

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

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA**

April 1, 2020

**This meeting will be conducted pursuant to the provisions of the Governor's
Executive Order N-29-20 and the order of the Ventura County Public Health Officer
issued March 20, 2020 (Stay Well at Home)**

In order to minimize the spread of COVID-19, the Council Chambers will not be open to the public. To observe and/or participate in the Board meeting from the comfort of your home or other Stay Well at Home compliant location:

- 1. You may observe the PVPRD Board meeting via live broadcast on the Local Government Channels – Spectrum Channel 10 and Frontier Channel 29.**
- 2. Public Comment options:**
 - a. Email – If you wish to make a comment on a specific agenda item, please submit your comment via email by 4:00 pm on Wednesday, April 1, 2020 to the Recording Board Secretary at kroberts@pvprd.org. The Recording Board Secretary will print your email, distribute copies to all Board members prior to the meeting and the Chair will read the emailed comments aloud.**
 - b. Phone – You may call the PVRPD office at 805-482-1996, ext. #101 by 4:00pm on Wednesday, April 1, 2020 and provide your name, your phone number and your item of interest. We will call you on April 1 during the time for general Public Comments, which is usually around 6:05pm, or at the appropriate time for a comment pertaining to the specific agenda item.**

6:00 P.M.

REGULAR MEETING

NEXT RESOLUTION #649

1. PLEDGE OF ALLEGIANCE

2. ROLL CALL

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

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

5. **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 March 4, 2020 and Special Board Meeting of March 14, 2020

Approval receives and files minutes.

B. Warrants, Accounts Payable & Payroll

District's disbursements dated on or before February 29, 2020.

C. Financial Reports

Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for February 2020.

D. Consideration and Adoption of Resolution No. 646 Proclaiming April 2020 as Arbor Month

Approval establishes Board recognition of April as Arbor Month.

E. Consideration and Adoption of Resolution No. 647 Proclaiming May 2020 as Older Americans Month

Approval establishes Board recognition of May as Older Americans Month.

F. Review and Approval of Surplus Supplies and Equipment List

The Board can review the current equipment list provided for the uniform disposal of District owned surplus personal property.

G. Pleasant Valley Co-Op Preschool Agreement

Approval ratifies a third Agreement with PVCoOp for use of District property at Freedom Center through July 2023.

H. Lump Sum Vs Monthly CalPERS Unfunded Liability Payment

The District has been able to make one annual payment which allows the District to forego the interest expense that is added to the payment if made monthly.

I. 2020 City of Camarillo Community Events Funding Application

Approval authorizes the General Manager to submit a funding application to the City of Camarillo for the 2020 Camarillo Christmas Parade.

6. **NEW ITEMS – DISCUSSION/ACTION**

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

The developer is asking for a delay in the final installation of the park site due to the amount of grading needed for this project.

Suggested Action: A MOTION to Approve one of the following:

A. Accept the design and amenity choices and allow the developer to install the park prior to occupancy or phase closest to the park.

– OR –

B. Accept the design and amenity choices and ensure the sales office provides a notice and provides plans of the future park as disclosure during the sale of the home in the Ran Rancho Springville Development.

– OR –

C. Accept the design and amenity choices and not allow the delayed installation of the park in the Ran Rancho Springville Development.

B. Consideration and Approval for a Specific Location for Miracle League Field to be Located at Freedom Park

The Ad Hoc Committee met in March to determine if there was potential space to add a Miracle field at the east end of the complex with the intention of keeping a majority of the master plan in place.

Suggested Actions: A MOTION to Approve the proposed location site at Freedom Park for a Miracle League 805 field.

C. Consideration of Design Options for New Marquee at the Community Center

This project will not only update the display to a digital LED display but will include a new sign illuminating the current logo and District name, and landscaping improvements.

Suggested Actions: A MOTION to Approve the contracts for the staff recommended bids of:

- 1) **Daktronics, Inc.** through Sourcewell Cooperative Purchasing for the Single-Sided 10mm LED Galaxy® Outdoor Electronic Message Center at \$23,294.72 and
- 2) **Custom Signs, Inc.** for the Single-Sided Cabinet, District Signage, and Installation services at \$17,642.07 for a total project cost not to exceed \$50,000.

D. Approval of Resolution No. 648 Authorizing the General Manager to Apply for Technical Assistance Through the California Energy Commission Energy Partnership Program

In order to assess potential projects for capital improvement and for energy savings, staff is recommending that the District participate in this program.

Suggested Action: A MOTION to Approve Resolution No. 648 authorizing the General Manager to apply for technical assistance through the California Energy Commission Energy Partnership Program.

E. Discussion Community Service Group Presentations

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

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

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

9. ADJOURNMENT

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

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

**Pleasant Valley Recreation and Park District
Camarillo City Hall Council Chambers
Minutes of Regular Meeting
March 4, 2020**

1. CALL TO ORDER

The regular meeting of the Board of Directors of the Pleasant Valley Recreation and Park District was called to order at 5:32 p.m. by Chair Magner.

A. Adjourned to Closed Session

The Board adjourned to closed session at 5:32 p.m.

B. Closed Session

1) Conference with Legal Counsel – Litigation

The District Board will conduct a closed session, pursuant to Government Code section 54956.9(d)(2), to confer with legal counsel; there is a significant exposure to litigation in one case.

C. Regular Meeting Reconvened

The regular meeting of the Pleasant Valley Recreation and Park District was reconvened at 6:05 p.m. with nothing to report

2. PLEDGE OF ALLEGIANCE

Megan Hamlin led the pledge.

3. ROLL CALL

All present.

Also Present: General Manager Mary Otten, Administrative Services Manager Leonore Young, Park Services Manager Bob Cerasuolo, Recreation Services Manager Eric Storrie, Administrative Analyst/Clerk of the Board Anthony Miller, Customer Service Lead/Recording Board Secretary Karen Roberts, Administrative Analysts Megan Hamlin and Jessica Puckett, Park Supervisors Nick Marienthal and Brandon Lopez, Recreation Supervisor Lanny Binney, Jeff Rodriguez, Richard Frank, Audra Seldeen, Nora Ryan, Kristin Loft, Sandy Williamson, Janie Kasarjian, and Tylia Schoenewald Long.

4. AMENDMENTS TO THE AGENDA

Agenda accepted as presented.

5. PUBLIC COMMENT

Audra Seldeen and Nora Ryan of the Las Posas Trails Committee for the Las Posas Equestrian Park stated that a petition with 391 signatures was collected from the Las Posas Estates area from households who want to keep the park open. The equestrian park is the only park in the area where horses can be ridden. Members of the Trails Committee attended the District's January 2020 Long Range Planning Committee and created a survey to show the group's interest in keeping the park and trail.

Kristin Loft of the Las Posas Trails Committee presented statistical information from a survey they presented to the local equestrian community. Regarding the park and trail usage, 98% surveyed want to keep the park and trails open and 46% want to keep the area as a multi-use park. Over 75% of the households surveyed use the trails and park to walk, ride or use the arena to practice for horse shows. Ms. Loft stated that the results of the survey would be given to the District's Long Range Planning Committee for their usage.

Sandy Williamson, a Camarillo resident and member of the Las Posas Trails Committee requested that the equestrian park be kept open. They moved to Camarillo so that they could keep their horses in their backyard and ride most days of the week on the trail and the arena. The Las Posas Equestrian Park is the only horse park in the area. She relayed information from a family who would like to build a 4-stall horse barn for their daughters' 4H projects so they can keep them at home.

Janie Kasarjian, a Camarillo resident of 27 years spoke for the greater equestrian community who have chosen to live near the equestrian park. She stated that the values of their homes near the park have increased because they have put money into their homes and properties.

Tylia Schoenewald Long of Camarillo has been a national ranked equestrian competitor who rides at the park and has noticed a decline of maintenance of the equestrian park and trails. Ms. Schoenewald Long stated that she has to ride on $\frac{3}{4}$ of a mile of the streets now to access the trails and has taken to trailering her horse to the park because of vehicle danger. She also stated that the footing in the arena needs some work to be done for safety.

6. CONSENT AGENDA

- A. Minutes for Special Board Meeting of January 30, 2020 and Regular Board Meeting of February 5, 2020
- B. Warrants, Account Payable & Payroll
- C. Financial Reports
- D. Consideration for Setting Dates for Budget Workshops
- E. Consideration of Entering into Interlocal Participation Agreements for Cooperative Purchasing

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

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

**Motion to
Approve
Consent
Agenda**

Carried

7. NEW ITEMS - DISCUSSION/ACTION

A. Journey the Church Agreement

Recreation Services Manager Eric Storrie presented an agreement for consideration for a 15-month term from April 1, 2020 to June 30, 2021 with Journey the Church to use the Community Center facilities. Discussion included: Journey's expansion and need to look for a larger facility; inclusion of the 180-day notice of cancellation and the District's need for additional class and programming space. Jeff Rodriguez, the pastor of Journey the Church thanked the Board and District for allowing the relationship to date.

Chair Magner called for a motion. A motion was made by Director Malloy and seconded by Director Mishler to approve a 15-month agreement (Agreement #3) with Journey the Church for use of the Community Center located at 1605 E. Burnley St. **Motion to Approve Journey Agrmt**

Voting was as follows:

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

Noes:

Absent:

Carried

Motion: Carried

B. Consideration and Approval of a Six-Week Turf Maintenance & Rest Closure at Springville Dog Park

Park Supervisor Nick Marienthal presented a review of the work completed at the Springville Dog Park to date with a request for a closure period for additional maintenance and a rest period. Discussion included: wear and tear of 7 days/week usage, possible relocations of temporary dog park at Freedom Park and congestion due to additional ball fields being recently built; possibility of Miracle League field at Freedom Park, staff recommendation for a 4 to 6 week rest period at Springville, and a request for parks to be maintained and not closed.

Chair Magner called for a motion. A motion was made by Director Malloy and seconded by Director Kelley to approve a one-week closure for turf maintenance at the Springville Dog Park. **Motion to Approve One Week Closure for Maint. at Springville**

Voting was as follows:

Ayes: Malloy, Kelley, Mishler

Noes: Dixon, Chair Magner

Absent:

Carried

Motion: Carried

C. Nominations for Candidate for CSDA Board of Directors, Seat B

Administrative Analyst Megan Hamlin presented the opportunity to nominate a board member or general manager to the CSDA Board of Directors, Seat B which is currently

vacant. There was no interest from any of the five Board Directors or General Manager Otten for the open position. No nominations were made.

8. INFORMATIONAL ITEMS

A. Chair Magner – Chair Magner stated that it was good to see the equestrian group come in with research and the survey regarding the Las Posas Equestrian Park but was concerned with where the money for continued maintenance will be coming from.

B. Ventura County Special District Association/California Special District Association – VCSDA – No meeting. CSDA – No meeting.

C. Ventura County Consolidated Oversight Board – No meeting.

D. Santa Monica Mountains Conservancy – Director Mishler reported that the focus of last week's meeting was on clearing weeds and old trees on SMMC's 60,000 acres prior to fire season.

E. Standing Committees – Finance – Director Malloy stated that the cost of water is going up due to the lack of local rain and that so far, income is higher than expenses. Liaison – Director Mishler stated that the meeting with City officials on Monday covered the master plan and moving forward with the CEQA process and LPA by obtaining elevations and subsequent architectural drawings for approval and community input. Long Range Planning – No meeting. Personnel – No meeting. Policy – Last week's meeting needs to be rescheduled.

F. Ad Hoc – Journey – Director Malloy stated that the evening's approval of the new agreement will close the committee. Ad Hoc – Ran Rancho – Will meet on March 5th. Ad Hoc – Miracle League – Will have first meeting on March 9th.

G. Foundation for Pleasant Valley Recreation and Parks – Chair Magner stated that they have a new board member, there will be a fundraiser on April 9th at Spencer Makenzie's, and that the annual Party for the Parks will be held August 1, 2020 at the Community Center.

H. General Manager's Report – General Manager Mary Otten reported on the District's opposition to AB 2093 requesting a 2-year email retention mandate. The District's website is in the process of changing over to Streamline which will provide better service and a better product with an easier flow on the web and mobile phones. Ms. Otten thanked Administrative Analyst Megan Hamlin for her time with the District the last 2 years since she will be moving out of state in April.

9. ORAL COMMUNICATIONS

Director Malloy mentioned meetings attended this past month and observation of a Daktronics display for the Community Center marquee. Mr. Malloy stated that Arneill Ranch Park did not receive any money from a recent grant submission so the District will need to figure out what upgrades can be afforded in the next few years knowing that the irrigation system will have to be replaced. Director Dixon relayed information regarding coronavirus or COVID-19. Its projected mortality compared with the flu is 2% versus 0.4% so current District activities, programs and special events will need to be taken into consideration. People need to be preventative washing hands often, using alcohol-based gels or hand sanitizers and maintaining distances or self-quarantining as needed. General Manager Otten stated that the District passed on information to staff regarding preventative

measures and will be installing stand-alone hand sanitizing stations for the senior center and the indoor facilities of the District.

10. ADJOURNMENT

Chair Magner adjourned the meeting at 7:38 p.m.

Respectfully submitted,

Approval,

Karen Roberts
Recording Secretary

Elaine Magner
Chair

Pleasant Valley Recreation and Park District
 Finance Report
 February 2020

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

CASH REPORT

	2/29/2020 Balance	2/28/2019 Balance	
Restricted Funds			
Debt Service - Restricted	\$ 236,172.47	\$ 249,123.24	
457 Pension Trust Restricted	\$ 60,863.39	\$ 70,159.83	
Quimby Fee - Restricted	\$ 437,863.49	\$ 121,608.18	
Multi-Bank Securities Restricted	\$ 419,444.48	\$ 660,764.45	
Ventura County Pool - Restricted	\$ 4,928,403.08	\$ 5,126,102.71	
FCDP Checking	\$ 22,128.61	\$ 21,514.04	
Total	\$ 6,104,875.52	\$ 6,249,272.45	
Semi-Restricted Funds			
Assessment	\$ 641,603.34	\$ 399,553.78	
Capital Improvement	\$ 30,635.71	\$ 29,390.11	
Capital - Vehicle Replacement	\$ 60,843.80	\$ 50,843.80	
Capital - Designated Project	\$ 16,397.94	\$ 16,397.94	
LAIF Capital	\$ 2,555,455.63	\$ 2,458,736.18	
Contingency - Dry Period	\$ 361,000.00	\$ 271,000.00	
Contingency - Computer	\$ 15,000.00	\$ 10,000.01	
Contingency - Repair/Oper/Admin	\$ 50,000.00	\$ 30,000.00	
Total	\$ 3,730,936.42	\$ 3,265,921.82	
Unrestricted Funds			
Contingency	\$ 76,195.40	\$ 765,337.99	
Cal Trust	\$ 1,320,008.87	\$ 438,514.22	
General Fund Checking	\$ 350,604.29	\$ 424,942.85	
Total	\$ 1,746,808.56	\$ 1,628,795.06	
Total of all Funds	\$ 11,582,620.50	\$ 11,143,989.33	\$ 438,631.17

	3/9/2020 Balance	3/31/2019 Balance	
Restricted Funds			
Debt Service - Restricted	\$ 236,172.47	\$ 249,186.72	
457 Pension Trust Restricted	\$ 60,863.39	\$ 70,177.71	
Quimby Fee - Restricted	\$ 441,886.83	\$ 99,438.33	
Multi-Bank Securities Restricted	\$ 415,421.14	\$ 661,074.59	
Ventura County Pool - Restricted	\$ 4,928,403.08	\$ 5,140,651.92	
FCDP Checking	\$ 22,128.61	\$ 20,934.04	
Total	\$ 6,104,875.52	\$ 6,241,463.31	
Semi-Restricted Funds			
Assessment	\$ 629,861.61	\$ 365,414.22	
Capital Improvement	\$ 30,635.71	\$ 33,999.68	
Capital - Vehicle Replacement	\$ 60,843.80	\$ 50,843.80	
Capital - Designated Project	\$ 16,397.94	\$ 16,397.94	
LAIF Capital	\$ 2,555,455.63	\$ 2,060,736.18	
Contingency - Dry Period	\$ 361,000.00	\$ 271,000.00	
Contingency - Computer	\$ 15,000.00	\$ 10,000.00	
Contingency - Repair/Oper/Admin	\$ 50,000.00	\$ 30,000.00	
Total	\$ 3,719,194.69	\$ 2,527,391.82	
Unrestricted Funds			
Contingency	\$ 76,195.40	\$ 765,613.32	
Cal Trust	\$ 1,320,008.87	\$ 420,589.17	
General Fund Checking	\$ 213,092.96	\$ 551,227.22	
Total	\$ 1,609,297.23	\$ 1,737,429.71	
Total of all Funds	\$ 11,433,367.44	\$ 10,506,284.84	\$ 927,082.60

MBS – Multi Bank Securities

MBS - US Treasury Type	Oct 15 2018	Nov 11 2018	Dec 11 2018	Jan 11 2019	Feb 11 2019	March 13 2019	April 9 2019	May 8 2019	June 10 2019
US 3 Month	2.228%	2.327%	2.344%	2.345%	2.375%	2.388%	2.376%	2.399%	2.215%
US 6 Month	2.395%	2.464%	2.475%	2.437%	2.432%	2.445%	2.375%	2.388%	2.128%
US 1 Year	2.567%	2.637%	2.595%	2.490%	2.458%	2.435%	2.332%	2.295%	1.961%
US 2 Year	2.853%	2.924%	2.754%	2.537%	2.490%	2.463%	2.346%	2.297%	1.904%
US 3 Year	2.941%	2.990%	2.751%	2.504%	2.467%	2.433%	2.294%	2.264%	1.874%
US 5 Year	3.012%	3.039%	2.726%	2.520%	2.475%	2.522%	2.306%	2.287%	1.915%
	July 9 2019	Aug 12 2019	Sept 12 2019	Oct 9 2019	Nov 12 2019	Dec 11 2019	Jan 15 2020	Feb 11 2020	March 10 2020
US 3 Month	2.148%	1.927%	1.870%	1.630%	1.540%	1.525%	1.527%	1.515%	.386
US 6 Month	2.065%	1.875%	1.840%	1.635%	1.532%	1.522%	1.525%	1.485%	.368
US 1 Year	1.932%	1.702%	1.755%	1.542%	1.515%	1.500%	1.490%	1.430%	.325
US 2 Year	1.886%	1.575%	1.720%	1.449%	1.652%	1.636%	1.558%	1.423%	.404
US 3 Year	1.835%	1.503%	1.685%	1.402%	1.679%	1.655%	1.707%	1.401%	.472
US 5 Year	1.857%	1.484%	1.645%	1.389%	1.723%	1.664%	1.783%	1.421%	.514

Ventura County Pool

Investment Name	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%	2.433%	2.483%	2.757%	2.669%	2.655%	2.677%	2.686%
	June 2019	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	January 2020	February 2020
Ventura County Pool	2.707%	2.639%	2.563%	2.497%	2.363%	2.259%	2.089%	2.02%	1.995%

• Rates are determined at the end of the month

Local Agency Investment Fund (LAIF)

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

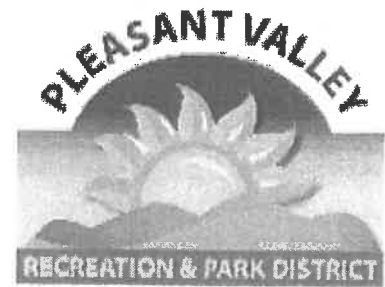
Cal Trust

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

Bank Reconciliation

Board Audit

User: fsantos
 Printed: 03/02/2020 - 1:44PM
 Date Range: 02/01/2020 - 02/29/2020
 Systems: 'AP'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 10 General Fund				
Department: 00 Non Departmentalized				
23143	HUB INTERNATIONAL INSURANC	HUB INSURANCE: 01/2020 INSUR/	02/13/2020	576.00
23153	ROTARY CLUB OF CAMARILLO	ROTARY CLUB OF CAM: PERMIT	02/13/2020	300.00
23154	SAN DIEGO FAMILY HOUSING, LI	SAN DIEGO FAMILY HOUSING: PI	02/13/2020	300.00
23155	ELIJAH SCHNEIR	E.SCHNEIR: REPLACEMENT PR C	02/13/2020	417.72
23160	UMPQUA BANK	UMPQUA BANK: PRINCIPAL PAYM	02/13/2020	112,000.00
23164	JOHN WATKINS	J.WATKINS: PERMIT REFUND	02/13/2020	200.00
23200	SANTA PAULA PIG ROAST	SANTA PAULA PIG ROAST: PERM	02/27/2020	300.00

