

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

**BOARD OF DIRECTORS  
REGULAR MEETING AGENDA  
February 1, 2017**

**6:00 P.M.**

**REGULAR MEETING**

**NEXT RESOLUTION #570**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. AMENDMENTS TO THE AGENDA** - This is the time and place to change the order of the agenda, delete, or add any agenda item(s) and to remove any consent agenda items for discussion.
- 5. PRESENTATIONS**
  - A. District Highlights
  - B. AYSO
  - C. Roadrunners RC Auto Racing Club
- 6. PUBLIC COMMENT** - In accordance with Government Code Section 54954.3, the Board reserves this time to hear from the public. If you would like to speak about an item on the agenda, we would prefer you complete a Speaker Card, give it to the Clerk of the Board, and wait until it comes up. If you would like to make comments about other areas not on this agenda, in accordance with California law, we will listen, note them, and bring them back up at a later date for discussion. Speakers will be allowed three minutes to address the Board.
- 7. CONSENT AGENDA** – Matters listed under the Consent Agenda are considered routine and shall be acted upon without discussion and by one motion. If discussion is desired the item will be removed from the Consent Agenda for discussion and voted on as a separate item. If no discussion is desired, then the suggested action is for the Chair to request that a motion be made to approve the Consent Agenda.
  - A. Minutes for Regular Meeting of January 4, 2017 and Special Meeting of January 12, 2017**  
Approval receives and files minutes.
  - B. Warrants, Accounts Payable & Payroll**  
Approval of District's disbursements dated on or before January 25, 2017.
  - C. Financial Report**  
Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for December 31, 2016.

**D. Consideration and Adopt Resolution No. 569 Directing SCI to Prepare the FY 2017-2018 Engineer's Report for the Assessment District**

Adopting the resolution will allow SCI to begin the process of developing an Engineer's Report for the Assessment District.

**8. NEW ITEMS-DISCUSSION/ACTION**

**A. Consideration and Approval of Mid-Year Budget Revisions**

Discussion regarding mid-year budget revisions.

Suggested Actions: A MOTION to Approve the mid-year budget revisions to the FY 2016–2017 Budget.

**B. Consideration and Approval of District Wide Fee Schedule for FY 2017-2018**

The FY 2017-2018 Fee Schedule is being presented for its annual review and discussion.

Suggested Actions: A MOTION to Approve the proposed FY 2017-2018 Fee Schedule.

**C. Approval of Request for Proposals (RFP) for Tree Trimming and Maintenance Services and Authorization for Staff to Solicit Proposals for Tree Trimming and Maintenance Services**

Approval of RFP and bid specifications allows District staff to solicit proposals for tree trimming and landscape maintenance services.

Suggested Actions: A MOTION to Approve the bid specifications for landscape maintenance services.

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

- A. Chairman Dixon
- B. Ventura County Special District Association/California Special District Association
- C. Santa Monica Mountains Conservancy
- D. Standing Committees – Personnel and Finance
- E. Foundation for Pleasant Valley Recreation and Parks
- F. General Manager's Report

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

## 11. ADJOURNMENT

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

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



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

Group: American Youth Soccer Organization

Date: 11-Jan-17

One representative from your organization must attend the following PVRPD Board Meeting on:
Wednesday, February 1, 2017 at 6pm at the City of Camarillo Council Chambers

Table with 5 columns: OFFICERS, NAME, ADDRESS, DAY PHONE, CELL PHONE. Rows include President (Mike Harrison), Vice President (Rich Frank), Treasurer (Alan Anderson), and Secretary (Kris Warycha).

Number of participants last year: players - 1,208 boys & 956 girls (AYSO statistics), volunteers - 825
Projected number of participants upcoming year: 2,200 players

Changes organization has made from previous year:
AYSO Challenge program (club circuit) increased teams from five to eleven
provided new donation to PVRPD in the amount of \$10,000 and increased annual donation from \$40,000 to \$45,000

Comments for the PVRPD Board of Directors:
Thank you for your continued support to provide more opportunities for more kids to have a great soccer experience.

Primary facility(ies) used? Pleasant Valley Fields
What time are board meetings held? third Wednesday of every month at 7:00 pm
Where are board meetings held? 1161 Calle Suerte, Suite F, Camarillo CA 93012
When are new board members elected? third Wednesday of January
When are new board members installed? third Wednesday of January

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

Please attach a copy of your by-laws to this form.

Please complete and return the annual update and financial statement by January 13, 2017 to:
Lanny Binney
1605 E. Burnley Street, Camarillo, CA 93010
Phone: 482-1996 x 17
Fax: 805-482-3468

Form Completed by Sign Mike Harrison Date January 11, 2017

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

NAME OF ORGANIZATION American Youth Soccer Organization

Last Year's Financial Statement

Period: 7/1/15 - 6/30/16

<b>CHECKING</b>	
Beginning Balance:	\$ 242,613
<b>Revenue:</b>	
Registration:	\$ 265,350
Tournaments:	\$ 248,907
Fundraisers:	\$ 22,112
Snack Bar:	\$
Interest:	\$ -
Dues:	\$
Miscellaneous Income:	\$ 3,375
<b>Total Revenue</b>	<b>\$ 539,744</b>

<b>Expenses:</b>	
Admin Expense	\$ 6,392
Advertising	\$ 9,706
Awards	\$ 97,506
Equipment	\$ 23,313
Facility/Field Maint.	\$ 86,045
Insurance	\$ 9,274
Internet (online registration)	\$ 7,757
Licensing/Membership	\$ 56,766
Maintenance (field/facility)	\$
Miscellaneous	\$ 15,687
Paid Staff	\$
Professional Services (refs)	\$ 4,100
Refunds	\$
Rentals	\$ 28,682
School District	\$ -
Snack Bar Resale	\$
Supplies	\$ 19,752
Tournament Entries	\$ 105,427
Uniforms	\$ 65,921
Contingency	\$
<b>Total Expense:</b>	<b>\$ 536,327</b>

**Ending Balance:** \$ 246,030

Proposed Budget

Period: 7/1/16 - 6/30/17

<b>CHECKING</b>	
Beginning Balance:	\$ 246,030
<b>Revenue:</b>	
Registration:	\$ 272,705
Tournaments:	\$ 299,052
Fundraisers:	\$ 15,766
Snack Bar:	\$
Interest:	\$ -
Dues:	\$
Miscellaneous Income:	\$ 3,300
<b>Total Revenue</b>	<b>\$ 590,823</b>

<b>Expenses:</b>	
Admin Expense	\$ 6,000
Advertising	\$ 9,500
Awards	\$ 94,867
Equipment	\$ 18,664
Facility/Field Maint.	\$ 86,630
Insurance	\$ 10,000
Internet (online registration)	\$ 6,564
Licensing/Membership	\$ 62,028
Maintenance (field/facility)	\$
Miscellaneous	\$ 35,850
Paid Staff	\$
Professional Services (refs)	\$ 4,100
Refunds	\$
Rentals	\$ 28,877
School District	\$ -
Snack Bar Resale	\$
Supplies	\$ 19,891
Tournament Entries	\$ 134,896
Uniforms	\$ 80,526
Contingency	\$
<b>Total Expense:</b>	<b>\$ 598,392</b>

**Ending Balance:** \$ 238,461

<i>List Savings/CDs/Investments here:</i>		<i>List Savings/CDs/Investments here:</i>	
Savings Account	\$	Savings Account	\$
CD Account 12 month	\$ 165,710	CD Account ___ month	\$ 166,194
CD Account ___ month	\$	CD Account ___ month	\$
Investment Account	\$	Investment Account	\$
Other Account	\$	Other Account	\$
Total Other Accounts	\$	Total Other Accounts	\$
<b>Checking + Other</b>	<b>\$ 411,740</b>	<b>Checking + Other</b>	<b>\$ 404,655</b>



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

Group: Roadrunners R/C Club

Date: 1/3/2017

One representative from your organization must attend the following PVRPD Board Meeting on:  
**Wednesday, February 1, 2017 at 6pm at Camarillo City Hall**

OFFICERS	NAME	ADDRESS	DAY PHONE	CELL PHONE
President	William Robertson	5210 Beachcomber St, Ox, CA	805-890-5983	805-890-5983
Vice President	Lisa Robertson	5210 Beachcomber St, Ox, CA	805-746-3289	805-746-3289
Treasurer	Fran McQuillan			
Secretary	Wes Raven			

Number of participants last year: 101  
 Projected number of participants upcoming year: 110

Changes Organization has made from previous year:  
 \_\_\_\_\_  
 \_\_\_\_\_

Comments for the PVRPD Board of Directors:  
 \_\_\_\_\_  
 \_\_\_\_\_

Primary Facility (ies) Used? Freedom Park

What Time are Board Meetings Held? 6:30PM  
 Where are Board Meetings Held? Various Camarillo restaurants  
 When are new Board Members Elected? November  
 When are new Board Members Installed? January

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

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

**Please Complete and Return the Annual Update and Financial Statement by January 13, 2017**

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

Form Completed by (print): Lisa Robertson Date 3-Jan-17  
 Sign: Lisa Robertson

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

<b>NAME OF ORGANIZATION</b>	Roadrunners RC Club
<b>Last Year's Financial Statement</b>	<b>Proposed Budget</b>
<u>Date: Jan 1 - Dec 31, 2016</u>	<u>From: January 1 - Dec 31, 2017</u>
Beginning Balance: <span style="float: right;">\$27,000.00</span>	Beginning Balance: <span style="float: right;">\$ 19,375.00</span>
(Include all accounts, i.e. savings and CDs)	(Include all accounts, i.e. savings and CDs)
<b>Revenue:</b>	<b>Revenue:</b>
Registration: <span style="float: right;">\$ -</span>	Registration: <span style="float: right;">\$ -</span>
Tournaments: <span style="float: right;">\$ 7,500.00</span>	Tournaments: <span style="float: right;">\$ 7,700.00</span>
Fundraisers: <span style="float: right;">\$ -</span>	Fundraisers: <span style="float: right;">\$ -</span>
Snack Bar: <span style="float: right;">\$ -</span>	Snack Bar: <span style="float: right;">\$ -</span>
Interest: <span style="float: right;">\$ -</span>	Interest: <span style="float: right;">\$ -</span>
Dues: <span style="float: right;">\$ 3,850.00</span>	Dues: <span style="float: right;">\$ 4,200.00</span>
Miscellaneous Income: <span style="float: right;">\$ -</span>	Miscellaneous Income: <span style="float: right;">\$ -</span>
<b>Total Revenue</b> <span style="float: right;"><b>\$ 38,350.00</b></span>	<b>Total Revenue</b> <span style="float: right;"><b>\$ 31,275.00</b></span>
 <b>Expenses:</b>	 <b>Expenses:</b>
On Road Expense <span style="float: right;">\$ 3,000.00</span>	On Road Expense <span style="float: right;">\$ 3,000.00</span>
Advertising <span style="float: right;">\$ -</span>	Advertising <span style="float: right;">\$ -</span>
Off Road Expense <span style="float: right;">\$ 3,000.00</span>	Off Road Expense <span style="float: right;">\$ 3,000.00</span>
Equipment <span style="float: right;">\$ 1,200.00</span>	Equipment <span style="float: right;">\$ 1,200.00</span>
Facility/Field Maint. <span style="float: right;">\$ 4,000.00</span>	Facility/Field Maint. <span style="float: right;">\$ 4,000.00</span>
Insurance <span style="float: right;">\$ 1,100.00</span>	Insurance <span style="float: right;">\$ 1,100.00</span>
Internet (online registration) <span style="float: right;">\$ 400.00</span>	Internet (online registration) <span style="float: right;">\$ 400.00</span>
Licensing/Membership <span style="float: right;">\$ -</span>	Licensing/Membership <span style="float: right;">\$ 3,500.00</span>
Maintenance (field/facility) <span style="float: right;">\$ 3,500.00</span>	Maintenance (field/facility) <span style="float: right;">\$ 1,000.00</span>
Miscellaneous <span style="float: right;">\$ 1,000.00</span>	Miscellaneous <span style="float: right;">\$ -</span>
Equipment Repair <span style="float: right;">\$ -</span>	Equipment Repair <span style="float: right;">\$ -</span>
Computer Repair <span style="float: right;">\$ 300.00</span>	Computer Repair <span style="float: right;">\$ 200.00</span>
Refunds <span style="float: right;">\$ -</span>	Refunds <span style="float: right;">\$ -</span>
Rentals <span style="float: right;">\$ 1,127.00</span>	Rentals <span style="float: right;">\$ 1,130.00</span>
School District <span style="float: right;">\$ -</span>	School District <span style="float: right;">\$ -</span>
Snack Bar Resale <span style="float: right;">\$ -</span>	Snack Bar Resale <span style="float: right;">\$ -</span>
Supplies <span style="float: right;">\$ 348.00</span>	Supplies <span style="float: right;">\$ 400.00</span>
Tournament Entries <span style="float: right;">\$ -</span>	Tournament Entries <span style="float: right;">\$ -</span>
Uniforms <span style="float: right;">\$ -</span>	Uniforms <span style="float: right;">\$ -</span>
Contingency <span style="float: right;">\$ -</span>	Contingency <span style="float: right;">\$ -</span>
<b>Total Expense:</b> <span style="float: right;"><b>\$ 18,975.00</b></span>	<b>Total Expense:</b> <span style="float: right;"><b>\$ 18,930.00</b></span>
<b>Ending Balance:</b> <span style="float: right;"><b>\$ 19,375.00</b></span>	<b>Ending Balance:</b> <span style="float: right;"><b>\$ 12,345.00</b></span>

<i>List Savings/CDs/Investments here:</i>	<i>List Savings/CDs/Investments here:</i>
Savings Account <span style="float: right;">\$ _____</span>	Savings Account <span style="float: right;">\$ _____</span>
CD Account ____ month <span style="float: right;">\$ _____</span>	CD Account ____ month <span style="float: right;">\$ _____</span>
CD Account ____ month <span style="float: right;">\$ _____</span>	CD Account ____ month <span style="float: right;">\$ _____</span>
Investment Account <span style="float: right;">\$ _____</span>	Investment Account <span style="float: right;">\$ _____</span>
Other Account <span style="float: right;">\$ _____</span>	Other Account <span style="float: right;">\$ _____</span>
Total Other Accounts <span style="float: right;">\$ _____</span>	Total Other Accounts <span style="float: right;">\$ _____</span>
 Checking + Other <span style="float: right;"><b>\$ 19,375.00</b></span>	 Checking + Other <span style="float: right;"><b>\$ 12,345.00</b></span>

**Pleasant Valley Recreation and Park District  
Minutes of Regular Meeting  
January 4, 2017**

**1. CALL TO ORDER**

**Call to Order**

The regular meeting of the Board of Directors of the Pleasant Valley Recreation and Park District was called to order at 6:00 p.m. by Chairman Dixon.

**2. PLEDGE OF ALLEGIANCE**

Leonore Young led the pledge.

**3. ROLL CALL**

**Roll Call**

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

Absent:

ALSO PRESENT: General Manager Mary Otten, Administrative Services Manager Leonore Young, Park Services Manager Bob Cerasuolo, Recreation Services Manager Amy Stewart, Administrative Analysts Mitchell Cameron and Ivijan Day; Customer Service Lead and Recording Board Secretary Karen Roberts, Recreation Supervisors Jane Raab, Lanny Binney and Macy Anderson; Human Resources Specialist Kathryn Drewry, Conner Soudani, Matthew Lorimer, Janet Dixon, Linda Lamb, Annie Barker, Shannan Roberson and Bob Garcia.

**4. AMENDMENTS TO THE AGENDA**

Director Malloy requested that Consent Agenda Item 7.C. *Financial Report* be pulled for discussion.

Chairman Dixon called for a motion. A motion was made by Director Malloy and seconded by Director Magner to approve the Agenda as amended.

**Motion to  
Approve  
Amended  
Agenda**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

**Carried**

**5. PRESENTATIONS**

**A. District Highlights**

Recreation Supervisor Jane Raab presented the highlights of the December/January District's activities, programs, and special events. The Aquatic Center is offering structured swim workouts Monday and Thursday mornings from 6 a.m. to 7:30 a.m. and swim lessons will begin again the week of January 16<sup>th</sup>. Seniors from the Senior Center travelled to Los Angeles for lunch and tapings of the "Wheel of Fortune" show. Sixty-five seniors attended an electronic technology fair held on December 29 with over twenty high school and college students assisting them with their electronic devices. There will be a New Year's Dance held January 6 at the Community Center.

In December, Breakfast with Santa had over 284 participants and the Christmas Parade and Santa's Village were a huge success with Tommy Lasorda as grand marshal and over 50 craft and food vendors. Adult co-ed kickball and softball start in February along



with the grand opening of the new Mel Vincent Park on February 4. The Camarillo Grove Park hiking trails have a grand opening scheduled for January 21 and a rain date of January 28. The Parks Department helped string lights on the 40 foot cedar tree at Lokker Park. A low flow meter valve was installed at Mission Oaks Park and ten eucalyptus trees were removed along the tennis courts at Bob Kildee Park.

#### B. Pleasant Valley Cooperative Preschool

Recreation Services Manager Amy Stewart introduced Annie Barker and Shannan Roberson, Director and Board President respectively, with the Pleasant Valley Cooperative Preschool. Ms. Roberson presented the annual update and highlighted some of the group's activities. Earthquake film was installed on the preschool windows for safety and the backyard renovation is continuing with native plants, a new irrigation system, arbor construction and a Nature Art area. The school participated in the Peace Pole installation at the Camarillo Library and continues to help with St Jude's Hospital, UNICEF and local charities for children.

#### C. Foundation Update

Chairman Dixon introduced Foundation Board member Linda Lamb who highlighted the 2<sup>nd</sup> Annual Party at the Parks fundraiser which made over \$15,000 and thanked the numerous sponsors of the event. Funds raised will go to Camarillo Grove Nature Center improvements. The Foundation partnered with the Camarillo Amber's Light Lion's Club and the Kiwanis for the Community Center playground expansion in the fall of 2016. The 3<sup>rd</sup> Annual Party at the Parks is scheduled for August 26, 2017 at Camarillo Grove Park and bricks are now available for purchase to be placed under the oak trees at the Nature Center. This year the Foundation of Pleasant Valley Recreation and Parks will participate at District events such as the Camarillo Grove Park trails grand opening, Easter Eggstravaganza, a Community Band concert and at Santa's Village. Ms. Lamb thanked Walt Robbins and Jane Donlon Waters who recently stepped down as Foundation Board members and welcomed the newest member Janet Dixon who will join Julie Navarro, Debbie Klein, Rod Brown, Neal Dixon, Elaine Magner and District staff members. Chairman Dixon thanked Ms. Lamb and her husband, Bert for all of their assistance with the Foundation.

### 6. PUBLIC COMMENT

Chairman Dixon accepted two speaker cards from Administrative Analyst Mitchell Cameron. Matthew Lorimer of Camarillo stated that the needs assessment should focus on the needs of the senior center. Bingo is crowded and they need a new board and better lighting. New restrooms are needed that can accommodate up to four or five people and that have doors that can be easily accessible by disabled people. Mr. Lorimer stated that with the growing population of seniors, the District needs to move forward with a senior center that is funded and a culinary school at the site might help. He stated that City Council needs to visit the senior center.

Bob Garcia of Camarillo stated that last year after submitting the name of Victor Galvan Corona, a Camarillo resident who has been listed as MIA almost 65 years ago with the USAF in North Korea, for consideration in the naming of new parks, Mr. Garcia received no response from the Board. After contacting the Board again, Mr. Garcia stated that he spoke with Director Mishler about possibly considering Mr. Corona's

name when naming baseball fields because Mr. Corona was linked to semipro baseball. Mr. Garcia has not heard back from the Board and would like to hear a response and move forward. Director Mishler requested that Mr. Garcia give him a call on his cell phone. Director Kelley handed out his business card to Mr. Garcia and suggested that he call or e-mail him directly.

**7. CONSENT AGENDA**

- A. Minutes for Regular Board Meeting December 1, 2016
- B. Warrants, Accounts Payable & Payroll thru December 28, 2016
- C. Financial Report

Chairman Dixon called for a motion. A motion was made by Director Malloy and seconded by Director Mishler to approve the Consent Agenda minus Item 7.C. *Financial Report*.

**Motion to Approve Consent Agenda Minus 7.C.**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

**Carried**

Director Malloy requested that Item 7.C. *Financial Report* be pulled for a discussion to clarify the financial picture of the District. Mr. Malloy explained the three types of money in District accounts: 1) Restricted Funds – to be used only in certain ways like Quimby Fees, pension trusts, investments, and debt service, etc. 2) Semi Restricted Funds – assessment funds and capital improvement funds for such projects and 3) Unrestricted Funds like contingency funds, general fund checking, LAIF, etc. The District’s cash balance has increased since 2015 and the District did not have to borrow money for end of year cash flow. The best picture of the District’s financial health is the annual fiscal year reporting in July and the District is doing well.

Chairman Dixon called for a motion. A motion was made by Director Mishler and seconded by Director Magner to approve the Consent Agenda Item 7.C. *Financial Report*.

**Motion to Approve Item 7.C. Financial Report**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

**Carried**

**8. NEW ITEMS – DISCUSSION/ACTION**

**A. Salary Schedule and Job Descriptions**

Human Resources Specialist Kathryn Drewry presented an updated salary schedule and job descriptions for Recreation Leader, Landscape/Custodian I, and Office Assistant.

Chairman Dixon called for a motion. A motion was made by Director Magner and seconded by Director Mishler to approve the updated salary schedule and job descriptions.

**Motion to  
Approve  
Salary  
Schedule**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

**Carried**

#### B. Cell Phone Tower Update

Administrative Analyst Mitchell Cameron and Ivijan Day, part-time Administrative Analyst, provided analytics of the three cell phone tower leases the District has with AT & T and T-Mobile. With the current leases at Bob Kildee Park and Mission Oaks Park, the District is collecting almost \$7000 monthly. The District was recently contacted regarding the potential of a lease buyout at Bob Kildee Park. Cell phone tower sites can be terminated at will by cell phone companies, but there doesn't appear to be a very high chance of termination at this time. The Finance Committee recommended that the District reject any attempts to renegotiate and to continue to monitor the leases and research the potential for new cell tower locations. Discussion included options to prepay, renegotiate rents or maintain current leases; 3<sup>rd</sup> party companies like Black Dot that optimize tower leases, termination risks, upfront costs in establishing sites, the market rate of the Bob Kildee site and the undervalued rates at the Mission Oaks sites. Staff was given direction to proceed in the monitoring of the current leases and research any new potential sites.

