

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

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
February 6, 2019**

5:00 P.M. **CLOSED SESSION**

1. CALL TO ORDER

A. Adjourn to Closed Session

B. CLOSED SESSION

1) Conference with Labor Negotiators

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

2) Conference with Real Property Negotiators

The Board will conduct a closed session, pursuant to Government Code section 54956.8, to enable the Board to consider negotiations and to give direction to its negotiators regarding certain real property, 15 Stearman Street, Camarillo, CA with OUHSD staff. The District's real property negotiators, General Manager Mary Otten and Leonore Young, Bob Cerasuolo, Eric Storrie, and Anthony Miller will seek direction from the Board regarding the price and terms for this property.

C. Reconvene into Regular Meeting

6:00 P.M. **REGULAR MEETING** **NEXT RESOLUTION #616**

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/Capital Projects

B. BMX

C. Pleasant Valley Co-op Pre-school

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

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

A. Minutes for Regular Board Meeting of January 6, 2019

Approval receives and files minutes.

B. Warrants, Accounts Payable & Payroll

Approval of District's disbursements dated on or before January 23, 2019.

C. Financial Report

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

D. Consideration and Adoption of Resolution No. 611 Directing SCI Consulting Group to Prepare the FY 2019-2020 Engineer's Report for the Assessment District

The Engineer's Report is prepared annually to establish the budget for the services that would be funded by the proposed fiscal year.

E. Approve Resolution No. 612 to Continue the Local Emergency that Resulted Due to the Hill Fire 2018

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

F. Consideration and Adoption of Resolution No. 613 Finding that it is Reasonably Foreseeable that Inhabitants of the KB Homes Springville Subdivision Located at 333 Townsite Promenade will use the Proposed Pavilion at Nancy Bush Park

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

8. **NEW ITEMS – DISCUSSION/ACTION**

A. Consideration of Community Event Funding Agreement Between the City of Camarillo and the Pleasant Valley Recreation and Park District to Produce the Summer Concert Series

The Camarillo Council of Arts will not be producing the Summer Concert Series any longer and the City has proposed exploring a partnership with the District to co-produce the event in 2019.

Suggested Action: A MOTION to Approve the Agreement between the City of Camarillo and the Pleasant Valley Recreation and Park District to produce the Summer Concert Series.

B. Consideration and Approval of the Design Plans for the Valle Lindo Restrooms

Design plans for a renovation of the restrooms at Valle Lindo Park have been submitted for consideration and approval.

Suggested Actions: A MOTION to Approve the design plans for the Valle Lindo Park restrooms.

C. Consideration and Direction Regarding Freedom Gym

Five options are presented for Board consideration regarding the use of Freedom Gym.

Suggested Actions: Provide direction to staff.

D. Consideration and Adoption of Resolution No. 614 Approval of Mid-Year Budget Adjustments for FY 2018-2019

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.

Suggested Action: A MOTION to Adopt Resolution No. 614 approval of mid-year budget adjustments for FY 2018–2019.

E. Fiscal Year 2017-2018 Excess Funds

Staff is recommending the designation of a portion of the excess funds in Fund 10 to remain in the General Fund as unallocated.

Suggested Actions: Review the following options and give staff direction regarding the designation of excess funds:

1. All excess funds remain in the General Fund as unallocated funds or
2. Move all excess funds to a designated restricted project line item or
3. Move a percentage of the excess funds to a designated restricted project line item with the remaining percentage as unallocated General Funds.

F. Consideration and Approval of the Purchase and Installation of a Shade Structure at Nancy Bush Park Pavilion Area #1 with Great Western Recreation/Game Time and Authorize the General Manager to Enter into an Agreement

Staff is presenting options for a new shade structure at pavilion #1 at Nancy Bush Park.

Suggested Actions: A MOTION to Approve one of the shade structure options and authorize the General Manager to enter into an agreement with Great Western Recreation/Game Time for the purchase and installation of a shade structure at the Nancy Bush Park pavilion.

G. Consideration and Approval of Pre-Fab Restroom Facility Design at Mel Vincent Park

When the park was built in 2017, plumbing and sewer lines were installed for a potential restroom at Mel Vincent Park. Restroom design options are presented.

Suggested Action: A MOTION to Approve one of the design options presented for the Pre-Fab Restroom Facility at Mel Vincent Park:

1. Option 1 - PS-011, an 8-foot by 12-foot building with a single restroom having a toilet and sink along with a plumbing chase. Approximate cost is Ninety-Five Thousand to One Hundred and Ten Thousand (\$95,000-\$110,000) or
2. Option 2 - PS-022, an 8-foot by 18-foot building with two single restroom stalls each having a toilet and sink along with the plumbing chase. Approximate cost is One Hundred and Twenty-Five Thousand to One Hundred and Thirty-Five Thousand (\$125,000-\$135,000).

H. Consideration and Approval of Resolution No. 615, an Application for Grant Funds from the Proposition No. 68 Cultural, Community and Natural Resources Grant Program

Funds may be available for staff-taught and outdoor programming at Camarillo Grove Park.

Suggested Action: A MOTION to Adopt Resolution No. 615, an Application for Grant Funds from the Proposition No. 68 Cultural, Community and Natural Resources Grant Program.

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

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

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

11. ADJOURNMENT

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

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



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

Date: February 6, 2019

Group: Freedom Park BMX Track

One representative from your organization must attend the following PVRPD Board Meeting on:

Wednesday, April 5, 2017 at Camarillo City Hall

OFFICERS	NAME	ADDRESS	DAY PHONE	CELL PHONE
Operator	Andrea Huvad	135 La Crescenta Dr.	(805)312-6130	
	Richard Huvad	135 La Crescenta Dr.	(805)312-0922	
Associate	Frank Marino		(805)490-5628	

Number of participants last year: _____

Projected number of participants upcoming year: _____

Changes Organization has made from previous year: None

Comments for the PVRPD Board of Directors:

Primary Facility (ies) Used?

Freedom Park BMX

What Time are Board Meetings Held? 4 pm/Monthly

Where are Board Meetings Held? Freedom Park BMX

When are new Board Members Elected? no

When are new Board Members Installed? no

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 10, 2019

Lanny Binney

1605 E. Burnley Street, Camarillo, CA 93010

Phone: 482-1996 x 17

Fax: 805-482-3468

Form Completed by (print): _____

Date _____

Sign: _____

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

FINANCIAL STATEMENT

NAME OF ORGANIZATION Freedom Park BMX

Last Year's Financial Statement

Proposed Budget

Date: January 1 - December 31, 2018

Date: January 1 - December 31, 2019

Beginning Balance:	-\$6,240	Beginning Balance:	-\$6,727
Revenue:		Revenue:	
Monthly Practice/Race/Revenue	\$62,432	Practice/race Revenue	\$59,857
Snack Bar:	\$1,500	Snack Bar:	\$2,100
Camps	\$2,500	Camps	\$5,205
Total Revenue	\$66,432	Total Revenue	\$67,162
Expenses:		Expenses:	
Rent/Rent + Water PVRPD	\$4,020	Rent/Rent + Water PVRPD	\$4,020
Internet	\$1,100	Portopotties	\$1,452
Portopotties	\$2,448	Bank fees	\$175
Bank fees	\$480	CC payments	\$3,973
CC payments	\$1,914	USABMX/Insurance	\$10,310
USABMX/Insurance	\$10,923	Taxes	\$880
Taxes	\$800	Accounting	\$900
Accounting	\$905	Edison	\$6,334
Edison	\$6,930	memberships/fees	\$60
memberships/fees	\$560	Supplies	\$1,500
Supplies	\$523	Snack Bar	\$2,001
Snack Bar	\$2,800	Awards	\$6,940
Awards	\$4,901	loan payments Huvad	\$5,850
loan payments Huvad	\$10,200	Equipment rental	\$1,746
Loan payments Modesto	\$2,800	Lanscaping	\$1,800
Lanscaping	\$1,000	Home Depot/Staples/Supplie	\$3,053
Marino	\$2,500	Hewig (high school worker)	\$2,830
Huvad	\$1,800	Blanchet	\$4,845
Blanchet	\$12,000	Property Taxes	\$575
Taxes (property)	\$555	SLURRY Project (see details)	\$21,142
Ending Balance:		Special event rentals	\$926
	\$69,159		\$81,312
			-\$14,150

<i>List Savings/CDs/Investments here:</i>		<i>List Savings/CDs/Investments here:</i>	
Savings Account	0	Savings Account	\$
CD Account ____month	0	CD Account ____month	\$
CD Account ____month	0	CD Account ____month	\$
Investment Account	0	Investment Account	\$
Other Account	0	Other Account	\$
Total Other Accounts	0	Total Other Accounts	\$
Checking + Other	\$28	Checking + Other	211
TOTAL			



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

Date: January 17, 2019

One representative from your organization must attend the following PVRPD Board Meeting on:

Wednesday, February 6, 2019

OFFICERS	NAME	ADDRESS	DAY PHONE	CELL PHONE
President	Emily Lashkari	1955 La Ramada Dr. Camarillo, CA 93012		805-302-7897
Vice President	Alana Blagg	206 Barcelona Street Camarillo, CA 93012		310-422-1711
Secretary	Michelle Burns	774 Leonard St. Camarillo, CA 93012		805-823-5920
Treasurer	Shari Barden	917 Paseo Brisas Lindas Oxnard, CA 93030		805-302-5407

Number of participants last year: 56
 Projected number of participants upcoming year: 53

Changes Organization has made from previous year:

- Hired new teacher for Combo class
- Purchased and installed new sand in sand box area
- Worked with Eagle Scout to install a platform in the sand box area
- Worked with local Girl Scouts to create an edible garden with a grant from Whole Foods
- Planted new California native plants in back yard area
- Purchased new earthquake kits
- Created new stage area for backyard classroom
- Restructured classes to: Pre-K 4 days (M-Th) for 4yr olds, Combo 3 days (m/w/f) for 3 yr olds, Preschool 2 days (t/th) for 2 yr olds and Toddler 1day (Fri) for 18 mo.
- Annual spraying for ants/spiders
- Continued teacher evaluations and goal setting
- Continued philanthropic work with St. Judas, UNICEF and local toy drive for Children's Auxiliary
- Continued to do earthquake and fire drills
- Teachers attended training conferences and workshops

Comments for the PVRPD Board of Directors: Since 1968, P.V. Coop is a non-profit organization that has provided an educational environment for Camarillo's children. Our school serves families that are seeking high participation in their child's preschool years while keeping tuition cost low. With the guidance of our knowledgeable teachers and parents, we collectively use our talents and skills to provide meaningful experiences in our classrooms. We thank you for the use of your facility and appreciate the support and relationship with PVRPD.

Primary Facility (ies) Used? Liberty and Independence Buildings by Freedom Park
 What Time are Board Meetings Held? Third Monday of each month, 6:30p.m.
 Where are Board Meetings Held? Restaurant or private home
 When are new Board Members Elected? First week in May
 When are new Board Members Installed? First week in June

Pleasant Valley Recreation and Park District Liaison: Eric Storrie, Recreation Services Manager

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

Please Complete and Return the Annual Update and Financial Statement to:

Eric Storrie
 1605 E. Burnley Street, Camarillo, CA 93010
 Phone: 482-4881
 Fax: 805-482-3468

Form Completed by (print): Emily Lashkari Date 17-Jan-19
 Sign: Emily Lashkari

**Pleasant Valley Recreation and Park District
Minutes of Regular Meeting
January 2, 2019**

1. CALL TO ORDER

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

Call to Order

A. ADJOURNED TO CLOSED SESSION

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

B. CLOSED SESSION - Conference with Real Property Negotiators

Pursuant to Government Code Section 54956.8, the Board conducted a closed session with the District's real property negotiator, General Manager Mary Otten and Leonore Young, Bob Cerasuolo, Eric Storrie and Anthony Miller regarding certain real property, 15 Stearman Street, Camarillo, CA (OUHSD).