Total for Department: 00 Non Departmentalized

114,093.72

Department: 03 Recreation

0	US BANK	US BANK: CALCARD CHARGES- 1	02/11/2020	6,993.07
0	CAMILLE TORGESON	C.TORGESON: INSTRUCTOR FEES	02/13/2020	327.60
0	CONNOR SOUDANI	C.SOUDANI: REIMB, FOR MEAL @	02/13/2020	70.06
0	ELEONORA CORTINA	E.CORTINA: INSTRUCTOR FEES/Z	02/13/2020	128.70
0	KATIE SHINDEN	K.SHINDEN: INSTRUCTOR FEES/F	02/27/2020	1,189.50
0	MACY TRUEBLOOD	M.TRUEBLOOD: MILEAGE REIME	02/27/2020	24.36
0	NANCE TAPLEY-PECK	N.PECK: INSTRUCTOR FEES/HOR	02/27/2020	952.00
0	PATRICIA J. BOLLAND	P.BOLLAND: INSTRUCTOR FEES/	02/13/2020	845.00
0	RONALD J. BRAND	R.BRAND: INSTRUCTOR FEES/IN	02/13/2020	49.40
0	TOMLINSON RAUSCHER	T.RAUSCHER: INSTRUCTOR FEES	02/13/2020	249.34
23127	ADM GROUP INC.	ADM GROUP: INSTRUCTOR FEES.	02/13/2020	624.00
23128	ALL GOOD DRIVING SCHOOL, INC	ALL GOOD DRIVING SCHOOL: DF	02/13/2020	136.50
23133	CA STATE UNIVERSITY CHANNEI	CSUCI: FOR SPRING CAREER FAP	02/13/2020	275.00
23138	EL TECOLETE	EL TECOLETE: REFUND- WITHDR	02/13/2020	200.00
23141	BARBARA G. GAGE	B.GAGE: INSTRUCTOR FEES/ARTI	02/13/2020	187.85
23145	JOURNEY COMMUNITY CHURCH	JOURNEY COMM. CHURCH: 2019	02/13/2020	1,370.00
23147	THOMAS MEDINA	T.MEDINA: REFUND- WITHDRAW	02/13/2020	50.00
23148	LUCILE B. MOSIER	L.MOSIER: INSTRUCTOR FEES/M	02/13/2020	390.00
23158	PAMELA ANN TAYLOR	P.TAYLOR: INSTRUCTOR FEES/TC	02/13/2020	400.40
23165	LISA WYCKOFF	L.WYCKOFF; INSTRUCTOR FEES/	02/13/2020	40.95
23166	DUNCAN YOUNG	D.YOUNG/INSTRUCTOR FEES/BE	02/13/2020	635.70
23176	BINGO WEST #4	BINGO WEST #4: BINGO SUPPLIE	02/27/2020	232.95
23180	CITY OF CAMARILLO- CASHIER	CITY OF CAMARILLO: CLEANING	02/27/2020	250.00
23183	THOMAS COSTA	T.COSTA: INSTRUCTOR FEES/PIC	02/27/2020	657.08
23187	JENNIFER ERSONMEZ	J.ERSONMEZ: INSTRUCTOR FEES	02/27/2020	139.75
23190	HOLIDAY GOO	HOLDAY GOO: CANDY FILLED &	02/27/2020	2,394.89
23191	DANIEL E. HOWARD	D.HOWARD: INSTRUCTOR FEES/J	02/27/2020	166.40
23193	ALISON LITTLE	A.LITTLE: INSTRUCTOR FEES/SP/	02/27/2020	31.20
23194	BRYAN MONKA	B.MONKA: INSTRUCTOR FEES/M	02/27/2020	429.00
23197	DEBORAH NORRIS	D.NORRIS: INSTRUCTOR FEES/PI	02/27/2020	1,557.96
23204	BARBARA SPANDRIO	B.SPANDRIO: CLASS REFUND	02/27/2020	43.00
23207	LISA WYCKOFF	L. WYCKOFF: INSTRUCTOR FEES	02/27/2020	215.80
23208	DUNCAN YOUNG	D.YOUNG: INSTRUCTOR FEES/BE	02/27/2020	857.93
23209	JENNIFER BERMAN	J.BERMAN: INSTRUCTOR FEES/P/	02/27/2020	247.00

Total for Department: 03 Recreation

22,362.39

Department: 04 Parks

Check No.	Vendor/Employee	Transaction Description	Date	Amount
0	HERC RENTALS INC.	HERC RENTALS; BOOM RENTAL/	02/13/2020	691.50
0	US BANK	US BANK: CALCARD CHARGES- (02/11/2020	3,744.26
0	DUSTIN FABER	D.FABER: REIMB. FOR BACKFLO'	02/13/2020	661.45
23130	ALL-PHASE ELECTRIC SUPPLY CO	ALL-PHASE ELECTRIC: 50W LED	02/13/2020	4,099.78
23131	B & B DO IT CENTER	B&B:PORCELAIN SOCKETS W/LE	02/13/2020	857.94
23132	BUFFUM'S SAFE & LOCK SVC	BUFFUM'S SAFE & LOCK: REKEY	02/13/2020	107.90
23134	CITY OF OXNARD-CITY TREASUR	CITY OF OXNARD: WASTE DISPO	02/13/2020	678.63
23135	COASTAL PIPCO IRRIGATION INC	COASTAL PIPCO: IRRIGATION SU	02/13/2020	76.44
23136	COUNTY OF VENTURA	COUNTY OF VENTURA: 11/2019 C	02/13/2020	50.00
23137	CRESTVIEW MUTUAL WATER CO.	CRESTVIEW MUTUAL WATER: 01,	02/13/2020	54.00
23139	EMPIRE CLEANING SUPPLY	EMPIRE: JANITORIAL SUPPLIES/A	02/13/2020	4,619.69
23140	FERGUSON ENTERPRISES INC. #1	FERGUSON: LF MVP METERING (02/13/2020	127.73
23142	GRAINGER	GRAINGER: CORDED EAR PLUGS	02/13/2020	32.15
23143	HUB INTERNATIONAL INSURANC	HUB INSURANCE: 01/2020 INSUR,	02/13/2020	-27.56
23150	NAPA AUTO PARTS	NAPA AUTO PARTS: IGNITION CO	02/13/2020	156.97
23151	PERFORMANCE NURSERY	PERFORMANCE NURSERY: PLAN	02/13/2020	219.86
23152	PHOENIX GROUP INFORMATION ;	PHOENIX INFO SYSTEM GRP: PCS	02/13/2020	289.47
23156	SITEONE LANDSCAPE SUPPLY LI	SITEONE: TREE STAKE & EZ BAN	02/13/2020	1,454.61
23159	TURF STAR INC.	TURF STAR: SPACER-PIVOT, TILT.	02/13/2020	690.84
23161	UNITED SITE SERVICES OF CA IN	UNITED SITE SERVICES: TEMP RE	02/13/2020	317.25
23163	W & S SERVICES	W&S: SEWER SERVICE- 12/31/19-0	02/13/2020	514.80
23168	ALL PHASE ELECTRIC	ALLPHASE ELECTRIC: POST TOP	02/13/2020	2,074.19
23169	DIAL SECURITY	DIAL SECURITY:SEC.SERV.-REF.)	02/13/2020	300.00
23173	AMERICAN RESOURCE RECVY	AMERICAN RESOURCE RECVY.: (02/27/2020	947.39
23174	B & B DO IT CENTER	B&B: GLOVES & CABLE TIE/MISS	02/27/2020	130.66
23179	CAMROSA WATER DISTRICT	CAMROSA: WATER SERVICE/ CAN	02/27/2020	1,245.89
23181	CITY OF OXNARD-CITY TREASUR	CITY OF OXNARD: WASTE DISPO	02/27/2020	950.99
23182	COASTAL PIPCO IRRIGATION INC	COASTAL PIPCO: IRRIGATION SU	02/27/2020	290.47
23184	COUNTY OF VENTURA	COUNTY OF VENTURA:12/2019 CI	02/27/2020	25.00
23185	EMG HOLDINGS, LLC	EMG HOLDINGS: 02/2020 BAGS &	02/27/2020	1,400.00
23186	EMPIRE CLEANING SUPPLY	EMPIRE CLEANING SUPPLY: DEG	02/27/2020	72.72
23188	LESLIE S. GILMER III	SG MASONRY: NEW CONCRETE V	02/27/2020	9,395.00
23189	GRAINGER	GRAINGER: QUARTZ METAL HAL	02/27/2020	1,514.27
23192	J. THAYER COMPANY	J.THAYER: TONER CARTRIDGES/I	02/27/2020	339.41
23196	NAPA AUTO PARTS	NAPA AUTO PARTS:WHEEL BEAR	02/27/2020	1,806.33
23198	PHOENIX GROUP INFORMATION ;	Phoenix Group: Processing Fee for De	02/27/2020	236.49
23199	RAIN MASTER IRRIGATION SYST.	RAINMASTER: BILLING PERIOD-	02/27/2020	568.10
23202	SERVITECH, INC.	Servi-Tech Laboratories: Lab Work fo	02/27/2020	29.35
23203	SITEONE LANDSCAPE SUPPLY LI	SITEONE: IRRIGATION SUPPLIES-	02/27/2020	2,998.15
23205	TURF STAR INC.	TURF STAR: SAND PRO PARTS FO	02/27/2020	181.23
23210	LIGHTPOLES PLUS.COM	LIGHTPOLESPLUS.COM: 18' LIGH	02/27/2020	7,389.53
23211	B & B DO IT CENTER	B&B: BULB, SENSOR FOR COMM	02/27/2020	265.43
23212	COUNTY OF VENTURA	COUNTY OF VENTURA: 9/2019 CI	02/27/2020	62.50
23213	COUNTY OF VENTURA	COUNTY OF VENTURA: 10/2019 C	02/27/2020	87.50
23214	FERGUSON ENTERPRISES INC. #1	FERGUSON: PLUMBING SUPPLIE:	02/27/2020	220.88
23216	LYNDA RESTELLI	HIGHLAND BUSINESS FORMS: PA	02/27/2020	1,951.72
23218	SERVITECH, INC.	SERVITECH LABORATORIES: PV ;	02/27/2020	89.00
23219	SITEONE LANDSCAPE SUPPLY LI	SITEONE LANDSCAPE: RAINBIRI	02/27/2020	67.17

Total for Department: 04 Parks

54,057.08

Department: 05 Administration

0	US BANK	US BANK: CALCARD CHARGES- (02/11/2020	2,318.85
0	KAREN ROBERTS	K.ROBERTS: MILEAGE REIMBUR:	02/13/2020	11.37
0	LEONORE YOUNG	L.YOUNG: REIMB. FOR POSTAGE	02/13/2020	7.75
23129	ALLCONNECTED, INC.	ALLCONNECTED: 02/2020 CLOUD	02/13/2020	1,174.00
23144	J. THAYER COMPANY	J.THAYER: MONEY RECEIPT BOO	02/13/2020	198.17
23146	KONICA MINOLTA	KONICA MINOLTA: 01/2020 MAIN'	02/13/2020	968.89
23149	MOSS,LEVY & HARTZHEIM	MOSS,LEVY & HARTZHEIM: STAI	02/13/2020	600.00
23157	CODY SWANSON	C.SWANSON: INTERPRETIVE HIK	02/13/2020	62.50
23160	UMPQUA BANK	UMPQUA BANK: INTEREST PAYM	02/13/2020	16,109.00
23162	VCSDA	VCSDA: VCSDA MEETING- 02/04/2	02/13/2020	330.00
23167	ADVANTAGE TELECOM/A+WIREL	ADVANTAGE TELECOM: 02/2020 I	02/13/2020	1,493.29

Check No.	Vendor/Employee	Transaction Description	Date	Amount
23172	ALESHIRE & WYNDER LLP	ALESHIRE&WYNDER: 1/1/2020-1/1/2020	02/27/2020	8,717.97
23175	BAY ALARM	BAY ALARM: SERVICE CALL FOR	02/27/2020	375.00
23178	CAMARILLO CHAMBER OF COM	CAMARILLO CHAMBER OF COM	02/27/2020	300.00
23192	J. THAYER COMPANY	J.THAYER:LABEL TAPE & BATTEI	02/27/2020	722.22
23195	MOSS,LEVY & HARTZHEIM	MOSS, LEVY & HARTZHEIM: YTD	02/27/2020	560.00
23204	BARBARA SPANDRIO	B.SPANDRIO: CLASS REFUND	02/27/2020	4.00
23206	VENTURA COUNTY STAR	VC STAR: NOTICE OF ADOPTION/	02/27/2020	171.11
Total for Department: 05 Administration				34,124.12
Total for Fund:10 General Fund				224,637.31

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 20 Assessment Fund				
Department: 00 Non Departmentalized				
23177	BRIGHTVIEW LANDSCAPE SERVI	BRIGHTVIEW:02/2020 LANDSCAP	02/27/2020	25,127.50
23201	SCI CONSULTING GROUP	SCI CONSULTING; ASSESSMENT ,	02/27/2020	7,965.00
23215	NATURAL GREEN LANDSACAPES	NATURAL GREEN 02/2020 LANDS	02/27/2020	15,615.08
Total for Department: 00 Non Departmentalized				48,707.58
Total for Fund:20 Assessment Fund				48,707.58

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 30 Park Dedication Fund				
Department: 00				
0	US BANK	US BANK: CALCARD CHARGES- :	02/11/2020	980.81
23217	SBS CORPORATION	SBS CORP.: PVAC SHOWER RR RE	02/27/2020	83,173.66
Total for Department: 00				84,154.47
Total for Fund:30 Park Dedication Fund				84,154.47

Grand Total

357,499.36

**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: April 1, 2020

SUBJECT: FINANCE REPORT FEBRUARY 2020

SUMMARY

Staff is presenting the District's financial report for Fund 10 General Fund, Fund 20 Assessment District Fund and Fund 30 Park Dedication Fund (Quimby Fees) for the month of February 2020 with a prior year comparison.

ANALYSIS OF COMPARATIVE FINANCIAL THROUGH FEBRUARY 29, 2020

Attached you will find the District's Statements of Revenues and Expenditures for the period of July 1, 2019 through February 29, 2020 with a year-to-date comparison for the period of July 1, 2018 through February 28, 2019. The percentage rate used for the 2019-2020 fiscal year budget is 67% for Period 8 of the fiscal year.

REVENUES

Total revenue for the 8th month ending February 29, 2020 for Fund 10 (General Fund) has an overall increase of \$426,578. Most of the increase is due to 1) Property Tax Apportionment increase over prior year (\$169,098) 2) Hill Fire 2018 (\$107,360), 3) Needs Assessment Reimbursement from the City of Camarillo (\$74,966) 4) ROPS Reimbursement (\$26,452) 5) Donations/Contributions (\$19,187) and various other revenue accounts.

Total revenue for the 8th month ending February 29, 2020 for Fund 20 (Assessment District) is at 57.8% of budget. The tax apportionment for December is reflected in the total and various other apportionments continue to trickle in. As of February 29, 2020 the Assessment District has received \$26,772 more than prior year.

Period 8 for Fund 30 (Park Dedication Fee) has received Interest Earnings only for the month of February.

EXPENDITURES

Personnel expenditures have decreased by \$55,231 for FY 2019-2020 in comparison to personnel expense for the same time period as last year. This decrease is due primarily to the timing of the Workers Compensation 4th quarter payment which will be paid in March and was paid in February 2019.

Service and Supply expenditures for Fund 10 have increased \$416,052 in comparison to the same time period as last year. This is due to 1) Hill Fire (\$353,748) and 2) Water (\$48,728) along with other various accounts.

Fund 20 is at 65.0% in Personnel and 81.9% in Services and Supplies with the increase in Services and Supplies primarily due to Contracted Landscaping Services. The 2017 Certificate of Participation payment which is at 100% expensed increases the column titled “% of Budget Used”, therefore making it appear that Fund 20 is over the expense budget by about 15%.

Fund 30 Services and Supplies is at 0.0% in expenses.

Capital projects for fiscal year 2019-2020 are currently underway for Fund 10 and the projects budgeted to Fund 30 Capital, the Pleasant Valley Aquatic Center Restroom and Shower Remodel and the PV Fields Injector are in progress.

FISCAL IMPACT

Overall, the District is under the approved budget for Fund 10 by 5.0%. Fund 20 overall is over budget by 13.6%. This is due to the COP Debt for PV Fields payment being paid in full, which makes the Assessment District appear to be over budget. 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 February 29, 2020 for Fund 10, Fund 20 and Fund 30.

ATTACHMENTS

- 1) Financial Statement of Revenues and Expenditures as of February 29, 2020 Fund 10
(3 pages)
- 2) Financial Statement of Revenue and Expenditures as of February 29, 2020 Fund 20
(1 page)
- 3) Financial Statement of Revenue and Expenditures as of February 29, 2020 Fund 30
(1 page)

General Ledger
Fund 10 General Fund
February 2020 67%

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

General Ledger
Fund 10 General Fund
February 2020 67%

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

General Ledger
Fund 10 General Fund
February 2020 67%

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

Capital - Prior Year Projects

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

Capital - Current Year Projects

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

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

General Ledger
Fund 20 Assessment District Fund
February 2020 67%

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

General Ledger
Fund 30 Quimby Fee Fund
February 2020 67%

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

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

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

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

Park Dedication Fees (Quimby) CASH

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

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By Nick Marienthal, Park Supervisor

DATE: April 1, 2020

**SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION
NO. 646 PROCLAIMING APRIL 2020 AS ARBOR
MONTH**

SUMMARY

Over 140 years ago, Morton Sterling celebrated the first “Arbor Day” in Lincoln, Nebraska. Each year, the Board has chosen to recognize a month as “Arbor Month” to celebrate trees and their importance to the District.

BACKGROUND

Over 140 years ago, Morton Sterling celebrated the first “Arbor Day” in Lincoln, Nebraska. From that date until today the holiday has spread throughout the country and the world. The holiday was originally conceived to educate the public on the value of trees and environmental stewardship. The National Arbor Day Foundation continues to provide valuable research and outreach materials to provide the general public with a full understanding of the costs and benefits of tree planting and restoration. District staff utilizes this information to provide educational community tree planting events.

ANALYSIS

This proclamation acknowledges the District’s continued efforts in educating the public on the value of trees in the urban environment. Staff utilizes tree care professionals and educational material provided by the National Arbor Day Foundation to educate the community on the benefits and value of trees. To continue the tradition celebrating Arbor Day the Pleasant Valley Recreation and Park District is committing to planting 30 trees at parks throughout the District.

FISCAL IMPACT

There is no fiscal impact to the District.

RECOMMENDATION

It is recommended the Board proclaim April 2020 as Arbor Month and adopt Resolution No. 646 to recognize this proclamation within the District, by extending Arbor Day to a full month to emphasize how essential trees are to the health and well-being of the District’s community.

ATTACHMENT

- 1) Resolution No. 646 (1 page)

**RESOLUTION NO. 646
OF THE BOARD OF DIRECTORS
OF PLEASANT VALLEY RECREATION & PARK DISTRICT**

**DECLARING APRIL 2020
ARBOR MONTH**

WHEREAS, Pleasant Valley Recreation and Park District understands the benefits of trees within the community; and

WHEREAS, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, the holiday called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and trees can lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and;

WHEREAS, trees in our community increase property values, enhance economic vitality of business areas, and wherever planted are a source of joy and spiritual renewal,

NOW THEREFORE WE, the Pleasant Valley Recreation and Park District Board of Directors, do hereby proclaim the month of April 2020 as **Arbor Month**, extending Arbor Day to a full month to emphasize how essential trees are to the health and well-being of District's community.

Passed and Adopted this 1st day of April 2020.

Elaine L. Magner, Chair

Neal Dixon, Vice-Chair

Mike Mishler, Secretary

Mark Malloy, Director

Robert Kelley, Director

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

TO: BOARD OF DIRECTORS

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

DATE: April 1, 2020

**SUBJECT: CONSIDERATION AND ADOPTION OF
RESOLUTION NO. 647 PROCLAIMING MAY 2020
AS OLDER AMERICANS MONTH**

SUMMARY

In combination with the Older Americans Act, the City of Camarillo, the State and the County Area Agency on Aging, staff is requesting that the Board proclaim the month of May 2020 as Older Americans Month.

ANALYSIS

The proclamation will be in recognition of the older adult population within the District and the certificate will be displayed at the Pleasant Valley Senior Center throughout the year.

FISCAL IMPACT

There is no fiscal impact to the District.

RECOMMENDATION

It is recommended the Board adopt Resolution No. 647 proclaiming the month of May 2020 as Older Americans Month to recognize the older adult population in the Pleasant Valley Recreation and Park District.

ATTACHMENTS

- 1) Resolution No. 647 (1 page)

**RESOLUTION NO. 647 OF
THE BOARD OF DIRECTORS
OF PLEASANT VALLEY RECREATION & PARK DISTRICT**

**DECLARING THE MONTH OF MAY 2020
OLDER AMERICANS MONTH**

WHEREAS, Pleasant Valley Recreation and Park District is home to more than 15,400 citizens aged 60 years or older; and

WHEREAS, the older citizens of Pleasant Valley Recreation and Park District are representative of an unprecedented trend in the nation's demographic makeup; and

WHEREAS, older persons are, as citizens and community members, entitled to lives of dignity and independence, free from the fears, myths and misconceptions about aging; and

WHEREAS, as America grows older, each community must strive to understand and address the evolving challenges and needs of our older citizens and the people who care for them; and

WHEREAS, our society is dependent upon the nurturing, support, and resources shared between generations, and benefits from our mutual efforts to meet the needs of America's older persons and those who love them,

NOW THEREFORE WE, the Pleasant Valley Recreation and Park District, Board of Directors, do hereby proclaim the month of May 2020 as ***Older Americans Month***.

