILDING: BASE FOI	04/06/2022	214.50
25187	MICHAEL WATLING	WATLING,M: ANIMAL PRESENTA	04/06/2022	150.00
25190	ADVANTAGE TELECOM/A+WIREI	ADVANTAGE TELECOM: 2022-4/1-	04/14/2022	1,490.24
25191	ALLCONNECTED, INC.	ALLCONNECTED: CLOUD BACKU	04/14/2022	210.00
25200	PAUL LERMA	LERMA, P: DATE OF SERVICE 202	04/14/2022	125.00
25201	MOSS,LEVY & HARTZHEIM	MOSS, LEVY & HARZHEIM: MARC	04/14/2022	875.00
25203	COUNTY OF VENTURA PUBLIC W	PUBLIC WORKS AGENCY: ID# PV	04/14/2022	492.49
25213	CENTERS FOR FAMILY HEALTH	CENTERS FOR FAMILY HEALTH: :	04/20/2022	175.00
25216	J. THAYER COMPANY	J THAYER: BINDERS/PAPER	04/20/2022	1,040.29
25218	KONICA MINOLTA	KONICA MINOLTA: MONTHLY IN'	04/20/2022	90.61
25222	CODY SWANSON	SWANSON,D: 2022-3/19 HIKE	04/20/2022	62.50



Check No.	Vendor/Employee	Transaction Description	Date	Amount
25225	VENTURA COUNTY SPECIAL DIS1	VCSDA: DINNER MEETING 2022-4	04/20/2022	66.00
		Total for Department: 05 Administration		20,812.41
		Total for Fund:10 General Fund		165,917.15

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 20 Assessment Fund				
Department: 00 Non Departmentalized				
25156	BRIGHTVIEW LANDSCAPE SERVI	BRIGHTVIEW: 2022-3 LANDSCAPI	04/06/2022	26,635.58
25175	NATURAL GREEN LANDSCAPES, I	NATURAL GREEN LANDSCAPE: 2	04/06/2022	15,404.76
25194	COASTAL PIPCO IRRIGATION INC	COASTAL PIPCO: RETURNED ITEI	04/14/2022	-114.22
Total for Department: 00 Non Departmentalized				41,926.12
Total for Fund:20 Assessment Fund				41,926.12

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 30 Park Dedication Fund				
Department: 00				
25172	LAUTERBACH & ASSOCIATES, IN	LAUTERBACH & ASSOC: CONTR/	04/06/2022	2,120.00
25205	UNITED CONSTRUCTION & LANE	UNITED CONSTRUCTION & LANS	04/14/2022	134,239.75
Total for Department: 00				136,359.75
Total for Fund:30 Park Dedication Fund				136,359.75

Check No.	Vendor/Employee	Transaction Description	Date	Amount
		Grand Total		344,203.02

## Ventura County Pool

Investment Name	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021	July 2021
<b>Ventura County Pool</b>	.690%	.518%	.464%	.495%	.410%	.383%	.357%	.361%	.331%
Investment Name	August 2021	September 2021	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022	April 2022
<b>Ventura County Pool</b>	.305%	.322%	.310%	.300%	.310%	.330%	.38%	.41%	.56%

- Rates are determined at the end of the month

## Local Agency Investment Fund (LAIF)

Investment Name	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021	July 2021
<b>Local Agency Investment Fund (LAIF)</b>	.576%	.540%	.458%	.407%	.357%	.339%	.315%	.262%	.330%
Investment Name	August 2021	September 2021	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022	April 2022
<b>Local Agency Investment Fund (LAIF)</b>	.221%	.206%	.203%	.202%	.212%	.234%	.278%	.365%	.523%

## Pacific Western Bank

Investment Name	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021	July 2021
<b>Pacific Western Bank</b>	.04%	.04%	.04%	.04%	.04%	.04%	.04%	.04%	.04%
	<b>August 2021</b>	<b>September 2021</b>	<b>October 2021</b>	<b>November 2021</b>	<b>December 2021</b>	<b>January 2022</b>	<b>February 2022</b>	<b>March 2022</b>	<b>April 2022</b>
<b>Pacific Western Bank</b>	.04%	.04%	.04%	.04%	.04%	.04%	.04%	.04%	.04%

**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: June 1, 2022**

**SUBJECT: FINANCE REPORT APRIL 2022**

**RECOMMENDATION**

It is recommended the Board review and approve the Financial Statements of April 2022 for Fund 10, Fund 20, Fund 30, Fund 40, and Fund 50.

**ANALYSIS OF COMPARATIVE FINANCIAL THROUGH APRIL 30, 2022**

The District's Statements of Revenues and Expenditures for the period of July 1, 2021 through April 30, 2022 with a year-to-date comparison for the period of July 1, 2020 through April 30, 2021 are attached. The percentage rate used for the 2021-2022 fiscal year budget is 83% for Period 10 of the fiscal year.

**REVENUES**

Total revenue for the 10th month ending April 30, 2022 for Fund 10 (General Fund) has an overall increase of \$830,817 in comparison to fiscal year 2020-2021. This variance from prior year is primarily made up of an increase in Other Miscellaneous Revenue #5575 (\$273,967) due to COVID-19 relief funds received, Tax Apportionment #5510-5240 (\$257,477), Rental #5530 (\$182,259) and other accounts with smaller variances.

Total revenue for the 10th month ending April 30, 2022 for Fund 20 (Assessment District) is at 99.6% of budget.

Fund 30, the Park Dedication Fund received \$7.98 in interest earnings for the month of April 2022.

Fund 40, the Park Impact Fee Fund received \$3.26 in interest earnings for the month of April 2022.

Fund 50, the Community Development Block Grant (CDBG) Fund – Food Share had no activity for the month of April 2022.

**EXPENDITURES**

Personnel Expenditures have decreased by \$43,397 for fiscal year 2021-2022 in comparison to personnel expenses for the same time last year. This variance is due primarily to a decrease in Employee Insurance (\$100,318) and an increase in PERS Unfunded Liability (\$67,476) and variance in other accounts.

Service and Supply Expenditures for Fund 10 have increased \$319,684 in comparison to the same time as last year and is at 74.7% of budget. The main line item that makes up the majority of this variance is Instructor Services #7120 (\$58,858) and various other accounts.

Fund 20 is at 82.7% in Personnel and 86.6% in Service and Supplies.

Fund 30 had no Personnel Expenses or Services and Supplies for the month of April 2022.

Fund 40 had no activity in Personnel or Services and Supplies for the month of April 2022.

Fund 50 activity in Personnel is at year-to-date \$17,507 and Services and Supplies year-to-date \$633 through the month of April 2022.

The capital projects in Fund 10 (General Fund) and Fund 30 (Quimby Fee Fund) are continuing to make progress.

### **FISCAL IMPACT**

Overall, the financials show the District is under the approved budget for Fund 10 by 9.6% and over in Fund 20 by 3.18%.

### **RECOMMENDATION**

It is recommended the Board review and approve the Financial Statements for April 2022 for Fund 10, Fund 20, Fund 30, Fund 40, and Fund 50.

### **ATTACHMENTS**

- 1) Financial Statement of Revenues and Expenditures as of April 30, 2022, Fund 10  
(3 pages)
- 2) Financial Statement of Revenues and Expenditures as of April 30, 2022, Fund 20  
(1 page)
- 3) Financial Statement of Revenues and Expenditures as of April 30, 2022, Fund 30  
(1 page)
- 4) Financial Statement of Revenues and Expenditures as of April 30, 2022, Fund 40  
(1 page)
- 5) Financial Statement of Revenues and Expenditures as of April 30, 2022, Fund 50  
(1 page)



**General Ledger**  
**Fund 10 General Fund**  
**April 2022 83%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>							
Tax Apportionment	5110-5240	\$ (3,062,645.10)	\$ (7,082,841.22)	\$ (7,340,317.82)	\$ (7,301,920.00)	\$ 38,397.82	99.48%
Interest Earnings	5310	\$ (175.62)	\$ (23,553.34)	\$ (7,874.87)	\$ (14,928.00)	\$ (7,053.13)	52.75%
Hill Fire 2018	5465	\$ -	\$ (219,884.01)	\$ -	\$ -	\$ -	0.00%
Park Patrol Citations	5506	\$ (563.00)	\$ (1,100.00)	\$ (1,153.00)	\$ (2,200.00)	\$ (1,047.00)	52.41%
Bingo Revenue	5508	\$ -	\$ -	\$ (5,795.25)	\$ (14,400.00)	\$ (8,604.75)	40.24%
Excess Bingo Funds	5509	\$ -	\$ -	\$ (2,946.60)	\$ -	\$ 2,946.60	0.00%
Contract Classes-Public Fees	5510	\$ (45,279.70)	\$ (70,255.11)	\$ (181,823.37)	\$ (128,380.00)	\$ 53,443.37	141.63%
Public Fees	5511	\$ (53,740.54)	\$ (51,184.94)	\$ (152,322.69)	\$ (200,771.00)	\$ (48,448.31)	75.87%
Public Fees-Entry Fees	5520	\$ (2,876.00)	\$ (3,589.00)	\$ (30,546.00)	\$ (25,840.00)	\$ 4,706.00	118.21%
Vending Concessions	5525	\$ -	\$ -	\$ (620.40)	\$ (2,500.00)	\$ (1,879.60)	24.82%
Rental	5530	\$ (42,616.85)	\$ (170,091.88)	\$ (352,350.44)	\$ (285,912.00)	\$ 66,438.44	123.24%
Cell Tower Revenue	5535	\$ (8,317.68)	\$ (81,233.45)	\$ (87,975.55)	\$ (91,704.00)	\$ (3,728.45)	95.93%
Parking Fees	5540	\$ (2,841.58)	\$ (7,742.45)	\$ (13,750.55)	\$ (8,512.00)	\$ 5,238.55	161.54%
CAPRI Workers Comp Prior Year	5546	\$ -	\$ -	\$ (15,947.55)	\$ -	\$ 15,947.55	0.00%
Activity Guide Revenue	5555	\$ -	\$ (850.00)	\$ (2,550.00)	\$ (10,000.00)	\$ (7,450.00)	25.50%
Sponsorships/Donations	5558	\$ -	\$ (2,565.00)	\$ -	\$ (1,000.00)	\$ (1,000.00)	0.00%
Special Event	5561	\$ 512.52	\$ -	\$ 512.52	\$ -	\$ (512.52)	0.00%
Staffing Cost Recovery	5563	\$ (1,518.00)	\$ (19,847.00)	\$ (45,807.25)	\$ (26,730.00)	\$ 19,077.25	171.37%
Special Event Permits	5564	\$ -	\$ (600.00)	\$ (800.00)	\$ -	\$ 800.00	0.00%
Security Services Recovery	5566	\$ (1,950.00)	\$ -	\$ (5,011.00)	\$ -	\$ 5,011.00	0.00%
Contributions	5570	\$ -	\$ (35,000.00)	\$ (73,529.28)	\$ (72,000.00)	\$ 1,529.28	102.12%
Other Misc Revenue	5575	\$ (2,925.75)	\$ (57,063.21)	\$ (331,030.64)	\$ (304,880.00)	\$ 26,150.64	108.58%
Credit Card Processing Fee	5576	\$ -	\$ (92.89)	\$ (67.75)	\$ -	\$ 67.75	0.00%
Cash Over/Under	5580	\$ -	\$ (111.00)	\$ (45.00)	\$ -	\$ 45.00	0.00%
Incentive Income	5585	\$ (21.43)	\$ (600.44)	\$ (1,577.98)	\$ (2,700.00)	\$ (1,122.02)	58.44%
Reimbursement - ROPS	5600	\$ -	\$ (373,105.94)	\$ (396,407.90)	\$ (325,000.00)	\$ 71,407.90	121.97%
Reimb-Needs Assessment/LPA	5605	\$ -	\$ (17,610.38)	\$ -	\$ -	\$ -	0.00%
Surplus Carryover	5991	\$ -	\$ -	\$ -	\$ (16,397.00)	\$ (16,397.00)	0.00%
<b>Revenue</b>		<b>\$ (3,224,958.73)</b>	<b>\$ (8,218,921.26)</b>	<b>\$ (9,049,738.37)</b>	<b>\$ (8,835,774.00)</b>	<b>\$ 213,964.37</b>	<b>102.42%</b>
<b>YTD Comparison</b>				<b>\$ (830,817.11)</b>			
<b>Personnel</b>							
Full Time Salaries	6100	\$ 173,707.23	\$ 1,901,624.17	\$ 1,857,188.18	\$ 2,504,112.00	\$ 646,923.82	74.17%
Overtime Salaries	6101	\$ 1,414.66	\$ 8,528.57	\$ 12,942.74	\$ 23,594.00	\$ 10,651.26	54.86%
Car Allowance	6105	\$ 882.78	\$ 9,138.14	\$ 9,321.76	\$ 10,800.00	\$ 1,478.24	86.31%
Cell Phone Allowance	6108	\$ 1,147.96	\$ 11,728.28	\$ 11,921.87	\$ 15,420.00	\$ 3,498.13	77.31%
Part-Time Salaries	6110	\$ 26,207.50	\$ 138,678.98	\$ 293,544.57	\$ 469,895.00	\$ 176,350.43	62.47%
Retirement	6120	\$ 28,323.97	\$ 328,042.31	\$ 309,478.81	\$ 445,014.00	\$ 135,535.19	69.54%
457 Pension	6121	\$ 87.17	\$ 68,437.07	\$ 16,140.75	\$ 7,000.00	\$ (9,140.75)	230.58%
Deferred Compensation	6125	\$ 365.56	\$ 3,904.12	\$ 3,879.87	\$ 4,752.00	\$ 872.13	81.65%
Employee Insurance	6130	\$ 14,783.86	\$ 281,239.01	\$ 180,921.46	\$ 351,958.00	\$ 171,036.54	51.40%
Workers Compensation	6140	\$ 11,363.90	\$ 80,892.01	\$ 125,976.76	\$ 189,304.00	\$ 63,327.24	66.55%
Unemployment Insurance	6150	\$ -	\$ 19,452.50	\$ 39.41	\$ 40,000.00	\$ 39,960.59	0.10%
Loan - Pension Obligation	6160	\$ 22,018.17	\$ 213,951.67	\$ 220,181.67	\$ 264,218.00	\$ 44,036.33	83.33%
PERS Unfunded Liability	6170	\$ -	\$ 434,065.00	\$ 501,541.00	\$ 516,970.00	\$ 15,429.00	97.02%
<b>Personnel</b>		<b>\$ 280,302.76</b>	<b>\$ 3,499,681.83</b>	<b>\$ 3,543,078.85</b>	<b>\$ 4,843,037.00</b>	<b>\$ 1,299,958.15</b>	<b>73.16%</b>
<b>YTD Comparison</b>				<b>\$ 43,397.02</b>			
<b>Services and Supplies</b>							
Telephone/Internet	6210	\$ 2,002.64	\$ 17,024.34	\$ 18,213.81	\$ 23,008.00	\$ 4,794.19	79.16%
Internet Services	6220	\$ 510.00	\$ 15,958.00	\$ 19,647.08	\$ 36,862.00	\$ 17,214.92	53.30%
IT Infrastructure	6230	\$ -	\$ 1,196.96	\$ 539.62	\$ 2,000.00	\$ 1,460.38	26.98%
Computer Hardware/Software	6240	\$ 304.50	\$ 9,059.89	\$ 10,283.95	\$ 12,050.00	\$ 1,766.05	85.34%
Pool Chemicals	6310	\$ 803.48	\$ 1,448.73	\$ 4,034.23	\$ 8,250.00	\$ 4,215.77	48.90%
Janitorial Supplies	6320	\$ 324.04	\$ 23,034.80	\$ 27,196.05	\$ 48,408.00	\$ 21,211.95	56.18%
COVID - Supplies	6321	\$ -	\$ 10,285.84	\$ 80.44	\$ 5,600.00	\$ 5,519.56	1.44%
Kitchen Supplies	6330	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
Food Supplies	6340	\$ -	\$ -	\$ 619.41	\$ 12,745.00	\$ 12,125.59	4.86%
Water Maint & Service	6350	\$ 164.00	\$ 764.75	\$ 601.05	\$ 1,265.00	\$ 663.95	47.51%
Laundry/Wash Service	6360	\$ -	\$ 178.00	\$ -	\$ 880.00	\$ 880.00	0.00%
Insurance Liability	6410	\$ -	\$ 208,084.00	\$ 236,698.00	\$ 236,698.00	\$ -	100.00%
Equipment Maintenance	6500	\$ -	\$ -	\$ 141.93	\$ 900.00	\$ 758.07	15.77%
Fuel	6510	\$ 6,520.66	\$ 36,954.05	\$ 42,607.19	\$ 51,600.00	\$ 8,992.81	82.57%
Vehicle Maintenance	6520	\$ 3,811.46	\$ 19,842.72	\$ 22,575.36	\$ 35,400.00	\$ 12,824.64	63.77%
Office Equipment Maintenance	6530	\$ -	\$ 116.89	\$ -	\$ -	\$ -	0.00%
Building Repair	6610	\$ 3,773.60	\$ 29,264.04	\$ 35,801.39	\$ 88,000.00	\$ 52,198.61	40.68%
HVAC	6620	\$ -	\$ 3,949.69	\$ 5,373.47	\$ 8,820.00	\$ 3,446.53	60.92%

**General Ledger**  
**Fund 10 General Fund**  
**April 2022 83%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Playground Maintenance	6630	\$ -	\$ 3,443.80	\$ 4,452.17	\$ 60,000.00	\$ 55,547.83	7.42%
Turf Removal	6705	\$ 638.29	\$ -	\$ 15,206.10	\$ 20,000.00	\$ 4,793.90	76.03%
Grounds Maintenance	6710	\$ 19,477.02	\$ 71,566.68	\$ 70,579.97	\$ 86,220.00	\$ 15,640.03	81.86%
Tree Care	6719	\$ 2,025.00	\$ 25,559.88	\$ 24,352.50	\$ 30,000.00	\$ 5,647.50	81.18%
Park Amenities - Assess	6722	\$ 10,250.07	\$ -	\$ 15,199.47	\$ -	\$ (15,199.47)	0.00%
Fee Schedule	6727	\$ -	\$ -	\$ -	\$ 16,397.00	\$ 16,397.00	0.00%
Contracted Pest Control	6730	\$ 600.00	\$ 760.00	\$ 2,500.00	\$ 2,520.00	\$ 20.00	99.21%
Rubbish & Refuse	6740	\$ 5,566.62	\$ 58,339.90	\$ 58,436.15	\$ 79,346.00	\$ 20,909.85	73.65%
Vandalism/Theft	6750	\$ -	\$ 265.91	\$ 112.33	\$ 500.00	\$ 387.67	22.47%
Memberships	6810	\$ -	\$ 12,370.00	\$ 13,265.00	\$ 14,435.00	\$ 1,170.00	91.89%
Office Supplies	6910	\$ 2,416.44	\$ 3,887.65	\$ 11,771.02	\$ 12,709.00	\$ 937.98	92.62%
Postage Expense	6920	\$ 0.75	\$ 1,037.65	\$ 12,511.98	\$ 12,700.00	\$ 188.02	98.52%
Advertising Expense	6930	\$ 307.95	\$ 900.00	\$ 2,915.95	\$ 2,490.00	\$ (425.95)	117.11%
Printing Charges	6940	\$ 290.61	\$ 9,272.16	\$ 5,146.36	\$ 14,123.00	\$ 8,976.64	36.44%
Registration Fees	6950	\$ 4,390.06	\$ 16,474.91	\$ 61,392.23	\$ 47,732.00	\$ (13,660.23)	128.62%
Approp Redev/Collection Fees	6960	\$ 269,977.71	\$ 509,538.40	\$ 541,882.42	\$ 545,454.00	\$ 3,571.58	99.35%
Minor Furn Fixture & Equip	6980	\$ 258.44	\$ 1,121.45	\$ 1,119.67	\$ 1,137.00	\$ 17.33	98.48%
Fingerprint Fees (HR)	7010	\$ -	\$ 47.00	\$ 420.00	\$ 2,640.00	\$ 2,220.00	15.91%
Fire & Safety Insp Fees	7020	\$ -	\$ 2,239.93	\$ 2,324.65	\$ 3,800.00	\$ 1,475.35	61.18%
Permit & Licensing Fees	7030	\$ -	\$ 1,740.26	\$ 3,628.40	\$ 6,350.00	\$ 2,721.60	57.14%
State License Fee	7040	\$ -	\$ 657.50	\$ 48.75	\$ 1,000.00	\$ 951.25	4.88%
Professional Services	7100	\$ -	\$ 7,000.00	\$ 39,208.00	\$ 81,550.00	\$ 42,342.00	48.08%
Legal Services	7110	\$ 2,169.46	\$ 35,822.06	\$ 36,787.66	\$ 90,000.00	\$ 53,212.34	40.88%
Typeset and Print Services	7115	\$ 13,081.38	\$ -	\$ 23,820.15	\$ 29,300.00	\$ 5,479.85	81.30%
Instructor Services	7120	\$ 6,586.64	\$ 33,132.55	\$ 91,990.25	\$ 108,303.00	\$ 16,312.75	84.94%
PERS Admin Fees	7125	\$ 87.83	\$ 1,130.80	\$ 1,091.36	\$ 2,128.00	\$ 1,036.64	51.29%
Audit Services	7130	\$ 3,375.00	\$ 11,760.00	\$ 12,375.00	\$ 20,275.00	\$ 7,900.00	61.04%
Medical & Health Svcs (HR)	7140	\$ 175.00	\$ 500.00	\$ 1,405.00	\$ 6,420.00	\$ 5,015.00	21.88%
Security Services	7150	\$ 464.00	\$ 2,587.50	\$ 5,118.72	\$ 4,147.00	\$ (971.72)	123.43%
Entertainment Services	7160	\$ 41.17	\$ -	\$ 159.89	\$ 2,400.00	\$ 2,240.11	6.66%
Business Services	7180	\$ 2,247.98	\$ 75,981.91	\$ 50,673.89	\$ 67,660.00	\$ 16,986.11	74.89%
Umpire/Referee Services	7190	\$ 60.00	\$ -	\$ 1,185.00	\$ 1,500.00	\$ 315.00	79.00%
Subscriptions	7210	\$ 9.99	\$ 1,273.99	\$ 125.91	\$ 3,723.00	\$ 3,597.09	3.38%
Rents & Leases - Equip	7310	\$ 338.62	\$ 2,446.11	\$ 6,123.10	\$ 24,000.00	\$ 17,876.90	25.51%
Bldg/Field Leases & Rental	7320	\$ -	\$ (60.00)	\$ (250.00)	\$ 60.00	\$ 310.00	-416.67%
Event Supplies	7410	\$ 294.10	\$ 118.63	\$ 982.09	\$ 3,330.00	\$ 2,347.91	29.49%
Supplies	7420	\$ 6,233.42	\$ 1,484.00	\$ 9,942.08	\$ 14,435.00	\$ 4,492.92	68.87%
Bingo Supplies	7430	\$ -	\$ -	\$ 3,145.12	\$ 3,600.00	\$ 454.88	87.36%
Sporting Goods	7440	\$ 136.87	\$ 207.91	\$ 5,154.90	\$ 6,000.00	\$ 845.10	85.92%
Arts and Craft Supplies	7450	\$ -	\$ -	\$ -	\$ 3,375.00	\$ 3,375.00	0.00%
Training Supplies	7460	\$ -	\$ 699.71	\$ 30.00	\$ 1,800.00	\$ 1,770.00	1.67%
Small Tools	7500	\$ 1,003.28	\$ 4,072.04	\$ 4,226.62	\$ 6,000.00	\$ 1,773.38	70.44%
Safety Supplies	7510	\$ 493.78	\$ 853.51	\$ 4,884.22	\$ 5,750.00	\$ 865.78	84.94%
Uniform Allowance	7610	\$ -	\$ 4,168.94	\$ 8,294.77	\$ 11,220.00	\$ 2,925.23	73.93%
Safety Clothing	7620	\$ 216.25	\$ 1,222.63	\$ 1,248.74	\$ 4,764.00	\$ 3,515.26	26.21%
Transportation and Travel	7700	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	0.00%
Conference&Seminar Staff	7710	\$ 650.00	\$ 4,083.33	\$ 3,851.21	\$ 23,196.00	\$ 19,344.79	16.60%
Conference&Seminar Board	7715	\$ 66.00	\$ -	\$ 283.00	\$ 4,450.00	\$ 4,167.00	6.36%
Conference&Seminar Travel Exp	7720	\$ 208.67	\$ -	\$ 1,949.86	\$ 13,718.00	\$ 11,768.14	14.21%
Out of Town Travel Board	7725	\$ -	\$ -	\$ 1,221.94	\$ 2,420.00	\$ 1,198.06	50.49%
Private Vehicle Mileage	7730	\$ -	\$ 123.00	\$ 32.48	\$ 3,892.00	\$ 3,859.52	0.83%
Buses/Excursions	7750	\$ -	\$ -	\$ -	\$ 17,400.00	\$ 17,400.00	0.00%
Utilities - Gas	7810	\$ 4,261.34	\$ 21,664.10	\$ 33,722.24	\$ 30,414.00	\$ (3,308.24)	110.88%
Utilities - Water	7820	\$ 39,274.95	\$ 708,352.09	\$ 543,146.53	\$ 899,999.00	\$ 356,852.47	60.35%
Utilities - Electric	7830	\$ 17,646.36	\$ 117,896.69	\$ 164,303.57	\$ 210,000.00	\$ 45,696.43	78.24%
Airport Assessment Exp	7840	\$ -	\$ 842.00	\$ -	\$ 14,000.00	\$ 14,000.00	0.00%
Awards and Certificates	7910	\$ -	\$ 1,433.67	\$ 7,144.60	\$ 14,206.00	\$ 7,061.40	50.29%
Meals for Staff Training	7920	\$ 501.51	\$ 910.51	\$ 1,533.79	\$ 3,500.00	\$ 1,966.21	43.82%
Employee Morale	7930	\$ 15.00	\$ 144.24	\$ 2,556.80	\$ 5,500.00	\$ 2,943.20	46.49%
COP Debt - PV Fields	7950	\$ 223,759.02	\$ 229,759.38	\$ 223,759.02	\$ 223,760.00	\$ 0.98	100.00%
Reserve Computer Fleet	7971	\$ -	\$ 2,500.00	\$ -	\$ -	\$ -	0.00%
Reserve Dry Period	7973	\$ -	\$ -	\$ 36,645.00	\$ 36,645.00	\$ -	100.00%
Reserve Repair/Oper/Admin	7975	\$ -	\$ 75,000.00	\$ 100,000.00	\$ 100,000.00	\$ -	100.00%
Reserve - Compensated Absences	7976	\$ -	\$ -	\$ 75,000.00	\$ 75,000.00	\$ -	100.00%
Admin Fee/CC Refund 2020	8112	\$ -	\$ 11,644.34	\$ 275.00	\$ -	\$ (275.00)	0.00%
<b>Services and Supplies</b>		<b>\$ 657,810.96</b>	<b>\$ 2,455,141.42</b>	<b>\$ 2,774,825.61</b>	<b>\$ 3,714,379.00</b>	<b>\$ 939,553.39</b>	<b>74.70%</b>
<b>YTD Comparison</b>				<b>\$ 319,684.19</b>			

**General Ledger**  
**Fund 10 General Fund**  
**April 2022 83%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Capital</b>							
Capital	8400	\$ -	\$ -	\$ 5,020.63	\$ -	\$(5,020.63)	0.00%
Equip/Facility Replacement	8420	\$ -	\$ 269.42	\$ 29,984.93	\$ 64,730.00	\$ 34,745.07	46.32%
Community Center Marquee	8468	\$ -	\$ 3,997.52	\$ -	\$ -	\$ -	0.00%
Switches and Servers	8474	\$ -	\$ 29,642.96	\$ -	\$ -	\$ -	0.00%
Turf Grinder	8475	\$ -	\$ 14,366.14	\$ -	\$ -	\$ -	0.00%
Pitts Ranch BB Crt Repaint	8476	\$ -	\$ 7,950.00	\$ -	\$ -	\$ -	0.00%
Inflatable System	8479	\$ -	\$ -	\$ -	\$ 5,500.00	\$ 5,500.00	0.00%
HVAC Administration Bldg	8481	\$ -	\$ 13,200.00	\$ -	\$ -	\$ -	0.00%
HVAC for Room #6	8482	\$ -	\$ 10,876.76	\$ -	\$ -	\$ -	0.00%
ECAA Loan-Lighting Project	8483	\$ -	\$ -	\$ 52.50	\$ 190,000.00	\$ 189,947.50	0.03%
HVAC Conference Room	8485	\$ -	\$ -	\$ 7,414.00	\$ 15,000.00	\$ 7,586.00	49.43%
Pool Vacuum	8486	\$ -	\$ -	\$ 5,203.25	\$ 6,000.00	\$ 796.75	86.72%
Springville Parking Lot	8487	\$ -	\$ -	\$ 23,600.22	\$ 80,000.00	\$ 56,399.78	29.50%
Mission Oaks Parking Lot	8488	\$ -	\$ -	\$ 61,654.20	\$ 100,000.00	\$ 38,345.80	61.65%
Tennis Court Lighting	8489	\$ 2,363.73	\$ -	\$ 116,802.34	\$ 140,000.00	\$ 23,197.66	83.43%
Senior Center Carpeting	8491	\$ 7,496.77	\$ -	\$ 14,993.55	\$ 15,000.00	\$ 6.45	99.96%
Sr Ctr Upgrade to Sound Board	8492	\$ 13.70	\$ -	\$ 13.70	\$ 15,000.00	\$ 14,986.30	0.09%
Bingo Console	8494	\$ -	\$ -	\$ 5,007.00	\$ 15,000.00	\$ 9,993.00	33.38%
Turf Sweeper	8495	\$ -	\$ -	\$ 8,189.10	\$ 8,190.00	\$ 0.90	99.99%
Prop 68 Arneill Ranch Park	8496	\$ 8,807.13	\$ -	\$ 88,607.13	\$ 82,880.00	\$ (5,727.13)	106.91%
<b>Capital</b>		<b>\$ 18,681.33</b>	<b>\$ 80,302.80</b>	<b>\$ 366,542.55</b>	<b>\$ 737,300.00</b>	<b>\$ 370,757.45</b>	<b>49.71%</b>

<b>TOTAL EXPENSES</b>	<b>\$ 938,113.72</b>	<b>\$ 5,954,823.25</b>	<b>\$ 6,317,904.46</b>	<b>\$ 8,557,416.00</b>	<b>\$ 2,239,511.54</b>	<b>73.83%</b>
<b>TOTAL YTD COMPARISON</b>			<b>\$ 363,081.21</b>			

**General Ledger**  
**Fund 20 Assessment District**  
**April 2022 83%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>							
Interest Earnings	5310	\$ (28.04)	\$ (221.28)	\$ (247.00)	\$ (238.00)	\$ 9.00	103.78%
Assessment Revenue	5500	\$ (488,396.18)	\$ (1,174,066.44)	\$ (1,205,118.39)	\$ (1,209,566.00)	\$ (4,447.00)	99.63%
<b>Revenue</b>		<b>\$ (488,424.22)</b>	<b>\$ (1,174,287.72)</b>	<b>\$ (1,205,365.39)</b>	<b>\$ (1,209,804.00)</b>	<b>\$ (4,438.00)</b>	<b>99.63%</b>
<b>YTD Comparison</b>				<b>\$ (31,077.67)</b>			
<b>Personnel</b>							
Full Time Salaries	6100	\$ 1,962.12	\$ 14,999.02	\$ 17,990.14	\$ 20,831.00	\$ 2,840.86	86.36%
Overtime Salaries	6101	\$ -	\$ -	\$ 66.98	\$ -	\$ (66.98)	0.00%
Cell Phone Allowance	6108	\$ 15.06	\$ 27.72	\$ 156.91	\$ 178.00	\$ 21.09	88.15%
Retirement	6120	\$ 287.48	\$ 2,609.43	\$ 2,855.39	\$ 3,568.00	\$ 712.61	80.03%
Employee Insurance	6130	\$ 361.46	\$ 4,112.57	\$ 2,564.97	\$ 3,749.00	\$ 1,184.03	68.42%
Workers Compensation	6140	\$ 166.32	\$ 1,539.96	\$ 1,857.08	\$ 2,483.00	\$ 625.92	74.79%
<b>Personnel</b>		<b>\$ 2,792.44</b>	<b>\$ 23,288.70</b>	<b>\$ 25,491.47</b>	<b>\$ 30,809.00</b>	<b>\$ 5,317.53</b>	<b>82.74%</b>
<b>YTD Comparison</b>				<b>\$ 2,202.77</b>			
<b>Services and Supplies</b>							
Incidental Costs - Assess	6709	\$ -	\$ 18,620.01	\$ 28,759.18	\$ 30,094.00	\$ 1,334.82	95.56%
Grounds Maintenance	6710	\$ (114.22)	\$ -	\$ 3,464.08	\$ 15,000.00	\$ 11,535.92	23.09%
Tree Care	6719	\$ -	\$ 51,912.50	\$ 56,287.50	\$ 67,500.00	\$ 11,212.50	83.39%
Contracted LS Services	6720	\$ 42,040.34	\$ 412,664.66	\$ 351,067.70	\$ 465,913.00	\$ 114,845.30	75.35%
Park Amenities - Assess	6722	\$ -	\$ 5,814.56	\$ 6,678.92	\$ 17,500.00	\$ 10,821.08	38.17%
Registration Fees	6950	\$ -	\$ -	\$ -	\$ 70.00	\$ 70.00	0.00%
Approp Redev/Collection Fees	6960	\$ 1,232.55	\$ 2,891.08	\$ 2,969.14	\$ 3,500.00	\$ 530.86	84.83%
COP Debt - PV Fields	7950	\$ -	\$ 525,559.21	\$ 529,759.38	\$ 529,760.00	\$ 0.62	100.00%
<b>Expense</b>		<b>\$ 43,158.67</b>	<b>\$ 1,017,462.02</b>	<b>\$ 978,985.90</b>	<b>\$ 1,129,337.00</b>	<b>\$ 150,351.10</b>	<b>86.69%</b>
<b>YTD Comparison</b>				<b>\$ (38,476.12)</b>			
<b>TOTAL EXPENSES</b>		<b>\$ 45,951.11</b>	<b>\$ 1,040,750.72</b>	<b>\$ 1,004,477.37</b>	<b>\$ 1,160,146.00</b>	<b>\$ 155,668.63</b>	<b>86.58%</b>
<b>TOTAL YTD COMPARISON</b>				<b>\$ (36,273.35)</b>			

**General Ledger**  
**Fund 30 Quimby Fee Fund**  
**April 2022 83%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>							
Interest Earnings	5310	\$ (7.98)	\$ (29,380.25)	\$ (5,618.05)	\$ (10,013.00)	\$ (4,394.94)	56.11%
MBS Interest Earnings	5320	\$ -	\$ (7,320.00)	\$ -	\$ -	\$ -	0.00%
Park Dedication Fees	5400	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Revenue</b>		<b>\$ (7.98)</b>	<b>\$ (36,700.25)</b>	<b>\$ (5,618.05)</b>	<b>\$ (10,013.00)</b>	<b>\$ (4,394.94)</b>	<b>56.11%</b>
<b>YTD Comparison</b>				<b>\$ 31,082.20</b>			
<b>Expense</b>							
Registration Fees	6950	\$ -	\$ 12.00	\$ 36.00	\$ -	\$ (36.00)	0.00%
<b>Expense</b>		<b>\$ -</b>	<b>\$ 12.00</b>	<b>\$ 36.00</b>	<b>\$ -</b>	<b>\$ (36.00)</b>	<b>0.00%</b>
<b>Capital</b>							
Arneill Ranch Park Renovation	8464	\$ 134,301.47	\$ 78,591.50	\$ 1,327,873.85	\$ 1,477,651.00	\$ 149,777.15	89.86%
PVAC Restroom & Shower	8469	\$ -	\$ 35,249.13	\$ -	\$ -	\$ -	-
Turf Grinder	8475	\$ -	\$ -	\$ -	\$ -	\$ -	-
Fertilizer Injector System	8478	\$ -	\$ 50,788.90	\$ -	\$ -	\$ -	-
Community Center Kitchen	8480	\$ 2,120.00	\$ 19,380.78	\$ 255,418.39	\$ 273,262.00	\$ 17,843.61	93.47%
Pickleball Sports Complex	8493	\$ -	\$ -	\$ 1,325.00	\$ 1,400,000.00	\$ 1,398,675.00	0.09%
<b>Capital</b>		<b>\$ 136,421.47</b>	<b>\$ 184,010.31</b>	<b>\$ 1,584,617.24</b>	<b>\$ 3,150,913.00</b>	<b>\$ 1,566,295.76</b>	<b>50.29%</b>

Date Received	Amount	Amount Earmarked	Developer	Development Case #	Amount Expended	Balance	Allocation Date
7/31/2014	\$ 615,709.00	\$ 720,600.00	AMLI Residential	Springville (RPD-17	\$ 615,709.00	\$ -	7/31/2019
1/31/2015	\$ 2,250,489.70	\$ 2,250,489.70	Fairfield LLC		\$ 1,889,470.38	\$ 361,019.32	1/31/2020
8/8/2016	\$ 2,649,209.00	\$ 3,200,000.00	Comstock/Elacora	Mission Oaks	\$ 1,611,294.66	\$ 1,037,914.34	8/8/2021
8/10/2016	\$ 474,353.00	\$ 629,500.00	KB Homes		\$ 230,159.82	\$ 244,193.18	8/10/2021
6/7/2018	\$ 21,612.25	\$ -	Crestview		\$ -	\$ 21,612.25	6/7/2023
6/27/2018	\$ -	\$ -	Aldersgate Construction		\$ 146,682.55	\$ -	REFUNDED
3/6/2019	\$ 35,242.00	\$ -	Habitat for Humanity		\$ -	\$ 35,242.00	3/6/2024
9/12/2019	\$ -	\$ -	Aldersgate Construction		\$ 92,200.46	\$ -	REFUNDED
11/21/2019	\$ 1,264,500.00	\$ -	Shea Homes		\$ -	\$ 1,264,500.00	11/21/2024
<b>Total</b>	<b>\$ 7,311,114.95</b>	<b>\$ 6,800,589.70</b>			<b>\$ 4,585,516.87</b>	<b>\$ 2,964,481.09</b>	

**General Ledger**  
**Fund 40 Park Impact Fee Fund**  
**April 2022 83%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>							
Interest Earnings	5310	\$ (3.26)		\$ (3.26)		\$ 3.26	
Park Impact Fees	5450	\$	-	\$ (172,347.20)	\$ -	\$ 172,347.20	0.00%
<b>Revenue</b>		<b>\$ (3.26)</b>	<b>\$ -</b>	<b>\$ (172,350.46)</b>	<b>\$ -</b>	<b>\$ 172,350.46</b>	<b>0.00%</b>

**General Ledger**  
**Fund 50 CDBG - Food Share**  
**April 2022 83%**

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

**Personnel**

Full Time Salaries	6100	\$ 1,094.73		\$ 13,842.59	\$ 37,587.00	\$ 23,744.41	36.83%
Part-Time Salaries	6110	\$ 1,257.70		\$ 2,819.70	\$ 5,000.00	\$ 2,180.30	56.39%
Retirement	6120	\$ 331.65		\$ 694.13	\$ 2,853.00	\$ 2,158.87	24.33%
Employee Insurance	6130	\$ 12.10		\$ 34.07	\$ 3,591.00	\$ 3,556.93	0.95%
Workers Compensation	6140	\$ 54.22		\$ 116.20	\$ 1,082.00	\$ 965.80	10.74%
<b>Personnel</b>		<b>\$ 2,750.40</b>	<b>\$ -</b>	<b>\$ 17,506.69</b>	<b>\$ 50,113.00</b>	<b>\$ 32,606.31</b>	<b>34.93%</b>

**Services and Supplies**

Office Supplies	6910		\$ -	\$ 633.70	\$ -	\$ (633.70)	0.00%
Event Supplies	7410				\$ 1,500.00	\$ 1,500.00	0.00%
Uniform Allowance	7610				\$ 150.00	\$ 150.00	0.00%
Private Vehicle Mileage	7730				\$ 1,500.00	\$ 1,500.00	0.00%
						\$ -	
<b>Expense</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 633.70</b>	<b>\$ 3,150.00</b>	<b>\$ 2,516.30</b>	<b>20.12%</b>

<b>Revenue Budget</b>	<b>\$ 42,428.33</b>
<b>Expense Total</b>	<b>\$ 18,140.39</b>
<b>Percent of Revenue</b>	<b>42.8%</b>

**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: June 1, 2022**

**SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION  
NO. 710 UPDATING AUTHORIZED SIGNATURES FOR  
WIRE TRANSFERS WITH VENTURA COUNTY  
TREASURY POOL**

**SUMMARY**

The start of every fiscal year the District Board is required to approve a resolution updating the signatures as to who is authorized to sign and/or may authorize wire transfers 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 2022-2023 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 Authorization Form for Local Agencies for fiscal year 2022-2023. 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, the incoming 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. 710 for Ventura County Pool updating signatures as to who is authorized to sign and/or authorize wire transfers for fiscal year 2022-2023 for the Pleasant Valley Recreation & Park District.

**ATTACHMENTS**

- 1) Resolution No.710 (2 pages)



**RESOLUTION NO. 710**

**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 invests in the County's Treasury Pool to update the Signature Authorized Form for Local Agencies for fiscal year 2022-2023; 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  
Incoming Administrative Services Manager; and  
Robert Kelley, Board Chair

**PASSED AND ADOPTED** by the Board of Directors of Pleasant Valley Recreation and Park District this 1<sup>st</sup> day of June 2022, by the following vote:

**AYES:** \_\_\_\_\_  
**NAYS:** \_\_\_\_\_  
**ABSENT:** \_\_\_\_\_

\_\_\_\_\_  
Robert Kelley, Board Chair  
PLEASANT VALLEY RECREATION  
AND PARK DISTRICT

Attested:

\_\_\_\_\_  
Bev Dransfeldt, Secretary  
PLEASANT VALLEY RECREATION  
AND PARK DISTRICT

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

**TO: BOARD OF DIRECTORS**

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

**DATE: June 1, 2022**

**SUBJECT: APPROVAL OF PURCHASE OF MATERIALS TO COMPLETE THE ENERGY EFFICIENCY MEASURES IN ACCORDANCE WITH THE ENERGY CONSERVATION ASSISTANCE ACT LOAN**

**SUMMARY**

In June 2021, the Board authorized Resolution No. 677 authorizing the District to apply for an ECAA loan to finance the implementation of the audit report's recommended energy efficiency measures. The Audit originally recommended the District undertake seven (7) projects. In the time the audit was started, the District completed some of the projects. At this time, it is recommended the District complete four (4) of the energy saving measures.

**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 success of this install, the Board approved an application for an energy audit through the Energy Partnership Program. This Audit took place through August and September 2020 with the Final Report being received in April 2021. On April 21, 2021, the Finance Committee reviewed the report and recommended that the report be referred to the full Board for the purpose of applying for an ECAA loan to fund the included projects.

**ANALYSIS**

Audit Analysis

The Audit examined the three main buildings at the Community Center as well as all exterior lighting throughout the rest of the park system. Originally, the audit recommended seven (7) energy efficiency measures. In the time since the audit began, the District has completed some of the measures. Since 2020 District staff has retrofit many walkway and parking lot lights as well as replaced two aging HVAC units. Through further evaluation, staff is recommending the execution of the following four (4) energy efficiency measures:

- (L-1) Retrofit linear fluorescent fixtures with new LED tubes (District-wide)
- (L-3) Replace interior screw-in/pin-based lamps with new LED lamps (District-wide)
- (L-4A) Replace exterior screw-in/pin-based lamps with new LED lamps (District-wide, excl. athletic facilities)
- (L-5A) Replace exterior HID fixtures with LED fixtures (District-wide, excl. athletic facilities)

Specifically, measures were only recommended based on the ability to save the District an amount equal to or more than their initial cost over the course of the equipment's useful life (EUL). The measures listed above are estimated to cost the District \$62,564 to install. The expected annual cost savings are \$13,431. This equates to a 4.65-year payback period.

Staff will procure the necessary materials to complete each measure through a competitively cooperative contract vendor. Energy efficiency measures will be completed with District staff. If approved, staff will begin installation at the Community Center. Once completed, staff will continue to complete the exterior measures throughout the District. The District has until April 2023 to complete the project.

Materials for this project will be purchased through vendors using cooperative purchasing with Sourcewell. Cooperative purchasing is procurement conducted by, or on behalf of, one or more public procurement units as defined by the American Bar Association Model Procurement Code for State and Local Governments.

### **FISCAL IMPACT**

The District has budgeted \$194,000 in the Capital budget to cover the cost of the improvements. To complete the four (4) recommended measures, staff is requesting \$63,000 to complete this portion of the project. The District would then apply for reimbursement through the ECAA program which would make the Capital budget whole again. The District would then repay the total loan amount through the amounts actually saved on the District's total energy bills, resulting in an anticipated payback period of 4.65 years.

### **STRATEGIC PLAN COMPLIANCE**

Meets 2021 Strategic Plan Goal 1.4E: Continue to convert District lighting in parks and facilities to LED technology thus reducing District electric costs.

### **RECOMMENDATION**

It is recommended the Board of Directors authorize and approve the General Manager to purchase through cooperative purchasing, lighting and materials to complete the energy efficiency measures recommend by California Energy Commission.

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

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**

**DATE: June 1, 2022**

**SUBJECT: FIRST AMENDMENT FOR CONTRACT SERVICES  
AGREEMENT FOR GENERAL LEGAL SERVICES  
WITH THE LAW FIRM OF ALESHIRE & WYNDER, LLP**

**BACKGROUND**

In February 2017, the District hired the law firm of Aleshire & Wynder, LLP to perform the role of general counsel. Aleshire & Wynder, LLP is a full-service law firm which can meet all of the District's needs. Aleshire & Wynder, LLP includes the following principal areas of municipal law: contracts, planning and land issues, Proposition 218, labor and personnel, water rights, LAFCO, public works projects including bidding, property acquisition, public records, elections, conflicts of interest, as well as labor and employment. They also keep the District informed of new laws and legal decisions that may impact the District.

**ANALYSIS**

The District and Aleshire & Wynder are currently in the sixth year of the contract services agreement. Current contract language regarding compensation states in section five that Aleshire & Wynder will bill in increments of six minutes (0.1 hour) for all work undertaken for the District. The rates charged for attorney services shall be increased by \$5.00 per hour January 1<sup>st</sup> of every odd numbered year. Rates charged for paralegals/law clerks shall be increased \$2.00 per hour January 1<sup>st</sup> of every odd numbered year.

These slight increases have totaled less than a total of a 5% increase over the six-year period. As a result, and in trying to get these rates a little closer to market rates, Aleshire & Wynder are now requesting a rate increase of \$25 per hour for the initial year (FY 22/23).

The proposed rate increase is shown on the next page.

**PLEASANT VALLEY RECREATION & PARK DISTRICT RATES**

<b>01224-PVRPD Rate Categories</b>	<b>2017  Retainer Agreement</b>	<b>2019</b>	<b>2021</b>	<b>2022  1<sup>st</sup> Amendment effective 7/1/22</b>
General Services	\$185	\$190	\$195	\$220
Litigation/Special Services	\$200	\$205	\$210	\$235
Paralegal	\$120	\$122	\$124	\$140
Law Clerk	\$120	\$122	\$124	\$140
Document Clerk	\$60	\$60	\$60	\$60

Starting FY 23/24 and through FY 25/26 (3-yrs), there would be an annual \$10 per hour rate increase for attorney’s fees and \$5 per hour for paralegals and law clerks. At the end of the three-year period, both parties would then be able to reassess the need for further increases due to market rates. Current market rates for special districts are currently \$275 - \$375 and up.

**FISCAL IMPACT**

The District was billed \$59,218 in calendar year 2021. With the proposed increase for the same hours billed, the total would be \$66,916. This increase has been allocated in the FY 22/23 budget. In the event the actual costs were to exceed the approved budget allocation, staff would come back to the Board.