Roll Call

C. REGULAR MEETING RECONVENED

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

2. PLEDGE OF ALLEGIANCE

Elaine Magner led the pledge.

3. ROLL CALL

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

Absent:

ALSO PRESENT: General Manager Mary Otten, Administrative Services Manager Leonore Young, Park Services Manager Bob Cerasuolo, Administrative Analyst and Clerk of the Board Anthony Miller, Customer Service Representative and Recording Board Secretary Karen Roberts, Administrative Analyst Megan Hamlin, Recreation Supervisors Lanny Binney and Jane Raab, Park Supervisors Nick Marienthal and Matthew Parker, Recreation Specialist Connor Soudani, Bob Aaron, Richard Frank, Mozi Ardalan and Phil Garcia.

4. AMENDMENTS TO THE AGENDA

General Manager Mary Otten requested that Item 5.B. *Roadrunners Radio Control Auto Racing Club* be removed from the agenda. Chairman Kelley called for a motion. A motion was made by Director Magner and seconded by Director Malloy to approve the agenda as amended.

**Motion to
Approve Agenda
As Amended**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

Carried

5. PRESENTATIONS

A. District Highlights/Holiday Special Events

Program Specialist Connor Soudani presented the highlights of the District's December/January activities, programs and special events. The Aquatic Center will be closed for pool resurfacing for the months of January and February. Tax assistance will be provided at the Senior Center beginning the second week in January and excursions are planned for January and February. A Valentines' Day Movie in the Park will be held at the Community Center Park and a Food Truck Festival on May 25. Adult sports sign-ups begin in January and pickleball league starts in March. Progress is being made at the Springville Dog Park with an anticipated opening in March. The District Spotlight covered the Holiday Special Events – Breakfast with Santa, December Movie in the Park, the Foundation's Ugly Sweater 5K and Donut Dash and the Christmas Parade.

B. Roadrunners Radio Control Auto Racing Club
Removed from the agenda.

6. PUBLIC COMMENT

No comments.

7. CONSENT AGENDA

- A. Minutes for Regular Meeting of December 6, 2018
- B. Warrants, Accounts Payable & Payroll thru December 27, 2018
- C. Financial Report
- D. Approve Resolution No. 609 to Continue the Local Emergency that Resulted Due to the Hill Fire 2018
- E. Consideration and Adoption of Resolution No. 610 Finding that it is Reasonably Foreseeable that Inhabitants of the AMLI Spanish Hills Subdivision Will Use the Proposed Upgrades at Nancy Bush Park
- F. Review and Approval of Surplus Supplies and Equipment List

Director Mishler requested that Item 7.A. *Minutes for Regular Meeting of December 6, 2018* be pulled for discussion. Chairman Kelley called for a motion. A motion was made by Director Malloy and seconded by Director Dixon to approve the Consent Agenda minus Item 7.A.

**Motion to
Approve
Consent Agenda
Minus Item 7A**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

Carried

Director Mishler requested that a clarification phrase be added to the minutes for December 6, 2018 (page 5/343 of the January 2, 2019 Regular Meeting Board Packet) under Item 9.A. *Consideration of Proposed New Park Site at the Ran Rancho Springville Development*. A suggested statement to be included under Discussion will read "consider the need for sufficient onsite and public parking for the new proposed park location" instead of the word "parking".

Chairman Kelley called for a motion. A motion was made by Director Mishler and seconded by Director Malloy to approve Item 7.A. *Minutes for Regular Meeting of December 6, 2018* as amended with the proposed statement. **Motion to Approve Item 7.A. Minutes As Amended**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

Carried

8. NEW ITEMS – DISCUSSION/ACTION

A. Consideration and Direction Regarding a Partnership with the City of Camarillo to Produce Concerts in the Park

General Manager Mary Otten introduced Camarillo City Manager Dave Norman who presented a powerpoint regarding the opportunity to co-produce the summer Concerts in the Park (CITP) series with the City of Camarillo. For the past 35 years the Camarillo Arts Council (CAC) and the City monetarily supported the series, but the CAC will no longer be able to produce the series. General Manager Mary Otten stated that District staff has been working with Mr. Norman to explore the possible partnership and a recommendation was made to produce 4 concerts instead of 7 and not show the movies since the District already has a summer movie program. Discussion included: a term of one year, the feasibility of 4 concerts, food trucks, security, District staff time, cost of concerts, District's connection with Rock City Studio and other vendors, desire to continue a summer series for the community rather than have it disappear, addressing the chair policy, City Council input, need for sponsorships and quality bands, possibly charging for reserved seating areas up front, and support for working with the City.

Chairman Kelley stated that staff direction was as listed in the item's *Suggested Action: provide staff direction on working with the City of Camarillo to refine program budget to include contingency, determine programming and event permitting and event space responsibilities, determine financial responsibilities, develop marketing collateral, and draft a funding agreement for the 2019 Concerts in the Park event for a term of one year.*

B. Consideration and Approval of Bid Award for Freedom Park Baseball Fields Project to Ardalan Construction Company

Park Services Manager Bob Cerasuolo provided a recommendation to award and execute a contract with Ardalan Construction Company to build two baseball fields on the west side of Freedom Park. Mozi Ardalan with Ardalan Construction Company and Johnny Lovato with Camarillo Pony Baseball Association (CPBA) were both in the audience for comments. Discussion included: possible temporary fencing for the new fields during baseball season, baseball field experience of the construction company, challenge of high water table and necessity of taller poles at Freedom West, loss of fields at Los Altos due to school district use, question on effective usage of District resources in serving the community and the immediate pressure from the school district's decisions; CPBA's cost in the maintenance of the Los Altos Fields and the District's irrigation costs; need to

proceed with the Freedom Park master plan which has been in effect for a decade and the need to have our own facilities.

Chairman Kelley called for a motion. A motion was made by Director Malloy and seconded by Director Magner to approve and authorize the General Manager to award and execute a contract with Ardalan Construction Company, Inc for the Freedom Park Baseball Fields Project in the amount of \$786,600 and execute contract change orders for project contingencies in an additional amount not-to-exceed \$78,660 for a total authorized expenditure of \$865,260.

**Motion to Approve
Ardalan Constr.
For Freedom
Park Baseball
Fields**

Voting was as follows:

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

Noes:

Absent:

Carried

Motion: Carried

C. Consideration and Approval for the General Manager to Enter into an Agreement with Musco Lighting to Install Field Lighting on the New Baseball Fields at Freedom Park
Park Services Manager Bob Cerasuolo presented a separate contract for Musco Lighting to perform a specific lighting scope of work at the new baseball fields at Freedom Park. Discussion included: removal of Musco Lighting from the earlier request for proposals for Freedom Park, reorientation of the new fields and better utilization of the new pole location and the lighting of other areas; inclusion of this project expense in the November 2018 Board approved budget adjustment and Musco's Light-Structure system currently in place at Freedom Park.

Chairman Kelley called for a motion. A motion was made by Director Magner and seconded by Director Malloy to approve and authorize the General Manager to execute a contract with Musco Lighting for the Freedom Park Baseball Fields Project in the amount of \$125,916 and execute contract change orders for project contingencies in an additional amount not-to-exceed \$12,592 for a total authorized expenditure of \$138,508.

**Motion to
Approve Contract
With Musco
Lighting for New
Fields at Freedom**

Voting was as follows:

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

Noes:

Absent:

Carried

Motion: Carried

D. Consideration and Approval of Bid with Great Western Recreation/Game Time for the Purchase and Installation of a 30' x 30' Park Shelter at Pitts Ranch Park and Authorize the General Manager to Purchase Standardized Site Amenities from Pilot Rock
Park Supervisor Matthew Parker presented recommendations from staff to proceed with the purchase and installation of an additional picnic shelter at Pitts Ranch Park with Great Western Recreation/Game Time. Discussion included: utilization of U.S. Communities to streamline procurement, provision of amenities by the Pilot Rock vendor, similar roofing to the current shelter and city permitting.

Chairman Kelley called for a motion. A motion was made by Director Magner and seconded by Director Mishler to approve the quote from Great Western Recreation and authorize the General Manager to enter into an agreement with them for the purchase and installation of a 30' x 30' picnic shelter at Pitts Ranch Park and approve and authorize the General Manager to purchase District standardized picnic tables and barbecue directly from the vendor (Pilot Rock).

Motion to Approve Contract With Great Western Rec For Shelter at Pitts Ranch Park

Voting was as follows:

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

Noes:

Absent:

Carried

Motion: Carried

E. Consideration and Direction Regarding Arneill Ranch Park Project Design

Park Supervisor Nick Marienthal presented a couple of options for the Board to consider regarding the Arneill Ranch Park redesign. Option one addresses the inadequate irrigation system and turf condition which can be repaired and accomplished with in-house staff. Option two will address all of option one and also include the hiring of a landscape architect to redesign several of the park's features including removal of turf on the north and south sides of the park, inclusion of drought tolerant landscaping, a track lighting system, and incorporation of newer irrigation technologies. Discussion included: watering efficiency and turf removal rebates, urgent need to address irrigation and grading of park, neighbors and high usage of track and park, useable field area, desirability as a fitness oriented park, inclusion of synthetic turf or a durable turf conducive to lawn bowling or other sports, completion of option one in about 3-4 months and need to approve an 8-9 months out option two consideration for the next fiscal year. The Board recommended that staff proceed with option one and come back with costs and options for an architectural design in option two.

The Board recessed at 8:14 pm and reconvened at 8:25pm.

F. Consideration and Discussion of District Investment Options with CalTRUST

Administrative Services Manager Leonore Young presented options for the District's current investments. Discussion included: Ventura County Pool's current change in withdrawal procedures, the need by the District to have an option to transfer funds if needed, having multiple accounts, and the transfer of day to day operations to a CalTRUST money market with the restricted funds remaining with Ventura County Pool

Chairman Kelley called for a motion. A motion was made by Director Magner and seconded by Director Malloy to approve the transfer of the Ventura County Pool Unrestricted Funds to CalTRUST money market and leave the Ventura County Pool Restricted Funds with the Ventura County Pool.

Motion to Approve Transfer Of Funds to CalTRUST Money Market

Voting was as follows:

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

Noes:

Absent:

Carried

Motion: Carried

G. Consideration of a Proposed Right of Entry Agreement Between Advantage Telecom Inc. and Pleasant Valley Recreation and Park District

Administrative Analyst Anthony Miller proposed consideration of a right of entry agreement with Advantage Telecom, Inc. to use the roof of the District’s Administrative Office for the installation of a radio antenna to provide internet service to Royal Gardens across the street on Carmen Drive. Discussion included: \$215 monthly discount to District, no degradation to District service and minimal to no power usage; low visual impact, company licensed as a roofing company, concern on drilling of holes on roof, and the need for District approval on the relocation of the antenna.

Chairman Kelley called for a motion. A motion was made by Director Magner and seconded by Director Dixon to approve the Right of Entry Agreement with Advantage Telecom for the use of the Community Center Administrative Offices’ rooftop.

Motion to Approve Right of Entry Agreement with Advantage Telecom

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

Carried

H. Board Committee Assignments for 2019

Chairman Kelley appointed the District’s 2019 Board Committee Assignments as follows:

<u>Standing Committees</u>	<u>Directors</u>
Finance:	Malloy, Mishler
Foundation:	Magner
Liaison:	Dixon, Mishler
Long Range Planning:	Dixon, Malloy
Personnel:	Magner, Kelley
Policy:	Magner, Kelley

<u>Outside Committees</u>	<u>Directors</u>
Santa Monica Mountains Conservancy (SMMC):	Mishler
Ventura County Special Districts Association (VCSDA):	Magner
California Special Districts Association (CSDA):	Magner
Ventura County Consolidated Oversight Board (VCCOB):	Mishler

I. Consideration to Conduct the Annual Goal Setting Meeting

General Manager Mary Otten recommended the Board pick a date to hold the annual goal setting meeting. The meeting will assist staff in the development of the annual budget and establish priorities for the upcoming fiscal year. Administrative Analyst Megan Hamlin will send out dates for consideration.