Passed and Adopted this 1st day of April 2020.

Elaine L. Magner, Chair

Neal Dixon, Vice-Chair

Mike Mishler, Secretary

Mark Malloy, Director

Robert Kelley, Director

**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: April 1, 2020

**SUBJECT: REVIEW AND APPROVAL OF SURPLUS SUPPLIES
AND EQUIPMENT LIST**

RECOMMENDATION

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

BACKGROUND

On April 4, 2018, Pleasant Valley Recreation and Park District adopted a surplus property disposal policy which outlines how the District disposes of surplus equipment and office supplies.

ANALYSIS

Special districts such as PVRPD are not required to maintain a surplus property disposal policy. However, due to recent events within the District such as the office redesign, upgraded IT infrastructure and other capital projects, it has been determined that there is a need to uniformly dispose of surplus personal property owned by the District. In accordance with the Surplus District Property Disposal Policy approved on April 4, 2018, staff has compiled the attached list for board review.

FISCAL IMPACT

There is a possible minor positive fiscal impact from this action upon sale of the surplus supplies and equipment.

RECOMMENDATION

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

ATTACHMENTS

- 1) Surplus Supplies and Equipment List (1 page)
- 2) Surplus District Property Disposal Policy (2 pages)

If Board Approved All Supplies Disposed of by End of Month Unless Otherwise Noted

Pleasant Valley Recreation and Park District

Surplus Supplies and Equipment List - April 2020



Equipment	Model	Serial #	Does it work? Y/N	Condition	Date Acquired	Est. Value	Disposed On	Means
55" Television	UN55MU700DFXZA	06J83CYJ600132A	N	Good	October 2017	\$0.00		
1989 Toyota	1 Ton Flatbed Truck	JT5VN94T5K0007279	Motor/yes Trans/No	Fair	1989	\$1,500.00		
Ziemen Trailer	25 ft Flatbed	Lic # E 951832	Yes	Good		\$2,000-5,000		



PLEASANT VALLEY RECREATION AND PARK DISTRICT

SURPLUS DISTRICT PROPERTY DISPOSAL POLICY Board Approved April 4, 2018

PURPOSE

The Pleasant Valley Recreation and Park District (the District) shall establish an administrative policy for the disposition of surplus personal property, equipment, and materials. This policy does not apply to real property and exists to ensure the receipt of all revenues from the disposal of surplus personal property, equipment, and materials.

POLICY

The General Manager (or his/her designee) shall develop a "Surplus Supplies and Equipment List" ("personal property" or "property") which is surplus. Prior to disposition, the Board shall be provided with, and approve the "List."

DEFINITIONS

- **SURPLUS SUPPLIES AND EQUIPMENT LIST** - List of property which has been determined "surplus" by the General Manager.
- **SURPLUS** – Non "real property" has little or no remaining useful life for the District.

MEANS OF PROPERTY DISPOSAL AND ACCOUNTING

The property may be disposed of as follows:

The first effort shall be to dispose of that property in a manner which is most likely to generate the greatest return to the District. Staff will determine which method of disposal is best. Such methods of disposal include but are not limited to the following:

1. Sale on the open market. The General Manager shall cause to be published at least three days before the sale, in a newspaper circulated throughout the District, and/or by posting on any District website, a notice of sale setting forth a general description of the personal property to be sold, and the day, time and location of the sale. The terms of all such sales shall be cashier's check or money order in the amount of the full purchase price. The District also may conduct a public auction in this manner. The fees for this sale shall be deducted from the proceeds of the sale.
2. Sale by sealed bid. The General Manager may post such property for sale on the District website or on another website for the sale of surplus items (such as eBay) subject to posted rules developed for such sale or the rules of that website.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

SURPLUS DISTRICT PROPERTY DISPOSAL POLICY

Board Approved April 4, 2018

3. **Donation.** The General Manager may, when in his/her judgment the sale or auction of surplus personal property is infeasible or will result in minimal return to the District, cause such surplus personal property to be donated to any other governmental organization or non-profit group or corporation exempt from federal taxes pursuant to Internal Revenue Code Section 501(c) (3) located within or serving the District.
4. **Selling for Scrap.** Surplus property may be sold as scrap if the General Manager deems that the value of its parts exceeds the value of the surplus property as a whole.
5. **No Value Item.** Where the General Manager determines that property is surplus and of minimal or no value to the District or the cost of disposal of such property would exceed the recovery value, the General Manager shall dispose of the same in such a manner he or she deems appropriate and in the best interest of the District.
6. **No employee or Director of the District or his/her immediate family may acquire any District surplus property.**

Accounting for the disposition of personal property, equipment and materials:

When so authorized to sell, donate, recycle, and scrap District property, the employee directed to undertake such activity shall:

1. Remit the entire proceeds from any such activity to the District's Administrative Manager.
2. Complete receipt documentation form for the disposal of surplus personal property, equipment and materials and submit with proceeds, if any, to the District's Administrative Manager.

Administrative Department shall:

1. Make adjustments to the Surplus Supplies and Equipment List
2. Deposit all proceeds from the disposition of surplus personal property, equipment and materials into the General Fund.
3. Cause licenses and title documents to be executed and transferred upon verification of receipt of funds.
4. Authorize the delivery of the surplus property.

**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: April 1, 2020

SUBJECT: PLEASANT VALLEY COOPERATIVE PRESCHOOL AGREEMENT

SUMMARY

In 2014, the Pleasant Valley Recreation & Park District (“District”) and the Pleasant Valley Cooperative Preschool (“PVCoOp” or “Renter”) entered into a Contract Operator Agreement (“Agreement”) for use of District property located at 480 Skyway Dr, Camarillo, CA 93010 (“Freedom Park”). In 2017, the parties agreed to a second Agreement, effective through July 2020.

On August 27, 2019, PVCoOp and the District agreed they would like to continue the relationship and seek a third Agreement (Attachment 1).

BACKGROUND

2013 Agreement (Sept 1, 2014 - June 30, 2017) (Attachment 2)

This Agreement outlined facility use days, times, and locations and responsibilities of each party in relation to the facility. Renter paid a fixed rate for rent, gas, and water for each month of the Agreement #1 (10 months per year), summarized below. PVCoOp pays electricity directly.

Contract Year	Monthly Rent	Monthly Gas	Monthly Water	Monthly Total	Annual Total
2014-2015	\$550.00	\$ -	\$ -	\$550.00	\$5,500.00
2015-2016	\$550.00	\$ -	\$40.00	\$590.00	\$5,900.00
2016-2017	\$600.00	\$40.00	\$20.00	\$660.00	\$6,600.00
TOTAL					\$18,000.00

This 3-year Agreement had a renewal clause for an additional 3-years under the same terms and conditions and PVCoOp provided written notice that they wished to execute. Renter paid the following for each month of Agreement #2 (10 months per year):

Contract Year	Monthly Rent	Monthly Gas	Monthly Water	Monthly Total	Annual Total
2017-2018	\$600.00	\$20.00	\$40.00	\$660.00	\$6,600.00
2018-2019	\$600.00	\$20.00	\$40.00	\$660.00	\$6,600.00
2019-2020	\$600.00	\$20.00	\$40.00	\$660.00	\$6,600.00
TOTAL					\$19,800.00

The value of the 6-year Agreement was **\$37,800** in revenue to the District.

On August 27, 2019, PVCoOp and the District agreed they would like to continue the relationship and seek a third Agreement (Attachment 1). Staff and the PVCoOp have worked together to find agreeable terms for a 3rd Agreement.

ANALYSIS

Since the FY15-16 budget year, the District’s annual gas (10-04-410-416-7810) and water (10-04-410-416-7820) expense has changed by -1%. The chart below summarizes the change.

Fiscal Year	Gas Expense	Water Expense	Total	% Change
FY15-16	\$389.17	\$617.74	\$1,006.91	-
FY16-17	\$384.38	\$395.35	\$779.73	(23%)
FY17-18	\$188.77	\$447.95	\$636.72	(18%)
FY18-19	\$304.68	\$403.66	\$708.34	11%
FY19-20	\$403.07	\$492.93	\$896.00	26%
TOTAL			\$4,027.70	
OVERALL % INCREASE (DECREASE)				(1%)

The figures above represent a 12-monthly average of \$27.83 and \$39.29 in expenses for gas and water, respectively. The Park Services Department has indicated an overall increase to the District’s gas (4%) and water (5%) budgets for FY20-21. To keep up with increased expenses, a one-time, flat 2.50% increase to rent, gas, and water is included as part of the new Agreement. This increase is reflected in the chart below.

Contract Year	Monthly Rent	Monthly Gas	Monthly Water	Monthly Total	Annual Total
2020-2021	\$615.00	\$20.50	\$41.00	\$676.50	\$6,765.00
2021-2022	\$615.00	\$20.50	\$41.00	\$676.50	\$6,765.00
2022-2023	\$615.00	\$20.50	\$41.00	\$676.50	\$6,765.00
TOTAL					\$20,295.00

The value of the 3-year Agreement is **\$20,295.00** (a \$495.00 overall increase) in revenue to the District.

FISCAL IMPACT

This Agreement provides the District \$6,765.00 in revenue annually (a \$165.00 annual increase). The total revenue for the 3-year Agreement is \$20,295.00.

RECOMMENDATION

It is recommended that the Board of Directors approve a 3-year Agreement (Agreement #3) with the Pleasant Valley Cooperative Preschool for use of District properties at Freedom Center.

ATTACHMENTS

- 1) Pleasant Valley Cooperative Preschool Agreement #3 (Sept 2020-July 2023) (14 pages)
- 2) Pleasant Valley Cooperative Preschool Agreement #1 (Sept 2014-July 2020) (18 pages)

**AGREEMENT FOR OPERATION OF
PLESANT VALLEY COOPERATIVE PRESCHOOL FACILITY
AT FREEDOM PARK CAMARILLO**

This Agreement is by and between the Property Owner, Pleasant Valley Recreation and Park District ("District"), and the Contract Operator, Pleasant Valley Cooperative Preschool, a California Not-for-Profit Organization ("Operator").

RECITALS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5. **Term of Agreement.** The term of this Agreement shall be three (3) years, commencing on September 1, 2020 and terminating July 31, 2023. The parties shall then meet to discuss any potential extension.

On the expiration or termination of this Agreement, Operator shall promptly surrender and deliver the Facility to District in good condition and repair subject to reasonable wear and tear and shall surrender all keys to the Facility or, in the event of the loss of any keys, Operator shall reimburse District for the cost of replacing same. At the expiration of this Agreement, if Operator holds over for any reason, it is agreed, in absence of a written agreement to the contrary, tenancy shall then be from month-to-month only and not a renewal of this Agreement, or an extension for any further term.

6. **Fees to Be Charged.** The fees charged shall be generally consistent with charges made by similar facilities in Ventura County and Southern California. Operator must provide

District with a fee schedule and notice of any fee changes thirty (30) days in advance of the proposed implementation of revised fees.

7. Utility Payments by Operator.

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

B. Operator shall pay \$20.50 per month towards gas and \$41.00 per month towards water.

Upon renewal of additional three (3) year agreement, Operator and District will review average water and gas costs. Operator will make agreed upon utility contribution payable with monthly rent.

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

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

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

The parties acknowledge and agree the maintenance of the backyard is the responsibility of the Operator. The Operator will maintain the back yard including, but not limited to the safe operation of the playground, playground surfacing, grass, walkways, fencing, windscreen, shed, toys and all other items contained within the backyard of the facility. The District shall provide the Operator with the following tools: electrical rotary power push lawnmower and one 100' extension cord. The Operator shall maintain lawnmower and tools at Operator's expense.

The District will provide the removal of fallen leaves twice per year on a designated day in the Fall and Spring. The District will also provide maintenance to the irrigation system as required, repair of sprinkler heads, valves and ground lines as needed.

Safe storage of the lawnmower, power cord and tools are the responsibility of the Operator. Upon termination of this agreement, Operator will return the equipment noted above or items of similar value to the District in a safe, good working condition. The District is not responsible for theft or loss of items in facility of backyard.

At the conclusion or termination of this Agreement for any reason (including default), any and all moveable improvements, equipment and supplies present at the Facility shall be the property of Operator and must be removed within twenty (20) days after termination of this Agreement. Operator shall not remove any improvements, fixtures or equipment which have become a physical part of the Facility. All such items which have become a part of the Facility shall be delivered to District in a state of good condition and repair. Operator shall also deliver to District all monies and other property due to District under this Agreement. Operator shall also deliver to District all materials, property, copies of records, and other items which would have been provided to District or which District would have been permitted to inspect pursuant to Section 16.

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

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

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

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

11. Insurance and Indemnity.

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

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

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

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

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

A. For each year of this Agreement, Operator shall pay District a monthly amount, for the 10 (ten) months of operations, according to the following schedule:

September 1, 2020 to August 31, 2021 - \$615 per month

September 1, 2021 to August 31, 2022 - \$615 per month
September 1, 2022 to August 31, 2023 - \$615 per month

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

- B. If a rent payment is received after the 7th day of any month, a late \$100 late fee shall be charged and payable immediately.
- C. If Operators does not perform backyard maintenance in the manner as stated above, a 30 (thirty) day default notice shall be written to Operator. After 30 (thirty) days, if the backyard maintenance is not completed to the condition states above, the District will assume those maintenance responsibilities for the length of the contract. Once the District begins maintenance of the backyard, the Operator will be required to reimburse the District for costs associate with completing those tasks. Operator will also be responsible to pay full utility costs, from that date forward for the remaining length of the agreement, including the months of July and August.

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

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

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

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

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

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

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

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

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

In the event District determines that Operator has defaulted in any of its obligations under this Agreement, District shall deliver to Operator a written notice advising Operator of the provisions of this Agreement in which it is in default. The notice serves as notification that

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

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

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

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

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

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

To the District
Pleasant Valley Recreation and Park District
1605 E. Burnley Street
Camarillo, California 93010
Attention: General Manager

To the Operator
Pleasant Valley Cooperative Preschool
440 Skyway Drive
Camarillo, CA 93010
Attention: Director or President

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

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

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

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

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

26. Entire Agreement. This Agreement represents the entire Agreement between the parties with respect to the subject matter of this Agreement and supersedes all prior oral or written Agreements, understandings, representations, and covenants.

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

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

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

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

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

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

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

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

“Operator”
Pleasant Valley Cooperative Preschool

_____, President
Date: _____

“District”
Pleasant Valley Recreation and Park District

_____, General Manager
Date: _____

Attachments:
Attachment A – Map
Attachment B – Insurance Requirements
Attachment C – Accident Report

Attachment A – Freedom Park with Pleasant Valley Cooperative Preschool shown



Attachment B – Insurance Requirements

B. REQUIRED INSURANCE

Coverage must be general liability for at least \$1,000,000 per occurrence for bodily injury and \$100,000 for property damage, or \$1,000,000 combined single limit and must list Pleasant Valley Recreation & Park District as additionally insured on a separate endorsement and on the certificate. **The District shall determine the amount of liability insurance required.**

Insurance certificate must include the date of use, location of event, limits of liability, Pleasant Valley Recreation & Park District as named insured, and must cover the entire event.

The following groups and organizations must provide insurance for use of "District" facilities, regardless of type of event(s):

- i. Sports leagues using "District" facilities for regular play
- ii. All Sport Organizations
- iii. Private Instruction (i.e. Personal Training, Dog Obedience Class, Clinics)
- iv. Bounce House/Entertainment Attractions
- v. All Runs/Walks/Cycling/Parades/Events
- vi. All Vendors
- vii. Special Events
- viii. Events with more than 300 attendees, whether the event is private or open to the public.

Attachment C – Accident Report



ACCIDENT REPORT Date of Report: _____

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

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

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

Date of Accident: _____ Time: _____ Facility: _____

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

Disposition: Home: _____ Hospital (Name): _____

Doctor: _____ Other: _____ Taken By: _____

Ambulance Service (Name): _____

Description of Injury: _____

Part(s) of Body Injured: _____

Description of Accident: _____

Describe First-Aid Administered: _____

Witnesses

Name: _____ Phone: (____) _____

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

Name: _____ Phone: (____) _____

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

Name: _____ Phone: (____) _____

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

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

Report completed by: _____ Title: _____ Date: _____

Supervisor Signature: _____ Date: _____

General Manager Signature: _____ Date: _____

Risk Manager Signature: _____ Date: _____

F

**AGREEMENT FOR OPERATION OF
PLEASANT VALLEY COOPERATIVE PRESCHOOL FACILITY AT
FREEDOM PARK CAMARILLO**

This Agreement is by and between the Property Owner, Pleasant Valley Recreation and Park District, ("District"), and the Concessionaire, Pleasant Valley Cooperative Preschool, a California Not-for-Profit Organization ("Operator").

RECITALS

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

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

C. Operator proposes to operate and maintain the Facility for public use.

D. The parties to this Agreement desire to set forth their mutual understanding and agreement as to the terms and conditions of the operation and maintenance of the Facility by Operator.

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

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

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

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

District shall make parking available for patrons and employees of the Facility. Parking shall either be available on or adjacent to the Facility, on a non-exclusive basis.

The Facility shall be operated by the Operator only during the times Freedom Park is open to the public as a public recreational facility. If Operator subsequently determines that it would be advantageous to operate the Facility at times when Freedom Park is not otherwise open to the public. Operator may request authorization to keep the Facility open during such times. Hours of operation will be visibly posted by Operator at the Facility and in various ways to communicate effectively to the public.

District shall have sole discretion in deciding whether to approve or disapprove such request. If authorized to keep the Facility open at such times, Operator shall be responsible for providing adequate security to the Facility and its patrons.

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

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

5. Term of Agreement. The term of this Agreement shall be three (3) years, commencing on September 3, 2014 and terminating September 2017.

Operator shall have the option to renew the term of this Agreement if it meets all Performance Goals during this initial term Exhibit "B" and incorporated by reference herein. The renewal period shall be for one (1) additional three (3)-year period, exercisable by District's acceptance of Operator's written notice to District at least ninety (90) days prior to expiration of this initial term. If District does not accept Operator's written notice the agreement expires as stated above.

6. Fees To Be Charged. Operator shall charge fees to the general public, for the uses outlined in Section 2, at a rate and level acceptable to District in District's sole discretion. The fees charged shall be generally consistent with charges made by similar facilities in Ventura County and Southern California. Operator will provide District a fee schedule and notice of any fee changes thirty (30) days in advance of the proposed implementation of the fees.

7. Utility Payments by Operator.

A. Owner shall transfer all electrical services into Operator's name upon approval of this agreement.

B. Operator shall pay an agreed upon pro-rated amount as scheduled:

- September 1, 2015 - \$40 per month for the shared use of water
- September 1, 2016 - \$40 per month for shared use of water/sewer and \$20 per month for gas - both payable with monthly rent.

Upon renewal of additional three (3) year agreement Operator and District will review average water and gas costs. Operator will make agreed upon utility contribution payable with monthly rent.

8. Direct Cost Services. Operator shall be responsible for costs associated with services or equipment provided or used at the site for the sole benefit of the Operator's site users. Examples of such services are: porta-potty/sink rentals and service, cleaning and gardening. The District is not fiscally responsible for direct cost services to the site.

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

In the event the Facility, or any improvements, equipment or fixtures therein are damaged or destroyed by any cause, including, but not limited to damage or destruction from natural causes such as fire, explosion, smoke, lightning,

flood, earthquake, and storm, and also including but not limited to damages resulting from human acts such as vandalism, mischief, riot or public disorder, aircraft and vehicular damages, and similar causes, regardless of whether said cause of damage or destruction was within or outside the control of Operator, Operator shall promptly repair such damage or destruction and restore the Facility to its condition prior to such damage or destruction as quickly as repairs or restoration can reasonably be made except, for damage or destruction caused by the active or sole negligence or willful misconduct of District, its agents or employees. All costs associated with the repair or restoration of the Facility shall be borne solely by the Operator, except to the extent that such costs are covered by Operator's insurance.

The parties acknowledge and agree the maintenance of the backyard is the responsibility of the Operator. The Operator will maintain the back yard including, but not limited to the safe operation of the playground, playground surfacing, grass, walkways, fencing, windscreen, shed, toys and all other items contained within the backyard of the facility. The District shall provide the Operator with the following tools: electrical rotary power push lawnmower and one 100' extension cord. The Operator shall maintain lawnmower and tools at Operator's expense.

The District will provide the removal of fallen leaves twice per year on a designated day in the Fall and Spring. The District will also provide maintenance to the irrigation system as required, repair of sprinkler heads, valves and ground lines as needed.

Safe storage of the lawnmower, power cord and tools are the responsibility of the Operator. Upon termination of this agreement, Operator will return the equipment noted above or items of similar value to the District in a safe, good working condition. The District is not responsible for theft or loss of items in facility of backyard.

