

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

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
December 6, 2018**

5:30 P.M. CLOSED SESSION

1. CALL TO ORDER

A. Adjourn to Closed Session

B. CLOSED SESSION - Conference with Labor Negotiators

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

C. Reconvene into Regular Meeting

6:00 P.M. REGULAR MEETING NEXT RESOLUTION #609

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

5. PRESENTATIONS

A. District Highlights

B. Full Time Employee Recognition

C. Friends of Camarillo Dog Parks

D. Volunteer Recognition – Foundation Board

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

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

A. Minutes for Regular Board Meeting of November 7, 2018 and Emergency Board Meeting of November 16, 2018

Approval receives and files minutes.

B. Warrants, Accounts Payable & Payroll

Approval of District's disbursements dated on or before November 22, 2018.

C. Financial Report

Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for October 31, 2018.

D. Consideration and Adoption of Resolution No. 604 Requesting a Loan from the Capital Account to the General Fund Account

Once the December tax apportionment is received, the loan will be repaid back to the Capital account with interest of approximately \$3.40.

E. Approve Resolution No. 605 to Continue the Local Emergency that Resulted Due to the Hill Fire 2018

The recent Hill Fire 2018 caused damage to Camarillo Grove Park and the state of local emergency declaration needs to remain in effect.

F. Consideration and Adoption of Resolution No. 606 Finding that it is Reasonably Foreseeable that Inhabitants of the AMLI Spanish Hills Subdivision Will Use the Proposed Facility Upgrades at Valle Lindo Park

Quimby funds from the AMLI Spanish Hills Subdivision will be utilized to fund this project.

G. Consideration and Adoption of Resolution No. 607 Finding that it is Reasonably Foreseeable that Inhabitants of the KB Homes Springville Subdivision Located at 333 Townsite Promenade Will Use the Proposed Facility Upgrades at Valle Lindo Park

Quimby funds from the KB Homes Springville Subdivision will be utilized to fund this project.

8. NEW ITEMS – DISCUSSION/ACTION

A. Consideration of Proposed New Park Site at the Ran Rancho Springville Development

The Ran Rancho development in the Springville area is being considered for alterations including the relocation of the proposed park site from the west end of the development entrance to the area adjacent to the Springville/Ponderosa intersection.

Suggested Action: A MOTION to Approve the developers' proposed location of the proposed new park or reject the proposed location of the new park and remain committed to the initial planned park location at the Ran Rancho Springville Development.

B. Consideration and Approval of an RFP for Senior and Community Recreation Facility Design and Architectural Services

A Request for Proposals ("RFP") from architectural firms is needed to assist in the preparation of design concepts and cost estimation for a senior and Community Recreation Facility to include approximately 31,272 square feet.

Suggested Action: A MOTION to Approve the Request for Proposals (RFP) for the Senior Community Recreation Facility Design and Architectural Services to assist in the visioning and preparation of design concepts and cost estimations contingent upon the approval of the Cooperative Agreement by the City of Camarillo.

C. Consideration and Approval of a Professional Services Agreement with Leach Mounce Architects for the Design and Construction Plans for the Valle Lindo Restrooms

The architectural firm will prepare the design concepts and construction documents for Valle Lindo Park restrooms.

Suggested Action: A MOTION to Approve and authorize the General Manager to enter into a professional services agreement between the District and Leach Mounce Architects for the design and construction plans for Valle Lindo Park restrooms for \$59,850.

D. Consideration, Selection, and Vote for Election of Special District Regular Member and Alternate Member to the Ventura LAFCo

A total of two candidates have been nominated for the regular member position and three candidates for the alternate member position for the Ventura LAFCo election.

Suggested Action: A MOTION to Approve the selection and vote for one Special District Regular Member and one Alternate Member to the Ventura Local Agency Formation Commission (LAFCo).

E. Consideration and Adoption of Resolution No. 608, an Application for the Saucony Run for Good Foundation Grant for Marketing and Special Event Programming for the Root Beer Run & Ice Cream Invite in July 2019

The project proposed is seeking to increase awareness of and participation in the event, to include a goal of over 150 participants in 2019 and educational outreach opportunities in the community.

Suggested Action: A MOTION to Approve Resolution No. 608, an application for the Saucony Run for Good Foundation grant funding for marketing and special event programming for the Root Beer Run & Ice Cream Invite Event in July 2019.

F. Board Reorganization (Officer Elections)

Every December the Board of Directors elects their officers for the next calendar year; newly elected officers take their new seats at the January Regular Board Meeting.

Suggested Actions: Nominations for Chair, Vice-Chair and Secretary will be requested until all three positions are filled.

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

- A. Chairman Malloy
- 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, Personnel and Policy
- F. Foundation for Pleasant Valley Recreation and Parks

G. General Manager's Report

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

11. 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
Minutes of Regular Meeting
November 7, 2018**

1. CALL TO ORDER

Call to Order

The regular meeting of the Board of Directors of the Pleasant Valley Recreation and Park District was called to order at 5:00 p.m. by Chairman Malloy.

A. ADJOURNED TO CLOSED SESSION

The Board adjourned to closed session at 5:00 p.m.

B. CLOSED SESSION - Conference with Labor Negotiators

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

Roll Call

C. REGULAR MEETING RECONVENED

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

2. PLEDGE OF ALLEGIANCE

Director Elaine Magner led the pledge.

3. ROLL CALL

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

Absent:

ALSO PRESENT: General Manager Mary Otten, Administrative Services Manager Leonore Young, Park Services Manager Bob Cerasuolo, Recreation Services Manager Eric Storrie, Administrative Analyst and Clerk of the Board Anthony Miller, Customer Service Representative and Recording Board Secretary Karen Roberts, Administrative Analyst Megan Hamlin, Recreation Supervisors Lanny Binney and Jane Raab, Park Supervisors Nick Marienthal and Matthew Parker, Recreation Leader Sarah Scrivano, Matthew Lorimer, Paul Rehder, Cheryl Marks, Dirk Dickinson, Rich Frank, Catrina Lovato, John Bain, Kelly Smith, Richard Dietz, Sandra Maat, David Grodin, Mark Schienbein, Shannon Porter and Alex Mathis.

4. AMENDMENTS TO THE AGENDA

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

**Motion to
Approve the
Agenda as
Presented**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

Carried

5. PRESENTATIONS

A. District Highlights

Recreation Supervisor Lanny Binney presented the highlights of the District's October/November activities, programs and special events. Spooky Swim at the Aquatic Center on October 26 was a success with 50 people painting pumpkins and over 120 in attendance. Check the schedule for upcoming pool closures. The Senior Center held a Rummage Sale on October 13, a Halloween Bingo Bash on October 28 and a Senior Halloween Dance on October 30. Coming up is a Winter Tech Fair on December 27. Halloween in the Park was successful and Breakfast with Santa is coming up on December 1 and the Christmas Parade on December 8. There will be a Pickleball Social at Bob Kildee Park on November 5.

B. Camarillo Youth Basketball Association

Recreation Supervisor Lanny Binney introduced Mark Schienbein, acting treasurer and Shannon Porter, interim chair for the Camarillo Youth Basketball Association (CYBA). They presented highlights for the group for the year. CYBA donated \$1000 for security equipment at the Boys and Girls Club. The Don's program has been eliminated due to loss of players. CYBA will take over the responsibility of opening and closing the Monte Vista gymnasium instead of District staff and will incur an extra charge of about \$4100 for staff time. Ms. Porter thanked Mr. Binney and Cheryl Peterson in Customer Service for their assistance with reservations.

C. Camarillo Pony Baseball Association

Recreation Supervisor Lanny Binney introduced Vice President Alex Mathis of the Camarillo Pony Baseball Association (CPBA). The group's spring attendance was over 800 players with 600 in the recreation league and 200 in ABL. This included over 70 teams and over 1400 games. In Fall Ball, there were over 200 players making up 20 teams which played 160 games in Camarillo. CPBA hosts 15-20 tournaments annually with about 2000 games. They hosted a 5U and 7U World Series and will again in 2019. The Champions league for special needs individuals had about 35 players this year. CPBA has spent over \$100,000 in maintaining the fields this past year and a pressing challenge is the loss of baseball fields at Los Altos. Mr. Mathis was encouraged to let the school district know about the effect the field closures are having on the CPBA program and the entire community.

D. Springville Dog Park Closure Options

General Manager Mary Otten requested Board direction regarding a temporary fenced-in area during the Springville Dog Park closure. The building of the wall has begun and staff plans on closing the park after Thanksgiving so that work can begin on the renovation of the irrigation system and construction of the walking path. Options for a temporary fenced-in dog park during this closure are: 1) Freedom Park by the picnic shelter and 2) the triangular area between the Mission Oaks Off-Leash Dog Park and the softball fields. Cheryl Marks of the Friends of Camarillo Dog Parks (FCDP) stated that the group prefers the Freedom Park location due to its proximity to Springville, its parking lot and restrooms. The cost of a fence at Freedom Park would be about \$1557. Parking fees at Camarillo Grove Park will also be waived during the Springville Dog Park closure. The Board agreed that a temporary fenced-in area at Freedom Park would be the best choice.

6. PUBLIC COMMENT

Chairman Malloy accepted 2 speaker card from Administrative Analyst and Clerk of the Board Anthony Miller. The first speaker, Paul Rehder of Camarillo swims at the Aquatic Center and requested that the plumbing and the poor condition of the locker rooms and shower rooms be addressed.

Matthew Lorimer congratulated Directors Kelley and Magner on their re-election. Mr. Lorimer stated that the community voted in 2 new councilmembers and that one, Shawn Mulchay, was in the audience. He would like to see everyone work together on the new Senior Center.

7. CONSENT AGENDA

- A. Minutes for Regular Board Meetings of September 6, 2018 and October 3, 2018
- B. Warrants, Accounts Payable & Payroll thru October 26, 2018
- C. Financial Report

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

Voting was as follows:

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

Noes:

Absent:

**Motion to
Approve Consent
Agenda**

Carried

Motion: Carried

8. PUBLIC HEARING – A Public Hearing on Use of Quimby Fees for the Construction of Freedom Park Ballfields Phase II.

Chairman Malloy opened the Public Hearing. No one spoke for or against the the proposed use of funds and Chairman Malloy declared the Public Hearing closed.

A. Consideration and Adoption of Resolution No. 602 Finding that it is Reasonably Foreseeable that Inhabitants of the Fairfield Camarillo LLC Subdivision Located at 300 Lewis Road will be Served by the Proposed Phase II Additions to Freedom Park

Administrative Analyst Anthony Miller presented a resolution finding that the proposed phase II additions to the Freedom Park Baseball Field Project would benefit the high density population in the Fairfield Camarillo LLC subdivision at 300 Lewis Road. Discussion included use of Quimby funds, the high density with no adjacent park land within the subdivision and the benefit to a wider range within the community.

Chairman Malloy called for a motion. A motion was made by Director Magner and seconded by Director Mishler to adopt Resolution No. 602 finding that it is reasonably foreseeable the residents of Fairfield Camarillo LLC's subdivision at 300 Lewis Road will be served by the proposed Phase II additions to Freedom Park.

Voting was as follows:
Ayes: Magner, Mishler, Dixon, Kelley, Chairman Malloy
Noes:
Absent:

**Motion to
Adopt Reso 602
Quimby Fees
Use for
Freedom Park**

Motion: Carried

Carried

9. NEW ITEMS – DISCUSSION/ACTION

A. Consideration and Approval of Bid Award for Freedom Park Baseball Fields Project to Union Engineering Company, Inc. with a Concurrent Fund 30 Budget Adjustment

General Manager Mary Otten stated that she received a contractor's protest on November 6 regarding clarification of specification requests for the Freedom Park Phase II project. The specifications did not indicate that the bidders would have to include Musco Lighting as a subcontractor. Since the District utilizes Musco's poles and equipment, there is no other option for the contractors to use another subcontractor for lighting. Ms. Otten requested that all bids be rejected and that the bidding process be initiated again. Discussion included: uncertainty of accuracy of present bids, question on the budget adjustment to Fund 30, passage of Resolution No. 602 which allows for dedication of Quimby Fees to this project, adjustment sets limit for the Freedom Park Phase II project, reopening of bid to all bidders, project oversight and a request for three separate motions.

Chairman Malloy called for a motion. A motion was made by Director Magner and seconded by Director Dixon to approve the rejection of all bids for the Freedom Park Baseball Fields Project.

**Motion to
Approve an All
Bid Rejection
For Freedom**

Voting was as follows:
Ayes: Magner, Dixon, Mishler, Kelley, Chairman Malloy
Noes:
Absent:

Motion: Carried

Carried

Chairman Malloy called for a motion. A motion was made by Director Magner and seconded by Chairman Malloy to approve and authorize staff to publish a notice for inviting bids for Freedom Park Baseball Fields Project.

**Motion to
Approve
Published
Notice for New
Bids**

Voting was as follows:
Ayes: Magner, Chairman Malloy, Dixon, Mishler, Kelley
Noes:
Absent:

Motion: Carried

Carried

Chairman Malloy called for a motion. A motion was made by Director Magner and seconded by Director Mishler to approve a budget adjustment in the amount of \$1,100,000 in Fund 30.

Motion to Approve Budget Adjustment in Fund 30

Voting was as follows:

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

Noes:

Absent:

Carried

Motion: Carried

B. Review and Approve the Right of Entry Agreement Between the Calleguas Municipal Water District and Pleasant Valley Recreation and Park District for Springville Park

General Manager Mary Otten presented a right of entry agreement with Calleguas Municipal Water District for Springville Park to connect a pipeline with Crestview Mutual Water Company. Calleguas offered \$5000 to assist in closing down the parking lot at Springville. The work would take place in the eastern half of the upper parking lot at Springville. Discussion included: a late January construction date, a 2 month impact to the District and the timing of work with the Springville Dog Park wall project.

Chairman Malloy called for a motion. A motion was made by Director Magner and seconded by Director Mishler to approve the Right of Entry agreement with the Calleguas Municipal Water District for Springville Park in exchange for \$5000.

Motion to Approve Right of Entry Agreement with Calleguas Water at Springville

Voting was as follows:

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

Noes:

Absent:

Carried

Motion: Carried

C. Approval and Bid Award of the Contract Agreement Between the District and RSD System Inc. DBA Aqua Creations for Fiberglass Resurfacing of the Pleasant Valley Aquatic Center Pool

Park Supervisor Matthew Parker presented Aqua Creations' proposal for fiberglass resurfacing of the Aquatic Center's pool. The start date would be January 7, 2019 and run through February 8, 2019 with a public reopening on March 1, 2019. The pool slide components would be installed during this period also. Rich Dietz with Aqua Creations stated that fiberglass resurfacing is the best way to go with regards to longevity, cleanability and reactivity. Discussion included: the resurfacing process, a non-slip product applied to the final coat, company's expertise and success with fiberglass applications and county environmental health approval.

Chairman Malloy called for a motion. A motion was made by Director Mishler and seconded by Director Magner to approve the RFP and authorize the General Manager to enter into an agreement with RSD Systems Inc. DBA Aqua Creations for fiberglass resurfacing of the Pleasant Valley Aquatic Center's pool.

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

**Motion to
Approve
Aqua Creations
Fiberglass at
Aquatic Center**

Carried

D. Update on Proposed Placement Locations for a New Picnic Shelter at Pitts Ranch Park
Park Supervisor Matthew Parker presented three location options for a new picnic shelter at Pitts Ranch Park. Discussion included: proximity of options to restroom, playground and other shelter; preference of new shelter between the tennis courts and the original shelter; concrete versus grass on the shelter's apron; popularity of park; roof options and checking with U.S. Communities for shelter roof offerings. The Board recommended option 1 near the tennis courts with an open air roof to match the existing shelter.

E. Consideration, Selection and Vote for CAPRI Board of Directors (Upper & Middle 1/3 Tiers)

Administrative Analyst Megan Hamlin presented candidate names for consideration for the CAPRI Board of Directors Upper and Middle 1/3 Tiers.

Chairman Malloy called for a motion. A motion was made by Director Magner and seconded by Chairman Malloy to approve the selection and vote for Jim Friedl for the CAPRI Board of Directors Upper 1/3 Tier.

**Motion to
Approve Jim
Friedl for
CAPRI Board**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

Carried

Chairman Malloy called for a motion. A motion was made by Director Magner and seconded by Director Mishler to approve the selection and vote for Stephen Fraher for the CAPRI Board of Directors Middle 1/3 Tier.

**Motion to
Approve
Stephen Fraher
For CAPRI
Board**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

Carried

10. INFORMATIONAL ITEMS

A. Chairman Malloy – Chairman Malloy attended a Camrosa Water District tour on October 13. Mr. Malloy stated that he and his wife had fun judging the Halloween costume contest on October 31 at the Community Center and thanked staff for a great event.

- B. Ventura County Special District Association/California Special District Association – Director Magner stated the next meeting is December 4 at the Camarillo HealthCare District with a speaker on water issues. CSDA – Director Magner reported that she is chair of the member services committee in Sacramento and there are over 1000 members. Camrosa Water District is a new member of CSDA.
- C. Ventura County Consolidated Oversight Board – Director Mishler stated there is no meeting until January 2019.
- D. Santa Monica Mountains Conservancy – Director Mishler attended an October 22 meeting in which they voted to contribute a 3 million dollar grant toward the design and engineering cost for the wildlife crossing at Liberty Canyon. The crossing will be 165 feet wide and 200 feet long and people can hike across it during the day and animals will use it at night.
- E. Standing Committees – Finance – Director Malloy stated that the District is right on track and that there will be an auditor’s report in February. Liaison – Director Dixon reported the committee will meet Thursday, November 8 to discuss the selection of an architect for the Senior/Community Recreation Center. Personnel – Director Magner stated that there is an upcoming meeting. Policy – Director Mishler reported that there is a November 29 meeting and that progress is being made regarding community service group policies.
- F. Foundation for Pleasant Valley Recreation and Parks – Director Magner stated that the next fundraiser will be the Ugly Sweater 5K and the Donut Dash on December 8 before the Christmas parade.
- G. General Manager’s Report – General Manager Mary Otten reported that the repair of the Freedom Park concession roof is completed and that work has begun on the women’s outdoor restroom at the Community Center. At the Senior Center an Eagle Scout project is underway to renovate the landscape around the building. The Oxnard Union High School District is selling 7 surplus properties and the Freedom Gymnasium is one of them. Staff is checking on possibilities and will check if there are any contingencies or restrictions on the sale of the property regarding governmental agencies.

11. ORAL COMMUNICATIONS

Directors Kelley and Magner thanked all those who supported them in their successful reelection efforts for a new term with the District.

12. ADJOURNMENT

Chairman Malloy adjourned the meeting at 8:40 p.m.

Respectfully submitted,

Approval,

**Karen Roberts
Recording Secretary**

**Mark Malloy
Chairman**

**Pleasant Valley Recreation and Park District
Administrative Office – Conference Room
1605 E. Burnley St., Camarillo, California
Minutes of Emergency Meeting (Gov. Code Section 54956.5)
November 16, 2018**

1. CALL TO ORDER

Call to Order

An emergency meeting of the Board of Directors of the Pleasant Valley Recreation and Park District was called to order at 8:00 a.m. by Chairman Malloy.

2. PLEDGE of ALLEGIANCE

3. ROLL CALL

Roll Call

Ayes: Magner, Mishler, Chairman Malloy

Absent: Dixon (Director Kelley arrived at 8:02 a.m.)

Also Present: General Manager Mary Otten, Administrative Services Manager Leonore Young, Park Services Manager Bob Cerasuolo, Recreation Services Manager Eric Storrie, Administrative Analyst and Clerk of the Board Anthony Miller, Recording Secretary and Customer Service Lead Karen Roberts, Administrative Analyst Megan Hamlin and Cameron Kiszla.

4. ADOPTION OF AGENDA

Agenda accepted as presented.

5. OPEN COMMUNICATION/PUBLIC FORUM

No comments.

6. NEW ITEMS-DISCUSSION/ACTION

A. Resolution No. 603 Declaring a Local Emergency (2018 Hill Fire)

Administrative Services Manager Leonore Young presented a resolution that would declare a state of local emergency within the District due to the 2018 Hill Fire. Approval of the resolution would allow the District to be eligible for possible state and/or federal funding for damage at Camarillo Grove Park. A resolution would need to be presented as a consent item at each board meeting for as long as the state of local emergency remains in effect.

Chairman Malloy called for a motion. A motion was made by Director Magner and seconded by Director Mishler to adopt Resolution No. 603 declaring a local emergency due to the 2018 Hill Fire.

**Motion to
Adopt Reso
603, Declaring
Emergency Due
to Fire**

Voting was as follows:

Ayes: Magner, Mishler, Kelley, Chairman Malloy

Noes:

Absent: Dixon

Motion: Carried

Carried

7. ORAL COMMUNICATIONS

None.

8. ADJOURNMENT

Chairman Malloy adjourned the meeting at 8:05 a.m.

Respectfully submitted,

Karen Roberts
Recording Secretary

Approval,

Mark Malloy
Chairman

Pleasant Valley Recreation and Park District
Finance Report
October 2018

	Date	Amount	
Accounts Payables:			
	10/2/2018	\$ 1,185.60	Accounts Payable
	10/11/2018	\$ 146,084.78	Accounts Payable
	10/26/2018	\$ 110,827.22	Accounts Payable
	10/30/2018	\$ 63,161.45	Accounts Payable (GameTime)
	Total	\$ 321,259.05	
 Payroll (Total Cost):			
	10/4/2018	\$ 144,474.97	Payroll- 10/4/2018
	10/18/2018	\$ 140,412.64	Payroll- 10/18/2018
	Total	\$ 284,887.61	
 Outgoing:Online Payments			
	10/1/2018	\$ 30,474.58	10/2018 Calpers Health Insurance
	10/1/2018	\$ 562.95	10/2018 VSP (Vision Insurance)
	10/2/2018	\$ 208.20	AFLAC Insurance
	10/3/2018	\$ 2,415.97	10/2018- The Guardian (Dental Insurance)
	10/3/2018	\$ 3,651.68	WEX- 76 Fuel
	10/4/2018	\$ 14,627.62	CALPERS- Ret.- For PR 10/4/2018
	10/4/2018	\$ 1,811.97	10/2018- The Hartford Insurance
	10/4/2018	\$ 3,820.89	Southern CA Edison
	10/4/2018	\$ 99.34	Southern CA Gas Co.
	10/10/2018	\$ 2,677.86	Home Depot
	10/10/2018	\$ 7,530.97	Southern CA Edison
	10/18/2018	\$ 14,376.89	CALPERS- Ret.- For PR 10/18/2018
	10/18/2018	\$ 89.95	Culligan Water Service
	10/19/2018	\$ 5,717.09	Southern CA Edison
	Total	\$ 88,065.96	
	Grand Total	\$ 694,212.62	

CASH REPORT

	<u>10/31/2018</u>	<u>10/31/17</u>
	<u>BALANCE</u>	<u>BALANCE</u>
Restricted Funds		
Debt Service - Restrictred	\$ 6,516.54	\$ 2,490.19
457 Pension Trust Restricted	\$ 70,090.68	\$ 74,314.53
Quimby Fee - Restricted	\$ 239,487.28	\$ 179,143.78
Multi-Bank Securities Restricted	\$ 660,764.48	\$ 1,160,909.74
Ventura County Pool - Restricted	\$ 5,090,272.11	\$ 4,561,110.73
FCDP Checking	\$ 30,500.04	\$ 29,131.30
Total	\$ 6,097,631.13	\$ 6,007,100.27
Semi-Restricted Funds		
Assessment	\$ 12,807.95	\$ 2,530.52
Capital Improvement	\$ 29,298.25	\$ 1,751,930.14
Capital - Vehicle Replacement	\$ 43,343.80	
Capital - Designated Project	\$ 16,397.94	
LAIF Capital	\$ 2,094,955.79	\$ 4,928.89
Contingency - Dry Period	\$ 203,500.00	
Contingency - Computer	\$ 6,250.01	
Contingency - Repair/Oper/Admin	\$ 7,500.00	
Total	\$ 2,196,803.73	\$ 1,759,389.55
Unrestricted Funds		
Contingency	\$ 264,627.52	\$ 677,419.76
Ventura County Pool-Unrestricted	\$ 129,228.69	\$ 4,900.00
General Fund Checking	\$ 394,689.21	\$ 307,585.64
Total	\$ 788,545.42	\$ 989,905.40
Total of all Funds	\$ 9,082,980.28	\$ 8,756,395.22
		\$ 326,585.06

CASH REPORT

	<u>11/11/2018</u>	<u>11/30/17</u>
	<u>BALANCE</u>	<u>BALANCE</u>
Restricted Funds		
Debt Service - Restrictred	\$ 6,516.54	\$ 2,490.19
457 Pension Trust Restricted	\$ 70,090.68	\$ 74,329.80
Quimby Fee - Restricted	\$ 239,819.54	\$ 180,269.08
Multi-Bank Securities Restricted	\$ 660,764.48	\$ 1,160,909.74
Ventura County Pool - Restricted	\$ 5,090,272.11	\$ 4,545,693.26
FCDP Checking	\$ 30,500.04	\$ 29,103.80
Total	\$ 6,097,963.39	\$ 5,992,795.87
Semi-Restricted Funds		
Assessment	\$ 12,807.95	\$ 2,507.04
Capital Improvement	\$ 29,298.25	\$ 11,124.35
Capital - Vehicle Replacement	\$ 43,343.80	
Capital - Designated Project	\$ 16,397.94	
LAIF Capital	\$ 2,094,955.79	\$ 1,662,942.33
Contingency - Dry Period	\$ 3,500.00	
Contingency - Computer	\$ 6,250.01	
Contingency - Repair/Oper/Admin	\$ 7,500.00	
Total	\$ 2,196,803.73	\$ 1,676,573.72
Unrestricted Funds		
Contingency	\$ 264,627.52	\$ 377,536.01
Ventura County Pool-Unrestricted	\$ 129,228.69	\$ 4,900.00
General Fund Checking	\$ 311,246.97	\$ 193,755.76
Total	\$ 705,103.18	\$ 576,191.77
Total of all Funds	\$ 8,999,870.30	\$ 8,245,561.36
		\$ 754,308.94

Pleasant Valley Recreation & Park District
 FY18-19 Investments Summary
 30-Sep-18

Investment	Acquired	Current	YTD	Q1	Q2	Q3	Q4	Current	Since Inception
	Interest	Market	Interest	YTD	YTD	YTD	YTD	QTR	Value
		Price		Interest	Interest	Interest	Interest	Growth	
MBS Investments:									
Firstbank P R Santurce	2/12/2016	\$ 98.657	\$ 199.36	\$ 4,042.50	1.67%	\$ 241,660.65	\$ 10,444.13		
Goldman Sachs Bk USA New York CTF Dep A	2/10/2016	\$ 98.127	\$ 1,495.89	\$ 3,900.00	1.98%	\$ 196,018.00	\$ 9,744.66		
Everbank Jacksonville Fla	2/12/2016	\$ 97.086	\$ 1,285.48	\$ 3,400.00	1.74%	\$ 194,188.00	\$ 8,495.34		
MBS Investments Total		\$ 645,000.00	\$ 11,342.53	\$ 11,342.53		\$ 631,866.65	\$ 28,684.13		

MBS Interest Summary	Q1	Q2	Q3	Q4	Current	Grand
	YTD	YTD	YTD	YTD	QTR	Total
	Interest	Interest	Interest	Interest	Growth	Value
YTD Dividends and Interest	\$ 1,340.13	\$ 11,362.53	\$ 11,342.53	\$ 4,638.94	\$ 4,638.94	\$ 28,684.13

LAIIF:	Interest Earned	Ending Balance
September	\$ 11,589.48	\$ 2,105,324.06
	(Interest posted in October 2018)	(Int. earned not included in 9/2018 bal. Will be reflected on 10/2018 LAIF statement)

Ventura County Pool:	Interest Earned	Ending Balance
Restricted	0.930%	4,531,110.73
Unrestricted	0.930%	213,905.14
Pacific Western Bank:		
457 Pension	0.250%	70,072.82
Assessment District	0.250%	14,386.66
Capital	0.250%	89,017.31
Contingency	0.250%	781,700.55
Debt Service	0.250%	517,611.45
Quimby	0.250%	301,680.09
Total Invested Balance Including MBS		<u>9,256,675.46</u>

Interest Earnings Summary	Q1	Q2	Q3	Q4	Current	Grand
	YTD	YTD	YTD	YTD	QTR	Total
	Interest	Interest	Interest	Interest	Growth	Value
YTD Dividends and Interest	25,266.75	25,266.75	25,266.75	25,266.75	25,266.75	25,266.75

Ventura County Pool

Investment Name	December 2017	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	July 2018	Aug 2018
Ventura County Pool	1.345%	1.42%	1.552%	1.611%	1.781%	1.857%	1.963%	2.072%	2.136%
	September 2018	October 2018	November 2018	December 2018	January 2019	February 2019	March 2019	April 2019	May 2019
Ventura County Pool	2.135%	2.293%							

- Rates are determined at the end of the month

Local Agency Investment Fund (LAIF)

Investment Name	December 2017	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	July 2018	Aug 2018
Local Agency Investment Fund (LAIF)	1.239%	1.350%	1.412%	1.524%	1.661%	1.755%	1.854%	1.944%	1.998%
	September 2018	October 2018	November 2018	December 2018	January 2019	February 2019	March 2019	April 2019	May 2019
Local Agency Investment Fund (LAIF)	2.160%	2.144%							



P.O. BOX 6343
FARGO ND 58125-6343

ACCOUNT NUMBER 4246 0445 5565 3868
STATEMENT DATE 10-22-2018
AMOUNT DUE \$12,829.37
NEW BALANCE \$12,829.37

PAYMENT DUE ON RECEIPT



000002644 01 SP 0.510 106481770228286 P
PLEASANT VALLEY REC PARK
LEO YOUNG
1605 E BURNLEY ST
CAMARILLO CA 93010-4524

AMOUNT ENCLOSED
\$

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

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

4246044555653868 001282937 001282937

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY

PLEASANT VALLEY REC 4246 0445 5565 3868	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Late Payment Charges	- Credits	- Payments	= New Balance
Company Total	\$11,519.00	\$12,914.32	\$0.00	\$0.00	\$0.00	\$84.75	\$11,519.00	\$12,829.37

CORPORATE ACCOUNT ACTIVITY

PLEASANT VALLEY REC PARK
4246-0445-5565-3868

TOTAL CORPORATE ACTIVITY
\$11,519.00 CR

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-18	10-15	7479826829100000000903	PAYMENT - THANK YOU 00000 C	11,519.00 PY

NEW ACTIVITY

JANE RAAB 4246-0400-1595-4359
CREDITS \$0.00 PURCHASES \$109.24 CASH ADV \$0.00 TOTAL ACTIVITY \$109.24

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-25	09-24	24164078267929000173126	SMARTNFINAL40010104008 CAMARILLO CA	52.47
09-25	09-24	24445008268000661175169	99-CENTS-ONLY #0113 CAMARILLO CA	18.45
10-02	10-01	24164078274929000674959	SMARTNFINAL40010104008 CAMARILLO CA	28.67
10-02	10-01	24445008275000657268201	DOLLAR TREE CAMARILLO CA	9.65

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

4246-0445-5565-3868

ACCOUNT SUMMARY

PREVIOUS BALANCE 11,519.00
PURCHASES &
OTHER CHARGES 12,914.12

STATEMENT DATE 10/22/18
DISPUTED AMOUNT .00

CASH ADVANCES .00
CASH ADVANCE FEES .00
LATE PAYMENT
CHARGES .00

SEND BILLING INQUIRIES TO:

U.S. Bank National Association

AMOUNT DUE

12,829.37

CREDITS 84.75
PAYMENTS 11,519.00

ACCOUNT BALANCE 12,829.37

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



Company Name: PLEASANT VALLEY REC PARK
Corporate Account Number: 4246 0445 5565 3868
Statement Date: 10-22-2018

NEW ACTIVITY

LEONORE YOUNG **CREDITS** **PURCHASES** **CASH ADV** **TOTAL ACTIVITY**
 4246-0400-1948-9485 \$84.75 \$1,075.29 \$0.00 \$990.54