9. INFORMATIONAL ITEMS

A. Chairman Kelley – Chairman Kelley stated that he is excited to be able to continue to work on some significant projects for the District and Camarillo citizens.

- B. Ventura County Special District Association/California Special District Association – Director Magner stated that VCSDA will have its annual meeting in February. CSDA – Director Magner stated that she attended her first CSDA executive board meeting in December and she will be voted in in January. Ms. Magner requested that the District approve a policy for handling CSDA’s calls to action.
- C. Ventura County Consolidated Oversight Board – Director Mishler stated that there will be a meeting in January 2019.
- D. Santa Monica Mountains Conservancy – No meeting.
- E. Standing Committees – Finance – Director Malloy stated that CalPERS recently sent out their annual report. The District received the semi-annual tax apportionment payment which was about \$180,000 more than last year. Liaison – No meeting. Personnel – No meeting. Policy – No meeting.
- F. Foundation for Pleasant Valley Recreation and Parks – Director Magner stated that Megan Hamlin did a great job with the Ugly Sweater 5K and Donut Dash fundraiser in December. There will be a Foundation meeting in January.
- G. General Manager’s Report – General Manager Mary Otten reported that work at the Springville Dog Park is progressing with work on the irrigation. A January shipment is expected for the Nancy Bush Park playground equipment and work on the men’s outdoor restroom at the Community Center will start this week. At Camarillo Grove Park, the current hazards resulting from the fire are being addressed and repaired with the anticipation to start opening portions of the park in the next few months.

10. ORAL COMMUNICATIONS

Director Magner stated that Recreation Specialist Connor Soudani did a great job presenting the District’s highlights and thanked staff for all of their efforts in 2018. Director Malloy stated that the Christmas parade was an awesome event and he thanked the supporting sponsors. Mr. Malloy stated that on January 23 the City will be reviewing development projects which include changes for two of Camarillo’s golf courses with either a flood control plan and/or proposed housing on the public recreation spaces. Mr. Malloy also stated that there is a new law passed that will allow special district board members to vote for a 5% increase in their compensation for attending board meetings.

11. ADJOURNMENT

Chairman Kelley adjourned the meeting at 9:18 p.m.

Respectfully submitted,

Approval,

**Karen Roberts
Recording Secretary**

**Robert Kelley
Chairman**

Pleasant Valley Recreation and Park District
 Finance Report
 December 2018

	Date	Amount	
Accounts Payables:	12/6/2018	\$ 57,587.81	AP- 12/6/2018
	12/20-27/18	\$ 100,911.47	AP- 12/20-27/2018
	Total	\$ 158,499.28	
Payroll (Total Cost):	12/13/2018	\$ 140,280.27	Payroll 12/13/2018
	12/27/2018	\$ 139,515.28	Payroll 12/27/2018
	Total	\$ 279,795.55	
Outgoing:Online Payments	12/5/2018	\$ 190.89	Sprint
	12/6/2018	\$ 57,778.53	City of Camarillo- Water
	12/6/2018	\$ 5,251.85	Southern CA Edison
	12/6/2018	\$ 2,305.26	Southern CA Gas Co.
	12/6/2018	\$ 542.10	VSP- Vision Insurance
	12/6/2018	\$ 1,843.51	The Hartford- Life, ADD, STD & LTD Insurance
	12/6/2018	\$ 2,323.43	The Guardian- Dental Insurance
	12/6/2018	\$ 3,663.66	EJ Harrison
	12/7/2018	\$ 3,695.03	WEX Fuel (76)
	12/12/2018	62.25	Culligan Water Service
	12/12/2018	\$ 356.70	Home Depot
	12/21/2018	\$ 6,121.72	City of Camarillo- Water
	12/22/2018	\$ 101.84	Sprint
	12/24/2018	\$ 6,383.48	Southern CA Edison
	12/26/2018	\$ 3,505.70	EJ Harrison Trash Collection Serv.
	12/28/2018	\$ 188.61	Southern CA Edison
	12/28/2018	\$ 14,421.16	PR 12/27/18
	12/31/2018	\$ 1,093.16	Southern CA Edison
	Total	\$ 109,828.88	
	Grand Total	\$ 548,123.71	

CASH REPORT

	12/31/2018 Balance	12/31/2017 Balance	
Restricted Funds			
Debt Service - Restricted	\$ 373,690.14	\$ 370,939.43	
457 Pension Trust Restricted	\$ 70,107.96	\$ 74,345.58	
Quimby Fee - Restricted	\$ 231,385.37	\$ 180,814.12	
Multi-Bank Securities Restricted	\$ 661,107.82	\$ 1,160,909.74	
Ventura County Pool - Restricted	\$ 5,101,063.93	\$ 4,546,414.38	
FCDP Checking	\$ 30,734.04	\$ 29,101.30	
Total	\$ 6,468,089.26	\$ 6,362,524.55	
Semi-Restricted Funds			
Assessment	\$ 498,697.67	\$ 487,248.46	
Capital Improvement	\$ 29,320.20	\$ 33,603.17	
Capital - Vehicle Replacement	\$ 50,843.80		
Capital - Designated Project	\$ 16,397.94		
LAIF Capital	\$ 2,521,955.79	\$ 1,625,942.33	
Contingency - Dry Period	\$ 271,000.00		
Contingency - Computer	\$ 10,000.01		
Contingency - Repair/Oper/Admin	\$ 30,000.00		
Total	\$ 3,117,215.40	\$ 2,146,793.96	
Unrestricted Funds			
Contingency	\$ 764,705.24	\$ 1,748,869.69	
Ventura County Pool-Unrestricted	\$ 935,963.67	\$ 4,900.00	
General Fund Checking	\$ 849,213.99	\$ 1,322,207.51	
Total	\$ 2,549,882.90	\$ 3,075,977.20	
Total of all Funds	\$ 12,135,187.56	\$ 11,585,295.71	\$ 549,891.85

	1/11/2019 Balance	1/31/2018 Balance	
Restricted Funds			
Debt Service - Restricted	\$ 373,709.91	\$ 370,939.43	
457 Pension Trust Restricted	\$ 70,125.82	\$ 74,345.58	
Quimby Fee - Restricted	\$ 231,806.31	\$ 181,357.57	
Multi-Bank Securities Restricted	\$ 660,764.48	\$ 1,160,909.74	
Ventura County Pool - Restricted	\$ 5,101,063.93	\$ 4,546,414.38	
FCDP Checking	\$ 29,336.30		
Total	\$ 6,437,470.45	\$ 6,363,303.00	
Semi-Restricted Funds			
Assessment	\$ 458,000.75	\$ 498,706.62	
Capital Improvement	\$ 29,343.26	\$ 33,603.17	
Capital - Vehicle Replacement	\$ 50,843.80		
Capital - Designated Project	\$ 16,397.94		
LAIF Capital	\$ 2,521,955.79	\$ 2,371,024.66	
Contingency - Dry Period	\$ 271,000.00		
Contingency - Computer	\$ 10,000.01		
Contingency - Repair/Oper/Admin	\$ 30,000.00		
Total	\$ 3,076,541.54	\$ 2,903,334.45	
Unrestricted Funds			
Contingency	\$ 764,816.23	\$ 748,869.69	
Ventura County Pool-Unrestricted	\$ 935,963.67	\$ 1,007,505.16	
General Fund Checking	\$ 574,857.21	\$ 405,493.93	
Total	\$ 2,275,637.11	\$ 2,161,868.78	
Total of all Funds	\$ 11,789,649.10	\$ 11,428,506.23	\$ 361,142.87

Ventura County Pool

Investment Name	December 2017	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	July 2018	Aug 2018
Ventura County Pool	1.345%	1.42%	1.552%	1.611%	1.781%	1.857%	1.963%	2.072%	2.136%
	September 2018	October 2018	November 2018	December 2018	January 2019	February 2019	March 2019	April 2019	May 2019
Ventura County Pool	2.135%	2.293%	2.433%	2.483%					

• Rates are determined at the end of the month

Local Agency Investment Fund (LAIF)

Investment Name	December 2017	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	July 2018	Aug 2018
Local Agency Investment Fund (LAIF)	1.239%	1.350%	1.412%	1.524%	1.661%	1.755%	1.854%	1.944%	1.998%
	September 2018	October 2018	November 2018	December 2018	January 2019	February 2019	March 2019	April 2019	May 2019
Local Agency Investment Fund (LAIF)	2.160%	2.144%	2.208%	2.291%					



P.O. BOX 6343
FARGO ND 58125-6343

ACCOUNT NUMBER _____
STATEMENT DATE 12-24-2018
AMOUNT DUE \$49,336.65
NEW BALANCE \$49,336.65
 PAYMENT DUE ON RECEIPT

000002617 02 SP 0.510 106481848149041 P
 PLEASANT VALLEY REC PARK
 LEO YOUNG
 1605 E BURNLEY ST
 CAMARILLO CA 93010-4524

AMOUNT ENCLOSED
 \$
 Please make check payable to "U.S. Bank"

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

004933665 004933665

tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY

Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Late Payment Charges	- Credits	- Payments	New Balance
\$20,465.53	\$30,000.48	\$0.00	\$0.00	\$0.00	\$1,128.67	\$0.69	\$49,336.65

Pd 12/20

CORPORATE ACCOUNT ACTIVITY

PLEASANT VALLEY REC PARK

TOTAL CORPORATE ACTIVITY
\$5,000.00

Post Date	Tran Date	Reference Number	Transaction Description	Amount
2-20	12-20	74798268354000000000014	PAYMENT - TD05K8MP85 00000 A	.39 PY
2-20	12-20	74798268354000000000022	PAYMENT - TD05K8MP84 00000 A	.30 PY
2-20	12-20	74798268354000000000014	CRDT BAL REV THANK YOU 00000 A	.69
2-24	12-24	74798268358000000000010	CRDT BAL REV THANK YOU 00000 A	5,000.00

NEW ACTIVITY

ANE RAAB	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$88.16	\$0.00	\$88.16

Post Date	Tran Date	Reference Number	Transaction Description	Amount
2-20	12-19	24231688354837000256768	SMART AND FINAL 400 CAMARILLO CA	88.16

Pd 12/20

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

ACCOUNT SUMMARY

STATEMENT DATE 12/24/18
 DISPUTED AMOUNT .00

PREVIOUS BALANCE	20,465.53
PURCHASES & OTHER CHARGES	30,000.48
CASH ADVANCES	.00
CASH ADVANCE FEES	.00
LATE PAYMENT CHARGES	.00
CREDITS	1,128.67
PAYMENTS	.69
ACCOUNT BALANCE	49,336.65

AMOUNT DUE

49,336.65

SEND BILLING INQUIRIES TO:

U.S. Bank National Association

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



Company Name: PLEASANT VALLEY REC PARK
Corporate Account Number:
Statement Date: 12-24-2018

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-06	12-05	24204298339382108793926	SPREADSHIRT.COM 800-3810815 MA	64.18
12-06	12-05	24204298339388200414949	SPREADSHIRT.COM 800-3810815 MA	47.98
12-06	12-06	24493988340286857901544	RUSHORDERTEES/PRINTFLY 800-620-1233 PA	402.25
12-06	12-06	24692168340100012166794	PARTY CITY BOPIS 973-453-8600 IL	52.19
12-07	12-05	24055238340200188400803	PRESTO PASTA Q02 CAMARILLO CA	176.96
12-07	12-06	24445008341000809463122	DOLLAR TREE CAMARILLO CA	14.80
12-07	12-06	24445718340300364983737	RALPHS #0741 CAMARILLO CA	27.99
12-07	12-06	24607948340083779593898	CROWN AWARDS INC 800-227-1557 NY	131.82
12-10	12-07	24445008342000883668363	DOLLAR TREE CAMARILLO CA	11.90
12-10	12-08	24483478342000035463927	SPREADSHIRT.COM 493-415940052 MA	24.98
12-10	12-08	24483478342000039084836	SPREADSHIRT.COM 493-415940052 MA	24.98
12-10	12-08	24765018342200000000109	ROLLING PIN DONUTS CAMARILLO CA	49.00
12-12	12-11	24692168345100414373225	WWW COSTCO.COM 800-955-2292 WA	742.18
12-14	12-13	74231688347014000538210	DISCOUNTMUGS.COM CAN@BELINCUSA FL	50.00 CR
12-17	12-14	74431068349898000817716	COSTCO WHSE #0420 OXNARD CA	89.87 CR