At the conclusion or termination of this Agreement for any reason (including default), any and all moveable improvements, trade fixtures, equipment and supplies present on the Facility shall be and remains the property of Operator. Operator shall remove all such items within twenty (20) days after termination of the Agreement. Operator shall not have the right to remove any improvements, fixtures or equipment which has become a part of the Facility. All such items which have become a part of the Facility shall be delivered to District in a state of good condition and repair. Operator shall also deliver to District all monies and other property due to District under this Agreement. Operator shall also deliver to District all materials, property, copies of records, and other items which would have been provided to District or which District would have been permitted to inspect pursuant to Section 16.

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

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

Prior to any such work, Operator shall submit to District for review plans, specifications and drawings detailing the proposed work. The plans, specifications and drawings shall be submitted in a form satisfactory to District. District in its sole discretion may require Operator to make changes to the plans, specifications or drawings. Although District in such event may review, require changes to, and ultimately in its sole discretion approve such plans, specifications and drawings, District shall bear no liability or responsibility whatever for the plans, specifications or drawings.

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

11. Insurance and Indemnity.

A. Insurance and Indemnity. In order to protect itself and Operator from loss resulting from damage to or destruction of the Facility, District during the term of this Agreement shall maintain casualty loss insurance adequate to restore fully the Facility in the event of partial or total destruction. This insurance shall include extended coverage insurance and earthquake insurance.

B. Liability Insurance. Operator shall procure and maintain throughout the term of this Agreement Commercial General Liability insurance in a form and with coverage acceptable to District. District shall be named as an "Additional Insured" under said insurance, and the insurance carrier shall issue an

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

C. **Indemnification/Hold Harmless.** Operator agrees to indemnify, defend and hold harmless District and its directors, officers, employees, representatives, agents and volunteers from and against any and all claims, liability, damages, losses, expense and costs (including costs and reasonable attorney fees in litigation) of any nature, including personal injury, death, or property damage, sustained by any person (whether participant, spectators, or third party) in connection with or arising out of the design and operation of the Facility and the public's use thereof, or in connection with Operator's performance of its obligations hereunder or Operator's failure to comply with such obligations, except such loss or damage caused by the active negligence, sole negligence or willful misconduct of District. Procurement of liability insurance by Operator shall not affect or alter Operator's indemnity obligations to District. These indemnification provisions shall survive the term of this Agreement.

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

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

A. For each year of this Agreement, Operator shall pay District a monthly amount, for the 10 (ten) months of operation, according to the following schedule:

- September 1, 2014 to June 30, 2015 - \$550 per month
- September 1, 2015 to June 30, 2016 - \$550 per month, plus utility contribution as stated in section 7 B.
- September 1, 2016 to June 30, 2017 - \$600 per month, plus utility contribution as stated in section 7 B.

Upon renewal of Agreement for additional three (3) year term, rent will remain \$600 per month and utilities will be paid as stated in Section 7B.

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

A monthly attendance record will accompany the monthly rent payment.

B. If a rent payment is more than seven (7) days late a \$100 late fee shall be charged and payable immediately.

C. If Operator does not perform backyard maintenance in the manner as stated above, a 30 (thirty) day default notice shall be written to Operator. After 30 (thirty) days, if the backyard maintenance is not completed to the condition stated above, the District will assume those maintenance responsibilities for the length of the contract. Once the District begins maintenance of the backyard, the Operator will be required to reimburse the District for costs associated with completing those tasks. Operator will also be responsible to pay full utility costs, from that date forward for the remaining length of the agreement, including the months of July and August plus 50% of the water costs.

D. Accompanying each payment to the District shall be a written monthly attendance report.

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

Promptly upon Operator obtaining knowledge thereof, a statement

describing all significant occurrences and circumstances (including significant personal injury to or death of any Facility patron, spectator, bystander, or third party) affecting the Facility or its operation, and all occurrences and circumstances affecting in any manner District's rights under this Agreement, shall be given to District. Without limiting the foregoing, Operator shall promptly notify District in writing of the commencement of any legal actions or legal actions or proceedings affecting, or relating to, the Operator, the Facility, or the operations of Operator under this Agreement. Operator shall not be obligated to prepare any federal, state, or local tax returns relating to this Agreement for District. In addition to the reports and records described in this paragraph and elsewhere in this Agreement, Operator at its sole expense shall furnish to District such further information concerning the operation, management, promotion, repair, servicing, and maintenance of the Facility, that may be requested from time to time by District.

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

16. Relationship of Parties. The relationship of Operator to District under this Agreement shall be that of an independent contractor using District property for the operation of Operator's independent business. Nothing contained in this Agreement shall be construed as creating a partnership or joint venture between the parties, and nothing in this Agreement shall be construed as creating a relationship of principal and agent. Operator shall have no right to obligate District in any manner whatsoever. Operator is and shall be an independent business solely responsible for performance of the obligation assumed by Operator under this Agreement and solely responsible for the operation and maintenance of the Facility. All personnel employed in connection with Operator's use and operation of the Facility shall be employees of Operator, and they shall have no employment relationship with District. Operator shall be solely responsible for all matters concerning the employment of such individuals, including, but not limited to, the hiring, promoting, supervision, training, discharge, and compensation of such personnel. Operator shall be solely responsible for establishing policies and procedures relating to the employment of such personnel. However, in recognition of the fact that the site is owned by a public entity, Operator agrees that it shall not discriminate against any employee because of race, creed, color, age, sex, sexual orientation, marital status, national origin, or handicap or disability. Such action shall include, but not be limited to, the following: employment, upgrading, promotion, demotion, or transfer, recruitment or recruitment advertising, layoff or determination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Operator agrees to post in conspicuous places,

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

17. Default. If Operator defaults in its performance of any provision contained in this Agreement after any applicable cure period, District may exercise any and all remedies which may be available to District pursuant to law, and District may exercise any and all remedies granted to District pursuant to this Agreement. Each and every covenant and Agreement contained herein to be kept and performed by Operator is expressly made a condition of this Agreement, and upon a breach thereof, if not remedied by Operator, District may exercise any and all rights of entry upon the Facility and may terminate this Agreement. In the event District determines that Operator has defaulted in any of its obligations under this Agreement, District shall deliver to Operator a written notice advising Operator of the provisions of this Agreement in which it is in default. The notice may also serve as notification that Operator shall have a right to remedy its defaults in performance of its obligations under this Agreement in accordance with the provisions of this paragraph. In the event Operator defaults in the payment of any funds to District, Operator shall have a period of seven (7) days within which to remedy the default. If Operator defaults in the performance of any other obligation under this Agreement, Operator shall have a period of thirty (30) days within which to remedy such default. If Operator does not remedy a default in its obligations under this Agreement pursuant to the remedy provisions provided above, all rights of Operator to use the Facility shall forthwith cease and terminate upon delivery to Operator of a notice of termination by the District.

In the event of such termination, Operator shall receive no compensation for construction of any Facility improvements made by Operator. Upon termination of this Agreement, Operator shall continue to be fully liable for its respective obligations that have accrued up to and including the termination date, and shall promptly pay to District all amounts due under the terms of this Agreement. Such payment shall be made as soon after the effective date of the termination, as such amounts are determinable upon the effective date of the termination. Operator shall within twenty (20) days after termination undertake and complete all actions required in accordance with the final paragraph of Section 9 herein.

18. Operation of Facility. In addition to its other covenants contained herein, Operator agrees to operate the Facility in an efficient manner as a high quality cooperative preschool program, and at all times maintain an organization and personnel sufficient to enable it to carry out all of its duties, obligations, and functions under this Agreement. Operator shall properly supervise and direct its employees and other parties implementing the performance of its duties, obligations and functions under this Agreement, and Operator shall be fully responsible for the

performance of such employees and other parties. Further, Operator shall directly supervise, manage, and at Operator's sole expense, be responsible for the provision of all independent contractors, suppliers, and entities engaged in the operation, repair maintenance, servicing, and promotion of its business and activities on the premises and in any other activity within the scope of this Agreement including, without limitation, those contractors, suppliers and entities: (a) necessary for the provision of all utility, repair, restoration, maintenance, and security services, (b) necessary to the operation of a high quality cooperative preschool facility, and (c) otherwise required by this Agreement. Without limiting the application of any higher standards required pursuant to (a), (b), and (c) immediately above, Operator at its sole expense shall comply with any requirements of the insurance policies and insurance carriers (including District's carriers) insuring the premises.

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

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

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

To the District

Pleasant Valley Recreation and Park District
1605 Burnley Street
Camarillo, California 93010
Attention: Recreation Services Manager

To the Operator

Pleasant Valley Cooperative Preschool
C/O Dona Stone-Fuller; President
440 Skyway Drive
Camarillo, CA 93010

Either party may from time to time specify in writing to the other party a different

address to which notice shall be sent. All notices sent to that party following the giving of such notice shall be sent to the new address.

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

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

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

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

25. **Entire Agreement.** This Agreement represents the entire Agreement between the parties with respect to the subject matter of this Agreement and supersedes all prior oral or written Agreements, understandings, representations, and covenants.

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

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

All references in this Agreement to sections shall refer to the corresponding article of this Agreement.

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

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

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

31. Alcohol. At no time shall Operator or an agent thereof be allowed to sell or give away alcohol at the Facility or on the property of District.

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

In witness whereof, District and Operator have executed this Agreement on October 1, 2014 at Camarillo, California.

Pleasant Valley Recreation and Park District
A California Special District

By: Amy Stewart
Its: Recreation Services Manager
Date: October 1, 2014

“District”

Pleasant Valley Cooperative Preschool

By: Dona Stone-Fuller
Its: President
Date: Oct 22, 2014

“Operator”

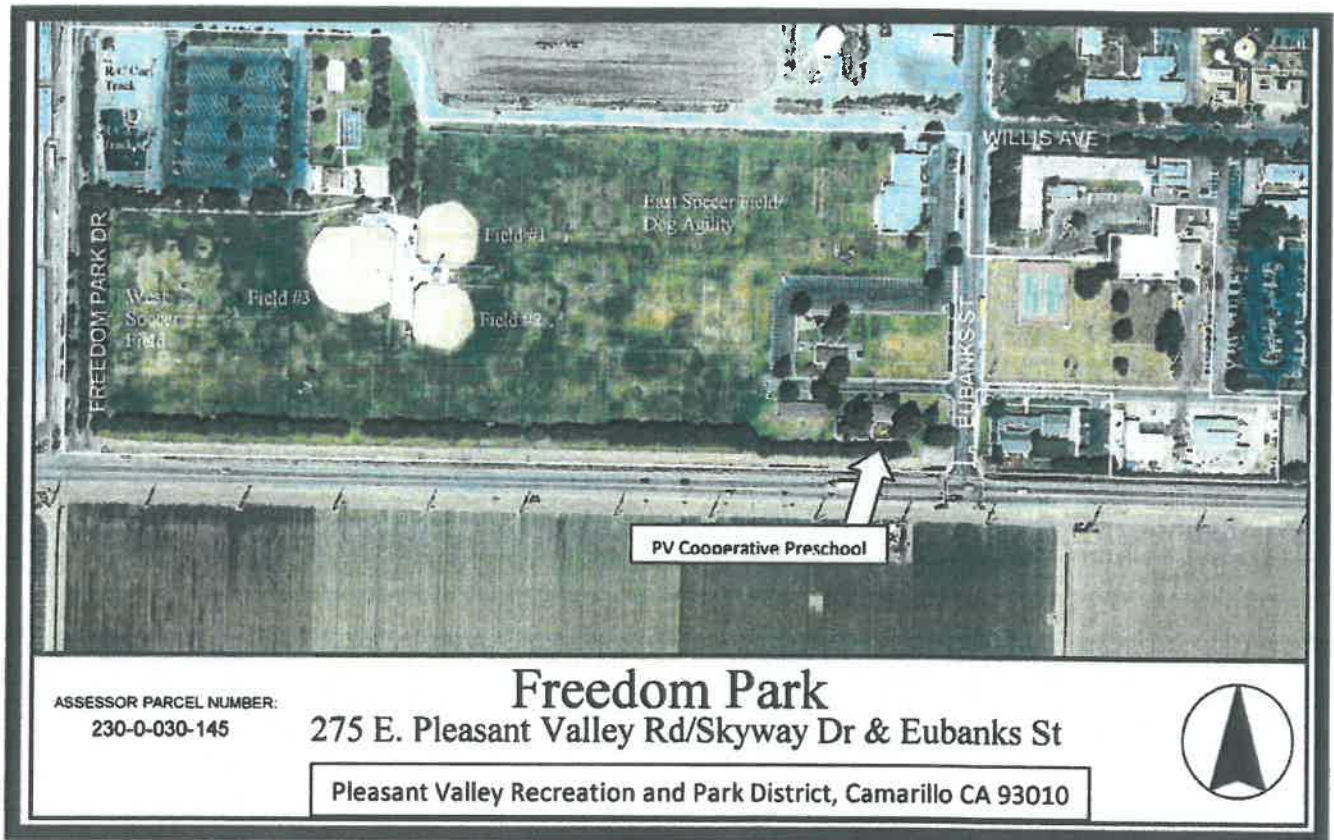
Attachments:

Exhibit A – Map

Exhibit B – Performance Goals

Attachment A

Pleasant Valley Cooperative Preschool



PLEASANT VALLEY COOPERATIVE PRESCHOOL ANNUAL PERFORMANCE GOALS FY 2014–2017
Exhibit B

Operator Responsibilities 2014-15:

Facility & Programming:

1. Begin outdoor classroom design, establish committee, present plans to District
2. Evaluate outdoor play equipment and toys, budget for replacement items and establish a timeline for replacement
3. Evaluate cost for adding DSL/voice over to the teacher's office
4. Investigate sky lighting when new roof is repaired or installed
5. Attend annual PVRPD board meeting
6. Evaluate staff documents and job descriptions
7. Document goals, performance evaluations of staff
8. Enhance outdoor curriculum
9. Evaluate possible computer in classroom (touch screen donation)
10. Increase advertisement and marketing through various local methods

Operator Responsibilities 2015-17:

Facility & Programming:

1. Implement outdoor classroom design plans & outdoor classroom
2. Investigate ways to increase funding for yard renovations
3. Collaborate with District staff to provide CPR & First Aid class to parents and preschool staff
4. Attend annual PVRPD board meeting
5. Evaluate need for interior paint
6. Review and prepare budget

PVRPD Responsibilities – through 2017

1. Provide equipment as identified in agreement to maintain backyard
2. Maintain irrigation as stated in agreement
3. Provide leaf removal as stated in agreement
4. Assist with advertisement of school- email/fliers/website, etc.
5. Attend annual co-op board meeting
6. Meet with Director and/or President quarterly
7. Grind uneven areas of cement walkway
8. Repair or replace roof as needed
9. Provide tree care as necessary

**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: April 1, 2020

**SUBJECT: LUMP SUM VS MONTHLY CALPERS UNFUNDED
LIABILITY PAYMENT**

SUMMARY

Pleasant Valley Recreation and Park District is required to make payments to the California Public Employees Retirement System (PERS) annually toward the PERS Unfunded Accrued Liability (UAL). These payments can be made either monthly during the fiscal year or one annual payment during the fiscal year. Due to cash constraints in the past, the District has made monthly payments but since fiscal year 2017-2018 the District has been able to make one annual payment which allows the District to forego the interest expense that is added to the payment if made monthly.

BACKGROUND

Due to poor returns on investments in the prior years, California Public Employment Retirement System (CalPERS) has implemented an Unfunded Accrued Liability (UAL) for all CalPERS agencies to pay. This system allows agencies to either pay one annual lump sum which is due by July 31st of each year or monthly payments that are due over a period of 12 months during the fiscal year. If the District opts to pay the UAL monthly, the interest rate charged to the District would be 7.25%.

For fiscal year,2015-2016 and 2016-2017, the District made monthly payments to CalPERS to ensure there would be adequate cash on hand to cover the District's financial obligations until the December tax apportionment was deposited. For fiscal year 2017-2018, 2018-2019 and 2019-2020, the District made the lump sum annual payment and did not have to borrow to meet the expenses through December.

In February 2018 the CalPERS board voted to shorten the period over which actuarial gains and losses are amortized from 30 years to 20 years for the new pension liabilities. This change took effect on June 20, 2019 and is reflected in the amortization schedules attached. CalPERS made the policy change because it was concerned that the prior amortization schedule payments on the liabilities would not cover the interest accrual. CalPERS hopes that by reducing the amortization period the unfunded liability will increase funding ratios and provide a faster recovery of the funds. This decision of having a shorter amortization period will increase the contributions the District will need to make in the future to CalPERS as well as the lump sum payments.

The discount rate is what CalPERS assumed would be earned with their \$354 billion dollar investment. This component is used in calculating the amount of money contributed by those who are part of the CalPERS system. Interest rates were not as high as projected and have not been for quite some time. Currently, more money is going out in pensions than coming in for the following reasons: CalPERS has a low funded status, the decline in the number of active workers supporting retirees, and a low-return investing environment.

ANALYSIS

Currently there are two options for making this payment to CalPERS for fiscal year 2020-2021, the lump sum option and the monthly payment option.

1. Lump Sum Total - \$386,783 2.5% at 55
2. Lump Sum Total - \$ 438 2.0% at 60
3. Lump Sum Total - \$ 1,109 2.0% at 62
4. 12 Monthly Payments - \$33,474.37 totaling \$401,692.44

If the District opted for the lump sum payment, this would equal a savings of \$13,362.44.

The Board should also consider the timing of the receipt of the tax apportionment from the County. This fiscal year (2019-2020) was the fourth year the District did not have to borrow funds from its Capital Fund. The general fund balance in December 2019 was approximately \$248,782. If the Board approves the lump sum options, staff does not foresee having to borrow from the Capital Account but for precautionary measures may bring a request to borrow from Capital if needed in the December 2020 Board Meeting.

The below table shows how quickly the unfunded liability is increasing for the District. The three plans are shown for both June 30, 2019 and June 30, 2020.

Plan	Unfunded Liability June 30, 2019	Unfunded Liability June 30, 2020
2.5% @ 55	\$5,267,641	\$5,945,052
2% @ 60	\$26,912	\$23,377
2% @ 62	\$12,472	\$23,905

FISCAL IMPACT

The fiscal impact for fiscal year 2019-2020 is as follows if the District follows the Amortization Schedule:

Plan	Rate	Unfunded Liability Payment Lump Sum
2.5% @ 55	11,742%	\$386,783
2% @ 60	8.794%	\$438
2% @ 62	7.732%	\$1,109

Using the budget work papers calculations for fiscal year 2020-2021 (which will go before the Board in the budget workshops scheduled for May), the cost of CalPERS retirement is estimated to cost \$388,330.

RECOMMENDATION

It is recommended the Board approve for staff to pay the lump sum for all three CalPERS Plans lump sum for fiscal year 2020-2021.