#### C. Multi-Bank Securities (MBS) Investment Rollover

Administrative Services Manager Leonore Young presented rollover options for the 2016 Certificate of Deposit (CD) which matures in February 2017. The Finance Committee recommended rolling over the existing CD into a one year CD due to the changing financial environment. Discussion included laddering, the federal reserve rate increase, and the offset of having quicker access to money with a 1-year term versus a higher rate at a 2-year term.

Chairman Dixon called for a motion. A motion was made by Director Mishler and seconded by Director Malloy to approve reinvesting the certificate of deposit for one year.

**Motion to  
Approve  
1 Yr CD**

Voting was as follows:

Ayes: Mishler, Malloy, Kelley

Noes: Magner, Chairman Dixon

Absent:

Motion: Carried

**Carried**

D. Camarillo Grove Parking Lot Bid Specifications

Park Services Manager Bob Cerasuolo presented the bid specifications for the asphalt replacement work for the entire parking lot at Camarillo Grove Park. Discussion included removal of the old asphalt and installation of new asphalt and berms, the notification of adjacent parcel owners, and the completion period for the project.

Chairman Dixon called for a motion. A motion was made by Director Magner and seconded by Director Malloy to approve the bid specifications for the Camarillo Grove parking lot.

**Motion to  
Approve  
Camarillo Grove  
Parking Lot  
Paving Bid  
Specs**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

**Carried**

E. Specifications for the Purchase of a New Park Vehicle

Park Services Manager Bob Cerasuolo presented the bid specifications for the purchase of a new fleet vehicle for park staff. The vehicle to be replaced is a 1985 Toyota truck that has safety concerns. Discussion included preference for a Ford F-150 XL truck and a lined bed.

Chairman Dixon called for a motion. A motion was made by Director Magner and seconded by Director Malloy to approve the specifications for the purchase of a new fleet vehicle.

**Motion to  
Approve New  
Vehicle Bid  
Specs**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

**Carried**

F. Board Committee Assignments

Chairman Dixon presented the following assignments for the 2017 Board Committees:

Standing Committees

Finance: Malloy, Mishler – Alternate: Kelley

Liaison: Dixon, Magner – Alternate: Mishler

Long Range

Planning: Kelley, Malloy – Alternate: Magner

Personnel: Magner, Kelley – Alternate: Dixon

Policy: Mishler, Dixon – Alternate: Malloy

Outside Committees

SMMS: Mishler

VCSDA:Magner

CSDA: Magner

G. Board Goal Setting Discussion

General Manager Mary Otten initiated discussion regarding an annual goal setting workshop for the Board. Considerations included days and dates, development of annual goals, and the opportunity to review existing programs and projects and prioritize capital projects. Chairman Dixon directed staff to look at the last week of January or the first couple of weeks of February for possible dates.

**9. INFORMATIONAL ITEMS**

- A. Chairman's Report – Chairman Dixon reported that in the next year he would like to see the District to continue to provide high-quality service while maintaining savings and look for additional revenue generating possibilities. Dr. Dixon also would like to develop the District's relationship with the City and consider forming an additional committee that could address short term District community responses more quickly.
- B. Ventura County Special District Association/California Special District Association - Director Magner – The annual meeting for VCSDA will be February 3<sup>rd</sup>. Ms. Magner attended two CSDA legislative meetings in Sacramento and there is one call to action. Ms. Magner will be attending two more meetings in January.
- C. Santa Monica Mountains Conservancy – Director Mishler reported that at the December 12 meeting, three grants from Proposition 1 funding were granted; \$700,000 towards a 10-acre site, \$1 million towards the purchase of a 51-acre site and \$1.1 million towards a 95-acre site.
- D. Standing Committees – Personnel – Director Magner stated that the committee met in November and worked on the new salary descriptions which were just approved. Finance – No report.
- E. Foundation for Pleasant Valley Recreation and Parks – Chairman Dixon stated that the 3<sup>rd</sup> Annual Party at the Parks fundraiser on August 26 will offer early bird rates.
- F. General Manager's Report – General Manager Otten reported that Camarillo Grove Park's trails grand opening will be held January 21 and the Mel Vincent Park will be opening February 4. New playgrounds at Adolfo Park, Encanto Park and Woodside Park should be going in by the end of the month and the cost will be approximately \$190,000.

**11. ORAL COMMUNICATIONS**

Director Magner thanked Chairman Dixon for serving as chair of the Foundation Board for the past few years. Ms. Magner also thanked Mitchell Cameron and Ivijan Day for the excellent cell phone tower site update and the rest of the staff for all of their work in their departments. In response to a comment from an earlier public speaker, Ms. Magner stated there had been public input when the District built and named Veterans Field and that she will keep Victor Corona's name in mind for future namings. Director Malloy thanked staff for Breakfast with Santa and for the Christmas Parade with Tommy Lasorda as the grand marshal.

**12. ADJOURNMENT**

Chairman Dixon adjourned the meeting at 8:06 p.m.

**Respectfully submitted,**

**Karen Roberts  
Recording Secretary**

**Approval,**

**Neal Dixon  
Chairman**

**Pleasant Valley Recreation and Park District  
Minutes of Special Meeting  
January 12, 2017**

**1. CALL TO ORDER**

**Call to Order**

The special meeting of the Board of Directors of the Pleasant Valley Recreation and Park District was called to order at 5:04 p.m. by Chairman Dixon.

**2. PLEDGE of ALLEGIANCE**

Walt Robbins led the pledge.

**3. ROLL CALL**

**Roll Call**

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

Absent:

Also present: General Manager Mary Otten, Administrative Services Manager Leonore Young, Park Services Manager Bob Cerasuolo, Recreation Services Manager Amy Stewart, Administrative Analyst Mitchell Cameron, Customer Service Lead and Board Recording Secretary Karen Roberts, Recreation Supervisors Jane Raab and Lanny Binney, Program Specialist Denise Cleric, Barbara Mabry, Shirley Donald, Sheila Shedelbower, Meche Robles, Pat Woolgar, Lila Gunther, Connie Martel, Walt Robbins, Deby Smith, Marty Lintz, Jan Pack, Arla Crane, Bob Aaron, Lee Primiano, Roberta Molloy, Rosalina Primiano, Lynn Rambin, Carol Haverty, Al Haverty, Nancy Newton, Forrest Fields, Jay Evans, Bernadette Limon, and Bob Aaron.

**4. ADOPTION OF AGENDA**

Agenda accepted as presented.

**5. OPEN COMMUNICATIONS/PUBLIC FORUM**

Chairman Dixon accepted 11 speaker cards from Administrative Analyst Mitchell Cameron. The first speaker, Walt Robbins of Camarillo stated the seniors have been looking for a new senior center since an assessment survey was done several years ago. Mr. Robbins stated that the space for the senior center and its activities is too small. He noted that the Board had earmarked funds for a new needs assessment survey, but it became too expensive and nothing has been done. Mr. Robbins stated that most of the seniors would like to see the District use the approved funds for an immediate use plan that focuses on the senior center. He had lead a group called "Later in Life" that raised \$1800 that was donated to the District for the purpose of developing a new senior center.

Chairman Dixon read Barbara Mabry's speaker card which stated that she would like to see a larger senior center which would include more restrooms.

Marty Lintz of Camarillo stated that a larger senior center is needed for many reasons and since the City knows that the seniors need a new center, the District should work together with the City to make it happen.

Shirley Donald stated that a larger facility is needed to accommodate the many needs of the seniors. Ms. Donald stated that the seniors will help the District pursue a new center.

Jan Pack, an instructor for senior classes, stated that the senior center and its staff is under appreciated for their efforts to keep senior programs running smoothly. There are not enough rooms for all of the programs that the seniors would like to be involved in and Ms. Pack thanked Recreation Supervisor Jane Raab for keeping the seniors together.

Lee Primiano seconded prior comments.

Shiela Shedelbower also seconded the comments and added that the senior center is not big enough for what everyone wants to do. She stated that there are not enough facilities provided for the seniors.

Rosalina Primiano stated that she has dropped out of an exercise class because the room they use is too small and the class is too full. The facility needs updating and she suggested that an expansion of the facility is needed.

Forrest Frields stated that he used to live in Thousand Oaks where the city worked with the school districts and the park and recreation district to provide for the community's needs. In Camarillo, the senior center is inadequate for its users and he has heard from many people that will not attend the senior center because they have heard that it is too old, too small and that there are not enough restrooms. Mr. Frields asked that the needs assessment focus on the seniors as a priority since the senior population deserves a clean and modern facility which they do not have.

Carol Haverty, a District instructor, thanked the District for providing a wholesome life for her family in terms of swim programs and activities that her family took advantage of since the 1970's and asked for an outdoor pool like the one the District used to have. Ms. Haverty stated that she is active as a program leader and has participated in the Senior Expos which provide numerous services to thousands of seniors every year. Ms. Haverty will be leading a rose pruning workshop for seniors this weekend and suggested that overall, seniors would benefit from an improvement in the utilization of space around the senior center. Ms. Haverty suggested the need for a covered patio extending from the senior center to the community center or an outdoor area for luncheons or outdoor events and also the inclusion of a real bocce ball court.

Bob Aaron of Camarillo stated that the District is waiting for assistance from the City for funds for the needs assessment and a new senior center, because the District spent \$15 million on the development of Pleasant Valley Fields. Mr. Aaron also stated that the District is paying for a past general manager's retirement of approximately



\$170,000. Mr. Aaron asked that the Board be proactive and set aside 1 million dollars now for the senior center, because waiting for others to help will take too long.

## **6. NEW ITEMS-DISCUSSION/ACTION**

### **A. Needs Assessment Workshop**

General Manager Mary Otten reported that in December the Board decided to place the needs assessment survey on hold. The ad hoc committee met with the following in attendance: Directors Mishler and Magner, General Manager Otten, Administrative Analyst Mitchell Cameron, City Councilmember Jan McDonald, and Joe Vacca, the city's Community Development Director. General consensus from the meeting was the need for the committee to provide a status report (from District numbers) of the recreational needs of the community to the City Council. Previously, initial research for a formal needs assessment placed the amount between \$80,000 and \$100,000, if the focus was on just the senior center needs or the entire community needs.

Administrative Analyst Mitchell Cameron provided tables summarizing the District's facility usage collected from the District's departments. Gathered from 2016 data, the Aquatic Center with over 328 classes was at 70% capacity for the year, Recreation with over 666 classes was at 45% capacity, the Senior Center with over 443 programs was at 104% capacity and the Sports division with 163 programs was at a 50% capacity rate for the year.

Discussion included a City and District partnership, increased communication with the City, needs assessment funding options, importance of community input, pertinent data to educate the City on District needs, facility usage and needed financial support; seniors' interest in attending City Council meetings, the senior center as a priority focal point, the expense of needs assessments, liaison committee, the commencement of a senior center fund, the potential of an internal assessment versus a contracted assessment, the City's refusal of a past District presentation for the use of the old library site, Thousand Oaks and Simi Valley senior center funding, active adult recreation centers, potential building and labor costs, and interest levels.

Staff direction is to prepare a powerpoint presentation of the District's needs assessment for the District Board members to review before its presentation to the City.

### **B. COP Update**

General Manager Mary Otten presented an update on the refunding of the 2008 Certificate of Participations (COPs) debt service bonds for Pleasant Valley Fields. Since the interest rates and resultant savings rates have fluctuated since November 2016, C.M. deCrisis & Co. requested direction from the Board regarding comfortable and acceptable savings percentages. Administrative Analyst Mitchell Cameron presented refunding options. Discussion included quicker payoff periods, locking in several years at better rates, a flat payment and acceptable savings minimums.

Chairman Dixon called for a motion. A motion was made by Director Malloy and seconded by Director Magner to set the rate for savings for the refunded bonds to a minimum of at least 5% and to utilize refunding option #2, the level debt service with yearly payments not to exceed \$775,000 and terms not to exceed more than seven days.

**Motion to  
Approve COPs  
Min. Savings  
Rate and  
Refunding  
Option**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

**Carried**

**7. ORAL COMMUNICATIONS**

None.

**8. ADJOURNMENT**

Chairman Dixon adjourned the meeting at 7:46 p.m.

**Respectfully submitted,**

**Approval,**

**Karen Roberts  
Recording Secretary**

**Neal Dixon  
Chairman**

**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: February 1, 2017**

**SUBJECT: FINANCE REPORT – DECEMBER 2016**

**RECOMMENDATION**

It is recommended the Board review and approve the Financial Statements for December 31, 2016 for Fund 10 and Fund 20.

**ANALYSIS OF COMPARATIVE FINANCIAL THROUGH DECEMBER 31, 2016**

Attached you will find the PVRPD Statements of Revenues and Expenditures for the period of July 1, 2016 through December 31, 2016 with a year-to-date comparison for the period of July 1, 2015 through December 31, 2015. The percentage rate used for the 2016-2017 fiscal year budget is 50% for Period 6 of the fiscal year.

**REVENUES**

Total revenue for the 6th month ending December 31, 2016 for Fund 10 (General Fund) has an increase of \$3,210,312. This is due to the Park Dedication Fee received this fiscal year which was \$3,123,562 along with an increase in Interest Apportionment of \$19,855 due to an increase in funds in higher interests earning accounts, \$70,966 in Recognized Obligation Payment Schedule (ROPS) which is higher than budgeted due to a prior year adjustment from fiscal year 2015-2016.

If the park dedication fees are not factored into the revenue variance from prior year, the general ledger shows a revenue increase of \$86,751 over prior year. This increase is primarily due to the items listed in the prior paragraph.

Total revenue for the 6th month ending December 31, 2016 for Fund 20 (Assessment District) is at 56.17% of budget and expenses are at 27.28% of budget. The Assessment District tax was received in December and the Assessment received 56% of what was budgeted for the fiscal year.

**EXPENDITURES**

Personnel Expenditures have increased by \$35,675 for FY 2016-2017 in comparison to personnel expense for the same time period. This increase is primarily due to the PERS Unfunded Liability increasing by \$13,887 over the same time period as last year and Retirement

increasing \$21,199. The retirement increase is due to higher wages which in turn affect FICA/Medicare and PERS. All three of these items are charged to the Retirement line item. Overall personnel is under budget by 5.43%.

Service and Supply Expenditures have increased \$71,524 in comparison to the same time period as last year. This increase is primarily due to Reserve Designated Project \$15,000, Reserve Dry Period \$45,500 and Improvements/Maintenance \$9,576. The Reserve line items are new expense line items and the increase over last year in Improvements/Maintenance is due to cement and masonry work. Even though the Service and Supplies section is higher than prior year, overall the District is still under budget by 8.25%.

Capital projects are currently underway and some have been completed for FY 2016-2017. Taking into consideration the \$190,000 spent on three new playground structures, the District is at 42.67%. There will be a mid-year budget adjustment to the Capital section to account for the funds spent on the playground equipment. The Board will get a better visual of the effect once the mid-year budget adjustments have been entered. This mid-year budget will be seen in the next fiscal report.

Fund 20 is at 47.27% in Personnel and 24.98% in Service and Supplies. The Assessment District is staying within budget in all categories.

#### **FISCAL IMPACT**

Overall the District is under the approved budget for Fund 10 by 6.57% and Fund 20 by 22.72%. Staff is constantly reviewing ways to make the District run effectively and efficiently while staying within the approved budget along with negotiating with vendors for better pricing.

#### **RECOMMENDATION**

It is recommended the Board review and approve the Financial Statements for December 31, 2016 for Fund 10 and Fund 20.

#### **ATTACHMENTS**

- 1) Financial Statement of Revenues and Expenditures as of December 31, 2016 Fund 10  
(3 pages)
- 2) Financial Statement of Revenue and Expenditures as of December 31, 2016 Fund 20  
(1 page)

**General Ledger**  
**Statement of Revenues and Expenditures**  
**Fund 10 General Fund**  
**December 2016 50%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Transfer In	1500	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Tax Apport Cur Year Secured	5110	\$ 3,168,418.70	\$ 3,059,641.41	\$ 3,168,418.70	\$ 5,825,276.00	\$ 2,656,857.30	54.39%
Tax Apport Cur Year Unsec	5120	\$ 115,960.05	\$ 124,846.22	\$ 115,960.05	\$ -	\$ 115,960.05	0.00%
Tax Apport Prior Year Sec	5130	\$ -	\$ 20,592.37	\$ 43,613.97	\$ -	\$ 43,613.97	0.00%
Tax Apport Prior Year Unsec	5140	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Tax Deadend Sales	5150	\$ -	\$ 51.99	\$ -	\$ -	\$ -	0.00%
Tax Apport Protested Tax	5160	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
RDA Property Tax Trust Fund	5205	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Cur Supplemental Pass Thru	5210	\$ -	\$ 13,992.86	\$ 17,287.89	\$ -	\$ 17,287.89	0.00%
Supplemental Redemption	5215	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
HOPTR	5230	\$ 6,913.09	\$ 7,113.79	\$ 6,913.09	\$ -	\$ 6,913.09	0.00%
Supplemental Assessment Roll	5240	\$ 60.25	\$ 57.75	\$ 60.25	\$ -	\$ 60.25	0.00%
Housing Authority Apport	5260	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
ERAF Distribution Apport	5270	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Interest Apport Fund	5310	\$ 3,897.15	\$ 1,005.24	\$ 20,860.49	\$ 17,364.00	\$ 3,496.49	120.14%
Other Interest Income	5320	\$ -	\$ 1,355.51	\$ 675.60	\$ -	\$ 675.60	0.00%
Loan Proceeds	5350	\$ -	\$ 66,130.00	\$ -	\$ -	\$ -	0.00%
Park Dedication Fees	5400	\$ -	\$ -	\$ 3,123,562.00	\$ -	\$ 3,123,562.00	0.00%
Dividends CAPRI Prior Years	5460	\$ -	\$ 11,477.00	\$ -	\$ 11,477.00	\$ -	0.00%
Assessment Revenue	5500	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Carryover Balance	5502	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Facility Cleaning Fee	5505	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Park Patrol Citations	5506	\$ 933.60	\$ 1,651.70	\$ 2,145.32	\$ 3,520.00	\$ 1,374.68	60.95%
Plan Check Fee	5507	\$ -	\$ -	\$ -	\$ 100.00	\$ 100.00	0.00%
Public Fees	5510	\$ 31,569.00	\$ 270,390.87	\$ 248,621.41	\$ 588,319.00	\$ 339,697.59	42.26%
Certificates	5512	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Swim PassAdult Splash (20)	5513	\$ 357.00	\$ 5,119.33	\$ 1,683.00	\$ 7,344.00	\$ 5,661.00	22.92%
Swim PassSenior Splash (10)	5514	\$ 158.50	\$ 975.00	\$ 833.50	\$ 1,890.00	\$ 1,056.50	44.10%
Senior Services Revenue	5515	\$ 45.00	\$ 1,770.00	\$ 1,243.00	\$ -	\$ 1,245.00	0.00%
Swim Pass Senior Splash (20)	5516	\$ 337.00	\$ 2,519.00	\$ 2,249.50	\$ 3,570.00	\$ 1,320.50	63.01%
Swim PassSenior Splash (20)	5517	\$ -	\$ 445.50	\$ 270.00	\$ 2,916.00	\$ 2,646.00	9.26%
Swim PassSenior Fitness (10)	5518	\$ 1,512.00	\$ 6,547.50	\$ 6,192.00	\$ 5,670.00	\$ 522.00	109.21%
Swim PassSenior Fitness (20)	5520	\$ 661.00	\$ 11,627.95	\$ 10,350.00	\$ 26,529.00	\$ 16,179.00	39.01%
Swim PassAdult Splash (10)	5524	\$ 234.50	\$ 1,404.00	\$ 1,230.50	\$ 5,508.00	\$ 4,277.50	22.34%
Vending Concessions	5525	\$ 1,089.47	\$ 569.24	\$ 1,945.24	\$ 3,160.00	\$ 1,214.76	61.56%
Swim PassAdult Fitness (10)	5526	\$ 100.00	\$ 588.00	\$ 200.00	\$ 3,240.00	\$ 3,040.00	6.17%
Swim PassAdult Fitness (20)	5527	\$ -	\$ 1,931.00	\$ 893.00	\$ 5,400.00	\$ 4,507.00	16.54%
Swim Passes Summer Single	5528	\$ -	\$ 160.00	\$ 130.00	\$ 960.00	\$ 830.00	13.54%
Swim Passes Summer Family	5529	\$ 73.00	\$ 400.00	\$ 427.00	\$ 1,680.00	\$ 1,253.00	25.42%
Rental	5530	\$ 25,100.24	\$ 212,001.21	\$ 160,937.39	\$ 270,302.00	\$ 109,364.61	59.54%
Cell Tower Revenue	5535	\$ 6,857.17	\$ 8,725.63	\$ 34,285.85	\$ 66,398.00	\$ 32,112.15	51.64%
Annual Passes	5536	\$ 150.30	\$ -	\$ 762.30	\$ 3,000.00	\$ 2,237.70	25.41%
Parking Fees	5540	\$ 731.15	\$ -	\$ 8,576.94	\$ 17,602.00	\$ 9,025.06	48.73%
Indemnity Revenue	5545	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Dues	5550	\$ 155.00	\$ 1,045.00	\$ 718.00	\$ 2,240.00	\$ 1,522.00	32.05%
Activity Guide Revenue	5555	\$ -	\$ 2,000.00	\$ 4,390.00	\$ 6,000.00	\$ 1,610.00	73.17%
Banner Income	5562	\$ -	\$ 1,075.00	\$ -	\$ -	\$ -	0.00%
Gain/(Loss) LAIF Investments	5565	\$ -	\$ 1,589.14	\$ 1,703.98	\$ -	\$ 1,703.98	0.00%
Donations	5570	\$ 10,512.00	\$ 80,387.90	\$ 92,335.00	\$ 79,220.00	\$ 13,115.00	116.56%
Donations for CIP Projects	5571	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Scholarships	5573	\$ -	\$ -	\$ 19.00	\$ -	\$ 19.00	0.00%
Grant Greenfield Fitness Equ	5574	\$ -	\$ 10,015.00	\$ -	\$ -	\$ -	0.00%
Other/Purchase Discount Taken	5575	\$ 1,812.41	\$ 25,870.19	\$ 32,340.64	\$ 45,621.00	\$ 13,280.36	70.89%
Cash Over/Under	5580	\$ -	\$ 18.47	\$ 25.00	\$ -	\$ 25.00	0.00%
Incentive Income	5585	\$ 381.38	\$ 18,981.06	\$ 1,556.44	\$ 1,600.00	\$ 43.56	97.28%
Reimbursement ROPS	5600	\$ 50,682.73	\$ 93,916.20	\$ 164,882.89	\$ 67,100.00	\$ 97,782.89	245.73%
<b>Revenue</b>		<b>\$ 3,428,701.69</b>	<b>\$ 4,067,988.03</b>	<b>\$ 7,278,300.94</b>	<b>\$ 7,073,006.00</b>	<b>\$ 6,646,669.48</b>	<b>102.85%</b>
<b>YTD Comparison</b>				<b>\$ 3,210,312.91</b>			