BRANDON LOPEZ	CREDITS \$0.00	PURCHASES \$646.14	CASH ADV \$0.00	TOTAL ACTIVITY \$646.14
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-28	11-26	24610438331010183733800	THE HOME DEPOT #1012 CAMARILLO CA	33.98
11-30	11-28	24610438333010186633427	THE HOME DEPOT #1012 CAMARILLO CA	32.13
11-30	11-28	24610438333010186635786	THE HOME DEPOT #1012 CAMARILLO CA	331.36
12-03	11-30	24610438335010180541582	THE HOME DEPOT #1012 CAMARILLO CA	77.16
12-07	12-06	24231688341091033063585	HARBOR FREIGHT TOOLS 10 CAMARILLO CA	171.51

MICHAEL CRUZ	CREDITS \$0.00	PURCHASES \$1,343.46	CASH ADV \$0.00	TOTAL ACTIVITY \$1,343.46
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-03	11-30	24692168335100186458636	THE HOME DEPOT 1012 CAMARILLO CA	289.69
12-07	12-06	24231688341091012081030	HARBOR FREIGHT TOOLS 10 CAMARILLO CA	128.68
12-10	12-06	24610438341010176352830	THE HOME DEPOT #1012 CAMARILLO CA	69.58
12-14	12-12	24610438347010184402597	THE HOME DEPOT #1012 CAMARILLO CA	54.23
12-19	12-18	24431068353400653000019	BIG 5 SPORTING GOODS 429 CAMARILLO CA	44.97
12-24	12-20	24610438355010179202712	THE HOME DEPOT #1012 CAMARILLO CA	756.31

JOSEPH KEY	CREDITS \$0.00	PURCHASES \$109.23	CASH ADV \$0.00	TOTAL ACTIVITY \$109.23
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-07	12-05	24610438340010181496052	THE HOME DEPOT #1012 CAMARILLO CA	109.23

JOHN FLETCHER	CREDITS \$67.53	PURCHASES \$1,806.85	CASH ADV \$0.00	TOTAL ACTIVITY \$1,739.32
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Company Name: PLEASANT VALLEY REC PARK

Corporate Account Number:

Statement Date: 12-24-2018

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
1-28	11-27	24436548332010111797098	RAINMASTER 650-6222200 CA.	508.30
1-29	11-27	24164078332105005438894	STAPLES 00106369 CAMARILLO CA	64.33
1-30	11-29	24164078333069700570840	FEDEXOFFICE 00042978 CAMARILLO CA	319.07
2-10	12-08	24692168343100927389827	RITE AID STORE - 5775 CAMARILLO CA	5.74
2-14	12-12	24692168347100794294338	THE HOME DEPOT 1012 CAMARILLO CA	83.54
2-17	12-13	24692168348100478487942	THE HOME DEPOT 1012 CAMARILLO CA	98.54
2-19	12-17	74610438352010180454599	THE HOME DEPOT #1012 CAMARILLO CA	12.58 CR
2-19	12-17	24692168352100196181820	THE HOME DEPOT 1012 CAMARILLO CA	300.00
2-19	12-17	24692168352100196182083	THE HOME DEPOT 1012 CAMARILLO CA	85.74
2-20	12-18	74610438353010180407448	THE HOME DEPOT #1012 CAMARILLO CA	54.95 CR
2-20	12-18	24692168353100057486309	THE HOME DEPOT 1012 CAMARILLO CA	300.00
2-24	12-20	24610438355010179202126	THE HOME DEPOT #1012 CAMARILLO CA	41.59

TEVE REVELES CREDITS \$0.00 PURCHASES \$2,005.86 CASH ADV \$0.00 TOTAL ACTIVITY \$2,005.86

Post Date	Tran Date	Reference Number	Transaction Description	Amount
1-29	11-28	24801978332726222510742	WARREN DISTRIBUTING VENT VENTURA CA	43.41
1-30	11-29	24231688334091041176016	HARBOR FREIGHT TOOLS 10 CAMARILLO CA.	862.89
1-30	11-29	24801978333726181400603	WARREN DISTRIBUTING VENT VENTURA CA	38.70
1-30	11-29	24801978333726811399944	WARREN DISTRIBUTING VENT VENTURA CA	17.78
2-04	12-03	24015178337000374556562	76 - GSE 76 LAS POSAS CAMARILLO CA	15.50
2-06	12-05	24015178339000681701875	76 - GSE 76 LAS POSAS CAMARILLO CA	30.01
2-06	12-05	24801978339726961496940	WARREN DISTRIBUTING VENT VENTURA CA	22.59
2-07	12-05	24610438340010181495633	THE HOME DEPOT #1012 CAMARILLO CA	12.83
2-07	12-05	24639238340900018400031	BARNETT TOOL & ENGINEERIN 805-6429435 CA	27.59
2-10	12-06	24610438341010176352509	THE HOME DEPOT #1012 CAMARILLO CA	19.51
2-11	12-10	24755428345153452678072	YAMA LAWNMOWER SERVICE OXNARD CA	45.00
2-20	12-19	24755428345153545821885	YAMA LAWNMOWER SERVICE OXNARD CA	258.84
2-21	12-20	24015178354002773899278	76 - GSE 76 LAS POSAS CAMARILLO CA	111.21
2-24	12-19	24767898355618200246072	CONTEMPO UPHOLSTERY 805-4868599 CA.	250.00
2-24	12-20	24767898357624700244011	CONTEMPO UPHOLSTERY 805-4868599 CA.	250.00

MATTHEW D PARKER CREDITS \$0.00 PURCHASES \$156.75 CASH ADV \$0.00 TOTAL ACTIVITY \$156.75

Post Date	Tran Date	Reference Number	Transaction Description	Amount
2-05	12-03	24610438338010178668659	THE HOME DEPOT #1012 CAMARILLO CA	65.09
2-06	12-05	24015178339000685587817	76 - GSE 76 LAS POSAS CAMARILLO CA	55.24
2-19	12-17	241640783352069728326940	FEDEXOFFICE 00050039 VENTURA CA	36.42

ROBERT A CERASUOLO CREDITS \$0.00 PURCHASES \$718.34 CASH ADV \$0.00 TOTAL ACTIVITY \$718.34

Post Date	Tran Date	Reference Number	Transaction Description	Amount
2-30	11-29	24692168334100062559227	CAMARILLO ALL OTHER 805-388-5320 CA	346.20
2-10	12-07	24610438342010179397468	THE HOME DEPOT #1012 CAMARILLO CA	109.90
2-13	12-11	24760628346383500355277	YOLANDAS OF CAMARILL CAMARILLO CA	262.24



Company Name: PLEASANT VALLEY REC PARK
Corporate Account Number:
Statement Date: 12-24-2018

NEW ACTIVITY

MACY ANDERSEN	CREDITS \$0.00	PURCHASES \$440.00	CASH ADV \$0.00	TOTAL ACTIVITY \$440.00
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-17	12-15	24055238349083302675885	WHENTOWORK INC 714-389-9695 CA	440.00
Department: 00000 Total:				\$20,936.57
Division: 00000 Total:				\$20,936.57

EMILY RAAB	CREDITS \$91.27	PURCHASES \$3,025.82	CASH ADV \$0.00	TOTAL ACTIVITY \$2,934.55
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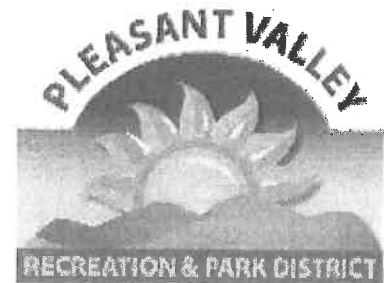
Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-28	11-27	24492158332637756594106	SP * ESAFETY SUPPLIES, HTTPSWWWESAFE CA	15.33
11-28	11-27	24906418331064081843034	EIG*CONSTANTCONTACT.COM 855-2295506 MA	1,582.00
12-03	11-30	24493988335400413000140	LAKESHORE LEARNING #38 VENTURA CA	16.90
12-04	12-03	24692168337100555315852	GOOGLE *GOOGLEBESTBUY G.CO/HELPPAY# CA	13.94
12-04	12-03	24692168337100631805306	STK*BIGSTOCKPHOTO.COM 855-272-5125 NY	79.00
12-04	12-03	24692168338100779834166	MICHAELS STORES 9525 CAMARILLO CA	54.24
12-05	12-04	74692168338100287145597	STK*BIGSTOCKPHOTO.COM 855-272-5125 NY	76.27 CR
12-05	12-04	24399008338295058080848	BEST BUY MHT 00001180 OXNARD CA	484.86
12-05	12-04	24399008338295058080855	BEST BUY MHT 00001180 OXNARD CA	377.11
12-05	12-04	24692168338100111416359	GOOGLE *ADS5796314348 CC@GOOGLE.COM CA	350.00
12-07	12-06	24204298340000218573734	FACEBK C4D2CJWKG2 650-5434800 CA	25.00
12-10	12-08	24692168342100324668345	GOOGLE *ADORAMA G.CO/HELPPAY# CA	12.44
12-13	12-12	74423428346849223155888	PAYPAL *WONDERIDEA 4029357733	15.00 CR
12-13	12-11	74423428346849211464102	PAYPAL *WONDERIDEA 4029357733	15.00