ATTACHMENT

- 1) CalPERS Amortization Schedules (3 pages)

Amortization Schedule and Alternatives

Date	<u>Current Amortization Schedule</u>		<u>Alternate Schedules</u>			
	Balance	Payment	15 Year Amortization		10 Year Amortization	
	Balance	Payment	Balance	Payment	Balance	Payment
6/30/2020	5,945,052	400,092	5,945,052	536,206	5,945,052	733,023
6/30/2021	5,947,348	454,151	5,806,550	550,952	5,602,961	753,181
6/30/2022	5,893,885	499,648	5,643,099	566,103	5,216,072	773,894
6/30/2023	5,789,617	526,961	5,452,534	581,671	4,780,675	795,176
6/30/2024	5,649,798	556,216	5,232,527	597,667	4,292,786	817,043
6/30/2025	5,469,929	571,512	4,980,572	614,103	3,748,125	839,512
6/30/2026	5,261,647	587,229	4,693,979	630,991	3,142,097	862,598
6/30/2027	5,022,528	603,378	4,369,856	648,343	2,469,765	886,320
6/30/2028	4,749,966	619,971	4,005,094	666,172	1,725,832	910,693
6/30/2029	4,441,161	637,020	3,596,357	684,492	904,612	935,738
6/30/2030	4,093,104	654,538	3,140,058	703,316		
6/30/2031	3,702,562	672,538	2,632,346	722,657		
6/30/2032	3,266,063	667,446	2,069,089	742,530		
6/30/2033	2,804,276	661,566	1,445,846	762,949		
6/30/2034	2,316,246	645,755	757,854	783,931		
6/30/2035	1,810,408	617,964				
6/30/2036	1,297,910	304,611				
6/30/2037	1,073,671	269,214				
6/30/2038	870,351	231,639				
6/30/2039	691,666	202,220				
6/30/2040	530,904	183,160				
6/30/2041	378,606	142,254				
6/30/2042	257,960	133,471				
6/30/2043	137,953	104,241				
6/30/2044	39,782	41,151				
6/30/2045						
6/30/2046						
6/30/2047						
6/30/2048						
6/30/2049						
Totals		10,987,946		9,792,083		8,307,177
Interest Paid		5,042,894		3,847,031		2,362,125
Estimated Savings				1,195,864		2,680,770

Amortization Schedule and Alternatives

Date	Current Amortization Schedule		Alternate Schedules			
	Balance	Payment	15 Year Amortization		10 Year Amortization	
	Balance	Payment	Balance	Payment	Balance	Payment
6/30/2020	23,377	454	23,377	2,108	23,377	2,882
6/30/2021	24,544	932	22,832	2,166	22,032	2,962
6/30/2022	25,298	1,436	22,190	2,226	20,511	3,043
6/30/2023	25,583	1,968	21,440	2,287	18,798	3,127
6/30/2024	25,339	2,527	20,575	2,350	16,880	3,213
6/30/2025	24,498	2,597	19,585	2,415	14,738	3,301
6/30/2026	23,527	2,668	18,458	2,481	12,355	3,392
6/30/2027	22,413	2,742	17,183	2,549	9,712	3,485
6/30/2028	21,146	2,817	15,749	2,620	6,786	3,581
6/30/2029	19,713	2,895	14,142	2,692	3,557	3,679
6/30/2030	18,098	2,974	12,347	2,766		
6/30/2031	16,289	3,056	10,351	2,842		
6/30/2032	14,268	3,140	8,136	2,920		
6/30/2033	12,018	3,226	5,685	3,000		
6/30/2034	9,522	3,315	2,980	3,083		
6/30/2035	6,760	3,406				
6/30/2036	3,710	2,725				
6/30/2037	1,150	1,190				
6/30/2038						
6/30/2039						
6/30/2040						
6/30/2041						
6/30/2042						
6/30/2043						
6/30/2044						
6/30/2045						
6/30/2046						
6/30/2047						
6/30/2048						
6/30/2049						
Totals		44,069		38,504		32,665
Interest Paid		20,691		15,127		9,288
Estimated Savings				5,564		11,403

Amortization Schedule and Alternatives

Date	Current Amortization Schedule		Alternate Schedules			
	Balance	Payment	15 Year Amortization		10 Year Amortization	
	Balance	Payment	Balance	Payment	Balance	Payment
6/30/2020	23,905	1,147	23,905	2,156	23,905	2,947
6/30/2021	24,391	1,530	23,348	2,215	22,529	3,028
6/30/2022	24,516	1,932	22,691	2,276	20,973	3,112
6/30/2023	24,234	2,355	21,924	2,339	19,223	3,197
6/30/2024	23,494	2,801	21,040	2,403	17,261	3,285
6/30/2025	22,241	2,878	20,027	2,469	15,071	3,376
6/30/2026	20,821	2,957	18,874	2,537	12,634	3,468
6/30/2027	19,220	3,038	17,571	2,607	9,931	3,564
6/30/2028	17,423	3,122	16,104	2,679	6,939	3,662
6/30/2029	15,414	2,179	14,461	2,752	3,637	3,763
6/30/2030	14,239	2,238	12,626	2,828		
6/30/2031	12,920	2,300	10,584	2,906		
6/30/2032	11,445	2,363	8,320	2,986		
6/30/2033	9,802	2,428	5,814	3,068		
6/30/2034	7,976	2,495	3,047	3,152		
6/30/2035	5,954	2,564				
6/30/2036	3,719	2,076				
6/30/2037	1,832	1,559				
6/30/2038	347	359				
6/30/2039						
6/30/2040						
6/30/2041						
6/30/2042						
6/30/2043						
6/30/2044						
6/30/2045						
6/30/2046						
6/30/2047						
6/30/2048						
6/30/2049						
Totals		42,321		39,373		33,403
Interest Paid		18,416		15,468		9,498
Estimated Savings				2,947		8,918

**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: April 1, 2020

**SUBJECT: 2020 CITY OF CAMARILLO COMMUNITY EVENTS
FUNDING APPLICATION**

SUMMARY

In 2017, the City of Camarillo (“City”) established Policy Guidelines (“Policy”) which community organizations, non-profit, and other Governmental agencies follow in presenting cultural and entertainment events (“Event”) that are of direct benefit to Camarillo residents. The Pleasant Valley Recreation & Park District (“District”) has requested and been approved for funding as part of this Policy for the Camarillo Christmas Parade since 2017.

BACKGROUND

The City’s Policy requires the Event “be open to the public and provided free of charge or for a nominal fee.” Organizations must apply, which includes program description, date(s) and location(s) of the program, dollar amount requested, in-kind services requested, summary of how the funds and in-kind services will be used, and the estimated attendance. Additionally, as a governmental agency, the District is required to submit a budget for the event and a report on the previous year’s Event.

The District has produced the Camarillo Christmas Parade annually since 1962, except in 2017 due to the Thomas Fire.

ANALYSIS

The cost of producing the Camarillo Christmas Parade continues to rise due to the CPI, but also due to year-to-year operational changes and challenges. For example, in 2019, the District had to spend an estimated \$1,300 in unbudgeted funding towards rental of vehicles for the VIPs.

It is important to note the Policy does not fund personnel expenses, which equates to roughly half of the annual expense to produce the Camarillo Christmas Parade.

Below is the District’s request for funding since 2017:

Year	Amount Requested	Amount Funded	In-Kind Services	Total Event Expenses
2017	\$20,000	\$20,000	\$13,300	Unknown*
2018	\$20,000	\$20,000	\$13,300	\$52,993
2019	\$25,000	\$25,000	\$13,300	\$64,127
2020	\$25,000	TBD	TBD	TBD

*Due to Thomas Fire, refunding, transferring, etc.

Additionally, the District passed a Grant Application Policy (“Grants Policy”) that requires grant applications above the General Manager’s authorized spending limit (\$14,999.99) to be brought before the Board of Directors. This Event aligns with the Grants Policy, previous Board direction, and is an event the District traditionally produces.

FISCAL IMPACT

This Agreement provides the District \$25,000 in funding plus \$13,300 of in-kind services towards the 2020 Camarillo Christmas Parade.

RECOMMENDATION

It is recommended that the Board of Directors authorize the General Manager to submit the City of Camarillo’s Community Events Funding Agreement for the 2020 Camarillo Christmas Parade.

ATTACHMENTS

- 1) 2020 City of Camarillo Community Events Funding Application (11 pages)



City of Camarillo

601 Carmen Drive • P.O. Box 248 • Camarillo, CA 93011-0248

Application Deadline: April 1, 2020 by 5:00 p.m.

Department of Finance
(805) 388-5320
Fax (805) 388-5318

COMMUNITY EVENTS GRANT APPLICATION FOR IRS CODE §501(c)(3) NON-PROFIT ORGANIZATIONS FISCAL YEAR 2020/21

Note: Complete and submit one (1) Original. Any application that is incomplete as submitted by the deadline for submission will not be considered for funding.

SECTION 1: APPLICANT INFORMATION

1. Organization Name: Pleasant Valley Recreation and Park District
Street Address: 1605 E. Burnley Street
City: Camarillo State: CA Zip: 93010
2. State Charity Registration Number:
3. Federal Identification Number: 95-2219056
4. IRS Determination Letter: Attach copy (If applicable) (Attachment A)
5. Mission Statement of Organization: The Pleasant Valley Recreation & Park District will provide and maintain a full range of quality facilities and programs focused on leisure, recreational and athletic activities for residents of the District.
6. How long has your organization existed?
Local organization: 58 years 3 months
Parent organization (if applicable): years months
7. Grant Contact Person: Eric L. Storrie, Recreation Services Manager
Street Address: 1605 E. Burnley Street
City: Camarillo State: CA Zip: 93010
Cell Phone Number: () Alternate Phone Number: (805) 482-1996 x115
Fax Number: () Email Address: estorrie@pvrrpd.org

8. Officers (including names and city of residence for each):

Name	Office	Address	City
N/A	N/A	N/A	N/A

9. Board of Directors (including names and city of residence for each): Attach copy (Attachment B)

SECTION 2: PROPOSED ACTIVITY/EVENT FUNDING REQUEST

1. For multiple activity/event requests, complete SECTION 2 for each request and rank in order of priority.

Activity/Event Description/Location	City Provided In-kind Support		City Funding (Cash) Requested
	City provided in-kind services requested (applicant to complete)	Estimate amount (City staff to complete)	
Annual Christmas Parade and Santa's Village (throughout streets of Camarillo beginning at Temple/Las Posas and ending at Burnley/Carmen at the Community Center)	Police Department for road closures and ITC; Community Development for permitting; street sweeping; Finance Department for Business License		\$25,000.00

2. Provide a brief explanation for the use of requested grant funds. Please include event frequency, (i.e., Does it happen once during the funding cycle, or is it a series of weekly events?).

Returning in 2018 after missing 2017 due to the Thomas Fire, the annual Christmas parade has taken place consistently since 1962. It has grown each year to include the number of spectators, parade participants, District staff, resources, and expenses. The City of Camarillo Community Events Grant will assist in procurement of entertainment, marketing, and funding for event operations to ensure the continued growth and success of the event. We look to expand this event with a "Letters to Santa" campaign and appropriately themed attractions.

3. How many Camarillo residents will benefit from this activity, and what is the benefit they will receive? (Please provide some detail and specific examples of benefits, i.e. how is quality of life improved)
15,000, to include participants, vendors, and spectators. A National Recreation and Park Association (NRPA) survey showed that 79% of Americans overall will attend a holiday-themed event and 32% will specifically attend holiday parades/festivals. As this is a free community event for all ages, it's important to note that 91% of the parents surveyed will attend a holiday-themed event.

Additionally, in the 2017 City of Camarillo/PVRPD Needs Assessment survey, community respondents noted that special events were a most desired activity and program.

4. Please attach a budget for projected revenues and anticipated expenditures for this activity/event. (Attachment C)
5. Date anticipated requested grant funds will be spent: September 2020 – January 2021

SECTION 3: FINANCIAL INFORMATION

1. What is your fiscal year? From: July 1 To: June 30
2. What is your local organization's total annual budget? \$8.4 Million
Attach a copy of your current fiscal year budget. (Attachment D)
3. List other governmental agencies to which you applied for grant funds.

Governmental Agency	Amount applied for	Amount received
State of California (Habitat Conservation)	\$110,250.00	\$110,250.00
VCCF Grant for 2020 Census	\$2,500	\$2,500

4. Please provide the following information regarding the prior year funding.

Year	Amount	Purpose	Total Number of Camarillo Residents Served/Benefitted
2019	\$25,000.00	Cash - Annual Christmas Parade	15,000+
	\$13,300.00	In-kind- Annual Christmas Parade	
	\$39,127.30	PVRPD General Fund	
2018	\$20,000.00	Cash - Annual Christmas Parade	15,000+
	\$13,300.00	In-kind - Annual Christmas Parade	
	\$23,491.23	PVRPD General Fund (non-staffing)	
2017	\$20,000.00	Cash - Annual Christmas Parade	0 (due to Thomas Fire) 15,000+ estimated
	\$13,300.00	In-kind - Annual Christmas Parade	
	\$24,675.00	PVRPD General Fund (non-staffing)	

I, *Mary Otten*, General Manager, do hereby certify that the information contained herein is to the best of my knowledge, and that any grant funds awarded will be spent in accordance with City of Camarillo requirements.

Mary Otten
Signature

3/12/2025
Date

Return completed applications to:

Veronica Madrigal
Finance Department
City of Camarillo
601 Carmen Dr.
Camarillo, CA 93010

A confirming receipt of your application will be sent to you via letter/email.

PVRPD Board of Directors Contact List- Attachment B

Name	Email	Primary Phone	Address
Neal Dixon, M.D.	directordixon@pvrpd.org	805-482-1996	Camarillo, CA
Robert Kelly	directorkelly@pvrpd.org	805-482-1996	Camarillo, CA
Elaine Magner	directormagner@pvrpd.org	805-482-1996	Camarillo, CA
Mark Malloy	directormalloy@pvrpd.org	805-482-1996	Camarillo, CA
Michael Mishler	directormishler@pvrpd.org	805-482-1996	Camarillo, CA

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
2020-2021 ANNUAL BUDGET
Detail Expense Worksheet**

Department: Recreation Services		Division: Marketing & Special Events		Department Number: Liabilities Account - Christmas Parade	
Account Number	Account Name	Description		Sub Total	Total
TOTAL PERSONNEL					
Services & Supplies					
6330	Kitchen Supplies Camarillo Christmas Parade	Quantity 1	Amount 200.00	200.00	
TOTAL 6330					200.00
6340	Food Supplies Camarillo Christmas Parade	Quantity 1	Amount 1,000.00	1,000.00	
TOTAL 6340					1,000.00
6360	Laundry/Wash Services Santa Claus Costume	Quantity 1	Amount 100.00	100.00	
TOTAL 6360					100.00
6910	Office Supplies Camarillo Christmas Parade Plotter Materials/Signage	Quantity 1	Amount 2,000.00	2,000.00	
TOTAL 6910					2,000.00
6930	Advertising Expense Camarillo Christmas Parade	Quantity 1	Amount 1,000.00	1,000.00	
TOTAL 6930					1,000.00
7020	Fire Inspection Fees Camarillo Christmas Parade	Quantity 1	Amount 350.00	350.00	
TOTAL 7020					350.00
7100	Professional & Special Services Camarillo Christmas Parade Announcers/Cumulus Camarillo Christmas Parade Grand Marshall Camarillo Christmas Parade Band Judges	Quantity 1 1 1	Amount 2,500.00 1,500.00 1,500.00	2,500.00 1,500.00 1,500.00	
TOTAL 7100					5,500.00
7140	Medical & Health Services Camarillo Christmas Parade EMTs	Quantity 1	Amount 1,850.00	1,850.00	
TOTAL 7140					1,850.00
7150	Security Services Dial Security- Camarillo Christmas Parade	Hours 20	Amount 25.00	500.00	
TOTAL 7150					500.00
7160	Entertainment Services Camarillo Christmas Parade	Quantity 1	Amount 1,000.00	1,000.00	
TOTAL 7160					1,000.00
7180	Business Services Camarillo Christmas Parade	Quantity 1	Amount 2,500.00	2,500.00	
TOTAL 7180					2,500.00

3/17/2020

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
2020-2021 ANNUAL BUDGET
Detail Expense Worksheet**

Department: Recreation Services		Division: Marketing & Special Events		Department Number: Liabilities Account - Christmas Parade	
Account Number	Account Name	Description		Sub Total	Total
7310	Rents & Leases - Equipment Camarillo Christmas Parade	Quantity 1	Amount 6,000.00	6,000.00	
TOTAL 7310					6,000.00
7320	Bldg./Fields Leases & Rentals Leases Department Storage Unit- Christmas Parade	Quantity 1	Amount 150.00	150.00	
TOTAL 7320					150.00
7420	Special Event Supplies Camarillo Christmas Parade	Quantity 1	Amount 1,000.00	1,000.00	
TOTAL 7420					1,000.00
7510	Safety Supplies First Aid Kits - Replenish	Quantity 1	Amount 150.00	150.00	
TOTAL 7510					150.00
7610	Uniform Allowance Staff Uniforms	Quantity 20	Amount 25.00	500.00	
TOTAL 7610					500.00
7910	Awards & Certificates Camarillo Christmas Parade	Quantity 1	Amount 1,200.00	1,200.00	
TOTAL 7910					1,200.00
TOTAL EXPENSES					25,000.00

3/17/2020

General Ledger
District Wide Budget Summary- Attachment D
Entire Fund 10

Account	Description	Two Year Prior Actual 17-18	One Year Prior Budget 18-19	Requested 19-20	Proposed 19-20	Approved 19-20	Adopted 19-20
	Revenue						
5110	Tax Apport Cur Year Secured	\$ 5,865,370.23	\$ 6,506,450.00	\$ 6,515,290.00	\$ 6,561,872.00	\$ 6,561,872.00	\$ 6,561,872.00
5120	Tax Apport Cur Year Unsec	\$ 104,473.45	\$ -	\$ -	\$ -	\$ -	\$ -
5130	Tax Apport Prior Year Sec	\$ 170,191.94	\$ -	\$ -	\$ -	\$ -	\$ -
5140	Tax Apport Prior Year Unsec	\$ 4,356.00	\$ -	\$ -	\$ -	\$ -	\$ -
5150	Tax Deeded Sales	\$ 45.52	\$ -	\$ -	\$ -	\$ -	\$ -
5210	Cur Supplemental Pass Thru	\$ 109,624.52	\$ -	\$ -	\$ -	\$ -	\$ -
5215	Supplemental Redemption	\$ 6,355.06	\$ -	\$ -	\$ -	\$ -	\$ -
5230	HOPTR	\$ 46,549.12	\$ -	\$ -	\$ -	\$ -	\$ -
5231	HOPTR Prior Year	\$ 15,982.52	\$ -	\$ -	\$ -	\$ -	\$ -
5240	Supplemental Assessment Roll	\$ 342.40	\$ -	\$ -	\$ -	\$ -	\$ -
5310	Interest Earnings	\$ 46,559.19	\$ 18,300.00	\$ 46,500.00	\$ 46,500.00	\$ 46,500.00	\$ 46,500.00
5320	MBS Interest Earnings	\$ 533.67	\$ -	\$ -	\$ -	\$ -	\$ -
5460	Dividends CAPRI Prior Years	\$ 9,711.62	\$ -	\$ -	\$ -	\$ -	\$ -
5506	Park Patrol Citations	\$ 3,903.77	\$ 4,510.00	\$ 4,950.00	\$ 4,950.00	\$ 4,950.00	\$ 4,950.00
5507	Plan Check Fee	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -
5510	Contract ClassesPublic Fees	\$ 274,108.40	\$ 232,539.00	\$ 255,485.00	\$ 255,485.00	\$ 255,485.00	\$ 255,485.00
5511	Public Fees	\$ 369,361.55	\$ 393,842.00	\$ 459,621.00	\$ 459,621.00	\$ 459,621.00	\$ 459,621.00
5513	Swim PassAdult Splash (20)	\$ 9,269.43	\$ 8,568.00	\$ -	\$ -	\$ -	\$ -
5514	Swim PassSenior Splash (10)	\$ 1,287.00	\$ 2,079.00	\$ -	\$ -	\$ -	\$ -
5516	Swim Pass Senior Splash (20)	\$ 4,633.43	\$ 5,049.00	\$ -	\$ -	\$ -	\$ -
5517	Swim PassSenior Fitness(10)	\$ 1,125.00	\$ 1,620.00	\$ -	\$ -	\$ -	\$ -
5518	Swim PassSenior Fitness (20)	\$ 10,926.00	\$ 10,692.00	\$ -	\$ -	\$ -	\$ -
5520	Public FeesEntry Fees	\$ 25,659.82	\$ 25,655.00	\$ 56,995.00	\$ 56,995.00	\$ 56,995.00	\$ 56,995.00
5524	Swim PassAdult Splash (10)	\$ 3,232.00	\$ 6,426.00	\$ -	\$ -	\$ -	\$ -
5525	Vending Concessions	\$ 3,326.25	\$ 3,446.00	\$ 3,446.00	\$ 3,446.00	\$ 3,446.00	\$ 3,446.00
5526	Swim PassAdult Fitness (10)	\$ 423.00	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -
5527	Swim PassAdult Fitness (20)	\$ 977.00	\$ 4,320.00	\$ -	\$ -	\$ -	\$ -
5528	Swim PassesSwimWorkout (10)	\$ 500.00	\$ 960.00	\$ -	\$ -	\$ -	\$ -
5529	Swim PassesSwimWorkout (20)	\$ 786.00	\$ 1,680.00	\$ -	\$ -	\$ -	\$ -
5530	Rental	\$ 436,962.00	\$ 417,196.00	\$ 423,769.00	\$ 423,769.00	\$ 423,769.00	\$ 423,769.00
5535	Cell Tower Revenue	\$ 85,160.17	\$ 83,534.00	\$ 91,704.00	\$ 91,704.00	\$ 91,704.00	\$ 91,704.00
5536	Annual Passes	\$ 5,590.30	\$ -	\$ -	\$ -	\$ -	\$ -
5540	Parking Fees	\$ 21,384.27	\$ 10,470.00	\$ 12,312.00	\$ 12,312.00	\$ 12,312.00	\$ 12,312.00
5545	Indemnity Revenue	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
5550	Dues	\$ 1,964.00	\$ 2,160.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
5555	Activity Guide Revenue	\$ 11,274.50	\$ 16,000.00	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00
5561	Special Event	\$ -	\$ 11,000.00	\$ -	\$ -	\$ -	\$ -
5563	Staffing Cost Recovery	\$ 3,759.30	\$ 5,000.00	\$ 16,880.00	\$ 16,880.00	\$ 16,880.00	\$ 16,880.00
5564	Special Event Permits	\$ 403.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
5565	Gain/(Loss) LAIF Investments	\$ (4,001.53)	\$ -	\$ -	\$ -	\$ -	\$ -
5570	Donations	\$ 85,570.45	\$ 90,870.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00
5573	Grant HCF	\$ 16,504.00	\$ -	\$ -	\$ -	\$ -	\$ -
5575	Other/Purchase Discount Taken	\$ 86,967.07	\$ 64,615.00	\$ 68,015.00	\$ 68,015.00	\$ 68,015.00	\$ 68,015.00
5576	Credit Card Processing Fee	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -
5580	Cash Over/Under	\$ 165.00	\$ -	\$ -	\$ -	\$ -	\$ -
5585	Incentive Income	\$ 2,530.99	\$ 1,600.00	\$ 1,900.00	\$ 1,900.00	\$ 1,900.00	\$ 1,900.00
5600	Reimbursement ROPS	\$ 294,682.81	\$ 190,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
5606	Reimb - Needs Assessment	\$ 44,141.50	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenue	\$ 8,183,948.92	\$ 8,120,881.00	\$ 8,167,867.00	\$ 8,214,449.00	\$ 8,214,449.00	\$ 8,214,449.00