**RECOMMENDATION**

It is recommended the Board approve the First Amendment to the contract services agreement for general legal services with Aleshire & Wynder, LLP to provide full service legal counsel for the Pleasant Valley Recreation & Park District.

**ATTACHMENTS**

- 1) Aleshire & Wynder, LLP Agreement (10 pages)
- 2) Aleshire & Wynder, LLP First Amendment Agreement (2 pages)

**CONTRACT SERVICES AGREEMENT FOR  
GENERAL LEGAL SERVICES  
PLEASANT VALLEY RECREATION AND PARK DISTRICT]**

This CONTRACT SERVICES AGREEMENT FOR GENERAL COUNSEL SERVICES the “Agreement”) is effective as of the 1 day of February, 2017 by and between the law firm of ALESHIRE & WYNDER, LLP, a California limited liability partnership (“A&W”), and the PLEASANT VALLEY RECREATION AND PARK DISTRICT (“District”). The term “District” shall also include all bodies of the District.

**1. APPOINTMENT**

District Board hereby appoints Tiffany Israel as General Counsel, and hires A&W as its General Counsel, to render such legal services as are customarily rendered by such officials and as further specified herein, including attending meetings of the Board, and other bodies of the District, and its affiliated agencies, as directed by the District.

Notwithstanding the foregoing appointment, the designated General Counsel, and any Assistant, may be established from time to time or modified by resolution of the Board. A&W represents that it employs, or will employ at its own expense, all personnel required for the satisfactory performance of any and all tasks and services set forth herein. A&W shall not replace the designated General Counsel or any successors to such person) without the Board’s prior approval, except from time to time necessary due to illness or vacation scheduling. Approval of any such temporary substitute, or of any Assistant shall be obtained from the District Administrator. General Counsel may appoint various deputies as District Counsel deems appropriate, without the need for amendment hereof.

**2. SCOPE OF WORK AND DUTIES**

A. A&W shall perform any and all work necessary for the provision of General Counsel services to District as requested by the District, including without limitation of the following:

(i) Attendance at District Board and other commission meetings as requested by the District Administrator or his/her designee; and

(ii) Provide legal advice, written legal opinions, and consultation on all matters affecting the District to the Board, District Administrator, and employees of District and as requested by the Board, the Administrator, or his/her designee, in accordance with such policies and procedures as may be established by District from time to time; and

(iii) Be available for telephone consultation with District staff, as needed on legal matters which are within their area of operation; and

(iv) Prepare or review necessary legal documents such as: ordinances, and resolutions; all agreements of any nature; all real property instruments of any nature including purchase agreements and escrows, leases, covenants, deeds, easements and licenses; bond size, amount, and offering terms and conditions; public works construction documents including bid

specifications, contracts, bonds, insurance, liens and related documents; memorandum of understanding; franchise agreements; and all similar documents; and

(v) Represent and advise District on pending and potential litigation; notwithstanding the foregoing, (it is expressly understood that A&W shall not be responsible for any pending litigation matters) handled by attorneys previously or otherwise employed by the District until all files have been transferred to A&W and A&W has specifically appeared in the matter(s) as attorneys of record on behalf of District; and

(vi) As requested by District's General Manager, hold weekly office hours at District offices at a time agreed to with District Administrator; and

(vii) As requested by District's General Manager, attend weekly management staff and agenda review meetings at a time agreed to with District Administrator; and

(viii) Monitor pending and current legislation and case law as appropriate; and

(ix) Supervise outside legal services, if any, as directed by District's General Manager.

B. A&W, as a full-service law firm, is prepared to, and will, provide representation to District in all of its legal affairs, including, but not limited to, municipal law, land use, environmental, toxics, mining, water, tort defense, personnel, labor representation, code enforcement, criminal prosecution, redevelopment, housing, cable television, finance, franchising, contracts, enterprise and other matters, except where conflicts exist or where the Board may otherwise direct. The General Counsel shall represent District in all of the foregoing legal matters, and in initiating and defending all litigation unless otherwise directed by the Board.

C. The District Counsel will keep District informed as to the progress and status of all pending matters in accordance with such procedures as the District may establish from time to time. The General Counsel is expected to manage, control and oversee the delivery of legal services in a competent, professional, and cost-effective manner. All legal services shall be properly supervised and all personnel shall be qualified to handle the work assigned. If outside special counsel is retained, unless otherwise directed by the Board, such special counsel shall be supervised by the General Counsel.

D. All legal services shall be coordinated under the direction of the District Administrator. Notwithstanding any other provision contained herein, any legal services can only be authorized by the Board or District Administrator. Nothing in this Agreement shall be construed in any manner as limiting the ultimate and absolute discretion of the Board, at any time, to assign or reassign legal matter of District from or to A&W.

### **3. DISTRICT DUTIES**

District agrees to provide such information, assistance, cooperation, and access to books, records, and other information, as is necessary for A&W to effectively render its professional services under this Agreement. To the extent District desires services to be rendered on site, District, at District's expense, will make available sufficient office space, furniture, telephones, computers,



facsimile machines, and secretarial support, as approved by the District Administrator, as may be necessary therefor. District further agrees to abide by this Agreement, and to timely pay A&W's bills for fees, costs, and expenses. In addition, District understands that the fee structure herein represents a blending of rates, with certain services offered at discounted rates, on the assumption that, due to the volume of work, other services will be rendered at higher rates. Therefore, insofar as possible and unless A&W lacks the experience, capability or resources, it is the intent of the parties hereto that all matters of District requiring the rendition of legal services shall be performed by A&W. However, nothing in this Section, or any other part of this Agreement, shall be construed in any manner as limiting the ultimate and absolute discretion of the Board, at any time, to assign or reassign legal matters of District from or to A&W.

**4. PERSONNEL**

In addition to Tiffany Israel acting as General Counsel , A&W will provide the following additional attorneys to render the predominate legal services hereunder:

Assistant General Counsel: .....Joseph Pannone  
 Assistant - Lead Litigator: .....William Wynder  
 Lead - Labor and Employment: .....Colin Tanner  
 Deputy General Counsel/Labor & Employment: .....Mily Huntley  
 Deputy - Labor & Employment: .....Christine Carson

Assignments may be modified as provided in Section 1 above and except as so provided, A&W will exercise its discretion to utilize whichever attorney(s) and staff it determines to be best suited to its rendition of legal services under this Agreement, consistent with the competent and efficient rendering of legal services, and with a view toward rendering such services in an economically efficient manner.

**5. COMPENSATION**

SERVICES	RATE
General Services	\$185 per hour
Special Services including litigation	\$200 per hour
Paralegal/Law Clerk	\$120 per hour
Document Clerk/Litigation Support	\$60 per hour

A&W will bill in increments of six minutes (0.1 hour) for all work undertaken for the District.

The rates charged for attorney services shall be increased by \$5.00 per hour January 1<sup>st</sup> of every odd numbered year. Rates charged for paralegals/law clears shall be increased by \$2.00 January 1<sup>st</sup> of every odd numbered year.

A. General Services

General legal services include:

- (1) Routine legal advice, consultation, and opinions to the District and staff.
- (2) Assist in the preparation and review of ordinances, agreements, contracts and related documents, forms, notices, certificates, deeds, and other documents required.
- (3) Attend all regular and special District meetings as deemed necessary by District.
- (4) Attending established staff meeting.
- (5) Consulting with the Board, General Manager and District staff as needed.
- (6) Render legal advice and opinions concerning legal matters that affect the District, including new legislation and court decisions; perform research and interpreting laws, court decisions and other legal authorities in order to prepare legal opinions and to advise the District and management staff on legal matters pertaining to District operations.
- (7) Monitor pending and current state and federal legislation and case law as appropriate.
- (8) Coordinate the work of outside counsel as needed and as directed by the District and General Manager.

B. Special Services

Special legal services shall include litigation matters, general public finance, disciplinary actions or hearings, labor and employment matters, water, toxics, refuse, franchising, telecommunications, enterprise activities and any major contract negotiation. All such matters shall be billed at the rate of Two Hundred Dollars (\$200) per hour until December 31, 2018.

C. Public Finance Services

Public finance services, including bond counsel, disclosure counsel, and counsel to the issuer, the fee shall be \$350 per hour for attorneys and \$150 per hour for paralegals, law-clerks. Fees are not contingent on the issuance of the bonds. The total fee for each service with respect to a series of bonds shall not exceed a reasonable amount for the work based on the fees charged on similar transactions in the marketplace, and in no event shall such fee for any service on any series exceed \$90,000.

Expenses for a bond issue shall be charged at a flat rate of \$2,500 per series plus any fees for special tax counsel to the firm which will be passed through at the cost thereof, not to exceed \$7,000. Fees shall be invoiced monthly and shall be paid within thirty days after receipt of an invoice after either the closing of the bond issue or the decision not to issue bonds.

For formation services in connection with assessment districts, community facilities districts, and other special districts or other services not directly connected with the issuance of bonds at the same time, fees shall be billed monthly at the per hour rate.

D. Reimbursable Expenses

In addition to the hourly rates, the Firm would be reimbursed for out-of-pocket expenses such as photocopies \$0.20 (per page) and other reproducing costs, messengers and couriers, court reporters, mileage costs to court and administrative proceedings, travel expenses outside of the District, and other costs and expenses incurred on your behalf. Notwithstanding the foregoing, we

do not charge for word processing, routine computer-assisted legal research, local calls or mileage to District Offices. In exchange, when on-site, we would have the ability to use District copiers and telephones without charge.

Travel costs including mileage (current IRS rate), parking, airfare, lodging, meals, and incidentals are charged in connection with administrative or judicial proceedings, or when traveling outside of Ventura, Los Angeles or Orange Counties. Travel time may also be charged in connection with such proceedings. In addition, the client will be responsible for paying the fees of consultants and other outside experts who are retained after consultation with the client.

**6. STATEMENTS AND PAYMENT**

A&W shall render to District a statement for fees, costs, and expenses incurred on a periodic basis generally monthly. Such statements shall indicate the basis of the fees, including the hours worked, the hourly rates, and a brief description of the work performed. Separate billing categories can be established to track costs associated with District funding categories or to track project costs, or such other basis as the District may direct. Reimbursable costs shall be separately itemized.

Payments shall be made by District within thirty (30) days of receipt of the statement, except for those specific items on an invoice which are contested or questioned and are returned by District with a written explanation of the question or contest, within thirty (30) days of receipt of the invoice. Payments made more than thirty (30) days after the due date shall draw interest at the legal rate.

**7. PROHIBITION AGAINST SUBCONTRACTING OR ASSIGNMENT**

The experience, knowledge, capability and reputation of A&W, its partners, associates, and employees, was a substantial inducement for District to enter into this Agreement. Therefore, A&W shall not contract with any other person or entity to perform, in whole or in part, the legal services required under this Agreement without the written approval of District. In addition, neither this Agreement, nor any interest herein, may be transferred, assigned, conveyed, hypothecated, or encumbered voluntarily, or by operation of law, whether for the benefit of creditors, or otherwise, without the prior written approval of District. Adding attorneys to A&W, changes in the partnership, name changes and similar changes shall not be deemed a transfer or assignment requiring approval of District or amendment hereof.

**8. INDEPENDENT CONTRACTOR**

A&W shall perform all legal services required under this Agreement as an independent contractor of District, and shall remain, at all times as to District, a wholly independent contractor with only such obligations as are required under this Agreement. Neither District, nor any of its employees, shall have any control over the manner, mode, or means by which A&W, its agents or employees, render the legal services required under this Agreement, except as otherwise set forth. District shall have no voice in the selection, discharge, supervision or control of A&W employees, servants, representatives, or agents, or in fixing their number, compensation, or hours of service.

## 9. INSURANCE

A&W shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to District, during the entire term of this Agreement, including any extension thereof, the following policies of insurance:

a) *Comprehensive General Liability Insurance.* A policy of comprehensive general liability insurance written on a per occurrence basis in an amount not less than a combined single limit of Two Million Dollars (\$2,000,000.00), and One Million Dollars (\$1,000,000.00) products and completed operations.

b) *Workers' Compensation Insurance.* A policy of workers' compensation insurance in such amount as will fully comply with the laws of the State of California and which shall indemnify, insure and provide legal defense for both A&W and District against any loss, claim or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by the Contractor in the course of carrying out the work or services contemplated in this Agreement.

c) *Automobile Insurance.* A policy of comprehensive automobile liability insurance written on a per occurrence basis in an amount not less than a combined single limit liability of One Million Dollars (\$1,000,000.00). Said policy shall include coverage for owner, non-owner, leased and hired cars.

d) *Errors and Omissions Insurance.* A policy of professional liability insurance written on a claims made basis in an amount not less than Three Million Dollars (\$3,000,000.00).

Except for the policy of professional liability insurance, all of the above policies of insurance shall be primary insurance and shall name District, its officers, employers and agents as additionally insured. Except for the policy of professional liability insurance, the insurer shall waive all rights of subrogation and contribution it may have against the District, its officers, employees and agents and their respective insurers. Except for the policy of professional liability insurance, all of said policies of insurance shall provide that said insurance may not be amended or canceled without providing thirty (30) days prior written notice by registered mail to the District. In the event any of said policies of insurance are cancelled, the attorney shall, prior to the cancellation date, submit new evidence of insurance in conformance with this Section to the District. Failure to do so is cause for termination.

## 10. INDEMNIFICATION

A. A&W agrees to indemnify District, its officers, employees and agents against, and will hold and save each of them harmless from, any and all actions, suits, claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities (herein "claims or liabilities") that may be asserted or claimed by any person, firm or entity arising out of or in connection with the work, operations or activities of A&W, its agents, employees, subcontractors, or invitees, provided for herein or arising from the acts or omissions of A&W hereunder, or arising from A&W's performance of or failure to perform any term, provision, covenant or condition of this Agreement, except to the extent such claims or liabilities arise from the negligence or willful misconduct of District, its officers, agents or employees.

B. District acknowledges that A&W is being appointed as General Counsel pursuant to the authority of Government Code § 36505, and has the authority of that office. Accordingly, the District is responsible pursuant to Government Code § 825 for providing a defense for the District's attorney for actions within the scope of its engagement hereunder. Therefore, District agrees to undertake its statutory duty and indemnify A&W, its officers, employees and agents against and will hold and save each of them harmless from, any and all actions, suits, claims, damages to persons or property, losses, costs penalties, obligations, errors, omissions or liabilities (herein "claims or liabilities") that may be asserted or claims by any person, firm or entity arising out of or in connection with the work, operations or activities of A&W within the course and scope of its employment hereunder, but nothing herein shall require District to indemnify A&W for liability arising from its own negligence. In connection herewith:

(i) District will promptly provide a defense and pay any judgment rendered against the District, its officers, agency or employees for any such claims or liabilities arising out of or in connection with such work, operations or activities of District hereunder;

(ii) In the event A&W, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against District for such damages or other claims solely arising out of or in connection with the work operation or activities of District hereunder, District agrees to pay to A&W, its officers, agents or employees any and all costs and expenses incurred by attorney, its officers, agents or employees in such action or proceeding, including but not limited to, legal costs and attorneys' fees.

## 11. NOTICES

Notices required pursuant to this Agreement shall be given by personal service upon the party to be notified, or by delivery of same into the custody of the United States Postal Service, or its lawful successor; postage prepaid and addressed as follows:

DISTRICT: Pleasant Valley Recreation & Park District  
1605 E. Burnley Street  
Camarillo, CA 93010  
(805) 482-1996  
Attention: Mary Otten, District General Manager

ATTORNEY: Aleshire & Wynder, LLP  
18881 Von Karman Avenue, Suite 1700  
Irvine, California 92612  
(949) 223-1170 (office)  
Attention: Tiffany J. Israel, General Counsel

Service of a notice by personal service shall be deemed to have been given as of the date of such personal service. Notice given by deposit with the United States Postal Service shall be deemed to have been given two( 2) consecutive business days following the deposit of the same in the custody of said Postal Service. Either party hereto may, from time to time, by written notice to the other, designate a different address or person which shall be substituted for that specified above.

**12. NON-DISCRIMINATION**

In connection with the execution of this Agreement, A&W shall not discriminate against any employee or applicant for employment because of race, religion, marital status, color, sex, handicap, sexual persuasion, or national origin. A&W shall take affirmative action to ensure that applicants are employed, and that employees are treated fairly during their employment, without regard to their race, religion, color, sex, marital status, handicap, sexual persuasion, or national origin. Such actions shall include, but not be limited to the following: employment, promotion, demotion, transfer, duties assignment; recruitment or recruitment advertising; layoff of termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

**13. TERM, DISCHARGE AND WITHDRAWAL**

This Agreement shall continue in effect, subject to modification of fees as provided in Section 5, until terminated by either party hereto. District may discharge A&W at any time. The General Counsel shall have no right to hearing or notice, and may be discharged with or without notice. A&W may withdraw from District's representation at any time, to the extent permitted by law, and the Rules of Professional Conduct, upon at least sixty (60) days' notice to District.

In the event of such discharge or withdrawal, District will pay A&W professional fees and costs, in accordance with this Agreement, for all work done and costs incurred) through the date of cessation of legal representation. District agrees to execute, upon request, a stipulation in such form as to permit A&W to withdraw as District's attorneys of record in any legal action then pending. A&W shall deliver all documents and records of District to District, or to counsel designated by District, and assist to the fullest extent possible in the orderly transition of all pending matters to District's new counsel.

**14. CONFLICTS**

A&W has no present or contemplated employment which is adverse to the District. A&W agrees that it shall not represent clients in matters either litigation or non-litigation against the District. However, A&W may have past and present clients or may have future clients, which, from time to time, may have interests adverse to District, and A&W reserves the right to represent such clients in matters not connected with its representation of the District.

If a potential conflict of interest arises in A&W's representation of two clients, if such conflict is only speculative or minor, A&W shall seek waivers from each client with regards to such representation. However, if real conflicts exist, A&W would withdraw from representing either client in the matter, and assist them in obtaining outside special counsel.

**15. INTERPRETATION OF AGREEMENT AND FORUM**

This Agreement shall be construed and interpreted both as to validity and performance of the parties in accordance with the laws of the State of California. In the event of any dispute hereunder, forum shall be the Superior Court, Riverside County.

**16. INTEGRATED AGREEMENT; AMENDMENT**

This Agreement contains all of the agreement of the parties and cannot be amended or modified except by written agreement. This Agreement shall supersede that certain agreement for special counsel services previously entered into between the parties. No prior oral or written understanding shall be of any force or effect with respect to those matters covered in this Agreement. This Agreement may be amended at any time by the mutual consent of the parties by an instrument in writing.

**17. CORPORATE AUTHORITY**

The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that in so executing this Agreement the parties hereto are formally bound to the provisions of this Agreement.

[SIGNATURES ON NEXT PAGE]


IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date of execution by the District.

Dated: February 16, 2017

**“DISTRICT”**

PLEASANT VALLEY RECREATION AND PARK DISTRICT

By:   
Neal Dixon, Board Chairman

ATTEST:  
By: 

Dated: February 24, 2017

**“ALESHIRE & WYNDER, LLP”**

By:   
Tiffany J. Israel



**FIRST AMENDMENT TO CONTRACT SERVICES AGREEMENT  
FOR GENERAL LEGAL SERVICES  
PLEASANT VALLEY RECREATION AND PARK DISTRICT**

This FIRST AMENDMENT TO CONTRACT SERVICES AGREEMENT (the “First Amendment”) is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2022, by and between the law firm of ALESHIRE & WYNDER, LLP, a California limited liability partnership (“A&W”), and PLEASANT VALLEY RECREATION AND PARK DISTRICT, a public agency (“District”). The term “District” shall also include all bodies of the District.

**RECITALS**

WHEREAS, District and A&W entered into that certain Agreement entitled “Contract Services Agreement for General Legal Services” (the “Agreement”) on or about February 1, 2017; and

WHEREAS, it is the desire of the District and A&W to further amend the Agreement, as set forth in this First Amendment.

**AGREEMENT**

NOW, THEREFORE, it hereby agreed that the Agreement, as amended, is further amended in the following particulars only:

SECTION 1. Effective July 1, 2022, the first portion of Section 5 of the Agreement, entitled “Compensation”, is replaced to read as follows:

<b>Services</b>	<b>Rates</b>
General Services	\$220
Lit / Special Services	\$235
Paralegal	\$140
Law Clerk	\$140
Document Clerk	\$60

A&W will bill in increments of six minutes (0.1 hour) for all work undertaken for the District.

The rates charged for attorney services shall be increased by \$10.00 per hour July 1st of every year. Rates charged for paralegals/law clerks shall be increased by \$5.00 per hour July 1st of every year.

A&W and District will discuss a larger, market-rate adjustment to these rates in 2025.”

SECTION 2. Except as expressly provided for in this First Amendment, all other provisions of the Agreement, as amended, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed and entered into this First Amendment as of the date first written above.

**DISTRICT:** Pleasant Valley Recreation and Park District, a public agency

By: \_\_\_\_\_  
Robert Kelley, Chair

**ATTEST:**

\_\_\_\_\_  
Dylan Gunning, Clerk

**A&W:** Aleshire & Wynder, LLP, a California limited liability partnership

By: \_\_\_\_\_  
Tiffany J. Israel

Address: 18881 Von Karman Ave., Ste. 1700  
Irvine, CA 92612

[END OF SIGNATURES]

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

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**

**DATE: June 1, 2022**

**SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION NO. 711 PROCLAIMING A LOCAL EMERGENCY PERSISTS AND RE-AUTHORIZING THE USE OF REMOTE TELECONFERENCE MEETING PROCEDURES BY THE BOARD OF DIRECTORS AND ALL STANDING COMMITTEES OF THE DISTRICT FOR THE 30-DAY PERIOD BEGINNING JUNE 2nd, 2022 THROUGH JULY 3rd, 2022 PURSUANT TO THE RALPH M. BROWN ACT AS AMENDED BY ASSEMBLY BILL NO. 361**

**BACKGROUND**

In March 2020, the Governor, on behalf of the State of California, issued various executive orders which relaxed requirements under the Ralph M. Brown Act (Brown Act) allowing public agencies the flexibility to successfully continue conducting public meetings during the COVID-19 pandemic. On September 30, 2021, the State rescinded those orders. However, in lieu of the rescinded executive orders, the State passed Assembly Bill 361 (AB 361) which modified the Brown Act and provides essentially the same flexibility for conducting public meetings during a declared emergency until January 1, 2024. As a result, in accordance with the requirements of AB 361, local agencies must continue to adopt a resolution every 30 days to use the modified public meeting provisions provided for in AB 361.

On September 16, 2021, Governor Newsom signed Assembly Bill 361 (“AB 361”) into law. AB 361 was made effective on October 1, 2021, on an urgency basis, to correspond to the timing of expiration of the Brown Act Orders. AB 361 provides for the ability to continue teleconferencing Brown Act meetings of city legislative bodies for public health and safety reasons under certain conditions, akin to the authority to do so under the Brown Act Orders.

**ANALYSIS**

In accordance with AB 361, if a local agency passes a resolution that makes the necessary findings, the agency is allowed to follow the provisions of AB 361 for a maximum period of 30 days. After the first 30-day period, AB 361 requires the public agency to adopt a resolution no later than once every 30-days to continue meeting under the modified Brown Act requirements.

On February 3, 2022, the District Board adopted Resolution No. 699 authorizing the continuation of the use of remote teleconference meetings under the provision of Government Code Section 54953.

The resolution is effective for a 30-day period and must be renewed every 30 days. On March 2, 2022, the District Board adopted Resolution No. 701 authorizing the continuation of the use of remote teleconference meetings under the provision of Government Code Section 54953. The resolution is effective for a 30-day period and must be renewed every 30 days. On April 6, 2022, the District Board adopted Resolution No. 704 authorizing the continuation of the use of remote teleconference meetings under the provision of Government Code Section 54953. On May 4, 2022, the District Board adopted Resolution No. 709 authorizing the continuation of the use of remote teleconference meetings under the provision of Government Code Section 54953. The resolution is effective for a 30-day period and must be renewed every 30 days.

The other major change is that all public agencies, if they want to continue to conduct public meetings remotely, must adopt a resolution every 30 days making the findings of necessity to do so and affirming the measures in place to allow remote public comments by the public.

If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, AB 361 imposes certain requirements to continue use of its provisions after the initial 30-day period, or a 30-day period, thereafter, has elapsed.

Government Code section 54953(e)(3) provides that “not later than 30 days after teleconferencing for the first time pursuant” to AB 361, “and every 30 days thereafter,” the public agency shall make the following findings by majority vote for the agency to continue using the teleconferencing provisions of AB 361:

1. The public agency has reconsidered the circumstances of the state of emergency; *and*
2. Either of the following circumstances exist:
  - a. The state of emergency continues to directly impact the ability of the members to meet safely in person, *or*
  - b. State or local officials continue to impose or recommend measures to promote social distancing.

These provisions of AB 361 are effective until January 1, 2024. This means these provisions may be invoked any time there is a proclaimed state of emergency by the Governor (e.g., wildfires) and the District Board can make at least one of the enumerated findings.

Accordingly, if the Board would like to continue conducting public meetings under the modified Brown Act provisions, staff has prepared the attached resolution for Board consideration and adoption.

### **RECOMMENDATION**

Adopt Resolution No. 711 proclaiming a local emergency persists and re-authorizing the use of remote teleconference meeting procedures by the Board of Directors and all standing committees of the District for the 30-day period beginning June 2nd, 2022 through July 3rd, 2022 pursuant to the Ralph M. Brown Act as amended by Assembly Bill No. 361.

### **ATTACHMENT**

- 1) Resolution No. 711 (3 pages)

**RESOLUTION NO. 711**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS AND RE-AUTHORIZING THE USE OF REMOTE TELECONFERENCE MEETING PROCEDURES BY THE BOARD OF DIRECTORS AND ALL STANDING COMMITTEES OF THE DISTRICT FOR THE 30-DAY PERIOD BEGINNING JUNE 2nd, 2022 THROUGH JULY 3rd, 2022 PURSUANT TO THE RALPH M. BROWN ACT AS AMENDED BY ASSEMBLY BILL NO. 361**

**WHEREAS**, the Pleasant Valley Recreation and Park District (“District”) is committed to preserving and fostering public access, transparency, observation, and participation in meetings of the Board of Directors (“Board”) and all standing committees; and

**WHEREAS**, all meetings of the Board and standing committees are open and public, as required by the Ralph M. Brown Act, Government Code sections 54950 – 54963, so that any member of the public may attend, observe, and participate in a meaningful way; and

**WHEREAS**, the Brown Act, as amended by AB 361 (2021), at Government Code section 54953(e) *et seq.*, allows for remote observation and participation in meetings by members of a legislative body and members of the public, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, the initial required condition is a declaration of a state of emergency by the Governor pursuant to the California Emergency Services Act at Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state and within the boundaries of the District, caused by conditions as described in Government Code section 8558; and

**WHEREAS**, such conditions now exist in the District specifically, a state of emergency was proclaimed, which includes area within the jurisdictional boundaries of the District, on or about March 4, 2020, by California Governor Gavin Newsom in response to the COVID-19 novel coronavirus pandemic, including measures to mitigate the spread of COVID-19 in order to control outbreaks which minimizes the risk to the public, maintains the health and safety of the people of California, and limits the spread of infection in our communities; and

**WHEREAS**, the Board of Directors does hereby find the Ventura County Public Health Officer has recommended that physical/social distancing measures continue to be practiced throughout Ventura County communities to minimize the spread of COVID-19; and

**WHEREAS**, the District remains committed to providing the public with real-time access to attend and participate in remotely held District meetings through a variety of

options including through the internet via Zoom, telephonically, via email correspondence prior to the meeting, and through livestream video via the District's YouTube channel, in an effort to protect the constitutional and statutory rights of all attendees; and

**WHEREAS**, as a consequence of the local emergency existing, the Board hereby finds that the Board and all standing committees of the Pleasant Valley Recreation and Park District shall conduct their meetings without compliance with Government Code section 54953(b)(3), and shall instead comply with the remote meeting requirements as authorized by Government Code section 54953(e) *et seq.*; and

**WHEREAS**, continued reliance on AB 361 for subsequent meetings requires the following:

1. Either the "state of emergency" must remain active or state or local officials have imposed or recommended measures to promote social distancing; and
2. No later than 30 days after teleconferencing for the first time under AB 361 rules, and every 30 days thereafter, the legislative body, by majority vote, finds that it has reconsidered the circumstances of the state of emergency and at least one of the following circumstances exist:
  - a. The state of emergency continues to impact the ability of the members to meet safely in person; or
  - b. State or local officials continue to impose recommended measures to promote social distancing.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF PLEASANT VALLEY RECREATION AND PARK DISTRICT HEREBY RESOLVES AS FOLLOWS:**

**Section 1.** The above recitals are true and correct and are incorporated herein by this reference.

**Section 2.** The Board of Directors hereby recognizes and affirms the existence and conditions of a state of emergency as proclaimed by the Governor on March 4, 2020 and recognizes that the Ventura County Public Health Officer has recommended physical and social distancing measures to be practiced throughout Ventura County communities to minimize the spread of COVID-19. Based on such facts, findings and determinations, the District proclaims the existence of a local emergency throughout the District and authorizes staff to conduct remote teleconference meetings of the Board of Directors, including committee meetings, under the provisions of Government Code Section 54953(e).

**Section 3.** The General Manager is authorized and directed to take all actions reasonably necessary to carry out the intent and purpose of this Resolution, including conducting open and public meetings remotely in accordance with Government Code section 54953(e) *et seq.*, and other applicable provisions of the Brown Act, for all Board meetings, and all standing committee meetings of the District.

**Section 4.** As respects continued reliance on AB 361 for subsequent meetings, this Resolution takes into consideration that the state of emergency still persists which can impact the ability of board members to meet safely in person and re-authorizes the remote teleconferencing procedures for another 30 days.

**Section 5.** This Resolution shall take effect immediately upon its adoption and shall be effective until either (i) 11:59 p.m. on July 2nd, 2022, or (ii) such time as the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Pleasant Valley Recreation and Park District and all standing committees of the District may continue to meet remotely, without compliance with Government Code section 54953(b)(3), but otherwise as permitted by Government Code section 54953(e) *et seq.*

**I HEREBY CERTIFY** that the foregoing Resolution was passed and adopted by the Board of Directors of the Pleasant Valley Recreation and Park District at a regular meeting held on the 1<sup>st</sup> day of June 2022, by the following vote:

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

**NOES:** \_\_\_\_\_

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

**ABSTAIN:** \_\_\_\_\_

\_\_\_\_\_  
Bob Kelley, Chair, Board of Directors  
PLEASANT VALLEY RECREATION  
AND PARK DISTRICT

**Attested:**

\_\_\_\_\_  
Bev Dransfeldt, 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: Nick Marienthal, Park Supervisor**

**DATE: June 1, 2022**

**SUBJECT: CONSIDERATION AND APPROVAL TO EXTEND THE  
TREE TRIMMING CONTRACT BETWEEN THE  
DISTRICT AND WEST COAST ARBORIST FOR A TERM  
OF ONE YEAR**

**SUMMARY**

The District currently has 3,446 trees inventoried with an estimated value of \$14,400,000.00. The District started using contract tree services in 2008, to help offset some of the District's bigger tree trimming jobs, lack of equipment and staff. In 2017 the District entered into a five-year agreement with West Coast Arborist (WCA) to inventory all the Districts trees and set a starting point for grid pruning all of the Districts parks.

**BACKGROUND**

Since the District entered into an agreement with WCA in 2017 the following has been completed: complete inventory of all twenty-eight parks' 3,446 trees, 507 trees have been full pruned, 14 parks have been grid pruned (1,081 trees), 113 new trees planted, and the Charter Oak windrow has had 67 Eucalyptus trees removed, 147 Eucalyptus trees pruned, and 45 new trees planted.

In the current contract there is the option for up to three one-year extensions, so this would be the first extension to the contract. It is important for the District to manage and maintain the overall health and preservation of its urban forest. When the contract first started the District was on an 8–10-year grid pruning cycle; now with increases to the budget, the District is on a 6–7-year cycle and working towards a goal of a 4-year cycle, where all the parks are on a 4-year rotation for pruning. Charter Oak windrow Eucalyptus removals will be completed in approximately 8-10 years which will allow staff to allocate that portion of the budget to grid pruning, planting new trees, and emergencies.

**ANALYSIS**

Over the course of the contract District staff has worked with WCA to successfully implement the grid pruning cycle set by each Fiscal Year's budget. WCA crews work diligently and safely to complete each work order.

The scope of service will remain the same where the contractor will be responsible for maintaining a web-based software (Arbor Access) and updating any work they perform, grid pruning, palm tree pruning, tree removal, stump grinding, and full prune are all part of the current contract.



District staff will still be responsible for inputting all in-house tree trimming, removals, stump grinding and tree planting into Arbor Access. All work performed by WCA will be in accordance with the International Society of Arboriculture. The approach of grid pruning reduces the potential of tree failure and reduces the District's liability and it also creates good tree structure and shape.

Staff has been in verbal discussions regarding a contract extension and negotiating a rate for services. There has not been an increase to the current contract since 2017, and WCA is asking for a 7% increase per line item to extend the contract for one year. If the Board approves the extension, the District will still be able to achieve the grid pruning schedule however, if there are several tree emergencies, the grid pruning cycle may be cut by one park.

**ALTERNATIVE OPTIONS:**

The Board may choose to not take the recommended action on this item. The alternative actions available are:

- Have staff initiate a Request for Proposal and extend the current contract for one (1) month or until the RFP process is finalized.
- Allow the current contract to expire (July 1,2022) and initiate a Request for Proposal (RFP) for contractual tree services.

**FISCAL IMPACT**

There is no negative financial impact associated with this action. Funding for the extension is contained in the FY 2022/2023 budgets (line item 6719 tree care).

**RECOMMENDATION**

It is recommended that the Board of Directors approve the one-year extension for the tree trimming contract between the District and West Coast Arborist.

**ATTACHMENTS**

- 1) West Coast Arborist Contract (14 pages)
- 2) Schedule of Compensation for Year 2022/2023 Breakdown (3 pages)
- 3) Addendum (1 page)

**CONTRACT FOR TREE TRIMMING AND TREE MAINTENANCE SERVICES AS IDENTIFIED IN RFP NO. PVRPD- TS2017**

This Contract for Tree Trimming and Tree Maintenance Services (“Contract”) is made and entered into in the County of Ventura, State of California, this July 3, 2017, by and between the Pleasant Valley Recreation and Park District, a special district (“District”), and West Coast Arborist (“Contractor”).

**WHEREAS**, The District desires to hire Contractor to perform Tree Trimming and Tree maintenance services specified herein; and

**WHEREAS**, Contractor represents that Contractor and/or Contractor’s personnel have the qualifications and experience to properly perform such services;

**NOW, THEREFORE**, District and Contractor hereby agree as follows:

**1. Scope of Services**

Contractor shall furnish District with tree maintenance services at all District owned facilities, as more particularly set forth in Exhibit A attached hereto and incorporated by this reference in full herein.

**2. Method of Performing Services**

Subject to the terms and conditions of this Contract, Contractor shall perform the services in the method, detail, and means of performing the services as set forth in Exhibits A, the District’s Request for Proposals, and B, Contractor’s Proposal. If there is a conflict in language the contract will prevail.

**3. Standard of Performance**

- a. All work shall be completed in a competent manner according to standard practices of the industry. All persons engaged in the work, including subcontractors, will be considered employees of the Contractor. The Contractor will be held responsible for their work. The District will deal directly with and make all payments to the Contractor.
- b. Subcontracting of any or all of the work to be done will in no way relieve the Contractor of any part of responsibilities under the contract.
- c. Periods of performance may be extended if the facts as to the cause of delays justify such extension in the opinion of the General Manager.

**4. Nonexclusive Services**

This Contract shall not be interpreted to prevent or preclude Contractor from rendering any services for Contractor’s own account or to any other person or entity as Contractor in its sole discretion shall determine. Contractor agrees that performing such services will not materially interfere with services to be performed for the District.

**5. Coordination of Services**

All services are to be coordinated with the Park Service Manager or designee ("Park Supervisor") and shall be performed under the general direction of the General Manager.

**6. Place of Work**

Contractor shall perform the services provided for in this Contract at all District owned sites.

**7. Correction of Errors**

Contractor agrees to correct, at its expense, all errors which may be disclosed during review of Contractor's services. Should Contractor fail to make such corrections in a reasonably and timely manner, such corrections shall be made by District, and the cost thereof shall be paid by Contractor.

**8. Time for Performance**

All services performed under this Contract shall be completed pursuant to the schedule provided in Exhibit A (Tree Trimming and Tree Maintenance services Proposal) attached hereto and incorporated by this reference in full herein.

**9. Principal in Charge**

Contractor hereby designates **Mr. Patrick Mahoney** as its principal-in-charge and person responsible for necessary coordination with Park Service Manager or designee.

**10. Permits, Licenses, Certificates**

Contractor, at Contractor's sole expense, shall obtain and maintain during the term of this Contract, all City, State and Federal permits, licenses, and certificates required in connection with the performance of services under this Contract, including a City of Camarillo business license.

Contractor shall be required to possess a State of California C-27 Landscape Contractor's license and a C-19/D49 (Limited Specialty/Tree Service). Also; a California Department of Pesticide Regulation pesticide applicators/operators certificate in the appropriate categories prior to signing a written agreement with the District.

**11. District's Responsibility**

District shall cooperate with Contractor as may be reasonably necessary for Contractor to perform its services. Park Service Manager agrees to provide direction to Contractor as requested regarding particular project requirements.

**12. Term of Contract**

The awarded contract term is five (5) years, effective from the date of execution of the contract, with the District's option to extend the contract on the same terms for up to three (3) additional one (1) year periods as described below. The District shall not be required to provide "cause" or any reason whatsoever; should it elect not to renew. The contract term and all extensions thereto shall not exceed a total of eight (8) years.

Option to Extend for Good Performance: The District may, at its option, and with the approval of the Contractor, extend the period of the agreement for an additional 12 months up to 3 times. Contractor shall be notified in writing by the District Park Service Manager of the District's

intention to extend the contract period at least ninety (90) calendar days prior to the expiration of the contract. Any price increases or decreases shall be negotiated at time of contract extension.

### **13. Cancellation**

The District reserves the right to cancel this contract at any time if the Contractor fails to provide adequate service or comply with specifications by giving the Contractor thirty (30) days written notice of its intent to do so.

### **14. Default**

If Contractor defaults in its performance of any provision contained in this Contract Agreement, it shall be lawful for District to exercise any and all remedies which may be available to District pursuant to law, and it shall be lawful for District to exercise any and all remedies granted to District pursuant to this Contract Agreement. Each and every covenant and Agreement contained herein to be kept and performed by Contractor is expressly made a condition of this Contract Agreement, and upon the breach thereof, if not remedied by Contractor, District may exercise any and all rights of termination of this Contract Agreement. In the event District determines that Contractor has defaulted in any of its obligations under this Agreement, District shall deliver to Contractor a written notice advising Contractor of the provisions of this Agreement in which it is in default. The notice may also serve as notification that Contractor shall have a right to remedy its defaults in performance of its obligations under this Agreement in accordance with the provisions of this paragraph. If Contractor defaults in the performance of any other obligation under this Agreement, Contractor shall have a period of ten (10) days within which to remedy such default. If Contractor does not remedy a default in its obligations under this Contract Agreement pursuant to the remedy provisions provided above, all rights terminate upon delivery to Contractor of a notice of termination by the District.

### **15. Compensation**

District agrees to pay Contractor for the services provided under this Contract in the amounts at the rates provided in **Exhibits "B"** attached hereto and incorporated by this reference in full herein.

#### **a. Final Pricing**

**EXHIBIT "B"**  
**SCHEDULE OF PAYMENT**  
**SCHEDULE OF TREE WORK COMPENSATION**

The Contractor understands the tree population of the Pleasant Valley Recreation District and agrees to provide the specific services to the District as listed in the Bid Proposal.

**1. GRID OR ANNUAL TREE TRIMMING**

A systematic tree trimming program composed of existing grid or pre-designed districts that are trimmed in their entirety on a set schedule. Trees in a grid will include all large, medium and small trees. All trimming is performed in accordance with the standards established by the international Society of Arboriculture, American National Standards Institute and the City.

<b>UNIT</b>	<b>UNIT PRICE</b>
Per tree	\$ 75.00

**2. FULL TRIM BASED ON SERVICE OR SPECIAL REQUESTS**

Trees requiring service prior to their regularly scheduled grid or annual trim to rectify a specific problem such as blocking street lighting or signs, right-of-way clearance for utility lines, or broken limbs will be performed as a "Service Request."

<u>Size</u>	<u>Unit</u>	<u>Unit price</u>
0-6" dbh	per tree	\$ <u>55.00</u>
7-12" dbh	per tree	\$ <u>105.00</u>
13-18 dbh	per tree	\$ <u>139.00</u>
19-24 dbh	per tree	\$ <u>235.00</u>
25-30 dbh	per tree	\$ <u>235.00</u>
31-36 dbh	per tree	\$ <u>365.00</u>
37-42 dbh	per tree	\$ <u>429.00</u>
43 dbh & over	per tree	\$ <u>559.00</u>

**3. PALM TREE TRIMMING**

	<u>Unit</u>	<u>Unit price</u>
Coco Palm, any size	per tree	\$ <u>60.00</u>
Washingtonia Palm, any size	per tree	\$ <u>70.00</u>
Canary island Date Palm, any size	per tree	\$ <u>295.00</u>

**4. TREE REMOVAL**

	<u>Unit</u>	<u>Unit price</u>
Complete tree and stump removal	per dbh	\$ <u>37.00</u>
Tree removal only	per dbh	\$ <u>24.00</u>
Stump only removal	per dbh	\$ <u>13.00</u>

**5. TREE PLANTING**

	<u>Unit</u>	<u>Unit price</u>
15 gallon tree	per tree	<u>\$125.00</u>
15 gallon tree with root barrier	per tree	<u>\$150.00</u>
24 inch box tree	per tree	<u>\$ 250.00</u>
24 inch box tree with root barrier	per tree	<u>\$ 285.00</u>

**6. TREE WATERING**

<u>Unit</u>	<u>Per day</u>	<u>Unit price</u>
per tree	\$ 600.00	\$ 7.00

**7. CREW RENTAL**

Per man hour  
\$ 75.00

Standard maintenance crew of three (3) persons, one (1) chipper truck, one (1) aerial tower truck and chipper and all necessary saws and hand tools

**8. CREW RENTAL (overtime)**

Per man hour  
\$ 112.00

Standard maintenance crew of three (3) persons, one (1) chipper truck, one (1) aerial tower truck and chipper and all necessary saws and hand tools.

**9. EQUIPMENT RATES**

List additional equipment you have available and the rates for each.

**10. MATERIAL AT COST PLUS \_\_\_\_\_ 15%**

**11. ARBORIST SERVICES**

Per hour \$125.00

Arborist services provided by the hour as prescribed per the Special Provisions of these Specifications.

**12. EMERGENCY CREW RENTAL**

Per man hour \$112.00

**13. TREE MASTER PLAN**

Lump Sum \$15,000.00

**14. Equipment Rates**

Loader	<u>Per hour</u>	\$125.00
Crane	<u>Per hour</u>	\$125.00
95-ft. Aerial Tower	<u>Per hour</u>	\$125.00

The undersigned hereby accepts the Final Pricing amounts as identified in **section #15 Compensation.**

\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Signature

Contractor agrees that payment by District shall not constitute nor be deemed a release of the responsibility and liability of Contractor or its employees, subcontractors, agents and sub-contractors for the accuracy and competency of the information provided and/or services performed hereunder, nor shall such payment be deemed to be an assumption of responsibility or liability by District for any defect or error in the services performed by Contractor, its employees, subcontractors, agents and sub-Contractors.

**16. Prevailing Wages**

In accordance with California Labor Code Section 1771, Contractor shall pay not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the Work is to be performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work fixed as provided in the California Labor Code to all workers engaged in performing the Work in accordance with California Labor Code Section 1770 and the State of California Director of Industrial Relations General Prevailing Wage Determination for Tree Trimming in Ventura County. In accordance with California Labor Code Section 1773, the District has obtained the general prevailing rate of per diem wages and the general rate for holiday and overtime work in the locality in which the Work is to be performed for each craft, classification or type of worker needed to perform the project. In accordance with California Labor Code Section 1773.2, copies of the prevailing rate of per diem wages are on file at the District's Public Works Department and will be made available on request. Throughout the performance of the Work the Contractor must comply with all provisions of the Contract Documents and all applicable laws and regulations that apply to wages earned in performance of the Work.

**17. Records**

Contractor shall provide the Park Service Manager with a completed Request for Taxpayer Identification Number and Certification, as issued by the Internal Revenue Service.

If any sales tax is due for services performed by Contractor or materials or products provided to the District by Contractor, Contractor shall pay the sales tax. District shall not reimburse Contractor for sales taxes paid by Contractor.

**18. Method of Payment**

District agrees to pay Contractor monthly upon satisfactory completion of the services and upon submission by Contractor of an invoice delineating the services performed, in a form satisfactory to Park Service Manager. The invoice shall identify services by project as specified by the Park Service Manager.

Contractor agrees to maintain current monthly records, books, documents, papers, accounts and other evidence pertaining to the services performed and costs incurred. Such items shall be adequate to reflect the time involved and cost of performing the services. Contractor shall provide Park Service Manager with copies of payroll distribution, receipted bills and other documents requested for justification of the invoice.

**19. Responsibility for Expenses**

All expenses incident to the performance of services under this Contract shall be done by the Contractor, including, but not limited to rent, vehicle, and travel, entertainment and promotion, general liability and health insurance, workers' compensation insurance, and all compensation and benefits of employees or agents engaged by Contractor. Contractor shall, at its own cost and expense, supply all personal property necessary or appropriate to perform the services provided for under this Contract, including, but not limited to any personal property used by employees and agents of Contractor in the performance of such services.

**20. Non-Appropriation of Funds**

Payments to be made to Contractor by District for services performed within the current fiscal year are within the current fiscal budget and within an available, unexhausted and unencumbered appropriation of District funds. In the event District does not appropriate sufficient funds for payment of Contractor's services beyond the current fiscal year, this Contract shall cover payment for Contractor's services only up to the conclusion of the last fiscal year in which District appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

**21. Maintenance and Inspection of Records**

Contractor agrees that District or its auditors shall have access to and the right to audit and reproduce any of Contractor's relevant records to ensure that District is receiving all services to which District is entitled under this Contract or for other purposes relating to the Contract. Contractor shall maintain and preserve all such records for a period of at least three years after the expiration of this Contract, or until an audit has been completed and accepted by District. Contractor agrees to maintain all such records in District or to promptly reimburse District for all reasonable costs incurred in conducting the audit at a location other than in District, including but not limited to expenses for personnel, salaries, private auditor, travel, lodging, meals and overhead.

**22. Confidentiality of Information**

Any documents and materials given to or prepared or assembled by Contractor under this Contract shall be confidential and shall not be made available to any third person or organization by Contractor without prior written approval of the Park Service Manager.



### **23. Indemnity**

The Contractor hereby agrees to defend at his own cost and to indemnify and hold harmless the District and its officers, agents, volunteers and employees ("District's Parties"), from and against any and all liability, damages, costs, losses, claims, and expenses, howsoever caused, resulting directly or indirectly from or connected with the performance of the Contract (including but not limited to such liability, costs, damage, loss, claim, or expense arising from (a) the death or injury to an agent or employee of the Contractor, subcontractor, the District, the District's Parties or a District visitor, (b) loss of, damage to, or destruction of the property of Contractor, subcontractor, the District, the District's Parties, a District visitor, or of any agent or employee of the Contractor or a subcontractor, (c) the failure to pay or properly pay prevailing wages, or (d) the failure to maintain adequate insurance coverage), except where such liability, damages, costs, losses, claims or expenses are caused solely by the negligent or wrongful acts of the District or District's Parties in connection with the general supervision or direction of the work to be performed hereunder. The Contractor in addition to the foregoing, specifically shall indemnify and save harmless the District and the District's Parties from any liability by reason of California safe place statutes or similar provisions pertaining to the work place or safety of materials or equipment supplied by the District or others at the direction of the District and used in the performance of the work hereunder.