Expense							
Full Time Salaries	6100	\$ 250,013.52	\$ 952,895.08	\$ 1,020,699.73	\$ 2,186,026.00	\$ 1,165,326.27	46.69%
Overtime Salaries	6101	\$ 1,499.83	\$ 141.33	\$ 6,587.06	\$ 37,691.00	\$ 31,103.94	17.48%
Car Allowance	6105	\$ 693.46	\$ -	\$ 4,804.78	\$ 9,600.00	\$ 4,795.22	50.05%
Cell Phone Allowance	6108	\$ 1,605.07	\$ -	\$ 7,882.42	\$ 15,765.00	\$ 7,882.58	50.00%
Part Time Salaries	6110	\$ 46,088.77	\$ 311,566.43	\$ 268,742.03	\$ 668,327.00	\$ 399,584.97	40.21%
Retirement	6120	\$ 39,438.46	\$ 145,676.47	\$ 166,875.63	\$ 382,260.00	\$ 214,208.39	43.66%
457 Pension	6121	\$ 135.22	\$ 811.32	\$ 6,635.86	\$ 4,100.00	\$ 2,535.96	161.85%
Employee Insurance	6130	\$ 25,376.21	\$ 166,981.62	\$ 106,383.07	\$ 266,030.00	\$ 162,928.67	39.99%
Workers Compensation	6140	\$ 15,205.42	\$ 58,468.23	\$ 63,476.14	\$ 188,091.00	\$ 125,270.00	33.75%
Unemployment Insurance	6150	\$ -	\$ -	\$ 3,322.89	\$ 9,000.00	\$ 5,677.11	36.92%

**General Ledger**  
**Statement of Revenues and Expenditures**  
**Fund 10 General Fund**  
**December 2016 50%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Loan Pension Obligation	6160	\$ 19,234.00	\$ 112,486.26	\$ 115,404.00	\$ 230,808.00	\$ 115,404.00	50.00%
OPEB Expense	6161	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
PERS Unfunded Liability	6170	\$ 16,820.66	\$ 87,036.00	\$ 100,923.96	\$ 201,662.00	\$ 100,738.04	50.05%
<b>Personnel</b>		<b>\$ 416,110.62</b>	<b>\$ 1,836,062.74</b>	<b>\$ 1,871,737.67</b>	<b>\$ 4,199,360.00</b>	<b>\$ 2,335,455.15</b>	<b>44.57%</b>
<b>YTD Comparison</b>				<b>\$ 35,674.93</b>			

Communications	6200	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Telephone	6210	\$ 1,433.83	\$ 6,904.21	\$ 6,210.67	\$ 21,276.00	\$ 15,065.33	29.19%
Internet Services	6220	\$ 1,170.07	\$ 2,937.00	\$ 3,375.05	\$ 44,136.00	\$ 40,760.95	7.65%
Pool Chemicals	6310	\$ -	\$ 6,893.60	\$ 2,362.92	\$ 15,000.00	\$ 12,637.08	15.75%
Janitorial Supplies	6320	\$ 844.53	\$ 18,536.26	\$ 24,427.33	\$ 48,375.00	\$ 23,947.67	50.50%
Kitchen Supplies	6330	\$ -	\$ 252.98	\$ 198.16	\$ 1,650.00	\$ 1,451.84	12.01%
Food Supplies	6340	\$ -	\$ 4,523.69	\$ 2,274.82	\$ 8,636.00	\$ 6,361.18	26.34%
Water Maint & Service	6350	\$ 105.70	\$ 527.48	\$ 561.35	\$ 1,320.00	\$ 758.65	42.53%
Laundry/Wash Service	6360	\$ -	\$ -	\$ -	\$ 860.00	\$ 860.00	0.00%
Janitorial Services	6370	\$ -	\$ -	\$ -	\$ 1,800.00	\$ 1,800.00	0.00%
Medical Supplies	6380	\$ -	\$ 247.54	\$ -	\$ -	\$ -	0.00%
Insurance Liability	6410	\$ -	\$ 41,979.60	\$ 43,960.50	\$ 105,790.00	\$ 61,829.50	41.55%
Equipment Maintenance	6500	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Fuel	6510	\$ 2,367.08	\$ 16,726.86	\$ 16,225.56	\$ 48,000.00	\$ 31,774.44	33.80%
Vehicle Maintenance	6520	\$ 641.72	\$ 13,813.59	\$ 14,329.88	\$ 34,200.00	\$ 19,870.12	41.90%
Office Equipment Maintenance	6530	\$ -	\$ -	\$ 11.96	\$ 2,300.00	\$ 2,288.04	0.52%
Computer Equip Maintenance	6540	\$ -	\$ -	\$ -	\$ 2,795.00	\$ 2,795.00	0.00%
Building Maintenance	6600	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Building Repair	6610	\$ 6,672.20	\$ 36,743.56	\$ 26,067.32	\$ 78,300.00	\$ 52,232.68	33.29%
Bldg Equip Maint/Repair	6620	\$ 739.59	\$ 2,022.06	\$ 7,038.42	\$ 27,300.00	\$ 20,261.58	25.78%
Improvements/Maintenance	6630	\$ -	\$ 4,483.76	\$ 14,059.93	\$ 22,500.00	\$ 8,440.07	62.49%
Incidental Costs Assess	6709	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Grounds Maintenance	6710	\$ 7,421.36	\$ 21,180.55	\$ 46,784.98	\$ 93,980.00	\$ 47,195.02	49.78%
Park Signage (Branding)	6725	\$ -	\$ -	\$ 35.00	\$ -	\$ 35.00	#DIV/0!
Contracted Pest Control	6730	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	0.00%
Rubbish & Refuse	6740	\$ 811.65	\$ 28,189.02	\$ 20,367.99	\$ 56,800.00	\$ 36,432.01	35.86%
Vandalism/Theft	6750	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	0.00%
Memberships	6810	\$ 6,651.43	\$ 7,466.25	\$ 12,795.93	\$ 12,799.00	\$ 3.07	99.98%
Office Expense	6900	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Office Supplies	6910	\$ 574.93	\$ 9,230.59	\$ 6,824.62	\$ 27,996.00	\$ 21,171.38	24.38%
Postage Expense	6920	\$ -	\$ 11,938.30	\$ 10,635.12	\$ 26,218.00	\$ 15,582.88	40.56%
Advertising Expense	6930	\$ 691.36	\$ 3,928.32	\$ 5,870.65	\$ 15,092.00	\$ 9,221.35	38.90%
Printing Charges	6940	\$ 1,457.60	\$ 4,637.40	\$ 5,159.74	\$ 20,213.00	\$ 15,053.26	25.53%
Bank & ActiveNet Charges	6950	\$ 1,868.72	\$ 22,185.64	\$ 22,323.27	\$ 50,410.00	\$ 28,086.73	44.28%
Approp Redev/Collection Fees	6960	\$ 162,953.47	\$ 164,620.61	\$ 162,953.47	\$ 373,394.00	\$ 210,440.53	43.64%
Minor Furn Fixture & Equip	6980	\$ 261.23	\$ 2,810.30	\$ 858.22	\$ 1,546.00	\$ 687.78	55.51%
Comp Hardware/Software Exp	6990	\$ -	\$ 247.92	\$ 1,964.30	\$ 8,874.00	\$ 6,909.70	22.14%
Fingerprint Fees (HR)	7010	\$ 266.00	\$ 802.00	\$ 619.00	\$ 2,440.00	\$ 1,821.00	25.37%
Fire & Safety Insp Fees	7020	\$ -	\$ -	\$ 956.05	\$ 4,090.00	\$ 3,133.95	23.38%
Permit & Licensing Fees	7030	\$ -	\$ 1,925.61	\$ 1,725.34	\$ 2,700.00	\$ 974.66	63.90%
State License Fee	7040	\$ -	\$ 220.00	\$ -	\$ -	\$ -	0.00%
Professional Services	7100	\$ -	\$ -	\$ -	\$ 900.00	\$ 900.00	0.00%
Legal Services	7110	\$ 4,473.45	\$ 16,733.67	\$ 11,476.35	\$ 69,150.00	\$ 57,673.65	16.60%
Typeset and Print Services	7115	\$ -	\$ 23,604.59	\$ 11,745.39	\$ 50,204.00	\$ 38,458.61	23.40%
Instructor Services	7120	\$ 10,009.70	\$ 84,368.32	\$ 80,343.47	\$ 140,473.00	\$ 60,129.53	57.19%
PERS Admin Fees	7125	\$ -	\$ 1,186.06	\$ -	\$ 1,975.00	\$ 1,975.00	0.00%
Audit Services	7130	\$ 1,000.00	\$ 785.00	\$ 9,640.00	\$ 11,300.00	\$ 1,660.00	85.31%
Medical & Health Svcs (HR)	7140	\$ 100.00	\$ 1,645.00	\$ 735.00	\$ 5,500.00	\$ 4,765.00	13.96%
Security Services	7150	\$ 746.46	\$ 2,315.52	\$ 2,857.56	\$ 4,740.00	\$ 1,882.44	60.29%
Entertainment Services	7160	\$ -	\$ 300.00	\$ -	\$ 2,450.00	\$ 2,450.00	0.00%
Business Services	7180	\$ 5,641.88	\$ 35,183.72	\$ 39,272.83	\$ 84,923.00	\$ 45,650.17	46.25%
Umpire/Referee Services	7190	\$ 260.00	\$ 820.00	\$ 1,150.00	\$ 2,000.00	\$ 850.00	57.50%
Publication/Legal Notices	7200	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Subscriptions	7210	\$ -	\$ 3,121.16	\$ 251.40	\$ 3,604.00	\$ 3,352.60	6.98%
Rents and Leases	7300	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Rents & Leases Equip	7310	\$ 4,237.37	\$ 11,698.44	\$ 8,906.82	\$ 28,760.00	\$ 19,853.18	30.97%
Bldg/Field Leases & Rental	7320	\$ 106.43	\$ 5.00	\$ 20.00	\$ 10,938.00	\$ 10,918.00	0.18%
Event Supplies	7410	\$ -	\$ 976.60	\$ 1,116.27	\$ 2,210.00	\$ 1,093.73	50.51%
Supplies	7420	\$ -	\$ 1,326.33	\$ 430.11	\$ 7,016.00	\$ 6,585.89	6.13%
Bingo Supplies	7430	\$ 293.85	\$ 3,730.68	\$ 3,046.17	\$ 7,800.00	\$ 4,753.83	39.05%
Sporting Goods	7440	\$ -	\$ 2,587.55	\$ 4,065.95	\$ 8,125.00	\$ 4,059.05	50.04%
Arts and Craft Supplies	7450	\$ -	\$ 1,864.13	\$ 1,128.18	\$ 4,700.00	\$ 3,571.82	24.00%
Training Supplies	7460	\$ -	\$ -	\$ -	\$ 3,420.00	\$ 3,420.00	0.00%
Camp Supplies	7470	\$ -	\$ 447.51	\$ 659.52	\$ 1,080.00	\$ 420.48	61.07%
Small Tools	7500	\$ 326.26	\$ -	\$ 2,288.81	\$ 15,950.00	\$ 13,661.19	14.35%

**General Ledger**  
**Statement of Revenues and Expenditures**  
**Fund 10 General Fund**  
**December 2016 50%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Safety Supplies	7510	\$ -	\$ 3,740.40	\$ 2,932.88	\$ 7,484.00	\$ 4,551.12	39.19%
Special Department Expense	7600	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Uniform Allowance	7610	\$ 2,631.88	\$ 2,072.61	\$ 4,681.56	\$ 12,688.00	\$ 8,006.44	36.90%
Safety Clothing	7620	\$ -	\$ 3,493.82	\$ 993.08	\$ 3,150.00	\$ 2,156.92	31.53%
Transportation and Travel	7700	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Conference&Seminar Staff	7710	\$ -	\$ 4,155.21	\$ 1,882.68	\$ 12,790.00	\$ 10,907.32	14.72%
Conference&Seminar Board	7715	\$ -	\$ -	\$ 212.47	\$ 2,840.00	\$ 2,627.53	7.48%
Conference&Seminar Travel Exp	7720	\$ 3.91	\$ 2,675.94	\$ 2,834.93	\$ 9,758.00	\$ 6,923.07	29.05%
Out of Town Travel Board	7725	\$ -	\$ -	\$ 937.75	\$ 6,355.00	\$ 5,417.25	14.76%
Private Vehicle Mileage	7730	\$ 116.64	\$ 1,301.23	\$ 1,582.38	\$ 4,556.00	\$ 2,973.62	34.73%
Transportation Charges	7740	\$ -	\$ -	\$ -	\$ 1,750.00	\$ 1,750.00	0.00%
Buses/Excursions	7750	\$ -	\$ 11,474.72	\$ 1,827.64	\$ 21,966.00	\$ 20,138.36	8.32%
Tuition/Book Reimbursement	7760	\$ -	\$ 161.00	\$ -	\$ -	\$ -	0.00%
Utilities Gas	7810	\$ 1,789.14	\$ 6,613.08	\$ 7,266.29	\$ 26,491.00	\$ 19,224.71	27.43%
Utilities Water	7820	\$ 50,145.65	\$ 344,935.11	\$ 373,200.04	\$ 742,489.00	\$ 369,288.96	50.26%
Utilities Electric	7830	\$ 16,966.63	\$ 101,688.51	\$ 86,401.28	\$ 231,245.00	\$ 144,843.72	37.36%
Reserve Designated Project	7902	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Awards and Certificates	7910	\$ 4,930.99	\$ 8,198.21	\$ 10,042.46	\$ 18,186.00	\$ 8,143.54	55.22%
Meals for Staff Training	7920	\$ 60.00	\$ 2,202.49	\$ 158.48	\$ 2,710.00	\$ 2,551.52	5.85%
Employee Morale	7930	\$ -	\$ 2,788.75	\$ 134.55	\$ 3,475.00	\$ 3,340.45	3.87%
Reserve Designated Project	7972	\$ 2,500.00	\$ -	\$ 15,000.00	\$ 30,000.00	\$ 15,000.00	50.00%
Reserve Dry Period	7973	\$ 7,583.33	\$ -	\$ 45,500.00	\$ 91,000.00	\$ 45,500.00	50.00%
Reserve Capital Improvements	7974	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Reserve Repair/Oper/Admin	7975	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Scholarships	8105	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Discounts Military	8110	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Land Improvements	8200	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Structures & Improvements	8300	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Service and Supplies</b>		<b>\$ 310,856.04</b>	<b>\$ 1,124,175.06</b>	<b>\$ 1,195,699.85</b>	<b>\$ 2,863,941.00</b>	<b>\$ 1,668,311.15</b>	<b>41.75%</b>
<b>YTD Comparison</b>				<b>\$ 71,524.79</b>			

Capital	8400	\$ -	\$ 5,623.54	\$ -	\$ 502,790.00	\$ 502,790.00	0.00%
LWCF Grant	8401	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
NRPA Grant	8402	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
HCF Grant Trails	8403	\$ -	\$ 1,768.92	\$ 58.87	\$ -	\$ 58.87	0.00%
Greenfield Outdoor Fitness Equip	8404	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
HCF Grant Wildlife Programs	8405	\$ 687.50	\$ 256.79	\$ 5,731.50	\$ -	\$ 5,731.50	0.00%
Grnfield Outdoor Fitness Equip	8406	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Springbrook Software	8407	\$ -	\$ 66,130.00	\$ -	\$ -	\$ -	0.00%
Eston Street Tree Removal	8408	\$ -	\$ -	\$ 13,500.00	\$ -	\$ 13,500.00	0.00%
Cam Grove Park	8409	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Playground Equipment	8410	\$ 189,887.74	\$ -	\$ 189,887.74	\$ -	\$ 189,887.74	0.00%
Equip./Facility Replacement	8420	\$ -	\$ -	\$ -	\$ 45,200.00	\$ 45,200.00	0.00%
Telephone System	8421	\$ -	\$ -	\$ 9,981.26	\$ -	\$ 9,981.26	0.00%
Needs Assessment FY 1617	8422	\$ -	\$ -	\$ 87.38	\$ -	\$ 87.38	0.00%
Bob Kildee Parking Lot FY1617	8423	\$ -	\$ -	\$ 236.44	\$ -	\$ 236.44	0.00%
PV Fields Parking Lot	8424	\$ -	\$ -	\$ 14,361.00	\$ -	\$ 14,361.00	0.00%
<b>Capital without Playground Equip</b>		<b>\$ 190,575.24</b>	<b>\$ 73,780.25</b>	<b>\$ 233,844.19</b>	<b>\$ 547,990.00</b>	<b>\$ 781,834.19</b>	<b>42.67%</b>
				<b>\$ 160,063.94</b>			

<b>Total Expenses w/out Capital</b>		<b>\$ 726,966.66</b>	<b>\$ 2,960,237.80</b>	<b>\$ 3,067,437.52</b>	<b>\$ 7,063,301.00</b>	<b>\$ 4,003,766.30</b>	<b>43.43%</b>
<b>YTD Comparison</b>				<b>\$ 107,199.72</b>			

**General Ledger**  
**Statement of Revenues and Expenditures**  
**Fund 20 Assessment Fund**  
**December 2016 50%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>							
Transfer In	1500	\$ -	\$ -	\$ 355.38	\$ -	\$ 355.38	0.00%
Interest Apport Fund	5310	\$ 4.05	\$ -	\$ 175.34	\$ 1,536.00	\$ 1,360.66	11.42%
Other Interest Income	5320	\$ -	\$ 433.72	\$ -	\$ -	\$ -	0.00%
Dividends CAPRI Prior Years	5460	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Assessment Revenue	5500	\$ 577,185.22	\$ 574,451.89	\$ 587,865.49	\$ 1,046,037.00	\$ 458,171.51	56.20%
Other/Purchase Discount Taken	5575	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Revenue w/out Carry Over</b>		<b>\$ 577,189.27</b>	<b>\$ 574,885.61</b>	<b>\$ 588,396.21</b>	<b>\$ 1,047,573.00</b>	<b>\$ 459,887.55</b>	<b>56.17%</b>
YTD Comparison				\$ 13,510.60			

Carryover Balance	5502	\$ -	\$ -	\$ -	\$ 379,171.00	\$ 379,171.00	
<b>Total Revenue with Carry Over</b>		<b>\$ 577,189.27</b>	<b>\$ 574,885.61</b>	<b>\$ 588,396.21</b>	<b>\$ 1,426,744.00</b>	<b>\$ 459,887.55</b>	

<b>Expense</b>							
Full Time Salaries	6100	\$ 11,053.47	\$ 50,831.02	\$ 44,381.09	\$ 96,247.00	\$ 51,865.91	46.11%
Overtime Salaries	6101	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Car Allowance	6105	\$ 491.78	\$ -	\$ 618.00	\$ 1,200.00	\$ 582.00	51.50%
Cell Phone Allowance	6108	\$ 121.14	\$ -	\$ 487.50	\$ 975.00	\$ 487.50	50.00%
PartTime Salaries	6110	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Retirement	6120	\$ 3,038.63	\$ 6,820.84	\$ 8,252.00	\$ 16,504.00	\$ 8,252.00	50.00%
457 Pension	6121	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Employee Insurance	6130	\$ 2,874.00	\$ 6,358.97	\$ 6,706.00	\$ 13,412.00	\$ 6,706.00	50.00%
Workers Compensation	6140	\$ 384.98	\$ 4,269.81	\$ 4,042.50	\$ 8,085.00	\$ 4,042.50	50.00%
Unemployment Insurance	6150	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Personnel</b>		<b>\$ 17,964.00</b>	<b>\$ 68,280.64</b>	<b>\$ 64,487.09</b>	<b>\$ 136,423.00</b>	<b>\$ 71,935.91</b>	<b>47.27%</b>
YTD Comparison				\$ (3,793.55)			

Incidental Costs Assess	6709	\$ -	\$ 15,348.25	\$ 15,610.13	\$ 27,500.00	\$ 11,889.87	56.76%
Contracted LS Services	6720	\$ 32,409.95	\$ 133,929.54	\$ 174,555.85	\$ 403,560.00	\$ 229,004.15	43.25%
Bank & ActiveNet Charges	6950	\$ 25.00	\$ -	\$ 104.00	\$ -	\$ 104.00	0.00%
Approp Redev/Collection Fees	6960	\$ -	\$ 1,430.87	\$ -	\$ 2,625.00	\$ 2,625.00	0.00%
Business Services	7180	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	0.00%
COP Debt PV Fields	7950	\$ -	\$ 102,180.63	\$ 100,826.48	\$ 751,865.00	\$ 651,038.52	13.41%
<b>Service and Supplies</b>		<b>\$ 32,434.95</b>	<b>\$ 252,889.29</b>	<b>\$ 296,096.46</b>	<b>\$ 1,185,550.00</b>	<b>\$ 899,661.54</b>	<b>24.98%</b>
YTD Comparison				\$ 43,207.17			

<b>Total Expense</b>		<b>\$ 50,398.95</b>	<b>\$ 321,169.93</b>	<b>\$ 360,583.55</b>	<b>\$ 1,321,973.00</b>	<b>\$ 971,597.45</b>	<b>27.28%</b>
YTD Comparison				\$ 39,413.62			



**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: February 1, 2017**

**SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION NO. 569 DIRECTING SCI CONSULTING GROUP TO PREPARE THE FY 2017-2018 ENGINEER'S REPORT FOR THE ASSESSMENT DISTRICT**

**RECOMMENDATION**

It is recommended the Board approve Resolution No. 569, directing SCI Consulting Group to prepare the FY 2017-2018 Engineer's Report.

**BACKGROUND**

SCI Consulting Group was retained in 2001 by the District to prepare and file a report. The report was to include: estimate of costs; a diagram for the assessment district; and an assessment to cover the estimated costs of the improvements pursuant to the provisions of the Landscaping and Lighting Act of 1972 and Article XIID of the California Constitution. The Assessment District was formed to provide adequate revenues for park maintenance services as well as for expanding and improving park facilities to meet the growing demand placed on the parks.

**ANALYSIS**

The Engineer's Report is prepared annually to establish the budget for the services that would be funded by the proposed fiscal year. The FY 2017-2018 projects will determine the benefits received from the park maintenance and improvements by property within the Park District and the method of assessment apportionment to lots and parcels within the Park District. Specifically, the Engineer's Report with input from District staff will reflect the projects, staffing and funding allocation for the upcoming fiscal year. The Board will then have the opportunity to review the proposed report and budget.