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-28	09-27	24431068270026633603422	ADOBE *ACROPRO SUBS 800-833-6687 CA	14.99
10-09	10-08	24692168281100172249183	J2 *METROFAX 888-929-4141 CA	7.95
10-16	10-15	24164078288929000635814	SMARTNFINAL40010104008 CAMARILLO CA	405.88
10-17	10-15	24692168289100680614771	STARBUCKS STORE 00621 CAMARILLO CA	84.75
10-18	10-16	74692168290100240591461	STARBUCKS STORE 00621 CAMARILLO CA	84.75 CR
10-18	10-17	24224438291101049765338	COFFEE BEAN STORE CAMARILLO CA	69.95
10-18	10-16	24431068290975017362896	VONS #1672 CAMARILLO CA	27.05
10-22	10-18	24625858292900010695207	SHERWEB 819-5626610 NY	464.72

LANNY BINNEY **CREDITS** **PURCHASES** **CASH ADV** **TOTAL ACTIVITY**
 4246-0441-0256-2513 \$0.00 \$122.40 \$0.00 \$122.40

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-27	09-27	24692168270100485620875	S. CA MUNICIPAL ATHLET 626-448-0853 CA	65.00
10-04	10-03	24224438277102006893376	B AND B DO IT CENT CAMARILLO CA	15.98
10-16	10-15	24492158288894390279826	PAYPAL *PICKLEBALL 402-935-7733 TN	20.00
10-17	10-17	24692168290100908612802	AMAZON.COM*MT2CN9YW0 AMZN.COM/BILL WA	21.42

KATLYN SIMBER-CLICKENER **CREDITS** **PURCHASES** **CASH ADV** **TOTAL ACTIVITY**
 4246-0446-0278-3791 \$0.00 \$307.63 \$0.00 \$307.63

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-05	10-05	24692168278100207518599	AIRPORT LIMOUSINE SERV 304-232-1175 WV	180.00
10-10	10-10	24692168283100978716482	AMAZON PRIME AMZN.COM/BILL WA	127.63

NICK MARIENTHAL **CREDITS** **PURCHASES** **CASH ADV** **TOTAL ACTIVITY**
 4246-0446-0381-0882 \$0.00 \$1,640.37 \$0.00 \$1,640.37

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-05	10-03	24610438277010180309949	THE HOME DEPOT #1012 CAMARILLO CA	119.97
10-08	10-05	24015178278000936367087	76 - GSE 76 LAS POSAS CAMARILLO CA	83.83
10-11	10-10	24792628283207941200213	HD SUPPLY WHITE CAP #007 VENTURA CA	925.76
10-12	10-10	24610438284010180260903	THE HOME DEPOT #1012 CAMARILLO CA	49.24
10-18	10-17	24792628291207941700204	HD SUPPLY WHITE CAP #007 VENTURA CA	461.57

ERIC STORRIE **CREDITS** **PURCHASES** **CASH ADV** **TOTAL ACTIVITY**
 4246-0446-0676-1579 \$0.00 \$2,505.14 \$0.00 \$2,505.14

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-28	09-27	24692168270100701043134	AMZN MKTP US*MT3GB5X21 AMZN.COM/BILL WA	43.04



Company Name: PLEASANT VALLEY REC PARK
Corporate Account Number: 4246 0445 5565 3868
Statement Date: 10-22-2018

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-01	09-27	24789308271088400141918	FUN EXPRESS 800-2280122 NE	1,354.71
10-11	10-11	24692168284100501810173	AMAZON.COM*MT5RW2911 AMZN.COM/BILL WA	85.20
10-15	10-12	24299108286002691028684	7-ELEVEN 33567 CAMARILLO CA	46.65
10-22	10-19	24431068292083710727404	SWANK MOTION PICTURES IN 800-876-5445 MO	665.00
10-22	10-19	24445008293500461017346	OPC*VENTURA RMA 925-855-5000 CA	304.00
10-22	10-19	24445008293500461017429	OPC MSC*SERVICE FEE 024 800-487-4567 NE	6.54

ANTHONY MILLER 4246-0446-0680-0393	CREDITS \$0.00	PURCHASES \$1,205.91	CASH ADV \$0.00	TOTAL ACTIVITY \$1,205.91
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-01	09-28	24445008272000693338706	USPS PO 0511580060 CAMARILLO CA	29.70
10-03	10-02	24431868275017050381558	BAJA FRESH 30632 805-383-6884 CA	247.26
10-03	10-02	24445008276000655312612	CVS/PHARMACY #09764 CAMARILLO CA	52.07
10-05	10-03	24497788277900013400954	MARIE CALLENDARS CAMARILLO CA	56.96
10-17	10-15	24453518289030012235117	LAS POSAS CLEANERS CAMARILLO CA	128.00
10-17	10-15	24692168289100729978351	SOUTHWES 5261499070975 800-435-9792 TX ROBERTS/KAREN 10-22-18	345.96
10-17	10-15	24692168289100729978369	LAX WN N RNO WN N LAX SOUTHWES 5261499070976 800-435-9792 TX MILLER/ANTHONY 10-22-18 LAX WN N RNO WN N LAX	345.96

STEVE REVELES 4246-0470-0014-9424	CREDITS \$0.00	PURCHASES \$1,548.73	CASH ADV \$0.00	TOTAL ACTIVITY \$1,548.73
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-25	09-24	24013398267004970146448	WARREN DISTRIBUTING DUPON 805-6582386 CA	109.27
09-25	09-24	24431058268838000662939	OREILLY AUTO #3680 CAMARILLO CA	36.42
09-26	09-24	24610438268010180291353	THE HOME DEPOT #1012 CAMARILLO CA	7.30
09-28	09-26	24610438270010180214716	THE HOME DEPOT #1012 CAMARILLO CA	7.45
10-03	10-02	24224438276101034534169	BIG BRAND TIRE #5 CARMARILLO CA	405.50
10-03	10-02	24431058276838000672110	OREILLY AUTO #3680 CAMARILLO CA	13.93
10-08	10-05	24013398278001005121302	WARREN DISTRIBUTING DUPON 805-6582386 CA	103.10
10-15	10-10	24767898285176800262309	CONTEMPO UPHOLSTERY 805-4868599 CA	450.00
10-16	10-15	24327438288199802018813	UNIFORM WAREHOUSE VENTURA CA	154.93
10-18	10-17	24013398290003605118120	WARREN DISTRIBUTING DUPON 805-6582386 CA	80.20
10-18	10-17	24493988290207913305231	ETRAILER 800-298-8924 MO	57.93
10-19	10-18	24015178291003742605784	76 - GSE 76 LAS POSAS CAMARILLO CA	122.70

MATTHEW D PARKER 4246-0470-0037-6985	CREDITS \$0.00	PURCHASES \$1,224.88	CASH ADV \$0.00	TOTAL ACTIVITY \$1,224.88
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-01	09-30	24692168273100780260176	AMAZON.COM*MT9D135H0 AMZN.COM/BILL WA	111.70
10-03	10-01	24610438275010183315200	THE HOME DEPOT #1012 CAMARILLO CA	18.72
10-05	10-03	24610438277010180312935	THE HOME DEPOT #1012 CAMARILLO CA	16.60
10-05	10-03	24692168277100940239090	THE HOME DEPOT 1012 CAMARILLO CA	89.23
10-08	10-04	24610438278010176302659	THE HOME DEPOT #1012 CAMARILLO CA	146.27



Company Name: PLEASANT VALLEY REC PARK
Corporate Account Number: 4246 0445 5565 3868
Statement Date: 10-22-2018

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-11	10-09	24610438283010181307845	THE HOME DEPOT #1012 CAMARILLO CA	19.82
10-12	10-11	24015178284002224153916	76 - GSE 76 LAS POSAS CAMARILLO CA	76.76
10-12	10-11	24692168284100799231512	AMZN MKTP US*MT0BH89P0 AMZN.COM/BILL WA	130.04
10-15	10-11	24610438285010175266369	THE HOME DEPOT #1012 CAMARILLO CA	36.29
10-19	10-18	24436548292009865086706	RAINMASTER 650-6222200 CA	508.30
10-19	10-17	24610438291010188166137	HOMEDEPOT.COM 800-430-3376 GA	20.77
10-22	10-18	24610438292010180324204	THE HOME DEPOT #1012 CAMARILLO CA	50.38

ROBERT A CERASUOLO 4246-0470-0056-0125	CREDITS \$0.00	PURCHASES \$1,040.27	CASH ADV \$0.00	TOTAL ACTIVITY \$1,040.27
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-02	10-01	24692168275100405460936	CAMARILLO ALL OTHER 805-388-5320 CA	596.00
10-02	10-01	24692168275100405461033	CAMARILLO ALL OTHER 805-388-5320 CA	61.52
10-05	10-03	24013398277000714118378	F MORTON PITT CO VENTURA CA	7.54
10-10	10-09	24164078282069700553805	FEDEXOFFICE 00042978 CAMARILLO CA	54.21
10-11	10-10	24692168284100508488007	CAMARILLO ALL OTHER 805-388-5320 CA	212.94
10-15	10-12	24164078285105118517201	STAPLES DIRECT 800-3333330 MA	38.60
10-19	10-18	24692168292100990480488	CAMARILLO ALL OTHER 805-388-5320 CA	69.46

MACY ANDERSEN 4246-0470-0062-0788	CREDITS \$0.00	PURCHASES \$584.00	CASH ADV \$0.00	TOTAL ACTIVITY \$584.00
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-27	09-26	24492158269637768249415	ANNUVIA WWW.ANNUVIA.C WI	130.00
10-03	10-03	24210738276083705326530	ADOLPH KIEFER AND ASSOC 847-876-8866 IL	159.80
10-08	10-07	24492158280894104523434	SUPPLIESOUTLET.COM 877-822-8659 TN	129.99
10-11	10-10	24492158283740297258188	SQ *CALIFORNIA PARK 877-417-4551 CA	55.00
10-15	10-13	24692168287100430898320	PARTY CITY 446 THOUSAND OAKS CA	85.85
10-17	10-16	24224438290103004266824	B AND B DO IT CENT CAMARILLO CA	23.36

Department: 00000 Total: \$11,279.11
Division: 00000 Total: \$11,279.11

EMILY RAAB 4246-0470-0032-6261	CREDITS \$0.00	PURCHASES \$1,550.26	CASH ADV \$0.00	TOTAL ACTIVITY \$1,550.26
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-28	09-28	24692168192100342424136	GOOGLE *ADWS5347915193 CC@GOOGLE.COM CA	350.00
10-03	10-02	24692168275100600328458	VENTURA COUNTY STAR 805-437-0406 CA	45.00
10-04	10-03	24497788276900015947862	CAMARILLO CHAMBER OF COMM 805-4844383 CA	495.00
10-08	10-05	24692168278100650006365	DLX*PS PRINT 800-511-2009 CA	25.90
10-12	10-10	24492158284869239984343	FRY'S.COM 877-688-7678 CA	41.15
10-12	10-12	24692168285100118684218	BATTERY MONSTER LLC 866-537-7085 NY	23.95
10-15	10-14	24760628287480700073071	ROADRUNNER SHUTTLE & LIMO 805-3898196 CA	156.20
10-17	10-16	24492158289719693437343	UBER TRIP PN XD U HELP.UBER.COM CA	15.37
10-18	10-16	24269798290100294689551	JAMBA JUICE AT MCCARRAN A LAS VEGAS NV	8.32
10-18	10-16	24692168290100116100350	364PEPSIVEN9147678600 LAS VEGAS NV	3.00



Company Name: PLEASANT VALLEY REC PARK
Corporate Account Number: 4246 0445 5565 3868
Statement Date: 10-22-2018

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-18	10-16	24755428290172907691592	LAX AIRP PANDA EXPRESS T3 LOS ANGELES CA	10.84
10-18	10-16	24767908290212502378703	WLV FORTUNA 702-7325111 NV	17.32
10-19	10-17	24231688291400393006138	LAS VEGAS CONVENTION CTR LAS VEGAS NV	17.86
10-19	10-19	24492158292715832504097	UBER TRIP UUVPK HELP.UBER.COM CA	11.15
10-19	10-17	24767908291219202447158	WLV FORTUNA 702-7325111 NV	15.70
10-19	10-17	24767908291219202448669	WLV FORTUNA 702-7325111 NV	9.63
10-22	10-18	24231688292400394012126	LAS VEGAS CONVENTION CTR LAS VEGAS NV	7.58
10-22	10-19	24431068293838000377064	HUDSONNEWS ST980 CARSON CA	12.21
10-22	10-19	24692168293100953611508	BURGER KING D SE LAS LAS VEGAS NV	1.85
10-22	10-18	24767908292226402755479	WLV FORTUNA 702-7325111 NV	15.16
10-22	10-18	24767908294232604267048	WESTGATE LV RESORT/CASIN LAS VEGAS NV 433262163306 ARRIVAL: 10-16-18	235.80
10-22	10-19	24869488293262626940711	TAXI SVC LAS VEGAS LAS VEGAS NV	15.57
10-22	10-18	24896308294900012563870	RACHELS KITCHEN MCCARRAN 702-2617280 NV	15.70

Department: 00000 Total: \$1,550.26
 Division: 52529 Total: \$1,550.26

Bank Reconciliation

Board Audit

User: fsantos
 Printed: 11/07/2018 - 8:54AM
 Date Range: 11/01/2018 - 11/08/2018
 Systems: '(All)'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 10 General Fund				
Department: 00 Non Departmentalized				
22351	CAPRI	CAPRI: 7/2018-6/2019- 2ND QTR OI	11/08/2018	54,148.25
22370	DAVID HAYWARD	D.HAYWARD: PERMIT REFUND	11/08/2018	50.00
22372	HUB INTERNATIONAL INSURANC	HUB INSURANCE: 10/2018 INSUR/	11/08/2018	1,466.00
22373	SHERI HUDSON	S.HUDSON: PERMIT REFUND	11/08/2018	300.00
22400	US BANK	US BANK: CALCARD STATEMENT	11/08/2018	12,829.37
22402	REYNA VELASQUEZ	R.VELASQUEZ: PERMIT REFUND	11/08/2018	50.00
22404	RASHEEN WILLIAMS	R.WILLIAMS: PERMIT REFUND	11/08/2018	50.00

Total for Department: 00 Non Departmentalized 68,893.62

Department: 03 Recreation

0	THE GAS COMPANY	SOCAL GAS CO: LIBERTY PK. OFF	11/02/2018	30.17
0	DENISE CLERIC	D. CLERIC: MILEAGE REIMBURSI	11/08/2018	99.90
0	JEFFREY HENSEN	J.HENSEN: MILEAGE REIMBURSE	11/08/2018	63.22
0	LANNY BINNEY	L.BINNEY: 10/2018 MILEAGE REIM	11/08/2018	149.33
0	MACY ANDERSEN	M. ANDERSEN: MILEAGE REIMB-	11/08/2018	139.52
22340	ADM GROUP INC.	ADM GRP.: INSTRUCTOR FEES/TF	11/08/2018	1,010.80
22347	BINGO WEST #4	BINGO WEST#4: BINGO SUPPLIES	11/08/2018	383.69
22348	RONALD J. BRAND	R.BRAND: INSTRUCTOR FEES/BE	11/08/2018	52.00
22350	CANON SOLUTIONS AMERICA IN	CANON: 24X40 15MIL OUTDOOR :	11/08/2018	505.06
22352	WENDY CASTELLANOS-WOLF	W.CASTELLANOS-WOLF: INSTRU	11/08/2018	468.00
22353	KERRY A. CLERIC	K.CLERIC: UNPAID FORFEIT	11/08/2018	30.00
22356	DARVIK PRODUCTIONS	DARVIK PRODUCTIONS: RENTAL	11/08/2018	420.00
22359	CHERYL DOWNS	C.DOWNS: INSTRUCTOR FEES/CE	11/08/2018	680.33
22360	HELEN DZIADULEWICZ	H.DZIADULEWICZ: INSTRUCTOR	11/08/2018	1,364.35
22361	ELITE COMMUNICATION	ELITE COMMUNICATION: SHIRTS	11/08/2018	647.58
22366	BARBARA G. GAGE	B.GAGE: INSTRUCTOR FEES/WAT	11/08/2018	209.95
22367	TORREY KAHANA GIESE	T.GIESE: INSTRUCTOR FEES/WAT	11/08/2018	392.21
22371	DANIEL E. HOWARD	D.HOWARD: INSTUCTOR FEES/JU	11/08/2018	236.60
22374	MENDAL HYDE	M.HYDE: INSTRUCTOR FEES/WAI	11/08/2018	168.09
22375	J. THAYER COMPANY	J.THAYER: LAM. POUCHES & PLA	11/08/2018	218.87
22377	JEFF KENNEDY	J.KENNEDY: CLASS REFUND	11/08/2018	25.54
22381	LUTZ LISA/ETIQUETTE OF VC	L.LUTZ: INSTRUCTOR FEES/MAN	11/08/2018	109.20
22382	MAIN STREET EXPERIENCES	MAIN STREET EXPERIENCES: LA	11/08/2018	6,810.00
22383	BRYAN MONKA	B.MONKA: INSTRUCTOR FEES/M:	11/08/2018	780.00
22385	DEBORAH NORRIS	D.NORIS: INSTRUCTOR FEES/PIL/	11/08/2018	1,133.60
22388	TOMLINSON RAUSCHER	T.RAUSCHER: INSTRUCTOR FEES	11/08/2018	100.10
22389	SARA WHEELER RICHARDSON	S.RICHARDSON: INSTRUCTOR FE	11/08/2018	510.90
22392	JAMES SWING	J.SWING: INSTRUCTOR FEES/UKI	11/08/2018	187.20
22393	SWORDS INC.	SWORDS INC.: INSTRUCTOR FEE:	11/08/2018	280.80
22394	NANCE TAPLEY-PECK	PECK FARM: HORSEBACK RIDIN	11/08/2018	529.20
22395	PAMELA ANN TAYLOR	P.TAYLOR: INSTRUCTOR FEES/ZI	11/08/2018	571.35
22396	DAVID TORFEH	D.TORFEH: CLASS REFUND	11/08/2018	25.00
22397	CAMILLE TORGESON	C.TORGESON: INSTRUCTOR FEES	11/08/2018	386.10
22401	USPS BULK MAILING	USPS: PERMIT# PI 109	11/08/2018	57.69
22405	DONALD WOODRUFF	D.WOODRUFF: CLASS REFUND	11/08/2018	76.20
22406	ANN M. WRIGHT	A.WRIGHT: INSTRUCTOR FEES/SI	11/08/2018	215.15
22407	ODILE YEREVANIAN	O.YEREVANINA: INSTRUCTOR FE	11/08/2018	663.00
22408	DUNCAN YOUNG	D.YOUNG: INSTRUCTOR FEES/GY	11/08/2018	598.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
			Total for Department: 03 Recreation	20,328.70
Department: 04 Parks				
0	CITY OF CAMARILLO	CITY OF CAM; WATER SERVICE/V	11/02/2018	11,096.52
0	SOUTHERN CALIF EDISON COMP.	SCE: POWER SERVICE/SPANISH H	11/02/2018	3,735.68
0	THE GAS COMPANY	SOCAL GAS. CO.: PV FIELDS WES	11/02/2018	69.54
22342	AG RX	AGRX: AMM. SULFATE/SPRINGVI	11/08/2018	128.70
22345	B & B DO IT CENTER	B&B: PVC BUSHING, PVC TEE & I	11/08/2018	259.11
22354	COUNTY OF VENTURA	COUNTY OF VENTURA: 08/2018 C	11/08/2018	287.50
22355	COUNTY OF VENTURA	CTY OF VENTURA ENV. HLTH DI	11/08/2018	1,549.80
22357	DAVE BANG ASSOCIATES INC.	DAVE BANG & ASSOC.: PG EQUIP	11/08/2018	6,918.64
22358	DIAL SECURITY	DIAL SECURITY: SECURITY SERV	11/08/2018	200.00
22362	EMG HOLDINGS, LLC	EMH HOLDINGS LLC: BAGS AND	11/08/2018	1,400.00
22363	EMPIRE CLEANING SUPPLY	EMPIRE CLEANING SUPPLY: LATI	11/08/2018	4,589.88
22364	EWING IRRIGATION PRODUCTS D	EWING: IRRIGATION SUPPLIES/FI	11/08/2018	121.76
22365	FENCE FACTORY RENTALS	FENCE FACTORY:TEMP FENCE RJ	11/08/2018	106.92
22368	GRAINGER	GRAINGER: QUARTZ METAL HAL	11/08/2018	795.42
22369	GREAT WESTERN RECREATION	GREAT WESTERN RECREATION: I	11/08/2018	2,134.52
22372	HUB INTERNATIONAL INSURANC	HUB INSURANCE: 10/2018 INSUR	11/08/2018	-63.90
22375	J. THAYER COMPANY	J.THAYER: TONER CARTRIDGES/I	11/08/2018	334.39
22376	JORDAN, GILBERT & BAIN	JORDAN, GILBERT & BAIN:PROG	11/08/2018	4,584.05
22378	KOMPAN INC.	KOMPAN: PG PARTS/B.KILDEE	11/08/2018	1,121.84
22379	LAUTERBACH & ASSOCIATES, IN	LAUTERBACH & ASSOC: ARCHI.S	11/08/2018	3,819.10
22380	LINCOLN AQUATICS	LINCOLN AQUATICS: C-6 WONDE	11/08/2018	217.89
22386	PACIFIC ROCK, INC.	PACIFIC ROCK: 3/4" REGULAR/CR	11/08/2018	1,123.39
22390	RJ THOMAS MFG. CO., INC.	RJ THOMAS MFG. CO: ALUM. TAE	11/08/2018	7,200.60
22391	SITEONE LANDSCAPE SUPPLY LI	SITEONE: IRRIGATION SUPPLIES/	11/08/2018	1,035.64
22398	UNITED SITE SERVICES OF CA IN	UNITED SITE SERVICES: TEMP. R	11/08/2018	78.86
22399	U-RENT INC.	URENT INC.: RENTAL OF GRINDE	11/08/2018	311.33
22403	WEST COAST ARBORISTS INC.	WEST COAST ARBORIST: EMERG	11/08/2018	1,344.00
22409	PHOENIX GROUP INFORMATION ;	PHOENIX INFO. SYSTEM: PCSC F	11/08/2018	25.25
			Total for Department: 04 Parks	54,526.43
Department: 05 Administration				
0	CHERYL PETERSON	C.PETERSON: 10/2018 MILEAGE R	11/08/2018	13.08
0	DEBRA BROOKS	D.BROOKS: MILEAGE REIMBURS	11/08/2018	11.99
0	KAREN ROBERTS	K.ROBERTS: TRAVEL REIMB./COF	11/08/2018	58.31
22341	ADVANTAGE TELECOM/A+WIREL	ADVANTAGE TELECOM: TROUBL	11/08/2018	145.00
22343	ALESHIRE & WYNDER LLP	ALESHIRE & WYNDER: 9/2018 LE	11/08/2018	4,542.00
22344	ALLCONNECTED, INC.	ALLCONNECTED: 11/2018 IT NET	11/08/2018	881.00
22346	BAY ALARM	BAY ALARM: BURGLAR ALARM I	11/08/2018	444.60
22375	J. THAYER COMPANY	J.THAYER: LEDGER PAPER, INK C	11/08/2018	548.72
22384	NICOLAY CONSULTING GROUP	NICOLAY CONS.: ACTUARIAL CC	11/08/2018	1,800.00
			Total for Department: 05 Administration	8,444.70
			Total for Fund:10 General Fund	152,193.45

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 20 Assessment Fund				
Department: 00 Non Departmentalized				
22349	BRIGHTVIEW LANDSCAPE SERVI	BRIGHTVIEW: 10/2018 LANDSCAI	11/08/2018	23,950.00
Total for Department: 00 Non Departmentalized				23,950.00
Total for Fund:20 Assessment Fund				23,950.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
		Grand Total		176,143.45

Bank Reconciliation

Board Audit

User: fsantos
 Printed: 11/20/2018 - 3:29PM
 Date Range: 11/22/2018 - 11/22/2018
 Systems: '(All)'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 10 General Fund				
Department: 00 Non Departmentalized				
22421	DOMINGO CALUYA	D.CALUYA: PERMIT REFUND	11/22/2018	300.00
22432	TAMARA GONZALEZ	T.GONZALEZ: PERMIT REFUND	11/22/2018	50.00
22443	PLEASANT VALLEY COOP PRESC	PLEASANT VALLEY CO-OP PRESC	11/22/2018	150.00
Total for Department: 00 Non Departmentalized				500.00
Department: 03 Recreation				
0	JULIA NAVARRO	J.NAVARRO: 10/30-11/6/2018 MILE	11/22/2018	20.17
22420	BINGO WEST #4	BINGO WEST#4: BINGO SUPPLIES	11/22/2018	220.02
22433	HAPPENINGS MAGAZINE	HAPPENINGS: PARADE AD	11/22/2018	281.00
22434	SUHASINI JOSHI	S.JOSHI: INSTRUCTOR FEES/BOLI	11/22/2018	124.80
22445	DAVID TORFEH	D.TORFEH: INSTRUCTOR FEES/BI	11/22/2018	29.25
22448	USPS BULK MAILING	USPS: PERMIT PI 109- BULK MAIL	11/22/2018	4,795.09
22449	VENTURA COUNTY FIRE DEPART	VCFD: OPERATIONAL FIRE CODE	11/22/2018	304.00
22451	W & S SERVICES	W&S: SEWER SERVICE/CO-OP BL	11/22/2018	58.61
22452	ANN M. WRIGHT	A.WRIGHT:INSTRUCTOR FEES/BI	11/22/2018	283.89
22453	HAROLD WYCKOFF	H.WYCKOFF: INSTRUCTOR FEES/	11/22/2018	117.00
22454	DUNCAN YOUNG	D.YOUNG:INSTRUCTOR FEES/GY	11/22/2018	676.00
22457	TORREY KAHANA GIESE	T.GIESE: INSTRUCTOR FEES/WAT	11/22/2018	211.25
22458	DEBRA GREENWOOD	D.GREENWOOD: INSTRUCTOR FE	11/22/2018	42.25
22459	MENDAL HYDE	M.HYDE: INSTRUCTOR FEES/WAI	11/22/2018	42.25
22460	KIDZ LOVE SOCCER	KIDZ LOVE SOCCER: INSTRUCTC	11/22/2018	1,284.40
22462	VENTURA COUNTY STAR	VC STAR: SUSBScription- 11/1/1	11/22/2018	121.99
Total for Department: 03 Recreation				8,611.97
Department: 04 Parks				
22414	AGRI-TURF DISTRIBUTING LLC	AGRI-TURF: NUTRITE W/ HYDRO	11/22/2018	955.60
22416	AMERICAN RESOURCE RECVY	AMERICAN RES. RECVY: 10/2018	11/22/2018	947.39
22417	ASTRA INDUSTRIAL SERVICES IN	ASTRA INDUSTRIAL SERV.: BAKC	11/22/2018	2,074.00
22418	B & B DO IT CENTER	B&B: MASONRY BIT, OXIDE BIT /	11/22/2018	269.29
22419	BATTERIES PLUS BULBS 320	BATTERIES PLUS BULBS: 1.5V INI	11/22/2018	9.27
22422	CAMROSA WATER DISTRICT	CAMROSA; WATER SERVICE/BIRC	11/22/2018	13,622.72
22425	CITY OF OXNARD-CITY TREASUF	CITY OF OXNARD: ENVIRONMEN	11/22/2018	48.86
22426	CRESTVIEW MUTUAL WATER CO.	CRESTVIEW MUTUAL WATER CO	11/22/2018	54.00
22427	DIAL SECURITY	DIAL SECURITY: SECURITY SERV	11/22/2018	100.00
22428	EMPIRE CLEANING SUPPLY	EMPIRE CLEANING SUPPLY: FOA	11/22/2018	77.17
22429	FIGUEROA, INC.	FIGUEROA INC.: GATE REPAIR @	11/22/2018	480.00
22430	FRIEDLEY'S MOBILE SCREEN & C	FRIEDLEY'S SCREEN & GLASS: F	11/22/2018	542.44
22431	FRONTIER FIRE PROTECTION	FRONTIER FIRE PROTECTION:SPI	11/22/2018	3,437.89
22436	LAUTERBACH & ASSOCIATES, IN	LAUTERBACH & ASSOC: CONST.	11/22/2018	396.68
22438	BRANDON LOPEZ	B.LOPEZ: TUITION & BOOK REIM	11/22/2018	925.73
22439	ARMANDO MADERA	A.MADERA: WORKBOOTS REIME	11/22/2018	300.00
22442	PACIFIC ROCK, INC.	PACIFIC ROCK: SPRINGVILLE WA	11/22/2018	109.47
22444	SUNBELT RENTALS INC.	SUNBELT RENTALS: SHOOTING E	11/22/2018	322.23
22446	UNITED SITE SERVICES OF CA IN	UNITED SITE SERVICES: TEMP RE	11/22/2018	290.40
22447	U-RENT INC.	U-RENT: AUGER RENTAL FOR PL	11/22/2018	73.87
22450	VISTA FORD OF OXNARD	VISTA FORD: VEHICLE REPAIR/ #	11/22/2018	61.51
22451	W & S SERVICES	W&S: SEWER SERVICE/PARK OFF	11/22/2018	424.10

Check No.	Vendor/Employee	Transaction Description	Date	Amount
22455	ADVANTAGE TELECOM/A+WIREI	ADVATGAE TELECOM: PHONE SE	11/22/2018	145.00
Total for Department: 04 Parks				25,667.62
Department: 05 Administration				
22413	ADVANTAGE TELECOM/A+WIREI	ADVANTAGE TELECOM: 11/2018 T	11/22/2018	1,601.45
22415	ALESHIRE & WYNDER LLP	ALESHIRE & WYNDER: 10/2018 LJ	11/22/2018	3,279.00
22423	CENTERS FOR FAMILY HEALTH	CENTERS FOR FAMILY HLTH.: BE	11/22/2018	200.00
22424	CITY OF CAMARILLO- CASHIER	CITY OF CAM: LIVSCAN PROCE:	11/22/2018	194.77
22435	KONICA MINOLTA	KONICA MINOLTA: BIZHUB 4020-	11/22/2018	758.18
22437	MARISSA LECHMAN	M.LECHMAN: REIMB. FOR ADM. J	11/22/2018	10.00
22440	MOSS,LEVY & HARTZHEIM	MOSS, LEVY & HARTZHIEM: FOR	11/22/2018	4,000.00
22456	CITY OF CAMARILLO- CASHIER	CITY OF CAMARILLO: USE OF CF	11/22/2018	367.43
22461	STATE OF CALIFORNIA DEPT. OF	STATE OF CA DEPT. OF JUSTICE: J	11/22/2018	64.00
22462	VENTURA COUNTY STAR	VC STAR: SUSBScription- 11/1/1	11/22/2018	41.94
Total for Department: 05 Administration				10,516.77
Total for Fund:10 General Fund				45,296.36

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 20 Assessment Fund				
Department: 00 Non Departmentalized				
22441	NATURAL GREEN LANDSACAPES	NATURAL GREEN LANDSCAPE: 1	11/22/2018	15,513.83
Total for Department: 00 Non Departmentalized				15,513.83
Total for Fund:20 Assessment Fund				15,513.83

Check No.	Vendor/Employee	Transaction Description	Date	Amount
		Grand Total		60,810.19

**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: December 6, 2018

SUBJECT: FINANCE REPORT OCTOBER 2018

RECOMMENDATION

It is recommended the Board review and approve the District's Financial Statements for October 31, 2018 regarding Fund 10, Fund 20 and Fund 30.

ANALYSIS OF COMPARATIVE FINANCIAL THROUGH OCTOBER 31, 2018

Attached you will find the District's Statements of Revenues and Expenditures for the period of July 1, 2018 through October 31, 2018 with a year-to-date comparison for the period of July 1, 2017 through October 31, 2017. The percentage rate used for the 2018-2019 fiscal year budget is 33% for Period 4 of the fiscal year.

REVENUES

Total revenue for the 4th month ending October 31, 2018 for Fund 10 (General Fund) has an overall decrease of \$100,963; the primary reason for this decrease is the ROPS Reimbursement (\$108,347).

Total revenue for the 4th month ending October 31, 2018 for Fund 20 (Assessment District) is at 0.62% of budget. The first installment of tax apportionment for fiscal year 2018-2019 will arrive around December 28, 2018. At that time the Assessment District will receive approximately 60% of their budgeted tax apportionment. Until then the finance reports will reflect minimal activity in the revenue section of the report.