Department: 00000 Total:	\$2,934.55
Division: 52529 Total:	\$2,934.55

Bank Reconciliation

Board Audit

User: fsantos
 Printed: 01/03/2019 - 7:40AM
 Date Range: 01/03/2019 - 01/04/2019
 Systems: '(All)'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 10 General Fund				
Department: 00 Non Departmentalized				
20584	BUENAVENTURA DOG TRAINING	BUNAVENTURA DOG TRNG. CLU	01/03/2019	50.00
20586	CAPRI	CAPRI: 3RD QTR.ANNUAL CONT.	01/03/2019	54,148.25
20612	VENTURA COUNTY MILITARY CC	VENTURA COUNTY MILITARY CC	01/03/2019	300.00
Total for Department: 00 Non Departmentalized				54,498.25
Department: 03 Recreation				
0	ETSUKO GERBASI	E.GERBASI: MILEAGE REIMBURS	01/03/2019	9.81
0	LANNY BINNEY	L.BINNEY: MILEAGE REIMBURSE	01/03/2019	71.40
20582	BINGO WEST #4	BINGO WEST#4: BINGO SUPPLIES	01/03/2019	642.15
20585	CANON SOLUTIONS AMERICA INC	CANON: BANNER PRINTER SUPPL	01/03/2019	612.46
20587	CASEY PRINTING	CASEY PRINTING: PVRPD ACTIVI	01/03/2019	12,576.73
20589	HELEN DZIADULEWICZ	H.DZIADULEWICZ: INSTRUCTOR	01/03/2019	632.45
20594	BARBARA G. GAGE	B.GAGE: INSTRUCTOR FEES/ART	01/03/2019	187.85
20595	TORREY KAHANA GIESE	T.GIESE: INSTRUCTOR FEES/WAT	01/03/2019	37.15
20598	DEBRA GREENWOOD	D.GREENWOOD: INSTRUCTOR FE	01/03/2019	9.28
20599	MENDAL HYDE	M.HYDE: INSTRUCTOR FEES/WAI	01/03/2019	18.57
20602	BRYAN MONKA	B.MONKA: INSTRCUTOR FEES/M	01/03/2019	351.00
20604	DEBORAH NORRIS	D.NORRIS: INSTRUCTOR FEES/PI	01/03/2019	1,223.30
20609	CAMILLE TORGESON	C,TORGESON; INSTRUCTOR FEES	01/03/2019	774.80
20611	USPS BULK MAILING	USPS: PERMIT# PI 109- BULK MAI	01/03/2019	57.40
20614	ANN M. WRIGHT	A.WRIGHT: INSTRUCTOR FEES/SI	01/03/2019	321.10
20615	ODILE YEREVANIAN	O.YEREVANIAN: INSTUCTOR FEE	01/03/2019	786.50
Total for Department: 03 Recreation				18,311.95
Department: 04 Parks				
20580	AMERICAN RESOURCE RECVY	AMERICAN RESOURCE RECVY: 1	01/03/2019	947.39
20581	B & B DO IT CENTER	B&B: PAINTING SUPPLIES/MISSIC	01/03/2019	35.56
20588	COUNTY OF VENTURA	COUNTY OF VENTURA: 10/2018 C	01/03/2019	75.00
20590	EMG HOLDINGS, LLC	EMG HOLDINGS, LLC: BAGS AND	01/03/2019	1,400.00
20591	EMPIRE CLEANING SUPPLY	EMPIRE CLEANING SUPPLY: JAN.	01/03/2019	3,788.98
20592	FALCON ROOFING COMPANY	FALCON ROOFING CO.: ROOF LE.	01/03/2019	7,758.00
20593	FERGUSON ENTERPRISES INC. #1	FERGUSON ENTERPRISES: SUPPI	01/03/2019	487.90
20596	CODY BLAKE GILMER	ROLLING STONE MASONRY: PHA	01/03/2019	7,560.00
20597	GRAINGER	GRAINGER: 36" PREM. GRAB BAF	01/03/2019	486.27
20600	KASTLE KARE	KASTLE KARE; GOPHER CLEAN (01/03/2019	400.00
20601	M & B SERVICES INC.	M&B SERV.: INSTALLATION OF N	01/03/2019	1,438.42
20605	PHOENIX GROUP INFORMATION	PHOENIX INFO SYSEM; PCSC FOF	01/03/2019	100.00
20606	UHLES SCOTT	DELANE ENGINEERING: PROJEC	01/03/2019	9,550.24
20607	SITEONE LANDSCAPE SUPPLY LL	SITE ONE: IRRIGATION SUPPLIES	01/03/2019	1,817.82
20608	THOMPSON BUILDING MATERIAI	THOMPSON BLDG. MAT.: SAFETY	01/03/2019	19.24
20610	UNITED SITE SERVICES OF CA IN	UNITED SITE SERVICES: TEMP RF	01/03/2019	290.40
20613	RONDA WERNER	THE FINISH LINE; UNIFORMS	01/03/2019	3,233.68
20616	FALCON ROOFING COMPANY	FALCON ROOFING:ROOF REPLAC	01/03/2019	23,459.60
20617	THOMPSON BUILDING MATERIAI	THOMPSON BLDG. MAT.: SCOOP	01/04/2019	191.44
Total for Department: 04 Parks				63,039.94

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Department: 05 Administration				
0	LEONORE YOUNG	L.YOUNG: MILEAGE REIMBURSE	01/03/2019	21.69
20579	ALLCONNECTED, INC.	ALLCONNECTED: 01/2019 COMP.	01/03/2019	881.00
Total for Department: 05 Administration				902.69
Total for Fund:10 General Fund				136,752.83

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 20 Assessment Fund				
Department: 00 Non Departmentalized				
20583	BRIGHTVIEW LANDSCAPE SERVI	BRIGHTVIEW L/S SERVICES: 12/20	01/03/2019	23,950.00
20603	NATURAL GREEN LANDSACAPES	NATURAL GREEN LANDSCAPE; 1	01/03/2019	15,513.83
Total for Department: 00 Non Departmentalized				39,463.83
Total for Fund:20 Assessment Fund				39,463.83

Grand Total

176,216.66

Bank Reconciliation

Board Audit

User: fsantos
 Printed: 01/23/2019 - 11:28AM
 Date Range: 01/14/2019 - 01/18/2019
 Systems: '(All)'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 10 General Fund				
Department: 00 Non Departmentalized				
20664	VENTURA COUNTY FIRE DEPART	VCFD: SECURITY DEPOSIT REFU	01/17/2019	150.00
20668	HUB INTERNATIONAL INSURANC	HUB INSURANCE: 12/2018 INSUR	01/17/2019	382.00
Total for Department: 00 Non Departmentalized				532.00
Department: 03 Recreation				
20623	ACORN NEWSPAPERS	THE ACORN; ADVERTISING/CHRI	01/17/2019	231.00
20627	ALL GOOD DRIVING SCHOOL, INC	ALL GOOD DRIVING SCHOOL: IN	01/17/2019	29.25
20628	AMERICAN MEDICAL RESPONSE	AMERICAN MEDICA RESPONSE; J	01/17/2019	1,850.00
20630	B & B DO IT CENTER	B&B: 7" 100 PC BLK CABLE TIE	01/17/2019	6.00
20639	CUMULUS MEDIA NEW HOLDING	KBYY-FM: RADIO SPOTS FOR X/A	01/17/2019	1,110.00
20640	ANGELA DINOBLE	A.DINOBLE: CLASS CANCELLATI	01/17/2019	29.00
20645	KESIA GOMEZ	K.GOMEZ: INSTRUCTOR FEES/ZU	01/17/2019	104.00
20647	DANIEL E. HOWARD	D.HOWARD: INSTRUCTOR FEES/J	01/17/2019	68.25
20649	J. THAYER COMPANY	J.THAYER:LASER PRINT INDEX P.	01/17/2019	11.97
20650	SUHASINI JOSHI	S.JOSHI: INSTRUCTOR FEES/BOLI	01/17/2019	93.60
20653	BRYAN MONKA	B.MONKA: INSTRUCTOR FEE/MS.	01/17/2019	520.00
20654	LUCILE B. MOSIER	L.MOSSIER: INSTRUCTOR FEES/A	01/17/2019	130.00
20656	POSTMASTER	POSTMASTER: PERMIT# 109 /USP:	01/17/2019	225.00
20657	TOMLINSON RAUSCHER	T.RAUSCHER: INSTRUCTOR FEES	01/17/2019	88.40
20662	UNITED SITE SERVICES OF CA IN	UNITED SITE SERVICES: TEMP. R	01/17/2019	1,220.18
20665	W & S SERVICES	W&S: SEWER SERVICE/CO-OP BL	01/17/2019	58.61
20667	HAROLD WYCKOFF	L.WYCKOFF; INSTRUCTOR FEES/	01/17/2019	117.00
Total for Department: 03 Recreation				5,892.26
Department: 04 Parks				
20625	AIRPORT TOWING	AIRPORT TOWING: TRAILER TOW	01/17/2019	290.00
20629	AMERICAN RESOURCE RECVY	AMERICAN RES. RECVY: 12/2018	01/17/2019	1,894.78
20630	B & B DO IT CENTER	B&B: PAINT-GRAFFITI IN MENS R	01/17/2019	307.81
20631	BUFFUM'S SAFE & LOCK SVC	BUFFUMS'S SAFE & LOCK: PADL	01/17/2019	83.33
20632	CAMROSA WATER DISTRICT	CAMROSA: WATER SERVICE/BIRI	01/17/2019	837.20
20635	COASTAL PIPCO IRRIGATION INC	COASTAL PIPCO: 36" ALUM RAKI	01/17/2019	114.02
20636	COUNTY OF VENTURA	COUNTY OF VENTURA: 09/2018 C	01/17/2019	187.50
20637	COUNTY OF VENTURA	COUTY OF VENTURA ENV. HLTH	01/17/2019	610.00
20638	CRESTVIEW MUTUAL WATER CO.	CRESTVIEW MUTUAL WATER: W/	01/17/2019	54.00
20641	E.J. HARRISON ROLLOFFS	EJ HARRISON & SONS: TRASH SE	01/17/2019	389.37
20642	EMPIRE CLEANING SUPPLY	EMPIRE CLEANING SUPPLY: JAN.	01/17/2019	184.59
20643	FENCE FACTORY RENTALS	FENCE FACTORY RENTAL: FENCI	01/17/2019	3,097.81
20644	CODY BLAKE GILMER	ROLLING STONE MASONRY: PHA	01/17/2019	9,450.00
20646	GRAINGER	GRAINGER: INCANDESCENT LIGI	01/17/2019	188.78
20651	KOMPAN INC.	KOMPAN: PG EQUIPMENT PARTS,	01/17/2019	60.06
20658	RSD SYSTEMS INC,	AQUA CREATIONS: POOL SHELL I	01/17/2019	80,499.00
20659	SITEONE LANDSCAPE SUPPLY LL	SITEONE L/S SUPP: IRRIGATION S	01/17/2019	1,759.40
20660	SUNBELT RENTALS INC.	SUNBELT RENTALS; STRENCH RC	01/17/2019	6,853.48
20661	TRAFFIC TECHNOLOGIES LLC.	TRAFFIC TECHNOLOGIES: FIELD	01/17/2019	271.53
20662	UNITED SITE SERVICES OF CA IN	UNITED SITE SERVICES: TEMP RE	01/17/2019	211.54
20663	U-RENT INC.	URENT: TRENCHER TORO TRACK	01/17/2019	197.33
20665	W & S SERVICES	W&S: SEWER SERVICE/SHOP- 11/	01/17/2019	424.10

Check No.	Vendor/Employee	Transaction Description	Date	Amount
20666	WEST COAST ARBORISTS INC.	WEST COAST ARBORIST; EMERG	01/17/2019	12,600.00
20668	HUB INTERNATIONAL INSURANC	HUB INSURANCE: 12/2018 INSUR	01/17/2019	-23.68
20669	NATURAL STRUCTURES INC.	NATURAL STRUCTURES: DOWNP	01/18/2019	18,689.78
Total for Department: 04 Parks				139,231.73
Department: 05 Administration				
0	CHERYL PETERSON	C.PETERSON: MILEAGE REIMBUI	01/17/2019	11.99
0	LEONORE YOUNG	L.YOUNG: MILEAGE REIMBURSN	01/17/2019	35.73
20624	ADVANTAGE TELECOM/A+WIREI	ADVANTAGE TELECOM; 01/2019 I	01/17/2019	1,462.12
20626	ALESHIRE & WYNDER LLP	ALESHIRE & WYNDER LLP: LEG/	01/17/2019	11,705.00
20633	CAPRI	CAPRI: 2ND HALF OF ANNUAL CC	01/17/2019	57,572.00
20634	CITY OF CAMARILLO- CASHIER	CITY OF CAMARILLO: USE OF CF	01/17/2019	317.34
20649	J. THAYER COMPANY	J.THAYER:ENVELOPE, HIGHLIGH	01/17/2019	133.14
20652	KONICA MINOLTA	KONICA MINOLTA: COPIER MAIN	01/17/2019	965.91
20655	MOSS,LEVY & HARTZHEIM	MOSS, LEVY & HARTZHEIM: FOR	01/17/2019	1,000.00
Total for Department: 05 Administration				73,203.23
Total for Fund: 10 General Fund				218,859.22

Check No.	Vendor/Employee	Transaction Description	Date	Amount
		Grand Total		218,859.22

**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 6, 2019

SUBJECT: FINANCE REPORT DECEMBER 2018

RECOMMENDATION

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

ANALYSIS OF COMPARATIVE FINANCIAL THROUGH DECEMBER 31, 2018

Attached you will find the District's Statements of Revenues and Expenditures for the period of July 1, 2018 through December 31, 2018 with a year-to-date comparison for the period of July 1, 2017 through December 31, 2017. The percentage rate used for the 2018-2019 fiscal year budget is 50% for Period 6 of the fiscal year.

REVENUES

Total revenue for the 6th month ending December 31, 2018 for Fund 10 (General Fund) has an overall increase of \$347,081 over prior year; the primary reason for the increase is Tax Apportionment (\$166,417), Rental (\$89,658), Public Fees (\$51,042) and Hill Fire revenue from the insurance company (\$49,333).