**FISCAL IMPACT**

The FY 2017-2018 special assessment funds will be dedicated to the debt service for the Certificates of Participation (COP) sold as the funding source for the Pleasant Valley Fields Sports Complex, staffing expenses, landscape maintenance program, and miscellaneous park projects.

**RECOMMENDATION**

It is recommended the Board approve Resolution No. 569 directing SCI Consulting Group to prepare the FY 2017-2018 Engineer's Report.

**ATTACHMENT**

- 1) Resolution No. 569 (2 pages)

**RESOLUTION NO. 569**

**A RESOLUTION DIRECTING PREPARATION OF THE ENGINEER'S REPORT  
FOR FISCAL YEAR 2017-18 FOR THE  
PARK MAINTENANCE AND RECREATION IMPROVEMENT DISTRICT  
FOR THE  
PLEASANT VALLEY RECREATION AND PARK DISTRICT**

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

1. On April 4<sup>th</sup>, 2001 by its Resolution No. 356 this Board ordered the formation of a landscaping and lighting district pursuant to Article XIID of the California Constitution, and the Landscaping and Lighting Act of 1972 (the "Act"), Part 2 of Division 15 of the California Streets and Highways Code (commencing with Section 22500 thereof).

2. The purpose of the landscaping and lighting district shall be for the installation, maintenance and servicing of improvements to the Pleasant Valley Recreation and Park District described in Section 3 below.

3. The landscaping and lighting district has been given the distinctive designation of the "Park Maintenance and Recreation Improvement District", which landscaping and lighting district is primarily described as all of the lands within the current boundaries of the Pleasant Valley Recreation and Park District.

4. Within the landscaping and lighting district, the existing and proposed improvements to be undertaken by the Park Maintenance and Recreation Improvement District are described as installation, maintenance and servicing of public facilities, including but not limited to, playing fields, playground equipment, hard court surfaces, irrigation and sprinkler systems, landscaping, turf and track facilities, gymnasiums, swimming pools, landscaping, sprinkler systems, park grounds, park facilities, landscape corridors, and trails, as applicable, for property owned or maintained by the Pleasant Valley Recreation and Park District. Maintenance means the furnishing of services and materials for the ordinary and usual maintenance, operation and servicing of said improvements, including repair, removal, or replacement of all or part of any improvement; providing for the life, growth, health and beauty of landscaping; and cleaning,

sandblasting and painting of walls and other improvements to remove or cover graffiti. Servicing means the furnishing of electric current or energy for the operation or lighting of any improvements, and water for irrigation of any landscaping or the maintenance of any other improvements.

5. SCI Consulting Group is hereby designated as Engineer of Work for purposes of these proceedings and is hereby ordered to prepare an Engineer's Report in accordance with Article 4 of Chapter 1 of the Act and Article XIID of the California Constitution. Upon completion, the Engineer shall file the Engineer's Report with the Clerk of the Board for submission to the Board.

**PASSED AND ADOPTED** this 1st day of February, 2017 by the following vote:

AYES :

NOES:

ABSENT:

ABSTAIN:

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NEAL DIXON, CHAIRMAN  
PLEASANT VALLEY RECREATION AND PARK DISTRICT

ATTESTED:

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ROBERT KELLEY, SECRETARY  
PLEASANT VALLEY RECREATION AND PARK DISTRICT

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

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Leonore Young, Administrative Services Manager**

**DATE: February 1, 2017**

**SUBJECT: CONSIDERATION AND APPROVAL OF MID-YEAR  
BUDGET REVISIONS**

**RECOMMENDATION**

It is recommended the Board review and approve the mid-year budget revisions to the FY 2016–2017 Budget.

**BACKGROUND**

The Fiscal Year 2016-2017 Budget was approved July 6, 2016. The budget was developed by staff and reviewed and approved by the Board of Directors. The budget at mid-year is reviewed and analyzed by staff and the General Manager before going to the Board for any budget adjustment approvals. Budget revisions during the fiscal year are consistent with accounting practices and recommended by the District's auditors.

**ANALYSIS**

District Wide, the revenue is at 102.85%, which is primarily due to the District receiving \$3,123,562 in Park Dedication Fees. By removing the Park Dedication Fees out of the calculation, the District is at 58.74% up 8.74% from the budgeted 50% for mid-year. This is mainly due to conservative budgeting for revenue. Interest Apportionment is up 70.14% or \$19,855 and the Recognized Obligation Payment Schedule (ROPS) is up 195.73% or \$97,782. Tax Apportionment is also showing higher than 50%, due to receiving 4.39% more at mid-year. Overall the District's revenues are doing well and coming in higher than budgeted.

There are no revenue budget adjustments for Fund 20, the Assessment District.

Overall the District's expenses (Personnel and Service and Supplies) are running at 43.43% below the budgeted amount of 50% for mid-year. The General Fund Service & Supply expenditures are at 41.75% (a decrease of 8.25%) for the period ending December 31, 2016. Even though the District is doing well managing the expenses, there are a few line items that will need budget adjustments in both revenue and expenses. They are as follows:

**Revenue:**

Interest Apportionment Fund	Increase \$5,000	Higher Funds, Higher Rates
CAPRI Dividends	Decrease \$11,477	District not receiving reimbursement due to higher claims
Public Fees	Decrease \$8,000	Cancelled Excursion
ROPS	Increase \$22,900	Prior Year Adjustment

Personnel:

457 Pension	Increase \$6,300	Re-classing of Retirees receiving 457
Workers Compensation	Decrease \$11,477	Over Projected Expense

Service and Supplies:

Telephone	Decrease \$8,544	Re-Negotiated Contract
Internet Services	Decrease \$10,000	No Increase in Contract
Minor Furn. Fixture & Equip	Increase \$2,100	Increase in mail machine lease
Audit Services	Increase \$5,000	Hiring firm to prepare GASB 68 Reports (PERS Calculations)
Business Services	Increase \$1,360	Helium for Christmas Parade
Rents and Leases Equip	Decrease \$1,360	To cover helium expense
Buses and Excursions	Decrease \$6,000	Less bus rentals

Capital:

Playground Equipment	Increase \$190,000	Purchased 3 Playground Sets
Hard walls for GM & HR Offices	Increase \$ 10,000	Privatize Offices

With these mid-year budget adjustments taken into consideration, revenue exceeds expenses by \$40,749 which is an improvement of \$31,044 from the original budget adopted in July 2016.

There are no mid-year expense budget adjustments for Fund 20, the Assessment District.

As mentioned above the overall expenses at mid-year are below budget by 6.57%. This is primarily due to the effort made by the General Manager and Department Managers budgeting conservatively and monitoring their department line items closely. Capital Outlay will have an increase of \$200,000 for three playground structures and for constructing hard walls for the General Manager and the Human Resource's offices.

**FISCAL IMPACT**

Keeping in mind the changes that are mentioned above, the impact on the budget in fiscal year 2016-2017 is an increase of \$31,044 in budget savings. The new total for mid-year went from \$9,705 in revenue over expenses to \$40,749 in revenue over expenses.

**STAFF RECOMMENDATION**

It is recommended the Board review and approve the mid-year budget revisions to the FY 2016-2017 Budget.

**ATTACHMENTS**

- 1) District Wide Mid-Year Budget Summary Pages (3 pages)



**General Ledger**  
**Mid-Year Budget Adjustments Fund 10**  
**Fiscal Year 2016-2017**

Description	Account	One Year Prior Actual 15-16	Original Budget 16-17	Budget Adj	Mid-Year Budget	Actual as of 12/31/2016	% of Budget Used
Permit & Licensing Fees	7030	\$ 1,925.61	\$ 2,700.00		\$ 2,700.00	\$ 1,725.34	63.90%
State License Fee	7040	\$ 220.00	\$ -		\$ -	\$ -	0.00%
Professional Services	7100	\$ -	\$ 900.00		\$ 900.00	\$ -	0.00%
Legal Services	7110	\$ 16,733.67	\$ 69,150.00		\$ 69,150.00	\$ 11,476.35	16.60%
Typeset and Print Services	7115	\$ 23,604.59	\$ 50,204.00		\$ 50,204.00	\$ 11,745.39	23.40%
Instructor Services	7120	\$ 84,368.32	\$ 140,473.00		\$ 140,473.00	\$ 80,343.47	57.19%
PERS Admin Fees	7125	\$ 1,186.06	\$ 1,975.00		\$ 1,975.00	\$ -	0.00%
Audit Services	7130	\$ 785.00	\$ 11,300.00	\$ 5,000.00	\$ 16,300.00	\$ 9,640.00	85.31%
Medical & Health Svcs (HR)	7140	\$ 1,645.00	\$ 5,500.00		\$ 5,500.00	\$ 735.00	13.36%
Security Services	7150	\$ 2,315.52	\$ 4,740.00		\$ 4,740.00	\$ 2,857.56	60.29%
Entertainment Services	7160	\$ 300.00	\$ 2,450.00		\$ 2,450.00	\$ -	0.00%
Business Services	7180	\$ 35,183.72	\$ 84,923.00	\$ 1,360.00	\$ 86,283.00	\$ 33,772.83	39.77%
Umpire/Referee Services	7190	\$ 820.00	\$ 2,000.00		\$ 2,000.00	\$ 1,150.00	57.50%
Publication/Legal Notices	7200	\$ -	\$ -		\$ -	\$ -	0.00%
Subscriptions	7210	\$ 3,121.16	\$ 3,604.00		\$ 3,604.00	\$ 251.40	6.98%
Rents and Leases	7300	\$ -	\$ -		\$ -	\$ -	0.00%
Rents & Leases Equip	7310	\$ 11,698.44	\$ 28,760.00	\$ (1,360.00)	\$ 27,400.00	\$ 8,906.82	30.97%
Bldg/Field Leases & Rental	7320	\$ 5.00	\$ 10,938.00		\$ 10,938.00	\$ 20.00	0.18%
Event Supplies	7410	\$ 976.60	\$ 2,210.00		\$ 2,210.00	\$ 1,116.27	50.51%
Supplies	7420	\$ 1,326.33	\$ 7,016.00		\$ 7,016.00	\$ 430.11	6.13%
Bingo Supplies	7430	\$ 3,730.68	\$ 7,800.00		\$ 7,800.00	\$ 3,046.17	39.05%
Sporting Goods	7440	\$ 2,587.55	\$ 8,125.00		\$ 8,125.00	\$ 4,065.95	50.04%
Arts and Craft Supplies	7450	\$ 1,864.13	\$ 4,700.00		\$ 4,700.00	\$ 1,128.18	24.00%
Training Supplies	7460	\$ -	\$ 3,420.00		\$ 3,420.00	\$ -	0.00%
Camp Supplies	7470	\$ 447.51	\$ 1,080.00		\$ 1,080.00	\$ 659.52	61.07%
Small Tools	7500	\$ -	\$ 15,950.00		\$ 15,950.00	\$ 2,288.81	14.35%
Safety Supplies	7510	\$ 3,740.40	\$ 7,484.00		\$ 7,484.00	\$ 2,932.88	39.19%
Special Department Expense	7600	\$ -	\$ -		\$ -	\$ -	0.00%
Uniform Allowance	7610	\$ 2,072.61	\$ 12,688.00		\$ 12,688.00	\$ 4,681.56	36.90%
Safety Clothing	7620	\$ 3,493.82	\$ 3,150.00		\$ 3,150.00	\$ 993.08	31.53%
Transportation and Travel	7700	\$ -	\$ -		\$ -	\$ -	0.00%
Conference&Seminar Staff	7710	\$ 4,155.21	\$ 12,790.00		\$ 12,790.00	\$ 1,882.68	14.72%
Conference&Seminar Board	7715	\$ -	\$ 2,840.00		\$ 2,840.00	\$ 212.47	7.48%
Conference&Seminar Travel Exp	7720	\$ 2,675.94	\$ 9,758.00		\$ 9,758.00	\$ 2,834.93	29.05%
Out of Town Travel Board	7725	\$ -	\$ 6,355.00		\$ 6,355.00	\$ 937.75	14.76%
Private Vehicle Mileage	7730	\$ 1,301.23	\$ 4,556.00		\$ 4,556.00	\$ 1,582.38	34.73%
Transportation Charges	7740	\$ -	\$ 1,750.00		\$ 1,750.00	\$ -	0.00%
Buses/Excursions	7750	\$ 11,474.72	\$ 21,966.00	\$ (6,090.00)	\$ 15,876.00	\$ 1,827.64	8.32%
Tuition/Book Reimbursement	7760	\$ 161.00	\$ -		\$ -	\$ -	0.00%
Utilities Gas	7810	\$ 6,613.08	\$ 26,491.00		\$ 26,491.00	\$ 7,266.29	27.43%
Utilities Water	7820	\$ 344,935.11	\$ 742,489.00		\$ 742,489.00	\$ 373,200.04	50.26%
Utilities Electric	7830	\$ 101,688.51	\$ 231,245.00		\$ 231,245.00	\$ 86,401.28	37.36%
Reserve Designated Project	7902	\$ -	\$ -		\$ -	\$ -	0.00%
Awards and Certificates	7910	\$ 8,198.21	\$ 18,186.00		\$ 18,186.00	\$ 10,042.46	55.22%
Meals for Staff Training	7920	\$ 2,202.49	\$ 2,710.00		\$ 2,710.00	\$ 158.48	5.85%
Employee Morale	7930	\$ 2,788.75	\$ 3,475.00		\$ 3,475.00	\$ 134.55	3.87%
COP Debt PV Fields	7950	\$ -	\$ -		\$ -	\$ -	0.00%
Reserve Vehicle Fleet	7970	\$ -	\$ -		\$ -	\$ -	0.00%
Reserve Computer Fleet	7971	\$ -	\$ -		\$ -	\$ -	0.00%
Reserve Designated Project	7972	\$ -	\$ 30,000.00		\$ 30,000.00	\$ 16,512.19	55.04%
Reserve Dry Period	7973	\$ -	\$ 91,000.00		\$ 91,000.00	\$ 45,500.00	50.00%
Reserve Capital Improvements	7974	\$ -	\$ -		\$ -	\$ -	0.00%
Reserve Repair/Oper/Admin	7975	\$ -	\$ -		\$ -	\$ -	0.00%
Scholarships	8105	\$ -	\$ -		\$ -	\$ -	0.00%
Discounts Military	8110	\$ -	\$ -		\$ -	\$ -	0.00%
Land Improvements	8200	\$ -	\$ -		\$ -	\$ -	0.00%
Structures & Improvements	8300	\$ -	\$ -		\$ -	\$ -	0.00%
<b>Service and Supplies</b>		<b>\$ 1,124,175.06</b>	<b>\$ 2,863,941.00</b>	<b>\$ (17,444.00)</b>	<b>\$ 2,846,497.00</b>	<b>\$ 1,197,212.04</b>	<b>41.80%</b>

**General Ledger**  
**Mid-Year Budget Adjustments Fund 10**  
**Fiscal Year 2016-2017**

Description	Account	One Year Prior Actual 15-16	Original Budget 16-17	Budget Adj	Mid-Year Budget	Actual as of 12/31/2016	% of Budget Used
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**Capital**

Capital	8400	\$ 5,623.54	\$ 502,790.00		\$ 502,790.00	\$ -	0.00%
HCF Grant Trails	8403	\$ 1,769.92	\$ -		\$ -	\$ 58.87	0.00%
HCF Grant Wildlife Programs	8405	\$ 256.79	\$ -		\$ -	\$ 5,731.50	0.00%
Springbrook Software	8407	\$ 66,130.00	\$ -		\$ -	\$ -	0.00%
Eston Street Tree Removal	8408	\$ -	\$ -		\$ -	\$ 13,500.00	0.00%
Cam Grove Park	8409	\$ -	\$ -		\$ -	\$ -	0.00%
Playground Equipment	8410	\$ -	\$ -	\$ 190,000.00	\$ 190,000.00	\$ 189,887.74	0.00%
Equip./Facility Replacement	8420	\$ -	\$ 45,200.00		\$ 45,200.00	\$ -	0.00%
Telephone System	8421	\$ -	\$ -		\$ -	\$ 9,981.26	0.00%
Needs Assessment FY 1617	8422	\$ -	\$ -		\$ -	\$ 87.38	0.00%
Bob Kildee Parking Lot FY1617	8423	\$ -	\$ -		\$ -	\$ 236.44	0.00%
PV Fields Parking Lot	8424	\$ -	\$ -		\$ -	\$ 14,361.00	0.00%
Hardwalls for GM & HR Offices				\$ 10,000.00	\$ 10,000.00		
<b>Capital</b>		\$ 73,780.25	\$ 547,990.00	\$ 200,000.00	\$ 747,990.00	\$ 233,844.19	42.67%

<b>Total Revenue</b>	\$	<b>4,067,988.03</b>	\$ <b>7,073,006.00</b>	\$ <b>8,423.00</b>	\$ <b>7,081,429.00</b>	\$ <b>7,278,300.94</b>
<b>Total Expenses w/out Capital</b>	\$	<b>2,882,083.29</b>	\$ <b>7,063,301.00</b>	\$ <b>(22,621.00)</b>	\$ <b>7,040,680.00</b>	\$ <b>2,953,818.73</b>

**Budgeted Revenue over Expenses at Mid-Year** **\$ 40,749.00**



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

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Mitchell Cameron, Administrative Analyst**

**DATE: February 1, 2017**

**SUBJECT: CONSIDERATION AND APPROVAL OF DISTRICT  
WIDE FEE SCHEDULE FOR FY 2017-2018**

**RECOMMENDATION**

It is recommended the Board review and approve the proposed FY 2017-2018 Fee Schedule.

**BACKGROUND**

The District reviews fees charged to consumers on an annual basis and as appropriate, new fees are added/omitted and existing fees are adjusted before being brought to the Board for final approval. The review process encompasses an analysis of previous year facility and park usage, public comments, ease of use, cost impact, and staff input.

Use fees are based on the going rate for comparable facilities and amenities in the surrounding area and the cost to facilitate the event. These are reviewed as necessary and bi-annually by staff to ensure adequate and sustainable rentals for District constituents. Additionally, the District adopted basic facility use and fee charges as part of Ordinance No. 8 on April 6, 2011 to outline provisions and to provide rules to govern the use of parks and facilities.

**ANALYSIS**

In April 2016, the Board approved a comprehensive overhaul to the fee schedule within the District. Since April, District staff has identified four items or parks that were not included on the approved schedule; the four items include the Pavilion at the new Mel Vincent Park, the Mobile Stage, District Parking lots, and Non-Sufficient Funds(NSF) fees. District staff reviewed the cost of the associated items/parks, the potential acceleration for wear on the item or park and the cost of like items or parks in the surrounding area. Staff has included a proposed fee schedule with the updates highlighted in blue.

**COMMITTEE REVIEW**

Staff reviewed this report with the Finance Committee on January 18, 2017 and the Finance Committee recommended that Board review the proposed fee schedule.

**FISCAL IMPACT**

There is no expected significant fiscal impact.

**RECOMMENDATION**

It is recommended the Board review and approve the proposed FY 2017-2018 Fee Schedule.

**ATTACHMENTS**

- 1) Proposed Fee Schedule FY 2017-2018 (6 pages)

## 2017-2018 FEE SCHEDULE - FACILITIES

Draft(Awaiting Board Approval)	Maximum Capacity	CLASS 1	CLASS 2	CLASS 3	CLASS 4
		Community Service Groups	Resident Organizations	In-District Resident & All Friday-Saturday Rentals (except Class 4)	Out of District/Non Resident
<b>COMMUNITY CENTER COMPLEX - Hourly Rates</b>					
Auditorium (4 hour min.)	384-500	\$36.00	\$73.00	\$145.00	\$180.00
Kitchen (4 hour min.)		\$12.00	\$24.00	\$48.00	\$60.00
Activity Rooms #1, #2, #3, #4, or #5 (2 hour min.)	20-40	\$9.00	\$18.00	\$36.00	\$45.00
Activity Room #6 or #7 (2 hour min.)	54-70	\$15.00	\$31.00	\$63.00	\$78.00
<b>Refundable Cleaning Deposit</b>					
Auditorium		\$300.00	\$300.00	\$300.00	\$300.00
Activity Rooms #1-7		\$50.00	\$50.00	\$50.00	\$50.00
Kitchen Use Only		\$100.00	\$100.00	\$100.00	\$100.00

<b>FREEDOM CENTER COMPLEX - Hourly Rates</b>					
Freedom Center (4 hour min.)	200-308	\$25.00	\$50.00	\$100.00	\$125.00
Kitchen/BBQ Area (4 hour min.)		\$12.00	\$24.00	\$48.00	\$60.00
Sunshine Room Only (2 hour min.)	30-60	\$9.00	\$18.00	\$36.00	\$45.00
Skyway Room (2 hour min.)	12-20	\$9.00	\$18.00	\$36.00	\$45.00
Freedom Gym (2 hour min.)		\$12.00	\$24.00	\$48.00	\$60.00
<b>Refundable Cleaning Deposit</b>					
Freedom Center		\$300.00	\$300.00	\$300.00	\$300.00
Rooms		\$50.00	\$50.00	\$50.00	\$50.00
Kitchen Use Only		\$100.00	\$100.00	\$100.00	\$100.00

<b>PLEASANT VALLEY FIELDS ROOM - Hourly Rates</b>					
East Meeting Room (2 hour min.)	30-60	\$11.00	\$21.00	\$42.00	\$63.00
Refundable Cleaning Deposit		\$50.00	\$50.00	\$50.00	\$50.00

<b>ADDITIONAL RENTAL FEES</b>					
Non-Refundable Processing Fee (applies to ALL rentals)		\$25.00	\$25.00	\$25.00	\$25.00
Liability Insurance		varies	varies	varies	varies
Alcohol Liability Insurance (price ranges from \$100 - \$200)		varies	varies	varies	varies
*Security Guards- Per Guard/Per Hour		\$50.00	\$50.00	\$50.00	\$50.00
<i>*If alcohol is being served (4 hours max. ), 1 guard is required for groups of 50 people, 2 guards or more for larger groups.</i>					
<i>*Large non-alcohol functions may require 1 guard for groups of 150 people. Larger groups may require more guards.</i>					
No Show/Change/Late Fee (within 7 days)		\$25.00	\$25.00	\$25.00	\$25.00
Non-Sufficient Fund Fee		\$30.00	\$30.00	\$30.00	\$30.00
Water Charge - per approval		varies	varies	varies	varies
Pony Rides, Other High Wear Amenities Deposit(refundable)		\$200.00	\$200.00	\$200.00	\$200.00
Staff Fee - hourly per employee		\$42.00	\$42.00	\$42.00	\$42.00
After Hours/Overtime Rate - hourly per employee		\$63.00	\$63.00	\$63.00	\$63.00
Special Event or Filming Permit Application (non-refundable)		\$100.00	\$100.00	\$100.00	\$100.00
Mobile Stage- Per Day		\$500.00	\$500.00	\$500.00	\$500.00
Mobile Stage Towing (One way)		\$150*	\$150*	\$150*	\$150*
<i>*additional fees may apply if destination is outside city limits</i>					
Parking Lot- Per hour		\$25.00	\$25.00	\$25.00	\$25.00
Freedom Park Overnight Parking Fee - Per Night		\$30.00	\$30.00	\$30.00	\$30.00
Tournament & Special Event Parking - Pleasant Valley Fields		<u>Vehicles</u>	<u>Oversize</u>		
		\$7.00			
<b>Camarillo Grove Parking/Entrance Permits</b>					
Annual Permit/Pass		\$55.00	\$55.00		
Weekend Daily Permit/Pass		\$5.00	\$10.00		
Weekday Daily Permit/Pass		\$3.00	\$3.00		