Fund 30 (Park Dedication Fee) is at 61% of budget due to the interest earnings on the Multi-Bank Securities Investment. Fund 30 has had no expenses for fiscal year 2018-2019. There is \$895,600 budgeted in Capital expense for fiscal year 2018-2019 and as the year progresses, the monthly financial report will reflect the spending/activity on the capital improvement projects (CIP) budgeted in Fund 30.

EXPENDITURES

Personnel Expenditures have decreased by \$44,557 for FY 2018-2019 in comparison to personnel expense for the same time period as last year. This decrease is primarily due to full-time wages

(\$100,259) and an increase in the PERS Unfunded Liability (\$54,216) which was paid in full for the fiscal year.

Service and Supply Expenditures for Fund 10 have increased \$118,6248 in comparison to the same time as last year. This increase is primarily due to the following items: 1) Utilities – Water (\$35,534) 2) Building Repair (\$21,387) 3) Improvements/Maintenance (\$10,660) 4) Reserve Repair/Oper/Admin (\$10,000) 5) Insurance Liability (\$8,993) and increases in various Service and Supplies accounts.

Fund 20 is at 23.76% in Personnel and 37.9% in Service and Supplies. Fund 20 will need to be re-visited at mid-year to determine if the budgets adopted for Fund 20 can carry the Fund through June 30, 2019.

Fund 30 Services and Supplies has no budget and has limited activity for the month of October 2018.

Capital projects for fiscal year 2018-2019 are currently underway and there has been 16% of budget spent in the Capital (General Fund) and 8% spending in the Quimby Fees budget.

FISCAL IMPACT

Overall the District is under the approved budget for Fund 10 by 2.9% and Fund 20 is over budget by 4.9%. Staff is constantly reviewing ways to make the District run effectively and efficiently while staying within the approved budget.

RECOMMENDATION

It is recommended the Board review and approve the Financial Statements for October 31, 2018 regarding Fund 10, Fund 20 and Fund 30.

ATTACHMENTS

- 1) Financial Statement of Revenues and Expenditures as of October 31, 2018 Fund 10
(3 pages)
- 2) Financial Statement of Revenue and Expenditures as of October 31, 2018 Fund 20
(1 page)
- 3) Financial Statement of Revenue and Expenditures as of October 31, 2018 Fund 30
(1 page)

**Statement of Revenues and Expenditures
Fund 10 General Fund
October 2018 33%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Tax Apport Cur Year Secured	5110	\$ -	\$ -	\$ -	\$ 6,506,450.00	\$ 6,506,450.00	0.00%
Tax Apport Prior Year Sec	5130	\$ -	\$ 17,454.54	\$ 19,856.90	\$ -	\$ 19,856.90	0.00%
Tax Deeded Sales	5150	\$ 10.03	\$ 26.30	\$ 10.03	\$ -	\$ 10.03	0.00%
Cur Supplemental Pass Thru	5210	\$ 7,685.57	\$ -	\$ 7,685.57	\$ -	\$ 7,685.57	0.00%
HOPTR Prior Year	5231	\$ -	\$ 15,982.52	\$ -	\$ -	\$ -	0.00%
Interest Earnings	5310	\$ 3,212.60	\$ 1,609.38	\$ 4,292.49	\$ 18,300.00	\$ 14,007.51	23.46%
Park Patrol Citations	5506	\$ 921.26	\$ 629.66	\$ 5,241.04	\$ 4,510.00	\$ 731.04	116.21%
Plan Check Fee	5507	\$ -	\$ -	\$ -	\$ 100.00	\$ 100.00	0.00%
Contract ClassesPublic Fees	5510	\$ 15,014.11	\$ 88,675.62	\$ 62,866.76	\$ 232,539.00	\$ 169,672.24	27.03%
Public Fees	5511	\$ 16,706.60	\$ 122,177.81	\$ 152,205.96	\$ 393,842.00	\$ 241,636.04	38.65%
Swim PassAdult Splash (20)	5513-5529	\$ 4,359.84	\$ 20,623.25	\$ 24,131.58	\$ 71,695.00	\$ 47,563.42	33.66%
Rental	5530	\$ 36,662.40	\$ 130,808.48	\$ 129,326.44	\$ 420,966.00	\$ 291,639.56	30.72%
Cell Tower Revenue	5535	\$ 7,642.57	\$ 31,635.85	\$ 30,307.34	\$ 83,534.00	\$ 53,226.66	36.28%
Annual Passes	5536	\$ -	\$ 3,007.25	\$ 107.00	\$ -	\$ 107.00	0.00%
Parking Fees	5540	\$ 1,705.20	\$ 8,484.68	\$ 9,623.97	\$ 12,312.00	\$ 2,688.03	78.17%
Dues	5550	\$ -	\$ 462.00	\$ 661.00	\$ 2,160.00	\$ 1,499.00	30.60%
Activity Guide Revenue	5555	\$ 600.00	\$ 3,390.00	\$ 4,325.75	\$ 16,000.00	\$ 11,674.25	27.04%
Special Event	5561	\$ -	\$ -	\$ -	\$ 11,000.00	\$ 11,000.00	0.00%
Staffing Cost Recovery	5563	\$ 1,097.04	\$ -	\$ 2,831.04	\$ 5,000.00	\$ 2,168.96	56.62%
Special Event Permits	5564	\$ 103.00	\$ -	\$ 306.00	\$ 1,000.00	\$ 694.00	30.60%
Donations	5570	\$ 160.00	\$ 78,976.50	\$ 74,474.00	\$ 90,870.00	\$ 16,396.00	81.96%
Grant HCF/Scholarships	5573	\$ 1.00	\$ -	\$ 1.00	\$ -	\$ 1.00	0.00%
Other/Purchase Discount Taken	5575	\$ 4,687.25	\$ 27,735.55	\$ 34,909.05	\$ 64,615.00	\$ 29,705.95	54.03%
Cash Over/Under	5580	\$ -	\$ 65.00	\$ 19.00	\$ -	\$ 19.00	0.00%
Incentive Income	5585	\$ 10.86	\$ 612.36	\$ 629.68	\$ 1,600.00	\$ 970.32	39.36%
Reimbursement ROPS	5600	\$ -	\$ 108,346.56	\$ -	\$ 90,000.00	\$ 90,000.00	0.00%
Reimb Needs Assessment	5605	\$ 516.00	\$ 4,587.50	\$ 516.00	\$ -	\$ 516.00	0.00%
Revenue		\$ 101,095.33	\$ 665,290.81	\$ 564,327.60	\$ 8,026,493.00	\$ 7,520,018.48	7.03%
YTD Comparison				\$ (100,963.21)			
Expense							
Full Time Salaries	6100	\$ 162,357.39	\$ 723,411.01	\$ 623,151.87	\$ 2,398,320.00	\$ 1,775,168.13	25.98%
Overtime Salaries	6101	\$ 1,916.71	\$ 3,925.65	\$ 11,940.98	\$ 34,286.00	\$ 22,345.02	34.83%
Car Allowance	6105	\$ 830.74	\$ 2,081.98	\$ 3,329.59	\$ 10,800.00	\$ 7,470.41	30.83%
Cell Phone Allowance	6108	\$ 1,132.00	\$ 5,128.43	\$ 4,528.86	\$ 15,900.00	\$ 11,371.14	28.48%
PartTime Salaries	6110	\$ 47,165.01	\$ 235,629.42	\$ 232,849.22	\$ 731,823.00	\$ 498,973.78	31.82%
Retirement	6120	\$ 29,802.50	\$ 117,651.20	\$ 112,136.30	\$ 440,350.00	\$ 328,213.70	25.47%
457 Pension	6121	\$ 135.22	\$ 6,500.74	\$ 6,365.52	\$ 1,045.00	\$ 5,320.52	609.14%
Employee Insurance	6130	\$ 19,720.45	\$ 75,823.88	\$ 74,656.69	\$ 345,185.00	\$ 270,528.31	21.63%
Workers Compensation	6140	\$ 14,239.67	\$ 49,474.03	\$ 50,038.52	\$ 168,953.00	\$ 118,914.48	29.62%
Loan Pension Obligation	6160	\$ 20,300.83	\$ 79,347.68	\$ 81,203.33	\$ 243,610.00	\$ 162,406.67	33.33%
PERS Unfunded Liability	6170	\$ -	\$ 232,344.00	\$ 286,560.00	\$ 318,714.00	\$ 32,154.00	89.91%
Personnel		\$ 297,600.52	\$ 1,531,318.02	\$ 1,486,760.88	\$ 4,708,986.00	\$ 3,232,866.16	31.57%
YTD Comparison				\$ (44,557.14)			
Services and Supplies							
Telephone	6210	\$ 822.65	\$ 3,407.83	\$ 3,720.55	\$ 11,456.00	\$ 7,735.45	32.48%
Internet Services	6220	\$ 2,438.69	\$ 6,787.42	\$ 14,102.35	\$ 40,258.00	\$ 26,155.65	35.03%
Pool Chemicals	6310	\$ 831.45	\$ 1,920.31	\$ 3,203.48	\$ 12,000.00	\$ 8,796.52	26.70%
Janitorial Supplies	6320	\$ 8,012.33	\$ 16,341.50	\$ 21,751.42	\$ 52,200.00	\$ 30,448.58	41.67%
Kitchen Supplies	6330	\$ 42.41	\$ 123.17	\$ 243.18	\$ 1,400.00	\$ 1,156.82	17.37%
Food Supplies	6340	\$ 634.35	\$ 1,101.30	\$ 1,803.35	\$ 12,075.00	\$ 10,271.65	14.93%
Water Maint & Service	6350	\$ 89.95	\$ 243.30	\$ 277.85	\$ 1,080.00	\$ 802.15	25.73%
Laundry/Wash Service	6360	\$ -	\$ -	\$ 48.00	\$ 380.00	\$ 332.00	12.63%
Medical Supplies	6380	\$ -	\$ -	\$ -	\$ 650.00	\$ 650.00	0.00%
Insurance Liability	6410	\$ -	\$ 48,579.00	\$ 57,572.00	\$ 111,732.00	\$ 54,160.00	51.53%
Equipment Maintenance	6500	\$ -	\$ -	\$ -	\$ 400.00	\$ 400.00	0.00%
Fuel	6510	\$ 4,076.12	\$ 9,367.41	\$ 13,808.30	\$ 43,000.00	\$ 29,191.70	32.11%
Vehicle Maintenance	6520	\$ 2,965.60	\$ 11,732.88	\$ 10,383.39	\$ 35,400.00	\$ 25,016.61	29.33%
Office Equipment Maintenance	6530	\$ -	\$ 688.19	\$ -	\$ 200.00	\$ 200.00	0.00%
Computer Equip Maintenance	6540	\$ -	\$ 75.06	\$ -	\$ 2,400.00	\$ 2,400.00	0.00%
Building Repair	6610	\$ 9,378.75	\$ 11,865.82	\$ 33,252.60	\$ 96,200.00	\$ 62,947.40	34.57%
Bldg Equip Maint/Repair	6620	\$ 2,753.61	\$ 10,444.51	\$ 3,276.53	\$ 22,875.00	\$ 19,598.47	14.32%
Improvements/Maintenance	6630	\$ 6,918.64	\$ 949.33	\$ 11,610.32	\$ 24,000.00	\$ 12,389.68	48.38%
Grounds Maintenance	6710	\$ 2,014.41	\$ 21,282.28	\$ 25,691.80	\$ 87,980.00	\$ 62,288.20	29.20%
Tree Care Assess	6719	\$ 5,512.50	\$ 225.00	\$ 5,737.50	\$ -	\$ 5,737.50	0.00%
Contracted LS Services	6720	\$ 832.10	\$ -	\$ 832.10	\$ -	\$ 832.10	0.00%
Park Amenities Assess	6722	\$ -	\$ 974.87	\$ -	\$ -	\$ -	0.00%
Park Signage (Branding)	6725	\$ -	\$ 304.00	\$ 85.29	\$ 15,000.00	\$ 14,914.71	0.57%
Contracted Pest Control	6730	\$ -	\$ -	\$ 575.00	\$ 2,000.00	\$ 1,425.00	28.75%
Rubbish & Refuse	6740	\$ 6,380.95	\$ 18,286.42	\$ 20,521.67	\$ 65,760.00	\$ 45,238.33	31.21%
Vandalism/Theft	6750	\$ -	\$ 153.15	\$ -	\$ 2,000.00	\$ 2,000.00	0.00%

**Statement of Revenues and Expenditures
Fund 10 General Fund
October 2018 33%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Memberships	6810	\$ 7,632.00	\$ 3,100.00	\$ 11,607.00	\$ 14,315.00	\$ 2,708.00	81.08%
Office Supplies	6910	\$ 163.47	\$ 3,845.49	\$ 3,266.74	\$ 29,934.00	\$ 26,667.26	10.91%
Postage Expense	6920	\$ 127.63	\$ 6,370.04	\$ 1,211.93	\$ 31,900.00	\$ 30,688.07	3.80%
Advertising Expense	6930	\$ 410.00	\$ 3,453.90	\$ 2,786.74	\$ 16,740.00	\$ 13,953.26	16.65%
Printing Charges	6940	\$ 1,728.43	\$ 2,988.69	\$ 5,408.55	\$ 14,048.00	\$ 8,639.45	38.50%
ActiveNet Charges	6950	\$ 3,584.41	\$ 18,106.65	\$ 20,126.41	\$ 55,758.00	\$ 35,631.59	36.10%
Approp Redev/Collection Fees	6960	\$ -	\$ -	\$ -	\$ 399,740.00	\$ 399,740.00	0.00%
Minor Furn Fixture & Equip	6980	\$ -	\$ 516.88	\$ 593.16	\$ 1,533.00	\$ 939.84	38.69%
Comp Hardware/Software Exp	6990	\$ 479.71	\$ 1,707.06	\$ 2,279.06	\$ 13,264.00	\$ 10,984.94	17.18%
Fingerprint Fees (HR)	7010	\$ 288.00	\$ 316.00	\$ 360.00	\$ 2,440.00	\$ 2,080.00	14.75%
Fire & Safety Insp Fees	7020	\$ -	\$ 1,990.10	\$ -	\$ 3,925.00	\$ 3,925.00	0.00%
Permit & Licensing Fees	7030	\$ 5.63	\$ 3,329.50	\$ 4,696.84	\$ 11,150.00	\$ 6,453.16	42.12%
State License Fee	7040	\$ -	\$ 341.25	\$ 755.00	\$ 400.00	\$ 355.00	188.75%
Professional Services	7100	\$ -	\$ 400.00	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
Legal Services	7110	\$ 4,542.00	\$ 14,673.58	\$ 18,143.50	\$ 69,150.00	\$ 51,006.50	26.24%
Typeset and Print Services	7115	\$ -	\$ 12,200.26	\$ 12,169.07	\$ 45,900.00	\$ 33,730.93	26.51%
Instructor Services	7120	\$ 15,422.75	\$ 57,216.97	\$ 46,243.35	\$ 168,426.00	\$ 122,182.65	27.46%
PERS Admin Fees	7125	\$ 77.06	\$ 493.32	\$ 336.49	\$ 1,550.00	\$ 1,213.51	21.71%
Audit Services	7130	\$ -	\$ 2,000.00	\$ -	\$ 17,260.00	\$ 17,260.00	0.00%
Medical & Health Svcs (HR)	7140	\$ 400.00	\$ 575.00	\$ 795.00	\$ 5,500.00	\$ 4,705.00	14.45%
Security Services	7150	\$ 200.00	\$ 3,502.60	\$ 2,068.35	\$ 5,400.00	\$ 3,331.65	38.30%
Entertainment Services	7160	\$ 360.00	\$ 594.67	\$ 734.99	\$ 3,000.00	\$ 2,265.01	24.50%
Business Services	7180	\$ 3,292.46	\$ 46,722.30	\$ 46,404.31	\$ 90,100.00	\$ 43,695.69	51.50%
Umpire/Referee Services	7190	\$ -	\$ 160.00	\$ 410.00	\$ 2,065.00	\$ 1,655.00	19.85%
Subscriptions	7210	\$ 35.00	\$ 341.60	\$ 273.40	\$ 4,508.00	\$ 4,234.60	6.06%
Rents & Leases Equip	7310	\$ 5,378.02	\$ 6,796.68	\$ 11,410.60	\$ 38,210.00	\$ 26,799.40	29.86%
Bldg/Field Leases & Rental	7320	\$ -	\$ 5.00	\$ -	\$ 120.00	\$ 120.00	0.00%
Event Supplies	7410	\$ -	\$ 489.95	\$ 334.46	\$ 2,000.00	\$ 1,665.54	16.72%
Supplies	7420	\$ 326.35	\$ 575.32	\$ 1,199.03	\$ 3,800.00	\$ 2,600.97	31.55%
Bingo Supplies	7430	\$ 477.91	\$ 2,888.11	\$ 2,648.86	\$ 7,500.00	\$ 4,851.14	35.32%
Sporting Goods	7440	\$ 1,047.81	\$ 2,540.21	\$ 940.84	\$ 8,586.00	\$ 7,645.16	10.96%
Arts and Craft Supplies	7450	\$ -	\$ 358.77	\$ 32.13	\$ 1,940.00	\$ 1,907.87	1.66%
Training Supplies	7460	\$ 225.00	\$ 200.00	\$ 225.00	\$ 2,650.00	\$ 2,425.00	8.49%
Camp Supplies	7470	\$ -	\$ 318.50	\$ -	\$ 1,200.00	\$ 1,200.00	0.00%
Small Tools	7500	\$ 1,484.36	\$ 1,711.15	\$ 3,167.62	\$ 6,100.00	\$ 2,932.38	51.93%
Safety Supplies	7510	\$ -	\$ 925.33	\$ 549.72	\$ 4,690.00	\$ 4,140.28	11.72%
Uniform Allowance	7610	\$ 647.58	\$ 1,161.98	\$ 887.67	\$ 12,600.00	\$ 11,712.33	7.05%
Safety Clothing	7620	\$ 169.76	\$ 139.14	\$ 619.76	\$ 6,054.00	\$ 5,434.24	10.24%
Conference&Seminar Staff	7710	\$ 387.00	\$ 8,184.40	\$ 6,022.65	\$ 19,775.00	\$ 13,752.35	30.46%
Conference&Seminar Board	7715	\$ 80.00	\$ 110.00	\$ 80.00	\$ 2,280.00	\$ 2,200.00	3.51%
Conference&Seminar Travel Exp	7720	\$ 552.06	\$ 3,033.16	\$ 3,295.50	\$ 10,143.00	\$ 6,847.50	32.49%
Out of Town Travel Board	7725	\$ 1,418.82	\$ -	\$ 1,418.82	\$ 7,085.00	\$ 5,666.18	20.03%
Private Vehicle Mileage	7730	\$ 372.96	\$ 891.92	\$ 698.79	\$ 2,503.00	\$ 1,804.21	27.92%
Transportation Charges	7740	\$ -	\$ -	\$ -	\$ 1,110.00	\$ 1,110.00	0.00%
Buses/Excursions	7750	\$ 7,410.00	\$ 5,307.02	\$ 11,687.54	\$ 23,950.00	\$ 12,262.46	48.80%
Utilities Gas	7810	\$ 1,772.88	\$ 3,334.24	\$ 5,921.33	\$ 27,488.00	\$ 21,566.67	21.54%
Utilities Water	7820	\$ 68,327.79	\$ 235,598.67	\$ 271,133.08	\$ 816,188.00	\$ 545,054.92	33.22%
Utilities Electric	7830	\$ 19,945.15	\$ 57,993.10	\$ 62,876.19	\$ 237,062.00	\$ 174,185.81	26.52%
Airport Assessment Exp	7840	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	0.00%
Awards and Certificates	7910	\$ 434.20	\$ 3,224.55	\$ 3,799.25	\$ 16,940.00	\$ 13,140.75	22.43%
Meals for Staff Training	7920	\$ 468.95	\$ 102.74	\$ 797.10	\$ 2,810.00	\$ 2,012.90	28.37%
Employee Morale	7930	\$ 124.13	\$ 65.66	\$ 124.13	\$ 4,250.00	\$ 4,125.87	2.92%
COP Debt PV Fields	7950	\$ 20,202.92	\$ 82,136.33	\$ 80,811.67	\$ 242,435.00	\$ 161,623.33	33.33%
Reserve Vehicle Fleet	7970	\$ 833.33	\$ 3,333.32	\$ 3,333.33	\$ 10,000.00	\$ 6,666.67	33.33%
Reserve Computer Fleet	7971	\$ 416.67	\$ 1,666.67	\$ 1,666.67	\$ 5,000.00	\$ 3,333.33	33.33%
Reserve Designated Project	7972	\$ -	\$ 6,666.66	\$ 3,333.33	\$ -	\$ -	0.00%
Reserve Dry Period	7973	\$ 7,500.00	\$ 30,000.00	\$ 30,000.00	\$ 90,000.00	\$ 60,000.00	33.33%
Reserve Repair/Oper/Admin	7975	\$ 2,500.00	\$ -	\$ 10,000.00	\$ 30,000.00	\$ 20,000.00	33.33%
Services and Supplies		\$ 234,956.71	\$ 809,557.19	\$ 928,181.64	\$ 3,303,921.00	\$ 2,392,921.89	28.09%
YTD Comparison				\$ 118,624.45			
Capital							
Capital	8400	\$ -	\$ 538.53	\$ -	\$ -	\$ -	0.00%
Equip/Facility Replacement	8420	\$ -	\$ 33,358.52	\$ -	\$ 7,000.00	\$ 7,000.00	0.00%
Needs Assessment	8422	\$ -	\$ 22,930.00	\$ 1,032.00	\$ -	\$ 1,032.00	0.00%
Bob Kildee Parking Lot	8423	\$ -	\$ 157,980.25	\$ -	\$ -	\$ -	0.00%
Hardwalls GM/HR Offices	8425	\$ -	\$ 9,190.15	\$ -	\$ -	\$ -	0.00%
Cam Grve Dog PkArtificial Turf	8430	\$ -	\$ 19,260.00	\$ -	\$ -	\$ -	0.00%
Freedom Pk Baseball Flds Desig	8432	\$ 4,584.05	\$ -	\$ 4,584.05	\$ -	\$ 4,584.05	0.00%
Auditorium Restroom Remodel	8435	\$ -	\$ -	\$ 2,771.41	\$ -	\$ 2,771.41	0.00%
Springville Dog Park Wall	8436	\$ 18,091.95	\$ -	\$ 18,722.09	\$ -	\$ 18,722.09	0.00%
Office Design/Carpet/Server	8440	\$ -	\$ 7,940.84	\$ -	\$ -	\$ -	0.00%
Pool Plaster/Fiberglass Resurf	8448	\$ 220.35	\$ -	\$ 220.35	\$ 135,000.00	\$ 134,779.65	0.16%

**Statement of Revenues and Expenditures
Fund 10 General Fund
October 2018 33%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Pool Slide Metal Support	8449	\$ -	\$ -	\$ -	\$ 40,000.00	\$ 40,000.00	0.00%
Bob Kildee Restroom Roof	8450	\$ -	\$ -	\$ 15,613.00	\$ 15,000.00	\$ 613.00	104.09%
Freedom RR/Concession Roof	8451	\$ -	\$ -	\$ -	\$ 18,000.00	\$ 18,000.00	0.00%
Charter Oak Tree Windrow	8452	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	0.00%
PV Fields Painting Phase I	8453	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
Comm Ctr Exterior Restrooms	8454	\$ -	\$ -	\$ -	\$ 40,000.00	\$ 40,000.00	0.00%
Bob Kildee Irrigation Pump	8455	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	0.00%
Mtr EnclosurEncnt,Fhill,Adolf	8456	\$ -	\$ -	\$ -	\$ 24,000.00	\$ 24,000.00	0.00%
Arneill Rnch Park Picnic Area	8457	\$ 9,907.52	\$ -	\$ 23,507.52	\$ 25,400.00	\$ 1,892.48	92.55%
Pitts Ranch Park Pavilion	8458	\$ -	\$ -	\$ -	\$ 64,000.00	\$ 64,000.00	0.00%
Freedom Baseball Fields	8459	\$ 613.07	\$ -	\$ 613.07	\$ -	\$ 613.07	0.00%
Expense		\$ 33,416.94	\$ 251,198.29	\$ 67,063.49	\$ 403,400.00	\$ 393,007.75	16.62%
YTD Comparison				\$ (184,134.80)			
Total Expenses		\$ 532,557.23	\$ 2,340,875.21	\$ 2,414,942.52	\$ 8,012,907.00	\$ 5,625,788.05	30.1%
YTD Comparison				\$ 74,067.31			

**Statement of Revenues and Expenditures
Fund 20 Assessment District
October 2018 33%**

Description	Account	Period Amount	Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Interest Earnings	5310	\$ 3.44	\$ 203.08	\$ 54.31	\$ 275.00	\$ 220.69	19.75%
Assessment Revenue	5500	\$ 482.03	\$ 2,569.90	\$ 6,609.68	\$ 1,108,778.00	\$ 1,102,168.32	0.60%
Staffing Cost Recovery	5563	\$ -	\$ -	\$ 216.30	\$ -	\$ 216.30	0.00%
Revenue		\$ 485.47	\$ 2,772.98	\$ 6,880.29	\$ 1,109,053.00	\$ 1,102,172.71	0.62%
YTD Comparison				\$ 4,107.31			
Expense							
Full Time Salaries	6100	\$ 1,456.32	\$ 25,689.12	\$ 5,082.84	\$ 21,232.00	\$ 16,149.16	23.94%
Car Allowance	6105	\$ -	\$ 1,666.08	\$ -	\$ -	\$ -	0.00%
Cell Phone Allowance	6108	\$ -	\$ 270.72	\$ -	\$ -	\$ -	0.00%
Retirement	6120	\$ 234.20	\$ 4,414.94	\$ 836.79	\$ 3,752.00	\$ 2,915.21	22.30%
457 Pension	6121	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Employee Insurance	6130	\$ 176.78	\$ 3,790.48	\$ 844.82	\$ 3,707.00	\$ 2,862.18	22.79%
Workers Compensation	6140	\$ 172.88	\$ 2,561.84	\$ 532.82	\$ 2,026.00	\$ 1,493.18	26.30%
Personnel		\$ 2,040.18	\$ 38,393.18	\$ 7,297.27	\$ 30,717.00	\$ 23,419.73	23.76%
YTD Comparison				\$ (31,095.91)			
Incidental Costs Assess	6709	\$ -	\$ 15,426.15	\$ 9,776.34	\$ 31,660.00	\$ 21,883.66	30.88%
Tree Care Assess	6719	\$ -	\$ 2,400.00	\$ 32,475.00	\$ 30,000.00	\$ (2,475.00)	108.25%
Contracted LS Services	6720	\$ 39,463.83	\$ 120,659.05	\$ 118,391.49	\$ 473,568.00	\$ 355,176.51	25.00%
Park Amenities Assess	6722	\$ -	\$ 6,057.80	\$ -	\$ 20,000.00	\$ 20,000.00	0.00%
ActiveNet Charges	6950	\$ 54.00	\$ 30.00	\$ 54.00	\$ 60.00	\$ 6.00	90.00%
Approp Redev/Collection Fees	6960	\$ -	\$ -	\$ -	\$ 7,500.00	\$ 7,500.00	0.00%
COP Debt PV Fields	7950	\$ 246,409.38	\$ 247,859.38	\$ 246,409.38	\$ 511,409.00	\$ 264,999.62	48.18%
Services and Supplies		\$ 285,927.21	\$ 392,432.38	\$ 407,106.21	\$ 1,074,197.00	\$ 667,090.79	37.90%
YTD Comparison				\$ 14,673.83			
Services and Supplies		\$ 287,967.39	\$ 430,825.56	\$ 414,403.48	\$ 1,104,914.00	\$ 690,510.52	37.51%
YTD Comparison				\$ (16,422.08)			

**Statement of Revenues and Expenditures
Fund 30 Park Dedication Fee (Quimby Fee)
October 2018 33%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Interest Earnings	5310	\$ 91.63	\$ -	\$ 284.88	\$ 8,600.00	\$ 8,315.12	3.31%
MBS Interest Earnings	5320	\$ 332.26	\$ 7,326.48	\$ 4,971.20	\$ -	\$ 4,971.20	0.00%
Park Dedication Fees	5400	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Revenue		\$ 423.89	\$ 7,326.48	\$ 5,256.08	\$ 8,600.00	\$ 13,286.32	61.12%
YTD Comparison				\$ (2,070.40)			
Services and Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Capital							
Valle Lindo Restroom/Pavilion	8444	\$ -	\$ -	\$ -	\$ 425,000.00	\$ 425,000.00	0.00%
Nancy Bush Park Playaround	8445	\$ 63,161.45	\$ -	\$ 63,161.45	\$ 250,000.00	\$ 186,838.55	25.26%
Nancy Bush Park Picnic Area	8446	\$ -	\$ -	\$ 9,450.00	\$ 45,600.00	\$ 36,150.00	20.72%
Nancy Bush Park Pavilion	8447	\$ -	\$ -	\$ -	\$ 65,000.00	\$ 65,000.00	0.00%
Freedom Baseball Fields	8459	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Mel Vincent Park Restrooms	8460	\$ -	\$ -	\$ -	\$ 110,000.00	\$ 110,000.00	0.00%
Expense		\$ 63,161.45	\$ -	\$ 72,611.45	\$ 895,600.00	\$ 822,988.55	8.11%

PARK DEDICATION FEES (QUIMBY)

Date Received	Amount	Developer	Amount Used	Amount Earmarked	Balance	Sunset Date	Sunset Date
7/31/2014	\$ 615,709.00	AMLI	\$ 262,499.19	\$ -	\$ 353,209.81	7/31/2019	7/31/2019
1/15/2015	\$ 2,250,489.00	Fairfield Camarillo LLC	\$ -	\$ -	\$ 2,250,489.00	1/31/2020	1/31/2020
8/8/2016	\$ 2,649,209.00	Elacora Mission Oaks	\$ -	\$ -	\$ 2,649,209.00	8/8/2021	8/8/2021
8/10/2016	\$ 474,353.00	KB Homes	\$ -	\$ -	\$ 474,353.00	8/10/2021	8/10/2021
6/7/2018	\$ 21,612.25	Crestview	\$ -	\$ -	\$ 21,612.25	6/7/2023	6/7/2023
6/29/2018	\$ 96,391.39	Aldersgate Construction	\$ -	\$ -	\$ 96,391.39	6/29/2023	6/29/2023
Total	\$ 6,107,763.64		\$ 262,499.19	\$ -	\$ 5,845,264.45		

**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: December 6, 2018

**SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION
NO. 604 REQUESTING A LOAN FROM THE CAPITAL
ACCOUNT TO THE GENERAL FUND ACCOUNT**

RECOMMENDATION

It is recommended the Board adopt Resolution No. 604 directing staff to loan funds from the Capital Account to the General Fund Account to cover payroll and accounts payable expenditures for the last month of calendar year 2018.

BACKGROUND

Staff continues to be prudent while managing the District's annual fiscal year budgets. The District's revenues have improved over the course of the past few years, but costs continue to increase. Beyond a variety of fees and charges that serve as revenue, the primary source of revenue is property taxes.

The District receives the property taxes in two increments during the months of April and December. In the past, these two payments have been sufficient to cover the District expenses from April through December and January through March. For the month of December, the District may need to borrow funds from the District's Capital account, at an interest rate of 0.25% (the Capital account currently earns interest at 0.25% to cover the December payroll and accounts payable). Once the December tax apportionment is received, the loan will be repaid back to the Capital account with interest. It is anticipated the loan would be no more than a 10-day loan if needed.

ANALYSIS

It is estimated the District will require an amount of approximately \$50,000 to sufficiently operate for the remainder of the calendar year prior to the next property tax increment. This temporary loan will provide funds for personnel costs and operations (materials and supplies) and will not force the District to borrow funds from the District's bank as it had to do in the past.

Based on the December property tax payment history, the District will be able to reimburse the Capital Account in January 2019.

FISCAL IMPACT

The fiscal impact to the General Fund will be for the interest paid to the Capital Account of approximately \$3.40 if the entire \$50,000 is borrowed from the Capital Account.

RECOMMENDATION

It is recommended that the Board adopt Resolution No. 604 directing staff to loan funds from the Capital Account to the General Fund Account to cover payroll and accounts payable expenditures for the last month of calendar year 2018.