Total revenue for the 6th month ending December 31, 2018 for Fund 20 (Assessment District) is at 56.8% of budget. The Assessment District is on target of meeting its budget of \$1,109,053 for Assessment revenue and interest earnings.

Fund 30 (Park Dedication Fee) is at 341.1% of budget due to the interest earnings on the Multi-Bank Securities Investment; Fund 30 has had no services and supplies expenses for fiscal year 2018-2019. As of December 31, 2018, the Capital budget is at 4.0%.

EXPENDITURES

Personnel Expenditures have increased by \$183,586 for FY 2018-2019 in comparison to personnel expense for the same time period as last year. This increase is primarily due to PERS Unfunded Liability (\$54,216), increase in Part-Time Salaries (\$53,651) and an overall increase to various payroll accounts.

Service and Supply Expenditures for Fund 10 have increased \$106,312 in comparison to the same time as last year. This increase attributed to Collection Fees (\$29,537) and various other expense accounts.

Fund 20 is at 40.0% in Personnel and 46.1% in Service and Supplies. Currently Fund 20 is below budget at 45.9%.

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

Capital projects for fiscal year 2018-2019 are currently underway and there has been 24.4% of the budget spent in the Capital (General Fund) and 4.0% spending in the Quimby Fees budget.

FISCAL IMPACT

Overall the District is under the approved budget for Fund 10 by 4.7% and Fund 20 is below budget by 45.9%. Staff is constantly reviewing ways to make the District run effectively and efficiently while staying within the approved budget.

RECOMMENDATION

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

ATTACHMENTS

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

General Ledger
Fund 10 General Fund
December 2018 50%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Tax Apport Cur Year Secured	5110	\$ 3,441,037.54	\$ 3,274,620.96	\$ 3,441,037.54	\$ 6,506,450.00	\$ 3,065,412.46	52.89%
Tax Apport Cur Year Unsec	5120	\$ -	\$ 85,570.17	\$ 99,283.63	\$ -	\$ 99,283.63	0.00%
Tax Apport Prior Year Sec	5130	\$ -	\$ 17,454.54	\$ 19,856.90	\$ -	\$ 19,856.90	0.00%
Tax Deeded Sales	5150	\$ -	\$ 26.30	\$ 10.03	\$ -	\$ 10.03	0.00%
Cur Supplemental Pass Thru	5210	\$ 6,932.77	\$ 19,778.75	\$ 14,618.34	\$ -	\$ 14,618.34	0.00%
HOPTR	5230	\$ 6,873.23	\$ 7,033.72	\$ 6,873.23	\$ -	\$ 6,873.23	0.00%
HOPTR Prior Year	5231	\$ -	\$ 15,982.52	\$ -	\$ -	\$ -	0.00%
Supplemental Assessment Roll	5240	\$ 19.43	\$ -	\$ 19.43	\$ -	\$ 19.43	0.00%
Interest Earnings	5310	\$ 3,203.21	\$ 11,260.74	\$ 13,500.90	\$ 18,300.00	\$ 4,799.10	73.78%
Hill Fire 2018	5465	\$ 49,333.34	\$ -	\$ 49,333.34	\$ -	\$ 49,333.34	0.00%
Park Patrol Citations	5506	\$ 69.30	\$ 1,341.43	\$ 6,140.13	\$ 4,510.00	\$ 1,630.13	136.14%
Plan Check Fee	5507	\$ -	\$ -	\$ -	\$ 100.00	\$ 100.00	0.00%
Contract ClassesPublic Fees	5510	\$ 14,033.40	\$ 84,824.15	\$ 87,467.71	\$ 232,539.00	\$ 145,071.29	37.61%
Public Fees	5511	\$ 16,635.40	\$ 121,302.26	\$ 172,343.74	\$ 393,842.00	\$ 221,498.26	43.76%
Swim PassAdult Splash (20)	5513-5529	\$ 2,847.00	\$ 27,519.09	\$ 30,143.58	\$ 71,695.00	\$ 41,551.42	42.04%
Rental	5530	\$ 46,756.50	\$ 113,316.70	\$ 202,974.59	\$ 420,966.00	\$ 217,991.41	48.22%
Cell Tower Revenue	5535	\$ 4,797.37	\$ 41,566.29	\$ 45,592.48	\$ 83,534.00	\$ 37,941.52	54.58%
Annual Passes	5536	\$ 122.00	\$ -	\$ 122.00	\$ -	\$ 122.00	0.00%
Parking Fees	5540	\$ -	\$ 9,614.25	\$ 9,690.32	\$ 12,312.00	\$ 2,621.68	78.71%
Dues	5550	\$ 51.00	\$ 696.00	\$ 816.00	\$ 2,160.00	\$ 1,344.00	37.78%
Activity Guide Revenue	5555	\$ -	\$ 7,040.00	\$ 8,125.75	\$ 16,000.00	\$ 7,874.25	50.79%
Special Event	5561	\$ -	\$ -	\$ -	\$ 11,000.00	\$ 11,000.00	0.00%
Staffing Cost Recovery	5563	\$ 302.82	\$ -	\$ 3,133.86	\$ 5,000.00	\$ 1,866.14	62.68%
Special Event Permits	5564	\$ -	\$ -	\$ 306.00	\$ 1,000.00	\$ 694.00	30.60%
Donations	5570	\$ 315.00	\$ 80,414.45	\$ 75,194.00	\$ 90,870.00	\$ 15,676.00	82.75%
Other/Purchase Discount Taken	5575	\$ 6,805.98	\$ 33,825.71	\$ 43,497.47	\$ 64,615.00	\$ 21,117.53	67.32%
Cash Over/Under	5580	\$ -	\$ 65.00	\$ 19.00	\$ -	\$ 19.00	0.00%
Incentive Income	5585	\$ 544.13	\$ 1,331.61	\$ 1,205.63	\$ 1,600.00	\$ 394.37	75.35%
Reimbursement ROPS	5600	\$ 99,115.93	\$ 294,523.81	\$ 282,734.93	\$ 90,000.00	\$ 192,734.93	314.15%
Reimb Needs Assessment	5605	\$ -	\$ 18,367.25	\$ 516.00	\$ -	\$ 516.00	0.00%
Revenue		\$ 3,699,795.35	\$ 4,267,475.70	\$ 4,614,556.53	\$ 8,026,493.00	\$ 4,181,970.39	57.49%
YTD Comparison				\$ 347,080.83			
Expense							
Full Time Salaries	6100	\$ 167,771.44	\$ 1,016,058.13	\$ 1,041,458.25	\$ 2,398,320.00	\$ 1,356,861.75	43.42%
Overtime Salaries	6101	\$ 2,374.45	\$ 5,518.04	\$ 21,824.94	\$ 34,286.00	\$ 12,461.06	63.66%
Car Allowance	6105	\$ 830.74	\$ 3,006.73	\$ 5,406.44	\$ 10,800.00	\$ 5,393.56	50.06%
Cell Phone Allowance	6108	\$ 1,192.00	\$ 7,099.85	\$ 8,078.86	\$ 15,900.00	\$ 7,821.14	50.81%
PartTime Salaries	6110	\$ 48,538.65	\$ 290,170.80	\$ 343,821.95	\$ 731,823.00	\$ 388,001.05	46.98%
Retirement	6120	\$ 28,985.03	\$ 166,392.85	\$ 185,393.21	\$ 440,350.00	\$ 254,956.79	42.10%
457 Pension	6121	\$ 135.22	\$ 6,635.96	\$ 6,635.96	\$ 1,045.00	\$ 5,590.96	635.02%
Employee Insurance	6130	\$ 19,073.69	\$ 101,574.50	\$ 112,772.71	\$ 345,185.00	\$ 232,412.29	32.67%
Workers Compensation	6140	\$ 1,298.00	\$ 69,782.31	\$ 73,251.96	\$ 168,953.00	\$ 95,701.04	43.36%
Unemployment Insurance	6150	\$ -	\$ -	\$ 1,103.00	\$ -	\$ 1,103.00	0.00%
Loan Pension Obligation	6160	\$ -	\$ 27,011.50	\$ 22,873.00	\$ 243,610.00	\$ 220,737.00	9.39%
PERS Unfunded Liability	6170	\$ -	\$ 232,344.00	\$ 286,560.00	\$ 318,714.00	\$ 32,154.00	89.91%
Personnel		\$ 270,199.22	\$ 1,925,594.67	\$ 2,109,180.28	\$ 4,708,986.00	\$ 2,613,193.64	44.79%
YTD Comparison				\$ 183,585.61			
Telephone	6210	\$ 974.48	\$ 5,156.17	\$ 5,811.07	\$ 11,456.00	\$ 5,644.93	50.73%
Internet Services	6220	\$ 630.41	\$ 11,281.69	\$ 16,244.17	\$ 40,258.00	\$ 24,013.83	40.35%
Pool Chemicals	6310	\$ 232.41	\$ 3,106.37	\$ 3,435.89	\$ 12,000.00	\$ 8,564.11	28.63%
Janitorial Supplies	6320	\$ 33.78	\$ 22,580.95	\$ 26,452.25	\$ 52,200.00	\$ 25,747.75	50.67%
Kitchen Supplies	6330	\$ 97.17	\$ 227.36	\$ 370.85	\$ 1,400.00	\$ 1,029.15	26.49%
Food Supplies	6340	\$ 1,009.17	\$ 2,609.80	\$ 3,716.69	\$ 12,075.00	\$ 8,358.31	30.78%
Water Maint & Service	6350	\$ 62.25	\$ 343.60	\$ 402.35	\$ 1,080.00	\$ 677.65	37.25%
Laundry/Wash Service	6360	\$ -	\$ 20.00	\$ 48.00	\$ 380.00	\$ 332.00	12.63%
Medical Supplies	6380	\$ -	\$ -	\$ -	\$ 650.00	\$ 650.00	0.00%
Insurance Liability	6410	\$ -	\$ 48,579.00	\$ 57,572.00	\$ 111,732.00	\$ 54,160.00	51.53%
Equipment Maintenance	6500	\$ -	\$ -	\$ -	\$ 400.00	\$ 400.00	0.00%
Fuel	6510	\$ 4,062.74	\$ 16,368.06	\$ 21,646.98	\$ 43,000.00	\$ 21,353.02	50.34%
Vehicle Maintenance	6520	\$ 5,612.83	\$ 16,827.00	\$ 17,330.80	\$ 35,400.00	\$ 18,069.20	48.96%
Office Equipment Maintenance	6530	\$ -	\$ 400.00	\$ -	\$ 200.00	\$ 200.00	0.00%
Computer Equip Maintenance	6540	\$ -	\$ 75.06	\$ -	\$ 2,400.00	\$ 2,400.00	0.00%
Building Repair	6610	\$ 2,293.41	\$ 24,437.42	\$ 40,420.27	\$ 96,200.00	\$ 55,779.73	42.02%
Bldg Equip Maint/Repair	6620	\$ 125.00	\$ 11,990.01	\$ 3,401.53	\$ 22,875.00	\$ 19,473.47	14.87%
Improvements/Maintenance	6630	\$ 266.16	\$ 5,178.05	\$ 12,495.80	\$ 24,000.00	\$ 11,504.20	52.07%
Hill Fire 2018	6640	\$ 13,279.72	\$ -	\$ 13,424.72	\$ -	\$ 13,424.72	0.00%
Incidental Costs Assess	6709	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -	0.00%
Grounds Maintenance	6710	\$ 3,074.53	\$ 37,624.06	\$ 34,084.71	\$ 87,980.00	\$ 53,895.29	38.74%
Tree Care Assess	6719	\$ -	\$ 225.00	\$ 7,081.50	\$ -	\$ 7,081.50	0.00%
Contracted LS Services	6720	\$ -	\$ -	\$ 832.10	\$ -	\$ 832.10	0.00%