## 2017-2018 FEE SCHEDULE - PARKS/PICNIC AREAS

<i>Draft(Awaiting Board Approval)</i>		CLASS 1	CLASS 2	CLASS 3	CLASS 4
	Maximum Capacity	Community Service Groups	Resident Organizations	In-District Resident & All Fri.-Sat. Rentals (except Class 4)	Out of District / Non Resident
<b>EXTRA SMALL - up to 40 people - Rates for 4 hours</b>					
Community Center (no electricity)	40	\$10.00	\$20.00	\$40.00	\$50.00
Pitts Ranch (no electricity)	40	\$10.00	\$20.00	\$40.00	\$50.00
Valle Lindo #2 (no alcohol, amplified music, or electricity)	40	\$10.00	\$20.00	\$40.00	\$50.00
Valle Lindo #3 (no alcohol, amplified music or electricity)	20	\$6.00	\$12.00	\$24.00	\$30.00
Arneill Ranch Park (no electricity)	20	\$6.00	\$12.00	\$24.00	\$30.00
Mel Vincent Park (no restrooms available)	20	\$6.00	\$12.00	\$24.00	\$30.00
Refundable Cleaning Deposit		\$50.00	\$50.00	\$50.00	\$50.00

<b>SMALL - up to 60 people - Rates for 4 hours</b>					
Bob Kildee #2 (no electricity)	60	\$21.00	\$42.00	\$84.00	\$105.00
Camarillo Grove #3, #4 or #5 (no electricity #3 & #4)	60	\$21.00	\$42.00	\$84.00	\$105.00
Nancy Bush (no alcohol or amplified music)	60	\$21.00	\$42.00	\$84.00	\$105.00
Mission Oaks #1, #2 or #3 (no electricity)	60	\$21.00	\$42.00	\$84.00	\$105.00
Valle Lindo #1 (no electricity)	60	\$21.00	\$42.00	\$84.00	\$105.00
50% Off-Season Rate (Nov. 1-Mar. 15)		n/a	n/a	\$42.00	n/a
Refundable Cleaning Deposit		\$50.00	\$50.00	\$50.00	\$50.00

<b>LARGE - up to 200 people - Rates for 4 hours</b>					
Bob Kildee #1	200	\$60.00	\$120.00	\$240.00	\$300.00
Camarillo Grove #2	200	\$60.00	\$120.00	\$240.00	\$300.00
Mission Oaks #1, #2, & #3 (combined) (no electricity)	180	\$60.00	\$120.00	\$240.00	\$300.00
Mission Oaks #1 & #2 or #2 & #3 (no electricity)	120	\$60.00	\$84.00	\$168.00	\$210.00
50% Off-Season Rate (Nov. 1-Mar. 15)		n/a	n/a	\$84-\$120	n/a
Refundable Cleaning Deposit		\$100.00	\$100.00	\$100.00	\$100.00

<b>EXTRA LARGE - up to 300 people - Rates for 4 hours</b>					
Camarillo Grove #1 (amplified music allowed)	300	\$90.00	\$180.00	\$360.00	\$450.00
Freedom	300	\$90.00	\$180.00	\$360.00	\$450.00
50% Off-Season Rate (Nov. 1-Mar. 15)		n/a	n/a	\$180.00	n/a
Refundable Cleaning Deposit		\$200.00	\$200.00	\$200.00	\$200.00

<b>NATURE CENTER AREA - Rates for 4 hours</b>					
Deck Area (no electricity)	40	\$10.00	\$20.00	\$40.00	\$50.00
Exclusive Use of Nature Center	300	\$90.00	\$180.00	\$360.00	\$450.00
School Groups (Mon. - Thurs.)	300	\$25.00	\$25.00		

## 2017-2018 FEE SCHEDULE - PARKS/PICNIC AREAS (cont.)

CLASS 1	CLASS 2	CLASS 3	CLASS 4
Community Service Groups	Resident Organizations	In-District Resident & All Fri.-Sat. Rentals (except Class 4)	Out of District / Non Resident

### PARK GREEN/SPACE RENTAL - Hourly Rates

Green Park Space				\$20.00	\$25.00
Park Space Rental for Classes/Events				\$35.00	\$44.00
*Dog Agility Events		n/a	n/a	\$35.00	\$44.00
*\$50 Non-Refundable Processing Fee and \$300 Refundable Cleaning Deposit					

### ADDITIONAL RENTAL FEES

Non-Refundable Processing Fee (applies to ALL rentals)	\$25.00	\$25.00	\$25.00	\$25.00
Alcohol Liability Insurance (price ranges from \$100 to \$200)	varies	varies	varies	varies
*Security Guards - Per Guard/Per Hour	\$50.00	\$50.00	\$50.00	\$50.00
*If alcohol is being served (4 hours max.) 1 guard is required for groups of 50 people, 2 guards or more for larger groups.				
*Large non-alcohol functions may require 1 guard for groups of 150 people. Larger groups may require more.				
No Show/Change/Late Fee (within 7 days)	\$25.00	\$25.00	\$25.00	\$25.00
Non-Sufficient Fund Fee	\$30.00	\$30.00	\$30.00	\$30.00
Water Charge - per approval	varies	varies	varies	varies
Pony Rides, Other High Wear Amenities Deposit (refundable)	\$200.00	\$200.00	\$200.00	\$200.00
Staff Fee - hourly per employee	\$42.00	\$42.00	\$42.00	\$42.00
After Hours/Overtime Rate - hourly per employee	\$63.00	\$63.00	\$63.00	\$63.00
Special Event or Filming Permit Application (non-refundable)	\$100.00	\$100.00	\$100.00	\$100.00
Mobile Stage- Per Day	\$500.00	\$500.00	\$500.00	\$500.00
Mobile Stage Towing-(One way)	\$ 150*	\$ 150*	\$ 150*	\$ 150*
*additional fees may apply if destination is outside city limits				
Parking Lot- Per Hour	\$25.00	\$25.00	\$25.00	\$25.00
Freedom Park Overnight Parking Fee - Per Night	\$30.00	\$30.00	\$30.00	\$30.00
	<b>Vehicles</b>	<b>Oversize</b>		
Tournament & Special Event Parking - Pleasant Valley Fields	\$7.00			
Camarillo Grove Parking/Entrance Permits				
Annual Permit/Pass	\$55.00	\$55.00		
Weekend Daily Permit/Pass	\$5.00	\$10.00		
Weekday Daily Permit/Pass	\$3.00	\$3.00		

## 2017-2018 FEE SCHEDULE - SPORTS FACILITIES

Draft(Awaiting Board Approval)	CLASS 1 Community Service Groups*	CLASS 2 Resident Organizations	CLASS 3 In-District Resident	CLASS 4 Out of District / Non Resident
<b>PREMIER SPORTS COMPLEXES - Hourly Rates (2 hour min.)</b>				
<b>Baseball Fields</b>				
Bob Kildee Community Park (Field 1)	\$18.00	\$27.00	\$36.00	\$45.00
Freedom Park (Fields 1-4)	\$20.00	\$30.00	\$40.00	\$50.00
Freedom Park - Adult Baseball Field (Veteran's Field)	\$20.00	\$30.00	\$40.00	\$50.00
<b>Soccer Fields</b>				
Pleasant Valley Fields (Zones by the hour)	\$20.00	\$30.00	\$40.00	\$50.00
<b>Softball Fields</b>				
Mission Oaks Park	\$15.00	\$23.00	\$30.00	\$38.00
Pleasant Valley Fields	\$15.00	\$23.00	\$30.00	\$38.00
<b>STANDARD SPORTS FIELD - Hourly Rates (2 hour min.)</b>				
<b>Soccer and Open Space</b>				
Community Center Park (Grounds I, II, or III)	\$10.00	\$10.00	\$20.00	\$25.00
Freedom East Open Area	\$10.00	\$10.00	\$20.00	\$25.00
Freedom West Open Area	\$10.00	\$10.00	\$20.00	\$25.00
Pitts Ranch Open Space	\$10.00	\$10.00	\$20.00	\$25.00
Woodcreek Park	\$10.00	\$10.00	\$20.00	\$25.00
<b>Baseball/Softball Diamond</b>				
Pitts Ranch Baseball Diamond (U10 or below)	\$10.00	\$10.00	\$20.00	\$25.00
<b>BASIC SPORTS FIELD - Hourly Rates (2 hour min.)</b>				
Arneill Ranch Park - Grass Area	\$5.00	\$5.00	\$10.00	\$13.00
Calleguas Creek Park - Grass area	\$5.00	\$5.00	\$10.00	\$13.00
Charter Oak Park - Grass Area	\$5.00	\$5.00	\$10.00	\$13.00
Woodside Park - Grass Area	\$5.00	\$5.00	\$10.00	\$13.00
Dos Caminos Park - Grass Area	\$5.00	\$5.00	\$10.00	\$13.00
<b>SPORTS FIELD LIGHTING- Hourly Rates (1 hour min. with 15 minute increments)</b>				
Bob Kildee Community Park	\$23.00	\$35.00	\$35.00	\$43.00
Freedom Park Baseball	\$23.00	\$35.00	\$35.00	\$43.00
Freedom Park West	\$23.00	\$35.00	\$35.00	\$43.00
Mission Oaks Park	\$23.00	\$35.00	\$35.00	\$43.00
Pleasant Valley Fields (Softball)	\$28.00	\$37.00	\$39.00	\$46.00
Pleasant Valley Fields (Soccer)	\$38.00	\$48.00	\$49.00	\$62.00
<b>TENNIS COURTS- Hourly Rates (2 hour min.)</b>				
Bob Kildee Community Park (Light fee not included)	\$4.00	\$4.00	\$8.00	\$10.00
Springville Park (Light fee not included)	\$4.00	\$4.00	\$8.00	\$10.00
Mission Oaks Park (Light fee not included)	\$4.00	\$4.00	\$8.00	\$10.00
Valle Lindo Park (Light fee not included)	\$4.00	\$4.00	\$8.00	\$10.00
Pitts Ranch Park	\$4.00	\$4.00	\$8.00	\$10.00
<b>GYMNASIUM- Hourly Rates (2 hour min.)</b>				
Freedom Gym	\$12.00	\$24.00	\$48.00	\$60.00
<b>Plus \$30 Flat Rate to Open/Close Outside of Business Hours for all Facilities (before 6am &amp; after 9:30pm)</b>				

## FY 2017-2018 FEE SCHEDULE - SPORTS FACILITIES (cont.)

	CLASS 1 Community Service Groups*	CLASS 2 Resident Organizations	CLASS 3 In-District Resident	CLASS 4 Out of District / Non Resident
<b>OTHER SPORT VENUES- Hourly Rates (2 hour min.)</b>				
Las Posas Equestrian Center (requires porta potty)	\$25.00	\$50.00	\$50.00	\$75.00
Pleasant Valley Skate Park (plus staff)	\$10.00	\$20.00	\$40.00	\$50.00
Freedom Park Inline Arena (plus staff)	\$20.00	\$38.00	\$75.00	\$100.00
Staff (per hour) (2 hour min.)	\$15.00	\$15.00	\$15.00	\$15.00
<b>ADDITIONAL RENTAL FEES</b>				
No Show/Change/Late Fee (less than 72 hr notice)	\$25.00	\$25.00	\$25.00	\$25.00
Softball Bases/Softball Score Board Rental (per day)		\$30.00	\$30.00	\$30.00
*Field Prep/Dragging & Lining (per field per prep) MO, PVF, BK, FP		\$53.00	\$53.00	\$53.00

*\*Any Classification rates may be waived or reflect rates with existing agreements and MOU's.*

## 2017-2018 FEE SCHEDULE- SPORTS FACILITIES - TOURNAMENTS

	CLASS 1 Community Service Groups*	CLASS 2 Resident Organizations	CLASS 3 In-District Resident	CLASS 4 Out of District/ Non Resident
<b>PREMIER SPORTS COMPLEXES - Tournament Rates (6 hour min rate shown) + Hourly Rate after 6 hours</b>				
<b>Baseball Fields</b>				
Bob Kildee Community Park (Field 1)	\$115.00	\$175.00	\$235.00	\$295.00
Freedom Park (Fields 1-4 per field)	\$115.00	\$175.00	\$235.00	\$295.00
Freedom Park - Adult Baseball Field (Veteran's Field)	\$115.00	\$175.00	\$235.00	\$295.00
<b>Soccer Fields</b>				
Pleasant Valley Fields (per Zone)	\$115.00	\$175.00	\$235.00	\$295.00
<b>Softball Fields</b>				
Mission Oaks Park (per field)	\$85.00	\$133.00	\$175.00	\$223.00
Pleasant Valley Fields (per field)	\$85.00	\$133.00	\$175.00	\$223.00
<b>STANDARD SPORTS FIELD - Tournament Rates (6 hour min rate shown) + Hourly Rate after 6 hours</b>				
<b>SOCCER AND OPEN GRASS SPACE</b>				
Community Center Park (Grounds I, II or III)		\$55.00	\$115.00	\$145.00
Freedom East Open Area (west of Freedom Center)		\$55.00	\$115.00	\$145.00
Freedom West Open Area		\$55.00	\$115.00	\$145.00
Pitts Ranch Open Space		\$55.00	\$115.00	\$145.00
Woodcreek Park		\$55.00	\$115.00	\$145.00
<b>TENNIS COURTS- Tournament Rates (6 hour min rate shown) + Hourly Rate after 6 hours</b>				
Bob Kildee Community Park (Lights not included)		\$20.00	\$40.00	\$55.00
Springville Park (Lights not included)		\$20.00	\$40.00	\$55.00
Mission Oaks Park (Lights not included)		\$20.00	\$40.00	\$55.00
Valle Lindo Park (Lights not included)		\$20.00	\$40.00	\$55.00
Pitts Ranch Park		\$20.00	\$30.00	\$55.00
<b>GYMNASIUM - Tournament Rates (6 hour min rate shown) + Hourly Rate after 6 hours</b>				
Freedom Gym	\$67.00	\$139.00	\$283.00	\$355.00
<b>Plus \$30 Flat Rate to Open/Close Outside of Business Hours for all Facilities (before 6 am &amp; after 9:30pm)</b>				
<b>ADDITIONAL RENTAL FEES</b>				
<b>Baseball/Softball Field Services</b>				
Veterans Field Scoreboard (per day with \$100 deposit + staff)	\$20.00	\$20.00	\$20.00	\$25.00
Softball Bases/Softball Score Board Rental (per day)		\$30.00	\$30.00	\$30.00
*Field Prep/Dragging & Lining (per prep per field) MO, PVF, BK, FP		\$53.00	\$53.00	\$53.00
Sports Tournament Code of Conduct Deposit		\$200.00	\$200.00	\$200.00
Staff (per hour) (2 hour min.) Part Time	\$15.00	\$15.00	\$15.00	\$15.00
No Show/Change/Late Fee (within 14 days)	varies	varies	varies	varies
<b>Overnight Parking Fee - Per Night</b>				
(Freedom Park only)	\$30.00	\$30.00	\$30.00	\$30.00
<b>Tournament &amp; Special Event Parking - Pleasant Valley Fields</b>				
	<b>Vehicles</b>	<b>Oversize</b>		
Tournament & Special Event Parking - Pleasant Valley Fields	\$7.00			
<b>Parking Permit Fees - Camarillo Grove Park</b>				
Annual Permit/Pass	\$55.00			
Weekends Daily Permit/Pass	\$5.00	\$10.00		
Weekdays Daily Permit/Pass	\$3.00	\$3.00		

*\*Any Classification rates may be waived or reflect rates with existing agreements and MOU's.*

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

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Matt Parker, Park Supervisor**

**DATE: February 1, 2017**

**SUBJECT: APPROVAL OF REQUEST FOR PROPOSALS (RFP)  
FOR TREE TRIMMING AND MAINTENANCE  
SERVICES AND AUTHORIZATION FOR STAFF TO  
SOLICIT PROPOSALS FOR TREE TRIMMING AND  
MAINTENANCE SERVICES**

**RECOMMENDATION**

It is recommended the Board review and approve the bid specifications for Tree Maintenance Services.

**BACKGROUND**

The District has approximately 3,000 park and parkway trees comprising its community forest. In order to provide the best possible tree care to maintain the District's community forest at an acceptable level, staff prepared a Request for Proposal (RFP) to seek proposals from qualified contractors to provide annual services for maintenance, removal, online inventory, and replacement of trees, as needed.

**ANALYSIS**

The District seeks to solicit proposals for Tree Maintenance Services in order to ensure that all trees within the District are maintained on an annual basis and recorded in the District's Tree Database. The following is the scope of services to be provided in the Tree Maintenance Services:

**Develop District-wide Tree Maintenance Schedule**

The Contractor shall develop a District-wide Tree Maintenance schedule that ensures all trees within the District are maintained on an annual basis, in accordance with the best practices for the specific species.

**Execute the District-wide Tree Maintenance Schedule**

Upon development of a District-wide Tree Maintenance schedule, Contractor shall follow said schedule to ensure that trees within the District are maintained according to the agreed upon schedule.



Update and Maintain the District's Tree Database

Contractor shall update and maintain the District's tree database.

Provide Emergency Tree Maintenance and Tree Removal Services

Contractor shall be available to provide emergency Tree Maintenance and tree removal services if requested by the District.

**FISCAL IMPACT**

There is no immediate fiscal impact associated with the approval of the RFP and authorization to solicit proposals. Funding for the Tree Maintenance Services, including the recommended professional services, has been appropriated in the District Board approved FY 2016-17 Budget. The current project schedule anticipates staff recommendation of contract award in March 2017. At that time, staff will advise the Board of the proposed not-to-exceed contract amount and confirm funding availability.

**RECOMMENDATION**

It is recommended the Board review and approve the bid specifications for landscape maintenance services.

**ATTACHMENT**

- 1) Tree Trimming and Request for Proposal (44 pages)

# Pleasant Valley Recreation and Park District



January 12, 2017

## Re: Request for Proposals for Tree Trimming and Tree Maintenance Services

Dear Prospective Bidder,

The Pleasant Valley Recreation and Park District is soliciting Requests for Proposals (RFP) from qualified firms to perform tree trimming and tree maintenance services Districtwide. The selected firm will also be responsible for responding to the District's emergency tree issues.

The Pleasant Valley Recreation & Park District, an independent special district, was formed in January 1962 under the State Public Resource Code of California to provide quality programs, parks and facilities for the City of Camarillo and other surrounding unincorporated communities located on the South Coast of Ventura County, serving a growing population of more than 70,000 citizens. The District currently has approximately 3,000 park trees located within the District's right-of-way laid out over five distinct districts. The District follows standards and guidelines set forth by the American National Standards Institute (ANSI) for Tree Care Operations.

If you are interested in this opportunity, please complete the required forms in the enclosed RFP and deliver or mail the entire RFP and three copies in a sealed envelope clearly marked "Tree Trimming and Tree Maintenance Services Bid Proposal" to the address below.

Questions pertaining to the Scope of Work can be directed to Matthew Parker, Park Supervisor at [mparker@pvrpd.org](mailto:mparker@pvrpd.org) and any other questions may be directed to Bob Cerasuolo, Park Services Manager at [bobc@pvrpd.org](mailto:bobc@pvrpd.org). All questions related to this RFP are due by Thursday, March 2, 2017. Any requests for clarification or questions received after this date will not receive a response from the Pleasant Valley Recreation and Park District.

For more information and to obtain the required documents, please visit the Pleasant Valley Recreation and Park District, Requests for Proposals / Bids web page at <http://www.pvrpd.org/parks/capital/proposal.asp>. Request for Proposals will be received until 2:00 pm on Thursday, March 9, 2017.

Thank you for your time, effort, and interest in our Tree Maintenance Services.

Sincerely,

Matthew Parker,  
Park Supervisor

Encl. RFP for Tree Trimming and Tree Maintenance Services

1605 E. BURNLEY ST. • CAMARILLO, CA 93010 (805) 482-1996 • FAX (805) 482-7591

**PLEASANT VALLEY RECREATION AND PARK DISTRICT  
REQUEST FOR PROPOSALS**

**For:**

**TREE TRIMMING AND TREE MAINTENANCE SERVICES**



**Proposal Release Date:**  
Thursday, February 2, 2017

**Questions Due by:**  
Thursday, March 2, 2017  
5:00 PM

**Proposal Submittal Due Date and  
Time:** Thursday, March 9, 2017  
2:00 PM

**COMPLETE THE FORMS WITHIN THIS RFP AND DELIVER OR MAIL THE ENTIRE RFP AND THREE COPIES IN A SEALED ENVELOPE CLEARLY MARKED "TREE TRIMMING AND TREE MAINTENANCE SERVICES BID PROPOSAL" TO THE ADDRESS BELOW.**

A pre-proposal meeting is not required for this project. Contractors are encouraged to get familiar with the District's trees within the parks and public right-of-way.

Prepared by  
Pleasant Valley Recreation and Park District  
1605 E. Burnley St.  
Camarillo, CA 93010  
(805) 482-1996

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# RFP INFORMATION

## INTRODUCTION

The Pleasant Valley Recreation and Park District (the "District") is soliciting proposals from qualified companies to perform tree trimming and tree maintenance services Districtwide. The selected firm will also be responsible for responding to the District's emergency tree issues. The terms Consultant/Contractor/Vendor will be referred to herein as "Contractor" in this Request for Proposals (RFP).

The District is seeking to award a tree trimming and tree maintenance contract for an initial term of five (5) years, with three (3) one-year (1-year) extension periods at the option of the District. The award will be made to the lowest responsive and responsible bidder.