ATTACHMENT

- 1) Resolution No. 604 (1 page)

RESOLUTION NO. 604

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT
REQUESTING A 10-DAY TEMPORARY LOAN FROM THE CAPITAL
FUND TO THE GENERAL FUND CHECKING**

WHEREAS, the Board of Directors of the Pleasant Valley Recreation and Park District (“District”) is a local public agency, operating pursuant to its principal act set forth in California Public Resources Code Section 5780 et seq.; and

WHEREAS, the District Board of Directors (“Board”) desires to authorize the Capital Fund to temporarily loan the General Fund an amount not to exceed \$50,000 for District operations, pending receipt of tax revenues in December 2018: and

WHEREAS, the General Fund will pay an interest rate of 0.25% to the Capital Fund for the actual amount of funds borrowed.

PASSED AND ADOPTED by the Board of Directors of Pleasant Valley Recreation and Park District this 6th day of December 2018, by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

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

Attested:

Elaine Magner, 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: Leonore Young, Administrative Services Manager

DATE: December 6, 2018

**SUBJECT: APPROVE RESOLUTION NO. 605 TO CONTINUE THE
LOCAL EMERGENCY THAT RESULTED DUE TO THE
HILL FIRE 2018**

RECOMMENDATION

It is recommended the Board approve Resolution No. 605 to declare that the local emergency that was proclaimed on November 16, 2018 remain in effect to allow staff to immediately start/complete necessary repairs and/or maintenance to Camarillo Grove Park which sustained significant damage during the Hill Fire on November 8, 2018.

BACKGROUND

On the afternoon of November 8, 2018, a vegetation fire started in Hill Canyon, Thousand Oaks, CA. The fire spread due to high Santa Ana winds and burned into Camarillo Grove Park, a park owned by the Pleasant Valley Recreation and Park District. The park sustained significant damage to the dog park, trees, fencing, and signage. The park trail system of 1.75 miles was also damaged and a play structure was a total loss.

On November 9, 2018, California Parks and Recreation Indemnity (CAPRI) was notified by District staff of the damage that Camarillo Grove Park sustained due to the fire and the necessary paperwork along with photos was sent to CAPRI.

On November 16, 2018, the Board of Directors approved Resolution No. 603, declaring a local emergency which would allow Pleasant Valley Recreation and Park District to be eligible for either state or federal funding when it becomes available. The Local Emergency declaration must be reviewed by the Board of Directors at each regular Board Meeting and each time the emergency can either be declared to be continued or to be terminated.

ANALYSIS

After staff undertook an assessment of the damage to the park, a call out was posted on social media asking for volunteers to help with the cleanup. Between staff and volunteers, clearing dead/burned trees and vegetation has started, including the placement of sandbags on the trail to help prevent erosion in the event of future rain storms. West Coast Arborist will be assessing the trees at Camarillo Grove Park, checking for damage or injury to the trees along with determining if any trees need to be removed. Staff is currently assessing the damage to the dog park, determining what will need to be replaced and/or repaired. The play structure is considered a total loss; therefore, staff will need to contact a contractor to start the removal and the replacement of the play structure.

FISCAL IMPACT

No fiscal impact with this action

RECOMMENDATION

It is recommended the Board approve Resolution No. 605 declaring the continuation of the local emergency that was declared on November 16, 2018 in order to allow staff to start/complete necessary repairs and/or maintenance to Camarillo Grove Park which sustained significant damage during the Hill Fire on November 8, 2018.

ATTACHMENTS

- 1) Resolution No. 605 (2 pages)

RESOLUTION NO. 605

**A RESOLUTION OF THE PLEASANT VALLEY
RECREATION AND PARK DISTRICT
DECLARING THAT LOCAL EMERGENCY (2018 Hill Fire)
CONDITIONS REMAIN AND DIRECTING THAT THE WORK NECESSARY TO
MAKE REPAIRS AT CAMARILLO GROVE PARK WITHOUT NOTICE FOR BIDS
CONTINUE PURSUANT TO CALIFORNIA PUBLIC CONTRACT
CODE SECTION 22050**

WHEREAS, at a special meeting of the Board of Directors of the Pleasant Valley Recreation and Park District conducted on Friday, November 16, 2018, the Board of Directors adopted Resolution No. 603 to authorize emergency repairs to Camarillo Grove Park without notice for bids pursuant to California Public Contract Code Sections 1102, 20168, and 22050; and

WHEREAS, the spread of the Hill fire to Camarillo Grove Park caused destruction which created an emergency which requires immediate repairs to prevent flooding and landslides when the winter rains start and does not permit the District the minimum three-month delay which would result from the District undertaking a competitive solicitation for bids for this repair work; and

WHEREAS, the Board of Directors has heard a report from District staff on the status of the repairs to Camarillo Grove Park, which report justifies why the emergency will not permit the delay which would result from seeking competitive bids and why the immediate repair of the park is necessary to respond to the emergency; and

WHEREAS, pursuant to Public Contract Code section 22050(c), the Board of Directors has reviewed the District's emergency action to determine whether there is a need to continue the emergency repairs without giving notice for bids to award a contract for this repair work.

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

Section 1. The Recitals above are true and correct and hereby incorporated by reference as if fully set forth herein.

Section 2. That the Board of Directors finds, by at least a four-fifths vote, that the facts set forth above and the report from District staff demonstrate that the emergency condition remains and that such emergency condition does not permit the delays which would result from a competitive solicitation for bids as the immediate repair of Camarillo Grove Park remains necessary to respond to the emergency conditions.

Section 3. That the General Manager and Administrative Services Manager are hereby authorized to execute applications and are hereby granted the authority to undertake or order such actions as they deem necessary to cause the needed repairs to Camarillo Grove Park to be made. The General Manager is authorized to execute a contract for the needed work with a qualified contractor for its immediate acceptance and the commencement of performance thereunder.

SECTION 4. The General Manager shall cause a further report on the status of this emergency work to be agendized at each Board meeting until after the repair work has been completed or this Board finds that the emergency conditions have ceased to be present. [Note: the State of emergency must be reviewed at regularly scheduled meetings until terminated.]

This resolution was adopted on December 6, 2018.

Ayes:

Noes:

Absent:

Mark Malloy, Chairman, PVRPD Board of Directors

ATTESTED:

Elaine Magner, Secretary, PVRPD Board of Directors

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

TO: BOARD OF DIRECTORS

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

DATE: December 6, 2018

SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION NO. 606 FINDING THAT IT IS REASONABLY FORESEEABLE THAT INHABITANTS OF THE AMLI SPANISH HILLS SUBDIVISION WILL USE THE PROPOSED FACILITY UPGRADES AT VALLE LINDO PARK

SUMMARY

The Pleasant Valley Recreation and Park District has chosen to move forward with a Request for Proposal (RFP) for the design of a new restroom and pavilion at Valle Lindo Park. This involves funding the project through Quimby fee revenue. In order to use Quimby fees, the Board must find that it is reasonably foreseeable that the residents of the subdivision which paid the fees will use the proposed facilities. Staff has determined through research into population data and available facilities in other locations that it is likely that residents of the AMLI Spanish Hills subdivision located at 668 Spring Oak Rd. will be served by the proposed facilities. Staff is recommending that the Board make a motion to pass Resolution No. 606, which supports the staff finding that it is reasonably foreseeable that residents of the AMLI Spanish Hills subdivision will use the proposed facilities.

BACKGROUND

On July 31, 2014, the District received \$615,709.00 in Park In-Lieu (Quimby) Fees for the construction of 384 units by AMLI Spanish Hills at 668 Spring Oak Road. These Quimby fees were paid to the Park District to facilitate the construction of park improvements or parkland acquisition which would serve the subdivision. The Park In-Lieu Fee ordinance that has been approved by the City of Camarillo specifies in accordance with California Government Code §66477 that the neighborhood which Quimby fees may be expended within is defined as the City of Camarillo's Sphere of Influence (SOI).

On October 3, 2018, the District Board of Directors approved the publication of a Request for Proposal for the design of new restrooms and a connected pavilion at Valle Lindo Park. Valle Lindo Park provides space for soccer games and practices, dog walking, recreational walking, recreational tennis, tennis lessons, pavilion rentals, and District programming. Further park facilities include playground equipment for children aged 2-12, five tennis courts, a rentable pavilion, public restrooms, a public amphitheater, and a large amount of open space with first-

come-first-served picnic tables. Additionally, on July 5, 2018, the Board of Directors approved the budget for Fund 30, which is comprised exclusively of Quimby fee revenues and identified the Valle Lindo Restroom and Pavilion Construction project as an item to be funded from Fund 30 in the amount of \$425,000. Currently, the playground facilities planned for Nancy Bush Park are also being funded from the AMLI Spanish Hills development fees for a budgeted cost of \$250,000.

ANALYSIS

Through the powers granted to the City of Camarillo by California Government Code §66477, the City has established a Park Land Dedication Ordinance (Chapter 18.20, Sections .010 through .120) which specifies that a developer must plan for at least 217.8 square feet of park space for each person anticipated to be living in a development. This requirement applies to all residential subdivisions containing more than five parcels. In-lieu of park space, the City may levy a fee to be paid to the Park District for the District to develop park facilities which will serve the subdivision.

The use of Quimby fee revenue is restricted to park land purchase, new facility construction, existing facility expansion and improvement, and enhancing existing park land. Fee expenditures are further restricted to within the subdivision which paid the fees. However, the District may expend the fees in an area outside of the subdivision if the subdivision is considered served by at least five acres per 1,000 residents (a standard set by the City) and the fees will be spent in a neighborhood served by less than five acres per 1,000 residents. The City has established that the specified radius and “neighborhood” which the District must spend the fees within includes all areas within the City’s Sphere of Influence. Using the 2010 census and current park acreage, the District does not serve any subdivision within the SOI with five acres per 1,000 residents (currently stands at approximately 3.93 ac/1,000 residents). This effectively allows the District the liberty to expend the fees at any park within the City’s Sphere of Influence if the District can provide evidence that it is reasonably foreseeable that inhabitants from the fee-paying subdivision will use the new facilities in question.

To begin, staff focused on those who would most likely be using the facilities being constructed. Assuming the subdivision will house 2.69 individuals per unit, the subdivision will house approximately 1,033 residents. Using data gathered from the Census Bureau, District staff has determined that approximately 24% of the population in the City of Camarillo is under the age of 19. If the assumption is made that Camarillo demographics hold true within this subdivision, then it is likely that there are families with children under the age of 19 who will use Valle Lindo Park for soccer use as it is a primary facility for District Soccer Community Service Organizations. Furthermore, if city-wide statistics hold true within this subdivision, at least 10% of the subdivision is under the age of 12, which is a population served by the play structures located at Valle Lindo Park. Valle Lindo Park also provides the closest public tennis courts to the subdivision.

Before declaring these facilities reasonably connected, staff performed research into closer park facilities that may also serve this subdivision. Parks that are closer in distance include Mel Vincent and Nancy Bush Park. In comparison, Valle Lindo serves larger parties than both parks as it has a 60-person capacity pavilion compared to 40-person maximums at both Mel Vincent and Nancy Bush Park. Additionally, Valle Lindo Park offers tennis courts and public amphitheater, both facilities are not available at Mel Vincent or Nancy Bush Park. These factors combined with the availability of a sports fields in combination with a public restroom facility create a reasonable

expectation that inhabitants of the AMLI Spanish Hills Development will use the planned restroom and pavilion facilities.

However, staff determined that limiting this research to only those who would be using the sports facilities would be far too restrictive, as the fields will likely be used for non-soccer district rentals including but not limited to various District programming and private parties within the planned pavilion. Staff determined through research into reservation data that the Valle Lindo picnic spaces have been reserved 479 times since January 1, 2013. This is only a fraction of the usage the park sees when including non-reserved passive use. In all cases, it is reasonable to assume that due, to the convenient location, its dog friendliness, and facility availability, that the proposed facilities will serve all individuals who use the park including the inhabitants of the AMLI Spanish Hills subdivision.

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

FISCAL IMPACT

There is no fiscal impact from this action. However, this project and the Nancy Bush Park playground upgrade are budgeted to exceed the total amount of the fees received from the AMLI Spanish Hills development. This means that further expenditures for this project from Fund 30 will have to be separately approved by the Board.

RECOMMENDATION

It is recommended that the Board adopt Resolution No. 606, finding that it is reasonably foreseeable that the residents of the AMLI Spanish Hills subdivision located at 668 Spring Oak Rd will be served by the proposed facilities at Valle Lindo Park.

ATTACHMENT

- 1) Resolution No. 606 (1 page)

RESOLUTION NO. 606

A RESOLUTION OF PLEASANT VALLEY RECREATION AND PARK DISTRICT FINDING THAT IT IS REASONABLY FORESEEABLE THAT INHABITANTS OF THE AMLI SPANISH HILLS SUBDIVISION AT 668 SPRING OAK ROAD WILL BE SERVED BY THE PROPOSED FACILITY IMPROVEMENTS AT VALLE LINDO PARK

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

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

WHEREAS, AMLI has paid a Park Land In-Lieu Fee in the amount of \$615,709.00 for the subdivision located at 668 Spring Oak Road, and

WHEREAS, the District held a Public Hearing on July 5, 2018 approving the proposed usage of Quimby fees for this project, and

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

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

The District finds that it is reasonably foreseeable that inhabitants of AMLI's subdivision at 668 Spring Oak Road will be served by these facilities and therefore directs Staff to expend AMLI's 668 Spring Oak Road subdivision Quimby fees for developing the proposed restroom and pavilion improvements at Valle Lindo Park.

This resolution was adopted on December 6, 2018.

Ayes:
Noes:
Absent:

Mark Malloy, Chairman, PVRPD Board of Directors

ATTESTED:

Elaine Magner, Secretary, PVRPD Board of Directors

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

TO: BOARD OF DIRECTORS

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

DATE: December 6, 2018

SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION NO. 607 FINDING THAT IT IS REASONABLY FORESEEABLE THAT INHABITANTS OF THE KB HOMES SPRINGVILLE SUBDIVISION LOCATED AT 333 TOWNSITE PROMENADE WILL USE THE PROPOSED FACILITY UPGRADES AT VALLE LINDO PARK

SUMMARY

The Pleasant Valley Recreation and Park District has chosen to move forward with a Request for Proposal (RFP) for the design of a new restroom and pavilion at Valle Lindo Park. This involves funding the project through Quimby fee revenue. In order to use Quimby fees, the Board must find that it is reasonably foreseeable that the residents of the subdivision which paid the fees will use the proposed facilities. Staff has determined through research into population data and available facilities in other locations that it is likely that residents of the KB Homes Springville subdivision located at 333 Townsite Promenade will be served by the proposed facilities. Staff is recommending that the Board make a motion to pass Resolution No. 607, which supports the staff finding that it is reasonably foreseeable that residents of the KB Homes Springville subdivision will use the proposed facilities.

BACKGROUND

On August 10, 2016, the District received \$474,353.00 in Park In-Lieu (Quimby) Fees for the construction of 130 units by KB Homes Springville subdivision located at 333 Townsite Promenade. These Quimby fees were paid to the Park District to facilitate the construction of park improvements or parkland acquisition which would serve the subdivision. The Park In-Lieu Fee ordinance that has been approved by the City of Camarillo specifies in accordance with California Government Code §66477 that the neighborhood which Quimby fees may be expended within is defined as the City of Camarillo's Sphere of Influence (SOI).

On October 3, 2018, the District Board of Directors approved the publication of a Request for Proposal for the design of new restrooms and a connected pavilion at Valle Lindo Park. Valle Lindo Park provides space for soccer games and practices, dog walking, recreational walking, recreational tennis, tennis lessons, pavilion rentals, and District programming. Further park facilities include playground equipment for children aged 2-12, five tennis courts, two rentable

pavilions/spaces, public restrooms, a public amphitheater, and a large amount of open space with first-come-first-served picnic tables. Additionally, on July 5, 2018, the Board of Directors approved the budget for Fund 30, which is comprised exclusively of Quimby fee revenues and identified the Valle Lindo Restroom and Pavilion Construction project as an item to be funded from Fund 30 in the amount of \$425,000. The proposed facilities planned for Valle Lindo Park are also slated for funding from the AMLI Spanish Hills subdivision Quimby fees.

ANALYSIS

Through the powers granted to the City of Camarillo by California Government Code §66477, the City has established a Park Land Dedication Ordinance (Chapter 18.20, Sections .010 through .120) which specifies that a developer must plan for at least 217.8 square feet of park space for each person anticipated to be living in a development. This requirement applies to all residential subdivisions containing more than five parcels. In-lieu of park space, the City may levy a fee to be paid to the Park District for the District to develop park facilities which will serve the subdivision.

The use of Quimby fee revenue is restricted to park land purchase, new facility construction, existing facility expansion and improvement, and enhancing existing park land. Fee expenditures are further restricted to within the subdivision which paid the fees. However, the District may expend the fees in an area outside of the subdivision if the subdivision is considered served by at least five acres per 1,000 residents (a standard set by the City) and the fees will be spent in a neighborhood served by less than five acres per 1,000 residents. The City has established that the specified radius and “neighborhood” which the District must spend the fees within includes all areas within the City’s Sphere of Influence. Using the 2010 census and current park acreage, the District does not serve any subdivision within the SOI with five acres per 1,000 residents (currently stands at approximately 3.93 ac/1,000 residents). This effectively allows the District the liberty to expend the fees at any park within the City’s Sphere of Influence if the District can provide evidence that it is reasonably foreseeable that inhabitants from the fee-paying subdivision will use the new facilities in question.

To begin, staff focused on those who would most likely be using the facilities being constructed. Assuming the subdivision will house 2.69 individuals per unit, the subdivision will house approximately 350 residents. Using data gathered from the Census Bureau, District staff has determined that approximately 24% of the population in the City of Camarillo is under the age of 19. If the assumption is made that Camarillo demographics hold true within this subdivision, then it is likely that there are families with children under the age of 19 who will use Valle Lindo Park for soccer use as it is a primary facility for District Soccer Community Service Organizations. Furthermore, if city-wide statistics hold true within this subdivision, at least 10% of the subdivision is under the age of 12, which is a population served by the play structures located at Valle Lindo Park. Additionally, while Springville Park provides closer tennis facilities, Valle Lindo Park is the closest facility which hosts professionally taught tennis lessons.

Before declaring these facilities reasonably connected, staff performed research into closer park facilities that may also serve this subdivision. Parks that are closer in distance include Mel Vincent and Nancy Bush Park. In comparison, Valle Lindo serves larger parties than both parks as it has a 60-person capacity pavilion compared to 40-person maximums at both Mel Vincent and Nancy Bush Park. This is reflected in the District’s reservation data, Valle Lindo is the most reserved park between Mel Vincent Park, Springville Park, and Nancy Bush Park. Additionally, Valle Lindo

Park offers tennis courts and public amphitheater, both facilities are not available at Mel Vincent or Nancy Bush Park. These factors combined with the availability of a sports fields in combination with a public restroom facility create a reasonable expectation that inhabitants of the KB Homes Springville subdivision will use the planned restroom and pavilion facilities.

However, staff determined that limiting this research to only those who would be using the sports facilities would be far too restrictive, as the fields will likely be used for non-soccer district rentals including but not limited to various District programming and private parties within the planed pavilion. Staff determined through research into reservation data that the Valle Lindo picnic spaces have been reserved 479 times since January 1, 2013. This is only a fraction of the usage the park sees when including non-reserved passive use. In all cases, it is reasonable to assume that due, to the convenient location, its dog friendliness, and facility availability, that the proposed facilities will serve all individuals who use the park including the inhabitants of the KB Homes Springville subdivision.

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

FISCAL IMPACT

There is no fiscal impact from this action.

RECOMMENDATION

It is recommended that the Board adopt Resolution No. 607, finding that it is reasonably foreseeable that the residents of the KB Homes Springville subdivision located at 333 Townsite Promenade will be served by the proposed facilities at Valle Lindo Park.

ATTACHMENT

- 1) Resolution No. 607 (1 page)

RESOLUTION NO. 607

**A RESOLUTION OF PLEASANT VALLEY RECREATION AND PARK DISTRICT
FINDING THAT IT IS REASONABLY FORESEEABLE THAT INHABITANTS OF
THE KB HOMES SPRINGVILLE SUBDIVISION AT 333 TOWNSITE PROMENADE
WILL BE SERVED BY THE PROPOSED FACILITY IMPROVEMENTS AT VALLE
LINDO PARK**

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

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

WHEREAS, KB Homes has paid a Park Land In-Lieu Fee in the amount of \$474,353.00 for the subdivision located at 333 Townsite Promenade, and

WHEREAS, the District held a Public Hearing on July 5, 2018 approving the proposed usage of Quimby fees for this project, and

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

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

The District finds that it is reasonably foreseeable that inhabitants of KB Homes' subdivision at 333 Townsite Promenade will be served by these facilities and therefore directs Staff to expend KB Homes' 333 Townsite Promenade subdivision Quimby fees for developing the proposed restroom and pavilion improvements at Valle Lindo Park.

This resolution was adopted on December 6, 2018.

Ayes:
Noes:
Absent:

Mark Malloy, Chairman, PVRPD Board of Directors

ATTESTED:

Elaine Magner, Secretary, PVRPD Board of Directors

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

TO: BOARD OF DIRECTORS

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

DATE: December 6, 2018

**SUBJECT: CONSIDERATION OF PROPOSED NEW PARK SITE AT
THE RAN RANCHO SPRINGVILLE DEVELOPMENT**

SUMMARY

The Ran Rancho development in the Springville area is being considered for alterations. The alterations primarily consist of relocating the proposed park site from the far end of the development entrance to immediately adjacent to the Springville – Ponderosa intersection. The District received the park dedication through the City and Developer in 2008. As the Park Site is being requested to be moved, the Board must approve the change, as it is a change from the original dedicated area.

BACKGROUND

The local ordinances which implement this state law are codified in the City of Camarillo's Municipal Code Title 18 Subdivision 18.30 - *Park Land Dedication* which includes conditions for subdividers to either dedicate land, pay a fee in-lieu thereof to Pleasant Valley Recreation and Park District, or both. The ordinance also states that the amount of land to be dedicated for parks shall be 217.8 square feet for each person anticipated to be living in the development.

In January 2008, the City of Camarillo approved the Springville Specific Plan, which included over 1,000 new housing units, commercial spaces, and two new parks on both sides of the proposed Springville Overcrossing. This plan included RPD-195 which is the development under discussion today. In order to provide the residents of this proposed subdivision with adequate open space, the City of Camarillo required through their Park Land Dedication Ordinance (Chapter 18.30, Sections .010 through .120) that the developer provide five acres of park land or pay the District a fee calculated in excess of two million dollars. The developer chose to provide the park space and presented the Park District with a placement against the eucalyptus windrow at the far end of the development. It is unknown whether at that time, the District was consulted on the park placement, however, the Developer received approval from the City for the plan, which would have required some form of District approval.

During the November 2018 City Council meeting, after consulting with the District General Manager, a Developer representative announced that they would like to apply for a change to their development plan. This primarily included moving the park location to the entrance of the development and the representative announced that the District was in support of the decision as was the Developer. However, since the original plan called for a park in a different location, the

Developer will need approval from the District Board in order to ask the City Council to make the change official.

ANALYSIS

District Staff will be continuing to take a more active roll in the negotiation of developer open space proposals and will follow the procedure evident within the City and State Codes which pertain to this subject. This will mean Board approval of any proposed park site and developer in-lieu fees. The Board took such action for the developer fees and the potential of land dedication of a parking lot for the proposed St. John’s Seminary residential community project back in October of 2017.

Benefits of the proposed site plan modifications: a) provides a strong visual gateway to the community, b) the park will be largely accessible by foot, bicycle to Springville residences, providing easy access especially for youth, c) the site is a level site which will offer a higher variety of opportunities for amenities such as: field space, pickleball court, off leash dog area, playground, as well as passive un-programmed green space, and d) additional bike path is proposed which will be assessible through the neighborhood.

FISCAL IMPACT

This action does not carry a fiscal impact.

RECOMMENDATION

It is recommended that the Board of Directors discuss the merits of the new park location and make a MOTION to:

- 1.a. Approve the developers’ proposed location of the proposed newpark
- OR –
- 1.b. Reject the proposed location of the new park and remain committed to the initial planned park location at the Ran Rancho Springville Development.

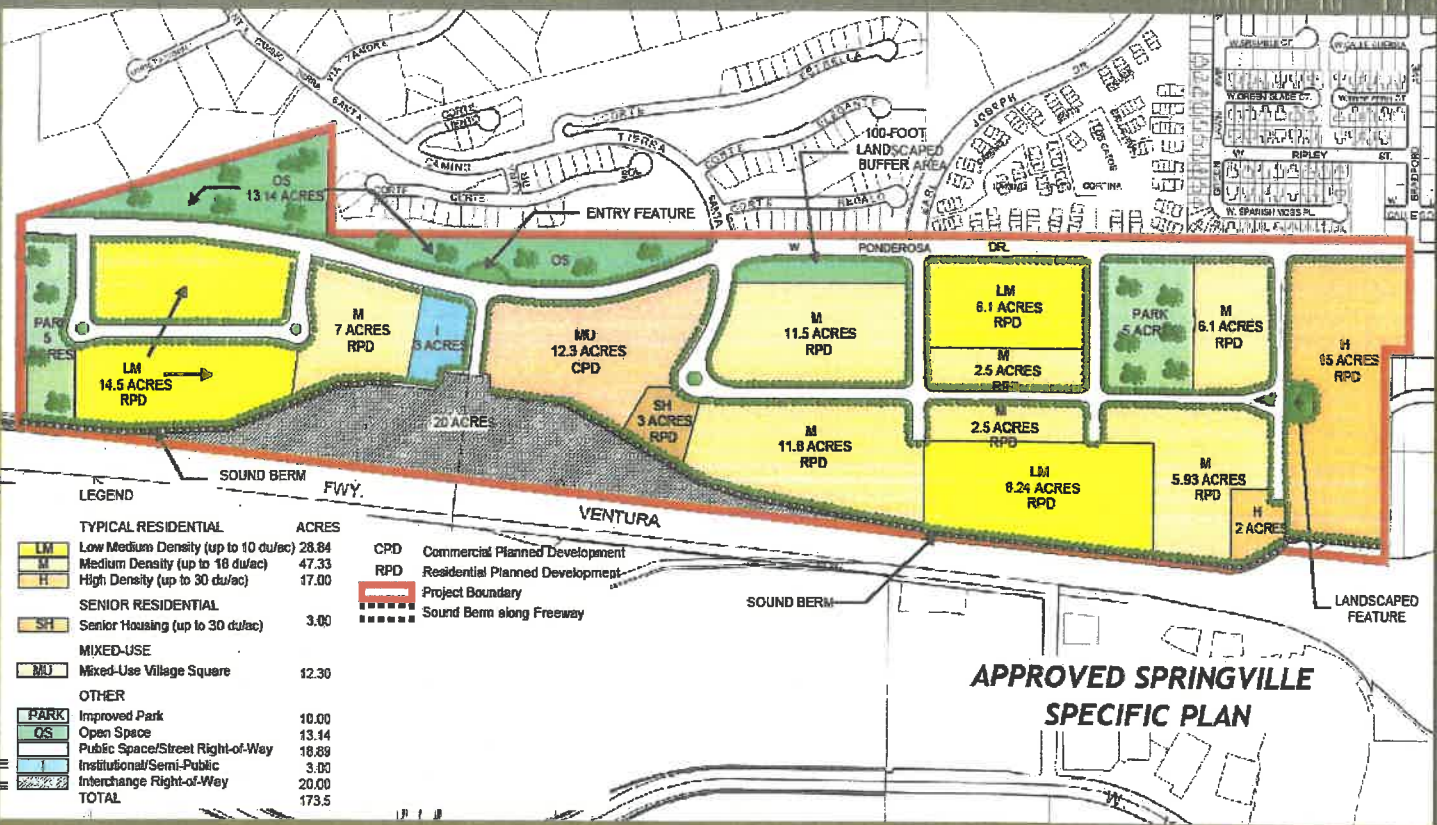
ATTACHMENTS

- 1) Park Map Location (4 pages)

RAN RANCHO PROPERTY – SPRINGVILLE SPECIFIC PLAN
General Plan Amendment Referral Modification
GPA 2014-1

Benefits Of Proposed Site Plan Modification:

- **Park provides a strong visual gateway to community at Springville Drive Interchange**
- **Park is centrally located within walking distance of Springville residences**
- **Project provides a connecting segment of the City-planned Class I bike path**
- **Decreased density of the residential project compared to approved Specific Plan**
- **Decreased building heights within the project (two-story units only)**
- **Proposed project provides detached for-sale units at an approved development site**



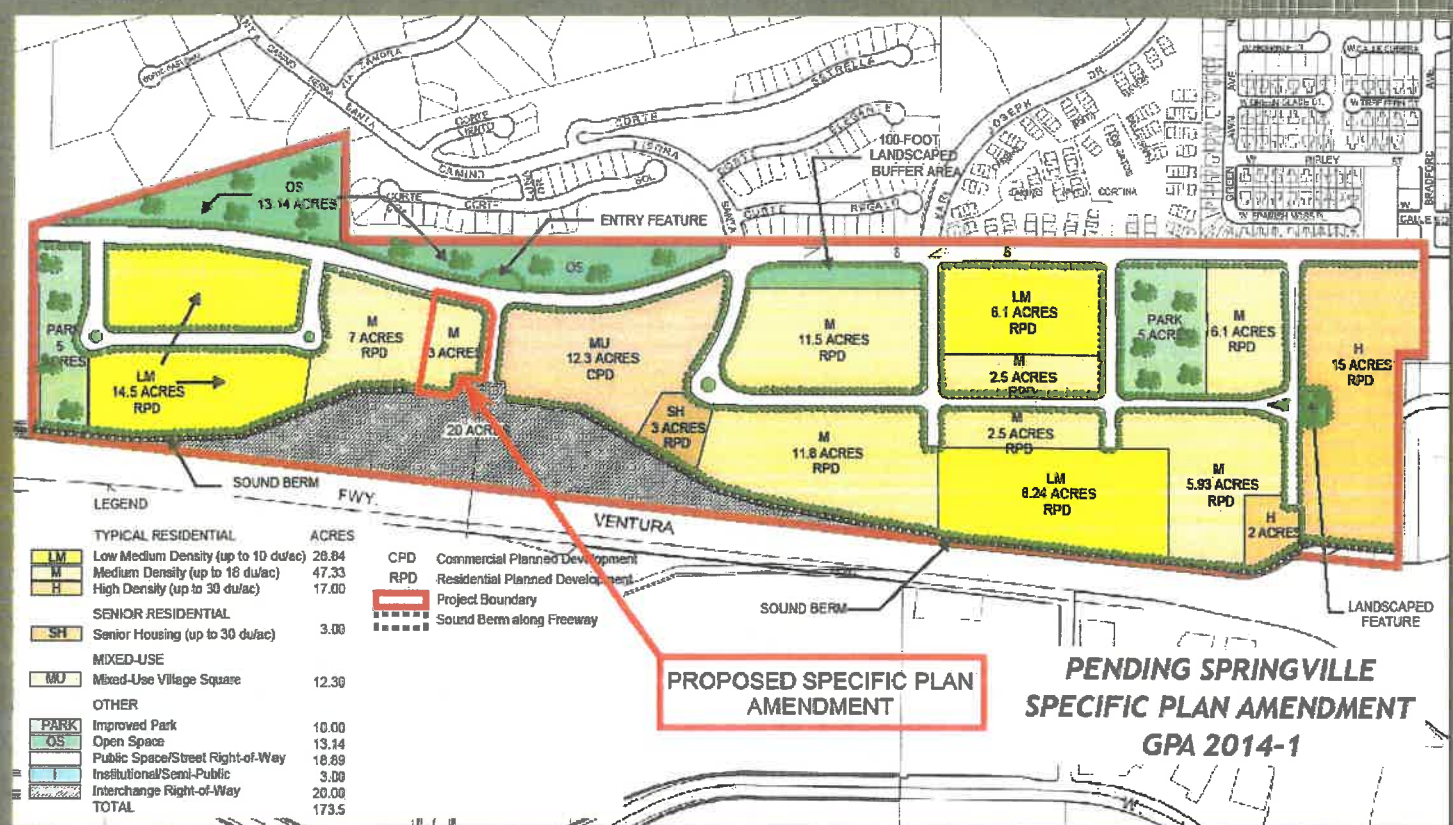
LEGEND

TYPICAL RESIDENTIAL	ACRES
LM Low Medium Density (up to 10 du/ac)	28.84
M Medium Density (up to 18 du/ac)	47.33
H High Density (up to 30 du/ac)	17.00
SENIOR RESIDENTIAL	
SH Senior Housing (up to 30 du/ac)	3.00
MIXED-USE	
MJ Mixed-Use Village Square	12.30
OTHER	
PARK Improved Park	10.00
OS Open Space	13.14
Public Space/Street Right-of-Way	18.89
Institutional/Semi-Public	3.00
Interchange Right-of-Way	20.00
TOTAL	173.5