The Contractor shall indemnify the District and District Parties from all loss, damage, liability, cost, and expense to which any such parties may be put by reason of any negligent or wrongful act or omission on the part of the Contractor's employees or agents engaged in the work to be done hereunder in supervising the erection or installation of any apparatus which may be required by or incidental to performance of this contract.

Contractor shall require his subcontractors to afford the same degree of indemnification to the District that is required of Contractor, and shall incorporate identical indemnity provisions in all contracts between Contractor and his subcontractors.

### **24. Insurance**

Contractor shall obtain and maintain during the performance of any services under this Contract the insurance coverage as specified herein by this reference, issued by a company satisfactory to the District, unless the District waives, in writing, the requirement that Contractor obtain and maintain such insurance coverage. Maintenance of proper insurance coverage by Contractor is a material element of this Contract. Contractor's failure to maintain or renew insurance coverage or to provide evidence of renewal may be considered as a material breach of this Contract.

Contractor shall carry, and shall require all of his subcontractors to carry insurance in limits or amounts not less than the following:

Contractor shall procure and maintain for the duration of the contract the following insurance coverage's and limits against claims for injuries to persons or damage to property, which may

arise from or in connection with the performance of the work covered by this agreement by the Contractor, his agents, representatives, employees or subcontractors:

<u>COVERAGE PER OCCURRENCE</u>	<u>COMBINED</u> <u>ISO FORM</u>	<u>SINGLE LIMIT</u>
Comprehensive General Liability or Broad Form General Liability	GL 00 02 01 73 Rev GL 04 04 05 81	\$3,000,000 \$3,000,000
Business Auto	CA 00 01 01 87	\$1,000,000
Worker's Compensation		Statutory Limit
• Including Employers' Liability And Waiver of Subrogation		\$1,000,000

Worker's Compensation. The Contractor shall comply with all of the provisions of the Workmen's Compensation Insurance and Safety Acts of the State of California, the applicable provisions of Division 4 and 5 of the California Labor Code and all amendments thereto; and all similar State or Federal acts or laws applicable.

Contractor shall provide Additional Insured Endorsements for General Liability & Auto coverage's and endorsements or other proof of coverage for the following specific coverage's:

- Environmental hazards, collapse, and underground property coverage;
- Contractual liability; and
- Products and completed operations.

Combined single limit per occurrence shall include coverage for bodily injury, personal injury, and property damage for each accident.

If Commercial General Liability insurance or other form with a general aggregate limit is used, the policy shall be endorsed such that the general aggregate limit shall apply separately to this contract and a copy of the endorsement provided to the District.

Policies of all subcontractors shall be subject to the same requirements and provisions outlined above applying to Contractor.

Each insurance policy required by this subsection shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits, except after thirty (30) days written notice by certified mail, return receipt requested, has been given to:

Pleasant Valley Recreation and Park District  
ATTN: PARK OFFICE  
1605 E Burnley Street  
Camarillo, CA 93010

Contractor shall furnish to the District certificates of Liability Insurance and endorsements duly authenticated, given evidence of insurance coverages required in the contract and other evidence of or copy of policy as may be reasonably required by the District from time to time. The insurance shall be placed with insurers with the current year Best's Key Rating Guide of not less than A:VII where A = Excellent and VII = \$50,000,000 thru \$100,000,000. The insurer must be a "California Admitted" carrier.

All subcontractors employed on the work referred to in these Terms and Conditions shall meet the insurance requirements set forth for Contractor. Contractor shall furnish certificates of insurance and endorsements for each subcontractor at least five (5) days prior to the subcontractor entering the job site, or contractor shall furnish the District an endorsement including all subcontractors as insured under its policy. Self-insured contractor will provide equivalent documentation and proof of coverage naming the district, as outlined above.

Worker's Compensation Insurance and Comprehensive Liability Insurance (bodily injury, personal injury and property damage) including automobiles and including liability assumed by Contractor, is to be procured and maintained at the sole expense of Contractor during the performance of any work or activities under this contract. The insurer shall agree to waive all rights and subrogation against the District and District's Parties for losses arising from work performed by the Contractor for the District.

The Comprehensive Liability Insurance shall name the District and District's Parties as insureds with respect to liability of any nature arising out of or incidental to the performance of his Contract, and shall further provide that the protection afforded the District and District's Parties shall be primary insurance protection and not contributing with any other valid and collectible insurance of the District.

#### **25. Independent Contractor**

District and Contractor agree that in the performance of the services, Contractor shall be, and is; an independent contractor, and that Contractor and its employees are not employees of District. Contractor has and shall retain the right to exercise full control over the employment, direction, compensation and discharge of all persons assisting Contractor. Contractor shall be solely responsible for, and shall save District harmless from, all matters relating to the payment of Contractor's employees, agents, and subcontractors including compliance with social security requirements, Federal and State income tax withholding and all other regulations governing employer-employee relations. Contractor acknowledges that Contractor and Contractor's employees and subcontractors are not entitled to receive from District any of the benefits or rights afforded employees of District, including but not limited to reserve leave, sick leave, vacation leave, holiday leave, compensatory leave, Public Employees Retirement System benefits, or health, life, dental, short term & long-term disability and workers' compensation

insurance benefits.

**26. Conflict of Interest**

Contractor shall promptly inform Park Service Manager of any contract, arrangement, or interest that Contractor may enter into or have during the performance of this Contract that may conflict with District's interests. This requirement includes contracts and arrangements with manufacturers, suppliers, contractors or other clients whose interests might be served by the services performed under this Contract and Contractor's or Contractor's clients' interest in land that might be affected by the services. Contractor shall take such measures as are necessary in the performance of this Contract to prevent actual or appearances of conflicts of interest.

District. No officer or employee of District shall have a financial interest in this Contract nor shall any such officer or employee participate in any decision relating to the Contract which affects his financial interest or the financial interest of any corporation, partnership or association in which he is interested, in violation of any State statute or regulation.

Contractor. Contractor 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 Contract. Contractor shall comply with all conflict of interest laws and regulations including, without limitation, District's Conflict of Interest Code which is on file in the District's office.

**27. Assignability of Contract**

Contractor agrees that this Contract contemplates personal performance by Contractor and is based upon a determination of Contractor's personnel's unique competence, experience and specialized knowledge. Assignments of any or all rights, duties, or obligations of Contractor under this Contract will be permitted only with the express written consent of Park Supervisor Matthew Parker, which consent may be withheld for any reason.

**28. Successors and Assigns**

Contractor and District agree that this Contract shall be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns of Contractor and District.

**29. Fair Employment Practices**

Contractor agrees that, during the performance of this Contract, Contractor and any other parties with whom Contractor may subcontract shall adhere to equal opportunity employment practices to assure that applicants and employees are treated equally and are not discriminated against because of their race, color, religion, ancestry, national origin, disability, sex, marital status, age, or any other status protected by law.

Contractor agrees that all persons employed by Contractor shall be treated equally by Contractor without regard to or because of race, color, religion, ancestry, national origin, disability, sex, marital status, age, or any other status protected by law, and in compliance with all antidiscrimination laws of the United States of America, the State of California, County of Ventura, and City of Camarillo.

Contractor agrees to state in all of its solicitations or advertisements for applicants for employment that all qualified applicants shall receive consideration for employment without regard to their race, color, religion, ancestry, national origin, disability, sex, marital status, age, or any other status protected by law.

Contractor shall provide Districts staff with access to and, upon request by Park Service Manager, provide copies to Park Service Manager of all of Contractor's records pertaining or relating to Contractor's employment practices, to the extent such records are not confidential or privileged under State or Federal law.

**30. Force Majeure**

Contractor and District agree that neither District nor Contractor shall be responsible for delays or failures in performance resulting from acts beyond the control of either party. Such acts shall include, but not be limited to acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations imposed after this Contract was executed, fire, communication line failures, earthquakes, or other disasters.

**31. Time of Essence**

Contractor and District agree that time is of the essence in regard to performance of any of the terms and conditions of this Contract.

**32. Covenants and Conditions**

District and Contractor agree that the construction and interpretation of this Contract and the rights and duties of District and Contractor hereunder shall be governed by the laws of the State of California.

**33. Compliance with Laws**

Contractor agrees to comply with all City, State, and Federal laws, rules, and regulations, now or hereafter in force, pertaining to the services performed by Contractor pursuant to this Contract including all environmental laws and applicable mandatory standards and policies relating to energy efficiency and all air pollution control rules and regulations including but not limited to the requirements of Government Code Section 11017.

**34. Severability**

District and Contractor agree that the invalidity in whole or in part of any provision of this Contract shall not void or affect the validity of any other provision.

**35. Waiver**

District and Contractor agree that no waiver or a breach of any provision of this Contract by either Contractor or District shall constitute a waiver of any other breach of the same provision or any other provision of this Contract. Failure of either District or Contractor to enforce at any time, or from time to time, any provision of this Contract, shall not be construed as a waiver of such provision or breach.

**36. Counterparts**

District and Contractor agree that this Contract may be executed in two or more counterparts, each of which shall be deemed an original.

**37. Expenses of Enforcement**

Contractor and District agree that the prevailing party's reasonable costs, attorneys' fees (including the reasonable value of the services rendered by the District's legal Counsel Office) and expenses, including investigation fees and expert witness fees, shall be paid by the non-prevailing party in any dispute involving the terms and conditions of this Contract.

**38. Authority to Execute**

District acknowledges that the person executing this Contract has been duly authorized by the District to do so; on behalf of District.

Contractor acknowledges that the person executing this Contract has been duly authorized by Contractor to do so; on behalf of Contractor.

**39. Notices**

Any notices to Contractor may be delivered personally or by mail addressed to:

**West Coast Arborists, Inc.  
Attention: Patrick Mahoney  
2200 E. Via Burton St.  
Anaheim, CA 92806  
T: (714) 991-1900  
F: (714) 956-3745**

Any notices to District may be delivered personally or by mail addressed to:

**Pleasant Valley Recreation and Park District  
Attention: Park Office, Matthew Parker  
480 Skyway Drive  
Camarillo, California 93010**

**40. Amendment**


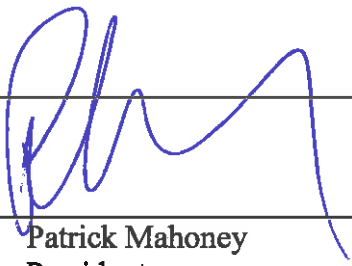

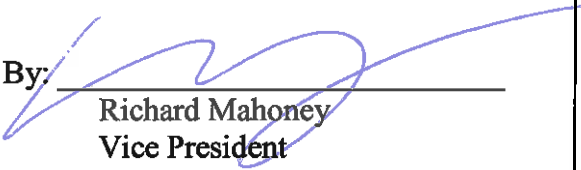
District and Contractor agree that the terms and conditions of the Contract may be reviewed or modified at any time. Any modifications to this Contract, however, shall be effective only when agreed to in writing by both Park Service Manager and Contractor.

**41. Entire Contract**

District and Contractor agree that this Contract and the accompanying attachments constitutes the entire Contract of the parties regarding the subject matter described herein and supersedes all prior communications, Contracts, and promises, either oral or written.

District:  
**Pleasant Valley Recreation and Park District**  
**1605 E. Burnley St.**  
**Camarillo, CA 93010**

Contractor:  
**West Coast Arborists, Inc.**  
**2200 E. Via Burton St.**  
**Anaheim, CA 92806**

By: <u></u> Mary Otten General Manager	By: <u></u> Patrick Mahoney President
Attest: <u></u> Mitchell Cameron Clerk of Board	By: <u></u> Richard Mahoney Vice President



## Schedule of Compensation for Year 2022 - 2023

### Tree Maintenance Services performed by WCA, Inc.

Item	Description	Unit	Proposed Prices
1	Grid Pruning	Each	\$81.75
2	Full Pruning 0-6 DSH	Each	\$60.00
3	Full Pruning 7-12 DSH	Each	\$114.50
4	Full Pruning 13-18 DSH	Each	\$151.50
5	Full Pruning 19-30 DSH	Each	\$256.00
6	Full Pruning 31-36 DSH	Each	\$398.00
7	Full Pruning 37-42 DSH	Each	\$467.50
8	Full Pruning >42 DSH	Each	\$609.00
9	Coco Palm Pruning	Each	\$65.40
10	Washingtonia Palm Pruning	Each	\$76.30
11	Date Palm Pruning	Each	\$321.50
12	Tree & Stump Removal	Inch	\$40.30
13	Tree Only Removal	Inch	\$26.15
14	Stump Only Removal	Inch	\$14.15
15	Plant 15 Gal w/o RB	Each	\$136.25
16	Plant 15 Gal w/ RB	Each	\$163.50
17	Plant 24" Box w/o RB	Each	\$272.50
18	Plant 24" Box w/ RB	Each	\$310.50
19	Tree Watering	Each	\$7.65
20	Tree Watering	Day	\$654.00
21	Arborist Services	Man Hour	\$136.25
22	Crew Rental - per man	Man Hour	\$81.75
23	Emergency Response - per man	Man Hour	\$122.00
24	Specialty Equipment Rental	Hour	\$136.25

The current rates have been in place since 7/1/2017. The proposed rates reflect a cost adjustment of 9.0% based on the Consumer Price Index for the West Pacific region Class B/C. The rates will be effective 7/1/2022 and valid for 12 months.

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**EXHIBIT "B"**  
**SCHEDULE OF PAYMENT**  
**SCHEDULE OF TREE WORK COMPENSATION**

The Contractor understands the tree population of the Pleasant Valley Recreation District and agrees to provide the specific services to the District as listed in the Bid Proposal.

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A systematic tree trimming program composed of existing grid or pre-designed districts that are trimmed in their entirety on a set schedule. Trees in a grid will include all large, medium and small trees. All trimming is performed in accordance with the standards established by the international Society of Arboriculture, American National Standards Institute and the City.

<b>UNIT</b>	<b>UNIT PRICE</b>
Per tree	\$ 75.00

**2. FULL TRIM BASED ON SERVICE OR SPECIAL REQUESTS**

Trees requiring service prior to their regularly scheduled grid or annual trim to rectify a specific problem such as blocking street lighting or signs, right-of-way clearance for utility lines, or broken limbs will be performed as a "Service Request."

<u>Size</u>	<u>Unit</u>	<u>Unit price</u>
0-6" dbh	per tree	\$ <u>55.00</u>
7-12" dbh	per tree	\$ <u>105.00</u>
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<u>Unit</u>	<u>Per day</u>	<u>Unit price</u>
per tree	\$ 600.00	\$ 7.00

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Per man hour  
\$75.00

Standard maintenance crew of three (3) persons, one (1) chipper truck, one (1) aerial tower truck and chipper and all necessary saws and hand tools

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List additional equipment you have available and the rates for each.

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**11. ARBORIST SERVICES**

Per hour      \$125.00

Arborist services provided by the hour as prescribed per the Special Provisions of these Specifications.

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Per man hour      \$112.00

**13. TREE MASTER PLAN**

Lump Sum      \$15,000.00

**14. Equipment Rates**

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Crane	<u>Per hour</u>	\$125.00
95-ft. Aerial Tower	<u>Per hour</u>	\$125.00

**JOB NAME: CONTRACT FOR TREE TRIMMING AND TREE MAINTENANCE  
SERVICES AS IDENTIFIED IN RFP NO. PVRPD- TS2017**

**ADDENDUM TO CONTRACT FOR TREE TRIMMING AND TREE MAINTENANCE  
\_\_\_\_\_, 2022**

The provisions set forth on each page of this addendum shall hereby become an integral part of the contract to which it is attached with the same force and effect as if these changes had been entered directly on the original contract.

Only the provisions of the original contract noted hereon are modified by these provisions and then only to the extent noted. All provisions or portions of provisions in the original contract, which are not expressly modified by this addendum, shall remain in full force and effect.

**CHANGES/ADDITIONS:**

**A one (1) year extension from July 1, 2022, to June 30, 2023, with a 7% increase for scheduled line items.**

**Pleasant Valley Recreation and Park District  
1605 E. Burnley St.  
Camarillo, California 93010**

**West Coast Arborists  
2200 E. Via Burton  
Anaheim, California 92806**

**Signed By: \_\_\_\_\_  
Mary Otten  
General Manager**

**Signed By: \_\_\_\_\_  
West Coast Arborist**

**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: June 1, 2022**

**SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION NO. 712 APPROVING ENGINEER'S REPORT, CONFIRMING DIAGRAM AND ASSESSMENT, AND ORDERING LEVY OF ASSESSMENTS FOR FY 2022-2023 FOR THE PARK MAINTENANCE AND RECREATION IMPROVEMENT DISTRICT FOR THE PLEASANT VALLEY RECREATION AND PARK DISTRICT**

**SUMMARY**

In 2001 the District hired SCI Consulting Group to establish the Assessment District which was formed to provide adequate revenues for park maintenance services as well as for expanding and improving park facilities to meet the growing demand placed on parks. A Resolution has been prepared to approve the engineer's report, confirm the diagram and assessment, and order a levy of assessments for the fiscal year 2022-2023 for the Park Maintenance and Recreation Improvement District for the Pleasant Valley Recreation and Park District and ordering a levy of assessment of \$44.83.

**BACKGROUND**

On April 4, 2001, by Resolution No. 356, after receiving a weighted majority of 58.7% of ballots in support of the proposed assessment, the Board of Directors ordered the formation of and levied the first assessment entitled, the Pleasant Valley Recreation and Park District Park Maintenance and Recreation Improvement Assessment District.

The assessments have been levied each year since FY 2001-2002. They have been used to improve and develop local parks and to enhance the maintenance of existing parks. In addition, the assessment revenues were anticipated to also be used to assist with the maintenance of new parks, including Pleasant Valley Fields.

On February 3, 2022, the Board adopted Resolution No. 698, directing the preparation of an Engineer's Report for the District and initiating the procedures for the continuation of the Assessment District for FY 2022-2023.

On May 4, 2022, the Board adopted Resolution No. 706, declaring intention to levy assessments for FY 2022-2023, preliminarily approving the Engineer's Report, and providing for Notice of Hearing for the Public Park Maintenance and Recreation Improvement District for the Pleasant Valley Recreation and Park District.

## **ANALYSIS**

To continue to levy the assessments, the Board on February 3, 2022 directed SCI Group, Inc. the assessment engineer to prepare an Engineer's Report for FY 2022-2023. This Engineer's Report, which includes the proposed budget and the updated proposed assessment for each parcel in the District, was completed, but not filed with the District's legal counsel. The only time the Engineer's Report is required to be filed with the District's legal counsel is when there are significant changes. Staff spoke with Jeanette Hynson of SCI Consulting Group who advised that due to minimal changes there was no need to file the Engineer's Report with the attorney this year.

## **FISCAL IMPACT**

The Board has the authority to approve an annual adjustment to the assessment rate by an amount equal to the change in the Los Angeles Consumer Price Index (CPI), not to exceed 3%. The assessment rate for FY 2022-2023 is \$44.83 per single family equivalent benefit unit (\$1.31 increase from last fiscal year rate) which is an assessment rate increase of 3.0%, which is the maximum percentage allowed to be used for the Assessment Tax increase. SCI staff utilized the CPI indicator as of December 31, 2021 which was 6.56%, used 3% of the 6.56% for the FY2022-2023 increase and banked the additional 3.56% to be used at later time if/when the CPI is below 3%.

Pending Board approval, this increase will provide assessment revenue sufficient for park maintenance programs including tree maintenance, amenity repairs, administrative staff, landscape services and the ongoing fund for a portion of the Pleasant Valley Fields debt service. The budget for the services and improvements that would be funded by the proposed assessments was developed by staff in cooperation with SCI.

## **STRATEGIC PLAN COMPLIANCE**

Meets 2021 Strategic Plan Goal 1.0: To ensure the short and long-term fiscal health of the District.

## **RECOMMENDATION**

It is recommended that the Board adopt Resolution No. 712 accepting the Engineer's Report and ordering the levy of assessment at \$44.83.

## **ATTACHMENT**

- 1) Resolution No. 712 (4 pages)
- 2) Engineer's Report for FY 2022-2023 (48 pages)

**RESOLUTION NO. 712**

**A RESOLUTION APPROVING ENGINEER'S REPORT, CONFIRMING  
DIAGRAM AND ASSESSMENT AND ORDERING LEVY OF ASSESSMENT  
FOR FISCAL YEAR 2022-23 FOR THE PARK MAINTENANCE AND  
RECREATION IMPROVEMENT DISTRICT FOR THE  
PLEASANT VALLEY RECREATION AND PARK DISTRICT**

RESOLVED, by the Board of Directors of the Pleasant Valley Recreation and Park District (the "Board"), State of California, that

WHEREAS, on April 4th, 2001 by its Resolution No. 356 this Board ordered the formation of and levied the first assessment within the Pleasant Valley Recreation and Park District, Park Maintenance and Recreation Improvement District (the "Assessment District") pursuant to Article XIID of the California Constitution, and the Landscaping and Lighting Act of 1972 (the "Act"), Part 2 of Division 15 of the California Streets and Highways Code (commencing with Section 22500 thereof); and

WHEREAS, the purpose of the Assessment District is for the installation, maintenance and servicing of improvements to the Pleasant Valley Recreation and Park District described in annual Engineer's Report; and

WHEREAS, by its Resolution No. 706, A Resolution Directing Preparation of the Engineer's Report for the Pleasant Valley Recreation and Park District, Park Maintenance and Recreation Improvement District, this Board designated SCI Consulting Group as Engineer of Work and ordered said Engineer to make and file a report in writing in accordance with and pursuant to the Landscaping and Lighting Act of 1972 and Article XIID of the California Constitution; and

WHEREAS, the report was duly made and filed with the Clerk of the Board and duly considered by this Board and found to be sufficient in every particular, whereupon it was determined that the report should stand as the Engineer's Report for all subsequent proceedings under and pursuant to the aforesaid resolution, and that June 1, 2022 at the hour of 6:00 p.m. at the City of Camarillo, City Hall Council Chambers, 601 Carmen Dr., Camarillo, California, were appointed as the time and place for a hearing by this Board on the question of the levy of the proposed assessment, notice of which hearing was given as required by law; and

WHEREAS, at the appointed time and place the hearing was duly and regularly held, and all persons interested and desiring to be heard were given an opportunity to be heard, and all matters and things pertaining to the continuation of assessments were fully heard and considered by this Board, and all oral statements and all written protests or communications were duly heard, considered and overruled, and this Board thereby acquired jurisdiction to order the levy and the confirmation of the diagram and assessment prepared by and made a part of the Engineer's Report to pay the costs and expenses thereof;

NOW, THEREFORE, IT IS FOUND, DETERMINED AND ORDERED, that:

1. The public interest, convenience and necessity require that the levy be made.
2. The land within the Assessment District will be specially benefited by the improvements and assessed to pay the costs and expenses thereof, and the exterior boundaries thereof, are as shown by a map thereof filed in the office of the Clerk of the Board, which map is made a part hereof by reference thereto.
3. The assessment is levied without regard to property valuation.
4. The Engineer's Report as a whole and each part thereof, to wit:
  - (a) the Engineer's estimate of the itemized and total costs and expenses of maintaining the improvements and of the incidental expenses in connection therewith;
  - (b) the diagram showing the Assessment District, plans and specifications for the improvements to be maintained and the boundaries and dimensions of the respective lots and parcels of land within the Assessment District; and
  - (c) the assessment of the total amount of the cost and expenses of the proposed maintenance of the improvements upon the several lots and parcels of land in the Assessment District in proportion to the estimated special benefits to be received by such lots and parcels, respectively, from the maintenance, and of the expenses incidental thereto;

are finally approved and confirmed.

5. Final adoption and approval of the Engineer's Report as a whole, and of the plans and specifications, estimate of the costs and expenses, the diagram and the assessment, as contained in the report as hereinabove determined and ordered, is intended to and shall refer and apply to the report, or any portion thereof as amended, modified, or revised or corrected by, or pursuant to and in accordance with, any resolution or order, if any, heretofore duly adopted or made by this Board.
6. The assessment to pay the costs and expenses of the maintenance of the improvements for fiscal year 2022-23 is hereby levied. For further particulars pursuant to the provisions of the Landscaping and Lighting Act of 1972, reference is hereby made to the Resolution Directing Preparation

of Engineer's Report.

7. Based on the oral and documentary evidence, including the Engineer's Report, offered and received at the hearing, this Board expressly finds and determines (a) that each of the several lots and parcels of land will be specially benefited by the maintenance of the improvements at least in the amount if not more than the amount, of the assessment apportioned against the lots and parcels of land, respectively, and (b) that there is substantial evidence to support, and the weight of the evidence preponderates in favor of, the aforesaid finding and determination as to special benefits.
8. Immediately upon the adoption of this resolution, but in no event later than the second Monday in August following such adoption, the Clerk of the Board shall file a certified copy of the diagram and assessment and a certified copy of this resolution with the Auditor of the County of Ventura. Upon such filing, the County Auditor shall enter on the County assessment roll opposite each lot or parcel of land the amount of assessment thereupon as shown in the assessment. The assessments shall be collected at the same time and in the same manner as County taxes are collected and all laws providing for the collection and enforcement of County taxes shall apply to the collection and enforcement of the assessments. After collection by the County, the net amount of the assessments, after deduction of any compensation due the County for collection, shall be paid to the Pleasant Valley Recreation and Park District.
9. Upon receipt of the moneys representing assessments collected by the County, the General Manager shall deposit the moneys in the Assessment District Treasury to the credit of the improvement fund previously established under the distinctive designation of the Assessment District. Moneys in the improvement fund shall be expended only for the maintenance, servicing, construction or installation of the improvements.
10. The assessments levied are in conformance with Proposition 218.

**PASSED AND ADOPTED** this 1st day of June, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:



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ROBERT KELLEY, CHAIRMAN  
PLEASANT VALLEY RECREATION AND PARK DISTRICT

ATTESTED:

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BEV DRANSFELDT, SECRETARY  
PLEASANT VALLEY RECREATION AND PARK DISTRICT



# ENGINEER'S REPORT

## **Pleasant Valley Recreation and Park District** Park Maintenance and Recreation Improvement District

Fiscal Year 2022-23  
April 2022

Pursuant to the Landscaping and Lighting Act of 1972  
and Article XIID of the California Constitution

Engineer of Work:



**SCI Consulting Group**  
Public Finance Consulting Services

4745 Mangels Boulevard  
Fairfield, California 94534  
707.430.4300  
[www.sci-cg.com](http://www.sci-cg.com)  
82/217

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## Introduction

### Overview

The Pleasant Valley Recreation and Park District (the “Park District”) currently provides park facilities and recreational programs for its service area of 26,800 parcels. The Park District currently owns, operates and maintains 28 neighborhood, community, and regional parks which are distributed throughout the Park District. (For locations of the Park District’s facilities, see the Diagram following in this Report.)

The Park District’s facilities are summarized as follows:

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#### District Parks

- ❖ **Adolfo Park**, (3.0 acres), 3601 N. Adolfo.
- ❖ **Arneill Ranch Park**, (5.0 acres), 1301 Sweetwater.
- ❖ **Birchview Park**, (0.7 acres), 5564 Laurel Ridge Lane, Birchview/Laurel Ridge.
- ❖ **Calleguas Creek Park**, (3.0 acres), 675 Avenida Valencia.
- ❖ **Camarillo Oak Grove Park**, (24.55 acres), 6968 Camarillo Springs Road.
- ❖ **Carmenita Park**, (1.0 acres), 1506 Sevilla.
- ❖ **Charter Oak Park**, (5.7 acres), 2500 Charter Oak Drive.
- ❖ **Community Center Park**, (12.9 acres), 1605 E. Burnley Street, Carmen/Burnley.
- ❖ **Dos Caminos Park**, (4.4 acres), 2198 N. Ponderosa Road, Las Posas/Ponderosa.
- ❖ **Encanto Park**, (3.0 acres), 5300 Encanto.
- ❖ **Foothill Park**, (2.3 acres), 1501 Cranbrook Street.
- ❖ **Freedom Park**, (33.9 acres), 275 E. Pleasant Valley Road, Skyway/Eubanks.
- ❖ **Heritage Park**, (9.0 acres), 1630 Heritage Trail, Joshua Trail/Heritage Trail.
- ❖ **Las Posas Equestrian Park**, (2.0 acres), 2084 Via Veneto, El Tuaca/Via Veneto.
- ❖ **Laurelwood Park**, (1.5 acres), 2127 Dexter, Mobil/Dexter.
- ❖ **Lokker Park**, (7.0 acres), 848 Vista Coto Verde, Calle Higuera/Avenida Sultura.
- ❖ **Mel Vincent Park**, (5.0 acres), 668 CALISTOGA ROAD.

- ❖ **Mission Oaks Park**, (20.2 acres), 5501 Mission Oaks Boulevard, Mission Oaks/Oak Canyon.
- ❖ **Nancy Bush Park**, (3.4 acres), 1150 Bradford.
- ❖ **Pitts Ranch Park**, (10.0 acres), 1400 Flynn Road.
- ❖ **Bob Kildee Community Park**, (13.0 acres), 1030 Temple Avenue, Ponderosa/Temple.
- ❖ **Quito Park**, (5.0 acres), 7073 Quito Court, Calle Dia/Quito.
- ❖ **Springville Park**, (5.0 acres), 801 Via Zamora.
- ❖ **Trailside Park**, (0.5 acres), 5462 Cherry Ridge Drive, Willow View/Maple View.
- ❖ **Valle Lindo Park**, (10.0 acres), 889 Aileen Street, Valle Lindo/Aileen.
- ❖ **Pleasant Valley Fields**, (55.0 acres), 3777 Village at the Park Drive.
- ❖ **Woodcreek Park**, (5.0 acres), 1200 Woodcreek Road, Lynwood/Woodcreek.
- ❖ **Woodside Park**, (5.0 acres), 247 Japonica Avenue, Ridgeview/Japonica.

### Assessment Process

In 2001, due to the combination of limited revenues, a growing community and expanding park acreage, the Park District projected that it would not be able to adequately maintain its current and future parks and recreation facilities. Therefore, the Board proposed the establishment of an assessment district to provide adequate revenues for park maintenance services as well as for expanding and improving park facilities to meet the growing demand placed on the parks.



In February and March 2001 the Board conducted an assessment ballot proceeding pursuant to the requirements of Article XIID of the California Constitution (“The Taxpayer’s Right to Vote on Taxes Act”) and the Landscaping and Lighting Act of 1972. During this ballot proceeding, property owners in the District were provided with a notice and ballot for the proposed parks assessment (“the Parks Maintenance and Recreation Improvement District” or the “Improvement District”). A 45-day period was provided for balloting and a public hearing was conducted on March 21<sup>st</sup>, 2001. At the public hearing, all ballots returned within the 45-day balloting period were tabulated. It was determined at the public hearing that the assessment ballots submitted in opposition to the proposed assessments did not exceed the assessment ballots submitted in favor of the assessments (with each ballot weighted by the proportional financial obligation of the property for which ballot was submitted). The final balloting result was 58.7% weighted support in favor of the benefit assessments for the Pleasant Valley Recreation and Park District’s Park Maintenance and Recreation Improvement District.

As a result, the Board gained the authority to approve the levy of the assessments for the fiscal year 2001-02 and to continue to levy them in future years. The authority granted by the ballot proceeding includes an annual adjustment in the assessment levies equal to the annual change in the Consumer Price Index for the Los Angeles Area, not to exceed 3%.

### Engineer’s Report and Continuation of Assessments

In each subsequent year for which the assessments will be continued, the Board must direct the preparation of an Engineer’s Report, budgets and proposed assessments for the upcoming fiscal year. After the Engineer’s Report is completed, the Board may preliminarily approve the Engineer’s Report and proposed assessments and establish the date for a public hearing on the continuation of the assessments. This Report was prepared pursuant to the direction of the Board adopted on February 3, 2022.

This Engineer’s Report (“Report”) was prepared to establish the budget for the continued improvements and services (“Improvements”) that would be funded by the proposed 2022-23 assessments, determine the benefits received by property from the improvements and services within the Park District and the method of assessment apportionment to lots and parcels within the Park District. This Report and the proposed assessments have been made pursuant to the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the *California Streets and Highways Code* (the “Act”) and Article XIID of the California Constitution (the “Article”).

If the Board preliminarily approves this Engineer’s Report and the continuation of the assessments by resolution. A notice of public hearing must be published in a local paper at least 10 days prior to the date of the public hearing. The resolution preliminarily approving the Engineer’s Report and establishing the date for a public hearing is used for this notice.

Following the minimum 10-day time period after publishing the notice, a public hearing is held for the purpose of allowing public testimony about the proposed continuation of the assessments. This hearing is currently scheduled for June 1, 2022. At this hearing, the Board would consider approval of a resolution confirming the continuation of the assessments for fiscal year 2022-23. If the assessments are so confirmed and approved, the levies would be submitted to the County Auditor/Controller by August 2022 for inclusion on the property tax roll for fiscal year 2022-23.

## Legislative Analysis

### Proposition 218

This assessment is formed consistent with Proposition 218, The Right to Vote on Taxes Act, which was approved by the voters of California on November 6, 1996, and is now codified as Articles XIIC and XIID of the California Constitution. Proposition 218 provides for benefit assessments to be levied to fund the cost of providing services, improvements, as well as maintenance and operation expenses to a public improvement which benefits the assessed property.

Proposition 218 describes a number of important requirements, including property-owner balloting, for the imposition, increase and extension of assessments, and these requirements are satisfied by the process used to establish this assessment.

### Silicon Valley Taxpayers Association, Inc. v Santa Clara County Open Space Authority

In July of 2008, the California Supreme Court issued its ruling on the Silicon Valley Taxpayers Association, Inc. v. Santa Clara County Open Space Authority (“SVTA vs. SCCOSA”). This ruling is the most significant legal document in further legally clarifying Proposition 218. Several of the most important elements of the ruling included further emphasis that:

- Benefit assessments are for special, not general, benefit
- The services and/or improvements funded by assessments must be clearly specified and identified

- Special benefits are directly received by and provide a direct advantage to property in the assessment district
- The assessments must be proportional to the special benefits conferred

This Engineer's Report is consistent with the SVTA vs. SCCOSA decision and with the requirements of Article 13C and 13D of the California Constitution because the improvements to be funded are clearly defined; the benefiting properties in the Improvement District enjoys close and unique proximity, access and views to the Improvements; the Improvements serve as an extension of usable land area for benefiting properties in the Improvement District and such special benefits provide a direct advantage to property in the Improvement District that is not enjoyed by the public at large or other property; and the assessments are proportional to the special benefits conferred.

---

#### **Dahms v. Downtown Pomona Property**

On June 8, 2009, the 4<sup>th</sup> Court of Appeal amended its original opinion upholding a benefit assessment for property in the downtown area of the City of Pomona. On July 22, 2009, the California Supreme Court denied review. On this date, Dahms became good law and binding precedent for assessments. In Dahms the Court upheld an assessment that was 100% special benefit (i.e. 0% general benefit) on the rationale that the services and improvements funded by the assessments were directly provided to property in the assessment district. The Court also upheld discounts and exemptions from the assessment for certain properties.

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#### **Bonander v. Town of Tiburon**

On December 31, 2009, the 1<sup>st</sup> District Court of Appeal overturned a benefit assessment approved by property owners to pay for placing overhead utility lines underground in an area of the Town of Tiburon. The Court invalidated the assessments on the grounds that the assessments had been apportioned to assessed property based in part on relative costs within sub-areas of the assessment district instead of proportional special benefits.

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#### **Beutz v. County of Riverside**

On May 26, 2010 the 4<sup>th</sup> District Court of Appeal issued a decision on the Steven Beutz v. County of Riverside ("Beutz") appeal. This decision overturned an assessment for park maintenance in Wildomar, California, primarily because the general benefits associated with improvements and services were not explicitly calculated, quantified and separated from the special benefits.

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### **Golden Hill Neighborhood Association v. City of San Diego**

On September 22, 2011, the San Diego Court of Appeal issued a decision on the Golden Hill Neighborhood Association v. City of San Diego appeal. This decision overturned an assessment for street and landscaping maintenance in the Greater Golden Hill neighborhood of San Diego, California. The court described two primary reasons for its decision. First, like in *Beutz*, the court found the general benefits associated with services were not explicitly calculated, quantified and separated from the special benefits. Second, the court found that the City had failed to record the basis for the assessment on its own parcels.

---

### **Compliance with Current Law**

This Engineer's Report is consistent with the requirements of Article XIIC and XIID of the California Constitution and with the *SVTA* decision because the improvements to be funded are clearly defined; the improvements are directly available to and will directly benefit property in the Improvement District; and the improvements provide a direct advantage to property in the Improvement District that would not be received in absence of the assessments.

This Engineer's Report is consistent with *Beutz, Dahms and Greater Golden Hill* because the improvements will directly benefit property in the Improvement District and the general benefits have been explicitly calculated and quantified and excluded from the assessments. The Engineer's Report is consistent with *Bonander* because the assessments have been apportioned based on the overall cost of the improvements and proportional special benefit to each property.

## Plans & Specifications

The Pleasant Valley Recreation and Park District maintains park facilities in locations throughout its boundaries.

The work and improvements (the “Improvements”) proposed to be undertaken by the Pleasant Valley Recreation and Park District’s Park Maintenance and Recreation Improvement District (the “Improvement District”) and the cost thereof paid from the levy of the annual assessment provide special benefit to Assessor Parcels within the Improvement District as defined in the Method of Assessment herein. In addition to the definitions provided by the Landscaping and Lighting Act of 1972, (the “Act”) the work and improvements are generally described as follows:

Installation, maintenance and servicing of public recreational facilities and improvements, including, but not limited to, turf and play areas, playground equipment, hard court surfaces, ground cover, shrubs and trees, irrigation and sprinkler systems, landscaping, park grounds and facilities, drainage systems, lighting, fencing, entry monuments, basketball courts, tennis courts, gymnasiums, senior centers, running tracks, swimming pools, landscape corridors, trails, other recreational facilities, security patrols to protect the Improvements, graffiti removal and repainting, and labor, materials, supplies, utilities and equipment, as applicable, at each of the locations owned, operated or maintained by the Pleasant Valley Recreation and Park District. Any plans and specifications for these improvements have been filed with the General Manager of the Pleasant Valley Recreation and Park District and are incorporated herein by reference.

As applied herein, “Installation” means the construction of recreational improvements, including, but not limited to, land preparation (such as grading, leveling, cutting and filling) sod, landscaping, irrigation systems, sidewalks and drainage, lights, playground equipment, play courts, recreational facilities and public restrooms.

“Maintenance” means the furnishing of services and materials for the ordinary and usual maintenance, operation and servicing of any improvement, including repair, removal or replacement of all or any part of any improvement; providing for the life, growth, health, and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury; the removal of trimmings, rubbish, debris, and other solid waste, and the cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti.

“Servicing” means the furnishing of electric current, or energy, gas or other illuminating agent for any public lighting facilities or for the lighting or operation of any other improvements; or water for the irrigation of any landscaping, the operation of any fountains, or the maintenance of any other improvements.

Incidental expenses include all of the following: (a) The costs of preparation of the report, including plans, specifications, estimates, diagram, and assessment; (b) the costs of printing, advertising, and the giving of published, posted, and mailed notices; (c) compensation payable to the County for collection of assessments; (d) compensation of any engineer or attorney employed to render services in proceedings pursuant to this part; (e) any other expenses incidental to the construction, installation, or maintenance and servicing of the Improvements; (f) any expenses incidental to the issuance of bonds or notes pursuant to Streets & Highways Code Section 22662.5; and (g) costs associated with any elections held for the approval of a new or increased assessment. (Streets & Highways Code §22526).

The assessment proceeds will be exclusively used for Improvements within the Improvement District plus Incidental expenses. Reference is made to the Summary of District’s Improvement Plans section in the following section of this Report and the more detailed budgets and improvement plans of the Park District, which are on file with the Pleasant Valley Recreation and Park District.

## Fiscal Year 2022-23 Estimate of Cost and Budget

### Introduction

Following are the proposed Improvements, and resulting level of improved parks and recreation facilities, for the Improvement District. As previously noted, the baseline level of service included a declining level of parks and recreation facilities due to shortages of funds for the Park District. Improvements funded by the assessments are over and above the previously declining baseline level of service. The formula below describes the relationship between the final level of improvements, the existing baseline level of service, and the enhanced level of improvements to be funded by the proposed assessment.

$$\text{Final Level of Improvements} = \text{Baseline Level of Improvements} + \text{Enhanced Level of Improvements}$$

### Summary of District's Improvement Plans

Projects have been chosen throughout the Park District in order to ensure that all properties in the narrowly drawn Park District boundaries will receive improved access to better maintained and improved parks in their area. A detailed project improvement plan has been developed and is available for review at the Park District offices.

**Table 1 - Estimate of Cost, FY 2022-23**

	<b>Total Budget</b>	
Installation, Maintenance & Servicing Costs		
Capital Improvements	\$1,174,760	
Equipment and Facility Replacement	\$90,000	
Services and Supplies	\$2,391,520	
Maintenance and Operations of Improvements <sup>1</sup>	<u>\$2,152,232</u>	
Subtotal - Installation, Maintenance and Servicing	\$5,808,512	
Administrative Costs:		
Assessment Administration and County Charges	\$28,263	
Allowance for Uncollectible Assessments	<u>\$15,770</u>	
Subtotals - Incidentals	\$44,034	
Total for Installation, Maintenance, Servicing and Administration	\$5,852,546	
<b>Total Benefit of Improvements</b>	<b>\$5,852,546</b>	
Single Family Equivalent Units (SFE)	28,268	
<b>Benefit Received per SFE Unit</b>	<b>\$207.04</b>	
Less:		
District Contribution for General Benefits <sup>2</sup>	(\$1,463,136)	
District Contribution for Special Benefits	(\$3,145,011)	
Beginning Fund Balance (July 1, 22)	(\$1,035,737)	
Contribution to Reserve Fund/Improvement Fund/Contingency <sup>3</sup>	<u>\$1,058,571</u>	
	<u>(\$4,585,313)</u>	
Net Cost of Installation, Maintenance and Servicing (Net Amount to be Assessed)	\$1,267,233	
Budget Allocation to Property		
Total Assessment Budget*	\$1,267,233	
	<b>Unadjusted</b>	<b>Adjusted</b>
	<b>SFE</b>	<b>SFE</b>
Single Family Equivalent Benefit Units - Zone A	<u>27,235.51</u>	27,235.51
Single Family Equivalent Benefit Units - Zone B	494.24	123.56
Single Family Equivalent Benefit Units - Zone C	<u>1,816.89</u>	<u>908.45</u>
Adjusted SFE Units		28,267.52
Assessment per Single Family Equivalent Unit		\$44.83

\* All assessments are rounded to lower even penny. Therefore, the budget amount may slightly differ from the assessment rate



**Notes to Estimate of Cost:**

1. The item, Maintenance and Operation of Improvements provides funding for enhanced maintenance of all parks and recreation facilities on a daily basis, seven days per week. Improvements include mowing turf, trimming and caring for landscaping, fertilization and aeration of grounds and playfields, routine maintenance and safety inspections, painting, replacing/repairing broken or damaged equipment, trash removal and cleanup, irrigation and irrigation system maintenance, and other services as needed.
2. As determined in the following section, at least 25% of the cost of Improvements must be funded from sources other than the assessments to cover any general benefits from the Improvements. Therefore, out of the total cost of Improvements of \$5,852,546, the District must contribute at least \$1,463,136 from sources other than the assessments. The District will contribute much more than this amount, which more than covers any general benefits from the Improvements.
3. This amount is the projected ending fund balance as of June 30, 2023. The Fund Balance shown includes operating reserves and the Capital Improvement Reserve Fund.
4. The Act stipulates that proceeds from the assessments must be deposited into a special fund that has been set up for the revenues and expenditures of the Improvement District. Moreover, funds raised by the assessment shall be used only for the purposes stated within this Report. Any balance remaining at the end of the fiscal year, July 1, must be carried over to the next fiscal year. The funds shown under contribution to Reserve Fund / Improvement Fund / Contingency are primarily being accumulated for future capital improvement and capital renovation needs.

## Method of Apportionment

### Method of Apportionment

This section of the Engineer's Report explains the special and general benefits to be derived from the Improvements to park facilities and District maintained property throughout the Park District, and the methodology used to apportion the total assessment to properties within the Improvement District.

The Improvement District consists of all Assessor Parcels within the boundaries of the Pleasant Valley Recreation and Park District. The method used for apportioning the assessment is based upon the proportional special benefits conferred to the properties over and above the general benefits conferred to real property in the Improvement District or to the public at large. Special benefit is calculated for each parcel in the Improvement District using the following process:

1. Identification of all benefit factors derived from the Improvements
2. Identification of the direct advantages (special benefits) received by property in the Improvement District
3. Calculation of the proportion of these benefits that are general
4. Determination of the relative special benefit within different areas within the Improvement District
5. Determination of the relative special benefit per property type
6. Calculation of the specific assessment for each individual parcel based upon special vs. general benefit; location, property type, property characteristics, improvements on property and other supporting attributes

### Discussion of Benefit

In summary, the assessments can only be levied based on the special benefit to property. Any and all general benefit must be funded from another source. This special benefit is received by property over and above any general benefits from the Improvements. With reference to the requirements for assessments, Section 22573 of the Landscaping and Lighting Act of 1972 states:

*"The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements."*

*“The determination of whether or not a lot or parcel will benefit from the improvements shall be made pursuant to the Improvement Act of 1911 (Division 7 (commencing with Section 5000)) [of the Streets and Highways Code, State of California].”*

Proposition 218, as codified in Article XIII D of the California Constitution, has confirmed that assessments must be based on the special benefit to property:

*“No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel.”*

Since assessments are levied on the basis of special benefit, they are not a tax and are not governed by Article XIII A of the California Constitution.

The SVTA v. SCCOSA decision also clarifies that a special benefit is a service or improvement that provides a direct advantage to a parcel, in contrast to a general benefit which provides indirect or derivative advantages. The SVTA v. SCCOSA decision also provides specific guidance that park improvements are a direct advantage and special benefit to property that is proximate to a park that is improved by an assessment:

*the characterization of a benefit may depend on whether the parcel receives a direct advantage from the improvement (e.g. proximity to a park) or receives an indirect, derivative advantage resulting from the overall public benefits of the improvement (e.g. general enhancement of the district’s property values).*

Finally, Proposition 218 twice uses the phrase “over and above” general benefits in describing special benefit. (Art. XIII D, sections 2(i) & 4(f).) The SVTA v. SCCOSA decision further clarifies that special benefits must provide a direct advantage to benefiting property and that examples of a special benefit include proximity to a park, expanded or improved access to open space or views of open space.

## **Benefit Factors**

The special benefits from the Improvements are listed below:

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**Extension of a property's outdoor areas and green spaces for properties within close proximity to the Improvements**

In large part because it is cost prohibitive to provide large open land areas on property in the Improvement District, the residential, commercial and other benefiting properties in the Improvement District do not have large outdoor areas and green spaces. The parks in the Improvement District provide these larger outdoor areas that serve as an effective extension of the land area for proximate properties because the Improvements are uniquely proximate and accessible to property in close proximity to the Improvements. The Improvements, therefore, provide an important, valuable and desirable extension of usable land area for the direct advantage and special benefit of properties with good and close proximity to the Improvements.

According to the industry-standard guidelines established by the National Park and Recreation Association (the "NPRA"), neighborhood parks in urban areas have a service area radius of generally one-half mile and community parks have a service area radius of approximately two miles. The service radii for neighborhood parks and neighborhood green spaces were specifically established to give all properties within this service radii close proximity and easy access to such public land areas. Since proximate and accessible parks serve as an extension of the usable land area for property in the service radii and since the service radii was specifically designed to provide close proximity and access, the parcels within this service area clearly receive a direct advantage and special benefit from the Improvements - and this advantage is not received by other properties or the public at large.