General Ledger
District Wide Budget Summary- Attachment D
Entire Fund 10

Account	Description	Two Year Prior Actual 17-18	One Year Prior Budget 18-19	Requested 19-20	Proposed 19-20	Approved 19-20	Adopted 19-20
	Expense						
6100	Full Time Salaries	\$ 2,235,141.99	\$ 2,401,820.00	\$ 2,650,972.00	\$ 2,650,972.00	\$ 2,650,972.00	\$ 2,650,972.00
6101	Overtime Salaries	\$ 22,371.09	\$ 38,536.00	\$ 32,508.00	\$ 32,508.00	\$ 32,508.00	\$ 32,508.00
6105	Car Allowance	\$ 10,821.19	\$ 10,800.00	\$ 10,800.00	\$ 10,800.00	\$ 10,800.00	\$ 10,800.00
6108	Cell Phone Allowance	\$ 14,735.24	\$ 15,900.00	\$ 15,420.00	\$ 15,420.00	\$ 15,420.00	\$ 15,420.00
6110	Part Time Salaries	\$ 625,972.84	\$ 726,323.00	\$ 510,254.00	\$ 510,254.00	\$ 510,254.00	\$ 510,254.00
6120	Retirement	\$ 371,687.39	\$ 440,350.00	\$ 450,140.00	\$ 450,140.00	\$ 450,140.00	\$ 450,140.00
6121	457 Pension	\$ 7,447.28	\$ 7,445.00	\$ 7,445.00	\$ 7,445.00	\$ 7,445.00	\$ 7,445.00
6130	Employee Insurance	\$ 223,196.13	\$ 350,837.00	\$ 297,737.00	\$ 297,737.00	\$ 297,737.00	\$ 297,737.00
6140	Workers Compensation	\$ 143,825.43	\$ 212,453.00	\$ 172,200.00	\$ 172,200.00	\$ 172,200.00	\$ 172,200.00
6150	Unemployment Insurance	\$ 1,782.00	\$ 2,200.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
6160	Loan Pension Obligation	\$ 238,020.00	\$ 243,610.00	\$ 250,532.00	\$ 250,532.00	\$ 250,532.00	\$ 250,532.00
6170	PERS Unfunded Liability	\$ 245,195.00	\$ 318,714.00	\$ 348,560.00	\$ 348,560.00	\$ 348,560.00	\$ 348,560.00
	Personnel	\$ 4,140,195.58	\$ 4,768,988.00	\$ 4,781,568.00	\$ 4,781,568.00	\$ 4,781,568.00	\$ 4,781,568.00
6210	Telephone	\$ 12,481.66	\$ 11,456.00	\$ 16,476.00	\$ 16,476.00	\$ 16,476.00	\$ 16,476.00
6220	Internet Services	\$ 23,770.61	\$ 54,758.00	\$ 26,724.00	\$ 26,724.00	\$ 26,724.00	\$ 26,724.00
6230	IT/Hardware	\$ -	\$ -	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
6240	Computer Hardware/Software	\$ -	\$ -	\$ 25,264.00	\$ 25,264.00	\$ 25,264.00	\$ 25,264.00
6310	Pool Chemicals	\$ 5,808.65	\$ 12,000.00	\$ 11,500.00	\$ 11,500.00	\$ 11,500.00	\$ 11,500.00
6320	Janitorial Supplies	\$ 46,652.98	\$ 52,200.00	\$ 53,400.00	\$ 53,400.00	\$ 53,400.00	\$ 53,400.00
6330	Kitchen Supplies	\$ 869.42	\$ 1,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
6340	Food Supplies	\$ 3,983.26	\$ 10,575.00	\$ 18,800.00	\$ 18,800.00	\$ 18,800.00	\$ 18,800.00
6350	Water Maint & Service	\$ 969.52	\$ 1,050.00	\$ 1,176.00	\$ 1,176.00	\$ 1,176.00	\$ 1,176.00
6360	Laundry/Wash Service	\$ 356.00	\$ 380.00	\$ 680.00	\$ 680.00	\$ 680.00	\$ 680.00
6380	Medical Supplies	\$ -	\$ 650.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00
6410	Insurance Liability	\$ 97,943.00	\$ 111,732.00	\$ 143,930.00	\$ 143,930.00	\$ 143,930.00	\$ 143,930.00
6500	Equipment Maintenance	\$ -	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
6510	Fuel	\$ 39,563.42	\$ 43,000.00	\$ 48,000.00	\$ 48,000.00	\$ 48,000.00	\$ 48,000.00
6520	Vehicle Maintenance	\$ 33,171.64	\$ 35,400.00	\$ 35,400.00	\$ 35,400.00	\$ 35,400.00	\$ 35,400.00
6530	Office Equipment Maintenance	\$ 577.59	\$ 200.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
6540	Computer Equip Maintenance	\$ 1,975.05	\$ 2,400.00	\$ -	\$ -	\$ -	\$ -
6610	Building Repair	\$ 60,656.10	\$ 96,200.00	\$ 93,250.00	\$ 93,250.00	\$ 93,250.00	\$ 93,250.00
6620	Bldg Equip Maint/Repair	\$ 30,137.88	\$ 22,875.00	\$ 10,240.00	\$ 10,240.00	\$ 10,240.00	\$ 10,240.00
6630	Improvements/Maintenance	\$ 41,292.47	\$ 24,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
6710	Grounds Maintenance	\$ 74,444.93	\$ 87,980.00	\$ 86,280.00	\$ 91,280.00	\$ 91,280.00	\$ 91,280.00
6719	Tree Care Assess	\$ 14,175.00	\$ 10,000.00	\$ -	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00
6720	Contracted LS Services	\$ 650.94	\$ -	\$ -	\$ -	\$ -	\$ -
6725	Park Signage (Branding)	\$ 40,605.71	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -
6730	Contracted Pest Control	\$ 1,923.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
6740	Rubbish & Refuse	\$ 66,896.31	\$ 65,760.00	\$ 69,150.00	\$ 73,586.00	\$ 73,586.00	\$ 73,586.00
6750	Vandalism/Theft	\$ 453.77	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
6810	Memberships	\$ 12,583.18	\$ 14,315.00	\$ 16,245.00	\$ 16,245.00	\$ 16,245.00	\$ 16,245.00
6900	Office Expense	\$ 14.99	\$ -	\$ -	\$ -	\$ -	\$ -
6910	Office Supplies	\$ 21,060.14	\$ 29,934.00	\$ 23,671.00	\$ 23,671.00	\$ 23,671.00	\$ 23,671.00
6920	Postage Expense	\$ 29,021.04	\$ 26,900.00	\$ 22,540.00	\$ 22,540.00	\$ 22,540.00	\$ 22,540.00
6930	Advertising Expense	\$ 11,267.34	\$ 12,240.00	\$ 5,840.00	\$ 5,840.00	\$ 5,840.00	\$ 5,840.00
6940	Printing Charges	\$ 12,564.44	\$ 14,048.00	\$ 13,598.00	\$ 13,598.00	\$ 13,598.00	\$ 13,598.00
6950	ActiveNet Charges	\$ 59,645.28	\$ 55,758.00	\$ 61,209.00	\$ 61,209.00	\$ 61,209.00	\$ 61,209.00
6960	Approp Redev/Collection Fees	\$ 374,062.83	\$ 399,740.00	\$ 459,269.00	\$ 459,269.00	\$ 459,269.00	\$ 459,269.00
6980	Minor Furn Picture & Equip	\$ 1,033.76	\$ 1,533.00	\$ 1,233.00	\$ 1,233.00	\$ 1,233.00	\$ 1,233.00
6990	Comp Hardware/Software Exp	\$ 11,586.73	\$ 13,264.00	\$ -	\$ -	\$ -	\$ -
7010	Fingerprint Fees (HR)	\$ 2,116.90	\$ 2,440.00	\$ 2,440.00	\$ 2,440.00	\$ 2,440.00	\$ 2,440.00
7020	Fire & Safety Insp Fees	\$ 2,240.10	\$ 3,925.00	\$ 4,275.00	\$ 4,275.00	\$ 4,275.00	\$ 4,275.00
7030	Permit & Licensing Fees	\$ 6,849.29	\$ 11,150.00	\$ 11,730.00	\$ 11,730.00	\$ 11,730.00	\$ 11,730.00
7040	State License Fee	\$ 341.25	\$ 400.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00
7100	Professional Services	\$ 400.00	\$ 1,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
7110	Legal Services	\$ 48,835.89	\$ 69,150.00	\$ 78,000.00	\$ 78,000.00	\$ 78,000.00	\$ 78,000.00
7115	Typeset and Print Services	\$ 48,421.80	\$ 45,900.00	\$ 40,400.00	\$ 40,400.00	\$ 40,400.00	\$ 40,400.00
7120	Instructor Services	\$ 180,255.50	\$ 168,426.00	\$ 162,847.00	\$ 162,847.00	\$ 162,847.00	\$ 162,847.00
7125	PERS Admin Fees	\$ 1,361.59	\$ 1,550.00	\$ 1,550.00	\$ 1,550.00	\$ 1,550.00	\$ 1,550.00
7130	Audit Services	\$ 17,800.00	\$ 17,260.00	\$ 20,175.00	\$ 20,175.00	\$ 20,175.00	\$ 20,175.00
7140	Medical & Health Svcs (HR)	\$ 3,780.00	\$ 5,500.00	\$ 9,250.00	\$ 9,250.00	\$ 9,250.00	\$ 9,250.00
7150	Security Services	\$ 6,417.60	\$ 5,400.00	\$ 5,500.00	\$ 5,530.00	\$ 5,530.00	\$ 5,530.00
7160	Entertainment Services	\$ 1,337.53	\$ 5,000.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
7180	Business Services	\$ 60,246.35	\$ 88,600.00	\$ 61,788.00	\$ 61,788.00	\$ 61,788.00	\$ 61,788.00
7190	Umpire/Referee Services	\$ 1,395.00	\$ 2,065.00	\$ 1,877.00	\$ 1,877.00	\$ 1,877.00	\$ 1,877.00
7210	Subscriptions	\$ 3,585.01	\$ 4,508.00	\$ 4,712.00	\$ 4,712.00	\$ 4,712.00	\$ 4,712.00
7300	Rents and Leases	\$ (2,413.28)	\$ -	\$ -	\$ -	\$ -	\$ -
7310	Rents & Leases Equip	\$ 20,127.66	\$ 40,210.00	\$ 41,750.00	\$ 41,750.00	\$ 41,750.00	\$ 41,750.00
7320	Bldg/Field Leases & Rental	\$ 9,607.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00

**General Ledger
District Wide Budget Summary- Attachment D
Entire Fund 10**

Account	Description	Two Year Prior Actual 17-18	One Year Prior Budget 18-19	Requested 18-20	Proposed 19-20	Approved 19-20	Adopted 18-20
7410	Event Supplies	\$ 1,768.97	\$ 2,000.00	\$ 2,245.00	\$ 2,245.00	\$ 2,245.00	\$ 2,245.00
7420	Supplies	\$ 5,294.64	\$ 5,300.00	\$ 9,250.00	\$ 9,250.00	\$ 9,250.00	\$ 9,250.00
7430	Bingo Supplies	\$ 8,086.63	\$ 8,500.00	\$ 9,600.00	\$ 9,600.00	\$ 9,600.00	\$ 9,600.00
7440	Sporting Goods	\$ 8,340.87	\$ 8,586.00	\$ 7,900.00	\$ 7,900.00	\$ 7,900.00	\$ 7,900.00
7450	Arts and Craft Supplies	\$ 3,425.68	\$ 1,940.00	\$ 2,430.00	\$ 2,430.00	\$ 2,430.00	\$ 2,430.00
7460	Training Supplies	\$ 1,048.53	\$ 2,650.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
7470	Camp Supplies	\$ 1,036.94	\$ 2,200.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
7500	Small Tools	\$ 6,340.92	\$ 6,100.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
7510	Safety Supplies	\$ 3,077.15	\$ 4,690.00	\$ 6,855.00	\$ 6,855.00	\$ 6,855.00	\$ 6,855.00
7610	Uniform Allowance	\$ 8,717.43	\$ 12,600.00	\$ 12,450.00	\$ 12,450.00	\$ 12,450.00	\$ 12,450.00
7620	Safety Clothing	\$ 3,523.61	\$ 6,054.00	\$ 6,054.00	\$ 6,054.00	\$ 6,054.00	\$ 6,054.00
7710	Conference&Seminar Staff	\$ 18,187.11	\$ 21,775.00	\$ 27,510.00	\$ 27,510.00	\$ 27,510.00	\$ 27,510.00
7715	Conference&Seminar Board	\$ 972.97	\$ 2,280.00	\$ 4,450.00	\$ 4,450.00	\$ 4,450.00	\$ 4,450.00
7720	Conference&Seminar Travel Exp	\$ 5,010.09	\$ 11,643.00	\$ 13,117.00	\$ 13,117.00	\$ 13,117.00	\$ 13,117.00
7725	Out of Town Travel Board	\$ 2,209.63	\$ 7,085.00	\$ 6,556.00	\$ 6,556.00	\$ 6,556.00	\$ 6,556.00
7730	Private Vehicle Mileage	\$ 2,739.55	\$ 2,503.00	\$ 4,287.00	\$ 4,287.00	\$ 4,287.00	\$ 4,287.00
7740	Transportation Changes	\$ 316.63	\$ 1,110.00	\$ -	\$ -	\$ -	\$ -
7750	Buses/Excursions	\$ 19,000.46	\$ 23,950.00	\$ 26,700.00	\$ 26,700.00	\$ 26,700.00	\$ 26,700.00
7760	Tuition/Book Reimbursement	\$ 287.47	\$ -	\$ -	\$ -	\$ -	\$ -
7810	Utilities Gas	\$ 23,839.69	\$ 27,488.00	\$ 26,283.00	\$ 26,283.00	\$ 26,283.00	\$ 26,283.00
7820	Utilities Water	\$ 767,968.74	\$ 816,188.00	\$ 825,373.00	\$ 825,373.00	\$ 825,373.00	\$ 825,373.00
7830	Utilities Electric	\$ 216,891.67	\$ 237,062.00	\$ 240,864.00	\$ 240,864.00	\$ 240,864.00	\$ 240,864.00
7840	Airport Assessment Exp	\$ 10,583.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
7910	Awards and Certificates	\$ 13,974.46	\$ 16,940.00	\$ 20,995.00	\$ 20,995.00	\$ 20,995.00	\$ 20,995.00
7920	Meals for Staff Training	\$ 2,333.73	\$ 2,810.00	\$ 2,610.00	\$ 2,610.00	\$ 2,610.00	\$ 2,610.00
7930	Employee Morale	\$ 595.67	\$ 4,250.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
7950	COP Debt PV Fields	\$ 647,128.00	\$ 242,435.00	\$ 229,760.00	\$ 229,760.00	\$ 229,760.00	\$ 229,760.00
7970	Reserve Vehicle Fleet	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
7971	Reserve Computer Fleet	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
7972	Designated Project	\$ 20,000.00					
7973	Reserve Dry Period	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00
7975	Reserve Repair Oper Admin	\$ 30,000.00	\$ 30,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
	Expense	\$ 3,452,486.07	\$ 3,326,921.00	\$ 3,392,828.00	\$ 3,433,680.00	\$ 3,433,680.00	\$ 3,422,732.00
	Revenue	\$ 8,183,948.92	\$ 8,120,881.00	\$ 8,167,867.80	\$ 8,214,449.00	\$ 8,214,449.00	\$ 8,214,449.00
	Expense	\$ 7,592,781.65	\$ 8,095,989.00	\$ 8,143,596.80	\$ 8,185,248.00	\$ 8,185,248.00	\$ 8,185,248.00
	Revenue over Expense	\$ 591,167.27	\$ 24,972.00	\$ 24,271.00	\$ 29,201.00	\$ 29,201.00	\$ 29,201.00
8400	Capital	\$ 610.96	\$ -	\$ 340,000.00	\$ 350,000.00	\$ 308,000.00	\$ 400,000.00
8420	Equip/Facility Replacement	\$ 33,358.52	\$ 7,000.00	\$ 64,000.00	\$ 64,000.00	\$ 64,000.00	\$ 64,000.00
8423	Bob Kildee Parking Lot	\$ 166,295.00	\$ -	\$ -	\$ -	\$ -	\$ -
8424	PV Fields Parking Lot	\$ 14,624.00	\$ -	\$ -	\$ -	\$ -	\$ -
8425	Hardwalls GM/HR Offices	\$ 15,528.43	\$ -	\$ -	\$ -	\$ -	\$ -
8426	Charter Oak Windrow	\$ 11,025.00	\$ -	\$ -	\$ -	\$ -	\$ -
8429	Bob Kildee PounPlay	\$ 17,600.00	\$ -	\$ -	\$ -	\$ -	\$ -
8430	Cam Grve Dog Pk Artificial Turf	\$ 19,312.93	\$ -	\$ -	\$ -	\$ -	\$ -
8431	Shop DriveWay	\$ 33,347.18	\$ -	\$ -	\$ -	\$ -	\$ -
8432	Freedom Pk Baseball Flds Desig	\$ 17,650.41	\$ -	\$ -	\$ -	\$ -	\$ -
8433	Aquatics Tankless Wtr Heaters	\$ 21,514.22	\$ -	\$ -	\$ -	\$ -	\$ -
8434	Auditorium Patio	\$ 12,393.08	\$ -	\$ -	\$ -	\$ -	\$ -
8435	Auditorium Restroom Remodel	\$ 28,342.52	\$ -	\$ -	\$ -	\$ -	\$ -
8436	Springville Dog Park Wall	\$ 6,700.00	\$ 84,993.00	\$ -	\$ -	\$ -	\$ -
8437	Bob Kildee Pavilion Replacement	\$ 52,689.00	\$ -	\$ -	\$ -	\$ -	\$ -
8438	Mission Oaks Roof	\$ 17,866.00	\$ -	\$ -	\$ -	\$ -	\$ -
8439	Auditorium Ducting/Replacement	\$ 22,275.00	\$ -	\$ -	\$ -	\$ -	\$ -
8440	Office Design Carpet Server	\$ 27,913.41	\$ -	\$ -	\$ -	\$ -	\$ -
8441	Admin Bldg Roof #6, #7, Admin	\$ 133,091.00	\$ -	\$ -	\$ -	\$ -	\$ -
8443	Pickle Ball Cts Paint Repair	\$ 51,510.73	\$ -	\$ -	\$ -	\$ -	\$ -
8448	Pool Plaster Fiberglass Resurf	\$ -	\$ 161,615.00	\$ -	\$ -	\$ -	\$ -
8449	Pool Slide Metal Support	\$ -	\$ 56,070.00	\$ -	\$ -	\$ -	\$ -
8450	Bob Kildee Restroom Roof	\$ -	\$ 15,613.00	\$ -	\$ -	\$ -	\$ -
8451	Freedom RR Concession Roof	\$ -	\$ 23,460.00	\$ -	\$ -	\$ -	\$ -
8452	Charter Oak Tree Windrow	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -
8453	PV Fields Painting Phase I	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -
8454	Comm Ctr Exterior Restrooms	\$ -	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -
8455	Bob Kildee Irrigation Pump	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -
8456	Mir Enclosure next Phil Adelf	\$ -	\$ 24,000.00	\$ -	\$ -	\$ -	\$ -
8457	Arnold Ranch Park Picnic Area	\$ -	\$ 25,400.00	\$ -	\$ -	\$ -	\$ -
8458	Pinus Ranch Park Pavilion	\$ -	\$ 82,030.00	\$ -	\$ -	\$ -	\$ -
8459	LFA Archibert C/GYM Sr Ctr	\$ -	\$ 228,538.00	\$ -	\$ -	\$ -	\$ -

General Ledger
District Wide Budget Summary- Attachment D
Entire Fund 10

Account	Description	Two Year Prior Actual	One Year Prior Budget	Requested	Proposed	Approved	Adopted
		17-18	18-19	19-20	19-20	19-20	19-20
Capital		\$ 703,647.41	\$ 783,719.00	\$ 404,000.00	\$ 414,000.00	\$ 464,000.00	\$ 464,000.00

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER

DATE: April 1, 2020

SUBJECT: CONSIDERATION OF PROPOSED DESIGN AND AMENITIES AT THE NEW PARK SITE AT THE RAN RANCHO SPRINGVILLE DEVELOPMENT

SUMMARY

The District received the dedication of parkland for the Springville development through the City and developer in 2008. The District Board approved the relocation of the Park Site from the far end of the development entrance to immediately adjacent to the Springville – Ponderosa intersection. At the July 29, 2019 Special Board meeting, Director (then Chairman) Kelley appointed an Ad Hoc Committee to further explore the development of potential park and amenity plans.