- CPD Commercial Planned Development
- RPD Residential Planned Development
- Project Boundary
- Sound Berm along Freeway

**APPROVED SPRINGVILLE
SPECIFIC PLAN**

FIGURE 24 APPROVED PROJECT LAND USE PLAN
SOURCE: City of Springville, Planning Department, 2010



PROPOSED SPECIFIC PLAN AMENDMENT

**PENDING SPRINGVILLE
SPECIFIC PLAN AMENDMENT
GPA 2014-1**

FIGURE 2-1 APPROVED PROJECT LAND USE PLAN
PROJECT 1147, Approved by the Board, 1/15/2014, 2014

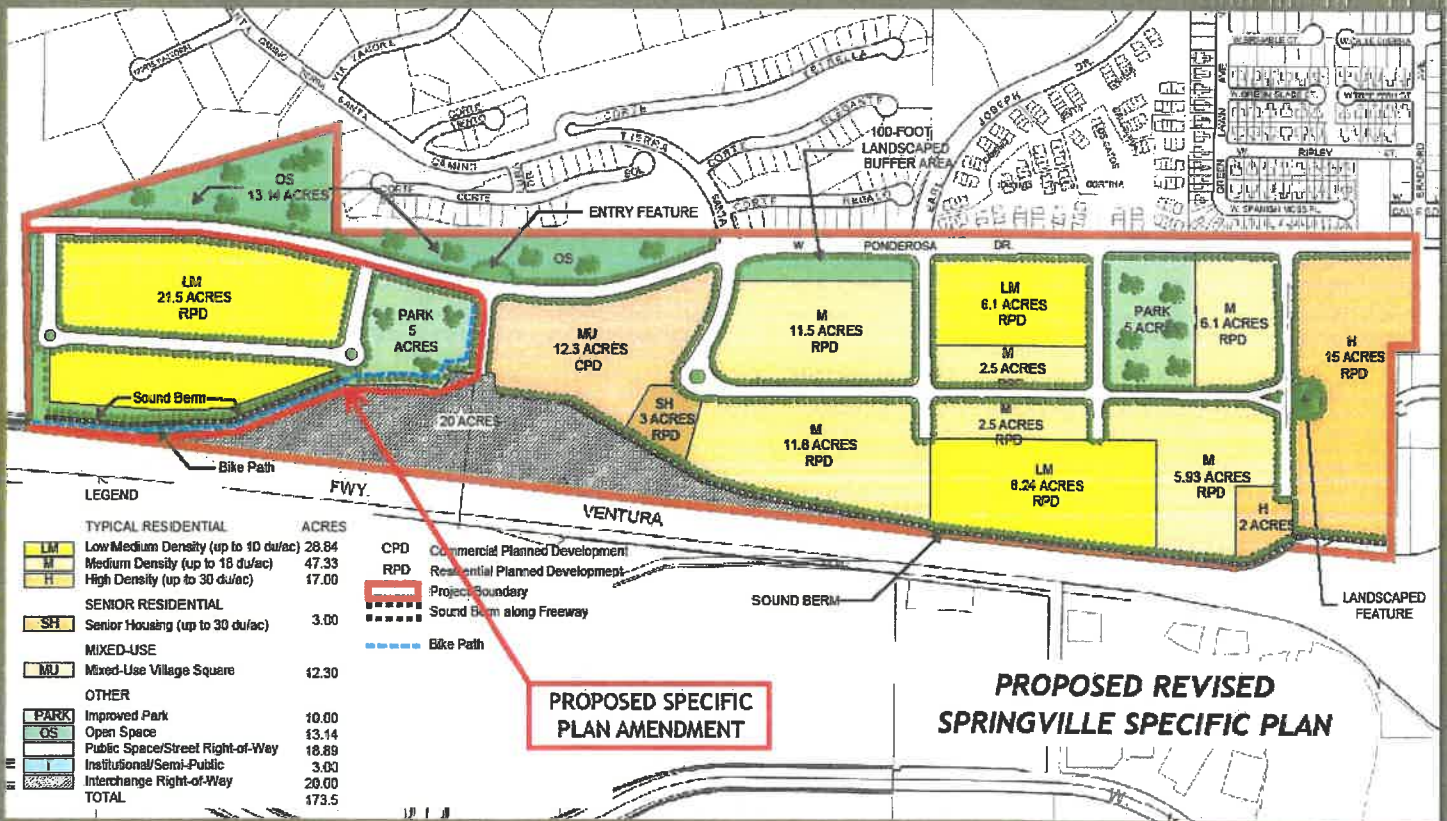


FIGURE 24 APPROVED PROJECT LAND USE PLAN

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER

DATE: December 6, 2018

SUBJECT: CONSIDERATION AND APPROVAL OF AN RFP FOR SENIOR AND COMMUNITY RECREATION FACILITY DESIGN AND ARCHITECTURAL SERVICES

SUMMARY

The Pleasant Valley Recreation and Park District (“District”), in conjunction with the City of Camarillo (“City”), is issuing this Request for Proposals (“RFP”) from experienced architectural firms to assist in the visioning and preparation of design concepts and cost estimation for a senior and Community Recreation Facility (“Center”) to include approximately 31,272 square feet.

BACKGROUND

In 2017, the District, in conjunction with the City of Camarillo, requested GreenPlay, LLC to conduct a Needs Assessment for a Senior and Community Recreation and Facility within the community that the District serves. The Senior and Community Recreation Facility Needs Assessment Study allowed the District to determine how its current senior center and recreation facilities are meeting the needs of the community. This plan included extensive community outreach and feedback, along with a market assessment and needs assessment to determine whether the District should expand or repurpose existing facilities, or if new facilities are needed.

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

Plan 2 (Attachment C) currently consists of the following elements for Multi-Generational uses:

- 1) Activity Space to include a Lounge
- 2) Game Room(s)
- 3) Activity Room(s) (converts to recreational, program, special events)
- 4) Multi-Purpose fitness room(s)
- 5) Multi-Sport Gymnasium

The study also identified the following program areas as the top needs of the community:

- 1) Active Recreation
- 2) Passive Recreation
- 3) Lifelong Learning
- 4) Cultural Arts
- 5) Health and Wellness Activities

This Senior and Community Recreation Facility Design and Architectural Services will further the efforts that were identified three (3) years ago and will further outline mechanisms to meet the facility needs within the community.

ANALYSIS

The purpose of the Senior and Community Recreation Facility Design and Architectural Services is to further refine the cost for the proposed Plan 2 of the Senior and Community Recreation Facility Needs Study. The following are key steps that will serve as a guide in the scope of work:

- a) Site review and research
- b) Topographical and boundary land surveys of the project areas
- c) Discussion(s) with District and City Staff
- d) Community meetings
- e) Workshop with Liaison Committee to vision opportunities for the project
- f) Coordination with City Staff to include planning and permitting
- g) Preparation of four concept plans. Each of the four concepts include a preliminary site plan, parking, rendering, and cost estimation, resulting in final schematic designs
- h) Workshop with elected officials
- i) District Board meeting to select preferred plan
- j) Select a Design and Final schematics

All acceptable proposals submitted must include the following:

1. Introduction letter to the Liaison Committee
2. Design Information on the overall approach
3. Technical Qualifications and Experience
4. Qualifications of staff assigned to the Project
5. Project Understanding and Approach
6. Financial and Other Information

The RFP will open on December 7, 2018 and close on January 15, 2018 at 2:00 p.m. only if the City approves the Cooperative Agreement.

FISCAL IMPACT

There is no fiscal impact associated with this action, upon selection of consultants the District will be obligated to appropriate 120% of its half of the contract.

RECOMMENDATION

It is recommended that the Board of Directors approve the Request for Proposals (RFP) for the Senior Community Recreation Facility Design and Architectural Services to assist in the visioning and preparation of design concepts and cost estimations contingent upon the approval of the Cooperative Agreement by the City of Camarillo.

ATTACHMENTS

- 1) RFP Architectural Design (8 pages)
- 2) Attachment A - Project Site Location (2 pages)
- 3) Attachment B - Project Goal (2 pages)
- 4) Attachment C - Conceptual Square Footage (1 page)
- 5) Attachment D - Conceptual Plan 2 (1 page)

REQUEST FOR PROPOSAL

SENIOR AND COMMUNITY RECREATION FACILITY DESIGN AND ARCHITECTURAL SERVICES



www.pvrpd.org • 805-482-1996

Submit Proposals to:
Pleasant Valley Recreation and Park District
Attn: Mary Otten
1605 E. Burnley Street
Camarillo, CA 93010
(805) 482-1996 x110
motten@pvrpd.org

RFP responses to be received until 2:00pm January 15, 2019

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Introduction

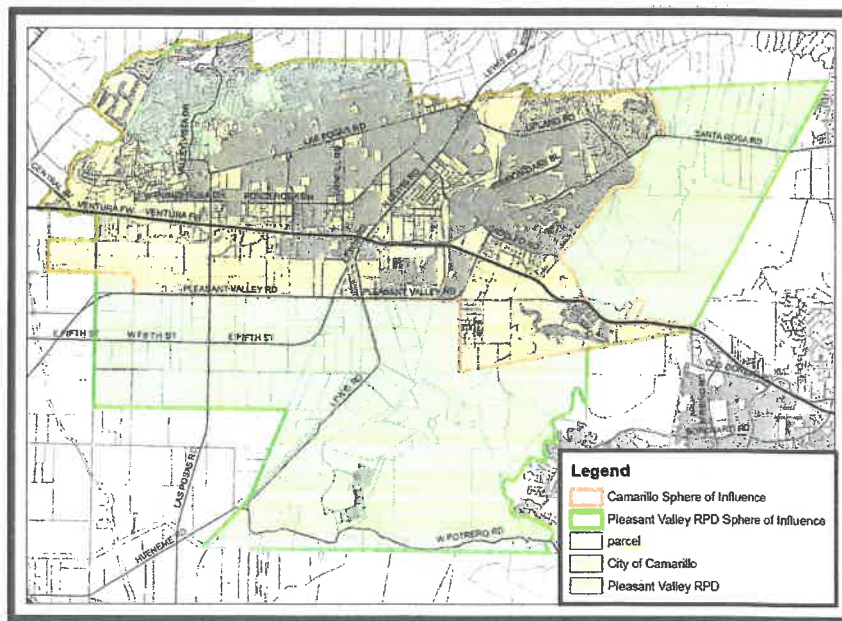
The Pleasant Valley Recreation and Park District (“District”), in conjunction with the City of Camarillo (“City”), is issuing this Request for Proposals (“RFP”) from experienced architectural firms to assist in the visioning and preparation of design concepts and cost estimation for a Senior and Community Recreational Facility (“Center”) to include approximately 31,272 square feet.

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

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

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

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



Background Information

The District, in conjunction with the City of Camarillo, requested GreenPlay, LLC to conduct a Needs Assessment for a Senior and Community Recreation and Facility within the community that the District serves. The Senior and Community Recreation Facility Needs Assessment Study allowed District to determine how its current senior center and recreation facilities are meeting the needs of the community. This plan included extensive community outreach and feedback, along with a market assessment and needs assessment to determine whether the District should expand or repurpose existing facilities, or if new facilities are needed.

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

Plan 2 (Attachment C) currently consists of the following elements for Multi-Generational uses:

- 1) Activity Space to include a Lounge;
- 2) Game Room(s);
- 3) Activity Room(s) (converts to recreational, program, special events);
- 4) Multi-Purpose fitness room(s);
- 5) Multi-Sport Gymnasium.

The study also identified the following program areas as the top needs of the community:

- 1) Active Recreation;
- 2) Passive Recreation;
- 3) Lifelong learning;
- 4) Cultural Arts;
- 5) Health and Wellness activities.

Project Scope

The following are key steps that may serve as a guide in the scope of work.

- Site review and research
- Topographical and boundary land surveys of project areas
- Discussion(s) with District and City Staff
- Community meetings
- Workshop with Liaison Committee to vision opportunities for the project
- Coordination with City Staff to include planning and permitting
- Preparation of four concept plans. Each of the four concepts include a preliminary site plan, parking, rendering, and cost estimation, resulting in final schematic designs
- Workshop with Elected officials
- District Board meeting to select preferred plan
- Select a Design and Final schematics.

The District and City believe it is critical that a high level of public participation in the gathering of information be achieved to perform the tasks identified above. Input should be gathered from the wider community with a special emphasis on gathering input from the senior community.

Submission Requirements

The prospective Respondent shall submit ten (10) copies, plus an electronic version of the proposal to the Pleasant Valley Recreation and Park District. The proposals shall be signed by an authorized official of the firm. The District reserves the right to reject all proposals. They will not be opened publicly.

All acceptable proposals submitted must include the following:

Letter to the Selection Committee (Liaison Committee)

This is your opportunity to introduce your team to us. What are the strengths of the entity which you wish the Selection Committee to take note of in the submittal? Other introductory material may be included. Firm advertising, brochures, and other promotional material should not be included.

Design Information

A statement of overall approach to the professional services required and why your firm may be best able to perform the work required. A statement on how you would coordinate the workload with your consulting firm, and if necessary, any sub-consultant(s). Proof of valid State Architect's license must be submitted.

Technical Qualifications and Experience

The District desires a team who ideally brings the following experience:

1. Working together as a team on past projects
2. Design efforts which integrate a new facility into an existing architectural campus
3. Past design of public use facilities
4. Past design or expert consultation on senior centers
5. Past design for buildings of similar size, scope or complexity to this Project
6. Public engagement on capital projects

In addition to providing technical qualifications and experience, the Respondent is requested to provide detailed information on up to three projects completed within the past 8 years that you feel best illustrate your team's qualifications to perform the Work. Please provide the Selection Committee with a brief description of these selected projects and photographs of the completed effort. The brief description should include when the project began, its current status, a description of the Respondent's role/involvement in the project, and any specific information on how the design was responsive to the public, especially the senior community. Please provide a hyperlink or hardcopy of similar projects completed by the firm.

Project Staffing and Organization

This section will be scored as to the qualifications of staff assigned to the Project. This submission shall include the key staff of the contracting firm and partner firms (if applicable). Information of use to the committee includes the length of time practicing in the profession, familiarity with design of public facilities and/or senior centers.

1. Identify the project principal/officer who would be in charge, any discipline leads, and other subcontractors who you might expect to utilize in completing the Project.
2. Demonstrate the proposed design Project Manager's individual experience within the past 15 years.
3. The cost estimation is a critical component of this project; therefore, we are requiring an independent cost estimator as a sub-consultant. Identify the experience of the construction cost estimator and other key personnel.
4. Provide a resume of any key specialty sub consultants.
5. The District must approve changes to key personnel committed to work on the project subsequent to award of contract.
6. A client reference list from previous projects of similar scope and magnitude. List should include key personnel, contact information and their position within the agency.

Project Understanding and Approach

This section should demonstrate the Respondent's understanding of the project, how the work will be organized and anticipated key issues to be addressed. This section should:

1. Describe the overall approach to the Project, such as an outline work plan that describes how the Respondent will organize the Project. This section should generally summarize how the Respondent will address the items listed in the Scope of Work, while following up more specifically within further sections of the response.
2. Describe the opportunities you see for interfacing with the Community and Public Officials to:
 - a. Verify types of programs
 - b. Review program details to include space and utilization
 - c. Set priorities, adjacencies, space sizes and locations
 - d. Inform the Liaison Committee and gather input from decision-makers
 - e. Stimulate public communication and facilitate community outreach through robust Community Workshops
3. Identify what you feel are the key components to making this project successful and where they will be addressed within the items listed in the Scope of Work.
4. Discuss your thoughts about how you might blend the new building into the current Center.
5. Site Analysis
 - a. Outline City permitting process; EIR, CEQA, etc.
 - b. Top easements, utilities survey
6. Building Concepts
 - a. Building sketch concept options
 - i. 1 story vs. 2 story
 - ii. Incorporating existing or adding onto current buildings
 - iii. Incorporating Community input into specific building components
 - iv. Incorporating Liaison Committee input into specific building components
 - v. Phasing concept
7. Develop Schematic Designs
8. Develop refined cost estimates

Financial and Other Information

The Respondent shall furnish the financial information requested below. If submitted by a consortium, a joint venture, a partnership, or by an individual, it shall be signed by an individual authorized to bind the firm making the proposal.

1. A firm must include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the firm or in which the firm has been judged guilty or liable within the last five (5) years.
2. If there is no negative history to disclose, the firm must affirmatively state in its proposal that there is no negative history to report.
3. A detailed Scope of Work, including an itemization of all services to be provided and their individual costs. This should include estimated staffing, hours, cost, and a description of each major task and subtask, including public meetings.
4. A schedule of hourly rates to be charged for extra work if required during the course of the contract.
5. A disclosure of all personal, professional or financial relationships with any officer and/or employee of the District.

Firm Selection

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

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

Responsiveness to Submittal Requirements

Past Performance Record

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

Staffing Capabilities / Technical Competence

Familiarity with applicable codes and regulations. Training and proven expertise in the area of work required. Firms has available resources to complete work within expected time frame.

Approach to Work

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

Quality Control

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

Ease of Use

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

Creativity

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

References

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

Fee

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

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

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

Project Schedule

1. Request for Proposal Open- December 7, 2018
2. **Deadline for Proposals-2:00 pm January 15th, 2019**
3. Consultants Selected for Interview -January 28th, 2017-February 15th, 2019
4. Interviews Conducted - February 2019
5. Approval and Award of Project - March 2019
6. Completion of Preliminary Assessment - July 2019
7. Presentation of Final Report to District Board - September 2019

Attachments:

- Attachment A - Project Site Location
- Attachment B - Project Goal
- Attachment C - Conceptual Square Footage
- Attachment D - Conceptual Plan 2

Attachment A

Project Location Site:

Community Center: 1605 E. Burnley Street, Camarillo CA 93010



LOCATION	BUILDING SQUARE FOOTAGE	Construction Material	Roof Type	Fire Sprinklers
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COMMUNITY CENTER				
AUDITORIUM	5712	Block	Flat/ Asphalt	no
AUDITORIUM RESTROOMS/LOBBY	1368	Block	Flat/ Asphalt	no
STAGE	2720	Block	Flat/ Asphalt	no
ROOMS 1-5 (551 per room)	2755	Block	Flat/ Asphalt	no
ROOM 6	961	Block	Flat/ Asphalt	yes
ROOM 7	899	Block	Flat/ Asphalt	yes
KITCHEN	551	Block	Flat/ Asphalt	yes
MAIN OFFICE	2849	Block	Asphalt	yes
TOTAL	17815			

SENIOR CENTER				
POOL ROOM	525	Block	Tile	no
FIRESIDE ROOM	496	Block	Tile	no
OFFICE	165	Block	Tile	no
KITCHEN	80	Block	Tile	no
RESTROOM - MENS	80	Block	Tile	no
RESTROOM - LADIES	80	Block	Tile	no
ENTRY	480	Block	Tile	no
MULTI PURPOSE	1968	Block	Tile	no
POWER / STORAGE	100	Block	Tile	no
TOTAL	3974			

Project Goal

The District is seeking an experienced, qualified California-licensed architectural firm to further refine, with public input, the Plan 2 concept (31,272 sq. ft.), create specific design concept alternatives, conduct parking analyses, and calculate refined cost estimates. The District is looking forward to developing four alternate concept plans for the Project. One plan to include the repurposing of the current senior center and/or a current building.

The mission of the facility is to offer classes, activities and resources to support, enhance and encourage an active healthy lifestyle for an active senior population as well as the community.

The goals of the Multi-Generational Center are to:

- Modernize the design of the building
- Seamlessly integrate into the current campus
- Provide spaces to gather, connect, learn, socialize and exercise;
- Serve as a social center for the broader senior community
- Offer well designed areas meeting the physical challenges of seniors
- House specialized classrooms and features not available at other District facilities
- Support an active mental and physical lifestyle for the community

Building Program Needs

a) Main Entry

The main entry should have a prominent façade easily visible. This is the entry point to the building, and the location where a “first impression” of the facility is realized. The entry should be functional, have natural lighting, be sheltered from the weather and elements, and offer seating for up to six (6) persons. The entry should house a welcome counter for two (2). A private office space accommodating two (2) persons should be adjacent to the welcome desk.

b) Activity Space to include a Lounge

This area should support socialization and accommodate a social seating arrangement. It should house amenities such as a large screen TV, storage.

c) Game Room

This area should accommodate bridge tables, pool tables, darts, as well as a large area for storage of additional tables and chairs, cards, puzzles, chess and other similar games. There should be good lighting and the room should have excellent acoustic control.

d) Multi-Use Space (recreational programs, special event space)

The ability to cordon off spaces, provide flexibility to host different types of events and classes and still facilitate flow and usability.

- e) Fitness Room
Accommodate organized fitness class activities for various types of programs as well as have an area for storing equipment.
- f) Gymnasium
The ability to accommodate 2 basketball courts, volleyball, pickleball, badminton as well as small special events.
- g) Patio/Outdoor Recreation
An outdoor area supporting classes, games and recreational activities is highly desired. The patio should be shaded and could be outfitted for recreational activities such as bocce ball, lawn bowling, horse shoes, cornhole, or a small putting green.

PVRPD CONCEPTUAL SQUARE FOOTAGE

5/25/18

A. Operations - Building Support		Plan 3	Plan 2	Plan 1
A.01	Entry Lobby	1,200	1,000	800
A.02	Reception / Access Control / Registration	300	300	300
A.03	Waiting Area	300	300	300
A.04	Vending Area	120		120
A.05	Exam/ Consultation Room	300		
A.06	Café	300		
A.07	Locker Rooms with Showers (Men's and Women's)	1,400	1,000	
A.08	Accessible Toilet Room (men's and women's)	500	500	400
A.09	Custodial Closet (ground and upper floors)	80	80	80
A.10	Communications - IPS and Server Room	150	150	150
A.11	Electrical Room	120	120	120
A.12	Mechanical Room	400	400	200
A.13	General Building Storage	585	400	400
A.14	Fire Pump Room	120	120	120
Subtotal: Building Support Spaces		5,875	4,370	2,990

B. Operations - Facility Administration		Plan 3	Plan 2	Plan 1
B.01	Offices (all general offices)	1,000	120	120
B.02	Conference/ Meeting Rooms	450		
B.03	Work Station Space	300		
B.04	Breakroom/ Kitchen	300		
B.05	Storage	70	70	70
B.06	Staff Restroom - Unisex	200	200	200
Subtotal: Facility Administration		2,320	390	390

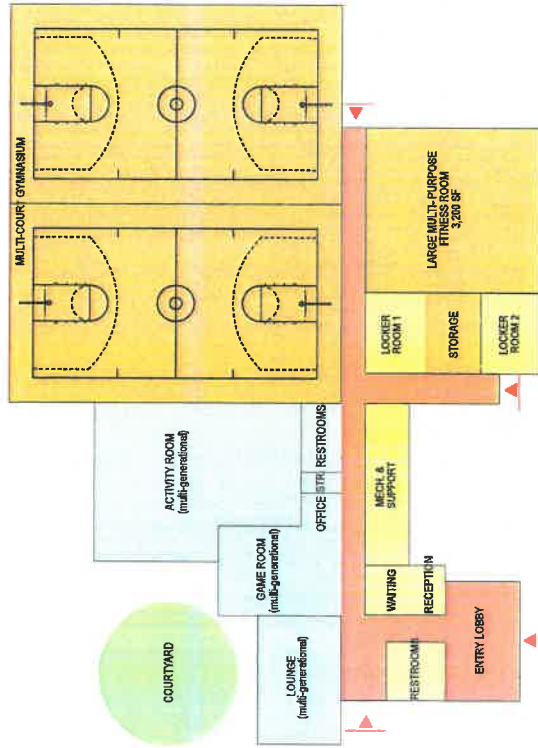
C. Activity Spaces		Plan 3	Plan 2	Plan 1
C.01	Multi-Purpose Gymnasium (2 courts @ 50 x 94)	12,000	12,000	
C.02	Gymnasium Storage	600	500	
C.03	Lounge (multi-generational)	1,600	1,200	1,200
C.04	Game Room (multi-generational)	1,400	1,200	1,200
C.05	Activity Room (multi-generational)	4,800	3,200	3,200
C.06	Classroom (before/after school/daycare)	1,200		
C.07	Large Multi-Purpose Fitness Room	4,000	3,200	3,200
C.08	Small Multi-Purpose Fitness Room	4,000		
Subtotal: Activity Spaces		29,600	21,300	8,800

D. Community Spaces		Plan 3	Plan 2	Plan 1
D.01	Large Classroom Style Space	6,300		
D.02	Small Classroom Style Space	4,200		
D.03	Large Open Space (dividable)	6,000		
D.04	Commercial Kitchen	1,000		
D.05	Coffee Bar	50		
D.06	Special Event Spaces (senior and youth wings)	1,700		
Subtotal: Community Spaces		19,250	-	-

Sub Total Summary	57,045	26,060	12,180
Circulation (20% of Total Building SF)	11,409	5,212	2,436
Total Gross	68,454	31,272	14,616

changes to square footage

program does not apply



0 20' 40' 80'

PLAN 2 SPACE DIAGRAM - SCALE 1" = 40'

31,272 sf

LEGEND

- ACTIVITY SPACES (multi-generational)
- GYMNASIUM & FITNESS
- CIRCULATION LOBBY/ENTRANCE
- SUPPORT SPACES
- OPERATIONS/BUILDING SUPPORT

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

TO: BOARD OF DIRECTORS

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

DATE: December 6, 2018

**SUBJECT: CONSIDERATION AND APPROVAL OF A
PROFESSIONAL SERVICES AGREEMENT WITH
LEACH MOUNCE ARCHITECTS FOR THE DESIGN
AND CONSTRUCTION PLANS FOR THE VALLE LINDO
RESTROOMS**

SUMMARY

The Pleasant Valley Recreation and Park District Board of Directors approved and authorized the General Manager to issue a Request for Proposals (“RFP”) from experienced architectural firms to prepare the design concepts and construction documents for Valle Lindo Park restrooms.

BACKGROUND

Valle Lindo Park was first developed in 1978 as a ten-acre park. This park sits beside Cape School and has an open space approximately 3.5 acres. These two open spaces combined become approximately 5.5 acres of open space. Valle Lindo Park provides space for soccer games and practices, dog walking, recreational walking, recreational tennis, tennis lessons, pavilion rentals, and District programming. Further park facilities include playground equipment for children aged 2-12, five tennis courts, a rentable pavilion, public restrooms, a public amphitheater, and a large amount of open space with first-come-first-served picnic tables. The park draws in approximately 10,000 visitors a year.

In 2013 the District embarked on a Strategic Plan which was to serve as a framework to set direction for making decisions over a five-year period (2013-2018). In 2013 the District Board, also developed a 5-year Capital Improvement Plan (2013-2018); this plan included facilities and parks that would require modification, replacement and improvement over the next 5 years.

Staff identified this Capital Improvement Project in the FY 2018/2019 budget which was approved by the District Board. Additionally, on July 5, 2018, the Board of Directors approved the budget for Fund 30, which is comprised exclusively of Quimby fee revenues and identified the Valle Lindo Restroom and Pavilion Construction project as an item to be funded from Fund 30 in the amount of \$425,000.

On October 3, 2018, the District Board of Directors approved the publication of a Request for Proposals for the design of new restrooms and a connected pavilion at Valle Lindo Park.

ANALYSIS

At 2:00 pm., October 29, 2018 all proposals were due.

	BOA Architecture	Lauterbach & Associates	Leach Mounce Architects	Ravatt, Albrecht & Associates
Bid Amount	\$27,900	\$57,500	\$59,850	\$69,787

The purpose of the Architectural Services Firms is to prepare the design concepts and construction documents for the Valle Lindo Park restrooms. The architectural firm will redesign the current structure to include the following key components: a) separate men's (1 stall and 1 urinal) and women's restroom (2 stalls), b) baby changing station in each restroom, c) ADA compliant, d) shade structure attached to the building, and e) possibility of a family or gender/neutral use stall.

Four proposals were received and evaluated by staff utilizing the following criteria:

1. Breakdown of work to be performed
2. Description of the proposed schedule and the approach used to organize and prepare for the project
3. History of similar projects completed within the last two years, including cost and client contact information
4. Provide a minimum of three (3) references including services provided, name of agency, contact person

This comparison resulted in staff recommending Leach Mounce Architects. The proposal by Leach Mounce is included as Attachment 2. Their proposal successfully satisfied all the criteria set out in the RFP to include similar projects, expertise of its key professional staff, explanation of deliverables and overall proposal.

As part of the RFP the District requested the architectural firm provide two options for the design: 1) Retrofit current structure, and 2) Demolish and install a pre-fab building. Three firms replied with significant concerns regarding option two as it relates to installing a pre-fab building. These three firms did not quote a pre-fab structure due to the following concerns: trees would need to be removed, turf damage, potential use of large crane.

SCHEDULE OF DELIVERABLES:

A. Pre-Design & Programming (Phase A)

1. Project will be scheduled once signed contract has been received.
2. An Architectural Program and Preliminary Schedule within an estimated two weeks of scheduled date.

B. Schematic Design & Concept (Phase B)

1. Schematic site plan, floor plans, sections and elevation drawings to be provided to client within an estimated one to two weeks of a confirmed Architectural Program by client.
2. To-scale presentation drawings to be provided within an estimated two weeks of an approved Schematic Design option by client.

C. Discretionary Permit Processing (Phase C)

1. Drawings, documents and exhibits described in Phase C scope of work above to be submitted to the City of Camarillo Planning Department within an estimated two to three weeks of completion of Phase B.

2. Approximately thirty to forty-five (30-45) days is assumed for City of Camarillo Planning Department's first review.
3. Revised drawings, documents and exhibits per City of Camarillo Planning Department's first review comments to be provided within an estimated two weeks of receipt of an incompleteness letter, provided no new scope items are required and/or requested.

D. Construction Documents (Phase E)

1. Drawings, documents and exhibits as described in Phase E scope of work above to be submitted to the City of Camarillo Building & Safety Department within an estimated six weeks from receipt of Planning Approval from the City of Camarillo.
2. Approximately ten days is required for the City of Camarillo first Plan Check process.
3. Revised drawings, documents and exhibits per City of Camarillo plan check corrections to be provided within two weeks of receipt of corrections, provided no new scope items are required and/or requested. Two rounds of revisions are included in this agreement.

E. Construction Contract Procurement (Phase F)

1. Approximately four to six weeks from receipt of Building Permit estimated to assist in bidding and selecting a contractor.

F. Limited Construction Contract Administration (Phase G)

1. Approximately two months estimated to complete construction of the proposed project. Final schedule to be determined by client's contractor.

FISCAL IMPACT

The District allocated \$425,000 from Quimby funds for this project; these funds were designated in the FY 2018-2019 budget. The cost for the plans would be a total of \$59,850.

RECOMMENDATION

It is recommended that the Board of Directors approve and authorize the General Manager to enter into a professional services agreement between the District and Leach Mounce Architects for the design and construction plans for Valle Lindo Park restrooms for \$59,850.