Moreover, almost every neighborhood park in the Improvement District does not provide a restroom or parking lot. Such public amenities were specifically excluded from neighborhood parks because neighborhood parks are designed to be an extension of usable land area specifically for properties in close proximity, and not the public at large or other non-proximate property. The occupants of proximate property do not need to drive to their local park and do not need restroom facilities because they can easily reach their local neighborhood park and can use their own restroom facilities as needed. This is further tangible evidence of the effective extension of land area provided by the Improvements to proximate parcels in the Improvement District and the unique direct advantage the parcels within the Improvement District receive from the Improvements.

An analysis of the service radii for the Improvements finds that all properties in the Improvement District enjoy the distinct and direct advantage of being close and proximate to parks within the Improvement District. As noted in the following section, several Zones of Benefit have been specifically drawn within the Improvement District to further recognize the unique levels of proximity and special benefits to properties in the Improvement District. The benefiting properties in the Improvement District therefore uniquely and specially benefit from the Improvements and several unique areas of special benefits have been narrowly drawn.

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### **Proximity to improved parks and recreational facilities**

Only the specific properties within close proximity to the Improvements are included in the Improvement District. Therefore, property in the Improvement District enjoys unique and valuable proximity and access to the Improvements that the public at large and property outside the Improvement District do not share.

In absence of the assessments, the Improvements would not be provided and the parks and recreation areas in the Improvement District would be degraded due to insufficient funding for maintenance, upkeep and repair. Therefore, the assessments provide Improvements that are over and above what otherwise would be provided. Improvements that are over and above what otherwise would be provided do not by themselves translate into special benefits but when combined with the unique proximity and access enjoyed by parcels in the Improvement District, they provide a direct advantage and special benefit to property in the Improvement District.

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### **Access to improved parks, open space and recreational areas**

Since the parcels in the Improvement District are nearly the only parcels that enjoy close access to the Improvements, they directly benefit from the unique close access to improved parks, open space and recreation areas that are provided by the Assessments. This is a direct advantage and special benefit to property in the Improvement District.

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### **Improved Views**

The Park District, by maintaining the landscaping at its park, recreation and open space facilities provides improved views to properties with direct line-of-sight as well as other local properties which benefit from improved views when the Improvements are accessed or passed. Therefore, the improved and protected views provided by the Assessments are another direct and tangible advantage that is uniquely conferred upon property in the Improvement District.

## Benefit Finding

In summary, real property located within the boundaries of the Improvement District distinctly and directly benefits from closer proximity, access and views of improved parks, recreation facilities, open space, landscaped corridors, greenbelts, trail systems and other public resources funded by the Assessments. The Improvements are specifically designed to serve local properties in the Improvement District, not other properties or the public at large. The public at large and other properties outside the Improvement District receive only limited benefits from the Improvements because they do not have proximity, good access or views of the Improvements. These are special benefits to property in the Improvement District in much the same way that sewer and water facilities, sidewalks and paved streets enhance the utility and desirability of property and make them more functional to use, safer and easier to access.

## General versus Special Benefit

Article XIIC of the California Constitution requires any local agency proposing to increase or impose a benefit assessment to “separate the general benefits from the special benefits conferred on a parcel.” The rationale for separating special and general benefits is to ensure that property owners subject to the benefit assessment are not paying for general benefits. The assessment can fund special benefits but cannot fund general benefits. Accordingly, a separate estimate of the special and general benefit is given in this section.

In other words:

$$\text{Total Benefit} = \text{General Benefit} + \text{Special Benefit}$$

There is no widely-accepted or statutory formula for general benefit. General benefits are benefits from improvements or services that are not special in nature, are not “particular and distinct” and are not “over and above” benefits received by other properties. SVTA vs. SCCOSA provides some clarification by indicating that general benefits provide “an indirect, derivative advantage” and are not necessarily proximate to the improvements.

In this report, the general benefit is conservatively estimated and described, and then budgeted so that it is funded by sources other than the assessment.

The starting point for evaluating general and special benefits is the current, baseline level of service. The assessment will fund Improvements “over and above” this general, baseline level and the general benefits estimated in this section are over and above the baseline.

A formula to estimate the general benefit is listed below:

<b>General Benefit</b>	<b>=</b>	<b>Benefit to real property outside of improvement district</b>	<b>+</b>	<b>Benefit to real property inside of improvement district</b>	<b>+</b>	<b>Benefit to public at large</b>
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Special benefit, on the other hand, is defined in the state constitution as “a particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public at large.” The SVTA v. SCCOSA decision indicates that a special benefit is conferred to a property if it “receives a direct advantage from the improvement (e.g., proximity to a park).” In this assessment, as noted, properties in the Improvement District have close and unique proximity, views and access to the Improvements and uniquely improved desirability from the Improvements. Other properties and the public at large do not receive significant benefits because they do not have proximity, access or views of the Improvements. Therefore, the overwhelming proportion of the benefits conferred to property is special, and is only minimally received by property outside the Improvement District or the public at large.

In the 2009 Dahms case, the court upheld an assessment that was 100% special benefit on the rationale that the services funded by the assessments were directly provided within the assessment district. It is also important to note that the improvements and services funded by the assessments in Pomona are similar to the improvements and services funded by the Assessments described in this Engineer’s Report and the Court found these improvements and services to be 100% special benefit. Also similar to the assessments in Pomona, the Assessments described in this Engineer’s Report fund improvements and services directly provided within the Assessment District and every benefiting property in the Assessment District enjoys proximity and access to the Improvements. Therefore, Dahms establishes a basis for minimal or zero general benefits from the Assessments. However, in this Report, the general benefit is more conservatively estimated and described, and then budgeted so that it is funded by sources other than the Assessment.

## Calculating General Benefit

In this section, the general benefit is conservatively estimated and described, and then budgeted so that it is funded by sources other than the assessment.

### Benefit to Property Outside the Improvement District

Properties within the Improvement District receive almost all of the special benefits from the Improvements because properties in the Improvement District enjoy unique close proximity and access to the Improvements that is not enjoyed by other properties or the public at large. However, certain properties within the proximity/access radius of the Improvements, but outside of the boundaries of the Improvement District, may receive some benefit from the Improvements. Since this benefit is conferred to properties outside the Improvement District boundaries, it contributes to the overall general benefit calculation and will not be funded by the Assessments.

The properties outside the Improvement District and within the proximity radii for neighborhood parks in the Improvement District receive benefits from the Improvements. Since these properties are not assessed for their benefits because they are outside of the area that can be assessed by the District, this is form of general benefit to the public at large and other property. A 50% reduction factor is applied to these properties because they are geographically on only one side of the Improvements and are over twice the average distance from the Improvements compared to properties in the Assessment District. The general benefit to property outside of the Improvement District is calculated as follows with the parcel and data analysis performed by SCI Consulting Group.

#### Assumptions:

3,616 parcels outside the district but within either 0.5 miles of a neighborhood park or 2.0 miles of a community park within the Improvement District.

25,370 parcels in the Improvement District.

50% relative benefit compared to property within the Improvement District.

#### Calculation of General Benefit to Property Outside the Improvement District

$$(3,616 / (25,370 + 3,615)) * 0.5 = 6.2\%$$



Although it can reasonably be argued that Improvements inside, but near the Park District boundaries are offset by similar park and recreational improvements provided outside, but near the Park District's boundaries, we use the more conservative approach of finding that 6.2% of the Improvements may be of general benefit to property outside the Improvement District.

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### **Benefit to Property *Inside* the District that is *Indirect and Derivative***

The "indirect and derivative" benefit to property within the Improvement District is particularly difficult to calculate. A solid argument can be presented that all benefit within the Improvement District is special, because the Improvements are clearly "over and above" and "particular and distinct" when compared with the baseline level of service and the unique proximity, access and views of the Improvements enjoyed by benefiting properties in the Improvement District.

Nevertheless, the SVTA vs. SCCOSA decision indicates there may be general benefit "conferred on real property located in the district". A measure of the general benefits to property within the Assessment area is the percentage of land area within the Improvement District that is publicly owned and used for regional purposes such as major roads, rail lines and other regional facilities because such properties used for regional purposes could provide indirect benefits to the public at large. Approximately 2.0% of the land area in the Improvement District is used for such regional purposes, so this is a measure of the general benefits to property within the Improvement District.

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### **Benefit To The Public At Large**

The general benefit to the public at large can be estimated by the proportionate amount of time that the Park District's parks and recreational facilities are used and enjoyed by individuals who are not residents, employees, customers or property owners in the Park District<sup>1</sup>. A survey of park and recreation facility usage conducted by SCI Consulting Group found that less than 5% of the Park District's facility usage is by those who do not live or work within District boundaries.<sup>2</sup> When people outside the Improvement District use parks, they diminish the availability of parks for people within the Improvement District. Therefore, another 5% of general benefits are allocated for people within the Improvement District. Combining these two measures of general benefits, we find that 10% of the benefits from the Improvements are general benefits to the public at large.

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<sup>1</sup> . When District facilities are used by those individuals, the facilities are not providing benefit to property within the Park District. Use under these circumstances is a measure of general benefit. For example, a non-resident who is drawn to utilize the Park District facilities and shops at local businesses while in the area would provide special benefit to business properties as a result of his or her use of the Improvements. Conversely, one who uses Park District facilities but does

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### Total General Benefits

Using a sum of these three measures of general benefit, we find that approximately 18.2% of the benefits conferred by the Improvements may be general in nature and should be funded by sources other than the assessment.

General Benefit Calculation	
6.2%	(Outside the Assessment District)
+ 2.0%	(Inside the district – indirect and derivative)
+ 10.0%	(Public at Large)
= 18.2%	(Total General Benefit)

Although this analysis finds that 18.2% of the assessment may provide general benefits, the Assessment Engineer establishes a requirement for a minimum contribution from sources other than the assessments of 25%. This minimum contribution above the measure of general benefits will serve to provide additional coverage for any other general benefits.

The Park District's total budget for maintenance and improvement of its parks and recreational facilities is \$5,852,546. Of this total budget amount, the Park District will contribute \$4,608,147 from sources other than the assessments for park maintenance and operation. This contribution by the Park District equates to approximately 79% of the total budget for maintenance and improvements and constitutes far more than the amount attributable to the general benefits from the Improvements.

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not reside, work, shop or own property within the Park District boundaries does not provide special benefits to any property and is considered to be a measure of the general benefits.

<sup>2</sup>. A total of 200 park users were surveyed on different days and times during the months of November and December 2000. Nine respondents (4.5%) indicated that they did not reside or work within the Park District.

## Zones of Benefit

The Pleasant Valley Recreation and Park District's parks and recreation facilities are generally concentrated in the areas encompassing the City of Camarillo. The outlying, generally more rural areas of the Park District have limited park and recreation facilities and properties in these areas (collectively "area") are generally less proximate to the Improvements. Therefore, this area receives relatively lesser special benefits from the assessments than properties located within the City of Camarillo. This area of lesser benefit is defined to include all parcels within District boundaries that are located outside of the City limits, excluding the upper northwest section of the unincorporated areas of the Park District, generally known as the Heights and Spanish Hills<sup>3</sup>. This area is hereinafter referred to as Zone of Benefit B or Zone B and is depicted on the Assessment Diagram included with this Report. All parcels within the City of Camarillo or within the unincorporated areas described as the Heights or Spanish Hills are classified into Zone of Benefit A or Zone A.

Relative proximity and access to the Park District's facilities is a measure of the level of special benefit conferred by the assessments. Parcels in Zone B are approximately four times farther removed from the Park District's facilities as those within Zone A; therefore these properties are determined to receive 1/4 (25%) the level of benefit as those within Zone A.

Leisure Village and The Springs are two retirement communities generally located on the eastern side of the City of Camarillo. Both communities provide their own recreational facilities and programs to their residents, and the Park District does not own or maintain facilities within the two communities. Consequently, the recreational facilities and services offered by Leisure Village and The Springs offset some of the benefits provided by the Park District's facilities, so these properties receive lower levels of special benefit. Although the residents and employees of Leisure Village and The Springs use facilities within each community, they also can and do utilize the Park District's facilities and programs, such as the Senior Center, Community Center, and Pleasant Valley pool.

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<sup>3</sup> . The area of Heights and Spanish Hills is generally located in the northwest unincorporated section of the Park District. The Las Posas Equestrian Park and Springville Park is located within this area. In addition, this area has similar proximity to the Park District's parks and facilities as do other parcels within the City of Camarillo.

A survey of property owners conducted by Godbe Research and Analysis in August 2000, found that property owners in these communities utilized Park District facilities generally approximately at one-half the frequency of property owners outside these communities. Using relative frequency of use as a measure of benefit, the Engineer has determined that a benefit of 1/2 the level of benefit as those within Zone A is appropriate. Therefore, properties in Leisure Village and The Springs are classified into Zone of Benefit C or Zone C and are determined to receive a benefit of 1/2 (50%) the level of benefit as those within Zone A.

The summary of parcels and assessments by Zone of Benefit is listed in the following table.

**Table 2 - Summary of Parcels and Assessments by Zone of Benefit**

	<i>Zone of Benefit</i>			<i>Total</i>
	<i>A</i>	<i>B</i>	<i>C</i>	
Total Parcels	23,292	775	2,398	26,465
SFE Units (Unadjusted for Benefit Weight)	27,235.51	494.24	1,816.89	29,546.64
Benefit Adjustment Factor	100%	25%	50%	
Assessment Rate per SFE	\$44.83	\$11.21	\$22.42	
Total Assessment	\$1,220,968	\$5,539	\$40,726	\$1,267,233

The Zones of Benefit are shown on the Assessment Diagram and are listed for each parcel on the Assessment Roll.

Assessed properties within the Improvement District are within the industry-accepted proximity/service area for parks and recreation facilities. As noted, these proximity radii were specifically established to only encompass properties with good proximity and access to local parks and in effect make local parks within the proximity radii an extension of usable land area for the properties in the area. Since all parcels in the Improvement District have good access and proximity to the Improvements and the benefits to relatively closer proximity are offset by other factors, additional proximity is not considered to be a factor in determining benefit within each Zone of Benefit. In other words, the boundaries of the Improvement District and the Zones of Benefit have been narrowly drawn to include only properties that have good proximity and access and will specially benefit from the Improvements.

The SVTA vs. SCCOSA, 44 Cal.4<sup>th</sup> 431, 456, decision indicates:

*In a well-drawn district — limited to only parcels receiving special benefits from the improvement — every parcel within that district receives a shared special benefit. Under section 2, subdivision (i), these benefits can be construed as being general benefits since they are not “particular and distinct” and are not “over and above” the benefits received by other properties “located in the district.”*

*We do not believe that the voters intended to invalidate an assessment district that is narrowly drawn to include only properties directly benefiting from an improvement. Indeed, the ballot materials reflect otherwise. Thus, if an assessment district is narrowly drawn, the fact that a benefit is conferred throughout the district does not make it general rather than special. In that circumstance, the characterization of a benefit may depend on whether the parcel receives a direct advantage from the improvement (e.g., proximity to park) or receives an indirect, derivative advantage resulting from the overall public benefits of the improvement (e.g., general enhancement of the district’s property values).*

In the Improvement District, the advantage that each parcel receives from the Improvements is direct, and the boundaries are narrowly drawn to include only parcels that benefit from the assessment. Therefore, the even spread of assessment throughout each narrowly drawn Zone of Benefit is indeed consistent with the SVTA vs. SCCOSA decision and satisfies the “direct relationship to the ‘locality of the improvement.’” standard.

### **Method of Assessment and Proportionality**

As previously discussed, the assessments provide specific Improvements that confer direct and tangible special benefits to properties in the Improvement District. These benefits can partially be measured by the occupants on property in the Improvement District because such parcel population density is a measure of the relative benefit a parcel receives from the Improvements. Therefore, the apportionment of benefit is partially based the population density of parcels.

It should be noted that many other types of “traditional” assessments also use parcel population densities to apportion the assessments. For example, the assessments for sewer systems, roads and water systems are typically allocated based on the population density of the parcels assessed. Moreover, assessments have a long history of use in California and are in large part based on the principle that benefits from a service or improvement funded by assessments that is enjoyed by tenants and other non-property owners ultimately is conferred directly to the underlying property.<sup>4</sup>

The next step in apportioning assessments is to determine the relative special benefit for each property. This process involves determining the relative benefit received by each property in relation to a single family home, or, in other words, on the basis of Single Family Equivalents (SFE). This SFE methodology is commonly used to distribute assessments in proportion to estimated special benefit and is generally recognized as providing the basis for a fair and appropriate distribution of assessments. For the purposes of this Engineer’s Report, all properties are designated a SFE value, which is each property’s relative benefit in relation to a single family home on one parcel. In this case, the “benchmark” property is the single family detached dwelling which is one Single Family Equivalent or one SFE.

In the process of determining the appropriate method of assessment, the Engineer considered various alternatives. For example, an assessment only for all residential improved property was considered but was determined to be inappropriate because commercial, industrial and other properties also receive direct benefits from the Improvements.

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<sup>4</sup> For example, in *Federal Construction Co. v. Ensign (1922) 59 Cal.App. 200 at 211*, the appellate court determined that a sewer system specially benefited property even though the direct benefit was to the people who used the sewers: “Practically every inhabitant of a city either is the owner of the land on which he resides or on which he pursues his vocation, or he is the tenant of the owner, or is the agent or servant of such owner or of such tenant. And since it is the inhabitants who make by far the greater use of a city’s sewer system, it is to them, as lot owners or as tenants, or as the servants or agents of such lot owners or tenants, that the advantages of actual use will redound. But this advantage of use means that, in the final analysis, it is the lot owners themselves who will be especially benefited in a financial sense.”

Moreover, a fixed or flat assessment for all properties of similar type was deemed to be inappropriate because larger properties receive a higher degree of benefit than other similarly used properties that are significantly smaller. (For two properties used for commercial purposes, there is clearly a higher benefit provided to the larger property in comparison to a smaller commercial property because the larger property generally supports a larger building and has higher numbers of employees, customers and guests that would benefit from proximity and improved access to well maintained and improved parks and recreational facilities. So the potential population of employees or residents is a measure of the special benefits received by the property.) Larger parcels, therefore, receive an increased benefit from the assessments.

Finally, the special benefits derived from the assessments are conferred on property and are not based on a specific property owner's use of the improvements, or a specific property owner's occupancy of property or the property owner's demographic status such as age or number of dependents. However, it is ultimately people who value the special benefits described above and use and enjoy the Park District's park and recreational facilities. In other words, the benefits derived to property are related to the average number of people who could potentially live on, work at, or otherwise could use a property, not how the property is currently used by the present owner. Therefore, the number of people who could or potentially live on, work at or otherwise use a property is one indicator of the relative level of benefit received by a property.

In conclusion, the Assessment Engineer determined that the appropriate method of assessment apportionment should be based on the type and use of property, the relative size of the property, its relative population and usage potential, its location and its proximity to parks and recreational facilities. Furthermore, the proportional special benefit derived by each identified parcel is apportioned based upon the following:

1. The entirety of the capital cost of the Improvements;
2. The maintenance and operation expenses of the Improvements;
3. And the cost of the property-related service being provided.

This method is further described below.

Pursuant to the Landscape and Lighting Act of 1972 and Article XIID of the Constitution of the State of California, all parcels that have special benefit conferred upon them as a result of the Improvements shall be identified and the proportionate special benefit derived by each identified parcel shall be determined in relationship to the entire cost of the Improvements. Only parcels that receive direct special benefit are assessed, and each parcel is assessed in proportion to the estimated benefit received.

Each parcel's benefit is determined by the difference between the general and special benefits being conferred on the properties by the Improvements; and the proportion of the special benefit conferred on the various land uses within the Assessment District. This method is further depicted below.

#### Equation 1 – Special Benefit Apportionment Factors

$$\text{Special Benefit} \approx \sum (\text{Special Benefit apportionment factors including use property type, size, location, and proximity to Improvements})$$

The next step in apportioning assessments is to determine the relative special benefit for each property. This process involves determining the relative benefit received by each property in relation to a "benchmark" property, a single family detached dwelling on one parcel (one "Single Family Equivalent Unit" or "SFE"). This SFE methodology is commonly used to distribute assessments in proportion to estimated special benefits and is generally recognized as providing the basis for a fair and appropriate distribution of assessments. In this Engineer's Report, all properties are assigned an SFE value, which is each property's relative special benefit in relation to a single family home on one parcel (the benchmark parcel). The formula for this special benefit assignment is as follows.

#### Equation 2 – Relative Special Benefit (SFE)

$$\text{Relative Special Benefit} \approx \frac{\text{Special Benefit for a Specific Parcel}}{\text{Special Benefit for the Benchmark Parcel}}$$

Finally, to apportion the cost of Improvements to each parcel the total cost of the Improvements funded by the Assessments is divided by the total SFE benefit units assigned to all parcels. The resulting rate per SFE unit is then multiplied by the SFE units assigned to a parcel to determine the proportional assessment for each parcel.

#### Equation 3 – Assessment Apportionment

$$\text{Assessment for Parcel} = \frac{\text{Entire Cost of Improvements}}{\text{Total SFE Benefit Units}} * (\text{SFE Benefit Units for Parcel})$$



## Method of Apportionment

### Residential Properties

Certain residential properties in the Improvement District that contain a single residential dwelling unit are assigned one Single Family Equivalent or 1.0 SFE. Traditional houses, zero-lot line houses and townhomes are included in this category.

Properties with more than one residential unit are designated as multi-family residential properties. These properties benefit from the improvements in proportion to the number of dwelling units that occupy each property and the average number of people who reside in multi-family residential units versus the average number of people who reside in a single family home. The population density factors for the Pleasant Valley Recreation and Park District, as depicted below, provide the basis for determining the SFE factors for residential properties. Using the total population in a certain property type in the area of the Park District from the 1990 Census and dividing it by the total number of such households, finds that approximately 3.32 persons occupy each single family residence, whereas an average of 2.16 persons occupy each multi-family residence. Using the ratio of one SFE for each single-family residence, which equates to one SFE for every 3.32 persons, 0.65 SFE would equate to one multi-family unit or 0.65 SFE for every 2.16 residents. Likewise, each condominium unit receives 0.71 SFE and each mobile home receives 0.51 SFE.

**Table 3 - Residential Density and Assessment Factors**

	<i>Total Population</i>	<i>Occupied Households</i>	<i>Persons per Household</i>	<i>SFE Factor</i>
Single Family Residential	34,333	10,343	3.32	1.00
Condominium	9,464	4,030	2.35	0.71
Multi-Family Residential	5,633	2,602	2.16	0.65
Mobile Home on Separate Lot	1,712	1,014	1.69	0.51

Source: 1990 Census, city of Camarillo (the most recent data available when the Improvement District was established).

The single family equivalency factor of 0.65 per dwelling unit for multifamily residential properties applies to such properties with 20 or fewer units. Properties in excess of 20 units typically offer on-site recreational amenities and other facilities that tend to offset some of the benefits provided by the improvements. Therefore the benefit for properties in excess of 20 units is determined to be 0.65 SFE per unit for the first 20 units and 0.10 SFE per each additional unit in excess of 20 dwelling units.

## Commercial/Industrial Properties

SFE values for commercial and industrial land uses are based on the equivalence of special benefit on a land area basis between single family residential property and the average commercial/industrial property. The SFE values for various commercial and industrial land uses are further defined by using average employee densities because the special benefit factors described previously can be measured by the average number of people who work at commercial/industrial properties.

In order to determine employee density factors, the findings from the San Diego Association of Governments Traffic Generators Study (the "SANDAG Study") are used because these findings were approved by the State Legislature as being a good representation of the average number of employees per acre of land area for commercial and industrial properties. As determined by the SANDAG Study, the average number of employees per acre for commercial and industrial property is 24.

In comparison, the average number of people residing in a single family home in the area is 3.32. Since the average lot size for a single family home in the Park District is approximately 0.27 acres, the average number of residents per acre of residential property is 12.30.

The employee density per acre is generally 2 times the population density of single family residential property per acre (24 employees per acre / 12.3 residents per acre). Therefore, the average employee density can be used as the basis for allocating benefit to commercial or industrial property since a commercial/industrial property with 2 employees receives generally similar special benefit to a residential property with 1 resident. This factor of equivalence of benefit between 1 resident to 2 employees is the basis for allocating commercial/industrial benefit. Table 4 shows the average employees per acre of land area or portion thereof for commercial and industrial properties and lists the relative SFE factors per quarter acre for properties in each land use category.

Commercial and industrial properties in excess of 5 acres generally involve uses that are more land intensive relative to building areas and number of employees (lower coverage ratios). As a result, the benefit factors for commercial and industrial property land area in excess of 5 acres is determined to be the SFE rate per quarter acre for the first 5 acres and the relevant SFE rate per each additional acre over 5 acres.

Institutional properties that are used for residential, commercial or industrial purposes are also assessed at the appropriate residential, commercial or industrial rate.

**Table 4 - Commercial/Industrial Density and Assessment Factors**

<i>Type of Commercial/Industrial Land Use</i>	<i>Average Employees Per Acre <sup>1</sup></i>	<i>SFE Units per 1/4 Acre <sup>2</sup></i>
Commercial	24	1.00
Office	68	2.83
Shopping Center	24	1.00
Industrial	24	1.00
Self Storage or Parking Lot	1	0.04

1. Source: San Diego Association of Governments Traffic Generators Study.

2. The SFE factors for commercial and industrial parcels are applied by the quarter acre of land area or portion thereof. (Therefore, the minimum assessment for any assessable parcel in these categories is the SFE Units listed herein.)

## Vacant Properties

The benefit to vacant properties is determined to be proportional to the corresponding benefits for similar type developed properties; however, at a lower rate due to the lack of improvements on the property. A measure of the benefits accruing to the underlying land is the average value of land in relation to improvements for developed property. An analysis of the Fiscal Year 2000-01 assessed valuation data from the County of Ventura, found that 35% of the assessed value of improved properties is classified as the land value. It is reasonable to assume, therefore, that approximately 35% of the benefits are related to the underlying land and 65% are related to the improvements and the day to day use of the property. Using this ratio, the SFE factor for vacant parcels is 0.35 per parcel.

As properties are approved for development, their value increases. Likewise, the special benefits received by vacant property increases as the property is approved for development, or becomes closer to being improved. When property is approved for development with a final map, the property has passed the final significant hurdle to development and can shortly undergo construction. Since the property is nearing the point of development, its special benefits increase. In addition, these properties are generally sold soon after completion of improvements, so the properties receive the additional benefit of desirability from prospective buyers due to the special benefits provided by proximity to improved parks and recreational facilities of the Park District. It is therefore determined that property with final map approval receives 50% of the relative benefit to improved property of similar use-type.

## Other Properties

Article XIIID provides that publicly owned properties must be assessed unless there is clear and convincing evidence that those properties receive no special benefit from the assessment.

All properties that are specially benefited are assessed. Other publicly owned property that is used for business purposes similar to private residential, commercial, industrial or institutional uses is benefited and assessed at the same rate as such privately owned property.

Miscellaneous, small and other parcels such as roads, right-of-way parcels, and common areas typically do not generate significant numbers of employees, residents, customers or guests and have limited economic value. These miscellaneous parcels receive minimal benefit from the Improvements and are assessed an SFE benefit factor of 0.

## Duration of Assessment

As noted previously, the Board gained the authority to approve the levy of the assessments for the fiscal year 2001-02 and to continue to levy them in future years. It is proposed that the Assessment be levied for fiscal year 2022-23 and continued every year thereafter, so long as the parks and recreational areas need to be improved and maintained. Pleasant Valley Recreation and Park District requires funding from the Assessments for its Improvements in the Improvement District. The Assessment can continue to be levied annually after the Pleasant Valley Recreation and Park District Board of Directors approves an annually updated Engineer's Report, budget for the Assessment, Improvements to be provided, and other specifics of the Assessment. In addition, the District Board of Directors must hold an annual public hearing to continue the Assessment.

## Appeals and Interpretation

Any property owner who feels that the assessment levied on the subject property is in error as a result of incorrect information being used to apply the foregoing method of assessment, may file a written appeal with the General Manager or her or his designee. Any such appeal is limited to correction of an assessment during the then current or, if before July 1, the upcoming fiscal year. Upon the filing of any such appeal, the General Manager or his or her designee will promptly review the appeal and any information provided by the property owner. If the General Manager or her or his designee finds that the assessment should be modified, the appropriate changes shall be made to the assessment roll. If any such changes are approved after the assessment roll has been filed with the County for collection, the General Manager or his or her designee is authorized to refund to the property owner the amount of any approved reduction. Any dispute over the decision of the General Manager or her or his designee, shall be referred to the Board of the Pleasant Valley Recreation and Park District and the decision of the Board of the Pleasant Valley Recreation and Park District shall be final.

## Assessment

**Whereas**, on February 3, 2022 the Pleasant Valley Recreation and Park District Board of Directors adopted its Resolution Designating Engineer of Work, and Directing Preparation of the Engineer's Report for the Pleasant Valley Recreation and Park District, County of Ventura, California;

**Whereas**, said Resolution directed the undersigned Engineer of Work to prepare and file a report presenting an estimate of costs, a diagram for the Improvement District and an assessment of the estimated costs of the improvements upon all assessable parcels within the Improvement District, to which Resolution and the description of the Improvements therein contained, reference is hereby made for further particulars;

**Now, Therefore**, the undersigned, by virtue of the power vested in me under said Act and the order of the Board of said Pleasant Valley Recreation and Park District, hereby make the following assessment to cover the portion of the estimated cost of the improvements, and the costs and expenses incidental thereto to be paid by the Improvement District.

The amount to be paid for the Improvements and the expense incidental thereto, to be paid by the Improvement District for the fiscal year 2022-23 is generally as follows:

**Table 5 - Summary Cost Estimate**

	<i>F.Y. 2022-23</i>
	<u><i>Budget</i></u>
Parks Maintenance	\$4,633,752
Parks Improvements	\$1,174,760
Contingency and Reserve	\$1,058,571
Incidental Expenses	<u>\$44,034</u>
TOTAL BUDGET	\$6,911,117
Less:	
Beginning Fund Balance (July 1, 22)	(\$1,035,737)
Park District Contribution	<u>(\$4,608,147)</u>
NET AMOUNT TO ASSESSMENTS	\$1,267,233

As required by the Act, an Assessment Diagram is hereto attached and made a part hereof showing the exterior boundaries of the Improvement District. The distinctive number of each parcel or lot of land in the said Improvement District is its Assessor Parcel Number appearing on the Assessment Roll.

I do hereby assess and apportion said net amount of the cost and expenses of said improvements, including the costs and expenses incident thereto, upon the parcels and lots of land within said Improvement District, in accordance with the special benefits to be received by each parcel or lot, from the improvements, and more particularly set forth in the Cost Estimate and Method of Assessment hereto attached and by reference made a part hereof.

The assessment is subject to an annual adjustment tied to the Consumer Price Index-U for the Los Angeles Area as of December of each succeeding year (the "CPI"), with a maximum annual adjustment not to exceed 3%. Any change in the CPI in excess of 3% shall be cumulatively reserved as the "Unused CPI" and shall be used to increase the maximum authorized assessment rate in years in which the CPI is less than 3%. The maximum authorized assessment rate is equal to the maximum assessment rate in the first fiscal year the assessment was levied adjusted annually by the minimum of 1) 3% or 2) the change in the CPI plus any Unused CPI as described above.

The change in the CPI from December 2020 to December 2021 was 6.56%. Therefore, the maximum authorized assessment rate for fiscal year 2022-23 is increased by 3.00% which equates to \$44.83 per single family equivalent benefit unit. The estimate of cost and budget in this Engineer's Report proposes assessments for fiscal year 2022-23 at the rate of \$44.83. The assessment ballot proceeding conducted in 2001 authorized an annual adjustment in the assessment levies equal to the annual change in the CPI, not to exceed 3%. The maximum authorized assessment rate for fiscal year 2022-23 is within the limits of the authorized CPI increase.

The assessment is made upon the parcels or lots of land within the Improvement District in proportion to the special benefits to be received by the parcels or lots of land, from said improvements.

Each parcel or lot of land is described in the Assessment Roll by reference to its parcel number as shown on the Assessor's Maps of the County of Ventura for the fiscal year 2022-23. For a more particular description of the property, reference is hereby made to the deeds and maps on file and of record in the office of the County Recorder of said County.

I hereby place opposite the Assessor Parcel Number for each parcel or lot within the Assessment Roll, the amount of the assessment for the fiscal year 2022-23 for each parcel or lot of land within the Improvement District.

Dated: April 6, 2022

Engineer of Work



A handwritten signature in blue ink that reads "John W. Bliss". The signature is written over a horizontal line.

By \_\_\_\_\_  
John Bliss, License No. C52091



## Assessment Diagram

The Improvement District includes all properties within the boundaries of the Pleasant Valley Recreation and Park District. The boundaries of the Improvement District are displayed on the following Assessment Diagram. The lines and dimensions of each lot or parcel within the Improvement District are those lines and dimensions as shown on the maps of the Assessor of the County of Ventura, for fiscal year 2022-23, and are incorporated herein by reference, and made a part of this Diagram and this Report.

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FILED IN THE OFFICE OF THE GENERAL MANAGER OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT, COUNTY OF VENTURA, CALIFORNIA, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.

GENERAL MANAGER \_\_\_\_\_

RECORDED IN THE OFFICE OF THE GENERAL MANAGER OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT, COUNTY OF VENTURA, CALIFORNIA, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.

GENERAL MANAGER \_\_\_\_\_

AN ASSESSMENT WAS CONFIRMED AND LEVIED BY THE BOARD OF DIRECTORS OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT ON THE LOTS, PIECES AND PARCELS OF LAND ON THIS ASSESSMENT DIAGRAM ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_,

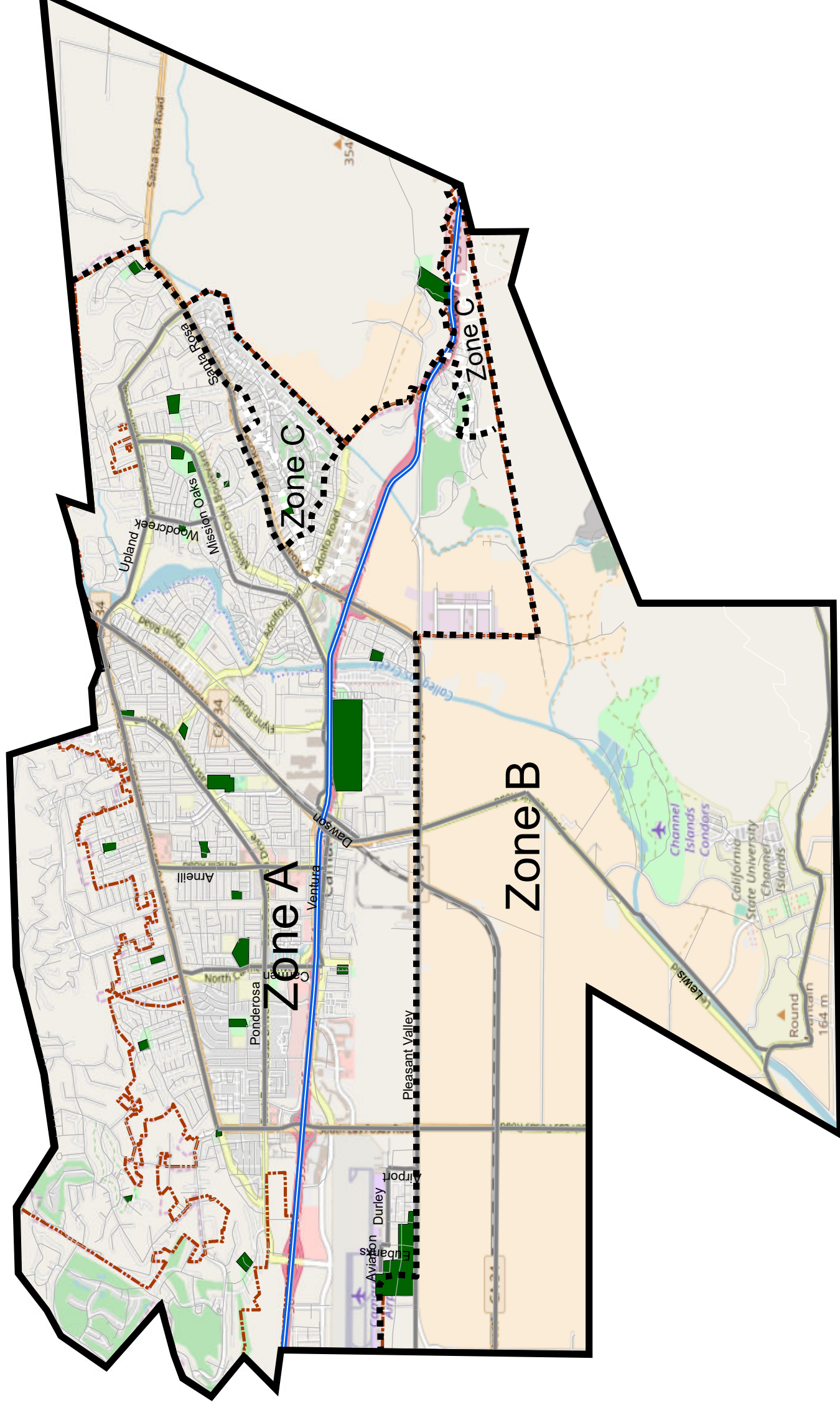
2022 FOR FISCAL YEAR 2022-23 AND SAID ASSESSMENT DIAGRAM AND THE ASSESSMENT ROLL FOR SAID FISCAL YEAR WERE FILED IN THE OFFICE OF THE COUNTY AUDITOR OF THE COUNTY OF VENTURA ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022. REFERENCE IS HEREBY

MADE TO SAID RECORDED ASSESSMENT ROLL FOR THE EXACT AMOUNT OF EACH ASSESSMENT LEVIED AGAINST EACH PARCEL OF LAND.

GENERAL MANAGER \_\_\_\_\_

FILED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022, AT THE HOUR OF \_\_\_\_\_ O'CLOCK \_\_\_\_\_ M. IN THE OFFICE OF THE COUNTY AUDITOR OF THE COUNTY OF VENTURA, STATE OF CALIFORNIA, AT THE REQUEST OF THE BOARD OF DIRECTORS OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT.

COUNTY AUDITOR, COUNTY OF VENTURA



Note: REFERENCE IS HEREBY MADE TO THE MAPS AND DEEDS OF RECORD IN THE OFFICE OF THE ASSESSOR OF THE COUNTY OF VENTURA FOR A DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF ANY PARCELS SHOWN HEREIN. THOSE MAPS SHALL GOVERN FOR ALL DETAILS CONCERNING THE LINES AND DIMENSIONS OF SUCH PARCELS. EACH PARCEL IS IDENTIFIED IN SAID MAPS BY ITS DISTINCTIVE ASSESSOR'S PARCEL NUMBER.

**Legend**

- Interstate
- Major Road
- Local Road
- Parks
- District Boundary Line
- City boundaries
- Zone of Benefit Boundary

N W E S

## Appendix A - 2022-23 Assessment Roll

Each lot or parcel listed on the Assessment Roll is shown and illustrated on the latest County Assessor records and these records are, by reference made part of this report. These records shall govern for all details concerning the description of the lots or parcels.

**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: June 1, 2022**

**SUBJECT: CONSIDERATION AND APPROVAL OF PRELIMINARY  
FISCAL YEAR 2022-2023 BUDGETS FOR THE  
GENERAL FUND, ASSESSMENT DISTRICT FUND,  
QUIMBY FEE FUND, PARK IMPACT FEE FUND AND  
COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

**SUMMARY**

Every year staff brings a budget before the Board of Directors requesting the Board to approve the next fiscal year's budget. Staff is asking the Board to approve FY 2022-2023 General Fund, Assessment District, Quimby Fee, Park Impact Fee, and Community Development Block Grant (CDBG) budgets for the Pleasant Valley Recreation and Park District.

**BACKGROUND**

On April 23rd and May 10th, 2022, Pleasant Valley Recreation and Park District held public workshops for the proposed Fiscal Year 2022-2023 budgets. At the conclusion of the two workshops, the budget totals are as follows: \$8,923,456 in expenses for the General Fund budget, \$1,223,309 in expenses for the Assessment District Budget, no expenses in Quimby Fee Budget, no expenses in Park Impact Fee Budget, \$39,841 in CDBG Budget, \$862,500 in General Fund capital expense and \$1,400,000 in Quimby Fund capital expense. The Public received notice of these workshops through the posting of agendas.

The proposed operating budgets for FY 2022-2023 strive to continue to move the Pleasant Valley Recreation and Park District along the path of fiscal sustainability. The District continues to make progress in a positive direction from the COVID-19 pandemic, yet the District is not back to pre-COVID numbers. The District is seeing an increase in rentals and class/program participation and the FY2022-2023 budget reflects post-COVID forecasting.

The General Fund budget as presented is balanced with an excess of \$19,855 in the general fund. The introduction of the preliminary budgets as well as the workshops has allowed the Board and the public an opportunity to review and provide additional comments before adoption of the budgets on July 6, 2022.

The Assessment District budget is balanced at \$1,251,631 in revenue with \$1,223,309 in personnel and services and supplies. This equates to revenue exceeding expense by a total of \$28,322.

The Quimby Fees Funds has a revenue budget of \$5,125 for interest earnings and an expense budget of \$1,400,000 for a capital improvement project.

The Park Impact Fee Fund has a revenue budget of \$66 for interest earnings and no expenses budgeted.

The Community Development Block Grant has a revenue budget of \$42,428 with \$39,841 budgeted in personnel; there are no services and supplies budgeted.

**ANALYSIS**

<b>FUND 10</b>
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**Revenue-Fund 10**

<b>Revenue</b>	<b>April 23rd Workshop</b>	<b>May 10th Wrap-Up</b>	<b>June 1<sup>st</sup> Approval</b>
Property Tax	\$7,634,345	\$7,634,345	\$7,634,345

**Expenses-Fund 10**

<b>Expense</b>	<b>April 23rd Workshop</b>	<b>May 10th Wrap-Up</b>	<b>June 1<sup>st</sup> Approval</b>
Personnel	\$5,055,038	\$5,060,038	\$5,060,038

The Changes to Personnel are:

- Increase Unemployment Insurance

<b>Expense</b>	<b>April 23rd Workshop</b>	<b>May 10th Wrap-Up</b>	<b>June 1<sup>st</sup> Approval</b>
Services and Supplies	\$3,863,418	\$3,863,418	\$3,863,418

Capital Improvement Program (CIP)

For the General Fund CIP there are a total of eleven projects for FY21-22:

<b>Capital</b>	<b>April 23rd Workshop</b>	<b>May 10th Wrap-Up</b>	<b>June 1<sup>st</sup> Approval</b>
Capital	\$742,500	\$862,500	\$862,500

The Changes to Capital are:

- Septic System Failed – Cam Grove Park (lower restroom)

The below table list of the projects for Fund 10 Capital for FY22-23:

<b>Project</b>	<b>Budgeted Cost</b>
Senior Center Roof	\$100,000
Mission Oaks Tennis Courts	\$130,000
Community Center Sewer Lines	\$125,000
CO-OP Sewer Lines	\$ 60,000
Freedom Dog Park Lights, Fencing, Turf, Demo	\$200,000
Fleet Vehicle Hybrid (Ranger)	\$ 35,000
Utility Tractor /Stump Grinder/Trencher	\$ 55,000
Lifeguard Tower	\$ 7,500
Septic System – Cam Grove Park	\$120,000
Turf Mitigation	\$ 30,000

**FUND 20**

Fund 20 - Assessment District

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

- No changes from April 23rd Budget Workshop or May 10th Budget Wrap-Up
- Balanced budget with an excess of \$28,322
- Revenue has increased \$41,827 due to 3.0% increase in Assessment Tax
- Personnel has increased \$1,175
- Services and Supplies has increased \$61,988 due to a one-time reduction in the Contract Landscaping Services Contract which expired in FY21-22.

**FUND 30**

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 Park In-Lieu Fees but does budget for interest earnings. The District budgeted \$5,125 in interest earnings, taking into consideration the balances that are in the Ventura County Pool and Pacific Western Bank.

The following project is planned for FY 2022-2023 and the project will be paid with Quimby Funds:

<b>Project Name</b>	<b>Budgeted Cost</b>
Pickleball Sports Complex	\$1,400,000

**FUND 40**

Fund 40 – Park Impact Fees

Fund 40 (Park Impact Fees) is a park impact fee established by the Camarillo Municipal Code that new non-subdivision residential developments and new or expanded non-residential development

pay. These fees cannot be used to fund parkland acquisition or the renovation of existing facilities that do not add new service capacity.

<b>Revenue</b>	<b>April 23<sup>rd</sup> Workshop</b>	<b>May 10<sup>th</sup> Wrap-Up</b>	<b>June 1<sup>st</sup> Approval</b>
Interest Earnings	\$66	\$66	\$66

There are no Personnel or Services and Supplies budgeted for this fund.

<b>FUND 50</b>
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Fund 50 – Community Development Block Grant (CDBG)

Fund 50 (CDBG) is a three-year program that is funded by a federal grant, that allows the District to partner with Food Share to distribute food to help fight against hunger in Ventura County.

<b>Revenue</b>	<b>April 23<sup>rd</sup> Workshop</b>	<b>May 10<sup>th</sup> Wrap-Up</b>	<b>June 1<sup>st</sup> Approval</b>
Staffing Cost Recovery	\$42,428	\$42,428	\$42,428

<b>Personnel</b>	<b>April 23<sup>rd</sup> Workshop</b>	<b>May 10<sup>th</sup> Wrap-Up</b>	<b>June 1<sup>st</sup> Approval</b>
Personnel	\$39,841	\$39,841	\$39,841

<b>Services and Supplies</b>	<b>April 23<sup>rd</sup> Workshop</b>	<b>May 10<sup>th</sup> Wrap-Up</b>	<b>June 1<sup>st</sup> Approval</b>
Services and Supplies	\$0	\$0	\$0

**FISCAL IMPACT**

Approval of the Preliminary FY 2022-2023 Budget will allow staff to proceed with the development of the Final 2022-2023 Budgets for review and adoption at the July 6, 2022, Board meeting. There is no fiscal impact associated with this action.

**RECOMMENDATION**

It is recommended that the Board approve Preliminary Fiscal Year 2022-2023 Budgets.