## BID SUBMISSION INSTRUCTIONS

Include all costs associated with performing the Scope of Services described in this RFP. Complete all the required forms in this RFP and submit one (1) original and three (3) copies of this entire RFP to the District by the date and time stated on the coversheet of this RFP. This time and date is fixed and extensions will not be granted. Bid proposals received after the deadline will not be considered. Late submittals will be destroyed thirty (30) days after bid opening. **Bid Proposals shall be submitted in sealed envelopes clearly marked on the outside "Tree Trimming and Tree Maintenance Services Bid Proposal"**. Mail or deliver sealed bid proposals to:

US Mail / FedEx / UPS / Hand Delivery: Pleasant Valley Recreation and Park District 1605 E. Burnley St. Camarillo, CA 93010
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Bid proposals in the form of telephone calls, facsimiles or e-mails will not be accepted. The District does not recognize the U.S. Postal Service, UPS, FedEx, or other carriers in determining the date and time the bid was received.

It is the responsibility of the bidder to carefully examine this RFP and any addenda, which, if issued, will be posted on the District's website.

Bid results are available upon request 2-3 business days after the bid opening. Posted bid prices are preliminary in nature and may not reflect the final cost calculation. No notification will be sent to unsuccessful bidders.

## **INQUIRIES**

Only the following individuals may be contacted during the procurement process:

Questions Pertaining to Scope of Work	Name: Matthew Parker, Park Supervisor Email address: <a href="mailto:mparker@pvrpd.org">mparker@pvrpd.org</a>
Questions other than Scope of Work	Name: Bob Cerasuolo, Park Services Manager Email address: <a href="mailto:bob@pvrpd.org">bob@pvrpd.org</a>

To provide adequate response time prior to the bid opening, all questions regarding this RFP must be submitted in writing to the appropriate person shown above by the time stated on the cover sheet of this RFP. If the issue materially affects the RFP, the information will be incorporated into an addendum and posted on the District's website.

**No letters or correspondence will be sent notifying prospective bidders of any modifications or clarifications to this RFP.**

## **SCOPE OF WORK**

The Contractor will be required to perform and complete the tree trimming and tree maintenance work by providing all labor, tools, transportation, equipment, materials and supplies necessary to complete all work in a professional, thorough and timely manner, in accordance with standards and specifications as contained in this Section "Scope of Work."

### **A. ANNUAL MAINTENANCE PROGRAM**

- 1) The Contractor shall be required to submit a work schedule based on the District's annual tree pruning requirements, tree removal and replacement program, and planting projects, as detailed in paragraph "F" of this Scope of Work section.

The bid shall include a recommended annual work plan, daily work schedules, personnel and vehicles that would be required to complete the annual maintenance program as described in paragraph "E" of this Scope of Work section.

Depending on the District's current and future tree trimming and tree maintenance needs, the scheduled work may require multiple crews to perform concurrently within the same time constraints.

- 2) The Contractor shall have competent working supervisors at each jobsite at all times when work is being performed. Each supervisor must be capable of communicating effectively both in written and oral English and hold the necessary certifications or credentials as described herein for that position. All supervisors must possess adequate technical background to ensure that all work is accomplished in accordance with the special provisions of this RFP.

## **B. EMERGENCY RESPONSE PROTOCOL**

- 1) The Contractor is required to have a Project Manager available by telephone on a twenty-four (24) hour basis that is assigned to provide direct and prompt attention to requests from the District for emergency and after-hours tree service requests.
  - a. The Contractor shall acknowledge tree related emergency calls during normal business hours of operation and after-hours within fifteen (15) minutes of the initial call by the District.
  - b. The response time for a crew to arrive on-site for tree related emergencies during normal business hours of operation shall not exceed sixty (60) minutes.
  - c. The response time for a crew to arrive on-site for tree related emergencies outside of normal business hours of operation shall not exceed two (2) hours.

Failure to meet these requirements for timely response to emergencies shall result in a \$500 penalty for each occurrence, as the actual liquidated damages incurred by the District in such occurrence cannot readily be ascertained at this time.

## **C. CONTRACTOR EMPLOYEE PROTOCOL**

- 1) The Contractor shall employ sufficient personnel qualified by reason of education, training and experience to discharge the services agreed to be performed by Contractor. Contractor shall provide service of the highest quality at all times, and personnel retained to perform this service shall be temperate, competent and otherwise fully qualified to fulfill the Contractor's obligations under the awarded contract.
- 2) All employees of the Contractor performing services shall be dressed in clean, unaltered uniforms with suitable company identification. No portion of the uniform may be removed while working. Employees not in uniform shall be immediately removed from the work area. The Contractor shall provide a standard uniform consisting of at least a shirt, complimenting pants, a belt and boots appropriate to the work. All shirts, jackets or safety vests shall be clearly marked with company identification and the name of the employee wearing the uniform in the field. Contractor's employees shall appear neat and well-groomed at all times. Contractor's employees shall wear brightly colored safety vests when operating machinery and/or while working within five hundred (500) feet of moving traffic or such other distance required by any applicable laws.
- 3) The Contractor's employees shall be subject to the following minimum requirements, skills, abilities and knowledge:
  - a. Have all proper licenses for operation of equipment utilized by such employee.
  - b. Ability to operate and maintain equipment in accordance with the manufacturer's recommendations.

- c. Mechanical ability to make required operator adjustments to the equipment being used.
- d. Knowledge of safety regulations as they relate to tree care and traffic control.
- e. American Red Cross Standard First Aid Certification (minimum of one member of each crew).
- f. Ability to communicate orally in English. Supervisor shall have ability to communicate in written English.
- g. Demonstrated knowledge of tree care and related operations.

## **D. TREE INVENTORY**

No later than Four (4) months after full execution of the awarded contract for Tree Trimming and Tree Maintenance Services, the successful Bidder shall provide a complete District-wide update of the District's tree inventory. The tree inventory data shall conform to the existing tree inventory database and include, but not be limited to, the following data fields:

### **1) Tree Location**

A GPS tree inventory shall be created with a new database using the District's standardized addressing system for all parks and open space areas. The Contractor shall be required to create an ESRI ArcView/Arc GIS compatible "shape file" utilizing such data.

The inventory shall be capable of showing the location of every existing tree site and vacant tree site on the District's existing GIS base maps (streets, parcels, addresses, ROW and hardscape, etc.).

The tree inventory shall be conducted by visiting each tree site or vacant planting site and plotting the position. The data shall be compatible with the latest version of ArcView. The location shall be stated within one (1) foot accuracy.

The tree inventory shall also include the location and height of uplifted sidewalks. This information will be updated, at a minimum, on a weekly basis.

Contractor shall indicate whether such tree is a Specimen or Heritage Tree.

The Contractor shall update the tree inventory on a daily basis, as conditions require (e.g., tree removed, tree planted, etc.). The District shall have access to the updated data at all times per Paragraph "Q" of this Scope of Work section.

### **2) Measurement of Canopy Spread**

As a part of the data collection process, the successful Bidder shall measure the canopy spread of each tree using either a laser rangefinder or a Roll-a-Tape, to the nearest foot, using a pre-established uniform protocol. This data shall be included in the inventory database in a format suitable for use by the District.



### 3) Tree Condition

- a. General condition of individual trees
- b. Pruning requirements (i.e., recommended pruning cycle)
- c. Condition of surrounding hardscape (i.e. displacement, recent repairs)

## **E. FIVE YEAR TREE MAINTENANCE PLAN**

Within ten (10) months of contract award, Contractor will review Districtwide tree inventory and will provide the District with a Five-Year Tree Maintenance Plan (TMP). This plan will include the proposed annual grid trimming schedule outlining the plan for trimming each of the District's trees over a five-year cycle, with exception for trees designated for more frequent trimmings. The TMP will be a five-year prioritized plan that identifies trees that need to be removed and replaced, as well as filling of vacancies. The TMP will present three (3) tree species as options for each tree site recommended for replacement. The options will take into account any of the District's appropriate planning documents such as the District's General Plan and Street Tree Master Plan, as well as spacing concerns, area for planting, sidewalks, existing landscape, watering needs, etc. The TMP will include an estimated annual cost for each of the five years, for removal and replacement, assuming a 24" box replacement.

## **F. WORK QUALITY AND GENERAL STANDARDS**

All work performed by Contractor shall comply with good arboreal practice for the particular species of trees being trimmed, shall be consistent with the Pruning Standards as adopted by the International Society of Arboriculture, and/or "Pruning Landscape Trees" by U.C. Agricultural Extension Service #AXT-288. The Contractor shall also meet the requirements of the most current American National Standards, Z133-1-1972, entitled "Safety Requirements for Tree Pruning, Trimming, Repair or Removal," published by the American National Standard Institute, Inc., 1430 Broadway, New York, New York 10018.

The District's designated representative shall determine if the Contractor has met all trimming requirements, and payment shall not be made by the District for trimming that is not in accordance with the above standards.

Prior to beginning the work, the Contractor shall review with the District's designated representative the various methods, tools and work scheduling to be used on the specific project to be undertaken.

Any structural weakness, decayed trunk or branches, or split crotches or limbs discovered by the Contractor during the course of trimming shall be reported to the District's designated representative for determination of action, as soon as it is discovered. When working on a tree, the Contractor shall be responsible for the removal of all vines entwined in the tree or around its trunk, and for the removal of sucker growth from tree trunks.

Daily tree trimming operations shall commence no earlier than 7:00 AM and shall be completed each day no later than 4:30 PM.

The Contractor's quality of work for all trimming of trees shall be such that if a tree has been trimmed within the last twenty-four (24) months, and there is an issue

such as a limb drop, dead branches, etc., the Contractor will respond as directed by the District's designated representative (whether emergency or standard response) at Contractor's own expense.

A work zone shall be established and maintained for each tree trimming or other operations. The Contractor shall use all appropriate methods used in the field of tree trimming and tree maintenance for establishing and maintaining such work zone. No person other than members of the Contractor's work crew may be allowed to enter such work zone. If any person enters such work zone, the Contractor shall immediately cease all work and operation of all equipment until the work zone is clear.

#### **G. PUBLIC NOTICING**

The Contractor shall supply and post standard signage, with professional quality graphics, approved by the District's designated representative, on the trunk of the tree at the work site at which work is to be performed, at least seventy-two (72) hours in advance of work with the signage clearly stating what type of work is to be done and what effect the work will have on parking availability at that particular site. Posting shall be affixed to the tree trunk using materials that do not cause permanent damage to the tree. In the event that a tree trunk is not available for posting, the Contractor shall affix the posting to a standard size safety cone and place that cone in the center of the parkway where a tree is to be planted or atop a stump that is scheduled for grinding.

#### **H. TOOL SANITATION**

On all trees, including palms, known or suspected to be diseased, pruning tools and cut surfaces shall be disinfected with a ten percent (10%) percent chlorine bleach solution after each cut and between trees where there is danger of transmitting the disease on tools. Fresh solution shall be mixed daily. Old solutions shall be disposed of through proper disposal methods. Dumping used of old bleach solutions on the ground or down the storm drain is strictly prohibited per the State Water Boards National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit Order No.R4-2012-0175. It is unlawful for any person to discharge non-storm water discharges to the MS4 unless the discharger meets the requirements set forth in the NPDES MS4 Permit.

## **I. WILDLIFE PROTECTION**

Prior to the commencement of any work in the vicinity of any tree, each tree shall be visually surveyed, from all sides, for the sole purpose of detecting the presence of bird nests or wildlife of any type. If a nest is found and is determined to be active, there shall be no work of any type in the tree in which the nest is found without the written permission of the District's designated representative. At no time shall any nest or wildlife be removed from its location. In the event that wildlife is accidentally displaced, the Contractor shall notify the Ventura County Animal Control Division and/or the nearest appropriate animal rescue facility for assistance.

## **J. PRE-INSPECTION**

Prior to the commencement of any work in the vicinity of any tree, the Contractor shall identify the location of utilities, irrigation components and/or any private property element(s) that could be compromised by any work activity. If identified, the Contractor shall take appropriate action to protect same. If, during the course of pre-inspection, the Contractor identifies damage that exists before the onset of work, the Contractor shall document the damages with photos and report such damage to the District's designated representative prior to commencing work in that area. All photo documentation shall have the time and date embedded. Any claim of damage that cannot be refuted by photo-documentation and/or a written report to the District's designated representative shall be considered the responsibility of the Contractor.

## **K. SETUP, OPERATIONS, EQUIPMENT STAGING**

The Contractor shall setup, operate and stage in a manner that presents the least amount of disruption to residents, businesses, the public and traffic flow. Outside of an emergency situation, at no time will multiple setups or equipment staging be allowed on both sides of a street within the same block. Equipment shall never be stored or left unattended on a public street, District facility or private property. The staging of equipment shall not be exempt from the work hour restrictions defined herein.

## **L. IDENTIFICATION AND REPORTING OF HAZARDS**

While performing work of any type, the tree worker should inspect for any obvious hazards related to trees, including uplifted sidewalk segments. All hazardous situations should be corrected or promptly reported to the District's designated representative. Any defective or weakened trees shall be reported to the District's designated representative. The Contractor will be responsible for providing the District with the location and height of the uplifted sidewalks as part of the GIS mapping inventory. This information will be updated, at a minimum, on a weekly basis.

## **M. RISK MANAGEMENT**

Tree work is a controlled task. At no time should work be performed so as to result in a loss of control incident (e.g. free-falling large limbs or trunk sections, hinge cutting to avoid use of ropes/hoisting equipment, lack of safety apparatus/equipment guards, improper use/loading of equipment). Failure to maintain control at all times shows a lack of planning and judgment, which is considered dangerous, and can result in serious injury or death. The Contractor will be held fully liable for any damages and/or injuries. In addition, the Contractor shall be responsible for the mitigation of any damages related to a loss of control incident, and indemnification and defense obligations of the District.

## **N. CLEANUP OF GREEN WASTE AND DEBRIS**

Limbs, logs or any other debris resulting from any tree operations shall be promptly and properly removed. The work area shall be kept safe at all times until all operations are completed. Under no circumstances shall the accumulation of brush, limbs, logs or other debris be allowed to pose a hazard to the public. During production trimming and removals, debris shall be removed from public rights of way and private property within one (1) hour of the completion of work on the tree from which the debris was generated. All trimming activities shall cease immediately if clean up equipment ceases to function or is not available (e.g. loader, roll off equipment, staff). Street rights of way shall not be used to stage unattended debris generated during standard work hours. All debris from tree operations shall be cleaned up each day before the work crew leaves the site. All lawn areas shall be raked, all streets/sidewalks shall be swept, and all brush, branches, or other debris shall be removed from the site. Areas are to be left in a condition equal to or better than that which existed prior to the commencement of tree operations. No material is to be allowed to enter any storm drain nor shall any member of the public be allowed into the work area. Under no circumstances shall any member of the public be allowed to collect, salvage, or remove any brush, limbs, logs or other debris from the work area.

## **O. DISPOSAL OF MATERIALS**

The Contractor shall provide to the District evidence of Recycling Credit under C.M.C. 8.08 for all green waste produced as a result of the Contractor's operations under the terms of an awarded contract. All green waste shall be reduced, reused, recycled, and/or transformed by the Contractor. Weight slips shall be required as proof of final disposal and must be submitted to the District with each demand for payment. All brush generated from tree trimming operations shall be recycled where practical.

### **1) Wood Chips**

Reducing shall include but not be limited to chipping, grinding, and/or shredding operations. Disposal is to be used as mulch on District property at the direction of the District's designated representative.

The District shall have first right of refusal as to the use of all disease-free wood chips generated from chipping, grinding, and/or shredding operations. Chips generated from trimming operations within the Pleasant Valley Recreation and Park District may be dumped and spread at a District designated site with written permission from the District's designated representative.

Wood waste generated from tree removals shall be chipped into pure wood chips with an even uniform size. Diseased trees shall not be commingled with regular trees in the creation of wood chips. The disease-free chips shall be dumped and spread in specified locations in the District at the direction of the District's designated representative. It is the responsibility of the Contractor to appropriately dispose of diseased trees.

## **P. RECORD KEEPING**

The Contractor shall provide and operate a computerized tree inventory system that is compatible with the current District inventory system and shall upload all historic data. The system shall be password accessible twenty-four (24) hours each day of the year via the internet. Historic tree inventory and work history data, to be provided to the District, shall be uploaded and operational within the Contractor's tree inventory system prior to the commencement of all tree service work under the terms of an awarded contract. Thereafter, the Contractor shall update and maintain the tree site specific, internet accessible, computerized tree inventory system to reflect changes in baseline data (e.g. species, height, diameter) and to record the date, cost and crew identity for any trimming, removal, planting or emergency response work that occurs at any tree site at which tree work is performed. The system shall be upgraded to reflect the removal and replacement of trees, as well as the addition of trees to the inventory. The system shall be capable of maintaining and displaying all past work histories for any and all tree sites in the inventory, both individually and collectively by query, as well as future scheduling to the extent known. All aspects of the system including, but not limited to, data entry, system maintenance, system hardware and/or software upgrades and server security and stability shall be the responsibility of the Contractor and shall be provided at no cost to the District. The system shall not be proprietary in the nature of its function and shall operate and interface with common computer software and web based applications, including the ability to export data into common spreadsheet applications. The records created for the District shall be the property

of the District and shall be uploaded to the District's system no less than twice per week.

Tree site/task specific hardcopy backup data for any work that has occurred during a billing cycle shall accompany the invoicing for that period and shall be accessible for review on the internet based computerized tree inventory system prior to the submittal of invoicing for that work. Invoicing for work that does not meet the requirements defined herein will not be processed for payment until such time as the requirements have been satisfied.

Failure to meet and maintain the requirements for the computerized tree inventory system shall be grounds for termination of the awarded contract.

**Q. ACCIDENT INVESTIGATION**

Any duty-related incident which results in any injury shall be reported to the District's designated representative within one (1) hour by the Contractor. The Contractor shall cooperate fully with the District in the investigation of any incident, injury or death occurring on District property including a complete written report submitted by the Contractor to the District's designated representative, or assignee, within twenty-four (24) hours following the occurrence.

Should any structure or property be damaged during a permitted or contracted tree operation, the persons conducting the work shall immediately notify the property owners and the District's designated representative within one (1) hour. The Contractor shall make all arrangements for repairs to damaged property within forty-eight (48) hours, except utility lines, which shall be repaired the same working day. The Contractor shall be solely responsible for contacting all utilities, neighboring property owners, and contractors required to complete such repairs. Repairs on private property shall be made in accordance with the appropriate building code under permits issued by the City of Camarillo as applicable. Any damage caused by the Contractor shall be repaired or restored by the Contractor at the Contractor's expense to a condition similar or equal to that existing before such damage or injury, or the Contractor shall repair such damage in a manner acceptable to the District.

Special attention shall be made to existing irrigation systems, plant material, landscape features, lights and utility boxes in District parkways, parks and public landscape areas and in order to avoid damage. Any damage that occurs must be repaired on the same day that the damage occurs. The Contractor may self-perform such work on irrigation systems upon approval and acceptance of such work by the District's designated representative.

The Contractor's responsibility shall be continuous and not be limited to working hours or days.

## **R. INSPECTIONS**

The District's designated representative shall be furnished with every reasonable means for ascertaining full knowledge of the daily tree maintenance operations involving the workmanship, character of materials and equipment used and employed in the work. Each day, the Contractor shall be required to provide the District's designated representative, with a written schedule of all daily tree maintenance operations including but not limited to trimming, planting, removals, stump grinding, root pruning, and watering.

Inspection of the work shall not relieve the Contractor of any obligations to complete the work as outlined in this RFP. Defective work shall be made good even if the defective work was not pointed out during the initial inspection and the work was accepted for payment.

Any work found to be unacceptable by the District will be noted in writing to the Contractor. Upon receipt of notice of any deficiencies, the Contractor shall make a reasonable effort to correct the deficiencies within five (5) working days. If unacceptable conditions are not corrected within this time period the District shall have the right to deduct payment or have services performed by others at the Contractor's expense.

## **S. WITHHOLDING PAYMENT**

The District may withhold payment to such extent as may be necessary to protect the District from loss due to one or more of the following reasons:

- 1) Defective, unsatisfactory or inadequate work not corrected.
- 2) Claims filed or reasonable evidence indicating probable filing of claims.
- 3) Failure of the Contractor to make proper payments to subcontractors or for materials or labor.
- 4) A reasonable doubt that the awarded contract can be completed for the balance unpaid.
- 5) Property damage that resulted from an incident.

## **T. MINOR MODIFICATIONS AND/OR ADDITIONAL WORK**

The District may modify this scope of work with the joint approval of the Contractor and the District's designated representative or assignee. All modifications shall be in writing.

- 1) In the event that the District should require additional work beyond the requirements of this scope of work, the Contractor shall perform all work based on the unit prices provided in the bid price sheet in this RFP.
- 2) Additional work may be added to the scope of work as the need arises. The Contractor shall perform all specified and approved additional work at the unit prices submitted in the bid price sheet in this RFP.
- 3) The Contractor will be required to demonstrate the ability to properly execute the expanded workload with the necessary increase in labor,

materials and equipment needed to complete the additional work in a timely manner.

## **U. GRID TREE PRUNING**

Any tree work performed on a District tree must be done according to the District's specifications. The criterion for pruning depends on the type or purpose of pruning.

### **1) General Specifications for hardwood tree pruning**

- a. The Contractor shall consult with the District's designated representative before making any cuts that could result in permanent disfigurement of the structure of any tree.
- b. The Contractor shall prune trees to prevent branch and foliage interference with safe public passage. The Contractor shall maintain street clearance to a safe distance above the public right-of-way at a minimum of eighty-four (84) inches above the surface of a public sidewalk or pedestrian way. Exceptions are allowed for young trees, which would be irreparably damaged by such pruning action. If pruning to these standards would result in permanent disfiguration of a tree, the Contractor shall not prune the tree until such time direction is obtained from the District's designated representative.
- c. The Contractor shall use best practices when removing a live branch and shall include pruning cuts in branch tissue just outside the branch bark ridge and collar, which are trunk tissue. If no collar is visible, the angle of the cut should approximate the angle formed by the branch bark ridge and the trunk.
- d. When removing a dead branch, the final cut should be made outside the collar of live callus tissue. If the collar has grown out along the branch stub, only the dead stub should be removed, the live collar should remain intact and uninjured.
- e. Whenever pruning involves the removal of limbs that are too large to hold securely in one hand during the cutting operation, the limb shall be cut off first at a point several feet beyond the intended final cut. The final cut shall be made in a manner to prevent unnecessary tearing back of the bark and wood. Cuts that result in tearing of tissue on limbs below cuts shall be corrected.
- f. All final tree pruning cuts shall be made in such a manner to favor the earliest possible covering of the wound by natural callus growth. Excessively deep flush cuts, that produce large wounds or weaken the tree at the cut, shall not be made. The branch collar should not be removed.
- g. All dead and dying branches and branch stubs shall be removed.
- h. All broken or loose branches shall be removed.