ATTACHMENTS

1. Abstract of Bids (1 page)
2. Leach Mounce Architects Proposal (26 pages)
3. Professional Agreement (18 pages)

Pleasant Valley Recreation and Park District

Professional Architectural Design Services for Valle Lindo Park

December 6, 2018
 Bob Cerasuolo

	1	2	3	4
Company:	BOA Architecture	Lauterbach & Associates	Leach Mounce Architects	Ravatt, Albrecht & Associates
Phone Number:	1 (562) 912-7900	1 (805) 988-0912	1 (805) 656-3522	1 (805) 786-4391
Fax Number:		1 (805) 981-4510	1 (805) 658-1926	1 (805) 786-4792
City:	Long Beach	Oxnard	Ventura	San Luis Obispo
Quoted By:	Edward Lok Ng	Mark Pettit	Howard Leach	Greg Ravatt
Professional Architectural Design Services for Valle Lindo Park				
Pre-Design and Programming	YES	YES	YES	YES
Schematic Design and Concept	YES	YES	YES	YES
Discretionary Permit Processing	YES	YES	YES	YES
Construction Documents	YES	YES	YES	YES
Construction Contract Procurement	YES	YES	YES	YES
Limited Construction Contract Admin	YES	YES	YES	YES
Meetings and Communication	YES	YES	YES	YES
Subtotal				
Labor				
Materials				
Permits/ Inspections				
Other:				
Total Cost Lump Sum Bid Amount	\$27,900.00	\$57,500	\$59,850.00	\$69,787



Pleasant Valley Recreation & Park District
Bob Cerasuolo, Parks Manager
480 Skyway Drive
Camarillo, CA 93010

October 29, 2018

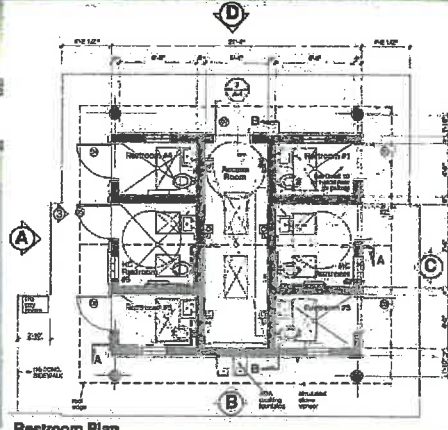
Proposal to Provide Architectural Services for Valle Lindo Park Restroom Remodel



City of Ventura, Arroyo Verde Park



City of Ventura, City Hall Improvements



LEACH MOUNCE ARCHITECTS
architecture planning interiors

Prepared by: Howard Leach, AIA
Leach Mounce Architects
1885 Knoll Drive
Ventura, CA 93003
805.656.3522
howard@leachmouncearchitects.com
www.leachmouncearchitects.com



September 13, 2018

Bob Cerasuolo, Parks Manager
Pleasant Valley Recreation & Park District
480 Skyway Drive
Camarillo, CA 93010

Re: Request for Proposal (RFP) to Provide Architectural Services for the Valle Lindo Park Restroom

Dear Mr. Cerasuolo and Members of the Selection Committee:

Leach Mounce Architects (LMA) has a strong interest in providing architectural and engineering services as described in the referenced RFP. As detailed in the attached proposal, LMA has substantial experience in similar public restroom projects including several for the City of Ventura. We have a clear understanding of the essential elements of this project type and a common sense approach to getting the projects completed efficiently and cost effectively.

The City's Standard Agreement with indemnification language as-is.

We appreciate your consideration of our firm.

Sincerely,

A handwritten signature in black ink that reads 'Howard Leach'.

Howard Leach, AIA, CSI

HL/sa

Transmittal Letter

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 3. Principals of Firm
 4. Specific Services
 5. Professional Affiliations
 6. Business Emphasis
 7. Staff and Organization Chart
 8. Distinguishing Features
 9. Similar projects completed in the past 5 years
 10. Project Illustrations

- 2. Staff's Experience**
 1. Howard E. Leach, AIA, Principal-In-Charge/Project Manager
 2. Mathew Huntington, LEED AP, Project Architect
 3. Sondra Andrade, Computer Graphics, Financial Controller

- 3. Subconsultants' Experience**
 1. Turpin & Rattan, Inc., Electrical/Mechanical Engineer

- 4. Project Understanding**
 1. Scope of Work
 2. Schedule Control
 3. Quality Control
 4. Cost Control
 5. Project Close
 6. References

- 5. Fee Proposal based on schedule of deliverables**

1. Firm Name and Representative:

Leach Mounce Architects
Howard E. Leach, AIA, CSI
 1885 Knoll Drive
 Ventura, CA 93003
 P. 805-656-3522
 F. 805-658-1926

howard@leachmouncearchitects.com
 www.leachmouncearchitects.com

2. Type of Organization:

Leach Mounce Architects (LMA) is a California corporation formed in 1990 by the merger of H. Wendell Mounce, AIA & Associates, of Glendale, California, and Leach Kehoe Architects, of Ventura, California. Both firms were founded in 1962. LMA is a certified Small Business Enterprise #23964.

3. Principals of the Firm:

President and Owner
 Howard Leach, AIA
Vice President Design
 Mathew Huntington
Financial Controller
 Sondra Andrade

4. Specific Design Services:

Needs Assessments
 Space Planning
 Facility Analysis
 Master Planning
 Site Selection Studies
 Feasibility Studies
 CAD 3D Renderings
 Architectural Design
 Interior Design
 Building Info. Modeling (BIM)
 Furnishings & Equipment
 Security System Design
 Facility Hardening
 Communications Workstations
 Construction Documents
 Cost Estimating
 Value Engineering
 Cost Control
 Construction Administration

5. Professional Affiliations

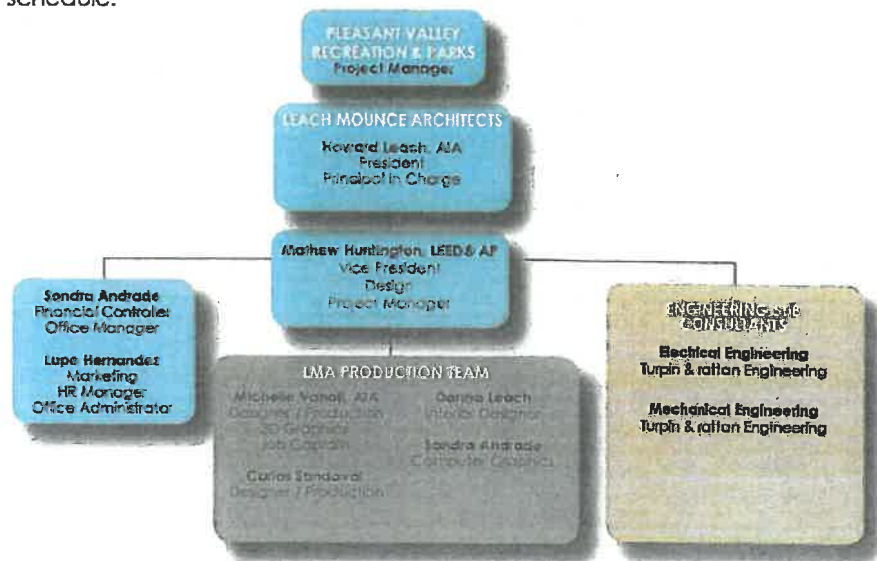
LMA maintains a continuing professional relationship with the public safety profession. Principals of the firm have taught the Facility Planning Seminar for the IACP in the past and the firm exhibits at both the IACP and APCO conventions every year. The firm is also active in the AIA Architects for Justice Committee and has had work published in the annual journal and exhibited at the annual traveling exhibit. We are also members of the Construction Specifications Institute (CSI), American Correctional Association (ACA), American Institute of Architects (AIA), United States Green Building Council (USGBC) and American Jail Association (AJA).

6. Business Emphasis

The LMA business plan is to be a strong force in the national market for civic and public safety architecture. The firm has made significant progress by achieving maximum value for its clients by means of advanced but reliable technology, optimum functioning floor plans, smooth systems integration and spaces that form a delightful working environment. The buildings and systems are designed to be user friendly and the design process itself is managed so that it is enjoyable for the client. Cost control, quality control, schedule control and systems integration are continuous throughout the design process. Repeat clients and referrals by satisfied clients are the primary marketing goal of the firm. We believe that the quality of the buildings we deliver and the people who use them speak better than anything we can say in a marketing program.

7. Staff and Organization Chart

The entire LMA staff has specialized experience in the planning and design of advanced technology high security facilities. All personnel, including principals, project architects, job captains, production staff, and administrative personnel work together on a daily basis on all aspects of civic architecture including needs assessment, site analysis, building analysis, design and construction management and systems engineering. Following is an organization chart showing LMA's key professional staff. These individuals will be committed to your project through its completion. All personnel will be available to provide planning, design, graphics, computer drafting and field services as needed to complete the project on schedule.



8. Distinguishing Features

LMA has several distinguishing attributes that make the firm the right choice for this project.

- **Stability and Longevity** The firm was formed in August 1962 as Schwarz and Leach followed by Leach Kehoe Architects in 1990. Howard Leach has been a Principal and Owner since the firm was first formed in 1962 and the Senior Principal since 1964.
- **Design Quality** Design quality is more than skin deep. It is the totality of functional, technical and aesthetic excellence. Leach Mounce Architects' design awards include the AIA National Honor Award for the Middletown, CT Police Headquarters, The Best of Utah Design Award for the Ogden, UT Public Safety Center by the Intermountain Contractor's Association, The Distinguished Project Award by the Western Council of Public Works for the La Mesa, CA Police Headquarters, The AIA San Fernando Valley Design of Excellence Merit Award for the CSUN Parking Structure and several other AIA design awards. Leach Mounce Architects (LMA) believes that the client's program, the site and the budget are the major factors shaping the design; not a preconceived signature statement by the architect.
- **Great Depth of Experience**
The following summarizes LMA's exceptional experience in city and county government architecture. Lists of the projects are available in the Appendix.

Police/Sheriff Facility Projects	76
Fire Station Projects	18
911 Communication/EOC Projects	53
Forensic Laboratories	9
Large Detention Facilities	11
Indoor Shooting Ranges	9
Civic Centers	9
Total	185

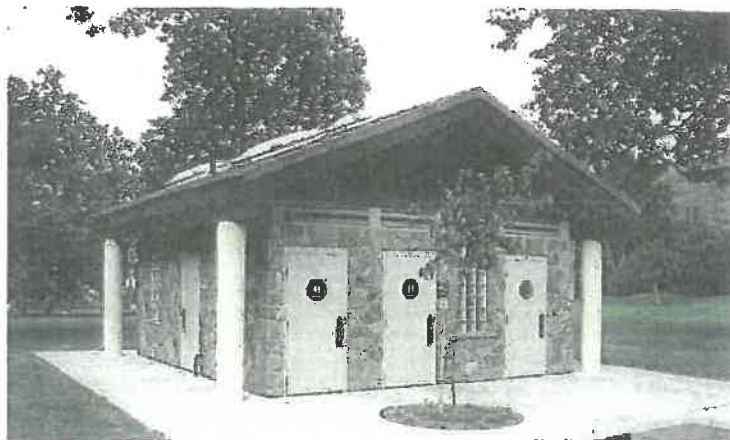
- **Specialized Technical Abilities**
LMA's specialized expertise in advanced technology high security facilities has led the firm to inhouse cost estimating, security system design, essential service facility hardening design and specifications for specialized furniture and equipment. Our firm is frequently hired by other architects for our specialized services. We have provided our services to 19 prominent architects for 32 projects in the United States and Canada.
- **Needs Assessment Methodology**
During the course of completing more than 100 needs assessments for city and county government LMA has refined and perfected the methodology to achieve accurate space, parking and staff projections, optimum space adjacencies and accurate cost estimating. We have a large data bank of space standards and planning statistics that help our clients with meaningful comparisons.
- **Quality Control System**
LMA has developed a quality control system that results in a more thorough document check by focusing one at a time on five separate check lists.
 - Client Needs
 - Constructability
 - Disciplines Coordination
 - Codes and Standards
 - E and O Checklist

9. Similar projects completed in the past 5 years

1. Monterey Park
2. Restroom Remodel for the Bus Transfer Center
3. Ventura City Hall, 2014, First floor restrooms renovation/remodel 600 sf
4. Arroyo Verde Park, Restrooms
5. Seaward Avenue Beach, Restrooms
6. Blanche Reynolds Park, Restrooms

The following park restroom projects were completed by LMA for the City of Ventura prior to 2016.

7. Ventura City Hall, 2012, Accounting Department renovation/remodel 4,500 sf
8. Ventura City Hall, 2011, Business License office renovation/remodel 2,720 sf
9. Ventura City Hall, 2008, Engineering Department renovation/remodel 5,800 sf
10. City of Santa Barbara 911 Center relocation, 1221 Anacapa Street, 2014, 1,651 sf
11. City of Santa Barbara Environmental Services Section, 1221 Anacapa Street, 2014, 1,120 sf
12. The following tenant improvements by LMA were done for the City of Stockton to complete the 4th floor shell of the City's existing Public Safety building. LMA also upgraded the entire building for electrical, mechanical and security systems.
13. City of Stockton, CA 911 Center with 28 station dispatch, real time crime center with video wall, DOC, crime information center, IT department and crime analysts/records technicians, 2011, 25,000 sf.
14. City of Santa Clara Police Headquarters addition for 9 station 911 Center and EOC. Project also consisted of upgrading entire building with security improvements and relocating several offices to the ground floor to better serve the public. 2010, 6,500 sf
15. Beverly Hills, CA Police Headquarters renovation, reconfigurations by LMA consisted of development of the 911 Center, EOC and forensic laboratory in phases by shifting uses to gain better adjacencies and improved functionality. 2010, 32,500 sf.
16. Ogden, UT proposed addition to Ogden Public Safety Center also designed by LMA. Project consists of 10,000 sf, 2 story addition plus 4,000 sf reconfiguration of the existing building for 28 station expanded 911 Center and supporting office and equipment rooms. 2012, 14,000 sf. LMA is currently working on a second option that reconfigures a building previously used as a charter school.
17. Moorpark Water Reclamation Facility for the County of Ventura. Work consists of new 5,200 sf testing lab and office building plus conversion of existing lab building to shop and storage form tenant improvement work. 2014, 800 sf.

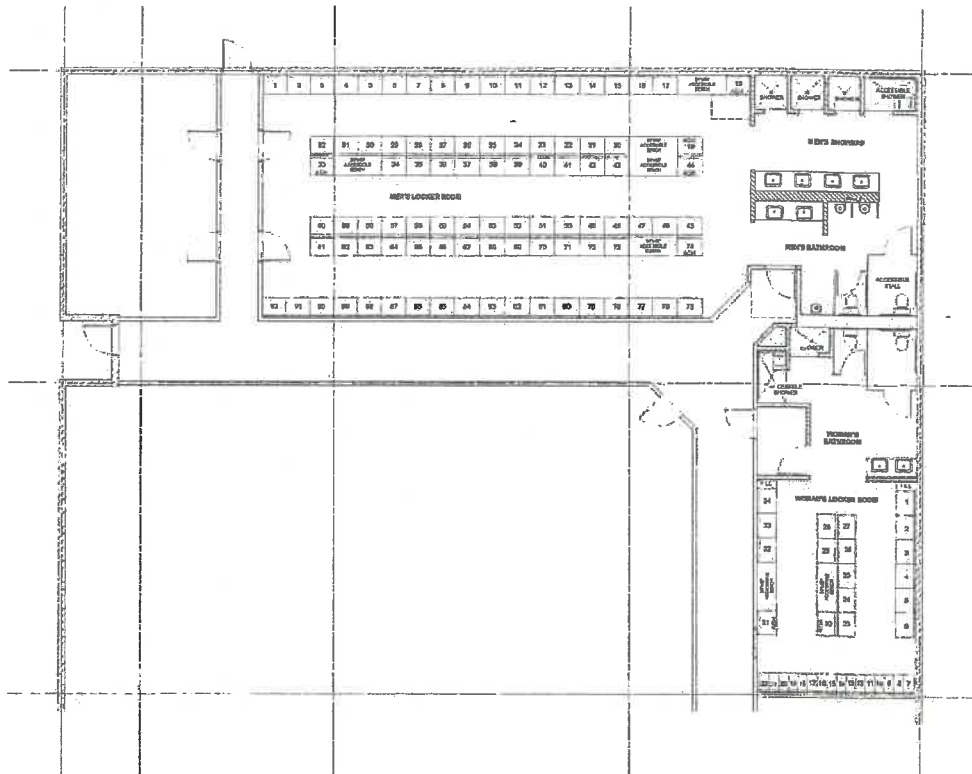


Arroyo Verde Park, Restroom



Monterey Park Police Department Locker Room/Restroom Remodel

Monterey Park, CA



1. PROPOSED FLOOR PLAN
1/6"=1'-0"

Size:
2,300 sf

Estimated Remodel Cost:
\$1,184,000

Completion Date:
February 2019 approximately

Scope of Services:
Remodel Design and Construction Administration

Contacts:
City of Monterey Park
320 W. Newmark Avenue
Monterey Park, CA 91754

Captain Steven Coday
Project Engineer
626-307-1203

Consultants:
Mechanical and Plumbing
Turpin & Raffan Engineering

The Monterey Park Police Facility Locker Room/Restroom Remodel upgrades lockers and layout for better access and more ergonomic lockers. In both Men's and Woman's existing locker rooms the accessibility to typical lockers was difficult at best, the addition of modern Police lockers and a revised layout provided easier access and more space to maneuver. The lockers themselves have interior electrical outlets, an integral seat and pull out foot locker. Each of the Men's and Woman's attached restrooms are completely redesigned to integrate better with the locker-room and meet all ADA accessibility requirements. Each restroom includes multiple showers and private drying areas. The upgrade also includes new flooring in the locker room's and new tile flooring in the restrooms.

Architect
Leach Mounce Architects

Principal-In-Charge
Howard Leach

Project Manager
Mall Huntington

1. Firm's Experience



Size:
400 sf

Estimated Remodel Cost:
\$133,000

Completion Date:
February 2017 approximately

Scope of Services:
Full Remodel Design and
Construction Administration

Contacts:

City of San Buenaventura
501 Poli Street
Ventura, CA 93002

Julie Santa, Project Engineer
805-658-4791

Consultants:

Mechanical and Plumbing
AE Group Mechanical Engineers,
Inc.

Electrical Engineer
Craig Hood & Associates

Structural Engineer
Ehlen, Spiess & Associates

Architect
Leach Mounce Architects

Principal-In-Charge
Howard Leach

Project Manager
Matt Huntington

10. Project Illustrations

Bus Depot Restroom

Ventura, CA



The Ventura Transportation Center was completed in 2002 by Artist Dennis Oppenheimer. Leach Mounce Architects was selected to re-design the restrooms at the center. Due to constant vandalism the decision was made to reduce the unisex restrooms by one and re-allocate the remaining two to Men's and Woman's restrooms. The entry doors were then redesigned to be open gates to be unlocked and open during business hours. This meant that sight lines needed to be reviewed and metal partitions installed to provide privacy. All plumbing fixtures are penal quality stainless steel, light fixtures are impact resistant and the interior finish includes anti-graffiti paint.



Leach Mounce Architects

Pleasant Valley Recreation & Park District
Architectural Services for the Valle Lindo Park Restroom Remodel



Ventura City Hall
Ventura, CA

Engineering Department
2008, 5,800 sf, \$650,000

Business License Department
2011, 2,720 sf, \$485,000

Accounting Department
2012, 4,500 sf, \$623,000

First Floor Restrooms
2014, 600 sf, \$130,000

Total: 13,620 sf
Cost: \$1,888,000

Scope of Services:
Needs Assessment,
Full Design and
Construction Administration



Contacts:
City of Ventura
501 Poli Street
Ventura, CA 93002

Julie Santia
Engineering Department
805-658-4791

Leach Mounce Architects has completed four projects in the historic Ventura City Hall consisting of interior reconfiguration and renovation of the electrical, mechanical and plumbing systems. The projects are similar in scope and cost. The Engineering Department completed in 2008 was the first project. Subsequent phases were Business License Office in 2011, Accounting Department in 2012 and the first floor restrooms in 2014.



Architect
Leach Mounce Architects

Principal-In-Charge
Howard Leach

Project Manager & Architect
Mathew Huntington

Design & Production
Michelle Varoli

Leach Mounce Architects

8 Pleasant Valley Recreation & Park District
Architectural Services for the Valle Lindo Park Restroom Remodel



Arroyo Verde Park
Ventura, CA

Size:
340 sf

Construction Cost:
215,000

Completion Date:
April 2004

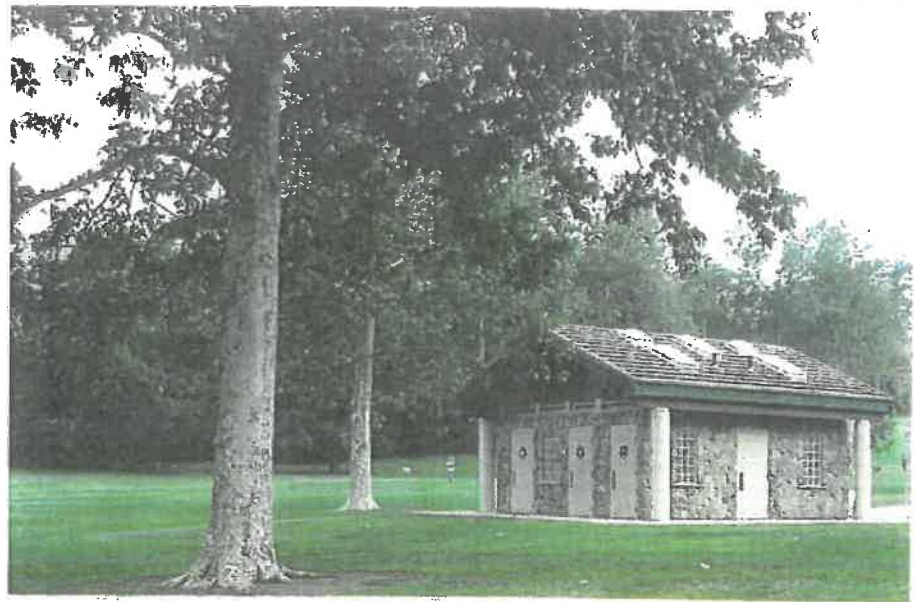
Scope of Services:
Full Design and Construction
Administration

Contacts:
City of San Buenaventura
501 Poli Street
Ventura, CA 93002

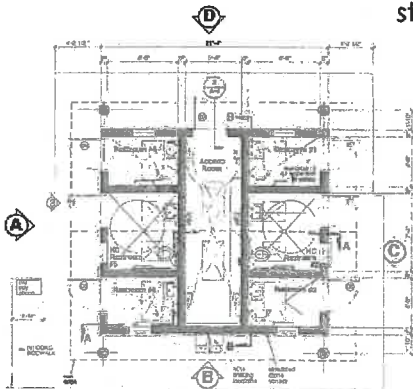
Julie Santa, Project Engineer
805-658-4791

Michael Lapraik, Engineer
805-658-7828

Michael Montoya
Parks Manager
805-652-4552



The Arroyo Verde Park Restroom consists of six unisex Restrooms (two of which are accessible) and an Access Room for housing plumbing and electrical conduits. The building incorporates design strategies to minimize electrical power usage and simplify maintenance. A cast stone facade was specified to discourage graffiti as well as blend and compliment the structure against the unique, woodlands setting.



Restroom Plan

Architect
Leach Mounce Architects

Principal-In-Charge
Howard Leach

Project Architect
Judy Hoewisch

Landscape Architect
Kathie Kotler

Leach Mounce Architects



Pleasant Valley Recreation & Park District
Architectural Services for the Valle Linda Park Restroom Remodel



Blanche Reynolds Park
Ventura, CA

Size:
340 sf

Construction Cost:
279,000

Completion Date:
September 2002

Scope of Services:
Full Design and Construction Administration

Contacts:

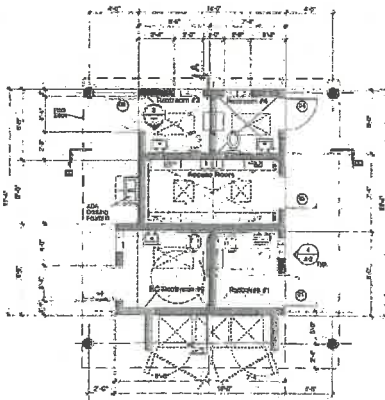
City of San Buenaventura
336 Sanjon Road
Ventura, CA 93002

Alison Sweet, Project Engineer
Jay Spurgin, Engineer
805-658-4791

Michael Montoya
Parks Manager
805-652-4552



Set in a residential neighborhood, the Blanche Reynolds Park Project incorporates four unisex restrooms (one of which is accessible), as well as picnic tables, bleachers for viewing baseball games, and outdoor vending machines. Leach Mounce Architects worked closely with the City to provide attractive landscaping which would be easily maintained by Parks Services. The City requested design strategies which would minimize power usage, discourage graffiti, incorporate durable finishes and provide ease of maintenance. Exterior finishes were selected to reflect the surrounding neighborhood.



Restroom Plan

Architect
Leach Mounce Architects

Principal-In-Charge
Howard Leach

Project Architect
Judy Hoewisch

Landscape Architect
Kathie Kottler

Leach Mounce Architects



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Architectural Services for the Valle Linda Park Restroom Remodel



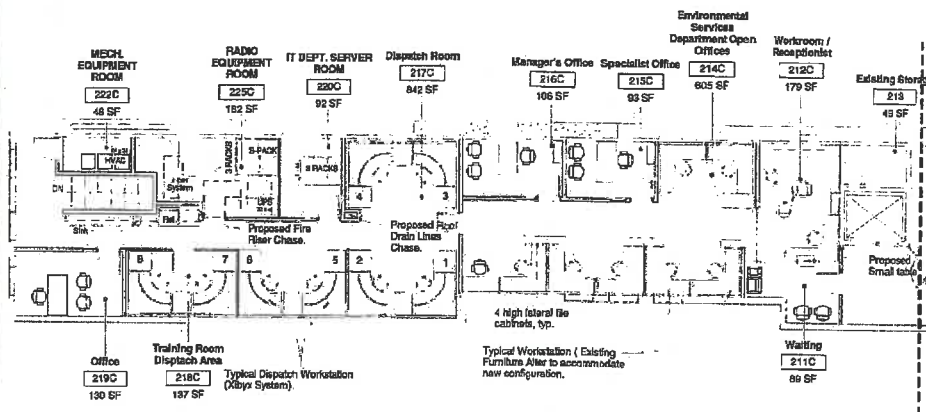
Santa Barbara Police Department 911 Temporary Relocation
Santa Barbara, CA

Size:
4,400 sf

Construction Cost:
1.9 million

Completion Date:
August 2014

Scope of Services:
Needs Assessment, Full
Design and Construction
Administration



The Scope of the services were divided into two phases as described below:

- Phase one consisted of a feasibility study of the proposed project located on the second floor of the Granada Garage Office Building. The study evaluated the existing mechanical, electrical & communications systems. The feasibility analysis provided valuable information for the conversion of the existing second floor office space. The report also included the scope of new work and a detailed cost estimate for upgrading the existing facility into a fully operational 911 dispatch center.

- Phase two consisted of all relevant design work needed to upgrade the existing portion of the second floor office area into the temporary relocation area of the police department 911 dispatch center and reconfiguration and relocation of the Environmental Services Department currently located in the space to be occupied by the 911 center. The two uses are consolidated in order to accommodate the temporary relocation of the operational 911 dispatch center. Documents consist of plans, elevations, sections, details, specifications, calculations and other related documents needed for local agency review and permitting process. The scope also included assisting the City of Santa Barbara with bidding and negotiating and with the transition plans moving to the temporary location and then moving in the future from the temporary location to the new building while maintaining uninterrupted service.

Contacts:

City of Santa Barbara PW
630 Garden Street
Santa Barbara, CA 93101

Eric Maple, PE, Project Engineer
805-897-2501
Emaple@santabarbaraca.gov

Consultants:

Civil/Survey/StormWater Engineers
Penfield & Smith Engineering, Inc.

Structural Engineers
Ehlen Spiess and Haight

Mechanical Engineers
MEC Engineering Consultants, Inc.

Electrical Engineers
Turpin & Rattan Engineering, Inc.

Communications/IT
MACRO Corporation

Architect
Leach Mounce Architects

**Principal-In-Charge, Programmer
& Planner**
Howard Leach

Project Manager
Matt Huntington

Design & Production
Thomas Kjaersgaard

Leach Mounce Architects

11 Pleasant Valley Recreation & Park District
Architectural Services for the Valle Lindo Park Restroom Remodel



Stockton Police Dispatch Center
Stockton, CA

Size:
25,000 sf

Estimated Cost for Phase 1&2:
\$7,710,500

First Phase Completion Date:
May 2011

Scope of Services:
Needs Assessment,
Full Design and
Construction Administration



Contacts:

City of Stockton
22 E. Weber Avenue, 3rd Floor
Stockton, CA 95202

Wes Johnson
Project Manager
p.209/937-8088 f.209/937-8683
wes.johnson@stocktongov.com

Captain Trevor Womack
Stockton Police Department
209/937-7544
trevor.womack@stocktongov.com

The City of Stockton Police Dispatch Center is a multi-function "fusion center" constructed on the fourth floor of the City's Public Safety Building. It contains a 24-station public safety dispatch center with a 4-station training pod that can be switched live to the main operating floor. It also has a real time crime center with video wall, department operations center, crime information center and IT Department. Storage is provided for 72 hours of independent operations.

A needs assessment by Leach Mounce Architects projected space, equipment and staffing needs to 2035 and analyzed man made and natural threats.

The design was developed to be constructed in phases with additive bid alternatives. Mitigation of threats and corrections of existing building deficiencies that would affect the 4th floor were also incorporated into the contract documents. The emergency generator mounted on the roof is designed for 72 hours of operation for the communications center and a future third floor EOC.

Architect
Leach Mounce Architects

Principal-In-Charge, Programmer
Howard Leach

Project Manager
Michael Smith
Mathew Huntington

Project Job Captain
Julie Mason

Production
Susan Soffer

Interior Designer
Rebecca Householder

Computer Graphics
Lupe Hernandez

Leach Mounce Architects



Photography by Watson



Photography by Watson

12 Pleasant Valley Recreation & Park District
Architectural Services for the Valle Lindo Park Restroom Remodel



Santa Clara Emergency Dispatch Relocation
Santa Clara, CA

Addition Size:
5,600 sf

Construction & Equip. Cost:
\$5,200,000

Completion Date:
August 2010

Scope of Services:
Needs Assessment,
Full Design and
Construction Administration



Contacts:
City of Santa Clara
1500 Warburton Ave.
Santa Clara, CA 95050

Ron Eng
Project Manager
408/615-3012
reng@ci.santa-clara.ca.us

Kevin Kyle
Chief of Police
408/615-4893

Leach Mounce Architects conducted a Needs Assessment and Threat Analysis in 2007 then created five alternate approaches to incorporate the City's Emergency Dispatch Operations into the existing police headquarters. The study showed that a one-story addition to the front of the existing headquarters building was the least disruptive, most economical and would not reduce existing police space.

The project includes 9 dispatch stations, a community/training room and administrative offices. Extensive work was also done in the main building to update security and relocate some staff to the ground floor where they can better serve the public.

Architect
Leach Mounce Architects

Principal-In-Charge, Programmer
Howard Leach

Project Manager
Michael Smith

Project Designer
Michelle Vanoli

Interior Designer
Rebecca Householder

Computer Graphics
Lupe Hernandez

Leach Mounce Architects



13 Pleasant Valley Recreation & Park District
Architectural Services for the Valle Linda Park Restroom Remodel

2. Staff's Experience

The assigned principal, Howard Leach is a recognized expert in advanced technology and high security architecture. He has made significant presentations, written articles, and conducted seminars for national and international public safety organizations on the design and hardening of essential service facilities. Below is a brief summary of the relevant resumes.

1. **Howard Leach, AIA, CSI, Principal-In-Charge / Project Manager**, with over 50 years experience in civic architecture will not only lead the A/E team, but actively participate in programming and design decisions. He has developed a design methodology and construction techniques for countering the seven natural threats and twenty man-made threats to a facility.
2. **Mathew Huntington, LEED® AP, Vice President Design / Project Architect**, has been with LMA since 1995 and was the outstanding Woodbury University graduate in 1994. As lead designer, Mr. Huntington has been responsible for the design of more than 25 police facilities and 911 centers. One of his designs, the San Mateo Police Facility, has been selected as a case study facility for LEED certification. LMA prides itself on the involvement of its clients in the design process and Mr. Huntington feels that the final design of a facility should reflect the teamwork that made it possible. He also has extensive experience with tenant improvement projects in the development of construction documents, specifications, cost estimating and project administration, the knowledge of which he uses as a basis for leading a successful team.
3. **Sondra Andrade, Chief Financial Officer**, Mrs. Andrade has been with LMA since 1997. In addition to being the financial principal of the firm she also assists with computer graphics for needs assessments and complex charts. She has provided her skills for more than a dozen public safety projects since she joined LMA.

"Through their creativity, innovation and unfailing partnership, we managed to build a state-of-the-art facility while maintaining room for future growth. And most impressively was the fact that at no time did we exceed our initially planned budget."