**ATTACHMENT**

- 1) FY 2022-2023 Preliminary Budgets Summary Sheets
  - a. Fund 10 (3 pages)
  - b. Recreation Department (3 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)
- n. Fund 40 Park Impact Fees (1 page)
- o. Fund 50 Community Development Block Grant (CDBG) (1 page)

**Pleasant Valley Recreation & Park District**  
**FY 2022-2023 Budget**  
**Fund 10**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved
<b>Revenue</b>						
5110	Tax Apport - Cur Year Secured	\$ (6,982,262.02)	\$ (7,301,920.00)	\$ (7,634,345.00)	\$ (7,634,345.00)	\$ (7,634,345.00)
5120	Tax Apport - Cur Year Unsec	\$ (121,378.02)	\$ -	\$ -	\$ -	\$ -
5130	Tax Apport - Prior Year Sec	\$ (111,169.16)	\$ -	\$ -	\$ -	\$ -
5140	Tax Apport - Prior Year Unsec	\$ (6,238.93)	\$ -	\$ -	\$ -	\$ -
5150	Tax Deeded Sales	\$ (4.49)	\$ -	\$ -	\$ -	\$ -
5210	Cur Supplemental Pass Thru	\$ (107,826.47)	\$ -	\$ -	\$ -	\$ -
5230	HOPTR	\$ (38,108.95)	\$ -	\$ -	\$ -	\$ -
5240	Supplemental Assessment Roll	\$ (164.35)	\$ -	\$ -	\$ -	\$ -
5310	Interest Earnings	\$ (31,025.82)	\$ (14,928.00)	\$ (9,893.00)	\$ (9,893.00)	\$ (9,893.00)
5465	Hill Fire 2018	\$ (219,884.01)	\$ -	\$ -	\$ -	\$ -
5506	Park Patrol Citations	\$ (1,100.00)	\$ (2,200.00)	\$ (1,500.00)	\$ (1,500.00)	\$ (1,500.00)
5508	Bingo Revenue	\$ (2,736.25)	\$ (14,400.00)	\$ (14,400.00)	\$ (14,400.00)	\$ (14,400.00)
5510	Contract Classes-Public Fees	\$ (130,639.25)	\$ (128,380.00)	\$ (131,313.00)	\$ (131,313.00)	\$ (131,313.00)
5511	Public Fees	\$ (84,817.19)	\$ (200,771.00)	\$ (300,001.00)	\$ (300,001.00)	\$ (300,001.00)
5520	Public Fees-Entry Fees	\$ (10,764.00)	\$ (25,840.00)	\$ (25,840.00)	\$ (25,840.00)	\$ (25,840.00)
5525	Vending Concessions	\$ -	\$ (2,500.00)	\$ (1,450.00)	\$ (1,450.00)	\$ (1,450.00)
5530	Rental	\$ (266,802.32)	\$ (285,912.00)	\$ (338,717.00)	\$ (338,717.00)	\$ (338,717.00)
5535	Cell Tower Revenue	\$ (97,895.88)	\$ (91,704.00)	\$ (100,800.00)	\$ (100,800.00)	\$ (100,800.00)
5540	Parking Fees	\$ (11,345.60)	\$ (8,512.00)	\$ (9,600.00)	\$ (9,600.00)	\$ (9,600.00)
5555	Activity Guide Revenue	\$ (1,750.00)	\$ (10,000.00)	\$ (10,000.00)	\$ (10,000.00)	\$ (10,000.00)
5558	Sponsorships/Donations	\$ (4,065.00)	\$ (1,000.00)	\$ -	\$ -	\$ -
5563	Staffing Cost Recovery	\$ (33,263.00)	\$ (26,730.00)	\$ (58,352.00)	\$ (58,352.00)	\$ (58,352.00)
5564	Special Event Permits	\$ (600.00)	\$ -	\$ -	\$ -	\$ -
5570	Contributions	\$ (41,239.00)	\$ (72,000.00)	\$ (72,000.00)	\$ (72,000.00)	\$ (72,000.00)
5573	Grants	\$ (7,176.00)	\$ -	\$ -	\$ -	\$ -
5575	Other Misc Revenue	\$ (37,621.62)	\$ (304,880.00)	\$ (33,400.00)	\$ (33,400.00)	\$ (33,400.00)
5576	Credit Card Processing Fee	\$ (172.84)	\$ -	\$ -	\$ -	\$ -
5580	Cash Over/Under	\$ (166.00)	\$ -	\$ -	\$ -	\$ -
5585	Incentive Income	\$ (1,091.35)	\$ (2,700.00)	\$ (1,700.00)	\$ (1,700.00)	\$ (1,700.00)
5600	Reimbursement - ROPS	\$ (373,105.94)	\$ (325,000.00)	\$ (200,000.00)	\$ (200,000.00)	\$ (200,000.00)
5605	Reimb-Needs Assessment/LPA	\$ (17,610.38)	\$ -	\$ -	\$ -	\$ -
5991	Surplus Carryover	\$ -	\$ (16,397.00)	\$ -	\$ -	\$ -
<b>Revenue</b>		<b>\$ (8,742,023.84)</b>	<b>\$ (8,835,774.00)</b>	<b>\$ (8,943,311.00)</b>	<b>\$ (8,943,311.00)</b>	<b>\$ (8,943,311.00)</b>
<b>Personnel</b>						
6100	Full Time Salaries	\$ 2,322,589.04	\$ 2,504,112.00	\$ 2,669,312.00	\$ 2,669,312.00	\$ 2,669,312.00
6101	Overtime Salaries	\$ 10,265.05	\$ 23,594.00	\$ 26,785.00	\$ 26,785.00	\$ 26,785.00
6105	Car Allowance	\$ 10,799.62	\$ 10,800.00	\$ 10,800.00	\$ 10,800.00	\$ 10,800.00
6108	Cell Phone Allowance	\$ 13,858.00	\$ 15,420.00	\$ 15,960.00	\$ 15,960.00	\$ 15,960.00
6110	Part-Time Salaries	\$ 196,372.38	\$ 469,895.00	\$ 549,670.00	\$ 549,670.00	\$ 549,670.00
6120	Retirement	\$ 398,724.92	\$ 445,014.00	\$ 466,365.00	\$ 466,365.00	\$ 466,365.00
6121	457 Pension	\$ 6,975.49	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
6125	Deferred Compensation	\$ 4,750.10	\$ 4,752.00	\$ 4,895.00	\$ 4,895.00	\$ 4,895.00
6130	Employee Insurance	\$ 336,637.27	\$ 351,958.00	\$ 372,401.00	\$ 372,401.00	\$ 372,401.00
6140	Workers Compensation	\$ 109,240.57	\$ 189,304.00	\$ 222,963.00	\$ 222,963.00	\$ 222,963.00
6150	Unemployment Insurance	\$ 29,026.50	\$ 40,000.00	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00
6160	Loan - Pension Obligation	\$ 24,742.00	\$ 264,218.00	\$ 132,893.00	\$ 132,893.00	\$ 132,893.00
6170	PERS Unfunded Liability	\$ 434,065.00	\$ 516,970.00	\$ 565,994.00	\$ 565,994.00	\$ 565,994.00
<b>Personnel</b>		<b>\$ 3,898,045.94</b>	<b>\$ 4,843,037.00</b>	<b>\$ 5,055,038.00</b>	<b>\$ 5,060,038.00</b>	<b>\$ 5,060,038.00</b>
<b>Services and Supplies</b>						
6200	Communications	\$ -	\$ -	\$ -	\$ -	\$ -
6210	Telephone/Internet	\$ 20,318.01	\$ 23,008.00	\$ 23,132.00	\$ 23,132.00	\$ 23,132.00
6220	Internet Services	\$ 25,366.00	\$ 36,862.00	\$ 61,125.00	\$ 61,125.00	\$ 61,125.00
6230	IT Infastructure	\$ 987.86	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
6240	Computer Hardware/Software	\$ 9,688.16	\$ 12,050.00	\$ 60,534.00	\$ 60,534.00	\$ 60,534.00
6310	Pool Chemicals	\$ 2,182.96	\$ 8,250.00	\$ 8,250.00	\$ 8,250.00	\$ 8,250.00
6320	Janitorial Supplies	\$ 41,241.82	\$ 48,408.00	\$ 48,408.00	\$ 48,408.00	\$ 48,408.00
6321	COVID - Supplies	\$ 10,285.84	\$ 5,600.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
6330	Kitchen Supplies	\$ -	\$ 1,000.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
6340	Food Supplies	\$ -	\$ 12,745.00	\$ 14,850.00	\$ 14,850.00	\$ 14,850.00

**Pleasant Valley Recreation & Park District**  
**FY 2022-2023 Budget**  
**Fund 10**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved
6350	Water Maint & Service	\$ 940.05	\$ 1,265.00	\$ 1,265.00	\$ 1,265.00	\$ 1,265.00
6360	Laundry/Wash Service	\$ 178.00	\$ 880.00	\$ 1,220.00	\$ 1,220.00	\$ 1,220.00
6380	Medical Supplies	\$ -	\$ -	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00
6410	Insurance Liability	\$ 208,084.00	\$ 236,698.00	\$ 284,038.00	\$ 284,038.00	\$ 284,038.00
6500	Equipment Maintenance	\$ 17.15	\$ 900.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
6510	Fuel	\$ 46,959.91	\$ 51,600.00	\$ 73,590.00	\$ 73,590.00	\$ 73,590.00
6520	Vehicle Maintenance	\$ 25,860.64	\$ 35,400.00	\$ 35,400.00	\$ 35,400.00	\$ 35,400.00
6530	Office Equipment Maintenance	\$ 116.89	\$ -	\$ -	\$ -	\$ -
6610	Building Repair	\$ 51,959.70	\$ 88,000.00	\$ 85,500.00	\$ 85,500.00	\$ 85,500.00
6620	HVAC	\$ 8,065.82	\$ 8,820.00	\$ 8,820.00	\$ 8,820.00	\$ 8,820.00
6630	Playground Maintenance	\$ 19,649.29	\$ 60,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
6705	Turf Removal	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -
6710	Grounds Maintenance	\$ 83,052.90	\$ 86,220.00	\$ 81,420.00	\$ 81,420.00	\$ 81,420.00
6719	Tree Care	\$ 29,996.85	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
6727	Fee Schedule	\$ -	\$ 16,397.00	\$ -	\$ -	\$ -
6730	Contracted Pest Control	\$ 860.00	\$ 2,520.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
6740	Rubbish & Refuse	\$ 69,003.56	\$ 79,346.00	\$ 79,830.00	\$ 79,830.00	\$ 79,830.00
6750	Vandalism/Theft	\$ 265.91	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
6810	Memberships	\$ 12,370.00	\$ 14,435.00	\$ 15,047.00	\$ 15,047.00	\$ 15,047.00
6910	Office Supplies	\$ 5,369.07	\$ 12,709.00	\$ 25,020.00	\$ 25,020.00	\$ 25,020.00
6920	Postage Expense	\$ 1,052.40	\$ 12,700.00	\$ 18,640.00	\$ 18,640.00	\$ 18,640.00
6930	Advertising Expense	\$ 1,055.00	\$ 2,490.00	\$ 3,490.00	\$ 3,490.00	\$ 3,490.00
6940	Printing Charges	\$ 11,314.67	\$ 14,123.00	\$ 8,935.00	\$ 8,935.00	\$ 8,935.00
6950	Registration Fees	\$ 30,290.31	\$ 47,732.00	\$ 3,920.00	\$ 3,920.00	\$ 3,920.00
6960	Approp Redev/Collection Fees	\$ 509,538.40	\$ 545,454.00	\$ 552,000.00	\$ 552,000.00	\$ 552,000.00
6980	Minor Furn Fixture & Equip	\$ 1,121.45	\$ 1,137.00	\$ 1,137.00	\$ 1,137.00	\$ 1,137.00
7010	Fingerprint Fees (HR)	\$ 346.00	\$ 2,640.00	\$ 3,360.00	\$ 3,360.00	\$ 3,360.00
7020	Fire & Safety Insp Fees	\$ 2,239.93	\$ 3,800.00	\$ 4,725.00	\$ 4,725.00	\$ 4,725.00
7030	Permit & Licensing Fees	\$ 1,740.26	\$ 6,350.00	\$ 6,550.00	\$ 6,550.00	\$ 6,550.00
7040	State License Fee	\$ 657.50	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7100	Professional Services	\$ 7,000.00	\$ 81,550.00	\$ 147,501.00	\$ 147,501.00	\$ 147,501.00
7110	Legal Services	\$ 47,226.36	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00
7115	Typeset and Print Services	\$ -	\$ 29,300.00	\$ 36,600.00	\$ 36,600.00	\$ 36,600.00
7120	Instructor Services	\$ 58,711.02	\$ 108,303.00	\$ 77,265.00	\$ 77,265.00	\$ 77,265.00
7125	PERS Admin Fees	\$ 1,573.86	\$ 2,128.00	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00
7130	Audit Services	\$ 12,760.00	\$ 20,275.00	\$ 20,875.00	\$ 20,875.00	\$ 20,875.00
7140	Medical & Health Svcs (HR)	\$ 1,275.00	\$ 6,420.00	\$ 12,170.00	\$ 12,170.00	\$ 12,170.00
7150	Security Services	\$ 2,932.50	\$ 4,147.00	\$ 5,422.00	\$ 5,422.00	\$ 5,422.00
7160	Entertainment Services	\$ -	\$ 2,400.00	\$ 5,800.00	\$ 5,800.00	\$ 5,800.00
7180	Business Services	\$ 83,023.90	\$ 67,660.00	\$ 107,769.00	\$ 107,769.00	\$ 107,769.00
7190	Umpire/Referee Services	\$ 323.75	\$ 1,500.00	\$ 1,650.00	\$ 1,650.00	\$ 1,650.00
7210	Subscriptions	\$ 1,423.98	\$ 3,723.00	\$ 2,550.00	\$ 2,550.00	\$ 2,550.00
7310	Rents & Leases - Equip	\$ 2,740.83	\$ 24,000.00	\$ 31,620.00	\$ 31,620.00	\$ 31,620.00
7320	Bldg/Field Leases & Rental	\$ 190.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00
7410	Event Supplies	\$ 627.35	\$ 3,330.00	\$ 6,040.00	\$ 6,040.00	\$ 6,040.00
7420	Supplies	\$ 1,793.98	\$ 14,435.00	\$ 11,500.00	\$ 11,500.00	\$ 11,500.00
7430	Bingo Supplies	\$ 637.25	\$ 3,600.00	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00
7440	Sporting Goods	\$ 1,722.25	\$ 6,000.00	\$ 7,700.00	\$ 7,700.00	\$ 7,700.00
7450	Arts and Craft Supplies	\$ -	\$ 3,375.00	\$ 4,025.00	\$ 4,025.00	\$ 4,025.00
7460	Training Supplies	\$ 699.71	\$ 1,800.00	\$ 1,920.00	\$ 1,920.00	\$ 1,920.00
7500	Small Tools	\$ 4,873.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
7510	Safety Supplies	\$ 1,241.45	\$ 5,750.00	\$ 4,215.00	\$ 4,215.00	\$ 4,215.00
7610	Uniform Allowance	\$ 5,116.50	\$ 11,220.00	\$ 12,490.00	\$ 12,490.00	\$ 12,490.00
7620	Safety Clothing	\$ 2,757.49	\$ 4,764.00	\$ 5,404.00	\$ 5,404.00	\$ 5,404.00
7700	Transportation and Travel	\$ -	\$ 1,500.00	\$ 600.00	\$ 600.00	\$ 600.00
7710	Conference&Seminar Staff	\$ 6,938.33	\$ 23,196.00	\$ 30,591.00	\$ 30,591.00	\$ 30,591.00
7715	Conference&Seminar Board	\$ -	\$ 4,450.00	\$ 4,450.00	\$ 4,450.00	\$ 4,450.00
7720	Conference&Seminar Travel Exp	\$ -	\$ 13,718.00	\$ 26,949.00	\$ 26,949.00	\$ 26,949.00
7725	Out of Town Travel Board	\$ -	\$ 2,420.00	\$ 2,420.00	\$ 2,420.00	\$ 2,420.00
7730	Private Vehicle Mileage	\$ 123.00	\$ 3,892.00	\$ 6,025.00	\$ 6,025.00	\$ 6,025.00
7750	Buses/Excursions	\$ -	\$ 17,400.00	\$ 33,500.00	\$ 33,500.00	\$ 33,500.00

**Pleasant Valley Recreation & Park District**  
**FY 2022-2023 Budget**  
**Fund 10**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved
7760	Tuition/Book Reimbursement	\$ -	\$ -	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
7810	Utilities - Gas	\$ 26,097.93	\$ 30,414.00	\$ 38,740.00	\$ 38,740.00	\$ 38,740.00
7820	Utilities - Water	\$ 888,333.71	\$ 899,999.00	\$ 910,143.00	\$ 910,143.00	\$ 910,143.00
7830	Utilities - Electric	\$ 155,202.20	\$ 210,000.00	\$ 217,575.00	\$ 217,575.00	\$ 217,575.00
7840	Airport Assessment Exp	\$ 842.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00
7910	Awards and Certificates	\$ 2,674.27	\$ 14,206.00	\$ 16,130.00	\$ 16,130.00	\$ 16,130.00
7920	Meals for Staff Training	\$ 1,395.96	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
7930	Employee Morale	\$ 144.24	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00
7950	COP Debt - PV Fields	\$ 229,759.38	\$ 223,760.00	\$ 217,560.00	\$ 217,560.00	\$ 217,560.00
7970	Reserve Vehicle Fleet	\$ -	\$ -	\$ -	\$ -	\$ -
7971	Reserve Computer Fleet	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
7972	Reserve Designated Project	\$ -	\$ -	\$ -	\$ -	\$ -
7973	Reserve Dry Period	\$ -	\$ 36,645.00	\$ 65,203.00	\$ 65,203.00	\$ 65,203.00
7974	Reserve Capital Improvements	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
7975	Reserve Repair/Oper/Admin	\$ -	\$ 100,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
7976	Reserve - Compensated Absences	\$ -	\$ 75,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
8112	Admin Fee/CC Refund 2020	\$ 11,792.34	\$ -	\$ -	\$ -	\$ -
8300	Structures & Improvements	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Services and Supplies</b>		<b>\$ 2,794,129.85</b>	<b>\$ 3,714,379.00</b>	<b>\$ 3,863,418.00</b>	<b>\$ 3,863,418.00</b>	<b>\$ 3,863,418.00</b>
<b>Capital</b>						
8400	Capital	\$ -	\$ -	\$ 645,000.00	\$ 765,000.00	\$ 765,000.00
8420	Equip/Facility Replacement	\$ 269.42	\$ 64,730.00	\$ 97,500.00	\$ 97,500.00	\$ 97,500.00
8468	Community Center Marquee	\$ 3,997.52	\$ -	\$ -	\$ -	\$ -
8474	Switches and Servers	\$ 29,642.96	\$ -	\$ -	\$ -	\$ -
8475	Turf Grinder	\$ 14,366.14	\$ -	\$ -	\$ -	\$ -
8476	Pitts Ranch BB Crt Repaint	\$ 7,950.00	\$ -	\$ -	\$ -	\$ -
8477	PV Fields Painting West End	\$ 8,830.00	\$ -	\$ -	\$ -	\$ -
8479	Inflatable System	\$ -	\$ 5,500.00	\$ -	\$ -	\$ -
8481	HVAC Administration Bldg	\$ 13,200.00	\$ -	\$ -	\$ -	\$ -
8482	HVAC for Room #6	\$ 10,876.76	\$ -	\$ -	\$ -	\$ -
8483	ECAA Loan-Lighting Project	\$ -	\$ 190,000.00	\$ -	\$ -	\$ -
8485	HVAC Conference Room	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -
8486	Pool Vacuum	\$ -	\$ 6,000.00	\$ -	\$ -	\$ -
8487	Springville Parking Lot	\$ -	\$ 80,000.00	\$ -	\$ -	\$ -
8488	Mission Oaks Parking Lot	\$ -	\$ 100,000.00	\$ -	\$ -	\$ -
8489	Tennis Court Lighting	\$ -	\$ 140,000.00	\$ -	\$ -	\$ -
8491	Senior Center Carpeting	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -
8492	Sr Ctr Upgrade to Sound Board	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -
8494	Bingo Console	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -
8495	Turf Sweeper	\$ -	\$ 8,190.00	\$ -	\$ -	\$ -
8496	ADA Transition Plan	\$ -	\$ 82,880.00	\$ -	\$ -	\$ -
<b>Capital</b>		<b>\$ 89,132.80</b>	<b>\$ 737,300.00</b>	<b>\$ 742,500.00</b>	<b>\$ 862,500.00</b>	<b>\$ 862,500.00</b>
<b>Revenue Total</b>		<b>\$ (8,742,023.84)</b>	<b>\$ (8,835,774.00)</b>	<b>\$ (8,943,311.00)</b>	<b>\$ (8,943,311.00)</b>	<b>\$ (8,943,311.00)</b>
<b>Expense Total</b>		<b>\$ 6,692,175.79</b>	<b>\$ 8,557,416.00</b>	<b>\$ 8,918,456.00</b>	<b>\$ 8,923,456.00</b>	<b>\$ 8,923,456.00</b>
<b>Grand Total</b>		<b>\$ 2,049,848.05</b>	<b>\$ 278,358.00</b>	<b>\$ 24,855.00</b>	<b>\$ 19,855.00</b>	<b>\$ 19,855.00</b>
<b>Expense and Capital</b>		<b>\$ 6,781,308.59</b>	<b>\$ 9,294,716.00</b>	<b>\$ 9,660,956.00</b>	<b>\$ 9,785,956.00</b>	<b>\$ 9,785,956.00</b>

**Pleasant Valley Recreation & Park District**  
**FY 2022-2023 Budget**  
**Recreation Wrap-Up**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved
<b>Revenue</b>						
5508	Bingo Revenue	\$ (2,736.25)	\$ (14,400.00)	\$ (14,400.00)	\$ (14,400.00)	\$ (14,400.00)
5509	Excess Bingo Funds	\$ -	\$ -	\$ -	\$ -	\$ -
5510	Contract Classes-Public Fees	\$ (128,766.25)	\$ (128,380.00)	\$ (131,313.00)	\$ (131,313.00)	\$ (131,313.00)
5511	Public Fees	\$ (84,817.19)	\$ (200,771.00)	\$ (300,001.00)	\$ (300,001.00)	\$ (300,001.00)
5512	Certificates	\$ -	\$ -	\$ -	\$ -	\$ -
5513	Swim Pass-Adult Splash (20)	\$ -	\$ -	\$ -	\$ -	\$ -
5514	Swim Pass-Senior Splash (10)	\$ -	\$ -	\$ -	\$ -	\$ -
5515	Senior Services Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
5516	Swim Pass - Senior Splash (20)	\$ -	\$ -	\$ -	\$ -	\$ -
5517	Swim Pass-Senior Fitness(10)	\$ -	\$ -	\$ -	\$ -	\$ -
5518	Swim Pass-Senior Fitness (20)	\$ -	\$ -	\$ -	\$ -	\$ -
5520	Public Fees-Entry Fees	\$ (10,764.00)	\$ (25,840.00)	\$ (25,840.00)	\$ (25,840.00)	\$ (25,840.00)
5524	Swim Pass-Adult Splash (10)	\$ -	\$ -	\$ -	\$ -	\$ -
5525	Vending Concessions	\$ -	\$ (2,500.00)	\$ (1,450.00)	\$ (1,450.00)	\$ (1,450.00)
5526	Swim Pass-Adult Fitness (10)	\$ -	\$ -	\$ -	\$ -	\$ -
5527	Swim Pass-Adult Fitness (20)	\$ -	\$ -	\$ -	\$ -	\$ -
5528	Swim Passes-SwimWorkout (10)	\$ -	\$ -	\$ -	\$ -	\$ -
5529	Swim Passes-SwimWorkout (20)	\$ -	\$ -	\$ -	\$ -	\$ -
5530	Rental	\$ (110,203.85)	\$ (109,220.00)	\$ (129,192.00)	\$ (129,192.00)	\$ (129,192.00)
5536	Annual Passes	\$ -	\$ -	\$ -	\$ -	\$ -
5550	Dues	\$ -	\$ -	\$ -	\$ -	\$ -
5555	Activity Guide Revenue	\$ (1,750.00)	\$ (10,000.00)	\$ (10,000.00)	\$ (10,000.00)	\$ (10,000.00)
5558	Sponsorships/Donations	\$ (4,065.00)	\$ (1,000.00)	\$ -	\$ -	\$ -
5561	Special Event	\$ -	\$ -	\$ -	\$ -	\$ -
5562	Banner Income	\$ -	\$ -	\$ -	\$ -	\$ -
5563	Staffing Cost Recovery	\$ (19,954.00)	\$ (8,730.00)	\$ (39,050.00)	\$ (39,050.00)	\$ (39,050.00)
5564	Special Event Permits	\$ (600.00)	\$ -	\$ -	\$ -	\$ -
5570	Contributions	\$ -	\$ -	\$ -	\$ -	\$ -
5573	Grants	\$ -	\$ -	\$ -	\$ -	\$ -
5575	Other Misc Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
5580	Cash Over/Under	\$ -	\$ -	\$ -	\$ -	\$ -
5585	Incentive Income	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Revenue</b>		<b>\$ (363,656.54)</b>	<b>\$ (500,841.00)</b>	<b>\$ (651,246.00)</b>	<b>\$ (651,246.00)</b>	<b>\$ (651,246.00)</b>
<b>Personnel</b>						
6100	Full Time Salaries	\$ 506,826.84	\$ 456,765.00	\$ 453,582.00	\$ 453,582.00	\$ 453,582.00
6101	Overtime Salaries	\$ 12.36	\$ -	\$ -	\$ -	\$ -
6105	Car Allowance	\$ -	\$ -	\$ -	\$ -	\$ -
6108	Cell Phone Allowance	\$ 2,370.00	\$ 2,340.00	\$ 2,340.00	\$ 2,340.00	\$ 2,340.00
6110	Part-Time Salaries	\$ 62,407.03	\$ 285,099.00	\$ 366,031.00	\$ 366,031.00	\$ 366,031.00
6120	Retirement	\$ 81,248.67	\$ 78,466.00	\$ 85,790.00	\$ 85,790.00	\$ 85,790.00
6121	457 Pension	\$ -	\$ -	\$ -	\$ -	\$ -
6130	Employee Insurance	\$ 49,664.11	\$ 41,536.00	\$ 59,995.00	\$ 59,995.00	\$ 59,995.00
6140	Workers Compensation	\$ 9,782.65	\$ 19,450.00	\$ 24,064.00	\$ 24,064.00	\$ 24,064.00
6150	Unemployment Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
6160	Loan - Pension Obligation	\$ -	\$ -	\$ -	\$ -	\$ -
6161	OPEB Expense	\$ -	\$ -	\$ -	\$ -	\$ -
6170	PERS Unfunded Liability	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Personnel</b>		<b>\$ 712,311.66</b>	<b>\$ 883,656.00</b>	<b>\$ 991,802.00</b>	<b>\$ 991,802.00</b>	<b>\$ 991,802.00</b>
<b>Services and Supplies</b>						
6321	COVID-19	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
6322	COVID-Camp	\$ -	\$ -	\$ -	\$ -	\$ -
6330	Kitchen Supplies	\$ -	\$ 1,000.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
6340	Food Supplies	\$ -	\$ 11,745.00	\$ 14,850.00	\$ 14,850.00	\$ 14,850.00
6350	Water Maint & Service	\$ -	\$ -	\$ -	\$ -	\$ -
6360	Laundry/Wash Service	\$ 178.00	\$ 700.00	\$ 1,040.00	\$ 1,040.00	\$ 1,040.00
6370	Janitorial Services	\$ -	\$ -	\$ -	\$ -	\$ -
6380	Medical Supplies	\$ -	\$ -	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00
6410	Insurance Liability	\$ -	\$ -	\$ -	\$ -	\$ -

**Pleasant Valley Recreation & Park District**  
**FY 2022-2023 Budget**  
**Recreation Wrap-Up**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved
6500	Equipment Maintenance	\$ 17.15	\$ 900.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
6520	Vehicle Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
6530	Office Equipment Maintenance	\$ 116.89	\$ -	\$ -	\$ -	\$ -
6810	Memberships	\$ 185.00	\$ 145.00	\$ 120.00	\$ 120.00	\$ 120.00
6900	Office Expense	\$ -	\$ -	\$ -	\$ -	\$ -
6910	Office Supplies	\$ 96.85	\$ 1,250.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
6920	Postage Expense	\$ -	\$ 11,200.00	\$ 16,900.00	\$ 16,900.00	\$ 16,900.00
7020	Fire & Safety Insp Fees	\$ -	\$ 1,400.00	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00
7030	Permit & Licensing Fees	\$ -	\$ 3,550.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00
7040	State License Fee	\$ -	\$ -	\$ -	\$ -	\$ -
7100	Professional Services	\$ -	\$ 1,000.00	\$ 12,001.00	\$ 12,001.00	\$ 12,001.00
7110	Legal Services	\$ -	\$ -	\$ -	\$ -	\$ -
7115	Typeset and Print Services	\$ -	\$ 29,300.00	\$ 36,600.00	\$ 36,600.00	\$ 36,600.00
7120	Instructor Services	\$ 57,526.03	\$ 106,503.00	\$ 75,465.00	\$ 75,465.00	\$ 75,465.00
7125	PERS Admin Fees	\$ -	\$ -	\$ -	\$ -	\$ -
7130	Audit Services	\$ -	\$ -	\$ -	\$ -	\$ -
7140	Medical & Health Svcs (HR)	\$ -	\$ 1,500.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00
7150	Security Services	\$ -	\$ 650.00	\$ 1,475.00	\$ 1,475.00	\$ 1,475.00
7160	Entertainment Services	\$ -	\$ 1,400.00	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00
7180	Business Services	\$ 2,197.97	\$ 4,420.00	\$ 14,470.00	\$ 14,470.00	\$ 14,470.00
7190	Umpire/Referee Services	\$ 323.75	\$ 1,500.00	\$ 1,650.00	\$ 1,650.00	\$ 1,650.00
7200	Publication/Legal Notices	\$ -	\$ -	\$ -	\$ -	\$ -
7210	Subscriptions	\$ -	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00
7300	Rents and Leases	\$ -	\$ -	\$ -	\$ -	\$ -
7310	Rents & Leases - Equip	\$ (132.40)	\$ 10,800.00	\$ 18,420.00	\$ 18,420.00	\$ 18,420.00
7320	Bldg/Field Leases & Rental	\$ 190.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00
7410	Event Supplies	\$ -	\$ 1,410.00	\$ 5,620.00	\$ 5,620.00	\$ 5,620.00
7420	Supplies	\$ 1,793.98	\$ 14,435.00	\$ 11,500.00	\$ 11,500.00	\$ 11,500.00
7430	Bingo Supplies	\$ 637.25	\$ 3,600.00	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00
7440	Sporting Goods	\$ -	\$ 3,600.00	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00
7450	Arts and Craft Supplies	\$ -	\$ 3,375.00	\$ 4,025.00	\$ 4,025.00	\$ 4,025.00
7460	Training Supplies	\$ 200.00	\$ 1,000.00	\$ 850.00	\$ 850.00	\$ 850.00
7470	Camp Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
7500	Small Tools	\$ -	\$ -	\$ -	\$ -	\$ -
7510	Safety Supplies	\$ 1,031.27	\$ 4,850.00	\$ 2,160.00	\$ 2,160.00	\$ 2,160.00
7610	Uniform Allowance	\$ 9.65	\$ 2,560.00	\$ 3,390.00	\$ 3,390.00	\$ 3,390.00
7620	Safety Clothing	\$ -	\$ -	\$ -	\$ -	\$ -
7700	Transportation and Travel	\$ -	\$ 1,500.00	\$ 600.00	\$ 600.00	\$ 600.00
7710	Conference&Seminar Staff	\$ 45.00	\$ 5,970.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
7720	Conference&Seminar Travel Exp	\$ -	\$ 3,500.00	\$ 18,390.00	\$ 18,390.00	\$ 18,390.00
7730	Private Vehicle Mileage	\$ 87.58	\$ 1,416.00	\$ 5,040.00	\$ 5,040.00	\$ 5,040.00
7740	Transportation Charges	\$ -	\$ -	\$ -	\$ -	\$ -
7750	Buses/Excursions	\$ -	\$ 17,400.00	\$ 33,500.00	\$ 33,500.00	\$ 33,500.00
7760	Tuition/Book Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -
7810	Utilities - Gas	\$ -	\$ -	\$ -	\$ -	\$ -
7820	Utilities - Water	\$ -	\$ -	\$ -	\$ -	\$ -
7830	Utilities - Electric	\$ -	\$ -	\$ -	\$ -	\$ -
7910	Awards and Certificates	\$ 2,434.86	\$ 13,676.00	\$ 15,390.00	\$ 15,390.00	\$ 15,390.00
8112	Sponsorship Refund 2020	\$ 10,800.34	\$ -	\$ -	\$ -	\$ -
8200	Land Improvements	\$ -	\$ -	\$ -	\$ -	\$ -
8300	Structures & Improvements	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Services and Supplies</b>		<b>\$ 77,739.17</b>	<b>\$ 267,990.00</b>	<b>\$ 333,491.00</b>	<b>\$ 333,491.00</b>	<b>\$ 333,491.00</b>
<b>Capital</b>						
8400	Capital	\$ -	\$ -	\$ -	\$ -	\$ -
8401	LWCF Grant	\$ -	\$ -	\$ -	\$ -	\$ -
8402	NRPA Grant	\$ -	\$ -	\$ -	\$ -	\$ -
8420	Equip/Facility Replacement	\$ -	\$ -	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
8479	Inflatable System	\$ -	\$ 5,500.00	\$ -	\$ -	\$ -
8494	Bingo Console	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -
<b>Capital</b>		<b>\$ -</b>	<b>\$ 20,500.00</b>	<b>\$ 7,500.00</b>	<b>\$ 7,500.00</b>	<b>\$ 7,500.00</b>

**Pleasant Valley Recreation & Park District**  
**FY 2022-2023 Budget**  
**Recreation Wrap-Up**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved
<b>Revenue Total</b>		\$ (363,656.54)	\$ (500,841.00)	\$ (651,246.00)	\$ (651,246.00)	\$ (651,246.00)
<b>Expense Total</b>		\$ 790,050.83	\$ 1,151,646.00	\$ 1,325,293.00	\$ 1,325,293.00	\$ 1,325,293.00
<b>Grand Total</b>		\$ (426,394.29)	\$ (650,805.00)	\$ (674,047.00)	\$ (674,047.00)	\$ (674,047.00)
<b>Expense and Capital</b>		\$ 790,050.83	\$ 1,172,146.00	\$ 1,332,793.00	\$ 1,332,793.00	\$ 1,332,793.00

**Pleasant Valley Recreation & Park District  
FY 2022-2023 Budget  
District Wide (000)**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved
<b>Revenue</b>						
5110	Tax Apport - Cur Year Secured	\$ (6,982,262.02)	\$ (7,301,920.00)	\$ (7,634,345.00)	\$ (7,634,345.00)	\$ (7,634,345.00)
5120	Tax Apport - Cur Year Unsec	\$ (121,378.02)	\$ -	\$ -	\$ -	\$ -
5130	Tax Apport - Prior Year Sec	\$ (111,169.16)	\$ -	\$ -	\$ -	\$ -
5140	Tax Apport - Prior Year Unsec	\$ (6,238.93)	\$ -	\$ -	\$ -	\$ -
5150	Tax Deeded Sales	\$ (4.49)	\$ -	\$ -	\$ -	\$ -
5210	Cur Supplemental Pass Thru	\$ (107,826.47)	\$ -	\$ -	\$ -	\$ -
5230	HOPTR	\$ (38,108.95)	\$ -	\$ -	\$ -	\$ -
5240	Supplemental Assessment Roll	\$ (164.35)	\$ -	\$ -	\$ -	\$ -
5310	Interest Earnings	\$ (31,025.82)	\$ (14,928.00)	\$ (9,893.00)	\$ (9,893.00)	\$ (9,893.00)
5585	Incentive Income	\$ (846.09)	\$ (2,400.00)	\$ (1,400.00)	\$ (1,400.00)	\$ (1,400.00)
5600	Reimbursement - ROPS	\$ (373,105.94)	\$ (325,000.00)	\$ (200,000.00)	\$ (200,000.00)	\$ (200,000.00)
5991	Surplus Carryover	\$ -	\$ (16,397.00)	\$ -	\$ -	\$ -
<b>Revenue</b>	<b>Revenue</b>	<b>\$ (7,772,130.24)</b>	<b>\$ (7,660,645.00)</b>	<b>\$ (7,845,638.00)</b>	<b>\$ (7,845,638.00)</b>	<b>\$ (7,845,638.00)</b>
<b>Services and Supplies</b>						
7950	COP Debt - PV Fields	\$ 229,759.38	\$ 223,760.00	\$ 217,560.00	\$ 217,560.00	\$ 217,560.00
<b>Services and Supplies</b>		<b>\$ 229,759.38</b>	<b>\$ 223,760.00</b>	<b>\$ 217,560.00</b>	<b>\$ 217,560.00</b>	<b>\$ 217,560.00</b>
<b>Revenue Total</b>		<b>\$ (7,772,130.24)</b>	<b>\$ (7,660,645.00)</b>	<b>\$ (7,845,638.00)</b>	<b>\$ (7,845,638.00)</b>	<b>\$ (7,845,638.00)</b>
<b>Expense Total</b>		<b>\$ 229,759.38</b>	<b>\$ 223,760.00</b>	<b>\$ 217,560.00</b>	<b>\$ 217,560.00</b>	<b>\$ 217,560.00</b>
<b>Grand Total</b>		<b>\$ 7,542,370.86</b>	<b>\$ 7,436,885.00</b>	<b>\$ 7,628,078.00</b>	<b>\$ 7,628,078.00</b>	<b>\$ 7,628,078.00</b>



**Pleasant Valley Recreation & Park District**  
**FY 2022-2023 Budget**  
**Aquatics (301)**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved
<b>Revenue</b>						
5510	Contract Classes-Public Fees	\$ (12,274.00)	\$ (14,286.00)	\$ (19,336.00)	\$ (19,336.00)	\$ (19,336.00)
5511	Public Fees	\$ (57,761.44)	\$ (80,421.00)	\$ (91,641.00)	\$ (91,641.00)	\$ (91,641.00)
5520	Public Fees-Entry Fees	\$ (10,764.00)	\$ (25,840.00)	\$ (25,840.00)	\$ (25,840.00)	\$ (25,840.00)
5525	Vending Concessions	\$ -	\$ (1,250.00)	\$ (800.00)	\$ (800.00)	\$ (800.00)
5530	Rental	\$ (12,228.50)	\$ (15,455.00)	\$ (16,100.00)	\$ (16,100.00)	\$ (16,100.00)
5563	Staffing Cost Recovery	\$ (10,962.00)	\$ (7,480.00)	\$ (14,920.00)	\$ (14,920.00)	\$ (14,920.00)
<b>Revenue</b>		<b>\$ (103,989.94)</b>	<b>\$ (144,732.00)</b>	<b>\$ (168,637.00)</b>	<b>\$ (168,637.00)</b>	<b>\$ (168,637.00)</b>
<b>Personnel</b>						
6100	Full Time Salaries	\$ 72,659.67	\$ 72,743.00	\$ 81,452.00	\$ 81,452.00	\$ 81,452.00
6101	Overtime Salaries	\$ 4.14	\$ -	\$ -	\$ -	\$ -
6108	Cell Phone Allowance	\$ 780.00	\$ 780.00	\$ 780.00	\$ 780.00	\$ 780.00
6110	Part-Time Salaries	\$ 57,254.69	\$ 204,948.00	\$ 223,633.00	\$ 223,633.00	\$ 223,633.00
6120	Retirement	\$ 11,328.29	\$ 14,192.00	\$ 18,314.00	\$ 18,314.00	\$ 18,314.00
6130	Employee Insurance	\$ 16,621.45	\$ 18,177.00	\$ 18,784.00	\$ 18,784.00	\$ 18,784.00
6140	Workers Compensation	\$ 2,505.28	\$ 7,077.00	\$ 8,542.00	\$ 8,542.00	\$ 8,542.00
<b>Personnel</b>		<b>\$ 161,153.52</b>	<b>\$ 317,917.00</b>	<b>\$ 351,505.00</b>	<b>\$ 351,505.00</b>	<b>\$ 351,505.00</b>
<b>Services and Supplies</b>						
6321	COVID-19	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
6500	Equipment Maintenance	\$ 17.15	\$ 900.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
6910	Office Supplies	\$ -	\$ -	\$ 600.00	\$ 600.00	\$ 600.00
7115	Typeset and Print Services	\$ -	\$ 300.00	\$ 600.00	\$ 600.00	\$ 600.00
7120	Instructor Services	\$ 5,960.50	\$ 9,286.00	\$ 12,568.00	\$ 12,568.00	\$ 12,568.00
7180	Business Services	\$ 459.98	\$ 620.00	\$ 620.00	\$ 620.00	\$ 620.00
7410	Event Supplies	\$ -	\$ 1,410.00	\$ 1,620.00	\$ 1,620.00	\$ 1,620.00
7460	Training Supplies	\$ 200.00	\$ 1,000.00	\$ 350.00	\$ 350.00	\$ 350.00
7510	Safety Supplies	\$ 1,031.27	\$ 4,850.00	\$ 1,360.00	\$ 1,360.00	\$ 1,360.00
7610	Uniform Allowance	\$ -	\$ 1,000.00	\$ 1,440.00	\$ 1,440.00	\$ 1,440.00
7910	Awards and Certificates	\$ 1,031.00	\$ 2,525.00	\$ 2,525.00	\$ 2,525.00	\$ 2,525.00
8112	Staffing Cost Refund 2020	\$ 10,114.34	\$ -	\$ -	\$ -	\$ -
<b>Services and Supplies</b>		<b>\$ 18,814.24</b>	<b>\$ 22,391.00</b>	<b>\$ 23,183.00</b>	<b>\$ 23,183.00</b>	<b>\$ 23,183.00</b>
<b>Capital</b>						
8420	Equip/Facility Replacements	\$ -	\$ -	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
<b>Capital</b>				<b>\$ 7,500.00</b>	<b>\$ 7,500.00</b>	<b>\$ 7,500.00</b>
<b>Revenue Total</b>						
<b>Revenue Total</b>		<b>\$ (103,989.94)</b>	<b>\$ (144,732.00)</b>	<b>\$ (168,637.00)</b>	<b>\$ (168,637.00)</b>	<b>\$ (168,637.00)</b>
<b>Expense Total</b>						
<b>Expense Total</b>		<b>\$ 179,967.76</b>	<b>\$ 340,308.00</b>	<b>\$ 374,688.00</b>	<b>\$ 374,688.00</b>	<b>\$ 374,688.00</b>
<b>Grand Total</b>						
<b>Grand Total</b>		<b>\$ (75,977.82)</b>	<b>\$ (195,576.00)</b>	<b>\$ (206,051.00)</b>	<b>\$ (206,051.00)</b>	<b>\$ (206,051.00)</b>
<b>Expense &amp; Capital</b>						
<b>Expense &amp; Capital</b>		<b>\$ 179,967.76</b>	<b>\$ 340,308.00</b>	<b>\$ 382,188.00</b>	<b>\$ 382,188.00</b>	<b>\$ 382,188.00</b>

**Pleasant Valley Recreation & Park District**  
**FY 2022-2023 Budget**  
**Sports (310)**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved
<b>Revenue</b>						
5511	Public Fees	\$ (22,342.00)	\$ (65,445.00)	\$ (63,855.00)	\$ (63,855.00)	\$ (63,855.00)
5530	Rental	\$ (97,975.35)	\$ (93,765.00)	\$ (113,092.00)	\$ (113,092.00)	\$ (113,092.00)
5563	Staffing Cost Recovery	\$ -	\$ -	\$ (2,880.00)	\$ (2,880.00)	\$ (2,880.00)
<b>Revenue</b>		<b>\$ (120,317.35)</b>	<b>\$ (159,210.00)</b>	<b>\$ (179,827.00)</b>	<b>\$ (179,827.00)</b>	<b>\$ (179,827.00)</b>
<b>Personnel</b>						
6100	Full Time Salaries	\$ 85,196.17	\$ 94,489.00	\$ 82,908.00	\$ 82,908.00	\$ 82,908.00
6108	Cell Phone Allowance	\$ 780.00	\$ 390.00	\$ 390.00	\$ 390.00	\$ 390.00
6110	Part-Time Salaries	\$ 2,132.74	\$ 17,311.00	\$ 21,623.00	\$ 21,623.00	\$ 21,623.00
6120	Retirement	\$ 15,364.38	\$ 16,674.00	\$ 14,806.00	\$ 14,806.00	\$ 14,806.00
6130	Employee Insurance	\$ 4,862.59	\$ 7,472.00	\$ 7,098.00	\$ 7,098.00	\$ 7,098.00
6140	Workers Compensation	\$ 1,781.19	\$ 2,936.00	\$ 2,927.00	\$ 2,927.00	\$ 2,927.00
<b>Personnel</b>		<b>\$ 110,117.07</b>	<b>\$ 139,272.00</b>	<b>\$ 129,752.00</b>	<b>\$ 129,752.00</b>	<b>\$ 129,752.00</b>
<b>Services and Supplies</b>						
6380	Medical Supplies	\$ -	\$ -	\$ 600.00	\$ 600.00	\$ 600.00
6810	Memberships	\$ 20.00	\$ 20.00	\$ 70.00	\$ 70.00	\$ 70.00
7180	Business Services	\$ 1,359.99	\$ 1,400.00	\$ 1,450.00	\$ 1,450.00	\$ 1,450.00
7190	Umpire/Referee Services	\$ 323.75	\$ 1,500.00	\$ 1,650.00	\$ 1,650.00	\$ 1,650.00
7310	Rents & Leases - Equip	\$ -	\$ 8,800.00	\$ 9,120.00	\$ 9,120.00	\$ 9,120.00
7440	Sporting Goods	\$ -	\$ 3,600.00	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00
7610	Uniform Allowance	\$ 9.65	\$ -	\$ -	\$ -	\$ -
7910	Awards and Certificates	\$ 1,264.43	\$ 11,126.00	\$ 11,565.00	\$ 11,565.00	\$ 11,565.00
<b>Services and Supplies</b>		<b>\$ 2,977.82</b>	<b>\$ 26,446.00</b>	<b>\$ 29,555.00</b>	<b>\$ 29,555.00</b>	<b>\$ 29,555.00</b>
<b>Revenue Total</b>		<b>\$ (120,317.35)</b>	<b>\$ (159,210.00)</b>	<b>\$ (179,827.00)</b>	<b>\$ (179,827.00)</b>	<b>\$ (179,827.00)</b>
<b>Expense Total</b>		<b>\$ 113,094.89</b>	<b>\$ 165,718.00</b>	<b>\$ 159,307.00</b>	<b>\$ 159,307.00</b>	<b>\$ 159,307.00</b>
<b>Grand Total</b>		<b>\$ 7,222.46</b>	<b>\$ (6,508.00)</b>	<b>\$ 20,520.00</b>	<b>\$ 20,520.00</b>	<b>\$ 20,520.00</b>

**Pleasant Valley Recreation & Park District**  
**FY 2022-2023 Budget**  
**Camps/Classes/Community Partnerships (320)**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved
<b>Revenue</b>						
5510	Contract Classes-Public Fees	\$ (116,456.25)	\$ (114,094.00)	\$ (111,977.00)	\$ (111,977.00)	\$ (111,977.00)
5511	Public Fees	\$ (260.00)	\$ (12,710.00)	\$ (81,250.00)	\$ (81,250.00)	\$ (81,250.00)
<b>Revenue</b>		<b>\$ (116,716.25)</b>	<b>\$ (126,804.00)</b>	<b>\$ (193,227.00)</b>	<b>\$ (193,227.00)</b>	<b>\$ (193,227.00)</b>
<b>Personnel</b>						
6100	Full Time Salaries	\$ 64,047.07	\$ -	\$ 33,453.00	\$ 33,453.00	\$ 33,453.00
6101	Overtime Salaries	\$ 8.10	\$ -	\$ -	\$ -	\$ -
6110	Part-Time Salaries	\$ 958.10	\$ 24,600.00	\$ 66,231.00	\$ 66,231.00	\$ 66,231.00
6120	Retirement	\$ 9,535.68	\$ 594.00	\$ 6,018.00	\$ 6,018.00	\$ 6,018.00
6130	Employee Insurance	\$ 11,190.53	\$ -	\$ 2,324.00	\$ 2,324.00	\$ 2,324.00
6140	Workers Compensation	\$ 701.56	\$ 1,040.00	\$ 2,791.00	\$ 2,791.00	\$ 2,791.00
<b>Personnel</b>		<b>\$ 86,441.04</b>	<b>\$ 26,234.00</b>	<b>\$ 110,817.00</b>	<b>\$ 110,817.00</b>	<b>\$ 110,817.00</b>
<b>Services and Supplies</b>						
6340	Food Supplies	\$ -	\$ 795.00	\$ 900.00	\$ 900.00	\$ 900.00
6380	Medical Supplies	\$ -	\$ -	\$ 450.00	\$ 450.00	\$ 450.00
6810	Memberships	\$ 165.00	\$ 125.00	\$ -	\$ -	\$ -
7120	Instructor Services	\$ 51,565.53	\$ 97,217.00	\$ 62,897.00	\$ 62,897.00	\$ 62,897.00
7180	Business Services	\$ -	\$ 1,500.00	\$ 6,750.00	\$ 6,750.00	\$ 6,750.00
7420	Supplies	\$ -	\$ -	\$ 800.00	\$ 800.00	\$ 800.00
7440	Sporting Goods	\$ -	\$ -	\$ -	\$ -	\$ -
7450	Arts and Craft Supplies	\$ -	\$ 3,375.00	\$ 4,025.00	\$ 4,025.00	\$ 4,025.00
7460	Training Supplies	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ 500.00
7510	Safety Supplies	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ 500.00
7610	Uniform Allowance	\$ -	\$ -	\$ 450.00	\$ 450.00	\$ 450.00
7750	Buses/Excursions	\$ -	\$ 1,400.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
8112	Classes Refund 2020	\$ 686.00	\$ -	\$ -	\$ -	\$ -
<b>Services and Supplies</b>		<b>\$ 52,416.53</b>	<b>\$ 104,412.00</b>	<b>\$ 84,772.00</b>	<b>\$ 84,772.00</b>	<b>\$ 84,772.00</b>
<b>Capital</b>						
8479	Inflatable System	\$ -	\$ 5,500.00	\$ -	\$ -	\$ -
<b>Capital</b>		<b>\$ -</b>	<b>\$ 5,500.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Revenue Total</b>		<b>\$ (116,716.25)</b>	<b>\$ (126,804.00)</b>	<b>\$ (193,227.00)</b>	<b>\$ (193,227.00)</b>	<b>\$ (193,227.00)</b>
<b>Expense Total</b>		<b>\$ 138,857.57</b>	<b>\$ 130,646.00</b>	<b>\$ 195,589.00</b>	<b>\$ 195,589.00</b>	<b>\$ 195,589.00</b>
<b>Grand Total</b>		<b>\$ (22,141.32)</b>	<b>\$ (3,842.00)</b>	<b>\$ (2,362.00)</b>	<b>\$ (2,362.00)</b>	<b>\$ (2,362.00)</b>
<b>Expense and Capital</b>		<b>\$ 138,857.57</b>	<b>\$ 136,146.00</b>	<b>\$ 195,589.00</b>	<b>\$ 195,589.00</b>	<b>\$ 195,589.00</b>