General Ledger
Fund 10 General Fund
December 2018 50%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Park Amenities Assess	6722	\$ -	\$ 1,652.75	\$ -	\$ -	\$ -	0.00%
Park Signage (Branding)	6725	\$ -	\$ 304.00	\$ 85.29	\$ 15,000.00	\$ 14,914.71	0.57%
Contracted Pest Control	6730	\$ -	\$ -	\$ 575.00	\$ 2,000.00	\$ 1,425.00	28.75%
Rubbish & Refuse	6740	\$ 7,357.50	\$ 28,692.87	\$ 28,875.42	\$ 65,760.00	\$ 36,884.58	43.91%
Vandalism/Theft	6750	\$ -	\$ 181.34	\$ -	\$ 2,000.00	\$ 2,000.00	0.00%
Memberships	6810	\$ 150.00	\$ 11,793.18	\$ 11,904.63	\$ 14,315.00	\$ 2,410.37	83.16%
Office Supplies	6910	\$ 1,902.83	\$ 11,252.92	\$ 7,588.08	\$ 29,934.00	\$ 22,345.92	25.35%
Postage Expense	6920	\$ -	\$ 12,742.40	\$ 6,094.41	\$ 31,900.00	\$ 25,805.59	19.10%
Advertising Expense	6930	\$ 1,115.26	\$ 4,765.90	\$ 5,073.00	\$ 16,740.00	\$ 11,667.00	30.30%
Printing Charges	6940	\$ 1,392.54	\$ 4,631.10	\$ 8,488.49	\$ 14,048.00	\$ 5,559.51	60.42%
ActiveNet Charges	6950	\$ 1,009.83	\$ 23,953.69	\$ 24,314.76	\$ 55,758.00	\$ 31,443.24	43.61%
Approp Redev/Collection Fees	6960	\$ 216,603.87	\$ 187,031.42	\$ 216,603.87	\$ 399,740.00	\$ 183,136.13	54.19%
Minor Furn Fixture & Equip	6980	\$ 258.44	\$ 775.32	\$ 851.60	\$ 1,533.00	\$ 681.40	55.55%
Comp Hardware/Software Exp	6990	\$ 479.71	\$ 4,404.32	\$ 3,238.48	\$ 13,264.00	\$ 10,025.52	24.42%
Fingerprint Fees (HR)	7010	\$ -	\$ 600.00	\$ 464.00	\$ 2,440.00	\$ 1,976.00	19.02%
Fire & Safety Insp Fees	7020	\$ -	\$ 1,990.10	\$ 4,052.43	\$ 3,925.00	\$ 127.43	103.25%
Permit & Licensing Fees	7030	\$ 2.15	\$ 5,397.29	\$ 6,913.79	\$ 11,150.00	\$ 4,236.21	62.01%
State License Fee	7040	\$ -	\$ 341.25	\$ 755.00	\$ 400.00	\$ 355.00	188.75%
Professional Services	7100	\$ 1,400.00	\$ 400.00	\$ 1,400.00	\$ 1,000.00	\$ 400.00	140.00%
Legal Services	7110	\$ 3,422.00	\$ 16,013.04	\$ 24,844.50	\$ 69,150.00	\$ 44,305.50	35.93%
Typeset and Print Services	7115	\$ -	\$ 24,011.70	\$ 12,169.07	\$ 45,900.00	\$ 33,730.93	26.51%
Instructor Services	7120	\$ 8,814.55	\$ 59,833.52	\$ 67,469.60	\$ 168,426.00	\$ 100,956.40	40.06%
PERS Admin Fees	7125	\$ 72.63	\$ 721.52	\$ 484.71	\$ 1,550.00	\$ 1,065.29	31.27%
Audit Services	7130	\$ 1,000.00	\$ 8,000.00	\$ 5,000.00	\$ 17,260.00	\$ 12,260.00	28.97%
Medical & Health Svcs (HR)	7140	\$ -	\$ 1,165.00	\$ 995.00	\$ 5,500.00	\$ 4,505.00	18.09%
Security Services	7150	\$ 465.33	\$ 4,693.66	\$ 2,978.28	\$ 5,400.00	\$ 2,421.72	55.15%
Entertainment Services	7160	\$ 350.00	\$ 737.53	\$ 1,324.99	\$ 3,000.00	\$ 1,675.01	44.17%
Business Services	7180	\$ 3,023.79	\$ 47,621.04	\$ 51,675.30	\$ 90,100.00	\$ 38,424.70	57.35%
Umpire/Referee Services	7190	\$ 500.00	\$ 710.00	\$ 1,000.00	\$ 2,065.00	\$ 1,065.00	48.43%
Subscriptions	7210	\$ 8.83	\$ 1,083.60	\$ 446.16	\$ 4,508.00	\$ 4,061.84	9.90%
Rents and Leases	7300	\$ -	\$ 2,413.28	\$ -	\$ -	\$ -	0.00%
Rents & Leases Equip	7310	\$ 3,323.63	\$ 9,659.93	\$ 15,918.71	\$ 38,210.00	\$ 22,291.29	41.66%
Bldg/Field Leases & Rental	7320	\$ -	\$ 5.00	\$ -	\$ 120.00	\$ 120.00	0.00%
Event Supplies	7410	\$ 208.87	\$ 845.47	\$ 629.18	\$ 2,000.00	\$ 1,370.82	31.46%
Supplies	7420	\$ 372.63	\$ 2,305.40	\$ 2,129.74	\$ 3,800.00	\$ 1,670.26	56.05%
Bingo Supplies	7430	\$ 741.20	\$ 4,391.44	\$ 3,970.55	\$ 7,500.00	\$ 3,529.45	52.94%
Sporting Goods	7440	\$ -	\$ 4,971.00	\$ 1,055.45	\$ 8,586.00	\$ 7,530.55	12.29%
Arts and Craft Supplies	7450	\$ -	\$ 1,294.34	\$ 52.48	\$ 1,940.00	\$ 1,887.52	2.71%
Training Supplies	7460	\$ 22.00	\$ 200.00	\$ 247.00	\$ 2,650.00	\$ 2,403.00	9.32%
Camp Supplies	7470	\$ 1,143.82	\$ 318.50	\$ 1,143.82	\$ 1,200.00	\$ 56.18	95.32%
Small Tools	7500	\$ 221.42	\$ 5,573.27	\$ 3,586.27	\$ 6,100.00	\$ 2,513.73	58.79%
Safety Supplies	7510	\$ 114.02	\$ 1,566.62	\$ 793.74	\$ 4,690.00	\$ 3,896.26	16.92%
Uniform Allowance	7610	\$ 1,716.85	\$ 1,431.58	\$ 2,871.99	\$ 12,600.00	\$ 9,728.01	22.79%
Safety Clothing	7620	\$ 53.47	\$ 721.97	\$ 849.82	\$ 6,054.00	\$ 5,204.18	14.04%
Conference&Seminar Staff	7710	\$ 2,814.98	\$ 9,363.40	\$ 9,092.80	\$ 19,775.00	\$ 10,682.20	45.98%
Conference&Seminar Board	7715	\$ -	\$ 735.00	\$ 80.00	\$ 2,280.00	\$ 2,200.00	3.51%
Conference&Seminar Travel Exp	7720	\$ 1,636.97	\$ 1,339.63	\$ 6,639.38	\$ 10,143.00	\$ 3,503.62	65.46%
Out of Town Travel Board	7725	\$ -	\$ 1,111.59	\$ 1,418.82	\$ 7,085.00	\$ 5,666.18	20.03%
Private Vehicle Mileage	7730	\$ 438.69	\$ 1,364.90	\$ 1,236.13	\$ 2,503.00	\$ 1,266.87	49.39%
Transportation Charges	7740	\$ -	\$ 228.01	\$ -	\$ 1,110.00	\$ 1,110.00	0.00%
Buses/Excursions	7750	\$ -	\$ 3,329.02	\$ 12,753.54	\$ 23,950.00	\$ 11,196.46	53.25%
Tuition/Book Reimbursement	7760	\$ -	\$ -	\$ 925.73	\$ -	\$ 925.73	0.00%
Utilities Gas	7810	\$ 2,408.76	\$ 6,712.38	\$ 8,326.30	\$ 27,488.00	\$ 19,161.70	30.29%
Utilities Water	7820	\$ 74,980.84	\$ 385,794.80	\$ 392,111.15	\$ 816,188.00	\$ 424,076.85	48.04%
Utilities Electric	7830	\$ 15,826.59	\$ 95,918.42	\$ 95,345.35	\$ 237,062.00	\$ 141,716.65	40.22%
Airport Assessment Exp	7840	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	0.00%
Awards and Certificates	7910	\$ 3,717.78	\$ 8,241.41	\$ 7,517.03	\$ 16,940.00	\$ 9,422.97	44.37%
Meals for Staff Training	7920	\$ 86.70	\$ 1,173.14	\$ 1,068.76	\$ 2,810.00	\$ 1,741.24	38.03%
Employee Morale	7930	\$ -	\$ 487.11	\$ 124.13	\$ 4,250.00	\$ 4,125.87	2.92%
COP Debt PV Fields	7950	\$ 20,202.92	\$ 123,204.54	\$ 121,217.50	\$ 242,435.00	\$ 121,217.50	50.00%
Reserve Vehicle Fleet	7970	\$ 833.33	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	\$ 5,000.00	50.00%
Reserve Computer Fleet	7971	\$ 416.67	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ 2,500.00	50.00%
Designated Project	7972	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	0.00%
Reserve Dry Period	7973	\$ 7,500.00	\$ 45,000.00	\$ 45,000.00	\$ 90,000.00	\$ 45,000.00	50.00%
Reserve Repair/Oper/Admin	7975	\$ 2,500.00	\$ -	\$ 15,000.00	\$ 30,000.00	\$ 15,000.00	50.00%
Services and Supplies		\$ 422,365.46	\$ 1,412,731.21	\$ 1,519,042.91	\$ 3,303,921.00	\$ 1,831,171.05	45.98%
YTD Comparison				\$ 106,311.70			
Capital							
Capital	8400	\$ -	\$ 538.53	\$ -	\$ -	\$ -	0.00%
Equip/Facility Replacement	8420	\$ -	\$ 33,358.52	\$ -	\$ 7,000.00	\$ 7,000.00	0.00%
Needs Assessment	8422	\$ -	\$ 50,889.89	\$ 1,032.00	\$ -	\$ 1,032.00	0.00%
Bob Kildee Parking Lot	8423	\$ -	\$ 166,295.00	\$ -	\$ -	\$ -	0.00%
Hardwalls GM/HR Offices	8425	\$ -	\$ 15,528.45	\$ -	\$ -	\$ -	0.00%
Charter Oak Windrow	8426	\$ -	\$ 900.00	\$ -	\$ -	\$ -	0.00%

**General Ledger
Fund 10 General Fund
December 2018 50%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Bob Kildee PournPlay	8429	\$ -	\$ 17,600.00	\$ -	\$ -	\$ -	0.00%
Cam Grve Dog PkArtificial Turf	8430	\$ -	\$ 19,312.93	\$ -	\$ -	\$ -	0.00%
Freedom Pk Baseball Flds Desig	8432	\$ -	\$ -	\$ 4,584.05	\$ -	\$ 4,584.05	0.00%
Auditorium Restroom Remodel	8435	\$ -	\$ -	\$ 2,771.41	\$ -	\$ 2,771.41	0.00%
Springville Dog Park Wall	8436	\$ 11,914.47	\$ -	\$ 34,087.86	\$ -	\$ 34,087.86	0.00%
Office Design/Carpet/Server	8440	\$ -	\$ 22,614.13	\$ -	\$ -	\$ -	0.00%
Admin Bldg Roofs #6,#7,Admin	8441	\$ -	\$ 133,091.00	\$ -	\$ -	\$ -	0.00%
Pool Plaster/Fiberglass Resurf	8448	\$ 257.64	\$ -	\$ 477.99	\$ 135,000.00	\$ 134,522.01	0.35%
Pool Slide Metal Support	8449	\$ -	\$ -	\$ -	\$ 40,000.00	\$ 40,000.00	0.00%
Bob Kildee Restroom Roof	8450	\$ -	\$ -	\$ 15,613.00	\$ 15,000.00	\$ 613.00	104.09%
Freedom RR/Concession Roof	8451	\$ -	\$ -	\$ -	\$ 18,000.00	\$ 18,000.00	0.00%
Charter Oak Tree Windrow	8452	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	0.00%
PV Fields Painting Phase I	8453	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
Comm Ctr Exterior Restrooms	8454	\$ 7,476.73	\$ -	\$ 9,956.62	\$ 40,000.00	\$ 30,043.38	24.89%
Bob Kildee Irrigation Pump	8455	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	0.00%
Mtr EnclosurEncnt,Fhill,Adolf	8456	\$ 6,684.24	\$ -	\$ 6,684.24	\$ 24,000.00	\$ 17,315.76	27.85%
Arnell Rnch Park Picnic Area	8457	\$ -	\$ -	\$ 23,507.52	\$ 25,400.00	\$ 1,892.48	92.55%
Pitts Ranch Park Pavilion	8458	\$ -	\$ -	\$ -	\$ 64,000.00	\$ 64,000.00	0.00%
Capital		\$ 26,333.08	\$ 460,128.45	\$ 98,714.69	\$ 403,400.00	\$ 390,861.95	24.47%
YTD Comparison				\$ (361,413.76)			