BACKGROUND

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 needed approval from the District Board in order to ask the City Council to make the change official.

At the December 6, 2018 Board meeting the District Board approved the relocation of the Park Site from the far end of the development entrance to immediately adjacent to the Springville – Ponderosa intersection.

ANALYSIS

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 and 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.

The Ad Hoc Committee has been working with the developer to develop the park to include the following amenities: playgrounds (0 yr. – 5 yrs., 5 yr. – 12 yrs.), 2 small pavilions, restroom, 2 acres of open space, dog park, basketball courts, 4 pickleball courts, fitness equipment as well as a few shade structures placed at key locations throughout the park. Discussion also ensued regarding the timing of the installation of the parksite. Typically, parksites are developed during the initial phase of construction and must be completed prior to the final occupancy of the 50th dwelling unit. The developer is asking for a delay in the final installation of the park site because of the amount of grading needed for this project.

FISCAL IMPACT

This action does not carry a fiscal impact.

RECOMMENDATION

It is recommended that the Board of Directors discuss the park design for the new park and timing of the installation of the park and make a MOTION to Approve one of the following:

- A. Accept the design and amenity choices and allow the developer to install the park prior to occupancy or phase closest to the park.

– OR –

- B. Accept the design and amenity choices and ensure the sales office provides a notice and provides plans of the future park as disclosure during the sale of the home in the Ran Rancho Springville Development.

– OR –

- C. Accept the design and amenity choices and not allow the delayed installation of the park in the Ran Rancho Springville Development.

ATTACHMENTS

- 1) Park Draft Design (1 page)

PARK ACTIVITIES



SINGLE FAMILY RESIDENTIAL

- GROUP STRUCTURE, 400 S.F.
 - bike racks
 - trash receptacles
- HERMEO PLAYGROUND, +/- 12,000 S.F.
 - 8-5 age group +/- 4,500 s.f.
 - 5-12 age group +/- 8,000 s.f.
 - Abak and subaqueous park
 - sand play area
 - accessible play equipment
- SEATING
 - (4) faced benches
 - decomposed granite
- TOTAL PARK PARKING
 - (2) accessible stalls
 - (21) standard stalls
- GROUP STRUCTURE, 800 S.F.
 - fixed picnic table
 - trash receptacles
- (4) CONCRETE COVERABLE COURTS
 - concrete curbless boxes
 - decomposed granite
- (1) BEECH COURT
- RESTROOMS
- DOG PARK +/- 14,500 S.F.
 - shade structure
 - flexible casual wash zone
 - dog water fountain
 - dog waste bag dispenser
 - trash receptacles
 - natural turf
 - benches for dog stability
- SMALL DOG AREA +/- 2,500 S.F.
- LARGE DOG AREA +/- 12,000 S.F.
- GROUP STRUCTURE, 400 S.F.
 - fixed picnic table
 - trash receptacles
- (4) SPECIALTY COURTS
 - CONCRETE WALK
 - path lighting
- ODDOOR FITNESS +/- 3,800 S.F.
 - wellness equipment
 - decomposed granite
 - garden planting
- (2) BASKETBALL COURTS
 - full court
 - perforate
- BIKE AND PEDESTRIAN TRAIL
 - benches
 - trash receptacles

SPRINGVILLE WEST PARK - CAMARILLO, CA

PLEASANT VALLEY RECREATION AND PARK DISTRICT

APRIL 1, 2020

TOTAL SITE AREA: 5 ACRES



CONCEPTUAL LANDSCAPE PLAN



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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER

DATE: April 1, 2020

**SUBJECT: CONSIDERATION AND APPROVAL FOR A SPECIFIC
LOCATION FOR A MIRACLE LEAGUE FIELD TO BE
LOCATED AT FREEDOM PARK**

SUMMARY

Pleasant Valley Recreation and Park District (“District”) owns and operates the Freedom Park located at 515 Eubanks, Camarillo, CA 93010. Miracle League 805 is desiring to enter into an initial Agreement with the District to finalize a space for a Miracle League field located on the east end of the Freedom Park complex.

BACKGROUND

On March 28 and May 9, 2019, the District’s Liaison Committee as well as Pleasant Valley School District’s Liaison Committee met to discuss the current joint use agreements as it related to the former Los Altos Middle School and a permanent location for Miracle League 805. As part of the site exploration, Freedom Park West, Woodcreek Park, and Pitts Ranch Park as well as University Preparation Charter School/Community Center park locations were examined. It was determined that Miracle League would operate a baseball program located at University Preparation Charter School located at 1099 Bedford Drive which is adjacent to the Community Center Park. At the September 4, 2019 District Board meeting, the Board approved a ten-year agreement for the use and maintenance for portions of the Community Center Park. The Liaison again met on October 3, 2019 and at this meeting it was determined by the Pleasant Valley School District that University Preparation Charter School was not a viable option.

On January 30, 2020 Director Magner appointed herself and Director Malloy to an Ad Hoc Committee to address the Miracle League’s field space request. The Ad Hoc Committee met on March 9 to determine if there was potential space to add a Miracle League field at the east end of the complex with the intention of keeping a majority of the master plan in place.

ANALYSIS

Miracle League 805 is a California 501 (c)(3) non-profit corporation founded in 2017, whose principal mission is dedicated to providing opportunities for children and young adults with disabilities to be able to play baseball regardless of their abilities. Miracle League also promotes community support and sponsorship of sports leagues for persons with special needs and for

construction of special facilities that meet the unique needs of Miracle League players and their families.

The District owns and manages the Freedom Park. Miracle League 805 will operate a baseball program at Freedom Park. The parties desire to acknowledge there would be space for a Miracle League field on the East end of the park closest to the park offices.

Should the Board agree to allow Miracle League space for a field, the Ad Hoc Committee would continue to meet with Miracle League to work out the specifics of both a construction agreement and then a use agreement. Any future agreements would be brought back before the full board for consideration.

FISCAL IMPACT

The proposed action will have minimal impact on the General Fund; however, if the District continues to further this project, the District will incur attorney's fees associated with future agreements.

RECOMMENDED ACTION

It is recommended the Board review and approve the proposed location site at Freedom Park for a Miracle League 805 field.

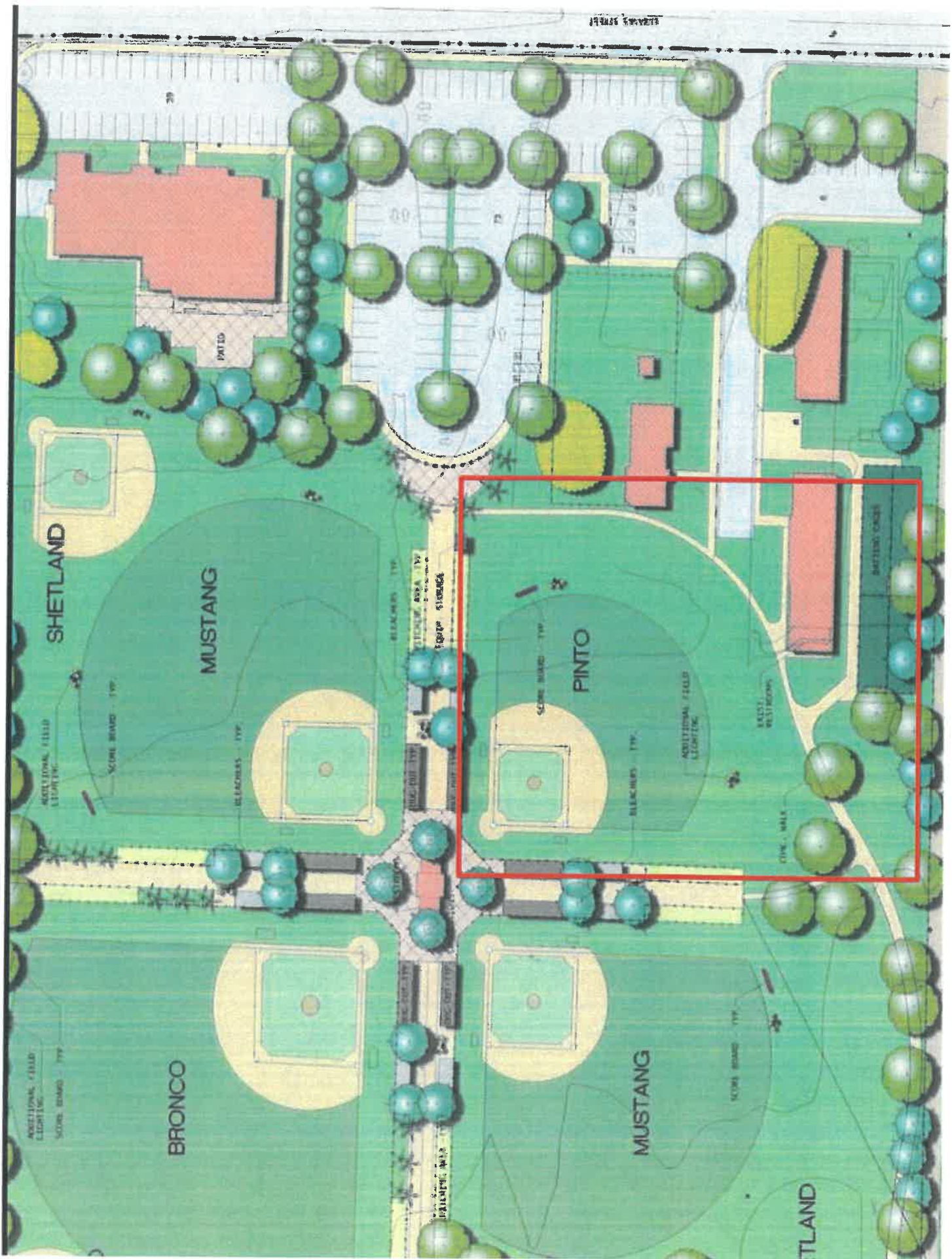
ATTACHMENTS

- 1) Site Map (6 pages)

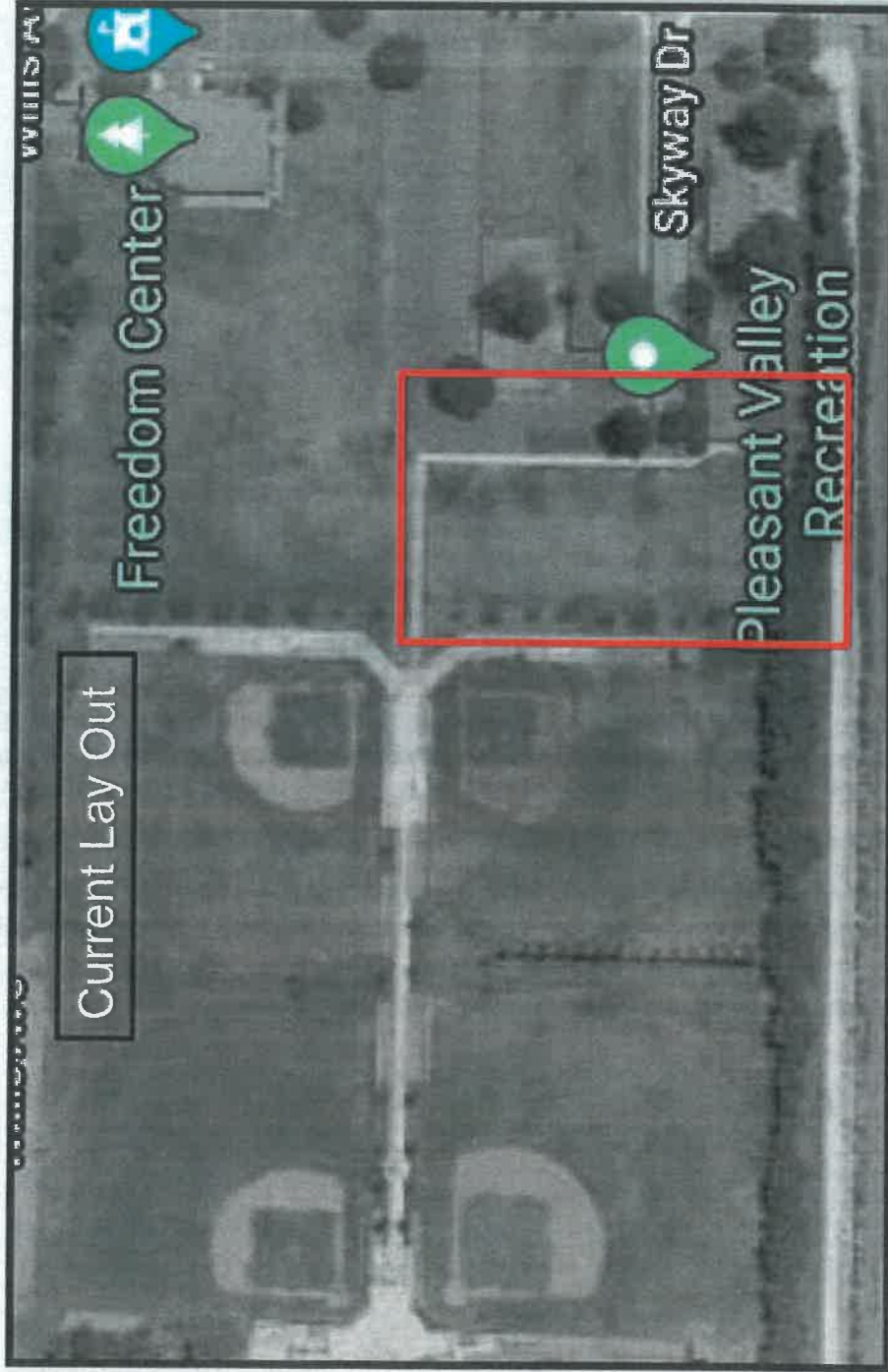
Master Plan



PLEASANT VALLEY ROAD



Freedom Park



805.482.1996

www.pvrpd.org

Freedom Park

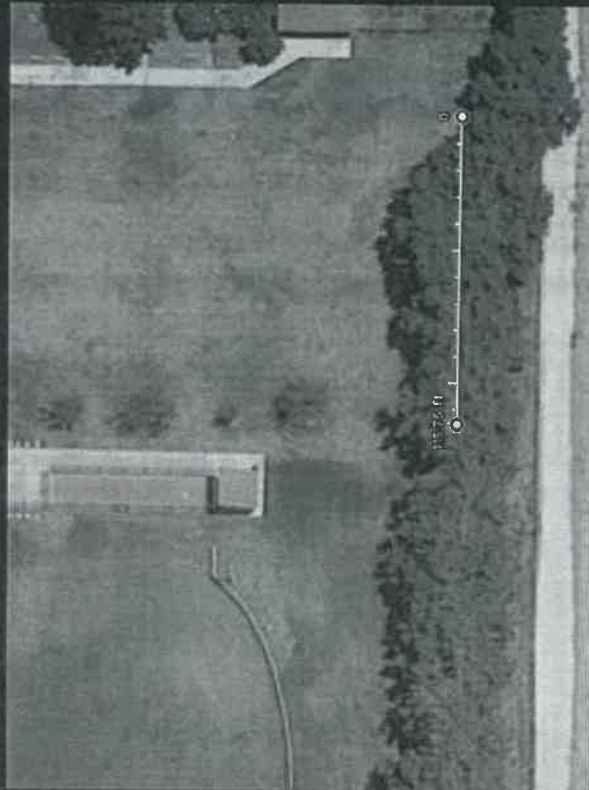
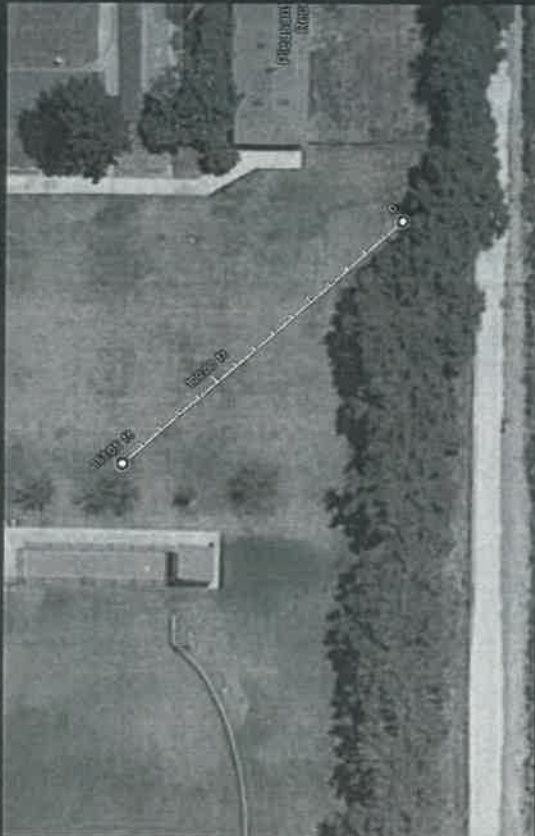
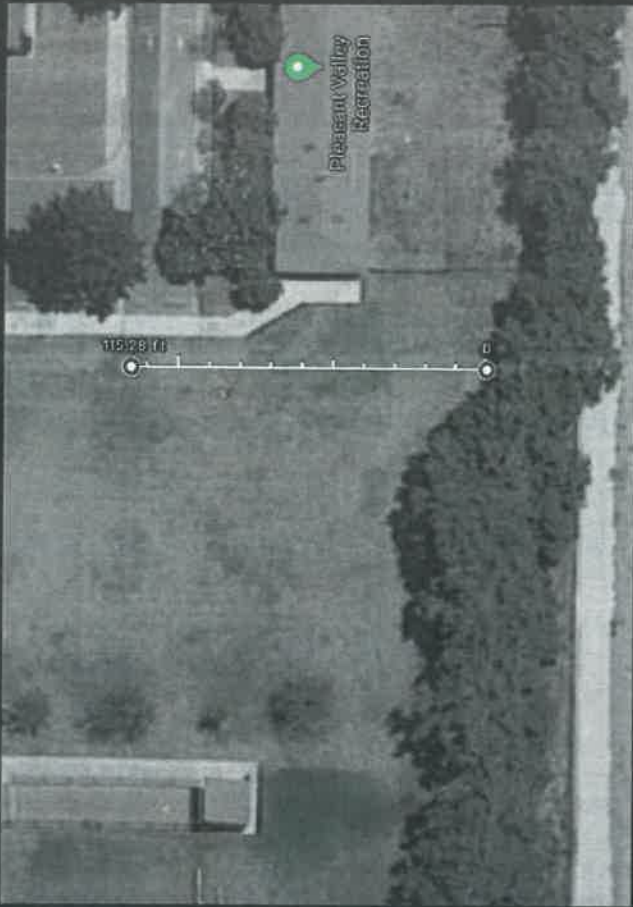


- **Shetland:**
 - Dimensions
 - 125 ft - foul lines
 - 175 ft. - center
 - 20 ft. - backstop
- **Miracle League:**
 - 115 ft - foul lines
 - 150 ft. - center
 - 15 ft. - backstop



805.482.1996

www.pvrpd.org



Freedom Park



- **Shetland:**
 - Dimensions
 - 125 ft - foul lines
 - 175 ft. - center
 - 20 ft. - backstop
- **Miracle League:**
 - 115 ft - foul lines
 - 150 ft. - center
 - 15 ft. - backstop



805.482.1996

www.pvrpd.org

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Jessica A. Puckett, CPRP, Administrative Analyst

DATE: April 1, 2020

**SUBJECT: CONSIDERATION OF DESIGN OPTIONS FOR NEW
MARQUEE AT THE COMMUNITY CENTER**

SUMMARY

The marquee signage provides the District with the opportunity to communicate information to our constituents as well as ensure people know the location of the District main campus. This project will not only update the display to a digital LED display but will include a new sign illuminating the current logo and District name, and landscaping improvements. This project will replace the marquee signage at the entrance to the District Administrative Office and Community Center with a new digital LED display; \$50,000 was allocated in the FY 2019/2020 budget workshop.

BACKGROUND

The current marquee signage located at Community Center Park at the corner of Burnley Street and Carmen Drive dates to 1990. Advancements in technology have provided new and updated options for the advertising of our programs since then. One such option is digital signage powered by LED lighting. Digital signage will provide staff with a variety of informational and marketing benefits to the District that include: an increased volume of events and opportunities to share, larger picture view of program and event information, use of graphics in addition to text, increasing our brand (name and logo) awareness, and the ability to share information in real-time.

District marketing staff will be responsible for the content creation and updating of the messages displayed on the display. Staff will also explore options for soliciting for advertisements from local businesses as a potential revenue source. The City of Camarillo estimates 17,000 impressions per day from drive-by traffic for the digital signage located in front of Constitution Park on Carmen Drive. Being that Community Center Park is located only two blocks from Constitution Park on the same street, we can surmise the same volume of impressions can apply to our marquee. District marketing staff can bring awareness for both our programs and facilities, and advertising opportunities.