**Pleasant Valley Recreation & Park District  
FY 2022-2023 Budget  
Senior Services (370)**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved
<b>Revenue</b>						
5508	Bingo Revenue	\$ (2,736.25)	\$ (14,400.00)	\$ (14,400.00)	\$ (14,400.00)	\$ (14,400.00)
5510	Contract Classes-Public Fees	\$ (36.00)	\$ -	\$ -	\$ -	\$ -
5511	Public Fees	\$ (3,343.75)	\$ (14,400.00)	\$ (35,960.00)	\$ (35,960.00)	\$ (35,960.00)
5525	Vending Concessions	\$ -	\$ (1,250.00)	\$ (650.00)	\$ (650.00)	\$ (650.00)
<b>Revenue</b>		<b>\$ (6,116.00)</b>	<b>\$ (30,050.00)</b>	<b>\$ (51,010.00)</b>	<b>\$ (51,010.00)</b>	<b>\$ (51,010.00)</b>
<b>Personnel</b>						
6100	Full Time Salaries	\$ 81,764.45	\$ 89,788.00	\$ 66,721.00	\$ 66,721.00	\$ 66,721.00
6108	Cell Phone Allowance	\$ 30.00	\$ 390.00	\$ 390.00	\$ 390.00	\$ 390.00
6110	Part-Time Salaries	\$ 1,176.00	\$ 20,010.00	\$ 24,335.00	\$ 24,335.00	\$ 24,335.00
6120	Retirement	\$ 14,164.31	\$ 15,892.00	\$ 17,570.00	\$ 17,570.00	\$ 17,570.00
6130	Employee Insurance	\$ 795.69	\$ 931.00	\$ 1,188.00	\$ 1,188.00	\$ 1,188.00
6140	Workers Compensation	\$ 1,412.90	\$ 2,927.00	\$ 3,665.00	\$ 3,665.00	\$ 3,665.00
<b>Personnel</b>		<b>\$ 99,343.35</b>	<b>\$ 129,938.00</b>	<b>\$ 113,869.00</b>	<b>\$ 113,869.00</b>	<b>\$ 113,869.00</b>
<b>Services and Supplies</b>						
6330	Kitchen Supplies	\$ -	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00
6340	Food Supplies	\$ -	\$ 10,950.00	\$ 10,950.00	\$ 10,950.00	\$ 10,950.00
7030	Permit & Licensing Fees	\$ -	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00
7210	Subscriptions	\$ -	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00
7410	Program Supplies	\$ -	\$ -	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
7420	Supplies	\$ 300.00	\$ -	\$ -	\$ -	\$ -
7430	Bingo Supplies	\$ 637.25	\$ 3,600.00	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00
7510	Safety Supplies	\$ -	\$ -	\$ 300.00	\$ 300.00	\$ 300.00
7610	Uniform Allowance	\$ -	\$ -	\$ 150.00	\$ 150.00	\$ 150.00
7710	Conference&Seminar Staff	\$ 45.00	\$ -	\$ -	\$ -	\$ -
7730	Private Vehicle Mileage	\$ 4.64	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
7750	Buses/Excursions	\$ -	\$ 16,000.00	\$ 26,000.00	\$ 26,000.00	\$ 26,000.00
7910	Awards and Certificates	\$ 139.43	\$ 25.00	\$ -	\$ -	\$ -
<b>Services and Supplies</b>		<b>\$ 1,126.32</b>	<b>\$ 32,350.00</b>	<b>\$ 49,475.00</b>	<b>\$ 49,475.00</b>	<b>\$ 49,475.00</b>
<b>Capital</b>						
8494	Bingo Console	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -
<b>Capital</b>		<b>\$ -</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Revenue Total</b>		<b>\$ (6,116.00)</b>	<b>\$ (30,050.00)</b>	<b>\$ (51,010.00)</b>	<b>\$ (51,010.00)</b>	<b>\$ (51,010.00)</b>
<b>Expense Total</b>		<b>\$ 100,469.67</b>	<b>\$ 177,288.00</b>	<b>\$ 163,344.00</b>	<b>\$ 163,344.00</b>	<b>\$ 163,344.00</b>
<b>Grand Total</b>		<b>\$ (94,353.67)</b>	<b>\$ (147,238.00)</b>	<b>\$ (112,334.00)</b>	<b>\$ (112,334.00)</b>	<b>\$ (112,334.00)</b>

**Pleasant Valley Recreation & Park District**  
**FY 2022-2023 Budget**  
**Parks (410)**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved
<b>Revenue</b>						
5465	Hill Fire 2018	\$ (219,884.01)	\$ -	\$ -	\$ -	\$ -
5506	Park Patrol Citations	\$ (1,100.00)	\$ (2,200.00)	\$ (1,500.00)	\$ (1,500.00)	\$ (1,500.00)
5510	Contract Classes-Public Fees	\$ (1,873.00)	\$ -	\$ -	\$ -	\$ -
5530	Rental	\$ (156,548.47)	\$ (176,692.00)	\$ (209,525.00)	\$ (209,525.00)	\$ (209,525.00)
5535	Cell Tower Revenue	\$ (97,895.88)	\$ (91,704.00)	\$ (100,800.00)	\$ (100,800.00)	\$ (100,800.00)
5540	Parking Fees	\$ (11,345.60)	\$ (8,512.00)	\$ (9,600.00)	\$ (9,600.00)	\$ (9,600.00)
5563	Staffing Cost Recovery	\$ (210.00)	\$ -	\$ (1,302.00)	\$ (1,302.00)	\$ (1,302.00)
5570	Contributions	\$ (41,239.00)	\$ (72,000.00)	\$ (72,000.00)	\$ (72,000.00)	\$ (72,000.00)
5575	Other Misc Revenue	\$ (15,844.49)	\$ (36,925.00)	\$ (14,500.00)	\$ (14,500.00)	\$ (14,500.00)
5585	Incentive Income	\$ (245.26)	\$ (300.00)	\$ (300.00)	\$ (300.00)	\$ (300.00)
<b>Revenue</b>		<b>\$ (546,185.71)</b>	<b>\$ (388,333.00)</b>	<b>\$ (409,527.00)</b>	<b>\$ (409,527.00)</b>	<b>\$ (409,527.00)</b>
<b>Personnel</b>						
6100	Full Time Salaries	\$ 1,117,971.99	\$ 1,232,829.00	\$ 1,335,636.00	\$ 1,335,636.00	\$ 1,335,636.00
6101	Overtime Salaries	\$ 10,094.84	\$ 21,094.00	\$ 24,285.00	\$ 24,285.00	\$ 24,285.00
6105	Car Allowance	\$ 4,799.86	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00
6108	Cell Phone Allowance	\$ 8,398.00	\$ 9,180.00	\$ 9,720.00	\$ 9,720.00	\$ 9,720.00
6110	Part-Time Salaries	\$ 112,907.50	\$ 149,981.00	\$ 138,239.00	\$ 138,239.00	\$ 138,239.00
6120	Retirement	\$ 204,062.06	\$ 223,036.00	\$ 240,203.00	\$ 240,203.00	\$ 240,203.00
6121	457 Pension	\$ 87.17	\$ -	\$ -	\$ -	\$ -
6130	Employee Insurance	\$ 190,577.50	\$ 178,249.00	\$ 191,834.00	\$ 191,834.00	\$ 191,834.00
6140	Workers Compensation	\$ 94,172.79	\$ 159,926.00	\$ 189,257.00	\$ 189,257.00	\$ 189,257.00
<b>Personnel</b>		<b>\$ 1,743,071.71</b>	<b>\$ 1,979,095.00</b>	<b>\$ 2,133,974.00</b>	<b>\$ 2,133,974.00</b>	<b>\$ 2,133,974.00</b>
<b>Services and Supplies</b>						
6210	Telephone/Internet	\$ 2,143.38	\$ 4,280.00	\$ 3,360.00	\$ 3,360.00	\$ 3,360.00
6310	Pool Chemicals	\$ 2,182.96	\$ 8,250.00	\$ 8,250.00	\$ 8,250.00	\$ 8,250.00
6320	Janitorial Supplies	\$ 41,241.82	\$ 48,408.00	\$ 48,408.00	\$ 48,408.00	\$ 48,408.00
6321	COVID-19 Supplies	\$ 9,991.47	\$ 5,000.00	\$ 500.00	\$ 500.00	\$ 500.00
6350	Water Maint & Service	\$ 106.30	\$ 480.00	\$ 480.00	\$ 480.00	\$ 480.00
6360	Laundry/Wash Service	\$ -	\$ 180.00	\$ 180.00	\$ 180.00	\$ 180.00
6510	Fuel	\$ 46,959.91	\$ 51,600.00	\$ 73,590.00	\$ 73,590.00	\$ 73,590.00
6520	Vehicle Maintenance	\$ 25,860.64	\$ 35,400.00	\$ 35,400.00	\$ 35,400.00	\$ 35,400.00
6610	Building Repair	\$ 51,959.70	\$ 88,000.00	\$ 85,500.00	\$ 85,500.00	\$ 85,500.00
6620	HVAC	\$ 8,065.82	\$ 8,820.00	\$ 8,820.00	\$ 8,820.00	\$ 8,820.00
6630	Playground Maintenance	\$ 19,649.29	\$ 60,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
6705	Turf Removal	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -
6710	Grounds Maintenance	\$ 83,052.90	\$ 86,220.00	\$ 81,420.00	\$ 81,420.00	\$ 81,420.00
6719	Tree Care	\$ 29,996.85	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
6730	Contracted Pest Control	\$ 860.00	\$ 2,520.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
6740	Rubbish & Refuse	\$ 69,003.56	\$ 79,346.00	\$ 79,830.00	\$ 79,830.00	\$ 79,830.00
6750	Vandalism/Theft	\$ 265.91	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
6810	Memberships	\$ -	\$ 550.00	\$ 400.00	\$ 400.00	\$ 400.00
6910	Office Supplies	\$ -	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
6940	Printing Charges	\$ 2,314.18	\$ 900.00	\$ 450.00	\$ 450.00	\$ 450.00
7020	Fire & Safety Insp Fees	\$ 2,239.93	\$ 2,400.00	\$ 2,975.00	\$ 2,975.00	\$ 2,975.00
7030	Permit & Licensing Fees	\$ 1,740.26	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00
7040	State License Fee	\$ 657.50	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7150	Security Services	\$ -	\$ 750.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
7180	Business Services	\$ 4,016.76	\$ 3,300.00	\$ 20,100.00	\$ 20,100.00	\$ 20,100.00
7210	Subscriptions	\$ -	\$ 480.00	\$ 120.00	\$ 120.00	\$ 120.00
7310	Rents & Leases - Equip	\$ 2,873.23	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
7440	Sporting Goods	\$ 1,722.25	\$ 2,400.00	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00
7500	Small Tools	\$ 4,873.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
7510	Safety Supplies	\$ 84.88	\$ 600.00	\$ 300.00	\$ 300.00	\$ 300.00
7610	Uniform Allowance	\$ 5,106.85	\$ 7,510.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00
7620	Safety Clothing	\$ 2,757.49	\$ 4,764.00	\$ 5,404.00	\$ 5,404.00	\$ 5,404.00
7710	Conference&Seminar Staff	\$ 1,923.65	\$ 4,200.00	\$ 7,350.00	\$ 7,350.00	\$ 7,350.00
7720	Conference&Seminar Travel Exp	\$ -	\$ 3,974.00	\$ 250.00	\$ 250.00	\$ 250.00
7760	Tuition/Book Reimbursemetn	\$ -	\$ -	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
7810	Utilities - Gas	\$ 26,097.93	\$ 30,414.00	\$ 38,740.00	\$ 38,740.00	\$ 38,740.00

**Pleasant Valley Recreation & Park District**  
**FY 2022-2023 Budget**  
**Parks (410)**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved
7820	Utilities - Water	\$ 888,333.71	\$ 899,999.00	\$ 910,143.00	\$ 910,143.00	\$ 910,143.00
7830	Utilities - Electric	\$ 155,202.20	\$ 210,000.00	\$ 217,575.00	\$ 217,575.00	\$ 217,575.00
7840	Airport Assessment Exp	\$ 842.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00
7920	Meals for Staff Training	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
7930	Employee Morale	\$ 64.24	\$ -	\$ -	\$ -	\$ -
8112	Classes Refund 2020	\$ 635.00	\$ -	\$ -	\$ -	\$ -
<b>Services and Supplies</b>		<b>\$ 1,492,825.57</b>	<b>\$ 1,737,345.00</b>	<b>\$ 1,755,445.00</b>	<b>\$ 1,755,445.00</b>	<b>\$ 1,755,445.00</b>
<b>Capital</b>						
8400	Capital	\$ -	\$ -	\$ 645,000.00	\$ 765,000.00	\$ 765,000.00
8420	Equip/Facility Replacement	\$ 269.42	\$ 64,730.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00
8468	Community Center Marquee	\$ 3,997.52	\$ -	\$ -	\$ -	\$ -
8475	Turf Grinder	\$ 14,366.14	\$ -	\$ -	\$ -	\$ -
8476	Pitts Ranch BB Crt Repaint	\$ 7,950.00	\$ -	\$ -	\$ -	\$ -
8477	PV Fields Painting West End	\$ 8,830.00	\$ -	\$ -	\$ -	\$ -
8481	HVAC Administration Bldg	\$ 13,200.00	\$ -	\$ -	\$ -	\$ -
8482	HVAC for Room #6	\$ 10,876.76	\$ -	\$ -	\$ -	\$ -
8483	ECAA Loan-Lighting Project	\$ -	\$ 190,000.00	\$ -	\$ -	\$ -
8485	HVAC Conference Room	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -
8486	Pool Vacuum	\$ -	\$ 6,000.00	\$ -	\$ -	\$ -
8487	Springville Parking Lot	\$ -	\$ 80,000.00	\$ -	\$ -	\$ -
8488	Mission Oaks Parking Lot	\$ -	\$ 100,000.00	\$ -	\$ -	\$ -
8489	Tennis Court Lighting	\$ -	\$ 140,000.00	\$ -	\$ -	\$ -
8491	Senior Center Carpeting	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -
8492	Sr Ctr Upgrade to Sound Board	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -
8495	Turf Sweeper	\$ -	\$ 8,190.00	\$ -	\$ -	\$ -
<b>Capital</b>		<b>\$ 59,489.84</b>	<b>\$ 633,920.00</b>	<b>\$ 735,000.00</b>	<b>\$ 855,000.00</b>	<b>\$ 855,000.00</b>
<b>Revenue Total</b>		<b>\$ (546,185.71)</b>	<b>\$ (388,333.00)</b>	<b>\$ (409,527.00)</b>	<b>\$ (409,527.00)</b>	<b>\$ (409,527.00)</b>
<b>Expense Total</b>		<b>\$ 3,235,897.28</b>	<b>\$ 3,716,440.00</b>	<b>\$ 3,889,419.00</b>	<b>\$ 3,889,419.00</b>	<b>\$ 3,889,419.00</b>
<b>Grand Total</b>		<b>\$ (2,689,711.57)</b>	<b>\$ (3,328,107.00)</b>	<b>\$ (3,479,892.00)</b>	<b>\$ (3,479,892.00)</b>	<b>\$ (3,479,892.00)</b>
<b>Expense and Capital</b>		<b>\$ 3,295,387.12</b>	<b>\$ 4,350,360.00</b>	<b>\$ 4,624,419.00</b>	<b>\$ 4,744,419.00</b>	<b>\$ 4,744,419.00</b>

**Pleasant Valley Recreation & Park District**  
**FY 2022-2023 Budget**  
**Recreation Administration (503)**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved
<b>Revenue</b>						
5511	Public Fees	\$ (1,110.00)	\$ (27,795.00)	\$ (27,295.00)	\$ (27,295.00)	\$ (27,295.00)
5555	Activity Guide Revenue	\$ (1,750.00)	\$ (10,000.00)	\$ (10,000.00)	\$ (10,000.00)	\$ (10,000.00)
5558	Sponsorships/Donations	\$ (4,065.00)	\$ (1,000.00)	\$ (21,250.00)	\$ (21,250.00)	\$ (21,250.00)
5563	Staffing Cost Recovery	\$ (8,992.00)	\$ (1,250.00)	\$ -	\$ -	\$ -
5564	Special Event Permits	\$ (600.00)	\$ -	\$ -	\$ -	\$ -
<b>Revenue</b>		<b>\$ (16,517.00)</b>	<b>\$ (40,045.00)</b>	<b>\$ (58,545.00)</b>	<b>\$ (58,545.00)</b>	<b>\$ (58,545.00)</b>
<b>Personnel</b>						
6100	Full Time Salaries	\$ 203,159.48	\$ 199,745.00	\$ 189,048.00	\$ 189,048.00	\$ 189,048.00
6108	Cell Phone Allowance	\$ 780.00	\$ 780.00	\$ 780.00	\$ 780.00	\$ 780.00
6110	Part-Time Salaries	\$ 885.50	\$ 18,230.00	\$ 30,209.00	\$ 30,209.00	\$ 30,209.00
6120	Retirement	\$ 30,856.01	\$ 31,114.00	\$ 29,082.00	\$ 29,082.00	\$ 29,082.00
6130	Employee Insurance	\$ 16,193.85	\$ 14,956.00	\$ 30,601.00	\$ 30,601.00	\$ 30,601.00
6140	Workers Compensation	\$ 3,381.72	\$ 5,470.00	\$ 6,139.00	\$ 6,139.00	\$ 6,139.00
<b>Personnel</b>		<b>\$ 255,256.56</b>	<b>\$ 270,295.00</b>	<b>\$ 285,859.00</b>	<b>\$ 285,859.00</b>	<b>\$ 285,859.00</b>
<b>Services and Supplies</b>						
6330	Kitchen Supplies	\$ -	\$ 100.00	\$ 300.00	\$ 300.00	\$ 300.00
6340	Food Supplies	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
6360	Laundry/Wash Service	\$ 178.00	\$ 700.00	\$ 1,040.00	\$ 1,040.00	\$ 1,040.00
6530	Office Equipment Maintenance	\$ 116.89	\$ -	\$ -	\$ -	\$ -
6810	Memberships	\$ -	\$ -	\$ 50.00	\$ 50.00	\$ 50.00
6910	Office Supplies	\$ 96.85	\$ 1,250.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
6920	Postage Expense	\$ -	\$ 11,200.00	\$ 16,900.00	\$ 16,900.00	\$ 16,900.00
7020	Fire & Safety Insp Fees	\$ -	\$ 1,400.00	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00
7030	Permit & Licensing Fees	\$ -	\$ 2,850.00	\$ 3,050.00	\$ 3,050.00	\$ 3,050.00
7100	Professional Services	\$ -	\$ 1,000.00	\$ 12,001.00	\$ 12,001.00	\$ 12,001.00
7115	Typeset and Print Services	\$ -	\$ 29,000.00	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00
7140	Medical & Health Svcs (HR)	\$ -	\$ 1,500.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00
7150	Security Services	\$ -	\$ 650.00	\$ 1,475.00	\$ 1,475.00	\$ 1,475.00
7160	Entertainment Services	\$ -	\$ 1,400.00	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00
7180	Business Services	\$ 378.00	\$ 900.00	\$ 5,650.00	\$ 5,650.00	\$ 5,650.00
7210	Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -
7310	Rents & Leases - Equip	\$ (132.40)	\$ 2,000.00	\$ 9,300.00	\$ 9,300.00	\$ 9,300.00
7320	Bldg/Field Leases & Rental	\$ 190.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00
7420	Supplies	\$ 1,493.98	\$ 14,435.00	\$ 10,700.00	\$ 10,700.00	\$ 10,700.00
7610	Uniform Allowance	\$ -	\$ 1,560.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00
7700	Transportation and Travel	\$ -	\$ 1,500.00	\$ 600.00	\$ 600.00	\$ 600.00
7710	Conference&Seminar Staff	\$ -	\$ 5,970.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
7720	Conference&Seminar Travel Exp	\$ -	\$ 3,500.00	\$ 18,390.00	\$ 18,390.00	\$ 18,390.00
7730	Private Vehicle Mileage	\$ 82.94	\$ 1,416.00	\$ 3,540.00	\$ 3,540.00	\$ 3,540.00
7910	Awards and Certificates	\$ -	\$ -	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00
<b>Services and Supplies</b>		<b>\$ 2,404.26</b>	<b>\$ 82,391.00</b>	<b>\$ 146,506.00</b>	<b>\$ 146,506.00</b>	<b>\$ 146,506.00</b>
<b>Revenue Total</b>		<b>\$ (16,517.00)</b>	<b>\$ (40,045.00)</b>	<b>\$ (58,545.00)</b>	<b>\$ (58,545.00)</b>	<b>\$ (58,545.00)</b>
<b>Expense Total</b>		<b>\$ 257,660.82</b>	<b>\$ 352,686.00</b>	<b>\$ 432,365.00</b>	<b>\$ 432,365.00</b>	<b>\$ 432,365.00</b>
<b>Grand Total</b>		<b>\$ (241,143.82)</b>	<b>\$ (312,641.00)</b>	<b>\$ (373,820.00)</b>	<b>\$ (373,820.00)</b>	<b>\$ (373,820.00)</b>

**Pleasant Valley Recreation & Park District**  
**FY 2022-2023 Budget**  
**Administration (505)**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved
<b>Revenue</b>						
5530	Rental	\$ (50.00)	\$ -	\$ -	\$ -	\$ -
5575	Other Misc Revenue	\$ (21,777.13)	\$ (267,955.00)	\$ (18,900.00)	\$ (18,900.00)	\$ (18,900.00)
5576	Credit Card Processing Fee	\$ (172.84)	\$ -	\$ -	\$ -	\$ -
5580	Cash Over/Under	\$ (166.00)	\$ -	\$ -	\$ -	\$ -
5605	Reimb-Needs Assessment/LPA	\$ (17,610.38)	\$ -	\$ -	\$ -	\$ -
<b>Revenue</b>		<b>\$ (39,776.35)</b>	<b>\$ (267,955.00)</b>	<b>\$ (18,900.00)</b>	<b>\$ (18,900.00)</b>	<b>\$ (18,900.00)</b>
<b>Personnel</b>						
6100	Full Time Salaries	\$ 691,229.38	\$ 790,564.00	\$ 867,198.00	\$ 867,198.00	\$ 867,198.00
6101	Overtime Salaries	\$ 157.85	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
6105	Car Allowance	\$ 5,999.76	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
6108	Cell Phone Allowance	\$ 3,090.00	\$ 3,705.00	\$ 3,822.00	\$ 3,822.00	\$ 3,822.00
6110	Part-Time Salaries	\$ 20,795.00	\$ 33,075.00	\$ 43,075.00	\$ 43,075.00	\$ 43,075.00
6120	Retirement	\$ 112,394.34	\$ 135,151.00	\$ 138,382.00	\$ 138,382.00	\$ 138,382.00
6121	457 Pension	\$ 6,888.32	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
6125	Deferred Compensation	\$ 4,750.10	\$ 4,752.00	\$ 4,895.00	\$ 4,895.00	\$ 4,895.00
6130	Employee Insurance	\$ 95,686.52	\$ 121,010.00	\$ 117,988.00	\$ 117,988.00	\$ 117,988.00
6140	Workers Compensation	\$ 5,170.68	\$ 8,012.00	\$ 9,398.00	\$ 9,398.00	\$ 9,398.00
6150	Unemployment Insurance	\$ 29,026.50	\$ 40,000.00	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00
6160	Loan - Pension Obligation	\$ 24,742.00	\$ 264,218.00	\$ 132,893.00	\$ 132,893.00	\$ 132,893.00
6170	PERS Unfunded Liability	\$ 434,065.00	\$ 516,970.00	\$ 565,994.00	\$ 565,994.00	\$ 565,994.00
<b>Personnel</b>		<b>\$ 1,433,995.45</b>	<b>\$ 1,932,957.00</b>	<b>\$ 1,909,145.00</b>	<b>\$ 1,914,145.00</b>	<b>\$ 1,914,145.00</b>
<b>Services and Supplies</b>						
6210	Telephone/Internet	\$ 18,174.63	\$ 18,728.00	\$ 19,772.00	\$ 19,772.00	\$ 19,772.00
6220	Internet Services	\$ 25,366.00	\$ 36,862.00	\$ 61,125.00	\$ 61,125.00	\$ 61,125.00
6230	IT Infrastructure	\$ 987.86	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
6240	Computer Hardware/Software	\$ 9,688.16	\$ 12,050.00	\$ 60,534.00	\$ 60,534.00	\$ 60,534.00
6321	COVID - Supplies	\$ 294.37	\$ 100.00	\$ -	\$ -	\$ -
6350	Water Maint & Service	\$ 833.75	\$ 785.00	\$ 785.00	\$ 785.00	\$ 785.00
6410	Insurance Liability	\$ 208,084.00	\$ 236,698.00	\$ 284,038.00	\$ 284,038.00	\$ 284,038.00
6727	Fee Schedule	\$ -	\$ 16,397.00	\$ -	\$ -	\$ -
6810	Memberships	\$ 12,185.00	\$ 13,740.00	\$ 14,527.00	\$ 14,527.00	\$ 14,527.00
6910	Office Supplies	\$ 5,272.22	\$ 11,159.00	\$ 21,120.00	\$ 21,120.00	\$ 21,120.00
6920	Postage Expense	\$ 1,052.40	\$ 1,500.00	\$ 1,740.00	\$ 1,740.00	\$ 1,740.00
6930	Advertising Expense	\$ 1,055.00	\$ 1,740.00	\$ 2,740.00	\$ 2,740.00	\$ 2,740.00
6940	Printing Charges	\$ 9,000.49	\$ 13,223.00	\$ 8,485.00	\$ 8,485.00	\$ 8,485.00
6950	Registration Fees	\$ 30,290.31	\$ 47,732.00	\$ 3,920.00	\$ 3,920.00	\$ 3,920.00
6960	Approp Redev/Collection Fees	\$ 509,538.40	\$ 545,454.00	\$ 552,000.00	\$ 552,000.00	\$ 552,000.00
6980	Minor Furn Fixture & Equip	\$ 1,121.45	\$ 1,137.00	\$ 1,137.00	\$ 1,137.00	\$ 1,137.00
7010	Fingerprint Fees (HR)	\$ 346.00	\$ 2,640.00	\$ 3,360.00	\$ 3,360.00	\$ 3,360.00
7100	Professional Services	\$ 7,000.00	\$ 80,550.00	\$ 135,500.00	\$ 135,500.00	\$ 135,500.00
7110	Legal Services	\$ 47,226.36	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00
7120	Instructor Services	\$ 9.99	\$ -	\$ -	\$ -	\$ -
7125	PERS Admin Fees	\$ 1,573.86	\$ 2,128.00	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00
7130	Audit Services	\$ 12,760.00	\$ 20,275.00	\$ 20,875.00	\$ 20,875.00	\$ 20,875.00
7140	Medical & Health Svcs (HR)	\$ 1,275.00	\$ 4,920.00	\$ 5,920.00	\$ 5,920.00	\$ 5,920.00
7150	Security Services	\$ 2,932.50	\$ 2,747.00	\$ 2,747.00	\$ 2,747.00	\$ 2,747.00
7180	Business Services	\$ 76,809.17	\$ 59,440.00	\$ 72,699.00	\$ 72,699.00	\$ 72,699.00
7210	Subscriptions	\$ 1,423.98	\$ 3,068.00	\$ 2,255.00	\$ 2,255.00	\$ 2,255.00
7460	Training Supplies	\$ 499.71	\$ 800.00	\$ 1,070.00	\$ 1,070.00	\$ 1,070.00
7510	Safety Supplies	\$ 125.30	\$ 300.00	\$ 1,755.00	\$ 1,755.00	\$ 1,755.00
7610	Uniform Allowance	\$ -	\$ 1,000.00	\$ 600.00	\$ 600.00	\$ 600.00
7710	Conference&Seminar Staff	\$ 4,969.68	\$ 13,026.00	\$ 17,241.00	\$ 17,241.00	\$ 17,241.00
7715	Conference&Seminar Board	\$ -	\$ 4,450.00	\$ 4,450.00	\$ 4,450.00	\$ 4,450.00
7720	Conference&Seminar Travel Exp	\$ -	\$ 6,244.00	\$ 8,309.00	\$ 8,309.00	\$ 8,309.00
7725	Out of Town Travel Board	\$ -	\$ 2,420.00	\$ 2,420.00	\$ 2,420.00	\$ 2,420.00
7730	Private Vehicle Mileage	\$ 35.42	\$ 901.00	\$ 908.00	\$ 908.00	\$ 908.00
7910	Awards and Certificates	\$ 239.41	\$ 530.00	\$ 740.00	\$ 740.00	\$ 740.00



**Pleasant Valley Recreation & Park District**  
**FY 2022-2023 Budget**  
**Administration (505)**

<b>Account</b>	<b>Description</b>	<b>Two Year Prior Actual</b>	<b>One Year Prior Budget</b>	<b>Requested</b>	<b>Proposed</b>	<b>Approved</b>
7920	Meals for Staff Training	\$ 1,395.96	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
7930	Employee Morale	\$ 80.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00
7971	Reserve - Computer Fleet			\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
7973	Reserve Dry Period	\$ -	\$ 36,645.00	\$ 65,203.00	\$ 65,203.00	\$ 65,203.00
7974	Reserve - Capital Improvements			\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
7975	Reserve Repair/Oper/Admin	\$ -	\$ 100,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
7976	Reserve - Compensated Absences	\$ -	\$ 75,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
8112	Admin Fee/CC Refund 2020	\$ 357.00	\$ -	\$ -	\$ -	\$ -
<b>Services and Supplies</b>		<b>\$ 992,003.38</b>	<b>\$ 1,474,889.00</b>	<b>\$ 1,550,675.00</b>	<b>\$ 1,550,675.00</b>	<b>\$ 1,550,675.00</b>
<b>Capital</b>						
8474	Switches and Servers	\$ 29,642.96	\$ -	\$ -	\$ -	\$ -
8496	ADA Transition Plan	\$ -	\$ 82,880.00	\$ -	\$ -	\$ -
<b>Capital</b>		<b>\$ 29,642.96</b>	<b>\$ 82,880.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Revenue Total</b>		<b>\$ (39,776.35)</b>	<b>\$ (267,955.00)</b>	<b>\$ (18,900.00)</b>	<b>\$ (18,900.00)</b>	<b>\$ (18,900.00)</b>
<b>Expense Total</b>		<b>\$ 2,425,998.83</b>	<b>\$ 3,407,846.00</b>	<b>\$ 3,459,820.00</b>	<b>\$ 3,464,820.00</b>	<b>\$ 3,464,820.00</b>
<b>Grand Total</b>		<b>\$ (2,386,222.48)</b>	<b>\$ (3,139,891.00)</b>	<b>\$ (3,440,920.00)</b>	<b>\$ (3,445,920.00)</b>	<b>\$ (3,445,920.00)</b>
<b>Expenses and Capital</b>		<b>\$ 2,455,641.79</b>	<b>\$ 3,490,726.00</b>	<b>\$ 3,459,820.00</b>	<b>\$ 3,464,820.00</b>	<b>\$ 3,464,820.00</b>

**Pleasant Valley Recreation & Park District  
FY 2022-2023 Budget  
Grants (520)**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved
<b>Revenue</b>						
5563	Staffing Cost Recovery	\$ (13,099.00)	\$ (18,000.00)	\$ (18,000.00)	\$ (18,000.00)	\$ (18,000.00)
5573	Grants	\$ (7,176.00)	\$ -	\$ -	\$ -	\$ -
<b>Revenue</b>		<b>\$ (20,275.00)</b>	<b>\$ (18,000.00)</b>	<b>\$ (18,000.00)</b>	<b>\$ (18,000.00)</b>	<b>\$ (18,000.00)</b>
<b>Personnel</b>						
6100	Full Time Salaries	\$ 6,560.83	\$ 23,954.00	\$ 12,896.00	\$ 12,896.00	\$ 12,896.00
6108	Cell Phone Allowance	\$ -	\$ 195.00	\$ 78.00	\$ 78.00	\$ 78.00
6110	Part-Time Salaries	\$ 262.85	\$ 1,740.00	\$ 2,325.00	\$ 2,325.00	\$ 2,325.00
6120	Retirement	\$ 1,019.85	\$ 8,361.00	\$ 1,990.00	\$ 1,990.00	\$ 1,990.00
6130	Employee Insurance	\$ 709.14	\$ 11,163.00	\$ 2,584.00	\$ 2,584.00	\$ 2,584.00
6140	Workers Compensation	\$ 114.45	\$ 1,916.00	\$ 244.00	\$ 244.00	\$ 244.00
<b>Personnel</b>		<b>\$ 8,667.12</b>	<b>\$ 47,329.00</b>	<b>\$ 20,117.00</b>	<b>\$ 20,117.00</b>	<b>\$ 20,117.00</b>
<b>Services and Supplies</b>						
6340	Food Supplies	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -
6930	Advertising Expense	\$ -	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00
7030	Permit & Licensing Fees	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
7120	Instructor Services	\$ 1,175.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
7160	Entertainment Services	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7180	Business Services	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
7310	Rents & Leases - Equip	\$ -	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
7410	Event Supplies	\$ 627.35	\$ 1,920.00	\$ 420.00	\$ 420.00	\$ 420.00
7610	Uniform Allowance	\$ -	\$ 150.00	\$ -	\$ -	\$ -
7730	Private Vehicle Mileage	\$ -	\$ 1,575.00	\$ 77.00	\$ 77.00	\$ 77.00
<b>Services and Supplies</b>		<b>\$ 1,802.35</b>	<b>\$ 10,395.00</b>	<b>\$ 6,247.00</b>	<b>\$ 6,247.00</b>	<b>\$ 6,247.00</b>
<b>Revenue Total</b>						
<b>Revenue Total</b>		<b>\$ (20,275.00)</b>	<b>\$ (18,000.00)</b>	<b>\$ (18,000.00)</b>	<b>\$ (18,000.00)</b>	<b>\$ (18,000.00)</b>
<b>Expense Total</b>						
<b>Expense Total</b>		<b>\$ 10,469.47</b>	<b>\$ 57,724.00</b>	<b>\$ 26,364.00</b>	<b>\$ 26,364.00</b>	<b>\$ 26,364.00</b>
<b>Grand Total</b>						
<b>Grand Total</b>		<b>\$ 9,805.53</b>	<b>\$ (39,724.00)</b>	<b>\$ (8,364.00)</b>	<b>\$ (8,364.00)</b>	<b>\$ (8,364.00)</b>

**Pleasant Valley Recreation & Park District**  
**FY 2022-2023 Budget**  
**Assessment District Fund 20**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved
<b>Revenue</b>						
5110	Tax Apport - Cur Year Secured	\$ (23,696.70)	\$ -	\$ -	\$ -	\$ -
5130	Tax Apport - Prior Year Sec	\$ -	\$ -	\$ (238.00)	\$ (238.00)	\$ (238.00)
5310	Interest Earnings	\$ (291.44)	\$ (238.00)	\$ -	\$ -	\$ -
5500	Assessment Revenue	\$ (1,178,293.51)	\$ (1,209,566.00)	\$ (1,251,393.00)	\$ (1,251,393.00)	\$ (1,251,393.00)
<b>Revenue</b>		<b>\$ (1,202,281.65)</b>	<b>\$ (1,209,804.00)</b>	<b>\$ (1,251,631.00)</b>	<b>\$ (1,251,631.00)</b>	<b>\$ (1,251,631.00)</b>
<b>Personnel</b>						
6100	Full Time Salaries	\$ 18,076.02	\$ 20,831.00	\$ 21,048.00	\$ 21,048.00	\$ 21,048.00
6108	Cell Phone Allowance	\$ -	\$ 178.00	\$ 162.00	\$ 162.00	\$ 162.00
6120	Retirement	\$ 3,108.00	\$ 3,568.00	\$ 3,601.00	\$ 3,601.00	\$ 3,601.00
6130	Employee Insurance	\$ 4,726.41	\$ 3,749.00	\$ 4,386.00	\$ 4,386.00	\$ 4,386.00
6140	Workers Compensation	\$ 1,873.67	\$ 2,483.00	\$ 2,787.00	\$ 2,787.00	\$ 2,787.00
<b>Personnel</b>		<b>\$ 27,784.10</b>	<b>\$ 30,809.00</b>	<b>\$ 31,984.00</b>	<b>\$ 31,984.00</b>	<b>\$ 31,984.00</b>
<b>Services and Supplies</b>						
6709	Incidental Costs - Assess	\$ 18,620.01	\$ 30,094.00	\$ 19,444.00	\$ 19,444.00	\$ 19,444.00
6710	Grounds Maintenance	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -
6719	Tree Care	\$ 67,500.00	\$ 67,500.00	\$ 88,502.00	\$ 88,502.00	\$ 88,502.00
6720	Contracted LS Services	\$ 488,631.08	\$ 465,913.00	\$ 516,049.00	\$ 516,049.00	\$ 516,049.00
6722	Park Amenities - Assess	\$ 15,956.43	\$ 17,500.00	\$ 34,000.00	\$ 34,000.00	\$ 34,000.00
6950	Registration Fees	\$ -	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00
6960	Approp Redev/Collection Fees	\$ 2,891.08	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
7950	COP Debt - PV Fields	\$ 525,559.21	\$ 529,760.00	\$ 529,760.00	\$ 529,760.00	\$ 529,760.00
<b>Services and Supplies</b>		<b>\$ 1,119,157.81</b>	<b>\$ 1,129,337.00</b>	<b>\$ 1,191,325.00</b>	<b>\$ 1,191,325.00</b>	<b>\$ 1,191,325.00</b>
<b>Revenue Total</b>		<b>\$ (1,202,281.65)</b>	<b>\$ (1,209,804.00)</b>	<b>\$ (1,251,631.00)</b>	<b>\$ (1,251,631.00)</b>	<b>\$ (1,251,631.00)</b>
<b>Expense Total</b>		<b>\$ 1,146,941.91</b>	<b>\$ 1,160,146.00</b>	<b>\$ 1,223,309.00</b>	<b>\$ 1,223,309.00</b>	<b>\$ 1,223,309.00</b>
<b>Grand Total</b>		<b>\$ 55,339.74</b>	<b>\$ 49,658.00</b>	<b>\$ 28,322.00</b>	<b>\$ 28,322.00</b>	<b>\$ 28,322.00</b>

**Pleasant Valley Recreation & Park District  
FY 2022-2023 Budget  
Park Dedication Fees ( Fund 30 Quimby)**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved
<b>Revenue</b>						
5310	Interest Earnings	\$ (35,233.24)	\$ (10,013.00)	\$ (5,125.00)	\$ (5,125.00)	\$ (5,125.00)
5320	MBS Interest Earnings	\$ (7,320.00)	\$ -	\$ -	\$ -	\$ -
5400	Park Dedication Fees	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Revenue</b>		<b>\$ (42,553.24)</b>	<b>\$ (10,013.00)</b>	<b>\$ (5,125.00)</b>	<b>\$ (5,125.00)</b>	<b>\$ (5,125.00)</b>
<b>Services and Supplies</b>						
6930	Advertising Expense	\$ -	\$ -	\$ -	\$ -	\$ -
6950	Registration Fees	\$ 12.00	\$ -	\$ -	\$ -	\$ -
8111	Refunds	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Services and Supplies</b>		<b>\$ 12.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Capital</b>						
8400	Capital	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	\$ 1,400,000.00
8464	Arneill Ranch Park Renovation	\$ 93,593.54	\$ 1,477,651.00	\$ -	\$ -	\$ -
8469	PVAC Restroom & Shower	\$ 35,249.13	\$ -	\$ -	\$ -	\$ -
8475	Turf Grinder	\$ -	\$ -	\$ -	\$ -	\$ -
8478	Fertilizer Injector System	\$ 50,788.90	\$ -	\$ -	\$ -	\$ -
8480	Community Center Kitchen	\$ 20,652.84	\$ 273,262.00	\$ -	\$ -	\$ -
8493	Pickleball Sports Complex	\$ -	\$ 1,400,000.00	\$ -	\$ -	\$ -
<b>Capital</b>		<b>\$ 200,284.41</b>	<b>\$ 3,150,913.00</b>	<b>\$ 1,400,000.00</b>	<b>\$ 1,400,000.00</b>	<b>\$ 1,400,000.00</b>
<b>Revenue Total</b>		<b>\$ (42,553.24)</b>	<b>\$ (10,013.00)</b>	<b>\$ (5,125.00)</b>	<b>\$ (5,125.00)</b>	<b>\$ (5,125.00)</b>
<b>Expense Total</b>		<b>\$ 12.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Grand Total</b>		<b>\$ 42,541.24</b>	<b>\$ 10,013.00</b>	<b>\$ 5,125.00</b>	<b>\$ 5,125.00</b>	<b>\$ 5,125.00</b>
<b>Expenses and Capital</b>		<b>\$ 200,296.41</b>	<b>\$ 3,150,913.00</b>	<b>\$ 1,400,000.00</b>	<b>\$ 1,400,000.00</b>	<b>\$ 1,400,000.00</b>

**Pleasant Valley Recreation & Park District**  
**FY 2022-2023 Budget**  
**Park Impact Fees (Fund 40)**

<b>Account</b>	<b>Description</b>	<b>Two Year Prior Actual</b>	<b>One Year Prior Budget</b>	<b>Requested</b>	<b>Proposed</b>	<b>Approved</b>
<b>Revenue</b>						
5310	Interest Earnings	\$ -	\$ -	\$ (66.00)	\$ (66.00)	\$ (66.00)
5450	Park Impact Fees	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Revenue</b>		\$ -	\$ -	\$ (66.00)	\$ (66.00)	\$ (66.00)
<b>Revenue Total</b>		\$ -	\$ -	\$ (66.00)	\$ (66.00)	\$ (66.00)
<b>Expense Total</b>		\$ -	\$ -	\$ -	\$ -	\$ -
<b>Grand Total</b>		\$ -	\$ -	\$ (66.00)	\$ (66.00)	\$ (66.00)

**Pleasant Valley Recreation & Park District**  
**FY 2022-2023 Budget**  
**Community Development Block Grant (Fund 50 CDBG)**

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved
<b>Revenue</b>						
5563	Staffing Cost Recovery	\$ -	\$ -	\$ (42,428.00)	\$ (42,428.00)	\$ (42,428.00)
5577	CDBG - Food Share	\$ -	\$ (42,428.33)	\$ -	\$ -	\$ -
<b>Revenue</b>		<b>\$ -</b>	<b>\$ (42,428.33)</b>	<b>\$ (42,428.00)</b>	<b>\$ (42,428.00)</b>	<b>\$ (42,428.00)</b>
<b>Personnel</b>						
6100	Full Time Salaries	\$ -	\$ 37,587.00	\$ 34,508.00	\$ 34,508.00	\$ 34,508.00
6110	Part-Time Salaries	\$ -	\$ 5,000.00	\$ 5,333.00	\$ 5,333.00	\$ 5,333.00
6120	Retirement	\$ -	\$ 2,853.00	\$ -	\$ -	\$ -
6130	Employee Insurance	\$ -	\$ 3,591.00	\$ -	\$ -	\$ -
6140	Workers Compensation	\$ -	\$ 1,082.00	\$ -	\$ -	\$ -
6910	Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Personnel</b>		<b>\$ -</b>	<b>\$ 50,113.00</b>	<b>\$ 39,841.00</b>	<b>\$ 39,841.00</b>	<b>\$ 39,841.00</b>
<b>Services and Supplies</b>						
7410	Event Supplies	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -
7610	Uniform Allowance	\$ -	\$ 150.00	\$ -	\$ -	\$ -
7730	Private Vehicle Mileage	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -
<b>Services and Supplies</b>		<b>\$ -</b>	<b>\$ 3,150.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Revenue Total		\$ -	\$ (42,428.33)	\$ (42,428.00)	\$ (42,428.00)	\$ (42,428.00)
Expense Total		\$ -	\$ 53,263.00	\$ 39,841.00	\$ 39,841.00	\$ 39,841.00
Grand Total		\$ -	\$ (10,834.67)	\$ 2,587.00	\$ 2,587.00	\$ 2,587.00

**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: June 1, 2022**

**SUBJECT: CONSIDERATION AND APPROVAL OF  
RESOLUTION NO. 713 ADOPTING A DISTRICT  
PURCHASING POLICY**

**SUMMARY**

As a best practice, policies and procedures should be reviewed every three to five years. On March 2, 2011, the Board of Directors adopted a revised Purchasing Policy. Regularly reviewing policies will keep the District up to date with industry best practices. This policy will update the purchasing maximums by the General Manager and staff and update the credit card limits and single purchase limits by the General Manager and staff.

**BACKGROUND**

On March 2, 2011, a revised Purchasing Policy was presented before the Board of Directors for approval. This policy shows the District is committed to managing the finances in a prudent and responsible method through the adherence to management disciplines to ensure fiscal stability. This stability is demonstrated, in part, through the District's maintenance of a structurally balanced budget in which ongoing expenditures are supported by ongoing revenues and monthly finance committee meetings to ensure the spending plan is followed.

The District Board held a board goal setting meeting on January 23, 2021, with the intention to review progress made towards PVRPD's strategic plan and review the mission statement, core values, vision statement and strategic focus areas for the next five years. During the meeting, one of the items the Board requested staff to look at was "sustained financial stability". Staff has been reviewing various financial policies to adhere to the Board's request, starting with the Investment Policy and the Debt Policy and continuing with the Purchasing Policy.

**ANALYSIS**

The attached Purchasing Policy is intended to provide clear, concise reasons and guidance for the accumulation and management of the District's policies. The current policy included in this packet is a "red-lined" version so that changes are easier to identify. The new policies include reviewing information from the California Special

Districts Association (CSDA) Sample Policy Handbook as well as other governmental agencies. The Handbook gives numerous sample policies for special districts to reference when creating or updating their own district policies.

The Purchasing Policy was presented before the Finance Committee on two occasions: 1) March 16, 2022, to go over recommended changes to the Purchasing Policy and 2) on April 20, 2022, to bring back recommendations. On April 21, 2022, the Purchasing Policy was forwarded to district counsel for review.

District counsel reviewed the Purchasing Policy and made changes. Their main suggestion included:

- State all subsections of Public Contracts Code 20815.1 which include (a) through (d) in the policy.