- i. Branches that are developing in such a manner as to become larger than the limbs they originate from shall be removed.
- j. When encountering limbs that are weighted with more foliage than the limb is likely to support, branches shall be selectively pruned toward the end of the limb in order to reduce end weight and thus decrease the likelihood of limb failure.
- k. Branches that create sight line conflicts with traffic control signs and/or devices shall be selectively pruned.
- l. Branches that are within five (5) feet of a structure shall be selectively pruned.
- m. Trees of sprout or sucker growth shall be cleared to a minimum height of ten (10) feet above ground level. Exceptions are allowed for young trees, which would be irreparably damaged by such pruning action.
- n. Trees shall be pruned to maintain a balanced appearance when viewed from the opposite side of the street immediately opposite the tree, unless authorized by the District's designated representative to do otherwise.
- o. All vines entwined in trees and on tree trunks shall be removed. Vine tendrils shall be removed without injury to trees. Vines include, but are not limited to, ivy and mistletoe.
- p. Tree limbs shall be removed and controlled in such a manner to cause no damage to other parts of the tree, or to other plants or property.
- q. All tools used on a tree known to contain an infectious tree disease shall be properly disinfected immediately before and after completing work on such tree.
- r. All pest infestations relating to termites, bees, hornets, or wasps shall be promptly reported to the District's designated representative.
- s. All cutting tools and saws used in tree pruning shall be kept sharpened to result in final cuts with an un-abrasive wood surface and secure bark remaining intact.
- t. All trees six (6) inches in diameter or less shall be pruned with hand tools only.
- u. Chain saws shall not be permitted to remove any branches two (2) inches or less in diameter. This is to prevent any unnecessary abrasions to cambial tissue that may predispose a tree to insect and/or future disease/decay problems.

- v. Any extraneous metal, wire, rubber or other material interfering with tree growth shall be removed when possible.

The use of climbing spurs or spike shoes in the act of pruning trees is prohibited, unless specifically directed by the District, to aid in the safety of climbers performing the removal of a tree.

## 2) Crown Raising/Clearance Prune:

A Crown Raising or Clearance Prune is performed when conditions within the crown of a hardwood tree are such that a certain objective needs to be met or a certain condition needs attention. A crown raising or clearance prune does not involve the detail of work found in a full prune. Crown raising or clearance pruning may consist of one or more of the following pruning types:

- a. Crown Raising: Crown Raising consists of removing the lower branches of a tree in order to provide clearance for buildings, vehicles and pedestrians. It is important that a tree have at least one-half of its foliage on branches that originate in the lower two-thirds of its crown to ensure a well-formed, tapered structure and to uniformly distribute stress within the tree.
- b. Clearance Prune: Clearance Prune is employed as a means of eliminating limbs from the crown of a hardwood tree when an entire pruning of the tree is not warranted. Clearance pruning does not involve the fine detail work described herein as "full prune."

## 3) Pruning Specifications for individual Hardwood Species

### a. General Trimming and Shaping of Conifers

Two basic classes of conifers can be found in the District, those with branches radiating out from the trunk in whorls such as Pine trees or Cedar trees and those that sprout branches in a random manner such as Juniper or Taxus. Conifers shall typically be pruned in late winter or early spring. Typically, up to thirty percent (30%) of the live foliage may be removed unless directed otherwise by the District's designated representative.

1. The Contractor shall avoid damaging the central leader on all conifers. In specific cases the District's designated representative may direct the Contractor to remove the central leader in an effort to limit the height of specific trees.
2. At the time of pruning, the District's designated representative shall determine which trees shall have the new growth pinched back in an effort to control canopy size.
3. To control the growth of large mature conifers the Contractor shall be required to prune the new growth of lateral limbs.

Typical pruning of conifers shall consist of removing crossed limbs, deadwood or unwanted branches from the interior of the canopy.

## b. General Trimming and Shaping of Broadleaf Trees

Follows the shape indicated by the natural growth habits of each tree species. Trimming and shaping of trees shall be as directed by the District's designated representative and in accordance with the following:

1. Cut to laterals to preserve the natural form of the tree, leaving the head open enough for the branching system to show and permitting the dead material to be easily cleaned out and light to show through the head. Tree foliage shall be reduced by at least twenty-five percent (25%) and up to thirty percent (30%).
2. In specific cases the District's designated representative may direct the Contractor to reduce the size of the tree crown in an effort to limit the height of specific trees.
3. Dead wood or weak, diseased, insect-infested, broken, low, or crossing limbs shall be trimmed and removed. Branches with an extremely narrow angle of attachment should normally be removed.
4. Small limbs, including suckers and waterspouts, shall be cut close to the trunk or branch from which they arise.

Heading cuts and/or topping shall not be allowed under any circumstances. Heading, rounding over, or stubbing shall not be an accepted practice for reducing the size or the framework of any tree.

## V. SPECIALTY PRUNE CLASSIFICATIONS FOR HARDWOOD TREES

A Full Prune is performed when conditions within the crown of a hardwood tree are such that the entire tree needs to be fully pruned. Complete pruning is recommended when the primary objective is to maintain or improve tree health and structure, and includes pruning to reduce overall canopy mass and excessive wood weight. Trees that are identified for a Full Prune shall have no more than thirty percent (30%) of the live foliage removed. A Full Prune typically consists of one or more of the following pruning treatments:

1. Crown Cleaning: Crown Cleaning or cleaning out is the removal of dead, diseased, crowded, weakly attached and low-vigor branches and water sprouts from the entirety of the tree crown. Care must be used to avoid stripping branches of all foliage at the interior of the tree crown. This practice, known as "lion tailing" disrupts the structural integrity of the tree, making it subject to limb and branch failure, especially during high winds.

2. Crown Thinning: Crown Thinning includes crown cleaning and the selective removal of branches to increase light penetration and air movement into and through the crown. Increased light and air stimulates and maintains interior foliage, which in turn improves branch taper and strength. Thinning reduces the wind-sail effect of the crown and the weight of heavy limbs. Care must be used to avoid stripping branches of all foliage at the interior of the tree crown. Thinning the crown can emphasize the structural beauty of the trunk and branches as well as improve the growth of plants beneath the tree by increasing light penetration. When thinning the crown of mature trees, up to thirty percent (30%) of the live foliage may be removed unless directed otherwise by the District's designated representative.
3. Crown Reduction: Crown Reduction is used to reduce the height and/or spread of a tree. Crown reduction varies from topping, a destructive practice, in that cuts are not made indiscriminately, resulting in large stubbed off limbs that are subject to decay. While reducing a crown, tree workers must adhere to basic tree trimming practices involving limb/branch size relationships and use of the branch bark collar to avoid the onset of decay at cut sites.
4. Crown Restoration: Crown Restoration is a corrective pruning used to restore the form of crowns that have been previously damaged. This treatment is best performed by tree workers who have a good understanding of the effects of pruning for the cultivation of tree canopies.

## **W. PALM TREE PRUNING**

Any tree work performed on a District tree must be done according to the District's specification. The criterion for pruning depends on the type or purpose of pruning. Palm Pruning consists of maintaining the crowns and trunks of palm trees including the pruning of spent or declining fronds, seed pods and the skinning or shaping of spent petiole bases into a ball or nut as applicable by palm type.

- 1) The specifications for the pruning of palm trees are as follows:
  - a. While making an approach to the palm crown for pruning, the Contractor shall inspect the trunk of the palm tree for signs of decay, insect frass, bird nesting or any other condition suggestive of a structural abnormality. Upon finding any condition suggestive of a structural abnormality of the palm stem, the Contractor shall report to the District's designated representative immediately.
  - b. Fronds shall be trimmed using a handsaw or pole saw that has been sterilized for no less than five (5) minutes by having the entirety of its cutting blade submersed in an equal solution of bleach and water before and after the handsaw is used to cut the fronds of any other palm tree.

At no time shall a chainsaw be used to prune any frond from any Canary Island Date Palm (*Phoenix canariensis*) in the District. The use of

chainsaws to prune any frond from any Canary Island Date Palm will result in monetary penalties up to the cost of replacement of the palm.

Live, healthy fronds, initiating at an angle of ninety degrees (90°) or greater from the horizontal plane, shall not be removed. Fronds removed should be cut close to the petiole base, taking into consideration the role of petiole bases in the formation and maintenance of the ornamental ball at the base of the canopy, as applicable by species. Live trunk tissue should never be cut while pruning palm fronds.

- c. Using properly sterilized equipment as described herein, any fruit or flower structures in the crown of the palm shall be removed concurrently with frond pruning. At no time shall a chainsaw be used to cut any fruit or flower from any Canary Island Date Palm (*Phoenix canariensis*) in the District. The use of chainsaws to prune any fruit or flower structures from any Canary Island Date Palm shall result in severe penalties up to the replacement cost.

Care shall be taken in the handling of fruit and flowers as they are likely to release clear liquids that react with and can cause staining to hardscape elements. The Contractor shall be responsible for removing palm fruit related stains from private property hardscape elements.

- d. Maintenance of the ornamental ball located at the base of the palm canopy, directly below the live fronds, shall be as described by species as follows:

1. Canary Island Date Palm (*Phoenix canariensis*): dead petiole bases shall be formed into an ornamental ball which begins directly below the lowest green fronds and acts to provide a base of support to the palm crown. This ornamental ball shall be uniform and smooth in appearance and shall extend no less than four (4) feet and no more than eight (8) feet below the lowest live frond in the crown. Ornamental balls with flattened or "stop sign" sides will not be accepted. The upper portion of the ornamental ball shall not taper in, resulting in a "pineapple" appearance as this treatment defeats the support capacity of the ball. The distal portion of the ball shall begin at a point flush with the periphery of the palm trunk and make a gradual taper upwards until it reaches the periphery of the shaped ornamental ball. While forbidden to use chainsaws for pruning fronds, fruit and flowers from any palm tree in the District, the Contractor may use a clean chainsaw in forming and/or shaping the ornamental ball of a Canary Island Date Palm. The use of a sharpened shovel in shaping and maintaining ornamental balls often results in ornamental balls which have flat, un-tampered bottoms that are likely to relax and collapse into pedestrian and vehicular traffic zones with grave consequences.

The Contractor shall use care not to cut into live trunk tissue while maintaining the ornamental ball. The Contractor shall remove any foreign plant material that has sprouted in an ornamental ball. The

Contractor shall verify that the ornamental ball meets the standard described herein each time a Canary Island Date Palm is pruned.

2. Date Palm (*Phoenix dactylifera*): spent petiole bases are left to form a supportive "base" below the lowest green fronds of the crown. Unlike the ornamental ball of a Canary Island Date Palm (*Phoenix canariensis*), the base does not require ornate shaping.

Instead, spent petiole bases are left uniformly long to form the base of the canopy, which shall extend no less than four (4) feet and no more than six (6) feet below the lowest live frond in the crown. While forbidden to use chainsaws for pruning fronds, fruit and flowers from any palm tree in the District, the Contractor may use a chainsaw in forming and/or shaping the base of a Date Palm by shortening a number of the lower petiole bases to bring the length of the nut to standard. The Contractor shall use care not to cut into live trunk tissue while maintaining the nut. The Contractor shall verify that the base meets the standard described herein each time a Date Palm is pruned.

3. Queen Palm (*Syagrus romanzoffianum*): loose petiole bases are to be removed each time the crown of a Queen Palm is maintained. Petiole bases that are attached to live trunk tissue shall be left undamaged.
4. King Palm (*Archontophoenix cunninghamiana*): loose petiole bases are to be removed each time the crown of a King Palm is maintained. Petiole bases that are attached to live trunk tissue shall be left undamaged.
5. Mexican Fan Palm (*Washingtonia robusta*): spent petiole bases are left uniformly long to form a base which shall extend no more than four (4) feet below the lowest live frond in the crown. Using hand tools, the Contractor shall skin the trunk area below the base clean without causing damage to live trunk tissue. The Contractor shall verify that the base meets the standard described herein each time a Mexican Fan Palm is pruned.
6. California Fan Palm (*Washingtonia filifera*): spent petiole bases are left uniformly long to form a nut which shall extend no more than eight (8) feet below the lowest live frond in the crown. Using hand tools, the Contractor shall skin the trunk area below the base clean without causing damage to live trunk tissue. The Contractor shall verify that the base meets the standard described herein each time a California Fan Palm is pruned.

## **X. TREE REMOVAL**

Tree removal consists of the removal of the entirety of a hardwood tree or palm tree and the removal of its root system.

1. The Contractor shall comply with all general specifications standards described herein.
2. The price given by the Contractor for tree removals shall be inclusive of all staff, materials and equipment necessary to remove trees as described herein.
3. The Contractor shall identify the location of all utilities and private property landscape irrigation components prior to the removal of a tree and its root system. The Contractor shall notify the District's designated representative in writing of any condition that prevents the removal of a tree and/or the grinding of its root system. The Contractor shall take all responsibility for any damage that occurs once the process of removing a tree and/or associated root grinding begins.
4. The Contractor shall comply with wildlife protection standards described herein whenever removing a tree.
5. The Contractor shall not remove any tree without first confirming that the tree being considered is indeed the tree to be removed. Any confusion should be resolved by contacting the District's designated representative for assistance. The errant removal of trees shall be penalized up to the cost of the replacement.
6. During a tree removal, the Contractor shall maintain control of the tree and its parts at all times, which shall include the selection and use of proper techniques and equipment. At no time shall branches, limbs or tree trunks be allowed to freefall and create damage of any type. The Contractor will be held liable for loss of control incidents and shall pay for all damages and associated costs.
7. Cranes and other rigging equipment shall be properly certified, with evidence of such available for inspection prior to use of said equipment in the District. Crane operators shall be certified by the National Commission for the Certification of Crane Operators (NCCCO) and shall display current certification prior to operating a crane in the District. The use of cranes and certified operators shall not result in additional charges to the District beyond the unit price for the work being performed (e.g., the price for tree removal).
8. While loading and handling debris, the Contractor shall maintain control at all times so as not to result in damage to the public rights of way or private property. In addition, the Contractor shall not drop logs or trunks as to create undue noise or shock impact related damages to public and/or private property.

9. Except in hillside areas where the stump needs to remain for soil stability, in the event that the stump is not removed the same day as tree removal, the stump shall be removed as described herein, no more than thirty (30) days from the initial tree removal. The Contractor shall be responsible for maintaining a Tree Stump Removal List on a daily basis with such list provided to the District weekly. Should the removal of any stump not occur within the thirty (30) day period, the Contractor will remove the stump, within forty-eight (48) hours of notification by the District, at the Contractor's expense. Stumps, including the root flare shall be ground to a depth of no less than eighteen (18) inches. Surface roots shall be traced and ground to a depth of no less than eight (8) inches. Debris generated by stump grinding and root removal shall be removed from the site and replaced with a topsoil mix. Chips and stump grindings shall not be used as a backfill material.
10. As directed by the District's designated representative, trees on hillsides should be removed to a depth of one inch below grade, cut at the angle of the grade. The indentation shall be filled by the Contractor with wood chips.
11. The Contractor shall be responsible for the repair of any private property including any irrigation system components damaged during a tree removal or stump grinding. Repairs shall be made using components matching those that were damaged.

## **Y. TREE PLANTING AND YOUNG TREE CARE**

### **1. Tree Planting**

Tree planting consists of the installation of a nursery stock container or palm trees supplied by the Contractor.

- a. The Contractor shall comply with all general specifications standards described herein.
- b. As stated previously herein, the Contractor shall identify the location of all utilities and private property landscape irrigation components prior to the planting of any tree. The Contractor shall assume full responsibility for any damage that occurs during the planting of any tree.
- c. The Contractor shall supply quality nursery stock which is fully rooted and representative of recognized standards for size and quality of the tree being planted. The Contractor will provide the District with a copy of the bill of lading (or other such documentation) indicating the nursery from which the tree is purchased.
- d. Brown trunk height (BTH) for palm trees shall be measured from the top of the root ball to the lowest green frond attached to the trunk at an angle of ninety (90) degrees.
- e. Planting stock shall be well watered prior to shipping and covered during transport. Trees that are delivered uncovered, with a dry or fractured root



ball or with broken scaffold limbs will be rejected. Root bound material will be rejected. Palms that are delivered uncovered, with a dry root ball or with a soilless root ball will be rejected.

- f. The Contractor shall not begin excavation for the planting of a tree without first confirming that the planting site being considered is indeed the site intended for the planting of a tree. Any confusion should be resolved by contacting the District's designated representative for assistance. In excavating planting pits, the Contractor shall not excavate deeper than the depth of the root ball of the tree being installed. The bottom of the planting pit shall be undisturbed so that the planted tree will not settle below top of root ball grade standards defined herein. As the width of the parkway allows, the Contractor shall excavate the planting pit to be two (2) times the width of the root ball of the nursery stock being planted.
- g. All nursery containers and box sides shall be removed from tree root balls prior to planting. The Contractor shall not install trees with box bottoms left on. All container debris (e.g. strapping, box fragments, and nails) shall be removed from the planting pit prior to backfilling.
- h. The Contractor shall install the tree or palm so that the top of the root ball is two (2) inches above the top of curb so that the trunk flare is completely exposed. In the event that there is no curb (i.e. park site), the Contractor shall install the tree or palm so that the top of the root ball is two (2) inches above the surrounding finished grade. The Contractor shall not resort to cutting or trimming the root ball as a means of meeting grade standards.
- i. The Contractor shall backfill hardwood tree plantings with an equal mix of excavated soil and topsoil. The topsoil portion of the backfill mix shall contain no more than ten percent (10%) well decomposed organic fines.
- j. The Contractor shall backfill palm plantings with one hundred percent (100%) washed mortar (plaster) sand.
- k. While backfilling, the Contractor shall cease backfilling when the planting pit is one-half (1/2) full, and apply water to remove air pockets from the backfill. Once the water has drained, the Contractor shall resume backfilling the planting pit. A watering basin shall be constructed in a uniform circle and shall extend from the center of the tree trunk to six (6) inches beyond the edge of the root ball. The top of the watering basin shall be graded and maintained uniformly with the upper edge of the basin maintained at a grade of four (4) inches above the root flare of the tree.
- l. The Contractor shall be responsible for the stability of all planted trees. The nursery stake shall be removed from the trunk of the tree (as applicable) and the tree shall be double staked using two (2), two (2) inch lodge pole stakes of a length sufficient to be installed beyond the depth of

the planting stock root ball and to extend to the lowest branches of the installed tree's crown. The stakes shall be installed an equal distance from the trunk of the tree and shall be installed perpendicular to the street or sidewalk and shall be installed so that one stake is orientated one hundred eighty degrees (180°) opposite the other stake. The root ball shall not be damaged by the installation of stakes. The stakes shall not be in contact with any aerial part of the tree. The trunk of the tree shall be attached to the stakes using District approved tree ties installed as per the manufacturer's specifications.

- m. The Contractor shall not use hoses, equipment or water from private properties while installing or watering parkway trees.
- n. If a new tree dies within a one (1) year period from planting, the Contractor shall replace it with a like specimen within seven (7) days of discovery, at the Contractor's expense.
- o. If a new tree is determined to be diseased within two (2) years of planting, the Contractor shall replace it with a like specimen, within seven (7) days of discovery, at the Contractor's expense.

## 2. New Tree Care

New Tree Care consists of the irrigation of young trees which have been installed by the Contractor and the cultivation of new canopy coverage. This irrigation will continue as directed by the District's designated representative.

- a. The Contractor shall comply with all general specifications standards described herein.
- b. As stated previously herein, the Contractor shall identify the location of all utilities and private property landscape irrigation components prior to the planting of any tree. The Contractor shall take all responsibility for any damage that occurs during the planting of any tree.
- c. The Contractor shall not use hoses, equipment or water from private properties when watering parkway trees.
- d. While performing tree watering, the Contractor shall maintain the tree watering basin to include the removal of weeds and debris and the maintenance of the watering basin to size and grade standards defined herein.
- e. Trees shall be watered in such a manner that does not result in erosion of the tree watering basin, splashing of parked vehicles or damage to any of the tree's surroundings. Haphazard riggings and/or watering out of the window from the cab of watering equipment will not be tolerated.

- f. The Contractor shall maintain a daily log of trees watered. The log shall list the trees watered by site. A printed copy of the log, which shall be maintained in digital format, must accompany invoicing for tree watering services by the Contractor.

## **CONTRACT TERM**

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

## **AWARD CRITERIA**

**General Provision** – The award of any contract shall be at the sole discretion of the District. It is the intent to make an award to one Bidder for all requirements although the District reserves the right to make multiple awards depending on the District's needs and what is in the best interest of the District. The District may accept or reject any or all bid proposals in whole or in part and may waive informalities in the process. The contents of the proposal of the selected Bidder will become the basis for a contractual obligation when the award of bid is made.

**Tree Maintenance Services Bid Award** – The District will award a contract to the lowest responsive and responsible bidder, provided that the Bidder is determined to be qualified based on the requirements listed herein. To determine the lowest bid, the District will review the Grand Total for each Bidder as indicated on the Bidder's Bid Price Sheet.

In order to be determined responsive, a Bidder must respond to all requested information and supply all required information in this RFP. Any bid may be rejected if it is conditional, incomplete or contains irregularities. Minor or immaterial irregularities in a bid may be waived. Waiver of an irregularity shall in no way modify this RFP nor affect recommendation for award of a contract.

**Grand Total Bid** - The grand total bid shall be calculated by adding the extended prices for all services as listed under General Services, Emergency Services, and Other Costs.

The extended prices shall be calculated by each Bidder and tallied for each service as well as each sub-total and the grand total. The extended prices are intended to show a potential amount of monthly service and are being used for the sole purpose of evaluating unit service costs to determine the lowest bidder. Nothing in this RFP or in the estimated amount of units shown in the extended prices is intended to be nor shall be taken to be a guarantee of such amount of any work, or amount of compensation under any future contract. The successful Bidder shall be paid on the unit price only for work performed under the awarded contract executed by the successful Bidder and the District. The Contractor shall pay California Prevailing Wage Rates to all its employees.

The District will review only the grand totals for determination of the lowest Bidder, and will confirm the unit prices of the lowest Bidder for accuracy. If the apparent lowest Bidder is determined to have a mathematical error in the tabulation of the grand total, a

subtotal, or an extended price, the District shall notify all bidders of such error and shall revise such Bidder's grand total to reflect the corrected sum.

## **REQUIRED QUALIFICATIONS**

Contractors submitting bids must hold both a valid State California C-27 (Landscaping) and a C-61/D49 (Limited Specialty/Tree Service) Contractor's License. Both licenses must be in good standing for the previous three (3) consecutive years without any official unresolved record of complaints registered or filed with the California Department of Consumer Affairs.