ANALYSIS

After reviewing bids from five different companies, the Board of Directors elected on February 5, 2020 to make a future purchase of a digital LED display from Daktronics, Inc. and monument

signage from Custom Signs, Inc., but requested further information on additional resolution options from Daktronics, Inc.

The resolution of an LED display is measured by pixel pitch. In the simplest of explanations, pixel pitch is the distance from the center of an LED cluster (or pixel) to the center of the next LED cluster/pixel measured in millimeters. Outdoor digital signage typically ranges from 10-34mm. The pixel pitch, or resolution, is important because it directly correlates to the display resolution and optimal viewing distance. The smaller the number, the more pixels used to make up the image on the display, thus improving the resolution and optimal viewing distance. What does this mean in plain terms? The lower the pixel pitch, the closer a viewer can stand to the display and still have a great resolution. The trick is to find the balance between optimal viewing distance, cost, and hitting our target market.

While there is a noticeable volume of foot traffic at the corner due to the release of Monte Vista school, our main target market is vehicular traffic. The optimal viewing distance for vehicular traffic will differ from walking foot traffic. In addition to the 15.85mm resolution first proposed, Daktronics, Inc. offers two additional recommended resolutions for outdoor displays, 10mm and 8mm. The optimal viewing distances and associated price for each resolution is listed below:

Resolution	Optimal Viewing Distance	Price
15.85mm	37 ft.	\$17,749.08
10mm	21 ft.	\$23,294.72
8mm	18 ft.	\$26,552.34

Figure 1. Display Options & Costs

The difference in optimal viewing distance between the 15.85mm and 10mm is quite noticeable at 16 feet, whereas the difference between the 8mm and 10mm is only three feet and a cost difference of \$3,257.62. When viewing the sample 15.85mm and 10mm displays, it was noticeable by foot, the difference in the resolutions. The 15.85mm was more pixelated and not as crisp as the 10mm but both could be seen well from afar which is what vehicular traffic would view. Staff was able to easily see the value of improving the resolution from the 15.85mm to the 10mm. Since our target market is vehicular traffic, with the viewing difference of only three feet at a cost of an additional \$3,257.62, it is not recommended to purchase the 8mm resolution display.

Staff recommendation is to purchase a 10mm resolution display from Daktronics, Inc. at \$23,294.72 to be installed within marquee signage by Custom Signs, Inc. The 10mm resolution will provide clear and crisp imaging to our target market group of vehicular traffic during the day and evening times and is well within the project budget.

A recap of the Daktronics, Inc. LED Message Board Display:

- a. Sourcewell Cooperative Purchasing Agreement – Daktronics LED Galaxy®
Outdoor Electronic Message Center
 - i. Single-Sided Display

- ii. **10mm Resolution**
- iii. **Max Power:** 4' 2" H x 7' 6" W x 0' 7" D
- iv. **Viewing Angle:** 140 degrees Horizontal x 70 degrees Vertical
- v. Includes taxes, shipping to installer
- vi. **Warranties:**
 - 1. Parts: Five Year
 - 2. Labor: One Year, on-site
- vii. **Controlling System:** Verizon 4G Cellular Data Plan, Lifetime; Venus® Software
- viii. **Display Dimming:** 64 levels

FISCAL IMPACT

Funding in the FY 2019-2020 Capital Projects budget in the amount of \$50,000 was allocated for this project. The cost of the cabinet and signage from Custom Signs, Inc. has not changed and remains at \$17,642.07. The staff recommendation of a 10mm resolution sign is quoted at \$23,294.72. The combined total for the signage and LED display is \$40,936.79.

Additional costs to consider, as listed below. Even with the maximum additional costs included, the project will stay within the \$50,000 allocated budget.

City of Camarillo Permits:	
<i>Zone Clearance</i>	\$596
<i>New Sign Permit</i>	\$305
<i>Building Permits</i>	\$200
New Landscaping:	\$1,500-\$2,000 [drought tolerant plantings, low to the ground to not impede the sign]
Façade Enhancements:	\$1,000 [Depending on the sign vendor chosen, Parks Staff may enhance the façade of the sign base with stonework and mortar]
D.I.R. Registration:	\$400 [for any contractor job over \$25,000]
Electrical or IT Connections:	\$500-\$1,000 [if any additional lines need to be run, or WiFi Routing Improvements to reach the sign]

Figure 2. Additional Costs (Approximate)

RECOMMENDATION

It is recommended the Board approve the contracts for the staff recommended bids of:

- 1) **Daktronics, Inc.** through Sourcewell Cooperative Purchasing for the Single-Sided 10mm LED Galaxy® Outdoor Electronic Message Center at **\$23,294.72 and**
- 2) **Custom Signs, Inc.** for the Single-Sided Cabinet, District Signage, and Installation services at **\$17,642.07** for a total project cost not to exceed \$50,000.

ATTACHMENTS

- 1) Daktronics, Inc. Galaxy® Outdoor Electronic Message Center (SINGLE-sided) Quote (5 pages)
- 2) Custom Signs, Inc. (SINGLE-sided) with Daktronics LED Quote and Rendering (2 pages)

DAKTRONICS QUOTE # 715380-3-1

Pleasant Valley Recreation & Park District
 Jessica Puckett
 1605 Burnley St
 Camarillo, CA USA 93010
 Phone: (805)482-1996
 Fax: (805)482-3468
 Email: jpuckett@pvrpd.org

11/Feb/2020
 Quote valid for: 90 days
 Terms: Net 30 days from shipment with
 Purchase Order
 Subject to Credit Review
 FCA: DESTINATION
 Delivery: Call for Production Time

Reference: Marquee 2V
 Sourcewell Contract #050819

Item No.	Model	Description	Qty	Price
1	GT6x-108X216-10-RGB-SF	Galaxy® Outdoor Electronic Message Center - GT6x Series - 10mm RGB Matrix: 108 lines by 216 columns Line Spacing: 10mm LED Color: RGB- 281 Trillion Colors Face Configuration: SF - single one sided display View Angle: 140 degrees Horizontal x 70 degrees Vertical Cabinet Dimensions: 4' 2" H X 7' 6" W X 0' 7" D Max Power: 1895 watts/display Weight: Unpackaged 275 lbs per display; Packaged 485 lbs per display	1	\$20,776.00
	Daktronics Verizon Modem, 4G, Ethernet	Daktronics Verizon 4G Cellular Modem Only - Requires Daktronics Verizon Cellular Data Plan	1	
	System Startup	Final Commissioning of Equipment	1	
2	Taxes	9.5% (subject to change at time of shipping based on current tax rate and "Ship To" location)	1	\$1,973.72
3	FREIGHT	Shipping to Azusa, CA 91702 via LTL (enclosed trailer). Usually unloads at a dock, forklift or pallet jack may be required.	1	\$545.00
Services				
4	G5C5-W	Five Year Warranty - Parts Coverage - G5G5	1	
	Venus® Control Suite - Prime Playlist Package, Cloud Based	Secure, web-based software that enables display management anytime, anywhere via internet connection. ADMINISTRATORS OF ACCOUNT REQUIRED AT TIME OF ORDER. Terms of Use: http://www.daktronics.com/TermsConditions/DD2688225	1	
	Venus® Control Suite - Prime Playlist One-on-One Webinar	Customized Venus® training in a live, web-based, conference call format using the customer's phone & computer. (English only.)	1	
	Daktronics Verizon Lifetime 4G Cellular Data Plan for VCS, Up to 100,000 Pixels	Daktronics Verizon Lifetime 4G Cellular Data Plan Per Modem, for Venus Control Suite on Displays Up to 100,000 pixels. Excludes streaming data feeds and diagnostics.	1	
Total Price Including Applicable Tax:				\$23,294.72



DAKTRONICS QUOTE # 715380-3-1

Alternate Equipment: 1

Item No.	Model	Description	Qty	Price
1	GT6x-135X270-8-RGB-SF	Galaxy® Outdoor Electronic Message Center - GT6x Series - 8mm RGB Matrix: 135 lines by 270 columns Line Spacing: 8mm LED Color: RGB- 281 Trillion Colors Face Configuration: SF - single one sided display View Angle: 140 degrees Horizontal x 70 degrees Vertical Cabinet Dimensions: 4' 2" H X 7' 6" W X 0' 7" D Max Power: (Approx. Dimensions) Weight: 1895 watts/display Unpackaged 275 lbs per display; Packaged 485 lbs per display	1	\$23,751.00
	Daktronics Verizon Modem, 4G, Ethernet	Daktronics Verizon 4G Cellular Modem Only - Requires Daktronics Verizon Cellular Data Plan	1	
	System Startup	Final Commissioning of Equipment	1	
2	Taxes	9.5% (subject to change at time of shipping based on current tax rate and "Ship To" location)	1	\$2,256.34
3	FREIGHT	Shipping to Azusa, CA 91702 via LTL (enclosed trailer). Usually unloads at a dock, forklift or pallet jack may be required.	1	\$545.00
Services				
4	G5C5-W	Five Year Warranty - Parts Coverage - G5G5	1	
	Venus® Control Suite - Prime Playlist Package, Cloud Based	Secure, web-based software that enables display management anytime, anywhere via internet connection. ADMINISTRATORS OF ACCOUNT REQUIRED AT TIME OF ORDER. Terms of Use: http://www.daktronics.com/TermsConditions/DD2688225	1	
	Venus® Control Suite - Prime Playlist One-on-One Webinar	Customized Venus® training in a live, web-based, conference call format using the customer's phone & computer. (English only.)	1	
	Daktronics Verizon Lifetime 4G Cellular Data Plan for VCS, Up to 100,000 Pixels	Daktronics Verizon Lifetime 4G Cellular Data Plan Per Modem, for Venus Control Suite on Displays Up to 100,000 pixels. Excludes streaming data feeds and diagnostics.	1	
Total Price Including Applicable Tax:				\$26,552.34

Leasing Program

If your purchase exceeds \$25,000, you may qualify for our leasing program allowing you more flexibility to spread out the cost of your Daktronics display over of a period up to five (5) years. Benefits of our leasing program include fixed rate financing, non-appropriation clause, no prepayment penalty, and customizable payment schedules. Plus, at the end of the lease, the equipment is yours to keep with no additional balloon payments.

Sample payment options as follows:

\$50,000 in total equipment cost = \$10,700 per year

\$100,000 in total equipment cost = \$21,199 per year

\$250,000 in total equipment cost = \$52,899 per year

Payments based on 5 year/annual payment in advance structure. **Leasing is subject to credit approval and agreed upon documentation with Daktronics lending partner. Contact your Daktronics representative for additional options and details.

Exclusions:

- Electrical Installation
- Structure
- Power
- Engineering Certification
- Labor to Pull Signal Cable
- Electrical Switch Gear or Distribution Equipment
- Physical/Mechanical Installation
- Foundation
- Hoist
- Signal Conduit
- Applicable Permits
- Front End Equipment

Unless expressly stated otherwise in this Quote # 715380-3 Rev 1 or the attachments, if Daktronics performs installation of the Equipment, the price quoted does not include the following services pertaining to physical installations: digging of footings (including dirt removal), any materials fabrication, installation of steel cages, rebar, or bolt attachments, or pouring and finishing of concrete footings. Those service may be provided for an additional cost beyond the quoted price. Purchaser shall be fully responsible for any and all additional costs plus overhead in the event anything unexpected of any nature whatsoever is found while digging the footings including but are not limited to rock, water, utility lines, pipes or any other unforeseen circumstance. The Purchaser acknowledges and agrees that it is fully responsible for all site conditions.

Installation Responsibilities:

If applicable please reference Attachment A for Installation Responsibilities.

Ad/ID Copy Approval Process

Customer shall provide digital artwork for advertising and identification panels, conforming to [Daktronics' graphic file standards](#), at the time of order. Daktronics will create a proof of provided artwork and require approval of that proof three weeks prior to the initial anticipated ship date. Advertising and identification panels not approved in time, will be shipped without copy in Daktronics' standard finish.

Bob Fechner
PHONE: 714-865-6040
FAX: 605-697-4746
EMAIL: Bob.Fechner@daktronics.com

Terms And Conditions:

The Terms and Conditions which apply to this order available on request.

SL-02374 Standard Warranty and Limitation of Seller's Liability (www.daktronics.com/terms_conditions/SL-02374.pdf)

SL-02375 Standard Terms and Conditions of Sale (www.daktronics.com/terms_conditions/SL-02375.pdf)

SL-07862 Software License Agreement (www.daktronics.com/terms_conditions/SL-07862.pdf)

Additional Links:

Wireless Service Addendum (www.daktronics.com/TermsConditions/DD3956286)

Acceptance:

The parties acknowledge and agree that the agreement (the "Agreement") is comprised of the terms and conditions contained within this quote and any attachments thereto, along with the documents at the website addresses above. Purchaser hereby agrees to purchase the equipment as defined in the Agreement. Purchaser acknowledges having had the opportunity and means to review the Agreement. The Agreement represents the entire agreement of the parties and supersedes any previous understanding or agreement. The Undersigned has actual authority to execute this document and Daktronics is relying on such authority. Purchaser acknowledges and agrees to the above, as evidenced by its attestation below.

Customer Signature

Date

Print Name

Title



Purchase Order Information:

Pleasant Valley Recreation & Park District

PO# _____

PO Date _____

Purchaser hereby confirms that the equipment is to be delivered to, and may be installed by Purchaser or Daktronics (as indicated elsewhere herein) at the address indicated on page one (1) of the agreement unless otherwise specified below:

<input type="checkbox"/> Same as Bill to
Ship To:
Company _____
Contact Person _____
Address _____
City _____
State _____ Zip _____
Telephone _____
Fax _____
Email _____

<input type="checkbox"/> Same as Ship to
Installation Location (End User):
*Company _____
Contact Person _____
Address _____
*City _____
*State _____ *Zip _____
Telephone _____
Fax _____
Email _____
*Required Information

BILL TO (if different from quoted address):
Company _____
Contact Person _____
Address _____
City _____
State _____ Zip _____
Telephone _____
Fax _____
Email _____

ATTACHMENT A Installation Responsibilities Checklist: Outdoor

Responsible Party		Description
Daktronics	Customer	
✓		1. DAKTRONICS VERIZON 4G CELLULAR MODEM ONLY: Technician to check connection of Daktronics Verizon 4G Cellular Modem. Technician to review Venus Software on Customer supplied computer. Conduct basic review of complete system not to exceed one day.

NOTE: All change order work performed by Daktronics or Daktronics subcontractor will be performed at cost plus 20% overhead and profit.



962 W. Foothill Blvd.
 Azusa, CA 91702
 Phone 626-969-2222
 Fax 626-969-5511

DATE: 2/10/20

EXPIRATION DATE: 4/30/20

TO Pleasant Valley Recreation and Park District
 Jessica Puckett
 1605 E Burnley St
 Camarillo, CA 93010

JOB ADDRESS:
 SAME
 Jessica 805-482-1996
 jpuckett@pvrpd.org

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Tim Schwan	Freestanding Marquee	50% Down Balance on Completion	ASAP

QTY	ITEM #	DESCRIPTION	TOTAL
		<p>FABRICATE AND INSTALL ONE MONUMENT SIGN INCLUDING CUSTOMER SUPPLIED DAKTRONICS MESSAGE CENTER:</p> <p>Receive one Daktronics 3'8"X8'1" GS6 (or 4'2"X7'6" Gt6x) Electronic Message Center, uncrate and prepare for single face single support installation. Enclose back to conceal framing and support. Fabricate one 15"X8'1" (or 15"X7'6") internally-illuminated top ID sign and one 30"X7' monument sign base of fabricated aluminum with texcote finish. Dig 30"X4' deep footing and set a 4" square tube with rebar cage in 2,500 psi concrete with now curb. Install base, message center and ID sign onto 4" tube. Connect power at sign.</p> <p>Power to the location of the sign shall be existing or by others. Customer to remove the existing sign prior to installation of new sign.</p> <p>This price includes material, labor and tax. Permits, engineering, inspections and all related costs are NOT included.</p>	

TOTAL DISCOUNT	
SUBTOTAL	
SALES TAX	
TOTAL	\$17,642.07

Quotation prepared by: _____

This is a quotation on the goods named, subject to the conditions noted below: (Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.)

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!



S/F MARQUEE MONUMENT SIGN / 1/2"=1'-0" / "A"

Custom Signs
INC.

962 W. Foothill Blvd., Azusa, CA 91702
(626) 969-2222 fax (626) 969-5511
e-mail: customsignsinc@juno.com

Title PLEASANT VALLEY RECREATION & PARK DISTRICT	Salesman	TS	Designer	Mark Garcia
	Drawing Date		2-10-20	
Location 1605 E. BURNLEY ST. CAMARILLO, CA 93010	Client Approval		Date	

This is an original drawing created by CUSTOM SIGNS, INC. The information contained in this document is confidential work-product material and is intended for the eyes of the designated recipient only. If you are not the designated recipient, you are hereby notified that any unauthorized review, dissemination, distribution or copying of this document and that which is transmitted herewith, is strictly prohibited. Client agrees to pay 25% of the retail selling price of this display upon demand hereof, if said original design is used or reproduced in whole or in part.

**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: April 1, 2020

**SUBJECT: APPROVAL OF RESOLUTION NO. 648 AUTHORIZING
THE GENERAL MANAGER TO APPLY FOR
TECHNICAL ASSISTANCE THROUGH THE
CALIFORNIA ENERGY COMMISSION ENERGY
PARTNERSHIP PROGRAM**

SUMMARY

During the course of researching potential capital funding for energy efficiency projects, the Energy Partnership Program [EPP] was discovered by staff. This program funds up to \$20,000 for energy audits for government agencies of all sizes. In order to assess potential projects for capital improvement and for energy savings, staff is recommending that the District participate in this program. Resolution No. 648 would authorize the General Manager to apply for assistance through the program.

BACKGROUND

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

ANALYSIS

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

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

Currently, staff is approaching this as an opportunity to not only evaluate existing facility needs but also use the prepared feasibility studies as guidance for which projects may be funded through the District's capital accounts versus seeking assistance from the Energy Commission. Additionally, this program does not tie the District to using the reports for funding applications. The District can use the produced reports in whatever manner is deemed appropriate.

This program was presented to the Finance Committee on March 18, 2020 where it was recommended that staff evaluate potential projects for the program, specifically involving lighting not already on reduced electrical rates (such as PV Fields field lighting), and to tailor the scope so that the program does not exceed a \$20,000 maximum cost. Staff has discussed the program and has determined that particular attention should be paid to potential projects at the Community Center offices and that if feasible to be completed within the budget, a District wide evaluation of small light sources such as walkway lights, parking lot lights, and small court lights.

FISCAL IMPACT

In most cases, there is no cost for the Energy Partnership Program. The Energy Commission provides technical assistance services up to \$20,000 of a consultant's costs. The cost of a study depends on the facility size, type, and scope of the project. The Finance Committee has recommended that staff tailor the project scope so that the \$20,000 limit is not exceeded.

RECOMMENDATION

It is recommended the Board of Directors approve Resolution No. 648 authorizing the General Manager to apply for technical assistance through the California Energy Commission Energy Partnership Program.

ATTACHMENTS

- 1) EPP Application (3 pages)
- 2) Resolution No. 648 (1 page)

Technical Assistance Application Energy Partnership Program California Energy Commission

Eligible Applicants:

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

1. Applicant Information

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

2. Attach the following information

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

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

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

3. Project Description

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

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

Other (please describe):

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

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

Funding source:

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

What is the expected project start date: _____

What is the expected project completion date: _____

4. Project Team

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

5. Provide the following information

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

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

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

Authorized Representative *

Name: _____ Title _____

Signature: _____ Date _____

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

Gavin Newsom
Governor



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

California Energy
Commission
Chairman
David Hochschild

Lead Commissioner
J. Andrew McAllister,
Ph.D

Executive Director
Drew Bohan

RESOLUTION NO. 648

**A RESOLUTION OF THE BOARD OF DIRECTORS
PLEASANT VALLEY RECREATION AND PARK DISTRICT
AUTHORIZING THE GENERAL MANAGER TO SEEK TECHNICAL
ASSISTANCE THROUGH THE ENERGY PARTNERSHIP PROGRAM**

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

WHEREAS, the Board of Directors authorizes the Pleasant Valley Recreation and Park District to apply for technical assistance from the California Energy Commission; and

WHEREAS, the Board of Directors recognizes the California Energy Commission has limited funds for technical assistance and that primary consideration will be given to those that are committed to implementing the recommended projects identified through the Energy Partnership Program.

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

- I. The Board of Directors will seek funding, if necessary, to implement the recommended feasible energy efficiency projects identified through the Energy Partnership Program; and
- II. The General Manager is hereby authorized and empowered to execute in the name of the Pleasant Valley Recreation and Park District all necessary documents to implement and carry out the purposes of this resolution.

PASSED AND APPROVED by the Board of Directors of Pleasant Valley Recreation and Park District this First day of April, 2020, by the following vote:

AYES: _____
NAYS: _____
ABSENT: _____

Elaine Magner, Board Chair
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

Attested:

Mike Mishler, Secretary
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

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

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