Included in the board packet is the “red-line” version of the current Purchasing Policy. A few of the major changes are:

- Increasing the General Manager spending limit on items or services from \$15,000 to \$25,000 unless the project is determined to be a public works project
- Added Categories to policy
  - Sole Source Purchases has been added to the policy
  - Urgency Purchases has been added to the policy
  - Selection of Consultants for Professional Services for Continuing Services
- Bidding
  - Bid Protest explanation and steps
- Credit Card Usage
  - Credit Limits

A clean version of the Purchasing Policy with “red-line” changes being accepted is also in the report in Attachment 4.

### **FISCAL IMPACT**

There is no fiscal impact associated with this action.

### **RECOMMENDATION**

Staff recommends the Board approve Resolution No. 713, adopting a District Purchasing Policy.

### **STRATEGIC PLAN COMPLIANCE**

This change to the Purchasing Policy meets the 2021 Strategic Plan Goal 1.2: Utilize best accounting practices and forecast and optimize revenue while controlling expenditures.

### **ATTACHMENT**

- 1) Resolution #468 (Purchasing Policy) (8 pages)
- 2) Red-Line Version Purchasing Policy 2022 (14 pages)
- 3) Resolution #713 – Purchasing Policy 2022 (2 pages)
- 4) Clean Version Purchasing Policy Changes Accepted (12 pages)



**RESOLUTION NO. 468**

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE PLEASANT VALLEY RECREATION AND PARK DISTRICT ADOPTING  
RULES AND REGULATIONS PERTAINING TO THE PURCHASE OF  
SUPPLIES, EQUIPMENT AND RELATED SERVICES; AND REVIEW AND  
AUTHORIZATION OF PROJECTS IN EXCESS OF \$15,000 WITHIN THE  
SCOPE OF PUBLIC CONTRACT CODE § 20815 ET SEQ.**

**WHEREAS**, California Public Resources Code section 5786.15 requires recreation and park districts to adopt policies and procedures, including bidding regulations, governing the purchase of supplies and equipment; and

**WHEREAS**, such policies and procedures are to be adopted in accordance with California Government Code section 54201 et. seq.; and

**WHEREAS**, the Board of Directors ("Board") of the Pleasant Valley Recreation And Park District ("District") wishes to establish policies and procedures regarding the purchase of supplies, equipment and related services; and

**WHEREAS**, the Board additionally desires to review and authorize any prospective new construction, alterations, maintenance, repairs, materials, or supplies in excess of \$15,000, as those items are defined within the meaning of Public Contract Code § 20815 et seq. prior to the District advertising for formal or informal bids or entering into discussions for negotiated procurement or acquisition by other means for such items; and

**WHEREAS**, it is necessary for the efficiency of the District's operations to delegate responsibility and authority to certain specific District employees who will carry out these responsibilities on a day-to-day basis; and

**WHEREAS**, the Board wishes to repeal previously-adopted Resolution No.393, dated July 13, 2005;

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**PART I - GENERAL**

**Section 100 - Short Title and Purpose of Resolution**

This Resolution shall be known as the District Purchasing Resolution, effective upon adoption, and may be cited as such. Its purposes are to establish policies and

procedures for the purchase of supplies, equipment, and related services at the lowest possible cost commensurate with the quality needed; exercise positive financial control over purchases; review and authorize those items contained within the scope of Public Contract Code § 20815 et seq. which are in excess of \$15,000, prior to efforts by District staff to initiate acquisition of such items; and clearly define authority for the purchasing function:

### **Section 101 - Definitions**

The definitions given in this section shall be used in the interpretation of this Resolution unless another meaning for the word is apparent from the context:

- a. "Board" means the District Board of Directors.
- b. "District" means the District.
- c. "Emergency" means circumstances or conditions that pose, an immediate threat to public health, welfare, or safety as determined by the General Manager in which little or no time exists to seek Board action or approval, if otherwise such action or approval were required.
- d. "General Manager" means the Pleasant Valley Recreation And Park District General Manager as designated by the District Board of Directors.
- e. "Impossible" means actual impossibility or extremely and unreasonably difficult or expensive.
- f. "Impractical" means incapable of being adequately or reasonably performed by the bid procedure.
- g. "Incongruous" means not suitable or compatible with the bid procedure.
- h. "Negotiated Procurement" means any contract awarded as a result of negotiations rather than competitive bids.
- i. "Purchase" includes rental or lease.
- J. "Supplies, equipment, and related services" means all supplies, equipment, and services generally referred to as part of the services and supplies and/or fixed assets series in the District expense accounts, including those expenses related to the maintenance and servicing of District equipment and property.

### **Section 103 -Administrative Rules and Procedures**

The General Manager shall issue and enforce such administrative rules and procedures as required and necessary to carry out the intent and purposes of this Resolution. Among these shall be a prohibition against "splitting" orders to avoid established purchasing or contracting requirements.

### **Section 104 - General Manager**

The General Manager shall have authority to:

- a. Purchase or contract for supplies, equipment and related services, projects and other items required by the District in accordance with the purchasing policies set forth in this Resolution, and such administrative rules & procedures as shall be issued by the General Manager from time to time;
- b. Negotiate and recommend the execution of contracts for the purchase of supplies, equipment, & related services; and other projects and items as set forth in this Resolution;
- c. Act to procure the needed quality in supplies, equipment, related services and other projects and items at the least overall expense to the District;
- d. Endeavor to obtain as full and open competition as reasonable on purchases;
- e. Prepare, update, and implement rules and procedures governing the purchasing of supplies, equipment, and related services and other projects and items for the District;
- f. Keep informed of current developments in the field of purchasing as well as prices, market conditions, and new products;
- g. Prescribe and maintain such records as are reasonably necessary to document compliance with the provisions of this Resolution and other administrative rules & regulations;
- h. Maintain records needed for efficient operation of the purchasing function.

## **PART II - AUTHORIZATION TO PURCHASE SUPPLIES, EQUIPMENT & RELATED SERVICES**

### **Section 201- Authorization by Board of Directors**

The Board of Directors must specifically authorize the purchase of any supplies, equipment, or related services having an estimated value greater than \$15,000. For those projects and items in excess of \$15,000 and subject to Public Contract Code § 20815 et seq., the Board in accordance with Section 501 must first authorize District staff to initiate acquisition as specified in Sections 301 through 304 herein.

### **Section 202-Specific Authorization for General Manager to Purchase**

Purchase of any supplies, equipment or related services having an estimated value of \$15,000 or less may be authorized by the General Manager without prior authorization from the Board of Directors. The General Manager shall require that such purchases or contracts be made in conformance with the policies established by this Resolution, and the General Manager may further require periodic reports from District employees regarding purchases and contracts made under such authorization.

### **Section 203 - Encumbrance of Funds**

Except in cases of emergency, no contract or purchase order shall be issued for supplies, equipment or related services unless there exists an unencumbered appropriation against which the current fiscal year's portion of such purchase is to be charged, or unless authorized by the Board.

## **PART III - PURCHASE OF SUPPLIES, EQUIPMENT, AND RELATED SERVICES; AND CONTRACTS SUBJECT TO PUBLIC CONTRACT CODE § 20815 ET SEQ.**

### **Section 300 - Formal Bidding Procedures**

Except as otherwise provided in this Resolution, the following formal bidding procedures shall apply to purchases of supplies, equipment & related services, and those contracts subject to the provisions of Public Contract Code § 20815 et seq. having an estimated value greater than \$25,000. Unless otherwise provided, bidding shall also comply with any applicable requirements of Public Contract Code section 20815.1 et seq.

- a. Notice Inviting Bid. Notices inviting bids shall include a general description of the supplies, equipment, or related services to be purchased or work to be

performed; and state the location where bid blanks and specifications may be secured, the deadline for bid submissions, and the time & place for opening bids. No bids shall be accepted for opening after the bid submission deadline.

1. Published Notices. Notices inviting bids shall be published once in a local newspaper of general circulation at least seven (7) days before the date of the bid opening.
  2. Bidders List. The General Manager, to the extent possible, shall maintain a list of prospective suppliers offering supplies, equipment, and project and related services for purchase to the District. The General Manager shall solicit sealed bids from responsible prospective suppliers whose names are on the bidders list or who have requested their names to be added thereto, or who are otherwise known by the General Manager to be prospective suppliers. The General Manager in his discretion shall determine who is a responsible prospective supplier; his decision shall be final.
- b. Bid Opening Procedure. Sealed bids shall be submitted to the General Manager and be identified as bids on the envelope. Such bids shall be opened in public at the time and place stated in the public notice. A tabulation of all bids received shall be available for public inspection during regular business hours for a period of not less than fifteen (15) calendar days after the bid opening.
- c. Rejection of Bids. At its discretion, the Board may reject any and all bids presented and re-advertise for bids. The Board may also waive any and all irregularities in any bid. The Board may also elect to purchase materials or supplies in the open market, or elect to construct the building, structure or improvement by force account, in a manner authorized by Public Contract Code §20815.3.
- d. Award of Bids. Bids shall be awarded to the lowest responsible and responsive bidder provided that as allowed by law, the Board in its sole discretion may give consideration to factors other than price (for example, product quality and ability to meet District requirements) when such factors are identified in District specifications or are related to availability of merchandise or relevant administrative considerations. In such instances, the Board may award bids to other than the lowest responsible and responsive bidder. In adopting this resolution, it is the intent of the Board that the District not be held to the extent of statutory provisions and judicial interpretations.
- e. Tie Bids. If two (2) or more bids received are for the same total amount or unit price, quality and service being equal, and if, in the Boards discretion, the public interest will not permit the delay of re-advertising for bids, the Board

may accept whichever bid it chooses or accept the lowest bid by negotiation with the bidders at the time of its next regularly-scheduled meeting.

- f. No Bids. If no bids are received, the Board may authorize the purchase of supplies, equipment, or related services in compliance with informal bidding procedures.

### **Section 301 - Informal Bidding Procedures**

Except as otherwise provided in this Resolution, the following informal bidding procedures shall apply to the purchase of supplies, equipment & services having an estimated value of less than \$25,000 but more than \$15,000.

- a. Minimum Number of Bids. Open market purchases shall, whenever possible, be based on at least three (3) bids and shall be awarded to the lowest responsible and responsive bidder. The Board may consider factors other than price when such factors are identified in District specifications or are related to availability of merchandise or relevant administrative considerations.
- b. Notice Inviting Bids. The General Manager shall solicit bids by written or oral request or by telephone or legal advertising.
- c. Retention of Bids. Informal written bids shall be submitted to the General Manager who shall keep a record of all open market orders and bids until the affected fiscal year's financial audit is completed. All such records, while so kept, shall be open to public inspection.

### **Section 302 - Negotiated Procurement**

Notwithstanding the provisions of Sections 300 and 301 of this Resolution, supplies, equipment and related services may be purchased by negotiated procurement: (1) where competitive bidding would be impossible, impractical, or incongruous, or would not result in any advantage to the District in its efforts to contract for the greatest public benefit; (2) in an emergency; (3) when the supplies, equipment, or related services can be obtained from only one vendor or the price is controlled by law; (4) when the amount involved is \$15,000, or less; or (5) where compelling economic or administrative considerations warrant employment of alternate purchasing procedures. Such considerations may include, but are not limited to, circumstances where services have been previously rendered by a supplier who has thereby gained and exhibited unique and/or superior experience and/or expertise in relation to District's operational requirements. Such procurement shall be negotiated by the General Manager and as authorized by the Board.

**Section 303 - Cooperative Agreements**

No provision of this Resolution shall be interpreted or construed to prohibit or prevent the District from purchasing supplies, equipment or related services by contracts or arrangements for cooperative purchasing with the State of California, the County of Ventura, or as otherwise authorized by Public Resources Code section 5786.15; provided, however, the contract or arrangement of such purchases shall be approved by the Board if such approval would otherwise be required.

**Section 304 - Annual Contracts for Supplies, Equipment, and Related Services**

No provision of this Resolution shall be interpreted or construed to prohibit or prevent the District from contracting with suppliers on an annual basis to provide supplies, equipment, or related services as needed; provided, however, that normal selection procedures are used in the original supplier selection. A maximum of three annual extensions of such contracts, based on satisfactory performance documented by written evaluation, shall be allowed. Such contracts obligating the District to any payment exceeding \$15,000 per year shall be approved by the Board if such approval would otherwise be required.

**PART IV - CHANGE ORDERS AND AMENDMENTS**

**Section 400 - General Manager**

The General Manager shall be authorized to approve change orders to purchase orders for supplies, equipment, related services and projects, provided that sufficient funds have been appropriated for such expenditures or is otherwise approved by the Board. Unless otherwise approved by the Board, each change order for a purchase order shall not exceed ten percent of the contract and the aggregate total of all change orders for individual purchase orders shall not exceed \$15,000.

**PART V - AUTHORIZATION OF PROJECTS AND ITEMS IN EXCESS OF \$15,000 SUBJECT TO THE PROVISIONS OF PUBLIC CONTRACT CODE SECTION 20815 ET SEQ.**

**Section 501 - Authorization By Board of Directors**

Prior to the District advertising by formal or informal bid, or entering into discussions for negotiated procurement or by other means of acquisition, for new construction, alterations, repairs, materials, or supplies in excess of \$15,000, as such projects or items are defined within the meaning of Public Contract Code section 20815 et seq., the Board shall first review and authorize acquisition of such projects or

items notwithstanding whether such projects or items are contained in the District's current fiscal year budget.

**PART VI - APPLICABILITY**

This Resolution supersedes all resolutions, policies, or guidelines previously adopted or issued, concerning the purchase of supplies, equipment and related services. It shall become effective on the date of its adoption. It shall be reviewed for continuing adequacy at least once every three years and may be modified from time to time as necessary to meet the best interests of the District.

**PART VII - REPEAL OF RESOLUTION NO. 393**

District Resolution No.393, dated July 13, 2005, is hereby repealed in its entirety.


**PASSED AND ADOPTED** by the Board of Directors Pleasant Valley Recreation And Park District on the 2nd day of March, 2011 by the following vote, to wit:

Ayes: Directors Magner, Harnrn,Kelley,Malloy,& Rockenstein

Nays: \_\_\_\_\_

Abstentions: .....

**APPROVED:**



Paul Rockenstein  
Chairman, Board of Directors  
PLEASANT VALLEY RECREATION AND PARK  
DISTRICT

**ATTEST:**



Mark Carlson  
Clerk of the Board





PLEASANT VALLEY  
RECREATION ~~&~~ AND PARK DISTRICT

PURCHASING POLICY  
Board Approved **XXXXXX**

POLICY

~~Section 100 – Short Title and Purpose of Resolution~~ **PURPOSE**

This ~~Resolution-policy~~ shall be known as the ~~District~~ Purchasing ~~Resolution~~ Policy, effective upon adoption, and may be cited as such. Its purposes are to establish policies and procedures for the purchase of supplies, equipment, and related services at the lowest possible cost commensurate with the quality needed; exercise positive financial control over purchases; review and authorize those items contained within the scope of Public Contract Code § 20815.1 et seq. which are in excess of ~~\$15,000~~ 25,000, prior to efforts by District staff to initiate acquisition of such items; and clearly define authority for the purchasing function:

~~PART I Section 101 – Definitions~~ **DEFINITIONS**

The definitions given in this section shall be used in the interpretation of this ~~Resolution~~ Policy unless another meaning for the word is apparent from the context:

- a. "Board" means the District Board of Directors.
- b. "District" means the Pleasant Valley Recreation & Park District.
- c. "Emergency" means circumstances or conditions that pose, an immediate threat to public health, welfare, or safety as determined by the General Manager in which little or no time exists to seek Board action or approval, if otherwise such action or approval were required.
- d. "General Manager" means the Pleasant Valley Recreation ~~And~~ & Park District General Manager as designated by the District Board of Directors.
- e. "Impossible" means actual impossibility or extremely and unreasonably difficult or expensive.
- f. "Impractical" means incapable of being adequately or reasonably performed by the bid procedure.
- g. "Incongruous" means not suitable or compatible with the bid procedure.
- h. "Negotiated Procurement" means any contract awarded as a ~~-result~~ of negotiations rather than competitive bids.

Adopted: **XXXXXX**

Superseding Resolution No. **XXX**

Amended: **XXX**



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PURCHASING POLICY  
Board Approved **XXXXXX**

Public Contracts Code 20815.1 says:

- (a) All contracts for new construction estimated to cost in excess of twenty-five thousand dollars (\$25,000) shall be let to the lowest responsible bidder after competitive bidding
- (b) All contracts for alterations, maintenance, or repairs estimated to cost in excess of twenty-five thousand dollars (\$25,000) shall be let to the lowest responsible bidder after competitive bidding.
- (c) All contracts for materials and supplies not related to new construction, alterations, maintenance, or repairs estimated to cost in excess of twenty-five thousand dollars (\$25,000) shall be let to the lowest responsible bidder after competitive bidding.
- (d) A district may purchase in the open market without calling for bids, materials and supplies estimated to cost less than twenty-five thousand (\$25,000) for use in the work either under contract or by force account.

i. "Purchase" includes buying or paying in full for an item or service, rental of equipment or lease of equipment.

j. "Supplies, equipment, and related services" means all supplies, equipment, and services generally referred to as part of the services and supplies and/or fixed assets series in the District expense accounts, including those expenses related to the maintenance and servicing of District equipment and property.

~~Section 103—Administrative Rules and Procedures~~ **ADMINISTRATION RULES AND PROCEDURES**

The General Manager shall issue and enforce such administrative rules and procedures as required and necessary to carry out the intent and purposes of this ~~Resolution~~Policy. Among these shall be a prohibition against "splitting" orders to avoid established purchasing or contracting requirements.

~~Section 104—General Manager~~ **GENERAL MANAGER**

The General Manager shall have authority to:

- a. Purchase or contract for supplies, equipment and related services, projects and other items required by the District in accordance with the purchasing policies set forth in this ~~Resolution~~Policy, and such administrative rules ~~&-and~~ procedures as shall be issued by the General Manager from time to time;
- b. Negotiate and recommend the execution of contracts for the purchase of supplies, equipment, & related services; and other projects and items as set forth in this ~~Resolution~~Policy;

Adopted: **XXXXX**

Superseding Resolution No. **XXX**

Amended: **XXX**



PLEASANT VALLEY  
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- c. Act to procure the needed quality in supplies, equipment, related services and other projects and items at the least overall expense to the District;
- d. Endeavor to obtain as full and open competition as reasonable on purchases;
- e. Prepare, update, and implement rules and procedures governing the purchasing of supplies, equipment, and related services and other projects and items for the District;
- f. Keep informed of current developments in the field of purchasing as well as prices, market conditions, and new products;
- g. Prescribe and maintain such records as are reasonably necessary to document compliance with the provisions of this ~~Resolution Policy~~ and other administrative rules ~~&and~~ regulations;
- h. Maintain records needed for efficient operation of the purchasing function.

~~PART I~~ PART II— AUTHORIZATION TO PURCHASE SUPPLIES, EQUIPMENT ~~&AND~~  
RELATED SERVICES

~~Section 201—Authorization by Board of Directors~~ AUTHORIZATION BY BOARD OF DIRECTORS

The Board of Directors must specifically authorize the purchase of any supplies, equipment, or related services having an estimated value greater than ~~\$15,000~~25,000. For those projects and items in excess of ~~\$15,000~~25,000 and subject to Public Contract Code § 20815.1 et seq., the Board in accordance with Section 501 must first authorize District staff to initiate acquisition as specified in Sections 301 through 304 herein.

~~Section 202—Specific Authorization for General Manager to Purchase~~ SPECIFIC AUTHORIZATION  
FOR GENERAL MANGER TO PURCHASE

Purchase of any supplies, equipment or related services having an estimated value of ~~\$15,000~~25,000 or less may be authorized by the General Manager without prior authorization from the Board of Directors. The General Manager shall require that such purchases or contracts be made in conformance with ~~the~~ this ~~policyies established by this Resolution~~, and the General Manager may further require periodic reports from District employees regarding purchases and contracts made under such authorization.

PURCHASING THRESHOLDS

Purchases up to \$5,000: The authority to award is vested with the Department Manager or General Manager. Comparative pricing is not required but must be used when practical. Prudent judgment must

Adopted: **XXXXXX**

Superseding Resolution No. **XXX**

Amended: **XXX**



# PLEASANT VALLEY RECREATION ~~&AND~~ PARK DISTRICT

## PURCHASING POLICY Board Approved **XXXXXX**

be used at all times. All departments may purchase goods, equipment and services up to \$5,000 without competitive bidding.

Purchases over \$5,000 and up to \$25,000: The authority to award is the General Manager. All departments must endeavor to obtain three (3) written bids.

Purchases over \$25,000.00: The authority to award is vested with the Board of Directors after formal bid process.

### SOLE SOURCE PURCHASES

Unique goods, equipment and services that can be obtained from only one vendor, or one distributor authorized to sell in this area, with singular characteristics or performance capabilities or which have specific compatibility components with existing District products are exempt from the competitive bidding requirement and are deemed sole source purchases. Sole source purchases may include proprietary items sold direct from the manufacturer. Proprietary items are those held under exclusive title, trademark or copyright by a private person or company. A proprietary distributorship would also apply.

Specifications which lead to sole source purchases must be avoided whenever possible as they minimize or eliminate competition, unless warranted by the circumstance in the preceding paragraph.

Use of brand names in a specification must be for the purpose of describing the standard of quality, performance, and characteristics the District desires and not be intended to limit or restrict competition and should be followed by the phrase “or equal”.

All sole source purchases must include written documentation supporting the determination of a sole source, signed by the General Manager and the Department Manager.

Purchasing thresholds referenced in the “Purchasing Thresholds” section apply to sole source purchases.

### URGENCY PURCHASES

Urgency purchases may be made without competitive bidding when time is of the essence, and must be made only for the following reasons:

- a. To preserve or protect life, health, or property: or
- b. Upon natural disaster: or

Adopted: **XXXXXX**

Superseding Resolution No. **XXX**

Amended: **XXX**



PLEASANT VALLEY  
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Board Approved **XXXXXX**

- c. To forestall a shutdown of essential public services: or
- d. For reasons determined by the General Manager.

Since urgency purchases do not normally provide the District an opportunity to obtain competitive quotes or properly encumber funds, sound judgement shall be used in keeping such purchases to an absolute minimum.

The Board of Directors delegates authority to the General Manager to authorize urgency purchases. Anytime the total cost exceeds \$25,000 in the aggregate for a single urgency purchase, Board of Directors ratification is required within 30 days.

**SELECTION OF CONSULTANTS FOR PROFESSIONAL SERVICES FOR CONTINUING SERVICES**

Professional consultants providing auditing, engineering, environmental, landscape architecture or other similar services may be retained on a contractual basis to provide professional services. The Department Manager, with the approval of the General Manager, may contract on a project-by-project or on a retainer basis for additional work/services without going a through RFP (Request for Proposal) and selection process. At least every three (3) to five (5) years, these arrangements must be reviewed, and every effort must be made to receive proposals from at least (3) consultants to perform the same services. This is to ensure the District is receiving the best value for, and performance level of, services contracted.

If every effort has been made to obtain (3) three or more bids staff can make a recommendation to the Board of Directors to move forward with the Proposal or Proposals that were submitted that meet the requirements of the District.

~~Section 203—Encumbrance of Funds~~ **ENCUMBRANCE OF FUNDS**

Except in cases of emergency, no contract or purchase order shall be issued for supplies, equipment or related services unless there exists an unencumbered appropriation against which the current fiscal year's portion of such purchase is to be charged, or unless authorized by the Board.

PART III - PURCHASE OF SUPPLIES, EQUIPMENT, AND RELATED SERVICES; AND CONTRACTS SUBJECT TO PUBLIC CONTRACT CODE § 20815.1(a) ET SEQ.

~~Section 300—Formal Bidding Procedures~~ **FORMAL BIDDING PROCEDURES**

Adopted: **XXXXX**

Superseding Resolution No. **XXX**

Amended: **XXX**



# PLEASANT VALLEY RECREATION ~~&AND~~ PARK DISTRICT

## PURCHASING POLICY Board Approved **XXXXXX**

Except as otherwise provided in this ~~Resolution~~Policy, the following formal bidding procedures shall apply to purchases of supplies, ~~equipment~~ ~~equipment and~~ related services, and those contracts subject to the provisions of Public Contract Code § 20815.1 et seq., having an estimated value greater than \$25,000. Unless otherwise provided, bidding shall also comply with any applicable requirements of Public Contract Code section 20815.1 et seq.

- a. Notice Inviting Bid. Notices inviting bids shall include 1) a general description of the supplies, equipment, or related services to be purchased or work to be performed; and 2) state the location where bid blanks and specifications may be secured, 3) the deadline for bid submissions, and and 4) the time & and place for opening bids. No bids shall be accepted ~~for opening~~ after the bid submission deadline.

~~performed; and state the location where bid blanks and specifications may be secured, the deadline for bid submissions, and the time & place for opening bids. No bids shall be accepted for opening after the bid submission deadline.~~

1. Published Notices. Notices inviting bids shall be published once in a local newspaper of general circulation at least seven (7) days before the date of the bid opening.
2. Bidders List. The General Manager, to ~~the extent~~the extent possible, shall maintain a list of prospective suppliers offering supplies, equipment, and project and related services for purchase to the District. The General Manager shall solicit sealed bids from responsible prospective suppliers whose names are on the bidders list or who have requested their names to be added thereto, or who are otherwise known by the General Manager to be prospective suppliers. ~~The General Manager in his discretion shall determine who is a responsible prospective supplier; his decision shall be final.~~
- b. Bid Opening Procedure. Sealed bids shall be submitted to the General Manager and be identified as bids on the envelope. Such bids shall be opened in public at the time and place stated in the ~~public notice~~ Notice Inviting Bid. A tabulation of all bids received shall be available for public inspection during regular business hours for a period of not less than fifteen (15) calendar days after the bid opening.
- c. Award of Bids. Bids shall be awarded to the lowest responsible and responsive bidder provided that as allowed by law, the Board in its sole discretion may give consideration to factors other than price (for example, product quality and ability to meet District requirements) when such factors are identified in District specifications or are related to availability of merchandise or relevant administrative considerations. In such instances, the Board may award bids to other than the lowest responsible and responsive bidder. In adopting this Policy, it is the intent of the Board that the District not be held to the extent of statutory provisions and judicial interpretations.

Adopted: **XXXXXX**

Superseding Resolution No. **XXX**

Amended: **XXX**





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- d. Tie Bids. If two (2) or more bids received are for the same total amount or unit price, quality and service being equal, and if, in the Boards discretion, the public interest will not permit the delay of re-advertising for bids, the Board may accept whichever bid it chooses or accept the lowest bid by negotiation with the bidders at the time of its next regularly-scheduled meeting
- ee. Rejection of Bids. At its discretion, the Board may reject any and all bids presented and re-advertise for bids. The Board may also waive any and all irregularities in any bid. The Board may also, by four fifths vote, elect to purchase materials or supplies in the open market, or elect to construct the building, structure or improvement by force account, in a manner authorized by Public Contract Code §20815.3.
- f. Bid Protest – Any party that submitted a bid for the Project may file a protest regarding the purchasing decision authorized.
- i. Notice of Decision: After a decision regarding a bid award has been made, the District will post a notice of intended award on the District website. If a bidder is rejected because the bid is found non-responsive or because the bidder is deemed not responsible, the District will give written notice to said bidder of evidence reflecting such decision.
  - ii. Time to File Protest: All protests must be submitted to the District’s Clerk of the Board by email within five (5) business days from the date on the notice of intended award.
  - iii. Form of Protest: All protests must be in writing, state the factual basis for the protest, state the facts relevant to the protest, and all evidentiary support to rebut adverse evidence that it or another bidder was either non-responsive or not responsible. All protests have to be filed in accordance with the instructions contained in the Notice Inviting Bid.
  - iv. Protest Review: The Department Manger will review all timely protests and recommend that the General Manager or Board of Directors, either reject the protest and award to the responsible and responsive bidder, or accept the protest and award the bid to the next responsible and responsive bidder.
  - v. Hearing on Protest: A hearing will be set within a reasonable time to provide a decision before final approval of the selected low bid.
  - vi. Appeal of General Manager’s Decision to Board of Directors: Such appeals can either be in writing or email and must filed with the Clerk of the Board within five (5) business days from the date of the General Manager’s decision.
  - vii. Failure to Timely Appeal: A bidder who fails to file a protest or appeal within the times set forth in this section waives any right to protest the issue further. No appeal of any once the contract with awarded bidder has been issued.

**EXEMPTIONS FROM BIDDING:**

- a. Legal Services

Adopted: **XXXXXX**

Superseding Resolution No. **XXX**

Amended: **XXX**



PLEASANT VALLEY  
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- i. Anything related to existing or threatened litigation
- ii. Anything that protects attorney-client privileged records or discussion
  
- b. Anything relating to a confidential on-going investigation and other confidential police business
- c. Advertising (airtime/newspaper/magazine ad space, not advertising agencies or design services)
- d. Government printed publications
- e. Subscriptions to publications
- f. Travel payments made directly to hotels, motels, airlines or for other transportation
- g. Insurance and claim settlements
- h. Legal brief printing and transcription
- i. Membership to professional organizations
- j. Credit card payments to a bank
- k. Contracts with other governmental entities
- l. Permit fees
- m. Postage
- n. Real Property purchases, escrow fees and lease payments
- o. Utilities
- p. Voting Materials
- q. Debt Services

**INFORMATION TECHNOLOGY PURCHASES**

The District recognizes that purchasing information technology on the basis of lowest purchase price alone may not always serve the best interests of the District. Therefore, to ensure hardware requirements and software compatibility, all such purchases must be reviewed by the Administrative Services Manager prior to purchase

Adopted: **XXXXXX**

Superseding Resolution No. **XXX**

Amended: **XXX**





# PLEASANT VALLEY RECREATION ~~&~~ ~~AND~~ PARK DISTRICT

## PURCHASING POLICY Board Approved **XXXXXX**

- d. ~~Award of Bids. Bids shall be awarded to the lowest responsible and responsive bidder provided that as allowed by law, the Board in its sole discretion may give consideration to factors other than price (for example, product quality and ability to meet District requirements) when such factors are identified in District specifications or are related to availability of merchandise or relevant administrative considerations. In such instances, the Board may award bids to other than the lowest responsible and responsive bidder. In adopting this resolution, it is the intent of the Board that the District not be held to the extent of statutory provisions and judicial interpretations.~~
- e. ~~Tie Bids. If two (2) or more bids received are for the same total amount or unit price, quality and service being equal, and if, in the Boards discretion, the public interest will not permit the delay of re-advertising for bids, the Board may accept whichever bid it chooses or accept the lowest bid by negotiation with the bidders at the time of its next regularly scheduled meeting.~~
- f. ~~No Bids. If no bids are received, the Board may authorize the purchase of supplies, equipment, or related services in compliance with informal bidding procedures.~~

### ~~Section 301—Informal Bidding Procedures~~

~~Except as otherwise provided in this Resolution, the following informal bidding procedures shall apply to the purchase of supplies, equipment & services having an estimated value of less than \$25,000 but more than \$15,000.~~

- a. ~~Minimum Number of Bids. Open market purchases shall, whenever possible, be based on at least three (3) bids and shall be awarded to the lowest responsible and responsive bidder. The Board may consider factors other than price when such factors are identified in District specifications or are related to availability of merchandise or relevant administrative considerations.~~
- b. ~~Notice Inviting Bids. The General Manager shall solicit bids by written or oral request or by telephone or legal advertising.~~
- c. ~~Retention of Bids. Informal written bids shall be submitted to the General Manager who shall keep a record of all open market orders and bids until the affected fiscal year's financial audit is completed. All such records, while so kept, shall be open to public inspection.~~

### ~~Section 302—Negotiated Procurement~~

Adopted: **XXXXXX**

Superseding Resolution No. **XXX**

Amended: **XXX**



# PLEASANT VALLEY RECREATION ~~&~~ AND PARK DISTRICT

## PURCHASING POLICY Board Approved **XXXXXX**

~~Notwithstanding the provisions of Sections 300 and 301 of this Resolution, supplies, equipment and related services may be purchased by negotiated procurement: (1) where competitive bidding would be impossible, impractical, or incongruous, or would not result in any advantage to the District in its efforts to contract for the greatest public benefit; (2) in an emergency; (3) when the supplies, equipment, or related services can be obtained from only one vendor or the price is controlled by law; (4) when the amount involved is \$15,000, or less; or (5) where compelling economic or administrative considerations warrant employment of alternate purchasing procedures. Such considerations may include, but are not limited to, circumstances where services have been previously rendered by a supplier who has thereby gained and exhibited unique and/or superior experience and/or expertise in relation to District's operational requirements. Such procurement shall be negotiated by the General Manager and as authorized by the Board.~~

### ~~Section 303~~—COOPERATIVE AGREEMENTS

No provision of this ~~Resolution Policy~~ shall be interpreted or construed to prohibit or prevent the District from purchasing supplies, equipment or related services by contracts or arrangements for cooperative purchasing with the State of California, the County of Ventura, or as otherwise authorized by Public Resources Code section 5786.15; provided, however, the contract or arrangement of such purchases shall be approved by the Board if such approval would otherwise be required.

### ~~Section 304~~—ANNUAL—CONTRACTS FOR SUPPLIES, EQUIPMENT, AND RELATED SERVICES

No provision of this ~~Resolution Policy~~ shall be interpreted or construed to prohibit or prevent the District from contracting with suppliers on an annual basis to provide supplies, equipment, or related services as needed; provided, however, that normal selection procedures are used in the original supplier selection. A maximum of three annual extensions of such contracts, based on satisfactory performance documented by written evaluation, shall be allowed. Such contracts obligating the District to any payment exceeding \$~~15,000~~25,000 per year shall be approved by the Board if such approval would otherwise be required.

### ~~PART IV~~—CHANGE ORDERS AND AMENDMENTS

#### ~~Section 400~~—General Manager

The General Manager shall be authorized to approve change orders to purchase orders for supplies, equipment, related services and projects, provided that sufficient funds have been appropriated for such expenditures or have is otherwise been approved by the Board. Unless otherwise approved by the Board, each change order for a purchase order shall not exceed **ten**

Adopted: **XXXXXX**

Superseding Resolution No. **XXX**

Amended: **XXX**



PLEASANT VALLEY  
RECREATION ~~&AND~~ PARK DISTRICT

PURCHASING POLICY  
Board Approved **XXXXXX**

percent of the contract and the aggregate total of all change orders for individual purchase orders shall not exceed **\$15,000**.

~~PART V~~ — AUTHORIZATION OF PROJECTS AND ITEMS IN EXCESS OF **\$15,000**~~25,000~~ SUBJECT TO THE PROVISIONS OF PUBLIC CONTRACT CODE SECTION 20815.1 ET SEQ.

~~Section 501 — Authorization By Board of Directors~~

Prior to the District advertising by formal ~~or informal~~ bid, or entering into discussions for negotiated procurement or by other means of acquisition, for new construction, alterations, repairs, materials, or supplies in excess of ~~\$15,000~~**25,000**, as such projects or items are defined within the meaning of Public Contract Code section 20815.1 et seq., the Board shall first review and authorize acquisition of such projects or items notwithstanding whether such projects or items are contained in the District's current fiscal year budget.

CREDIT CARD USAGE

A. Prescribe the internal controls for management of District credit cards.

B. This portion of the Purchasing Policy applies to all individuals who are authorized to use District credit cards and/or who are responsible for managing credit card accounts and/or paying credit card bills.

**Implementation:**

Credit cards shall be issued to:

<u>Title of Position</u>	<u>Credit Card Limit</u>	<u>Single Purchase Limit</u>
<u>General Manager</u>	<u>\$10,000</u>	<u>\$4,500</u>
<u>Administrative Services Manager</u>	<u>\$10,000</u>	<u>\$4,500</u>
<u>Park Services Manager</u>	<u>\$10,000</u>	<u>\$4,500</u>
<u>Recreation Services Manager</u>	<u>\$10,000</u>	<u>\$4,500</u>
<u>Parks Supervisor(s)</u>	<u>\$6,000</u>	<u>\$2,000</u>
<u>Recreation Supervisor(s)</u>	<u>\$6,000</u>	<u>\$2,000</u>
<u>Administrative Analyst(s)</u>	<u>\$5,000</u>	<u>\$1,900</u>
<u>Development Analyst</u>	<u>\$5,000</u>	<u>\$1,900</u>
<u>Recreation Coordinator</u>	<u>\$3,000</u>	<u>\$1,800</u>
<u>Park Maintenance Lead Worker(s)</u>	<u>\$3,000</u>	<u>\$1,800</u>

Adopted: **XXXXXX**

Superseding Resolution No. **XXX**

Amended: **XXX**



**PLEASANT VALLEY  
RECREATION &AND PARK DISTRICT**

**PURCHASING POLICY  
Board Approved XXXXXX**

<u>Irrigation Specialist</u>	<u>\$3,000</u>	<u>\$1,800</u>
<u>Marketing Specialist</u>	<u>\$3,000</u>	<u>\$1,800</u>
<u>Recreation Specialist</u>	<u>\$3,000</u>	<u>\$1,800</u>
<u>Mechanic</u>	<u>\$3,000</u>	<u>\$1,800</u>
<u>Board Member</u>	<u>\$2,500</u>	<u>\$2,500</u>

- i. All credit card bills shall be paid timely to avoid late fees and finance charges
- ii. All credit card expenses shall be reasonable and necessary to the furtherance of District business. No personal expenses shall be charged on a District credit card. If a transaction involves both personal and District business, the employee shall pay for the transaction personally and request reimbursement by the District of the appropriate portion of the expense.
- iii. All credit card transaction shall have third-party documents (receipts) attached with the Department Manager initials and account number to expense transaction is noted on documents(s).
- iv. Credit card receipts, invoices, reimbursement, and/or documents must be turned into the Finance Division within fourteen (14) days from the closing date on the billing cycle.

v. All credit card transaction shall be approved by the following:

<u>Position Title Submitting Documentation</u>	<u>Position Title Approving Documentation</u>
<u>General Manager</u>	<u>Administrative Services Manager</u>
<u>Administrative Services Manager</u>	<u>General Manager</u>
<u>Park Services Manager</u>	<u>General Manager</u>
<u>Recreation Services Manager</u>	<u>General Manager</u>
<u>Parks Supervisor(s)</u>	<u>Parks Services Manager</u>
<u>Recreation Supervisor(s)</u>	<u>Recreation Services Manager</u>
<u>Administrative Analyst(s)</u>	<u>Administrative Services Manager</u>
<u>Development Analyst</u>	<u>General Manager</u>
<u>Recreation Coordinator</u>	<u>Recreation Services Manager</u>
<u>Park Maintenance Lead Worker(s)</u>	<u>Parks Services Manager</u>
<u>Irrigation Specialist</u>	<u>Parks Services Manager</u>
<u>Marketing Specialist</u>	<u>Recreation Services Manager</u>
<u>Recreation Specialist</u>	<u>Recreation Services Manager</u>
<u>Mechanic</u>	<u>Parks Services Manager</u>
<u>Board Member</u>	<u>General Manager</u>

Adopted: XXXXXX

Superseding Resolution No. XXX

Amended: XXX



**PLEASANT VALLEY  
RECREATION ~~&~~ **AND** PARK DISTRICT**

**PURCHASING POLICY  
Board Approved **XXXXXX****

vi. All records of the District involving credit card use, including receipts, invoices, and request for reimbursement are disclosable public records to be maintained consistently with the District's Records Retention Policy.

**Purchasing Policy Update Information**

<b><u>Purchasing Policy Date</u></b>	<b><u>Purchasing Policy Resolution Number</u></b>
<u>11/6/2002</u>	<u>#366</u>
<u>7/13/2005</u>	<u>#393</u>
<u>3/2/2011</u>	<u>#468</u>
<b>XXXXXX</b>	<b>#XXX</b>

**~~PART VI – APPLICABILITY~~**

~~This Resolution supersedes all resolutions, policies, or guidelines previously adopted or issued, concerning the purchase of supplies, equipment and related services. It shall become effective on the date of its adoption. It shall be reviewed for continuing adequacy at least once every three years and may be modified from time to time as necessary to meet the best interests of the District.~~

**~~PART VII – REPEAL OF RESOLUTION NO. 393~~**

~~District Resolution No.393, dated July 13, 2005, is hereby repealed in its entirety.~~

~~PASSED AND ADOPTED by the Board of Directors Pleasant Valley Recreation And Park District on the 2nd day of March —, 2011 by the following vote, to wit:~~

~~Ayes: Directors Magner, Harnrn, Kelley, Malloy, & Roekenstein~~

~~Nays: —~~

~~Abstentions: —~~

**APPROVED:**

Paul Roekenstein  
Chairman, Board of Directors  
~~PLEASANT VALLEY RECREATION  
AND PARK DISTRICT~~

Adopted: **XXXXXX**  
Superseding Resolution No. **XXX**  
Amended: **XXX**



PLEASANT VALLEY  
RECREATION ~~&~~ ~~AND~~ PARK DISTRICT

PURCHASING POLICY  
Board Approved **XXXXXX**

ATTEST:

~~V\MI lii.....~~  
~~Mark Carlson~~  
~~Clerk of the Board~~

Adopted: **XXXXXX**  
Superseding Resolution No. **XXX**  
Amended: **XXX**

**RESOLUTION NO. 713**

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE PLEASANT VALLEY RECREATION AND PARK DISTRICT  
ADOPTING RULES AND REGULATIONS PERTAINING TO THE  
PURCHASE OF SUPPLIES, EQUIPMENT AND RELATED SERVICES;  
REVIEW AND AUTHORIZATION OF PROJECTS IN EXCESS OF  
\$25,000 WITHIN THE SCOPE OF PUBLIC CONTRACT CODE § 20815  
ET SEQ.; AND CREDIT CARD LIMITS**

**WHEREAS**, California Public Resources Code section 5786.15 requires recreation and park districts to adopt policies and procedures, including bidding regulations, governing the purchase of supplies and equipment; and

**WHEREAS**, such policies and procedures are to be adopted in accordance with California Government Code section 54201 et. seq.; and

**WHEREAS**, the Board of Directors ("Board") of the Pleasant Valley Recreation And Park District ("District") wishes to establish policies and procedures regarding the purchase of supplies, equipment and related services; and

**WHEREAS**, the Board additionally desires to review and authorize any prospective new construction, alterations, maintenance, repairs, materials, or supplies in excess of \$25,000, as those items are defined within the meaning of Public Contract Code § 20815 et seq. prior to the District advertising for formal or informal bids or entering into discussions for negotiated procurement or acquisition by other means for such items; and

**WHEREAS**, it is necessary for the efficiency of the District's operations to delegate responsibility and authority to certain specific District employees who will carry out these responsibilities on a day-to-day basis; and

**WHEREAS**, the Board wishes to repeal previously-adopted Resolution No 468, dated March 2, 2011;

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

District Resolution No.468, dated March 2, 2011, is hereby repealed in its entirety.

**PASSED AND ADOPTED** by the Board of Directors Pleasant Valley Recreation And Park District on the first day of June, 2022 by the following vote, to wit:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Abstentions: \_\_\_\_\_

**APPROVED:**

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

**ATTEST:**

\_\_\_\_\_  
Beverly Dransfeldt  
Secretary, Board of Directors  
PLEASANT VALLEY RECREATION AND PARK DISTRICT





# PLEASANT VALLEY RECREATION & PARK DISTRICT

## PURCHASING POLICY Board Approved **XXXXXX**

### POLICY

#### PURPOSE

This policy shall be known as the Purchasing Policy, effective upon adoption, and may be cited as such. Its purposes are to establish policies and procedures for the purchase of supplies, equipment, and related services at the lowest possible cost commensurate with the quality needed; exercise positive financial control over purchases; review and authorize those items contained within the scope of Public Contract Code § 20815.1 et seq. which are in excess of \$25,000, prior to efforts by District staff to initiate acquisition of such items; and clearly define authority for the purchasing function:

#### PART I DEFINITIONS

The definitions given in this section shall be used in the interpretation of this Policy unless another meaning for the word is apparent from the context:

- a. "Board" means the District Board of Directors.
- b. "District" means the Pleasant Valley Recreation & Park District.
- c. "Emergency" means circumstances or conditions that pose, an immediate threat to public health, welfare, or safety as determined by the General Manager in which little or no time exists to seek Board action or approval, if otherwise such action or approval were required.
- d. "General Manager" means the Pleasant Valley Recreation & Park District General Manager as designated by the District Board of Directors.
- e. "Impossible" means actual impossibility or extremely and unreasonably difficult or expensive.
- f. "Impractical" means incapable of being adequately or reasonably performed by the bid procedure.
- g. "Incongruous" means not suitable or compatible with the bid procedure.
- h. "Negotiated Procurement" means any contract awarded as a result of negotiations rather than competitive bids.

Public Contracts Code 20815.1 says:

Adopted: **XXXXXX**

Superseding Resolution No. **XXX**

Amended: **XXX**



# PLEASANT VALLEY RECREATION & PARK DISTRICT

## PURCHASING POLICY Board Approved **XXXXXX**

- (a) All contracts for new construction estimated to cost in excess of twenty-five thousand dollars (\$25,000) shall be let to the lowest responsible bidder after competitive bidding
  - (b) All contracts for alterations, maintenance, or repairs estimated to cost in excess of twenty-five thousand dollars (\$25,000) shall be let to the lowest responsible bidder after competitive bidding.
  - (c) All contracts for materials and supplies not related to new construction, alterations, maintenance, or repairs estimated to cost in excess of twenty-five thousand dollars (\$25,000) shall be let to the lowest responsible bidder after competitive bidding.
  - (d) A district may purchase in the open market without calling for bids, materials and supplies estimated to cost less than twenty-five thousand (\$25,000) for use in the work either under contract or by force account.
- i. "Purchase" includes buying or paying in full for an item or service, rental of equipment or lease of equipment.
  - j. "Supplies, equipment, and related services" means all supplies, equipment, and services generally referred to as part of the services and supplies and/or fixed assets series in the District expense accounts, including those expenses related to the maintenance and servicing of District equipment and property.

### ADMINISTRATION RULES AND PROCEDURES

The General Manager shall issue and enforce such administrative rules and procedures as required and necessary to carry out the intent and purposes of this Policy. Among these shall be a prohibition against "splitting" orders to avoid established purchasing or contracting requirements.

### GENERAL MANAGER

The General Manager shall have authority to:

- a. Purchase or contract for supplies, equipment and related services, projects and other items required by the District in accordance with the purchasing policies set forth in this Policy, and such administrative rules and procedures as shall be issued by the General Manager from time to time;
- b. Negotiate and recommend the execution of contracts for the purchase of supplies, equipment, & related services; and other projects and items as set forth in this Policy;
- c. Act to procure the needed quality in supplies, equipment, related services and other projects and items at the least overall expense to the District;
- d. Endeavor to obtain as full and open competition as reasonable on purchases;

Adopted: **XXXXXX**

Superseding Resolution No. **XXX**

Amended: **XXX**



# PLEASANT VALLEY RECREATION & PARK DISTRICT

## PURCHASING POLICY Board Approved **XXXXXX**

- e. Prepare, update, and implement rules and procedures governing the purchasing of supplies, equipment, and related services and other projects and items for the District;
- f. Keep informed of current developments in the field of purchasing as well as prices, market conditions, and new products;
- g. Prescribe and maintain such records as are reasonably necessary to document compliance with the provisions of this Policy and other administrative rules and regulations;
- h. Maintain records needed for efficient operation of the purchasing function.

### **PART II AUTHORIZATION TO PURCHASE SUPPLIES, EQUIPMENT AND RELATED SERVICES**

#### AUTHORIZATION BY BOARD OF DIRECTORS

The Board of Directors must specifically authorize the purchase of any supplies, equipment, or related services having an estimated value greater than \$25,000. For those projects and items in excess of \$25,000 and subject to Public Contract Code § 20815.1 et seq., the Board in accordance with Section 501 must first authorize District staff to initiate acquisition as specified in Sections 301 through 304 herein.

#### **SPECIFIC AUTHORIZATION FOR GENERAL MANGER TO PURCHASE**

Purchase of any supplies, equipment or related services having an estimated value of \$25,000 or less may be authorized by the General Manager without prior authorization from the Board of Directors. The General Manager shall require that such purchases or contracts be made in conformance with this policy, and the General Manager may further require periodic reports from District employees regarding purchases and contracts made under such authorization.