The Contractor shall have OSHA certification for aerial equipment to be used throughout the term of the awarded contract.

The Contractor's personnel must be qualified and trained in the tree maintenance industry. This will include the staffing of a project manager who shall be an ISA Certified Arborist, and fluent in the English language. At all times during contracted tree maintenance activities the firm shall have work crews on site that are represented by an English speaking supervisor who can receive and carry out instructions given by designated District representatives.

The Contractor shall be held liable for the faithful observance of any lawful instructions of the District, not in conflict with the awarded contract, which may be delivered to said party or representative at the work site.

The Contractor must keep all equipment in good working order and shall maintain and operate such equipment in full compliance with OSHA regulations and State of California Department of Transportation (DOT) requirements.

The Contractor should have at least three (3) similar and separate California governments or municipal multi-year tree maintenance contracts which have been successfully completed within the last ten (10) years. Each project shall be of comparable size and scope of this project (descriptions of these projects and contact persons must be provided with bid submission). These projects must also include work in tree inventories. The bid shall include a detailed description of their proposed inventory program along with sample reports.

At the time of award, the successful bidder must have staff that includes Certified Crane Operator(s) as recognized by the National Commission for the Certification of Crane Operators (NCCCO).

A submitted bid must include the required Contractor's Organization Statement and Performance History form found in the "Required Forms for Submittal" section of this RFP.

## **TERMS AND CONDITIONS**

**Applicable Laws** – The laws of the State of California will govern the awarded contract. The applicable law for any legal dispute arising out of the awarded contract shall be the law of the State of California. The Bidder shall comply with all federal, state, county and local laws concerning the type of services provided. All systems provided by the Bidder

shall comply with all applicable federal, state, and local building, fire, safety, and electrical codes and all relevant industry standards.

**Equal Employment Opportunity** – The Bidder shall comply with all applicable state and federal laws addressing Equal Employment Opportunity.

**Conflict of Interest** – Except for items that are clearly promotional in nature, mass produced, trivial in value and not intended to invoke any form of reciprocation, employees of the District may not accept gratuities, entertainment, meals or anything of value whatsoever from current or potential service providers or suppliers. The offer of such gratuity to an employee of the District shall be cause for such service provider or supplier to be declared a non-responsible Bidder and prohibited from bidding, as provided in California Public Contract Code.

**Independent Contractor Status** – It is expressly understood that the Bidder named in any contract entered into by the District is acting as an “independent contractor” and not as an agent or employee of the District.

**Default of Contractor/Consultant** – The District shall hold the Bidder responsible for any damage that may be sustained by the District or third party because of the failure or neglect of the Bidder to comply with any term or condition listed herein.

**Permits and Licenses** – The Bidder shall secure and maintain in force during the term of any contract resulting from this RFP all licenses and permits required by law for the operation of its business, including a District business license.

**Appropriation of Funds** – If the term of the awarded contract extends into fiscal years subsequent to that in which it was approved, continuation of the contract is subject to the appropriation of funds for such purpose by the District Board. If funds to effect such continued payment are not appropriated, the Bidder agrees to discontinue providing any goods or service supplied to the District under the awarded contract.

**Assignment** – The Bidder shall, under no circumstances, assign any contract awarded as a result of this RFP by any means whatsoever, or any part thereof to another party without express written permission of the District.

**Award of Contract** – Award of any contract arising from any proposal submitted as a result of this RFP requires approval by the District Board as prescribed by District Ordinance. If the Contractor presents additional terms or conditions after a bid award has been made, such award shall be considered VOID.

**Submission of Signed Proposals** – Any bid proposal for which this RFP does not require submittal of a signed Bid Price Sheet, must include a signed proposal letter. The submission of proposals must be signed in longhand by the Bidder’s authorized representative. Submission of proposals by partnerships must be signed with the partnership name by the principal partner, followed by the signature and designation of the person signing. Submission of proposals by corporations must be signed under the legal name of the corporation by its president, secretary, or other person authorized to bind it in the matter. The name of each person signing shall be typed or printed below the signature.

**Addendum to the RFP** – If it becomes necessary to revise any part of this RFP, an addendum to this RFP will be posted on the District’s website. All addenda issued during the time of bidding will be incorporated into any resulting contract.

**Withdrawal of Proposal** – Any Bidder may withdraw its proposal, either personally or by written or facsimile request at any time prior to the time set for the Bid opening, provided that written confirmation of any facsimile with the signature of the Bidder is placed in the mail and postmarked prior to the time set for the opening thereof. Negligence on the part of the Bidder in preparing its proposal confers no right of withdrawal or modification of its proposal; after such proposal has been opened.

**Rejection of Proposals** – This RFP does not commit the District to award any contract. The District reserves the right, at its sole discretion, to reject any or all proposals without penalty, to waive irregularities in any proposals or in the RFP procedures, and to be the final judge as to which bids are responsive, responsible and most qualified. Any proposal that contains items not specified, items that are incorrect, has incomplete portions of items scheduled, or does not respond to items in the manner specified in this RFP may be considered non-responsive and may be rejected on these bases at the sole discretion of the District. Proposals offering less than 90 days for acceptance from the proposed Bid Due Date may be considered non-responsive and may be rejected. Non-award of any proposal will not imply any criticism of the proposal or convey any indication that the proposal was deficient. Non-award of any proposal will mean that either another proposal was deemed to be a lower cost or terms more advantageous to the District, or that no proposal was deemed acceptable.

**Public Information** – After the date specified for the opening of this RFP, all materials received relative to general service proposals become public information and are available for inspection. Professional service proposals become available to the public upon the award of contract. The District reserves the right to retain all proposals submitted.

**Bidder's Cost to Develop Proposal** – Costs for developing a proposal in response to this RFP are entirely the obligation of the Bidder and shall not be chargeable in any manner to the District.

**News Releases** – The Bidder shall not make news releases pertaining to an award resulting from proposals made in response to the RFP without the prior written approval of the District. In addition, the successful Bidder must agree not to release any advertising mentioning the District or quoting the opinion of any District employee without written approval by the District.

**Right to Negotiate Proposals** – The District reserves the right to negotiate any price or any provision, accept any part, or all parts of any and all proposals as determined to be in the best interest of the District and the taxpaying public. Bidders are encouraged to submit their best prices in the proposal as negotiations, if applicable, may only occur with the lowest responsible bidder for general services. For professional services, fees may be negotiated with the most qualified proposer.

## **INSURANCE REQUIREMENTS**

**Indemnity** – The Contractor hereby agrees to indemnify and hold harmless, including the cost to defend the District, and its officers, officials, agents, employees, and volunteers, from any and all losses, claims, liens, demands, liability, and causes of action of every kind and character including, but not limited to, the amounts of judgment, interests, court costs, legal fees, expert costs, expert fees and all expenses incurred by the District to the maximum extent allowed by law arising in favor of any party, that arise out of, or pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant/Contractor/Vendor and its agents in the performance of services under the

awarded contract, but this indemnity does not apply to liability for damages for death or bodily injury to persons, injury to property, or other loss, arising from the sole negligence, willful misconduct or defects in design by the District or the agents, servants, or independent contractors who are directly responsible to District, or arising from the active negligence of District.

**Insurance** – The Contractor shall maintain throughout the duration of the term of the awarded contract, liability insurance covering the Contractor and designating the District including its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants, as additional insured against any and all claims resulting in injury or damage to persons or property (both real and personal) caused by any aspect of the Contractor's work, in amounts no less than the following and with such deductibles as are ordinary and reasonable in keeping with industry standards. It shall be stated, in the Additional Insured Endorsement, that Contractor's insurance policies shall be primary as respects any claims related to or as the result of Contractor's work. Any insurance, pooled coverage, or self-insurance maintained by the District, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. The Additional Insured Endorsement shall not apply to the Professional Liability Insurance.

Professional Liability Insurance (applies only to professional service contract):

a. General Aggregate \$3,000,000

General Liability:

a. General Aggregate \$3,000,000  
b. Products Comp/Op Aggregate \$2,000,000  
c. Personal & Advertising Injury \$1,000,000  
d. Each Occurrence \$1,000,000  
e. Fire Damage (any one fire) \$ 50,000  
f. Medical Expense (any one person) \$5,000

Workers' Compensation:

a. Workers' Compensation Statutory Limits  
b. EL Each Accident \$1,000,000  
c. EL Disease - Policy Limit \$1,000,000  
d. EL Disease - Each Employee \$1,000,000

Automobile Liability

a. Any vehicle, combined single limit \$1,000,000

The Contractor shall provide thirty (30) days advance notice to the District in the event of material changes or cancellation of any coverage. Certificates of insurance and additional insured endorsements shall be furnished to the District thirty (30) days prior to the effective date of the awarded contract. Refusal to submit such certificates shall constitute a material breach of the awarded contract entitling the District to any and all remedies at law or in equity, including termination of the awarded contract. If proof of insurance required under the awarded contract is not delivered as required or if such insurance is canceled and not adequately replaced, the District shall have the right but not the duty to obtain replacement insurance and to charge the Contractor for any premium due for such coverage. The District has the option to deduct any such premium from the sums due to the Contractor. Insurance is to be placed with insurers authorized and admitted to write insurance in California and with a current A.M. Best's rating of A-VII or better. Acceptance of insurance from a carrier with a rating lower than A-VII is

subject to approval by the District. The Contractor shall immediately advise the District of any litigation and/or open claims that may affect these insurance policies.

## **DEFINITIONS**

The following words, terms and phrases have the meanings ascribed to as follows:

Lowest responsible bidder. In addition to price, the "lowest responsible bidder" will be determined by consideration of the following factors:

- (1) The quality, availability and suitability of the supplies, equipment or services to the particular use required.
- (2) The ability, capacity and skill of the bidder to perform the service required.
- (3) Whether the bidder has the financial resources and facilities to perform or provide the service promptly, or within the time specified, without delay or interference.
- (4) The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- (5) The bidder's record of performance or previous contracts or services, including compliance by the bidder with laws and ordinances relating to such contracts or services.
- (6) The ability of the bidder to provide future maintenance and service for the use of the equipment or materials to be purchased.
- (7) The scope of conditions attached to the bid by the bidder.

Most qualified bidder. The "most qualified bidder" will be determined by consideration of the following factors:

- (1) Qualifications, background, and prior experience of the firm in performing services for similar projects.
- (2) Experience, organization, and technical skills to successfully accomplish the project's scope of services and objectives.
- (3) Overall project design and methodology.
- (4) The responsiveness of this RFP to the tasks to be performed as identified in the Scope of Services section.
- (5) The timeliness and speed with which the Bidder can complete the scope of work.
- (6) The comprehensiveness and rationale of the project work plan.
- (7) Past performance on contracts with business or government agencies in terms of quality of work and compliance with schedules. This will be evaluated based on a check of references.
- (8) An evaluation of the approach and related costs.

Non-responsive bidder means an offer, submitted by a bidder, to furnish supplies, equipment or services that are not in conformity with the specifications, delivery terms or conditions or other requirements specified in this RFP.



Non-responsible bidder is a bidder that provides a bid but fails to demonstrate their capacity (financial or otherwise) to provide the supplies, equipment or service as specified in this RFP.

Professional services means those services provided by an individual, firm, partnership, or corporation as an independent contractor and which are of a technical and/or unique nature which require persons who are exceptionally qualified by education or experience to perform administrative, technical or advisory services which do not involve the delivery of a specific end product other than reports, plans, documents or specifications. By way of illustration but not limitation, the following services are considered as professional: general management consulting, personnel consulting, architecture, accounting, land surveying, landscape architecture, law, medicine, engineering, and research, studies of government operations and procedures and training. Services exempt from this definition include various types of testing services, real estate appraisers, equipment repair specialists, janitorial services and security service.

Responsible bidder: means a bidder who submits a responsive bid and who is not only financially responsible, but also possesses the resources, judgment, skill, ability, capacity and integrity requisite and necessary to perform the awarded contract according to its terms.

Responsive bid means a proposal, submitted by a responsible bidder, to furnish supplies, equipment or services in conformity with the specifications, delivery terms and conditions and other requirements specified in this RFP.

Services means any and all services, including but not limited to the repair or maintenance of equipment, machinery and other property. This term does not include services rendered by District officers or employees or architectural or other professional services which by their nature do not lend themselves to normal competitive procedures.

# REQUIRED FORMS FOR SUBMITTAL

## BID PRICE SHEET

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

**1. GRID OR ANNUAL TREE TRIMMING**

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

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

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

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

Size	Unit	Unit price
0-6" dbh	per tree	\$ _____
7-16" dbh	per tree	\$ _____
17-24 dbh	per tree	\$ _____
25-36 dbh	per tree	\$ _____
37 dbh & over	per tree	\$ _____

**3. PALM TREE TRIMMING**

	Unit	Unit price
Coco Palm, any size	per tree	\$ _____
Washingtonia Palm, any size	per tree	\$ _____
Canary Island Date Palm, any size	per tree	\$ _____

**4. TREE REMOVAL**

	Unit	Unit price
Complete tree and stump removal	per dbh	\$ _____
Tree removal only	per dbh	\$ _____
Stump only removal	per dbh	\$ _____

**5. TREE PLANTING**

	Unit	Unit price
15 gallon tree with root barrier	per tree	\$ _____
15 gallon tree without root barrier	per tree	\$ _____
24 inch box tree	per tree	\$ _____
24 inch box tree without root barrier	per tree	\$ _____

**6. TREE WATERING**

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

**7. CREW RENTAL**

Per man hour  
\$

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

**8. CREW RENTAL (overtime)**

Per man hour  
\$

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

**9. EQUIPMENT RATES**

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

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

**11. ARBORIST SERVICES**

Per hour \$

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

**12. EMERGENCY CREW RENTAL**

Per hour \$

**13. TREE MASTER PLAN**

Lump Sum \$

TOTAL ANNUAL AMOUNT OF BID (IN WORDS):

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Submission of bid and signature of representative of Contractor below shall bind Contractor to perform stated services at the Unit Prices specified for duration of the term of the awarded contract.

**CONTRACTOR**

\_\_\_\_\_  
Company Name of Bidder

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Social Security or Taxpayer ID Number

## DESIGNATION OF SUBCONTRACTORS

A bidder proposing to subcontract any portion of the work and to procure materials and equipment from suppliers and vendors shall identify all proposed subcontractors, suppliers and vendors below.

NAME, ADDRESS, AND PHONE  
NUMBER OF SUBCONTRACTORS,  
SUPPLIERS, AND VENDORS

TYPE OF WORK  
MATERIALS, OR EQUIPMENT  
(BE SPECIFIC)


Note: Additional sheets may be attached.

**STATEMENT OF NON-COLLUSION BY CONTRACTOR**

The undersigned who submits herewith to the Pleasant Valley Recreation and Park District a Bid or proposal does hereby certify that:

- a. All statements of fact in such bid or proposal are true;
- b. Such bid or proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;
- c. Such bid or proposal is genuine and not collusive or sham;
- d. Bidder has not, directly or indirectly by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of the Pleasant Valley Recreation and Park District or of any other bidder or anyone else interested in the proposed procurement;
- e. Bidder did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham bid or proposal, or that anyone should refrain from bidding or withdraw his bid or proposal;
- f. Bidder did not, in any manner, directly or indirectly seek by agreement, communication or conference with anyone to raise or fix the bid or proposal price of said bidder or of anyone else, or to raise or fix any overhead, profit or cost element of his bid or proposal price, or that of anyone else;
- g. Bidder did not, directly or indirectly, submit his bid or proposal price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member agent thereof, or to any individual or group of individuals, except to the Pleasant Valley Recreation and Park District, or to any person or persons who have a partnership or other financial interest with said bidder in his business.
- h. Bidder did not provide, directly or indirectly to any officer or employee of the Pleasant Valley Recreation and Park District any gratuity, entertainment, meals, or anything of value, whatsoever, which could be construed as intending to invoke any form of reciprocation or favorable treatment.
- i. No officer or principal of the undersigned firm is employed or has been employed, either full or part time, by the Pleasant Valley Recreation and Park District, either currently or within the last two (2) years, or is related to any officer or employee of the District by blood or marriage within the third degree. An exception to this section may be granted by approval of the District Board prior to contract award.
- j. No officer or principal of the undersigned firm nor any subcontractor to be engaged by the principal has been convicted by a court of competent jurisdiction of any charge of fraud, bribery, collusion, conspiracy or any other act in violation of any state or federal antitrust law in connection with the bidding on, award of, or performance of, any public work contract, with any public entity, within the last three years.

I certify, under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this certification was executed on \_\_\_\_\_ at \_\_\_\_\_, California. (Date)

(Location)  
Business:

\_\_\_\_\_  
(Signature)

Printed Name & Title: \_\_\_\_\_

# CONTRACTOR'S ORGANIZATION STATEMENT AND PERFORMANCE HISTORY

The term "Owner" herein shall refer to any private firm or public agency to which the Contractor has submitted a bid to, or contracted with, for any tree trimming and maintenance contract.

Submitted By: \_\_\_\_\_

Name must correspond with the Contractor's License

\_\_\_\_\_ Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual \_\_\_\_\_ Joint Venture

If a corporation, under the laws of what State is it organized? \_\_\_\_\_

California Regional Office (s): \_\_\_\_\_

Officers, Responsible Managing Officers, Responsible Managing Employees: \_\_\_\_\_

Use a page titled "Additional Information and/or Comments" for providing requested or additional information for each of the following questions to which you answer "yes" or for any comments.

A. Provide the following license numbers and expiration dates:

CA Contractor's License No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_

CA C-27 (Landscaping) Contractor's License No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_

CA C-61/D49 (Limited Specialty/Tree Service) Contractor's License No. \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

Will you be able to provide OSHA Certification for aerial equipment when used throughout the term of the awarded contract? Yes \_\_\_\_\_ No \_\_\_\_\_

B. How many years' experience in construction work as a current organization?

(1) As a General Contractor? \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

(2) As a Subcontractor? \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

C. Provide the following names, addresses, and phone numbers for three public agencies for which Bidder has performed similar work within the past ten (10) years, including the Geographical Information System (GIS) tree inventory services:

1. \_\_\_\_\_  
Agency Name

\_\_\_\_\_  
Name and telephone number of person familiar with project

\_\_\_\_\_  
Contract amount

\_\_\_\_\_  
Type of work

\_\_\_\_\_  
Date Completed



2

Agency Name \_\_\_\_\_

\_\_\_\_\_  
Name and telephone number of person familiar with project

Contract amount	Type of work	Date Completed

3.

Agency Name \_\_\_\_\_

\_\_\_\_\_  
Name and telephone number of person familiar with project

Contract amount	Type of work	Date Completed

- D. Have you, your company, or any officer, manager or partner thereof, failed to complete a contract for an Owner? YES \_\_\_\_ NO \_\_\_\_\_. If so indicate the name of each Owner, dates, and the circumstances.
- E. Have you, your company, or any officer, manager or partner thereof, previously had a contractor's license suspended or revoked? YES \_\_\_\_ NO \_\_\_\_\_. If so indicate the name of **each person** whose license was suspended or revoked, dates of occurrence, and the circumstances for each.
- F. Have you, your company, or any officer, manager or partner thereof, been debarred by any public agency? YES \_\_\_\_ NO \_\_\_\_\_. If so, for each incident, indicate the name of each person, the agency involved, dates, and the circumstances for each.
- G. In an award based on low-bid criteria where your firm appeared to have the low bid, have you or your company been denied an award of an Owner contract? YES \_\_\_\_ NO \_\_\_\_\_. If so, as to each such denial, state the name of the Owner, the date of the denial, the title and number of the contract bid, and the grounds on which the Owner based the denial of award.
- H. Has your company been the subject of any inquiry by any Owner as to whether your company is a non-responsible bidder or non-responsible Bidder? YES \_\_\_\_ NO \_\_\_\_\_. If so, as to each inquiry, state the name of the Owner, the date of the inquiry, the grounds on which the Owner based the inquiry, and the result of the inquiry.
- I. Has your company been given a notice of deficiency during the performance of a contract for these types of services? YES \_\_\_\_ NO \_\_\_\_\_. If so, as to each notice of deficiency, state the name of the Owner, the date of the notice, the grounds on which the Owner based the notice of the deficiency, and the result of the notice.
- J. Has your company been assessed liquidated damages or had payment withheld by any Owner during the term of a contract for similar services? YES \_\_\_\_ NO \_\_\_\_\_. If so, as to each assessment of liquidated damages or payment withheld, state the name of the Owner, the date of the assessment/withheld payment, the title and number of the contract, and the grounds on which the Owner based the assessment of liquidated damages/payment withheld.
- K. Is your company currently a party in any litigation against any Owner pertaining to any contract for services project, or has your company been a party to such litigation? YES \_\_\_\_ NO \_\_\_\_\_. If so, as to each such litigation, state the name of the Owner, case number, the court and jurisdiction in which said litigation is pending or was brought, the nature of the litigation, the amount at issue in the litigation, the present status of such litigation, the date of resolution of such litigation if resolved, and the amount and method by which such litigation was resolved, if resolved.
- L. In the last five (5) years, has your company, in the performance of similar services, received any notices of violation from OSHA resulting in any fine? YES \_\_\_\_ NO \_\_\_\_\_. If so, as to each notice, state the name of the Owner, the date of the notice, the grounds on which OSHA based the notice, and the result of the notice. Provide the following information as to contract experience with public

entities or governmental agencies only, within the past ten (10) years. If none, write "NONE" on the chart.

M. List Key Staff who will work on the District's tree maintenance services, their qualifications and proposed duties. Staff shall include, but not be limited to, certified arborists, certified utility arborists, certified tree workers, certified urban foresters and/or municipal arborists, utility line clearance tree workers, CA licensed pest control advisors and applicators, American Society of Consulting Arborists (ASCA) registered consulting arborist, and technicians providing technical support for inventory software. The firm shall identify at least one (1) ISA Certified Arborist who will be responsible for project management, one (1) Certified Utility Arborist, and full-time English speaking site supervisors capable of communicating with any District representative, and who are authorized to act on behalf of the firm.

Staff Member	Qualifications	Proposed Duties

N. Please describe your proposed tree inventory program and attach sample reports.

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CONTRACTOR'S MAILING ADDRESS:

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**CONTRACTOR**

\_\_\_\_\_  
Company Name of Proposer

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Taxpayer ID Number

\_\_\_\_\_  
Email Address

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

- A. Chairman Dixon
- B. Ventura County Special District Association/California Special District Association
- C. Santa Monica Mountains Conservancy
- D. Standing Committees – Personnel and Finance
- E. Foundation for Pleasant Valley Recreation and Parks
- F. General Manager’s Report