- Captain Scott VanSoy,
California State University, Northridge
Police Department
Patrol Operations Commander

1. HOWARD LEACH, AIA, CSI Principal in Charge / Project Manager



Leach Mounce Architects

Education

- University of California, Berkeley, Cum Laude, Bachelor of Architecture, 1955
- University of California, Berkeley, Master of Architecture, 1957
- Institute of Security Design, Washington, D.C., Designing Facilities to Survive Terrorist Attack, 1987
- Harvard Graduate School of Design, The New American Courthouse, July 1997

Registrations

- California Architect, #C3780, 1962
- Hawaii Architect, #7675, 1992
- Utah Architect, #331558, 1996
- Washington Architect, #8174, 2002

Memberships

- American Institute of Architects, AIA
- Construction Specifications Institute, CSI
- Assoc. of Public Safety Communications Officials, APCO
- American Correctional Association, ACA
- American Jail Association, AJA
- Member of US Green Building Council, USGBC



Background and Skills

Mr. Leach's professional experience spans more than 50 years as a licensed principal in governmental and institutional architecture. He has achieved national recognition for innovative design of civic centers, law enforcement, fire, EOC's and communications facilities. Mr. Leach is a working principal during the planning and design phases and participates in the selection and detailing of hardware, security systems and specialized technical equipment throughout the project. He is recognized for his skill in the public approval process and has served frequently as expert witness in design and construction litigation. He will be the Lead for the Needs Assessment Phase and provide supervision and guidance for the other phases of the work.

Special Presentations

- "The Police Station of the Future" Police and Security News cover and main article featured Leach Mounce projects, Jan/Feb. 2008.
- POST Command College Futures Research Panel on Evidence Storage and Processing Challenges. October 30, 2007, Santa Ana Police Department.
- "Disaster-Proofing the Communications Center".
- "Ergonomics From Four Perspectives" both seminars authored + presented at the Association of Public Safety Communications officials (APCO) East Coast Regional Conference, May 20-21, 1996, Rochester, N.Y.
- "Police Facility Design and Technology for the Twenty-First Century," Authored and presented at the International Law Enforcement Delegation, People to People Program to Russia, Moscow, Nov. 6 through 11, 1993; St. Petersburg, Nov. 11 through 15, 1993.
- "Principles of an Airport Communications Center Building" Authored and presented the Airport Association Council International Information & Telecommunications Systems Convention, April 27, 1992, Los Angeles, CA.
- "Justice in the Next Millennium - The Basic Art and Emerging Trends" Panel Moderator October 14-16, 1999 at the AIA's Committee on Architecture for Justice, Los Angeles, CA.
- Design and Technical Exhibits IACP Convention, annually since 1982; and APCO, annually since 1991.

Selected Project Experience

- Vallejo Police Headquarters, Fire Administration and Fire Station
- Beverly Hills Police Headquarters Feasibility Study
- County of Ventura APCD Office/Lab
- County of Ventura, CA Moorpark Wastewater Treatment Plant Office/Lab
- Montecito, CA Fire Protection District Station #3
- Chino, CA Police Headquarters
- Santa Barbara, CA Police Headquarters
- Santa Barbara, CA Police Department 911 Temporary Relocation
- Williamson County, TX Emergency Services Operations Center
- Stockton, CA Police Dispatch Center
- La Mesa, CA Police Headquarters, Registered LEED Silver 
- Beverly Hills, CA Police Department, 911, EOC and Jail Reconfiguration
- Fremont, CA Firing Range
- Los Angeles County, CA South Los Angeles Sheriff's Station
- Santa Clara, CA Emergency Dispatch Relocation
- El Cajon, CA Public Safety Center
- LESA, Tacoma, WA Communications and Public Safety Support Center
- San Leandro, CA Police Headquarters
- San Mateo, CA Police Headquarters, LEED Silver Certified
- La Mesa, CA Library and Post Office Building 
- Los Banos Police Detention and EOC
- Pierce County/Tacoma, WA EOC
- Salinas, CA Police Facility Headquarters and Garage
- California State University Northridge Campus Police Facility
- Sacramento, CA 911 Center/DOC/Training Facility

 Award Winning Project

Leach Mounce Architects

15 Pleasant Valley Recreation & Park District
Architectural Services for the Valle Linda Park Restroom Remodel

2. Staff's Experience

1. HOWARD LEACH, AIA, CSI Principal In Charge / Project Manager



Leach Mounce Architects

Awards, Achievements & Honors

- AIA Honor Award Middletown, CT, Police HQ, 1999
- AIA Merit Award Fremont CA, Police HQ, 1996
- AIA Merit Award Redwood City, CA, Police HQ, 1994
- AIA Architecture for Justice National Exhibit, 1987, Amador County Jail & East Valley Law Enforcement Facility
- AIA Merit Award, Fire Station #6, Oxnard, CA 1985
- AIA San Fernando Valley Design of Excellence Merit Award, CSUN Parking Garage, 2009



Years of Experience

54 years

"Howard Leach made our facility top of the line by combining nontraditional public safety architecture with realistic security issues. By integrating the security needs with the community context he was able to arrive at a community aesthetic that met the special needs of our organization."

- Jon J. Greiner, Ogden City Chief of Police

Leach Mounce Architects

- Paradise Valley, AZ 911 Center
- California State University Northridge Parking Garage 
- Hanford, CA Police Facility
- Orlando, FL Police Headquarters/Parking Structure
- Hartford, CT Police Headquarters/Fire Administration
- Long Beach, CA Police North Station
- Woodland, CA Police Facility, LEED Certified
- Galt, CA Police Facility and Public Works Yard
- Ventura, CA Fire Stations #2, 3 and 4
- Garden Grove, CA Police Headquarters
- Ogden, UT Public Safety Center 
- Lennox, LA County Sheriff's Office and Library
- Oceanside, CA Police Facility and Branch Library
- Los Angeles County Board Hearing Room
- Simi Valley, CA Police Facility
- Middletown, CT Police Headquarters
- Oxnard, CA Fire Station #2, 3, 4, 5 and 6
- Boston, MA Police Headquarters
- Downey, CA Police Station Renovation & Addition
- Rochester, NY/Monroe County Communication Center
- Berkeley, CA Police Department
- Fremont, CA Police Facility
- San Bernardino, CA Central Police Station
- Camarillo, CA Police Facility
- Richmond, VA Police & Fire
- Los Angeles, CA International Airport Communications Center
- Honolulu, HI Police Department Communications Facilities, Oahu, HI
- Glendale, AZ Public Safety Complex
- Soldotna, AK
- Redwood City, CA Police Facility
- Soldotna, AK Police Station
- New Castle, DE Police Headquarters
- Glendale, CA Public Service Building
- West Chicago, IL Police Station Conversion
- Naperville, IL Police Facility
- Pasadena, CA Public Safety Training Facility
- Ford Island Pearl Harbor, HI Navy Waterfront Brig
- Wheaton, IL Police Facility
- Ventura County, CA (20 year Detention Master Plan)
- Oxnard, CA Fire Station #1
- Glendale, CA Fire Station #22 and Maintenance Facility
- Porterville, CA City Hall and Police Facility
- East Valley, CA Law Enforcement Facility
- Renton, WA Police, Courts, Library and City Hall
- Ventura, CA Fire Station #6
- Santa Ynez, CA Fire Station #32
- Tampa, FL Police Headquarters
- Coconut Creek, FL Government Center
- Tuscaloosa, AL Police Headquarters
- Amador County Sheriff's Office and Detention Facility, Jackson, CA

 Award Winning Project

16

Pleasant Valley Recreation & Park District
Architectural Services for the Valle Lindo Park Restroom Remodel

2. MATHEW HUNTINGTON, LEED® AP
 Vice President Design/Project Manager



Leach Mounce Architects

Education

- Woodbury University, Bachelor of Architecture 1994

Registrations

- LEED Accredited Professional, 2009

Memberships

- American Institute of Architects, Associate Member

Awards, Achievements & Honors

- Woodbury University Design Award, 1993
- Selected to display work at 1994 AIA Convention
- AIA San Fernando Valley Design of Excellence Merit Award, CSUN Parking Garage, 2009
- Western Council 2011 Distinguished Project, La Mesa Police Headquarters

Years of Experience

25 years

Background and Skills

Mr. Huntington most recent projects include the design and project management for the Montecito Fire Protection District Station #3, The 109,000 sf Chino Police Headquarters, both the Santa Barbara Police Department 911 Temporary Relocation and the Ventura City Hall Remodel. He was the project manager for the La Mesa Police Headquarters, San Mateo Police Headquarters which has been LEED Silver Certified, Stockton Police Dispatch Center and the California State University Northridge Campus Police Facility. Mr. Huntington has been involved in the design and construction administration of more than 30 police facilities and 911 centers. He will be the Lead during the Design Phase and Project Manager for all phases.

Selected Project Experience

- Vallejo Police Headquarters, Fire Administration and Fire Station
- County of Ventura, CA Air Pollution Control District Office/Lab
- Hammer Hewson Associates, CA Various Tenant Improvements
- County of Ventura, CA Moorpark Wastewater Treatment Plant Office/Lab
- Montecito, CA Fire Protection District Station #3
- Chino, CA Police Headquarters
- Santa Barbara, CA Police Headquarters
- Santa Barbara, CA Police Department 911 Temporary Relocation
- Williamson County, TX Emergency Services Operations Center
- Stockton, CA Police Dispatch Center
- La Mesa, CA Police Headquarters, Registered LEED Silver ⚡
- Los Angeles County, CA South Los Angeles Sheriff's Station
- San Mateo, CA Police Headquarters, LEED Silver Certified
- La Mesa, CA Library and Post Office Building ⚡
- Ventura, CA City Hall
- Salinas, CA Police Facility Headquarters and Garage
- California State University Northridge Campus Police Facility
- Sacramento County Sheriff's 911 Call Operations Center and EOC
- California State University Northridge Parking Garage ⚡
- Moorpark, CA Ventura County Waterworks
- Long Beach, CA Police North Station
- Woodland, CA Police Facility, LEED Certified
- Galt, CA Police Facility and Public Works Yard
- Ventura, CA Police Station Remodel
- Ventura, CA Fire Stations #2, 3 and 4
- Oxnard, CA Police Headquarters Remodel
- Los Angeles County Board Hearing Room
- Simi Valley, CA Police Facility
- Middletown, CT Police Headquarters
- Oxnard, CA Fire Station #2, 3, 4, 5 and 6
- Downey, CA Police Station Renovation & Addition

⚡ Award Winning Project

Leach Mounce Architects

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Pleasant Valley Recreation & Park District
 Architectural Services for the Valle Linda Park Restroom Remodel



Leach Mounce Architects

Education

- Ventura Community College, Associates of Arts 1997

Years of Experience

21 years

2. Staff's Experience

3. SONDRA ANDRADE

Financial Controller

Background and Skills

Mrs. Andrade has been with LMA since 1997 and has provided CAD illustrations of organization charts, space charts and other documents for more than forty municipal projects. She is also the financial controller for LMA.

Selected Project Experience

- Vallejo Police Headquarters, Fire Administration and Fire Station
- Beverly Hills Police Headquarters Feasibility Study
- County of Ventura APCD Office/Lab
- City of Santa Paula, CA Corporation/Water Division Feasibility Study
- City of Fortuna, CA Police Facility, Preliminary Design
- County of Ventura, CA Moorpark Wastewater Treatment Plant Office/Lab
- Weber Area Dispatch, Ogden, UT 911 Center and EOC
- City of Ventura, CA Various Tenant Improvements
- County of Ventura, CA Moorpark Wastewater Treatment Plant Office/Lab
- Santa Barbara, CA Police Headquarters
- Williamson County, TX Emergency Services Operations Center
- Stockton, CA Police Dispatch Center
- Chino, CA Police Headquarters
- La Mesa, CA Police Headquarters, Registered LEED Silver ~
- Beverly Hills, CA Police Department, 911, EOC and Jail Reconfiguration
- Santa Clara, CA Emergency Dispatch Relocation
- El Cajon, CA Public Safety Center
- La Mesa, CA Library and Post Office Building ~
- Pierce County/Tacoma, WA EOC
- Salinas, CA Police Facility Headquarters and Garage
- California State University Northridge Campus Police Facility
- Union City, CA Police, Fire & EOC
- Calgary Canada Police Service Headquarters Master Plan
- California State University Northridge Parking Garage ~
- Hanford, CA Police Facility
- Orlando, FL Police Headquarters/Parking Structure
- Woodland, CA Police Facility, LEED Certified
- Galt, CA Police Facility and Public Works Yard
- Garden Grove, CA Police Headquarters
- Fremont, CA Firing Range
- Los Angeles County, CA South Los Angeles Sheriff's Station
- El Cajon, CA Public Safety Center
- Carpinteria, CA City Hall, Public Works, Police and Fire
- LESA, Tacoma, WA Communications and Public Safety Support Center
- San Leandro, CA Police Headquarters
- Vancouver, BC Police Headquarters and South Patrol
- San Mateo, CA Police Headquarters, LEED Silver Certified
- La Mesa, CA Library and Post Office Building ~
- Los Banos Police Detention and EOC
- Pierce County/Tacoma, WA EOC
- Port Orange, FL Police and Detention
- Gonzales, CA Police Station
- Sacramento, CA 911 Center/DOC/Training Facility

~ Award Winning Project

Leach Mounce Architects

1. **Electrical/Mechanical Engineer**



Ken Kraut, Senior Vice President
Turpin & Rattan Engineering, Inc.
2441 Honolulu, Suite 200
Montrose, CA 91020
P. 818.249.0444
F. 818.249.1467
tedk@treisd.com



TURPIN & RATTAN
ENGINEERING, INC.
CONSULTING ENGINEERS

Firm Profile

Mission Statement

Providing client satisfaction through innovative engineering solutions coupled with teamwork, integrity, quality and vision.

History

Turpin & Rattan Engineering Inc. organized into its present structure in 1970. The firm has completed thousands of projects since 1945 and sustains a diverse list of clientele.

Services

Turpin & Rattan Engineering, Inc. is a full service Mechanical, Electrical, Plumbing and Technology (MEPT) consulting engineering firm providing design services for small to large size built environments including new construction, renovations, tenant improvements, and modernizations for various types of buildings and facilities.

Sustainable services feature Leadership in Energy and Environmental Design (LEED®), Collaborative for High Performance Schools (CHPS), SDG&E Savings by Design, and Photovoltaic integration along with any client based requirements.

Beyond being well versed in the traditional AutoCAD software, Turpin & Rattan Engineering, Inc. offers design with the latest version of Revit MEP Building Information Modeling (BIM) software.

Locations

The firm has two California, one Nevada, and one Denver based offices. The corporate office is located in the Montrose area of Los Angeles with branch offices located in the La Mesa area of San Diego; Las Vegas, Nevada; and Denver, Colorado.

Staffing and Leadership

Ara Vartanians PE, MSEE - President / Professional Electrical Engineer (28 Years of Industry Experience, 25 Years with Turpin & Rattan Engineering, Inc.)

Ken Kraut - Vice President / Electrical Designer (37 Years of Industry Experience with Turpin & Rattan Engineering, Inc.)

Vickie Fortie - Vice President, C.F.O. - (33 Years of Industry Experience, 30 Years with Turpin & Rattan Engineering, Inc.)

Dale Franchak, PE - Electrical Engineering Manager / Associate (40 Years of Industry Experience)

Rade Kecman, PE - Vice President / Mechanical Engineering Manager (25 Years of Industry Experience, 3 Years with Turpin & Rattan Engineering, Inc.)

Dan Schmidt, PE - Denver Branch Manager / Senior Mechanical Engineer (30 Years of Industry Experience)

Company Information

California Corporation

California Certified Small Business
#0037924

Licensed Professional Staff Members 10

LEED® Accredited Staff Members 6

Principals

Ara Vartanians - President

Kenneth A. Kraut - Senior Vice President

Vickie J. Fortie - Vice President / CFO

Office Locations

Los Angeles:

Turpin & Rattan Engineering, Inc.
2441 Honolulu Avenue, Suite 200
Montrose, CA 91020-1864

P: 818.249.0444

F: 818.249.1467

engineer@treila.com

San Diego:

Turpin & Rattan Engineering, Inc.
4719 Palm Avenue
La Mesa, CA 91941-5221

P: 619.466.6224

F: 619.466.6233

engineer@treisd.com

Las Vegas:

Turpin & Rattan of Nevada, Inc.
8883 W. Flamingo Road, Suite 103
Las Vegas, NV 89147-8734

P: 702.834.3880

engineer@treilv.com

Denver:

Turpin & Rattan Engineering, Inc.
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Evergreen, CO 80439

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turpinandrattan.com

MECHANICAL • ELECTRICAL • PLUMBING • TECHNOLOGY ENGINEERS | LOS ANGELES • SAN DIEGO • LAS VEGAS • DENVER



TURPIN & RATTAN
ENGINEERING, INC.
CONSULTING ENGINEERS

Professional Resume

■ **KENNETH A. KRAUT**
SENIOR VICE PRESIDENT
PRINCIPAL-IN-CHARGE / PROJECT MANAGER

Mr. Kraut has been associated with Turpin & Rattan Engineering, Inc. since 1978. Currently, Mr. Kraut holds the position of Senior Vice President and Branch Manager of Turpin & Rattan Engineering, Inc.'s Los Angeles County office. During Mr. Kraut's 39 years of continuous service, his engineering and management skills have been developed through practical and field experience. He has furthered his continuing education through the electrical design and review courses established by the firm's professional development program.

Mr. Kraut's management responsibilities include business development activities for the Montrose branch, the refinement of project scope and work plans, the negotiation and development of proposals and contracts, scheduling of projects and staff resources, budget control, client satisfaction and quality control reviews.

Mr. Kraut also manages, designs and serves as Principal-in-Charge, on many projects that include many corporate, municipal, educational and institutional clients. The diversity of these projects is shown in Turpin & Rattan Engineering, Inc.'s wide client base. Mr. Kraut is the Principal-in-Charge for The Glendale Unified School District Modernization Program – a \$500 million, 10 year program which is modernizing 30 existing campuses and building 4 new schools.

Mr. Kraut's expertise in the design of electrical systems include the design of lighting and lighting controls, medium and low voltage power distribution, emergency power systems, computer power systems including UPS, fire detection and alarm, intrusion detection, CCTV, card access and telephone/data cabling networks.

SELECTED EXPERIENCE

Glendale Unified School District Modernization Program 30 + Separate Campuses

Pasadena Unified School District Modernization Program - 5 Campuses to Date

Los Angeles Unified School District - New Gymnasium and MPR Buildings, Olive Vista MS Sylmar, California

AT&T Mobility, Van Nuys, CA – New Data Center

City of Los Angeles – Los Angeles Riverfront – 2 Segments

Hollywood Park Redevelopment – Lake Park

City of Holtville, CA – Alamo River Recreational Trail

T-Mobile – Standby Generator Upgrades – Irvine and South EL Monte, CA

Professional Memberships

Member ACEE – Association of Consulting Electrical Engineers
Member CELSOC – Consulting Engineers and Land Surveyors of CA
Member NFFA – National Fire Protection Association
Member SAME – Society of American Military Engineers
Member BICSI – Building Industry Consulting Services International

Education

Turpin & Rattan Engineering, Inc. In-House Training Program
Glendale Community College
Engineering/Architecture, 1975-1977

Mechanical • Electrical • Plumbing • Technology | Los Angeles • San Diego • Las Vegas • Denver

Project Experience



TURPIN & RATTAN
ENGINEERING, INC.
CONSULTING ENGINEERS

Restrooms and Relevant Experience

10274 Northeast Restroom - San Diego, CA: This project consisted of the remodel of the existing men's and women's restrooms/locker rooms and includes replacement of existing fixtures, demolition and "safe-off" of plumbing utilities for fixtures to be removed and other minor plumbing modifications.

Brengle Terrace Park Restroom Facilities - Vista, CA: This project consisted of upgrades to an existing park located in Vista, California. The scope of services included power and lighting services run to the new restroom building, exterior lighting, and miscellaneous power. Modification included the addition of (2) 20 amp circuits to the Pavilion and pathway lighting from the Pavilion to the New Restroom Building.

Cottonwood Park Restrooms Buildings - San Diego, CA: Design Services for new restroom facilities at Cottonwood Park located in San Diego, California.

Eagles Peak School Restroom Addition - Temecula, CA: This project consisted of restroom additions to the existing Eagles Peak School in Temecula, California. The restroom addition complied with ADA guidelines. Full MEP design services were provided for the restroom facility additions.

Eastlake Green Sports Park - Restroom Building - San Diego, CA: This portion of the Eastlake Greens Sports Park project consisted of lighting and power design for the restroom building. The electrical scope included lighting design, power distribution design and coordination with the park project.

GUHSD El Cajon Valley High School - Visitor Side Replacement Building - El Cajon, CA: This project consisted of the replacement of the existing visitor side Concession and Restroom Buildings with one new CMU building. The new building was 1200 SF and housed a new concession facility, restrooms and a storage area.

Harvest Park Restroom Building - San Diego, CA: This portion of the Harvest Park project consisted of lighting and power design for the restroom building. The electrical scope included lighting design, power distribution design and coordination with the park project.

Imperial Beach Park Restroom - San Diego, CA: This project consisted of renovating the electrical distribution system at this Imperial Beach park in order to feed a new restroom.

JnJ Unisex Restroom - San Diego, CA: This project consisted of the addition of a second floor unisex restroom directly above the existing restroom on the first floor. Full MEP design services were provided for the restroom facility addition.

San Diego Unified Port District - B Street Pier Restroom - San Diego, CA: This project consisted of design services for the restroom building at the B Street Pier in the San Diego Port District. The fire alarm was tied into the existing system.

Solar Turbines KM02 New Restrooms - San Diego, CA: This project consisted of developing electrical, mechanical and plumbing drawings for the renovation of four existing restrooms in this building. The modification included renovation to the restrooms within the building and new plumbing fixtures in the remodeled area.

Solar Turbines, Inc. - Kearny Mesa Building 2 Receiving Area Restroom Upgrades - San Diego, CA: This project consisted of developing electrical, mechanical and plumbing drawings for modifications to (2) existing restrooms in the receiving area located within the Solar Turbine Kearny Mesa facility Building 2. The modification included expanding the restrooms within the same location of the building and providing additional plumbing fixtures in the remodel area.

Sweetwater Park Restroom and Shower Building - San Diego, CA: This portion of the Sweetwater Regional Park project consisted of lighting and power design for the restroom and shower building. The electrical scope included lighting design, power distribution design and coordination with the park project.

Mechanical • Electrical • Plumbing • Technology Engineers | Los Angeles • San Diego • San Marcos

Leach Mounce Architects

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Pleasant Valley Recreation & Park District
Architectural Services for the Vafe Undo Park Restroom Remodel

1. Scope of Work

Building will be a ADA compliant restroom including the following:

- One toilet stall, one urinal, one sink, baby changing station in men's restroom
- Two toilet stalls, one sink, (1) hair dryer and changing table in women's restroom
- Fixtures including but not limited to toilet paper, sanitary disposal
- Passive ventilation
- CMU privacy walls at the entrance
- Marine grade materials
- Redesign picnic shelter
- or building to be demolished/pre-fabricated structure installed

The scope of work does not include site and utility plan nor landscape plan which will be provided by the City.

We propose the following tasks to successfully complete the professional services for the Marina Park Restroom.

- 1.1 Pre Design: Gather data, photo document site, determine needs, provide concept floor plan sketch.
- 1.2 Preliminary Design: Floor plan, exterior elevations, outline specifications, preliminary schedule
- 1.3 Electrical Engineering: Title 24 analysis and electrical connection to existing electrical panel in existing adjacent restroom. Lighting and switch locations, preliminary power and lighting plans.
- 1.4 Mechanical Engineering: Title 24 analysis, plumbing fixtures, floor drains, preliminary plumbing and ventilation plans.
- 1.5 Preliminary Cost Estimate: Provide basic preliminary cost estimate including appropriate bid alternatives, if any.
- 1.6 Approval Process: Discretionary permit process
- 1.7 Construction Contract Drawings: Floor plan, exterior elevations, interior elevations, gate details, door and window details. Roof plan, wall and flashing details.
- 1.8 Electrical Drawings: Restroom lighting and power plans, electrical single line diagram, electrical load calculations and documentation and electrical equipment details.
- 1.9 Mechanical Drawings: Plumbing plan, equipment and fixture schedule and details.
- 1.10 Specifications and Bid Documents: Technical specifications in CSI format. Special conditions and instructions to bidders by the City.
- 1.11 Final Cost Estimate: Cost estimate detailed by trade including appropriate alternate bid items if any.
- 1.12 Construction Contract Administration.

2. Schedule Control

Establishing and maintaining a construction schedule requires a critical path plan with knowledge of the times for long lead time items such as generators and knowledge of the interdependencies of the various trades. The design schedule works the same way. The subconsultants cannot start their detailed structural, electrical, mechanical work until they get a reliable floor plan from the architect. They then must recognize the interdependencies among their professions for getting work done by a certain time to allow the other professions to do their work on time.

LMA's scheduling included the key critical path design events, design team quality control, cost control/value engineering, client review, public agencies entitlement approvals and public agency plan check.

3. Quality Control

LMA will do a rigorous quality control process.

LMA maintains a quality control system using the U.S. Navy "Redicheck" system for systems coordination in conjunction with LMA's own checklists developed from similar projects. We use staff who have not worked on the project to get fresh sets of eyes during review. We have also hired our colleagues in other architecture firms in the past for review of larger projects. The major areas of quality control that our QC process covers are:

4. Project Understanding

- 3.1 Client Needs: These are established in the pre-design phase by the needs assessment and space program. Any changes to the needs assessment after its approval are carefully documented in an attached log. The needs assessment and the change log then become the checklist for the "client needs" portion of QC throughout the design and construction phases.
- 3.2 Disciplines Coordination: This is the Navy "Redicheck" portion that involves the Mechanical, Electrical, Plumbing, Structural and Civil engineers with the big effort being to eliminate conflicts between systems and between structure and MEP systems. LMA's adoption of Building Information Modeling (BIM) which shows all the building systems in 3D and flags conflicts has advanced the art greatly during the past few years.
- 3.3 E and O Checklist: LMA maintains checklists for errors and omissions on each of the projects we do. Our goals are to never make the same mistake twice and to make each project better than the last.
- 3.4 Constructability: This is the type of plan check that is often done by a building contractor hired separately by the building owner or developer for this project. Such items as roof and flashing details, waterproofing, door and window details, manufacturer's materials and equipment standards are all examined for feasibility of acquisition, cost and construction. LMA also performs this type of plan check as part of the QC process.
- 3.5 Building Codes and Standards Plan Check: This part of QC includes exiting, fire and life safety, ADA compliance, essential services structural requirements and various standards specific to high security facilities, when applicable, such as FEMA, DOD, NFPA and Telephone/IT professional communications agencies.

4. Cost Control

LMA performs the cost estimating for our facilities inhouse. We know the detailed requirements very early in the process of the work during the concept design and schematic design phases before much detail is shown. We also have similar facilities in various stages of design and construction at any one time. This combination of circumstances provides us with the ability to do more accurate estimating for this building type.

By doing the estimating inhouse we are also able to provide more immediate and frequent updating to the estimate and tighter cost control. LMA's cost control measures including discussing each change with our client and making offsetting cuts if appropriate and desired by our clients.

5. Critical Elements

Critical Elements for this project include:

- 5.1 Adequate budget
- 5.2 Reasonable schedule
- 5.3 Insight, determination and patience to get approval from the public agencies
- 5.4 Complete and accurate documentation of existing conditions
- 5.5 Accurate estimating at preliminary design phase
- 5.6 Complete and accurate bid documents for tight bids and minimum change orders

5 Fee Proposal

SCHEDULE OF DELIVERABLES : FEE

Work Task				
II.A	Pre-Design & Programming	Phase A	Fixed Fee	\$ 5,960
II.B	Schematic Design & Concept	Phase B	Fixed Fee	\$ 12,250
II.C	Discretionary Permit Processing	Phase C	Fixed Fee	\$ 7,050
II.D	Construction Documents	Phase E	Fixed Fee	\$ 20,550
II.E	Construction Contract Procurement	Phase F	Fixed Fee	\$ 1,320
	Electrical Engineer			\$ 1,200
	Structural Engineer			\$ 1,200
II.F	Limited Construction Contract Admin.	Phase G	T&M	\$ 7,920 (Est)
	Electrical Engineer			\$ 1,200
	Structural Engineer			\$ 1,200
II.G	Meetings and Communication	Phase M	T&M	\$ - (Est)
TOTAL:				\$59,850

SCHEDULE OF DELIVERABLES : BREAKDOWN / ESTIMATED HOURS

Work Task	Principals		Production		Graphics		Total		
	\$180/Hour		\$150/Hour		\$100/Hour				
	Hrs.	Cost	Hrs.	Cost	Hrs.	Cost	Hrs.	Cost	
Phase A	Pre Design & Programming	12	2,160	20	3,000	8	800	40	\$5,960
Phase B	Schematic Design & Concept	20	3,600	55	8,250	4	400	79	\$12,250
Phase C	Discretionary Permit Processing	15	2,700	25	3,750	6	600	46	\$7,050
Phase E	Construction Documents	20	3,600	105	15,750	12	1,200	137	\$20,550
Phase F	Construction Contract Procurement	4	720	4	600			8	\$1,320
	Electrical Engineer		0	8	1,200		0	8	\$1,200
	Structural Engineer		0	8	1,200		0	8	\$1,200
Phase G	Limited Construction Contract Admin.	4	720	48	7,200		0	52	\$7,920
	Electrical Engineer		0	8	1,200		0	8	\$1,200
	Structural Engineer		0	8	1,200		0	8	\$1,200
Phase M	Meeting and Communications (Hours Only)	36		36			0	72	\$0
	Total	71	12,780	209	31,350	30	3,000	310	\$59,850

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE PLEASANT VALLEY
RECREATION & PARK DISTRICT
AND
LEACH MOUNCE ARCHITECTS**

This agreement is made and entered into, effective December 7, 2018 between the PLEASANT VALLEY RECREATION AND PARK DISTRICT, a public agency ("District"), and Leach Mounce Architects, a California corporation ("Consultant").

RECITALS

WHEREAS, following District's Request for Proposal process, the District desires to contract with Consultant for certain professional planning services necessary for the remodel and upgrade of existing restroom facilities for building located at 889 Aileen Street at Valle Lindo Park in Camarillo, California ("Project").

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

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

1. Scope of Services

Consultant shall perform the professional services required to complete the Project for the District as described in the Scope of Work attached as Exhibit "B" and incorporated by reference herein.

All work and services by Consultant shall be performed in a diligent and professional manner.

Consultant warrants that its services shall be performed, within the limits prescribed by the District, in a manner consistent with the level of care and skill ordinarily exercised by environmental, planning, and engineering 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 here within.

Consultant agrees to undertake the discrete tasks outlined in Exhibit "B" only upon consultation with and authorization from the District's General Manager and Park Services Manager.

As further described on Exhibit "B", Consultant's Services include:

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 February 14, 2019. Consultant shall complete all work in accordance with the timelines set forth in the Proposal. This does not include the City of Camarillo's permitting process.

3. Force Majeure

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

4. Independent Contractor Relationship

- a. It is expressly understood between the parties that no employee/employer relationship is intended, the relationship of Consultant to District being that of an independent contractor. District shall not be required to make any payroll deductions or provide Workers Compensation Insurance coverage or health benefits to Consultant.
- b. Consultant is solely responsible for selecting the means, methods and procedures for performing its services hereunder as assigned by the District and for coordinating all portions of the work, so the results will be satisfactory to District. Consultant will supply all tools and instruments required to perform its services under this Agreement.
- c. Pursuant to this Agreement, Consultant is rendering professional services only and any payments made to it are compensation solely for such services as it may render and recommendations it may make in the performance of services.

5. Compliance with Laws

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

6. Licenses, Permits, Fees and Assessments

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

7. Environmental Laws

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

8. Acknowledgment of Relationship

Consultant agrees that all dealings of the parties under this Agreement shall be confidential, and writings, reports, data, information or communication developed, prepared or assembled by Consultant under this Agreement, or any information made available to Consultant by District, shall not be revealed, disseminated or made available by Consultant to any person or entity other than District without the prior written consent of District, unless otherwise required by subpoena or applicable law.