#### **PURCHASING THRESHOLDS**

Purchases up to \$5,000: The authority to award is vested with the Department Manager or General Manager. Comparative pricing is not required but must be used when practical. Prudent judgment must be used at all times. All departments may purchase goods, equipment and services up to \$5,000 without competitive bidding.

Purchases over \$5,000 and up to \$25,000: The authority to award is the General Manager. All departments must endeavor to obtain three (3) written bids.

Adopted: **XXXXXX**

Superseding Resolution No. **XXX**

Amended: **XXX**



# PLEASANT VALLEY RECREATION & PARK DISTRICT

## PURCHASING POLICY Board Approved **XXXXXX**

Purchases over \$25,000.00: The authority to award is vested with the Board of Directors after formal bid process.

### SOLE SOURCE PURCHASES

Unique goods, equipment and services that can be obtained from only one vendor, or one distributor authorized to sell in this area, with singular characteristics or performance capabilities or which have specific compatibility components with existing District products are exempt from the competitive bidding requirement and are deemed sole source purchases. Sole source purchases may include proprietary items sold direct from the manufacturer. Proprietary items are those held under exclusive title, trademark or copyright by a private person or company. A proprietary distributorship would also apply.

Specifications which lead to sole source purchases must be avoided whenever possible as they minimize or eliminate competition, unless warranted by the circumstance in the preceding paragraph.

Use of brand names in a specification must be for the purpose of describing the standard of quality, performance, and characteristics the District desires and not be intended to limit or restrict competition and should be followed by the phrase “or equal”.

All sole source purchases must include written documentation supporting the determination of a sole source, signed by the General Manager and the Department Manager.

Purchasing thresholds referenced in the “Purchasing Thresholds” section apply to sole source purchases.

### URGENCY PURCHASES

Urgency purchases may be made without competitive bidding when time is of the essence, and must be made only for the following reasons:

- a. To preserve or protect life, health, or property: or
- b. Upon natural disaster: or
- c. To forestall a shutdown of essential public services: or
- d. For reasons determined by the General Manager.

Since urgency purchases do not normally provide the District an opportunity to obtain competitive quotes or properly encumber funds, sound judgement shall be used in keeping such purchases to an absolute minimum.

Adopted: **XXXXXX**

Superseding Resolution No. **XXX**

Amended: **XXX**



# PLEASANT VALLEY RECREATION & PARK DISTRICT

## PURCHASING POLICY Board Approved **XXXXXX**

The Board of Directors delegates authority to the General Manager to authorize urgency purchases. Anytime the total cost exceeds \$25,000 in the aggregate for a single urgency purchase, Board of Directors ratification is required within 30 days.

### SELECTION OF CONSULTANTS FOR PROFESSIONAL SERVICES FOR CONTINUING SERVICES

Professional consultants providing auditing, engineering, environmental, landscape architecture or other similar services may be retained on a contractual basis to provide professional services. The Department Manager, with the approval of the General Manager, may contract on a project-by-project or on a retainer basis for additional work/services without going through RFP (Request for Proposal) and selection process. At least every three (3) to five (5) years, these arrangements must be reviewed, and every effort must be made to receive proposals from at least (3) consultants to perform the same services. This is to ensure the District is receiving the best value for, and performance level of, services contracted.

If every effort has been made to obtain (3) three or more bids staff can make a recommendation to the Board of Directors to move forward with the Proposal or Proposals that were submitted that meet the requirements of the District.

### ENCUMBRANCE OF FUNDS

Except in cases of emergency, no contract or purchase order shall be issued for supplies, equipment or related services unless there exists an unencumbered appropriation against which the current fiscal year's portion of such purchase is to be charged, or unless authorized by the Board.

### PART III - PURCHASE OF SUPPLIES, EQUIPMENT, AND RELATED SERVICES; AND CONTRACTS SUBJECT TO PUBLIC CONTRACT CODE § 20815.1(a) ET SEQ.

#### FORMAL BIDDING PROCEDURES

Except as otherwise provided in this Policy, the following formal bidding procedures shall apply to purchases of supplies, equipment and related services, and those contracts subject to the provisions of Public Contract Code § 20815.1 et seq., having an estimated value greater than \$25,000. Unless otherwise provided, bidding shall also comply with any applicable requirements of Public Contract Code section 20815.1 et seq.

Adopted: **XXXXXX**

Superseding Resolution No. **XXX**

Amended: **XXX**



# PLEASANT VALLEY RECREATION & PARK DISTRICT

## PURCHASING POLICY Board Approved **XXXXXX**

- a. Notice Inviting Bid. Notices inviting bids shall include 1) a general description of the supplies, equipment, or related services to be purchased or work to be performed; 2) the location where bid blanks and specifications may be secured, 3) the deadline for bid submissions, and 4) the time and place for opening bids. No bids shall be accepted after the bid submission deadline.
  - i. Published Notices. Notices inviting bids shall be published once in a local newspaper of general circulation at least seven (7) days before the date of the bid opening.
  - ii. Bidders List. The General Manager, to the extent possible, shall maintain a list of prospective suppliers offering supplies, equipment, and project and related services for purchase to the District. The General Manager shall solicit sealed bids from responsible prospective suppliers whose names are on the bidders list or who have requested their names to be added thereto, or who are otherwise known by the General Manager to be prospective suppliers.
- b. Bid Opening Procedure. Sealed bids shall be submitted to the General Manager and be identified as bids on the envelope. Such bids shall be opened in public at the time and place stated in the Notice Inviting Bid. A tabulation of all bids received shall be available for public inspection during regular business hours for a period of not less than fifteen (15) calendar days after the bid opening.
- c. Award of Bids. Bids shall be awarded to the lowest responsible and responsive bidder provided that as allowed by law, the Board in its sole discretion may give consideration to factors other than price (for example, product quality and ability to meet District requirements) when such factors are identified in District specifications or are related to availability of merchandise or relevant administrative considerations. In such instances, the Board may award bids to other than the lowest responsible and responsive bidder. In adopting this Policy, it is the intent of the Board that the District not be held to the extent of statutory provisions and judicial interpretations.
- d. Tie Bids. If two (2) or more bids received are for the same total amount or unit price, quality and service being equal, and if, in the Boards discretion, the public interest will not permit the delay of re-advertising for bids, the Board may accept whichever bid it chooses or accept the lowest bid by negotiation with the bidders at the time of its next regularly-scheduled meeting
- e. Rejection of Bids. At its discretion, the Board may reject any and all bids presented and re-advertise for bids. The Board may also waive any and all irregularities in any bid. The Board may also, by four fifths vote, elect to purchase materials or supplies in the open market, or elect to construct the building, structure or improvement by force account, in a manner authorized by Public Contract Code §20815.3.
- f. Bid Protest – Any party that submitted a bid for the Project may file a protest regarding the purchasing decision authorized.

Adopted: **XXXXXX**

Superseding Resolution No. **XXX**

Amended: **XXX**





# PLEASANT VALLEY RECREATION & PARK DISTRICT

## PURCHASING POLICY Board Approved **XXXXXX**

- i. Notice of Decision: After a decision regarding a bid award has been made, the District will post a notice of intended award on the District website. If a bidder is rejected because the bid is found non-responsive or because the bidder is deemed not responsible, the District will give written notice to said bidder of evidence reflecting such decision.
- ii. Time to File Protest: All protests must be submitted to the District's Clerk of the Board by email within five (5) business days from the date on the notice of intended award.
- iii. Form of Protest: All protests must be in writing, state the factual basis for the protest, state the facts relevant to the protest, and all evidentiary support to rebut adverse evidence that it or another bidder was either non-responsive or not responsible. All protests have to be filed in accordance with the instructions contained in the Notice Inviting Bid.
- iv. Protest Review: The Department Manger will review all timely protests and recommend that the General Manager or Board of Directors, either reject the protest and award to the responsible and responsive bidder or accept the protest and award the bid to the next responsible and responsive bidder.
- v. Hearing on Protest: A hearing will be set within a reasonable time to provide a decision before final approval of the selected low bid.
- vi. Appeal of General Manager's Decision to Board of Directors: Such appeals can either be in writing or email and must filed with the Clerk of the Board within five (5) business days from the date of the General Manager's decision.
- vii. Failure to Timely Appeal: A bidder who fails to file a protest or appeal within the times set forth in this section waives any right to protest the issue further. No appeal of any once the contract with awarded bidder has been issued.

### EXEMPTIONS FROM BIDDING:

- a. Legal Services
  - i. Anything related to existing or threatened litigation
  - ii. Anything that protects attorney-client privileged records or discussion
- b. Anything relating to a confidential on-going investigation and other confidential police business
- c. Advertising (airtime/newspaper/magazine ad space, not advertising agencies or design services)
- d. Government printed publications
- e. Subscriptions to publications
- f. Travel payments made directly to hotels, motels, airlines or for other transportation
- g. Insurance and claim settlements

Adopted: **XXXXXX**

Superseding Resolution No. **XXX**

Amended: **XXX**



# PLEASANT VALLEY RECREATION & PARK DISTRICT

## PURCHASING POLICY Board Approved **XXXXXX**

- h. Legal brief printing and transcription
- i. Membership to professional organizations
- j. Credit card payments to a bank
- k. Contracts with other governmental entities
- l. Permit fees
- m. Postage
- n. Real Property purchases, escrow fees and lease payments
- o. Utilities
- p. Voting Materials
- q. Debt Services

### INFORMATION TECHNOLOGY PURCHASES

The District recognizes that purchasing information technology on the basis of lowest purchase price alone may not always serve the best interests of the District. Therefore, to ensure hardware requirements and software compatibility, all such purchases must be reviewed by the Administrative Services Manager prior to purchase

### COOPERATIVE AGREEMENTS

No provision of this Policy shall be interpreted or construed to prohibit or prevent the District from purchasing supplies, equipment or related services by contracts or arrangements for cooperative purchasing with the State of California, the County of Ventura, or as otherwise authorized by Public Resources Code section 5786.15; provided, however, the contract or arrangement of such purchases shall be approved by the Board if such approval would otherwise be required.

### ANNUAL CONTRACTS FOR SUPPLIES, EQUIPMENT, AND RELATED SERVICES

Adopted: **XXXXXX**

Superseding Resolution No. **XXX**

Amended: **XXX**





# PLEASANT VALLEY RECREATION & PARK DISTRICT

## PURCHASING POLICY Board Approved **XXXXXX**

No provision of this Policy shall be interpreted or construed to prohibit or prevent the District from contracting with suppliers on an annual basis to provide supplies, equipment, or related services as needed; provided, however, that normal selection procedures are used in the original supplier selection. A maximum of three annual extensions of such contracts, based on satisfactory performance documented by written evaluation, shall be allowed. Such contracts obligating the District to any payment exceeding \$25,000 per year shall be approved by the Board if such approval would otherwise be required.

### CHANGE ORDERS AND AMENDMENTS

The General Manager shall be authorized to approve change orders to purchase orders for supplies, equipment, related services and projects, provided that sufficient funds have been appropriated for such expenditures or have is otherwise been approved by the Board. Unless otherwise approved by the Board, each change order for a purchase order shall not exceed **ten** percent of the contract and the aggregate total of all change orders for individual purchase orders shall not exceed **\$15,000**.

### AUTHORIZATION OF PROJECTS AND ITEMS IN EXCESS OF **\$25,000 SUBJECT TO THE PROVISIONS OF PUBLIC CONTRACT CODE SECTION 20815.1 ET SEQ.**

Prior to the District advertising by formal bid, or entering into discussions for negotiated procurement or by other means of acquisition, for new construction, alterations, repairs, materials, or supplies in excess of \$25,000, as such projects or items are defined within the meaning of Public Contract Code section 20815.1 et seq., the Board shall first review and authorize acquisition of such projects or items notwithstanding whether such projects or items are contained in the District's current fiscal year budget.

### CREDIT CARD USAGE

- A. Prescribe the internal controls for management of District credit cards.
  
- B. This portion of the Purchasing Policy applies to all individuals who are authorized to use District credit cards and/or who are responsible for managing credit card accounts and/or paying credit card bills.

#### **Implementation:**

Credit cards shall be issued to:

Adopted: **XXXXXX**

Superseding Resolution No. **XXX**

Amended: **XXX**



# PLEASANT VALLEY RECREATION & PARK DISTRICT

## PURCHASING POLICY Board Approved **XXXXXX**

Title of Position	Credit Card Limit	Single Purchase Limit
General Manager	\$10,000	\$4,500
Administrative Services Manager	\$10,000	\$4,500
Park Services Manager	\$10,000	\$4,500
Recreation Services Manager	\$10,000	\$4,500
Parks Supervisor(s)	\$6,000	\$2,000
Recreation Supervisor(s)	\$6,000	\$2,000
Administrative Analyst(s)	\$5,000	\$1,900
Development Analyst	\$5,000	\$1,900
Recreation Coordinator	\$3,000	\$1,800
Park Maintenance Lead Worker(s)	\$3,000	\$1,800
Irrigation Specialist	\$3,000	\$1,800
Marketing Specialist	\$3,000	\$1,800
Recreation Specialist	\$3,000	\$1,800
Mechanic	\$3,000	\$1,800
Board Member	\$2,500	\$2,500

- i. All credit card bills shall be paid timely to avoid late fees and finance charges
- ii. All credit card expenses shall be reasonable and necessary to the furtherance of District business. No personal expenses shall be charged on a District credit card. If a transaction involves both personal and District business, the employee shall pay for the transaction personally and request reimbursement by the District of the appropriate portion of the expense.
- iii. All credit card transaction shall have third-party documents (receipts) attached with the Department Manager initials and account number to expense transaction is noted on documents(s).
- iv. Credit card receipts, invoices, reimbursement, and/or documents must be turned into the Finance Division within fourteen (14) days from the closing date on the billing cycle.
- v. All credit card transaction shall be approved by the following:

Position Title Submitting Documentation	Position Title Approving Documentation
General Manager	Administrative Services Manager
Administrative Services Manager	General Manager
Park Services Manager	General Manager
Recreation Services Manager	General Manager
Park Supervisor(s)	Park Services Manager
Recreation Supervisor(s)	Recreation Services Manager

Adopted: **XXXXXX**

Superseding Resolution No. **XXX**

Amended: **XXX**



**PLEASANT VALLEY  
RECREATION & PARK DISTRICT**

**PURCHASING POLICY  
Board Approved XXXXXX**

Administrative Analyst(s)	Administrative Services Manager
Development Analyst	General Manager
Recreation Coordinator	Recreation Services Manager
Park Maintenance Lead Worker(s)	Park Services Manager
Irrigation Specialist	Park Services Manager
Marketing Specialist	Recreation Services Manager
Recreation Specialist	Recreation Services Manager
Mechanic	Park Services Manager
Board Member	General Manager

- vi. All records of the District involving credit card use, including receipts, invoices, and request for reimbursement are disclosable public records to be maintained consistently with the District's Records Retention Policy.

**Purchasing Policy Update Information**

<b>Purchasing Policy Date</b>	<b>Purchasing Policy Resolution Number</b>
11/6/2002	#366
7/13/2005	#393
3/2/2011	#468
XXXXXX	#XXX

Adopted: XXXXXX

Superseding Resolution No. XXX

Amended: XXX

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

**TO: BOARD OF DIRECTORS**

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

**DATE: June 1, 2022**

**SUBJECT: CONSIDERATION AND APPROVAL TO AUTHORIZE  
THE GENERAL MANAGER TO ENTER INTO AN  
AGREEMENT WITH UTILITY COST MANAGEMENT  
LLC**

**SUMMARY**

Pleasant Valley Recreation & Park District (District) entered into a preliminary agreement with Utility Cost Management (UCM) to perform a review of our utility costs to find possible savings. UCM reviewed the District's electric, water, gas, and sewer utility bills and presented a findings report to the District. UCM could not find saving opportunities in our water, gas, or sewer but found potentially \$99,500 in annual electric savings.

**BACKGROUND**

The District retained Utility Cost Management LLC in 2004, which resulted in UCM providing various services which reduced utility expenditures. In a letter dated March 9, 2009, penned by Mark Carlson, the District's former Administrative Services Manager, the District had saved \$69,270.10 as a direct result of UCM's work since 2004, an average of \$13,854.02 per year.

On top of the savings mentioned above, UCM represented the District in a proceeding before the California Public Utilities Commission. UCM succeeded in changing a Southern California Edison regulation resulting in unfairly high electricity charges at three of the District's parks. This change alone saved the District about \$40,000 a year, which resulted in an average savings of \$53,854.02 per year.

At the March 2022 District Board meeting, the Board authorized the General Manager to enter into a preliminary analysis agreement with Utility Cost Management LLC.

**ANALYSIS**

UCM began its review after the District provided them with copies of one month of electricity, gas, water, and sewer bills, along with authorization to obtain historical billing and usage data on the accounts directly from the utility providers. Its aim was to consider what each bill served and to evaluate available information in light of the rates and regulations governing each utility's services.

As a result of this review, UCM identified sixteen electricity accounts that warranted much closer scrutiny. For these accounts, UCM collected other data, most notably "15-minute interval data" generated by the "smart meter" on each electricity account. The end result of these in-depth analyses is the savings opportunities of \$99,500.

Most of the savings involve two accounts that serve ball-field lights at two locations: Bob Kildee Park and Pleasant Valley Fields.

At present, both accounts at Bob Kildee and Pleasant Valley Fields take service under SCE commercial rates, Schedule TOU-GS-3 and TOU-GS-2 respectively. These rate schedules, like most SCE commercial rates, are comprised of three components: (1) a modest customer charge, (2) “time-of-use” energy charges that vary depending on when energy is consumed, and (3) charges for a rate component called “demand” (or kW).

Because outdoor lighting accounts like these operate predominately from dusk to 10 or 11 p.m., they are often referred to as “low load” accounts, accounts characterized by energy consumption (“kWh”) that tend to be low relative to demand or kW. As such, demand charges are responsible for the overwhelming percentage of monthly charges.

SCE offers an alternative rate specifically intended for accounts that serve outdoor lighting exclusively or almost exclusively, Schedule AL-2. AL-2 has a much smaller customer charge and more favorable energy charges, but its main advantage over the current commercial rate is that it includes no demand charges.

By switching the two accounts to AL-2, the District will save roughly \$97,200 per year. Specifically, switching to AL-2 will reduce the District’s annual electricity expenditures at Bob Kildee by approximately \$79,500, and at Pleasant Valley Fields by another \$17,700.

The AL-2 rate is also available to small accounts that serve general outdoor area lighting, the lights that line park walkways, and that surround the exteriors of buildings. UCM identified four accounts that serve outdoor area lighting exclusively or almost exclusively and meet the criteria for service under Schedule AL-2. These smaller outdoor lighting accounts are located at or near Pitts Ranch Park, Springville Dog Park, Quito Park, and Dos Caminos Park. The change to AL-2 will save another \$2,300 per year.

UCM will submit the rate change requests to SCE. SCE often likes to conduct its own analyses and occasionally, SCE will reject UCM’s requests. If this occurs and UCM disagrees with the basis of their denial, UCM can challenge the decision and will handle all dealings with SCE, keeping the District apprised of progress.

### **FISCAL IMPACT**

UCM will be paid 42% of any ongoing savings actually realized by PVRPD for a period of three years if the savings opportunity was identified in the Findings Report and verified by PVRPD. Savings will be calculated as the difference between (1) the amount PVRPD actually pays for electricity service on the newly assigned rate during the three-year savings period and (2) the amount PVRPD would have paid during the same period if it had remained on the old rate.

The three-year savings period begins on the date the account is converted to the newly assigned rate. Based on the anticipated \$99,500 annual savings, UCM will receive 42% or \$41,790 annually for 3 years; an estimated total of \$125,370. The District would be saving \$57,710 annually, an estimated total of \$173,130 over the three-year term.

### **STRATEGIC PLAN COMPLIANCE**

Meets 2021 Strategic Plan Goal 1.0: To ensure the short and long-term fiscal health of the District.

### **RECOMMENDATION**

It is recommended the Board of Directors approve and authorize the General Manager to enter into an agreement with Utility Cost Management LLC to submit the rate change request to SCE and pay UCM 42% of any ongoing savings actually realized by PVRPD for a period of three years beginning on the date the account is converted to the newly assigned rate.

### **ATTACHMENTS**

- 1) Agreement (16 pages)
- 2) Findings Report (4 pages)

**PROFESSIONAL SERVICES AGREEMENT  
BETWEEN THE PLEASANT VALLEY  
RECREATION & PARK DISTRICT  
AND  
UTILITY COST MANAGEMENT LLC.**

This agreement is made and entered into, effective June 2, 2022 between the PLEASANT VALLEY RECREATION AND PARK DISTRICT, a public agency (“District”), and Utility Cost Management, a California LLC, a California limited liability corporation (“Consultant”).

**RECITALS**

**WHEREAS**, the District desires to contract with Consultant for certain professional planning services necessary for an analyst of the Districts utility fees to identify the basis for any refunds, credits or future savings (“Project”); and

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

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

**1. Scope of Services**

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

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

Consultant agrees to undertake the discrete tasks outlined in Exhibit “B” only upon consultation with and authorization from the District’s Project Manager as set forth in this Agreement for the analysis of the District’s utility fees to identify the basis for any refunds, credits or future savings.

## **2. Term of Contract**

Unless otherwise earlier terminated as specified in Section 9, this Agreement shall commence on the date set forth above and shall expire at completion of the Project no later than a three year savings period as defined in Exhibit "C". Consultant shall complete all work in accordance with the timelines set forth in the Proposal.

## **3. Force Majeure**

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

## **4. Independent Contractor Relationship**

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

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



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

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

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

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

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

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

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

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

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

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

## **9. Payment to Consultant**

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

## **11. Ownership of Documentation**

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

## **12. Termination of Contract**

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

the notice of termination and for any services authorized by the District's General Manager thereafter in accordance with the Schedule of Compensation and District shall be entitled to reimbursement for any compensation paid in excess of the services rendered.

However, if termination occurs after Consultant has sent its Findings Letter to District, then District will remain obligated to pay Consultant, pursuant to this Agreement, for any refunds, credits or Future Savings that were identified in the Findings Letter and that are thereafter obtained by District. Consultant may continue to obtain and review District's utility billing and other information following termination in order to periodically verify whether District has obtained a refund, credit or Future Savings that was identified in the Findings Letter.

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

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

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

c. Insurance Requirements. Submission of insurance certificates or other proof of coverage shall not relieve Consultant from liability under this indemnification and hold harmless provisions. These provisions shall survive

the termination of this Agreement and shall apply whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

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

**14. No Assignment**

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

**15. Examination of Records**

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

**16. Notice**

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

To Consultant: Utility Cost Management LLC  
Attn: Chris Wiehl  
1100 W. Shaw Ave. Suite 126  
Fresno, CA 93711  
559-261-9237

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

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

**17. No Waiver**

No failure or delay by District in asserting any of District's rights and remedies as to any default of Consultant shall operate as a waiver of the default, of

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

**18. Partial Invalidity**

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

**19. Terms**

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

**20. Incorporation of Recitals**

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

**21. California Law**

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

**22. Additional Provisions**

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

**23. Attorneys' Fees.**

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

**24. Conflict of Interest.**

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

**25. Interpretation.**

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

**26. Corporate Authority.**

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

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

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

By: \_\_\_\_\_  
Robert Kelley, Board Chair

ATTEST:

\_\_\_\_\_  
Dylan Gunning, District Clerk

**CONSULTANT:**  
Utility Cost Management LLC, a California  
Corporation

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

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

**EXHIBIT "A"**

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

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

**MINIMUM SCOPE OF INSURANCE**

Coverage shall be at least as broad as:

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

**MINIMUM LIMITS OF INSURANCE**

Consultant shall maintain limits no less than:

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



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

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

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

### **OTHER INSURANCE PROVISIONS**

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

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

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

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

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

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

### **ACCEPTABILITY OF INSURERS**

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

### **VERIFICATION OF COVERAGE**

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

### **SUB-CONTRACTORS**

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

END OF PAGE

EXHIBIT “B”

**SCOPE OF WORK**

- 1. Applicable to District’s Utility Accounts.** This Agreement applies to all water, sewer, garbage, gas and electricity accounts (and any related utility user taxes, other taxes, assessments, surcharges or fees) with respect to which District:

  - (a) is receiving utility service as of the Effective Date (as defined below),
  - (b) has received utility service within three years prior to the Effective Date,
  - (c) receives utility service within one year after the Effective Date, or
  - (d) has permitted or authorized Consultant to obtain a copy of the utility bill.

The water, sewer, garbage, gas and electric accounts described in this paragraph are hereinafter referred to as “Utility Accounts”. The “Effective Date”, as that term is used above, is the first day of the calendar month after both Consultant and District have signed this Agreement.
- 2. District to Provide Utility Bills.** On or promptly after District’s execution of this Agreement, District will provide Consultant with a copy of at least one month’s utility bills for all of District’s Utility Accounts.
- 3. Consultant Authorized to Obtain Information on Utility Accounts.** Consultant is hereby authorized to obtain information relating to the Utility Accounts directly from utility provider personnel and utility provider web sites. If site visits are necessary, Consultant will first obtain proper authorization from District.
- 4. Consultant’s Findings Letter.** Consultant will use its best efforts to identify the basis for any refunds, credits or Future Savings (as defined below) on District’s Utility Accounts. Consultant will send a “Findings Letter” to District that generally sets forth the basis for any refunds, credits or Future Savings identified by Consultant. Consultant may, from time to time, supplement or amend its Findings Letter, and such supplement or amendment will be deemed to have occurred on the date the original Findings Letter was sent to District.
- 5. Steps to Obtain Refunds or Savings.** Consultant is authorized by District to take steps to obtain the refunds, credits or Future Savings identified in the Findings Letter. Such steps may include, but are not limited to, communicating, negotiating and dealing with utility providers (or, in the case of utility user taxes or other governmental charges, the appropriate government entity), and seeking relief from the California Public Utilities Commission in a complaint proceeding or other proceeding.
- 6. Cooperation By District.** District will cooperate with Consultant, as reasonable, in Consultant’s efforts to carry out the purposes and intent of this

Agreement. Such cooperation will include, but not be limited to, providing information upon request by Consultant concerning District's utility expenditures, utility service and operations.

DRAFT

EXHIBIT “C”

COMPENSATION

**1. Consultant’s Compensation.**

Consultant’s compensation will consist of the amounts set forth in both (a) and (b) below.

- (a) **Refunds or Credits.** If District receives a refund or credit that was identified in the Findings Letter, then District will pay to Consultant 42% of the amount refunded or credited as further described and limited in subsection (b) below. The amount of the refund or credit for this purpose will include all amounts refunded or credited (including any portion attributable to interest) for any overcharges that were incurred by District prior to the date that the overcharges no longer appeared on the District’s utility bill. Payment of Consultant’s 42% compensation is due within 30 days of the date Consultant mails an invoice to District.
- (b) **Future Savings.** If District obtains Future Savings that were identified in the Findings Letter, then District will pay Consultant 42% of such Future Savings that accrue during a Three-Year Savings Period. “Future Savings” is the amount by which District’s charges on its Utility Accounts are reduced as a result of a change in the billing rate, calculation, method or procedure. Future Savings will be calculated as the difference between the amount District was billed on its Utility Accounts during the Three-Year Savings Period, and the amount that it would have been billed on its Utility Accounts during the Three-Year Savings Period if there had been no change in its billing rate, calculation, method or procedure. The Three-Year Savings Period begins on the date that the change in the billing rate, calculation, method or procedure is first reflected on District’s utility bill, and ends three years thereafter. Consultant will submit invoices periodically to District for payment based on the Future Savings as they accrue, but no more than monthly. The invoices will verify (a) that Future Savings have actually been realized by District, and (b) the amount of such Future Savings. Payment of Consultant’s invoices is due within 30 days of the date the invoices are mailed to District. The compensation under this subparagraph will not include compensation for Future Savings that are: (a) the result of a reduction in the amount of utility usage by District, or (b) the result of District’s utilization of a different utility supplier that provides lower cost utility service.
- (c) **No Compensation for Pending Claim.** District is not obligated to pay Consultant pursuant to this paragraph for any refund, credit or Future Savings received by District for which District had submitted to the utility

provider a written claim prior to the date of Consultant's Findings Letter. However, District is obligated to pay Consultant pursuant to this paragraph whether or not District knew of the basis for the refund, credit or Future Savings prior to the date of Consultant's Findings Letter, if District's receipt of the refund, credit or Future Savings was the result of steps taken by Consultant or others, including Consultant's attorneys.

DRAFT



## UTILITY COST MANAGEMENT LLC

www.utilitycostmanagement.com

May 6, 2022

Mary Otten, General Manager  
Pleasant Valley Recreation and Park District  
160 East Burnley Street  
Camarillo, CA 93010

Dear Ms. Otten:

Utility Cost Management LLC (“UCM”) has completed its review of the utility accounts associated with Pleasant Valley Recreation and Park District (the “District”) facilities. As a result of this review, UCM has identified opportunities that, once implemented, will decrease the District’s expenditures on electricity by more than \$99,500. UCM did not find errors or opportunities that will lower costs associated with gas, water, or sewer accounts.

It is important to note that none of the savings opportunities will require that the District change operations in any way, nor will they require capital outlays of any kind. The only thing that will change is the price the District pays for energy at the various locations.

The enclosed “Summary of Savings” provides details regarding the accounts that will realize savings. This Findings Letter briefly describes UCM’s methodology, the savings, and the work that will follow in the weeks ahead.

### **Methodology**

To facilitate the review, the District provided UCM with one month of copies of its electricity, gas, water, and sewer bills, along with written authorization allowing UCM to obtain historical billing and usage data on the accounts directly from its utility providers and their websites.

UCM began its review by examining each bill. Its aim was to consider what each bill served and to evaluate available information in light of the rates and regulations governing each utility’s services. For investor-owned-utilities (“IOU”) like Southern California Edison (“SCE”) and Southern California Gas (“SCG”), these rates and regulations are spelled out in tariffs that are approved by the California Public Utilities Commission (“CPUC”). The rates and regulations of a municipal utility like the City of Camarillo Water and Sewer or a State of California “Special District” like Camrosa Water District are usually set by a local government or an appointed Board of Directors.

As a result of this initial review, UCM identified sixteen electricity accounts and four water accounts that warranted much closer scrutiny. For these accounts, UCM collected other data, most notably “15-minute interval data” generated by the “smart meter” on each electricity account. The end result of these in-depth analyses is the savings opportunities described below.

### **Park Lighting – Elimination of “Demand Charges” Through Conversion to Rate “AL-2”**

Most of the savings involve two accounts that serve ball-field lights at two locations: 1030 Temple (Account # 700021003877, Service ID 8004027197) and 108 ½ Westpark Court (Account # 700295649273, Service ID 8002851452). At present, both accounts take service under SCE commercial rates, Schedule TOU-GS-3 and TOU-GS-2 respectively. These rate schedules, like most SCE commercial rates, are comprised of three components: a modest customer charge, “time-of-use” (“TOU”) energy charges that vary depending on when energy is consumed, and charges for a rate component called “demand” (or kW). Because outdoor lighting accounts like these operate predominately from dusk to 10 or 11 p.m., they are often referred to as “low load” accounts, accounts characterized by energy consumption (“kWh”) that tends to be low relative to demand or kW. As such, demand charges are responsible for the overwhelming percentage of monthly charges.

Fortunately, SCE offers an alternative rate specifically intended for accounts that serve outdoor lighting exclusively or almost exclusively, Schedule AL-2 (“AL-2”). AL-2 has a much smaller customer charge and more favorable energy charges, but its main advantage over the commercial rates like TOU-GS-3 and TOU-GS-2 is that it includes *no* demand charges. By switching the two accounts to AL-2, the District will save roughly \$97,200 per year. Specifically, moving from Option E of TOU-GS-3 (“TOU-GS-3E”) to AL-2 will reduce the District’s annual electricity expenditures at 1030 Temple by approximately \$79,500, while the change from Option E of TOU-GS-2 (“TOU-GS-2E”) to AL-2 at 180 ½ Westpark Court will reduce annual expenditures by another \$17,700.

### **Rate AL-2 for Smaller, Outdoor Lighting Accounts**

The AL-2 rate that will dramatically decrease charges for the ball-field lights above is also available to small accounts that serve general, outdoor area lighting -- the lights that line park walkways and surround the exteriors of buildings. SCE often assigns these accounts to its standard rate for small, commercial customers, specifically Option E of Schedule TOU-GS-1 (“TOU-GS-1E”). The TOU-GS-1E rate is appropriate under SCE tariffs. However, because the accounts serve outdoor lights, they also qualify for AL-2. Through its use of 15-minute interval data and satellite mapping, UCM identified four TOU-GS-1E accounts that serve outdoor area lighting exclusively or almost exclusively and meet criteria for service under Schedule AL-2.



Mary Otten  
May 6, 2022  
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Although TOU-GS-1E is the only SCE commercial rate without a demand charge, its lower customer charge and advantageous energy charges make the AL-2 rate better. These smaller outdoor lighting accounts are located at or near Pitts Ranch Park (Service ID 8000956998), the Springville Dog Park (Service ID 8002409356), Quito Park (Service ID 8001117121), and Dos Caminos Park (Service ID 8004027547). The change to AL-2 will save another \$2,300 per year.

### **Next Steps**

UCM's conclusions about the District's accounts are based on multiple sources of information that include general knowledge of the District and its facilities, detailed billing data obtained from the utilities (including 15-minute interval data when available), information provided by you and/or your staff, Google Earth, internet researches, and our own extensive knowledge of the SCE rates and relevant regulations. This makes us confident of our findings. Nonetheless, we recognize that utility consumption patterns can vary dramatically from one year to the next, particularly if operations or the physical characteristics of a site change. Since historical data plays an enormous role in our analyses of each account, it is *imperative* that, if you anticipate changes that could affect how much and/or when consumption occurs at any of the facilities UCM reviewed, you let us know as soon as possible. Such changes can affect our recommendations and, in some cases, can open up new opportunities.

After going over the above recommendations and addressing any questions you might have, UCM will submit the rate change requests to SCE. Typically, the new rates will appear on the bills within one to two billing cycles. Unfortunately, changes to outdoor lighting rates can take longer, as SCE often likes to conduct its own analyses. In fact, despite the many changes to the AL-2 tariff over the years – positive changes that began when UCM successfully challenged SCE at the CPUC on behalf of PVRPD – disagreements about AL-2 eligibility come up. Occasionally, SCE will reject UCM's requests. If this occurs and UCM disagrees with the basis of their denial, UCM can challenge the decision. Know that, if that happens, UCM will handle all dealings with SCE and keep the District apprised of progress.

UCM looks forward to discussing its recommendations and working with you in the months ahead. As we move forward, please do not hesitate to contact us with questions or concerns regarding the electricity accounts referenced in this letter or any other utility bills UCM reviewed. Thank you for allowing us to be of service thus far.

Sincerely,

*Dara Kerkorian*  
Dara Kerkorian

Enclosure

<b>PLEASANT VALLEY RECREATION AND PARK DISTRICT</b>							
<b>SUMMARY OF SAVINGS</b>							
<b>IDENTIFIED BY UTILITY COST MANAGEMENT LLC</b>							
<b>Service Address</b>	<b>Utility Type</b>	<b>Account Number</b>	<b>Service ID Number</b>	<b>Current Rate</b>	<b>New Rate</b>	<b>Total Annual Savings (A)</b>	<b>% Annual Savings (A)</b>
<b><u>Park Lighting - Elimination of "Demand Charges" Through Conversion to Rate "AL-2"</u></b>							
1030 Temple Ave., Camarillo 93010	ELEC	700021003877	8004027197	TOU-GS-3E	AL-2	\$79,500	71%
108 1/2 Westpark Ct. Camarillo, 93010	ELEC	700295649273	8002851452	TOU-GS-2E	AL-2	\$17,700	66%
<b><u>Rate AL-2 for Smaller, Outdoor Area Lighting Accounts</u></b>							
1400 Flynn Rd, Camarillo	ELEC	700559936786	8000956998	TOU-GS-1E	AL-2	\$900	53%
801 Camino Tierra Santa, Camarillo	ELEC	700535633943	8002409356	TOU-GS-1E	AL-2	\$800	61%
7073 Quito Ct., Camarillo	ELEC	700497002075	8001117121	TOU-GS-1E	AL-2	\$300	43%
Las Posas/Ponderosa, Camarillo	ELEC	700025753140	8004027547	TOU-GS-1E	AL-2	\$300	43%
<b>TOTAL ANNUAL SAVINGS ESTIMATE</b>						<b>\$99,500</b>	
<b>Note:</b>							
<b>(A) All amounts are estimates. Actual savings may vary.</b>							

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

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Katlyn Simber-Clickener, Recreation Services Manager**

**DATE: June 1, 2022**

**SUBJECT: CONSIDERATION AND APPROVAL TO AUTHORIZE THE GENERAL MANAGER TO PURCHASE A TUFF SHED TO REPLACE THE GARAGE STRUCTURE AT CAMARILLO GROVE PARK FOR A NATURE EDUCATION CLASSROOM**

**SUMMARY**

The Foundation for Pleasant Valley Recreation and Parks (“Foundation”) has been raising funds and working with an architectural firm regarding the renovation of the Camarillo Grove house and garage structures since 2017. At this juncture, the Foundation is ready to embark on replacing the garage with a Tuff Shed to be used as a Nature Education Classroom. The District will purchase the Tuff Shed and the Foundation will reimburse the District for the cost of the building. The project management will be run by the Pleasant Valley Recreation and Park District.

**BACKGROUND**

The Foundation has spent the last five (5) years dedicated to raising funds to turn the house and garage at Camarillo Grove Park into a Nature Education Center. The Foundation started their approach with having design work completed by Lauterbach & Associates, Architects, Inc. in 2017. The initial step is to convert the garage structure into a Nature Education classroom which would be able to host approximately 30 people. Due to COVID-19, the Foundation had not been raising funds during the 2020 and part of the 2021 fiscal years. After revisiting the plans and cost, the Foundation Board has made the recommendation (due to increasing construction cost and funds available) to place a prefabricated building in place of the garage.

On February 3, 2022 the District Board of Directors approved District Staff to go out for Bid for the project. All bids were due to the District on March 7, 2022, but the District received no Bids. After receiving no bids, District staff and the Foundation worked with Tuff Shed to arrange for the purchase of a kit to be built and delivered to Camarillo Grove Park. The Foundation will work to arrange a volunteer group or a contractor to perform the actual assembly of the building.

The Foundation Board has approved the attached building kit for the prefabricated Nature Education Classroom.

## **ANALYSIS**

In April 2021 the Foundation Board revisited the Nature Education Build Project at Camarillo Grove Park. The recommendation was to reengage with Lauterbach & Associates, Architects, Inc. to assess costs of completing just the garage portion of the project.

In October of 2021 the Foundation Board revisited the fees associated in redesigning and constructing a replacement building for the garage at Camarillo Grove Park. The funds needed for the architect and construction costs are estimated to be around \$100,000 simply for the garage area. As this exceeds the Foundation's current budget, the Foundation Board has recommended removing the existing garage structure and replacing it with a prefabricated building. Estimation of the project costs are around \$50,000 once building, permits, and interior items are completed.

As listed in the Tuff Shed quote, the kit will slightly expand the current footprint of the garage. District staff have reviewed the expansion of the footprint and agree that the current area can accommodate this structure. The new building will meet ADA standards and be used for Nature Education with all current items being stored elsewhere on the property.

The Foundation Board is aware that the Tuff Shed consists of only the building itself and will not include electrical, any installation, or any design/décor items inside the building. The Foundation will work with local partners and District staff to finalize those items once the Tuff Shed building is built.

## **FISCAL IMPACT**

At this time there is no fiscal impact associated with this action, as once the District authorizes purchase of the Tuff Shed the Foundation will donate the \$18,266.80 to the District for purchase of the kit.

## **STRATEGIC PLAN COMPLIANCE**

Meets 2021 Strategic Plan Goal 3.1: Renovate and modernize existing parks and recreational facilities to ensure all parks provide an adequate range and supply of active leisure facilities to meet the growth and diversity in population, programming trends, and new design standards.

## **RECOMMENDATION**

It is recommended that the Board approve and authorize the General Manager to purchase a Tuff Shed to replace the garage structure at Camarillo Grove Park for a Nature Education Classroom.

## **ATTACHMENTS**

- 1) Tuff Shed Quote for Kit (4 pages)



# TUFF SHED

## Quote

Location: Ventura | #150 | 805-650-1830

Scheduled Date:

Factory Location: Arleta | #150 | 818-838-7200

Created Date: 02/22/2022

Prepared by: Janice Dill | (818) 822-5982 | jdill@tuffshed.com

Customer: Pleasant Valley Recreation and Park District  
p. (805) 482-1996 | c. ksimber@pvrpd.org

Special Instructions:

JDE SO  
SF Quote Q-1515489

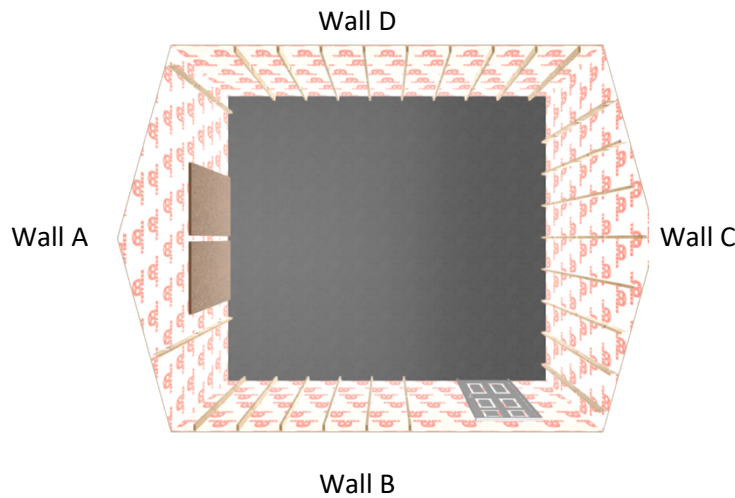
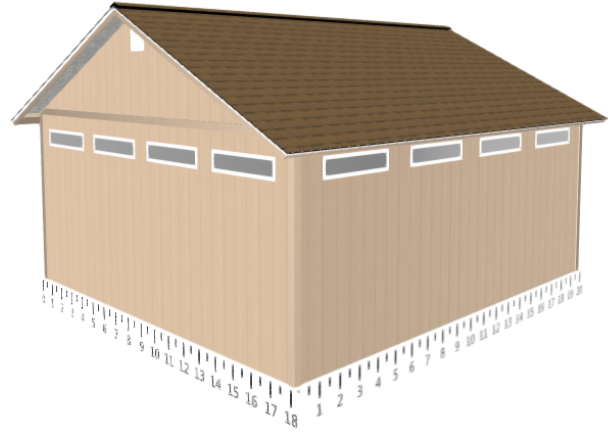
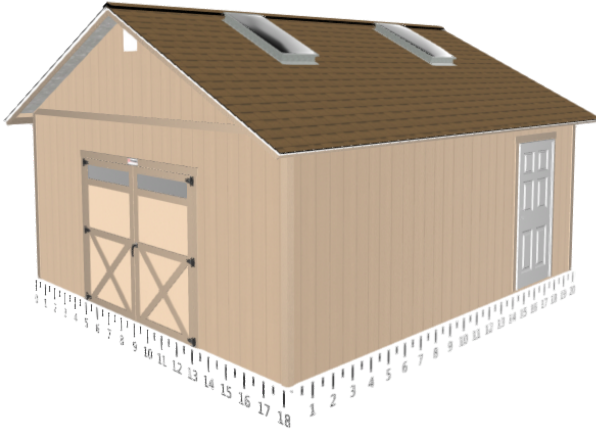
Ship to Address: 6968 Camarillo Springs Road  
Camarillo, CA 93012

Line Item Description	Sales Price	Quantity	Promo	Add'l Disc	Total Price
Premier Pro Ranch Garage 18 x 20	\$15,220.00	1.00	(\$0.00)	\$1,902.50	\$13,317.50
Roof - 6/12 Roof Pitch Upgrade	\$3.50	487.00	(\$0.00)	\$0.00	\$1,704.50
Transom Window (41"x8")	\$159.00	8.00	(\$0.00)	\$0.00	\$1,272.00
2x4 Skylight	\$399.00	2.00	(\$0.00)	\$0.00	\$798.00
Engineering Fees	\$1.75	360.00	(\$0.00)	\$0.00	\$630.00
Upgrade - 4' x 6'7" Double Shed Door (8')	\$564.00	1.00	(\$0.00)	\$0.00	\$564.00
Garage Delivery Fee	\$375.00	1.00	(\$0.00)	\$0.00	\$375.00
House Wrap	\$0.40	697.00	(\$0.00)	\$0.00	\$278.80
Horizontal Transom Window in Door - 4' door	\$119.00	2.00	(\$0.00)	\$0.00	\$238.00
12"x12"Gable End Vent, White	\$37.00	2.00	(\$0.00)	\$0.00	\$74.00
Black Door Hardware - Double Door	\$60.00	1.00	(\$0.00)	\$0.00	\$60.00
Door - Decorative Double Door Trim - Lower X	\$59.00	1.00	(\$0.00)	\$0.00	\$59.00
Fuel Surcharge	\$20.00	1.00	(\$0.00)	\$0.00	\$20.00
3068 R-In 6-Panel Residential Door	\$0.00	1.00	(\$0.00)	\$0.00	\$0.00
Shakewood Lifetime	\$0.00	487.00	(\$0.00)	\$0.00	\$0.00
Credit for Removal of Default Door	(\$750.00)	1.00	(\$0.00)	\$0.00	(\$750.00)

Gross Total	\$20,169.30
Discount	(\$1,902.50)
<b>Net Total</b>	<b>\$18,266.80</b>
Estimated Tax	\$0.00
<b>Grand Total</b>	<b>\$18,266.80</b>

The price quoted is valid through the expiration date of the promotion, but in no case shall be valid longer than seven days. Once an order has been placed, pricing is guaranteed for up to 6 months. If the installation is not completed within 6 months for any

*reason, Tuff Shed has the right to modify the order pricing. You will be notified regarding any price adjustment prior to installation or incurring any additional charges.*



### Base Details

#### **Building Size & Style**

Premier Pro Ranch Garage - 18' wide by 20' long

#### **Door**

6-Panel Residential Door (Right Hand Inswing),

#### **Paint Selection**

Base: No Paint, Trim: No Paint

#### **Roof Selection**

Shakewood Dimensional Premium Shingle

#### **Drip Edge**

White

#### **Is a permit required for this job?**

Yes, Engineering fees still apply

#### **Who is pulling the permit?**

Customer

### Options Details

#### **Special Instructions**

\*\* THIS IS A KIT. The siding is 7/16". See Josh with any questions. \*\*

#### **Doors**

4' x 6'7" Double Shed Door (8'), In Door Horizontal Transom (4' door), LowerX, Decorative Door Hardware

#### **Transoms**

8 Ea Transom Window (41"x8")

#### **Walls**

697 Sq Ft House Wrap

#### **Roof**

487 Sq Ft Roof - 6/12 Roof Pitch

Upgrade

2 Ea 2x4 Skylight

#### **Vents**

2 Ea 12"x12"Gable End Vent, White

### Jobsite/Installer Details

**Do you plan to insulate this building after Tuff Shed installs it?**

Yes

**Is there a power outlet within 100 feet of installation location?**

Yes

**The building location must be level to properly install the building. How level is the install location?**

Slab provided by customer will be within 1/2" tolerance on square, level, exterior dimensions to match the building size (per customer agreement).

**Will there be 18" of unobstructed workspace around the perimeter of all four walls?**

Yes

**Can the installers park their pickup truck & trailer within approximately 200' of your installation site?**

Yes

**Substrate Shed will be installed on?**

Concrete without Shed Floor

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



Pleasant Valley Recreation and Park District  
6968 Camarillo Springs Road  
Camarillo CA 93012  
Q-1515489



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

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