9. Payment to Consultant

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

Total Project Cost not to Exceed: \$ 59,850

- 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 Bob Cerasuolo, Park Services Manager.

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

Consultant specifically acknowledges and agrees that the District may at any time during the term of this Agreement terminate Consultant's services with or without cause, and without penalty, at the completion of any phase of Consultant's services as set forth in Exhibit "B." Any termination or any special instructions hereunder from District shall be made in writing. In the event this Agreement is terminated, all data, specifications, documents and 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.

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 Section 2782.8 of the California Civil Code ("Section 2782.2") applicable to services provided by a "design professional" as defined in said statute, Consultant shall indemnify, but not defend and hold harmless District and its officers, employees, agents and agents (the "District's Parties") from and against any and all losses, liabilities, damages, costs and expenses, including reasonable attorneys' fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees of subcontractors (or any entity or individual for which Consultant shall bear legal liability) in the performance of professional services under this Agreement. Notwithstanding anything else to the contrary

herein, in the event Consultant is a "design professional" as defined by Section 2782.8, Consultant's duty to defend and costs associated with such defense are limited to that proportionate percentage of fault of the claims or damages that are caused by Consultant's actions or inactions, as determined in a final judgment by a court of law or final resolution by an arbitrator or panel of arbitrators. Consultant's duty to defend under this Agreement shall not include an obligation for Consultant to provide a defense or pay the cost of such defense for City or the City's Parties' negligent acts, omissions or fault."

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

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

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

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: Leach Mounce Architects
1885 Knoll Drive
Ventura, CA 93003

To District: PLEASANT VALLEY RECREATION & PARK DISTRICT
Attn: Bob Cerasuolo, Park Services Manager
1605 East Burnley Street
Camarillo, CA 93010

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

17. No Waiver

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

18. Partial Invalidity

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

19. Terms

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

20. Incorporation of Recitals

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

21. California Law

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

22. Additional Provisions

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

23. Attorneys' Fees

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

24. Conflict of Interest

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

25. Interpretation

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

26. Corporate Authority

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

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

District: PLEASANT VALLEY RECREATION & PARK DISTRICT

By: _____
Mary Otten
General Manager

ATTEST:

By: _____
Clerk of Board

Consultant:

By: _____
Name:
President

By: _____
Name:
Vice President

EXHIBIT "A"

PLEASANT VALLEY RECREATION & PARK DISTRICT INSURANCE REQUIREMENTS

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

MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 00 01).
2. Insurance Services Office form number CA 00 01 covering Automobile Liability, Code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. Professional Liability or Error and Omissions Insurance. A policy of \$1,000,000 professional liability insurance in an amount not less than \$1,000 per claim with respect to loss arising from the actions of Consultant performing professional services hereunder on behalf of the District.

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.

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 coverages 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 insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractor shall be subject to all of the requirements stated herein.

END OF PAGE

EXHIBIT “B”

SCOPE OF WORK

The Consultant, a Structural engineer, shall provide the District with three (3) sets of construction documents (plans) for the remodel and upgrade of existing restroom facilities at the building located at 889 Aileen Street at Valle Lindo Park in Camarillo, California. The Consultant’s plans will redesign the building from four (4) individual stalls with no ADA access, to restroom(s) which include ADA access, a baby changing station, and a minimum of four stalls.

Services provided by Consultant shall be phased and completed based on the project description as noted below:

Option 1: Reconfigure current building

- 1) Restroom to include: 1 ADA compliant and a minimum of 3 additional stalls with 1 baby changing station; and
- 2) The existing picnic shelter that is attached will need to be re-designed to accommodate 40 people.

Option 2: Demolish the existing building and install a pre-fab structure that will have:

- 1) Restrooms to include: 1 ADA compliant and a minimum of 3 additional stalls with 1 baby changing station; and
- 2) The existing picnic shelter that is attached will need to be re-designed to accommodate 40 people.

I. STRUCTURAL PLANS

The Consultant shall not supervise, direct or have control over the Contractor’s work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor’s safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor in accordance with the Contract Documents. However, any noted deviations observed by Consultant will be promptly reported to the District.

ASSUMPTIONS/PROJECT UNDERSTANDING:

- A. The Project is to remodel and upgrade the existing park restroom and storage building located at Valle Lindo Park and modify existing shade cover as described above.
- B. Consultant's plans will revise the existing restroom and storage areas to provide two separate restroom facilities; one for women (two toilets and one sink and one for men (one toilet, one urinal, and one sink) as well as a changing station in each restroom.
- C. Modify existing exterior block building to infill metal panel areas.
- D. Design shade cover over picnic area.
- E. Electrical service to remain in place.
- F. Modify existing concrete "flatwork" at existing building.
- G. All plumbing to be water efficient.
- H. All electrical lighting to be LED.
- I. Project to be prevailing wage. The District will provide standard contract exhibits as needed for Consultant to prepare the bidding documents.

SCOPE OF WORK:

A. Pre-Design & Programming (Phase A)

- 1. *Attend meetings with District and the City of Camarillo to determine limitations of the project based on:
 - a. Site constraints
 - b. Building codes
 - c. Related City of Camarillo permit requirements.
 - d. Time frames.
 - e. Consultant scope descriptions/requirements.
- 2. Verify District's provided Architectural Program, which will outline and determine the scope of work for the project based on the following:
 - a. District's requirements.
 - b. Design parameters.
- 3. Provide a Preliminary Schedule for project.

B. Schematic Design & Concept (Phase B)

- 1. Based on the District-approved Architectural Program, Consultant will provide the following Schematic Drawings. Two revisions included:
 - a. Preliminary site plan of immediate area.
 - b. Floor plan.
 - c. Front exterior elevation.
- 2. Meet with District to present proposed design.
- 3. Based on District-approved Schematic Drawings, District will provide the following Design Drawings, documents and/or exhibits:

- a. Preliminary site plan.
 - b. Floor plan.
 - c. Sections.
 - d. Exterior elevations.
 - e. Exterior colored elevations.
 - f. Color/material board.
4. *Meet with District to present proposed Design Drawings and Preliminary Project Description. **Actions are included in Phase M – Meetings & Communication.*

C. Discretionary Permit Processing (Phase C)

- 1. Based on District-approved Design Drawings, District will provide the following Planning Drawings, documents and/or exhibits as required by the City of Camarillo for a Minor Modification Permit:
 - a. Site plan, floor plan, sections and exterior elevations with additional agency requirements.
 - b. Photo board and site plan of existing site and surrounding area.
 - c. 600' radius property owner's map, list and labels.
 - d. Assessor's parcel map.
 - e. Applications and questionnaires, as required.
- 2. *Provide survey of adjacent concrete flatwork as required for city review purposes.
- 3. *Submit and process Planning Drawings, documents, exhibits and applications through the City of Camarillo Planning Department.
- 4. Revise drawings, documents and exhibits per the City of Camarillo Planning Department's first review comments, provided no new scope items are required and/or requested. Two rounds of revisions included.
- 5. Attend meetings with District, the City of Camarillo and public officials as required. (Two maximum) **Actions are included in Phase M – Meetings & Communication.*

D. Construction Documents (Phase E)

- 1. Provide Construction Documents based on the Planning Drawings and at the level required by the City of Camarillo Building & Safety and Public Works Department(s) for permit approval:
 - a. Architectural drawings and schedules.
 - b. Structural engineering drawings and calculations for shade structure buildings is assumed to be structurally sound.
 - c. Mechanical and plumbing drawings and calculations. No HVAC is included, venting only.
 - d. Electrical drawings and calculations.
- 2. Provide a Project Manual at the level noted in the District-approved Preliminary Project Description.

3. Provide the following additional drawings, documents and/or exhibits as required by the City of Camarillo Building & Safety Department for a building permit:
 - a. Project Analysis.
 - b. Conditions.
 - c. Mechanical Title 24 documentation.
4. Coordinate and provide concrete flat work plan as required for building permit.
5. Submit and process plans through the City of Camarillo Building & Safety and Public Works Department(s) for permit approval.
6. Revise drawings, documents and exhibits per City of Camarillo plan check corrections, provided no new scope items are required and/or requested. Two rounds of revisions are included in this agreement.
7. *Meetings with District during this phase. Two meetings included.
8. Assist District in pre-bidding and contractor selection process to verify consistency with plans and specs to match PVRPD standards.
**Actions are included in Phase M – Meetings & Communication.*

E. Construction Contract Procurement (Phase F)

1. Assist in determining and qualifications for an appropriate general contractor to bid the construction scope. Project to be prevailing wage per PVRPD requirements as provided by District.
2. Assist in delivering Procurement Documents to prospective Contractors.
3. Answer Requests for Information from prospective contractors in a timely fashion.
4. Update the Construction Documents to reflect any modifications and/or substitutions made during this phase.
5. Review the construction contract to minimize risks and liabilities to the District and adjust elements that will keep the construction time schedule on track.
6. *Meet with the successful contractor to review the plans, schedules, and scope, to promote common understanding of the work and mitigate time-consuming alterations, or potential field management issues.
7. *Coordinate with the contractors on matter of the construction contract, construction schedule, bonds, format for payments, project start, and permit acquisition. **Actions are included in Phase M – Meetings & Communication.*

F. Limited Construction Contract Administration (Phase G)

1. Attend periodic site visits to observe construction and help represent the District in key meetings with the expanded team, now including the contractor, as directed by the District. (Maximum two visits per month).

2. Review contractor’s requests for information (RFIs), submittals and shop drawings, and maintain an overview of the progress of construction with conformance to schedules and document requirements.
3. Assist, as part of the project team, in streamlining governmental approvals required during the construction phase.
4. Provide structural observation as required by the City for life/safety issues for shade structure.
5. Coordinate appropriate interaction and facilitate communications between the design and engineering professionals and the construction professional.
6. *Assist, as part of the project team, with the proper close-out of the construction, including final “walk-through” completion documents, contractor’s preparation of maintenance manuals, coordination with move-in, record documents, and final payments. **Actions are included in Phase M – Meetings & Communication.*

G. Meetings & Communication (Phase M)

For meetings and communication described in phases above.

72 Estimated
Hours

Pre-Design & Programming	Phase A
Schematic Design & Concept	Phase B
Discretionary Permit Processing	Phase C
Construction Documents	Phase D
Construction Contract Procurement	Phase E
Limited Construction Contract Administration	Phase F

Unless otherwise noted herein, the basic specifications for this project shall be the Standard Specifications for Public Works Construction (the “GREEN BOOK”), latest edition.

SCHEDULE OF DELIVERABLES:

A. Pre-Design & Programming (Phase A)

1. Project will be scheduled once signed contract has been received.
2. An Architectural Program and Preliminary Schedule within an estimated two weeks of scheduled date.

B. Schematic Design & Concept (Phase B)

1. Schematic site plan, floor plans, sections and elevation drawings to be provided to District within an estimated one to two weeks of a confirmed Architectural Program by District.
2. To-scale presentation drawings to be provided within an estimated two weeks of an approved Schematic Design option by District.

C. Discretionary Permit Processing (Phase C)

1. Drawings, documents and exhibits described in Phase C scope of work above to be submitted to the City of Camarillo Planning Department within an estimated two to three weeks of completion of Phase B.
2. Approximately thirty to forty-five (30-45) days is assumed for City of Camarillo Planning Department's first review.
3. Revised drawings, documents and exhibits per City of Camarillo Planning Department's first review comments to be provided within an estimated two weeks of receipt of an incompleteness letter, provided no new scope items are required and/or requested.

D. Construction Documents (Phase E)

1. Drawings, documents and exhibits as described in Phase E scope of work above to be submitted to the City of Camarillo Building & Safety Department within an estimated six weeks from receipt of Planning Approval from the City of Camarillo.
2. Approximately ten days is required for the City of Camarillo first Plan Check process.
3. Revised drawings, documents and exhibits per City of Camarillo plan check corrections to be provided within two weeks of receipt of corrections, provided no new scope items are required and/or requested. Two rounds of revisions are included in this agreement.

E. Construction Contract Procurement (Phase F)

1. Approximately four to six weeks from receipt of Building Permit estimated to assist in bidding and selecting a contractor.

F. Limited Construction Contract Administration (Phase G)

1. Approximately two months estimated to complete construction of the proposed project. Final schedule to be determined by District's contractor.

FEE:

- A. Consultant's total fee for the Scope of Work outlined above is not to exceed \$ 59,850 phased as follows; and will be paid upon completion of reach task to the District's satisfaction:

II.A	Pre-design & Programming	Phase A	Fixed Fee	\$ 5,960
II.B	Schematic Design & Concept	Phase B	Fixed Fee	\$ 12,250
II.C	Discretionary Permit Processing	Phase C	Fixed Fee	\$ 7,050
II.D	Construction Documents	Phase E	Fixed Fee	\$ 20,550
II.E	Construction Contract Procurement	Phase F	Fixed Fee	\$ 1,320

***Estimated Fee (Section IV) for Phase F includes the following consultant fees:**

Electrical Engineer	\$ 1,200
Structural Engineer	\$ 1,200

II.F Limited Construction Contract Phase G Time & Materials \$ 7,920
Administration (\$ N/A per month for an estimated 2 months)
***Estimated Fee (Section IV) for Phase G includes the following**
consultant fees:

Electrical Engineer	\$ 1,200
Structural Engineer	\$ 1,200

II.G Meetings & Communication Phase M Time & Materials 72 hours
(Estimated)

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

TO: BOARD OF DIRECTORS

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

DATE: December 6, 2018

**SUBJECT: CONSIDERATION, SELECTION, AND VOTE FOR
ELECTION OF SPECIAL DISTRICT REGULAR
MEMBER AND ALTERNATE MEMBER TO THE
VENTURA LAFCO**

RECOMMENDATION

It is recommended that the Board select and vote for one Special District Regular Member and one Alternate Member to the Ventura Local Agency Formation Commission (LAFCo).

BACKGROUND

LAFCo is an independent agency created by the State of California. It is charged with discouraging urban sprawl, preserving open-space and agricultural lands, and encouraging orderly governmental boundaries within Ventura County. The Commission meets these objectives by regulating the boundaries of cities and most special districts and conducting municipal service reviews and other special studies.

A total of two candidates have been nominated for the regular member position and three for the alternate position. The candidates are listed alphabetically on the Official Ballot and a copy of each candidate's statement is enclosed. Please vote for only one candidate for each position. A minimum of 16 qualified votes must be returned by the deadline to establish a quorum of the independent special districts. The candidate receiving the most votes of the quorum shall be elected. In the event of a tie vote, the outcome will be determined by lot. Ballots must be received by December 14, 2018.

ANALYSIS

Regular LAFCo Candidates: four-year term 1/1/2019-1/1/2023, (vote for one)

1. Russ Baggerly; Ojai Valley Sanitary District
2. Elaine Freeman; Rancho Simi Recreation and Park District

Alternate LAFCo Candidates: four-year term 1/1/2019-1/1/2023, (vote for one)

1. John (Jack) Curtis; Ojai Valley Sanitary District
2. Neal Dixon; Pleasant Valley Recreation and Park District
3. Andy Waters; Calleguas Municipal Water District

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDATION

It is recommended that the Board select and vote for one Special District Regular Member and one Alternate Member to the Ventura Local Agency Formation Commission (LAFCo).

ATTACHMENTS

- 1) LAFCo Ballot for Election Letter (1 page)
- 2) LAFCo Ballot for Election (1 page)
- 3) LAFCo Candidate Statements (5 pages)



VENTURA LOCAL AGENCY FORMATION COMMISSION

COUNTY GOVERNMENT CENTER • HALL OF ADMINISTRATION

800 S. VICTORIA AVENUE, L# 1850 • VENTURA, CA 93009

TEL (805) 654-2576 • FAX (805) 477-7101

WWW.VENTURA.LAFCO.CA.GOV

October 23, 2018

President/Chair of the Board
Pleasant Valley Recreation and Park District
1605 E. Burnley Street
Camarillo, CA 93010

RE: Ballot for Election of a Special District Regular Member and an Alternate Member to the Ventura LAFCo

Dear President/Chair of the Board:

Enclosed please find your Official Ballot for the election of a special district regular member and a special district alternate member to the Ventura LAFCo for new, four-year terms beginning January 1, 2019 and ending January 1, 2023. This election is being conducted by mail pursuant to California Government Code Section 56332 (or by email, if consent has been received by your District - see enclosed list of those districts which have consented to email). A total of two candidates have been nominated for the regular member position and three for the alternate position. The candidates are listed alphabetically on the Official Ballot and a copy of each candidate's statement is enclosed.

INSTRUCTIONS

- Use the enclosed Official Ballot to vote for only one candidate for each position.
- The Ballot must be signed and dated by the district president/chair or presiding officer.
- All ballots being returned via US Mail must be returned to the Ventura LAFCo at the address listed above. Districts that have previously consented to conduct elections via email can email a copy of the signed ballot to: kai.luoma@ventura.org.
- **BALLOTS MUST BE RECEIVED BY 5:00 p.m. FRIDAY, DECEMBER 14, 2018. (Ballots received after 5:00 p.m. Friday, December 14, 2018 will not be counted.)**

There are 30 independent special districts eligible to vote in this election. At least 16 districts must return completed/signed ballots to achieve a quorum. If a quorum is achieved, the candidate receiving the most votes for each position will be considered elected. In the event of a tie for the most votes, the outcome will be determined by lot. The election results will be mailed to each district no later than Friday, December 21, 2018. Please let us know if you have questions.

Sincerely,

Kai Luoma
Executive Officer

Enclosures
c: General Manager

OFFICIAL BALLOT - 2018

**INDEPENDENT SPECIAL DISTRICTS SELECTION COMMITTEE
Regular Special District Member and
Alternate Special District Member to the Ventura LAFCo**

Pleasant Valley Recreation and Park District

This is the Official Ballot for the Independent Special Districts Selection Committee for the purpose of electing the following positions to the Ventura LAFCo:

1. Elect one special district regular member to the Ventura LAFCo for a four-year term beginning January 1, 2019 and ending January 1, 2023; and
2. Elect one special district alternate member to the Ventura LAFCo for a four-year term beginning January 1, 2019 and ending January 1, 2023.

The election consists of two candidates for the special district regular member and three candidates for the special district alternate member (listed below in alphabetical order). Please vote for only one candidate for each position. A minimum of 16 qualified votes must be returned by the deadline to establish a quorum of the independent special districts. The candidate receiving the most votes of the quorum shall be elected. In the event of a tie vote, the outcome will be determined by lot.

PLEASE RETURN THIS SIGNED BALLOT to the Ventura LAFCo, 800 S. Victoria Avenue, L#1850, Ventura, CA 93009, or if previous consent has been given to conduct elections via e-mail, send your signed ballot to kai.luoma@ventura.org. All Ballots MUST be signed by the district president/chair or presiding officer of the board and received by 5 P.M. Friday, December 14, 2018 to be considered.

As the District President, Chair or Presiding Officer, I duly certify that the Pleasant Valley Recreation and Park District does hereby cast its ballot as follows:

1. REGULAR LAFCo SPECIAL DISTRICT MEMBER FOR A FOUR-YEAR TERM BEGINNING JANUARY 1, 2019 (vote for one)		
<input type="checkbox"/>	Russ Baggerly	Ojai Valley Sanitary District
<input type="checkbox"/>	Elaine Freeman	Rancho Simi Recreation and Park District

2. ALTERNATE LAFCo SPECIAL DISTRICT MEMBER FOR A FOUR-YEAR TERM BEGINNING JANUARY 1, 2019 (vote for one)		
<input type="checkbox"/>	John (Jack) Curtis	Ojai Valley Sanitary District
<input type="checkbox"/>	Neal Dixon	Pleasant Valley Recreation and Park District
<input type="checkbox"/>	Andy Waters	Calleguas Municipal Water District

Board President/Chair/Presiding Officer (print name)

Board President/Chair/Presiding Officer (Signature)

Date

RUSS BAGGERLY

119 SOUTH POLI AVENUE

OJAI, CALIFORNIA 93023

(805) 646-0767

(805) 766-7317

(russ.baggerly65@gmail.com)

SOME THINGS I'VE DONE:

Senior Administrative Assistant, Supervisor Maria VanderKolk, District 2, Ventura County, January 1991 to July 1994

Environmental Coalition, intervention, So. Cal. Edison/SDGE Merger, 1990

Citizens Environment Quality Analysis, Owner-Operator

Environmental document consultant, March 1989 to December 1990

Environmental Consultant for Patagonia, Inc., 1988-1989

Administrative Assistant, Los Padres Forest Association/Sunbow Ecology Center, 2000-2003

Baby Boot Company, owner-operated: Design, fabrication, marketing and wholesale distribution of a quality baby shoe line, 1982 to January 1989

Professional Flamenco Guitarist

Air Pollution Control District, Clean Air Advisory Committee, March 2000

Elected Official, Casitas Municipal Water District Division 5 - 2004 to present

Elected Official, Ojai Valley Sanitary District – 1996 to present

Elected Official, Ojai Valley Municipal Advisory Council – 1996

California Sanitation Risk Management Authority – Executive Board 2002

Workers Compensation Subcommittee, Chair – CSRMA/Driver Associates 1999

Santa Monica Mountains Conservancy, appointed alternate for Supervisor Maria VanderKolk, August 1992

Friends of the Santa Clara River, Founding Board Member

Ormond Beach Task Force, Chairman

Citizens to Preserve the Ojai, Administrative Director, 1988-1989

Environmental Coalition, Board Member, 1987-1990, President 1998

Environmental Defense Center, Board Member, Santa Barbara, 1989-1990

Southern California Association of Governments, Commissioner Regional Advisory Commission, 1989-1990

ELAINE L. FREEMAN

Candidate Statement for Regular Special District
Member of the Ventura Local Agency Formation Commission
Term: January 1, 2019 – January 1, 2023

It has been an honor to serve as your Special District Representative for the Local Agency Formation Commission (LAFCo) for the past four years, and I would ask for your support to continue in this position.

I have been a board member with the Rancho Simi Recreation & Park District for the past 15 years. During this tenure I also served as President of the Ventura County Special District's Association and as a board member for the California Special District's Association (CSDA). As part of CSDA, I served on their Legislative Committee, reviewing legislation that might impact Special Districts.

As background information, I received a degree in land use (Urban Studies) from UC Riverside, and am the owner of Urban Strategies, a company that provides consulting services regarding land use and government policy. My employment history includes working for the County of Ventura and as a project manager for a local civil engineer.

I have also served as a board member for the Simi Valley Chamber of Commerce and the Simi Valley Community Council, and participate in various local charities, both in Simi Valley and county-wide.

I thoroughly enjoy the LAFCo experience, and would be honored to continue in this position. I believe I bring a broad understanding of the issues that come before the Commission, always keeping in mind the impact of these issues on Special Districts. I am therefore respectfully requesting your vote to serve as your 2019 – 2023 Special District Regular Member.

Thank you for your support,

Elaine L. Freeman

JOHN R. (JACK) CURTIS

1160 MORENO DRIVE
OJAI, CALIFORNIA 9302
(john.curtis@ojaisan.org)

I returned to the Board in December 2014 after a short break in service. I previously served on the Board from 2002-2010 during which time I served as Chair, Vice Chair, Board Secretary and Assistant Secretary, as well as serving on numerous board committees.

I have an extensive background in the construction industry, including participating in the construction of portions of the Ojai Valley Sanitary District's collection system in 1963-65. I and my family moved to the Ojai Valley in April 1962. I have been active in the community for many years; serving on numerous local boards and organizations. I am one of the founding Directors of the Ventura County Special Districts' Association (VCSDA) and the Association of Water Agencies (AWA) representing County Water Districts. I served nine years as a Director on the California Special Districts Association and currently serve as a Director on the Ventura River County Water Board (VRCWD).

Neal Dixon
Candidate Statement
for
LAFCo Alternate Board Member

My wife and I moved to Ventura County in 1986 where I established a successful medical practice and we raised our 5 children. Through the years, we have grown to love our home and have felt it important to contribute to the betterment of our community. Through my professional activities, various volunteer efforts and as an elected official I have sought to make a difference. I believe that I have an ability to understand and evaluate complex issues in an unbiased way and would be a valuable contributor to LAFCo. It is my hope that I will have the opportunity to serve in this capacity.

Background

- 1.) Bachelors Degree in Chemistry California State University Long Beach
- 2.) Doctor of Medicine USC School of Medicine
- 3.) Surgical Resident LA County-USC Medical Center, Certified by the American Board of Surgery
- 4.) Private Practice, Camarillo 1986-present
- 5.) Current or former Medical Staff Member St John's Pleasant Valley Hospital, St John's Regional Medical Center. CMH, VCMC and Santa Paula Hospital
- 6.) Volunteer Coach AYSO Region 68 and Camarillo Pony Baseball
- 7.) Member Ventura County and California Medical Associations
- 8.) Former Chairman Department of Surgery JSRMC & St John's PVH
- 9.) Former Member St John's Regional Medical Center Community Board
- 10.) Former Board Member Camarillo Hospice
- 11.) Elected Board Member Pleasant Valley Recreation and Park District since 2012

Awards

- 1.) Attending Teacher of the Year Award, Ventura County Medical Center
- 2.) Physician of the Year Award, St John's Pleasant Valley Hospital
- 3.) Apple of Excellence Award, Camarillo Health Care District
- 4.) Catharine Macaulay Life Time Achievement Award St John's Regional Medical Center.



Andy Waters

Director Waters brings knowledge of the community, agriculture, and water resources to LAFCo.

He wants to see agriculture and water resources operated sustainably for generations to come.

He would like to continue to serve the community in his current role as alternate LAFCo Commissioner representing special districts.

Community

Director Waters was born in Thousand Oaks and grew up in Moorpark. He is a fourth generation farmer, with a family tradition of community service. His grandfather was on the committee that formed Calleguas Municipal Water District in the early 1950s to bring imported water into Ventura County. His father served on water agency boards in the Moorpark area and brought Director Waters to Fox Canyon Groundwater Management Agency meetings when he was still a teenager.

Agriculture

After graduating from Moorpark High School, Director Waters attended Cal Poly San Luis Obispo, majoring in agriculture. Knowing that farming was his lifelong passion, he returned to the family farm in Ventura County. He and his wife Heather live in Moorpark with their two daughters and their dog, Goose. He currently works in the family business, growing berries, avocados, and vegetables in the unincorporated areas near Moorpark and Oxnard. He is a member of the Association of California Water Agencies Agriculture Committee, collaborating with agencies throughout California to resolve water related challenges for agriculture.

Water Resources

Director Waters is continuing the family tradition of leadership in water resources. A Calleguas Board member since 2012, he is Board Secretary and Chair of the Groundwater Committee. He serves on the boards of Thermic Mutual Water Company and Berylwood Heights Mutual Water Company. He is a member of the advisory committee for Ventura County Waterworks District No. 1 and Vice Chair of the Las Posas Basin Users Group. He represents water agencies as an alternate member of the Fox Canyon Groundwater Agency Board of Directors.



2100 Olsen Road
Thousand Oaks, CA 91360
(805) 579-7111

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

TO: BOARD OF DIRECTORS

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

DATE: December 6, 2018

**SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION
NO. 608, AN APPLICATION FOR THE SAUCONY RUN
FOR GOOD FOUNDATION GRANT FOR MARKETING
AND SPECIAL EVENT PROGRAMMING FOR THE
ROOT BEER RUN & ICE CREAM INVITE IN JULY 2019**

RECOMMENDATION

It is recommended that the Board approve Resolution No. 608, an application for the Saucony Run for Good Foundation grant funding for marketing and special event programming for the Root Beer Run & Ice Cream Invite Event in July 219.

BACKGROUND

In July 2018, the District celebrated the importance of recreation and parks by planning free events open to the community every day in July to promote National Recreation and Park Association's theme – "A Lifetime of Discovery." From guided hikes to Yoga in the Park, concerts and Movies in the Park to a family float night, there was programming developed to reach all demographics and residents of the District. As part of this celebration, District staff developed a family-fun walk/run called the Root Beer Run & Ice Cream Invite. This July 14, 2018 event was a 1.0-mile loop utilizing the walking path around Pleasant Valley Fields and has 120 guests in attendance.

The project proposed is seeking to increase awareness of and participation in the event, to include a goal of over 150 participants in 2019 and educational outreach opportunities in the community. This takes staff time, operational elements, and community support to make this event a success. The funding amount requested is \$5,000 to achieve the scope of the grant. The programming will be supported by in-house marketing efforts, paid advertising, community outreach, and development of partnerships with local non-profit and service organizations.

ANALYSIS

After reviewing the Saucony Run for Good Foundation grant application and assessing the needs of the area the District serves, it was decided the best possible project to apply for would be for continued development and expansion of the Root Beer Run & Ice Cream Invite as part of the District's July's National Park & Recreation Month celebration events.

The approval of Resolution No. 608 is not required to in order to submit an application. The application deadline is December 15, 2018 with funding announcements to be made this spring (2019).

FISCAL IMPACT

If awarded, there would be no match requirements of the District. The District spent \$1,229.77 in 2018 on marketing, staffing, and operations for the Root Beer Run & Ice Cream Invite event.

RECOMMENDATION

It is recommended that the Board approve Resolution No. 608, an application for the Saucony Run for Good Foundation grant funding for marketing and special event programming for the Root Beer Run & Ice Cream Invite Event in July 2019.

ATTACHMENTS

- 1) Resolution No. 608 (1 page)

RESOLUTION NO. 608

**A RESOLUTION OF PLEASANT VALLEY RECREATION AND PARK DISTRICT
APPROVING THE APPLICATION FOR GRANT FUNDS
FROM THE SAUCONY RUN FOR GOOD PROGRAM**

WHEREAS, Pleasant Valley Recreation and Park District [District] promotes the general welfare and fitness of its constituents and all those who take part in District programming, and

WHEREAS, the District has created a “Root Beer Run and Ice Cream Invite” 5K race, and

WHEREAS, the “Root Beer Run and Ice Cream Invite” 5K race attracts a wide range of participant age groups with particularly strong participation by youth, and

WHEREAS, the Saucony Run For Good grant program seeks to fund projects which utilize running participation for the health and wellbeing of children.

NOW THEREFORE BE IT RESOLVED that the *Pleasant Valley Recreation and Park District Board of Directors* hereby:

Approves the filing of an application for a Saucony Run For Good Grant to support the District’s Root Beer Run and Ice Cream Invite 5K.

This resolution was adopted on December 6, 2018.

Ayes:

Noes:

Absent:

Mark Malloy, Chairman, PVRPD Board of Directors

ATTESTED:

Elaine Magner, Secretary, PVRPD Board of Directors



Pleasant Valley Recreation & Park District

1605 E. Burnley St., Camarillo, CA 93010
Phone: (805) 482-1996
FAX: (805) 482-3468

BOARD OF DIRECTORS
MARK MALLOY
ROBERT KELLEY
ELAINE MAGNER
NEAL DIXON
MIKE MISHLER

GENERAL MANAGER
MARY OTTEN

Nomination for Chair: _____

A nomination by Director _____

and seconded by Director _____

Voting was as follows:

Ayes: _____

Noes: _____

Abstain: _____

Absent: _____

Nomination for Chair: _____

A nomination by Director _____

and seconded by Director _____

Voting was as follows:

Ayes: _____

Noes: _____

Abstain: _____

Absent: _____



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BOARD OF DIRECTORS
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ELAINE MAGNER
NEAL DIXON
MIKE MISHLER

GENERAL MANAGER
MARY OTTEN

Nomination for Vice-Chair: _____

A nomination by Director _____

and seconded by Director _____

Voting was as follows:

Ayes: _____

Noes: _____

Abstain: _____

Absent: _____

Nomination for Vice-Chair: _____

A nomination by Director _____

and seconded by Director _____

Voting was as follows:

Ayes: _____

Noes: _____

Abstain: _____

Absent: _____



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BOARD OF DIRECTORS

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ELAINE MAGNER
NEAL DIXON
MIKE MISHLER

GENERAL MANAGER

MARY OTTEN

Nomination for Secretary: _____

A nomination by Director _____

and seconded by Director _____

Voting was as follows:

Ayes: _____

Noes: _____

Abstain: _____

Absent: _____

Nomination for Secretary: _____

A nomination by Director _____

and seconded by Director _____

Voting was as follows:

Ayes: _____

Noes: _____

Abstain: _____

Absent: _____

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

- A. Chairman Malloy
- 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, Personnel and Policy
- F. Foundation for Pleasant Valley Recreation and Parks
- G. General Manager's Report