Total Expenses	\$ 692,564.68	\$ 3,338,325.88	\$ 3,628,223.19	\$ 8,012,907.00	\$ 4,444,364.69	45.3%
YTD Comparison			\$ 289,897.31			

**General Ledger
Fund 20 Assessment District
December 2018 50%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Interest Earnings	5310	\$ -	\$ 572.92	\$ 57.46	\$ 275.00	\$ 217.54	20.89%
Assessment Revenue	5500	\$ 622,659.57	\$ 597,707.95	\$ 629,269.25	\$ 1,108,778.00	\$ 479,508.75	56.75%
Staffing Cost Recovery	5563	\$ -	\$ -	\$ 600.30	\$ -	\$ 600.30	0.00%
Revenue		\$ 622,659.57	\$ 598,280.87	\$ 629,927.01	\$ 1,109,053.00	\$ 480,126.59	56.80%
YTD Comparison				\$ 31,646.14			
Expense							
Full Time Salaries	6100	\$ 1,456.32	\$ 37,843.65	\$ 8,723.64	\$ 21,232.00	\$ 12,508.36	41.09%
Car Allowance	6105	\$ -	\$ 2,406.03	\$ -	\$ -	\$ -	0.00%
Cell Phone Allowance	6108	\$ -	\$ 390.96	\$ -	\$ -	\$ -	0.00%
Retirement	6120	\$ 234.20	\$ 6,513.38	\$ 1,427.11	\$ 3,752.00	\$ 2,324.89	38.04%
Employee Insurance	6130	\$ 177.01	\$ 5,270.48	\$ 1,197.96	\$ 3,707.00	\$ 2,509.04	32.32%
Workers Compensation	6140	\$ 172.88	\$ 3,769.26	\$ 965.07	\$ 2,026.00	\$ 1,060.93	47.63%
Personnel		\$ 2,040.41	\$ 56,197.76	\$ 12,313.78	\$ 30,717.00	\$ 18,403.22	40.09%
YTD Comparison				\$ (43,883.98)			
Incidental Costs Assess	6709	\$ -	\$ 15,426.15	\$ 9,776.34	\$ 31,660.00	\$ 21,883.66	30.88%
Tree Care Assess	6719	\$ -	\$ 9,712.50	\$ 32,475.00	\$ 30,000.00	\$ 2,475.00	108.25%
Contracted LS Services	6720	\$ 39,463.83	\$ 174,380.88	\$ 197,319.15	\$ 473,568.00	\$ 276,248.85	41.67%
Park Amenities Assess	6722	\$ -	\$ 15,150.43	\$ -	\$ 20,000.00	\$ 20,000.00	0.00%
ActiveNet Charges	6950	\$ -	\$ 54.00	\$ 78.00	\$ 60.00	\$ 18.00	130.00%
Approp Redev/Collection Fees	6960	\$ -	\$ -	\$ -	\$ 7,500.00	\$ 7,500.00	0.00%
COP Debt PV Fields	7950	\$ 42,617.42	\$ 297,431.28	\$ 255,704.50	\$ 511,409.00	\$ 264,999.62	48.18%
Expense		\$ 82,081.25	\$ 512,155.24	\$ 495,352.99	\$ 1,074,197.00	\$ 593,125.13	46.11%
YTD Comparison				\$ (16,802.25)			
Total Expenses		\$ 84,121.66	\$ 568,353.00	\$ 507,666.77	\$ 1,104,914.00	\$ 611,528.35	45.9%
YTD Comparison				\$ (60,686.23)			

General Ledger
Fund 30 Park Dedication Fee (Quimby Fee)
December 2018 50%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Interest Earnings	5310	\$ 343.34	\$ -	\$ 24,026.49	\$ 8,600.00	\$ 15,426.49	279.38%
MBS Interest Earnings	5320	\$ -	\$ 8,376.60	\$ 5,314.54	\$ -	\$ 5,314.54	0.00%
Revenue		\$ 343.34	\$ 8,376.60	\$ 29,341.03	\$ 8,600.00	\$ 20,741.03	341.17%
YTD Comparison				\$ 20,964.43			
Services and Supplies							
		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Capital							
Valle Lindo Restroom/Pavilion	8444	\$ -	\$ -	\$ -	\$ 425,000.00	\$ 425,000.00	0.00%
Nancy Bush Park Playground	8445	\$ -	\$ -	\$ 63,161.45	\$ 250,000.00	\$ 186,838.55	25.26%
Nancy Bush Park Picnic Area	8446	\$ -	\$ -	\$ 16,650.60	\$ 45,600.00	\$ 28,949.40	36.51%
Nancy Bush Park Pavilion	8447	\$ -	\$ -	\$ -	\$ 65,000.00	\$ 65,000.00	0.00%
Freedom Baseball Fields	8459	\$ 1,050.90	\$ -	\$ 1,663.97	\$ 1,100,000.00	\$ 1,098,336.03	0.15%
Mel Vincent Park Restrooms	8460	\$ -	\$ -	\$ -	\$ 110,000.00	\$ 110,000.00	0.00%
Capital		\$ 1,050.90	\$ -	\$ 81,476.02	\$ 1,995,600.00	\$ 1,914,123.98	4.08%
YTD Comparison				\$ 81,476.02			

PARK DEDICATION FEES (QUIMBY)

Date Received	Amount	Developer	Amount Used	Amount Earmarked	Balance	Sunset Date
7/31/2014	\$ 615,709.00	AMLI	\$ 79,812.05	\$ -	\$ 535,896.95	7/31/2019
1/15/2015	\$ 2,250,489.00	Fairfield Camarillo LLC	\$ 1,663.97	\$ -	\$ 2,248,825.03	1/31/2020
8/8/2016	\$ 2,649,209.00	Elacora Mission Oaks	\$ 189,887.74	\$ -	\$ 2,459,321.26	8/8/2021
8/10/2016	\$ 474,353.00	KB Homes	\$ -	\$ -	\$ 474,353.00	8/10/2021
6/7/2018	\$ 21,612.25	Crestview	\$ -	\$ -	\$ 21,612.25	6/7/2023
6/29/2018	\$ 96,391.39	Aldersgate Construction	\$ -	\$ -	\$ 96,391.39	6/29/2023
Total	\$ 6,107,763.64		\$ 271,363.76	\$ -	\$ 5,836,399.88	

**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 6, 2019

SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION NO. 611 DIRECTING SCI CONSULTING GROUP TO PREPARE THE FY 2019-2020 ENGINEER'S REPORT FOR THE ASSESSMENT DISTRICT

SUMMARY

Every fiscal year staff brings a staff report and resolution asking the Board to adopt the resolution directing SCI Consulting Group to prepare the upcoming fiscal year's Engineer's Report. The purpose of this Engineer's Report is to establish the budget for the services that would be funded by the FY 2019-2020.

BACKGROUND

SCI Consulting Group was retained in 2001 by the District to prepare and file a report. The report includes an 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 2019-2020 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 review the proposed report and budget.

FISCAL IMPACT

The FY 2019-2020 special assessment funds will be dedicated to a portion of 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 adopt Resolution No. 611 directing SCI Consulting Group to prepare the FY 2019-2020 Engineer's Report.

ATTACHMENT

- 1) Resolution No. 611 (2 pages)

RESOLUTION NO. 611

**A RESOLUTION DIRECTING PREPARATION OF THE ENGINEER'S REPORT
FOR FISCAL YEAR 2019-20 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 4th, 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 XIIIID 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 6th day of February 2019 by the following vote:

AYES :

NOES:

ABSENT:

ABSTAIN:

ROBERT KELLEY, CHAIRMAN
PLEASANT VALLEY RECREATION AND PARK DISTRICT

ATTESTED:

DR. NEAL DIXON, 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 6, 2019

SUBJECT: APPROVE RESOLUTION NO. 612 TO CONTINUE THE LOCAL EMERGENCY THAT RESULTED DUE TO THE HILL FIRE 2018

SUMMARY

On November 8, 2018 the District sustained significant damage to the Camarillo Grove Park due to a vegetation fire. A Local and Federal Emergency was declared which would allow the District to receive assistance for the necessary replacement and repairs needed at Camarillo Grove Park to return the park to its original status prior to the fire. The following resolutions have been approved to continue the local emergency:

Resolution No. 603	Declare Local Emergency	11/16/2018
Resolution No. 605	Continue Local Emergency	12/06/2018
Resolution No. 609	Continue Local Emergency	01/02/2019

BACKGROUND

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

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

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

On December 6, 2018, the Board of Directors approved Resolution No. 605 to continue the local emergency for the replacement/repairs needed at Camarillo Grove Park.

On January 2, 2019, the Board of Directors approved Resolution No. 609 to continue the local emergency for the replacement/repairs needed at Camarillo Grove Park.

ANALYSIS

After staff undertook an assessment of the damage to the park, a call out was posted on social media asking for volunteers to help with the cleanup. Between staff and volunteers, clearing dead/burned trees and vegetation has started, including the placement of sandbags on the trail to help prevent erosion in the event of future rain storms. West Coast Arborist has assessed the trees and a total of 90 to 100 trees need to be trimmed and 22 trees need to be removed.

The General Manager, Park Services Manager and Administrative Services Manager met with CAPRI insurance and McLarens Insurance the week of November 26, 2018 to assess the damage and coverage regarding the claim.

The District has been assigned a disaster recovery number and has begun the process with Federal Emergency Management Agency (FEMA) regarding any cost the District's insurance carrier may not cover.

FISCAL IMPACT

No fiscal impact with this action.

RECOMMENDATION

It is recommended the Board approve Resolution No. 612 declaring the continuation of the local emergency that was declared on November 16, 2018 in order to allow staff to start/complete necessary repairs and/or maintenance to Camarillo Grove Park which sustained significant damage during the Hill Fire on November 8, 2018.

ATTACHMENTS

- 1) Resolution No. 612 (2 pages)

RESOLUTION NO. 612

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

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

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

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

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

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

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

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

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

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

This resolution was adopted on February 6, 2019.

Ayes:

Noes:

Absent:

Robert Kelley, Chairman, PVRPD Board of Directors

ATTESTED:

Dr. Neal Dixon, Secretary, PVRPD Board of Directors

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

TO: BOARD OF DIRECTORS

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

DATE: February 6, 2019

SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION NO. 613 FINDING THAT IT IS REASONABLY FORESEEABLE THAT INHABITANTS OF THE KB HOMES SPRINGVILLE SUBDIVISION LOCATED AT 333 TOWNSITE PROMENADE WILL USE THE PROPOSED PAVILION AT NANCY BUSH PARK

SUMMARY

The Pleasant Valley Recreation and Park District has planned for the installation of a new pavilion at Nancy Bush Park. This involves funding the project through Quimby fee revenue. In order to use Quimby fees, the Board must find that it is reasonably foreseeable that the residents of the subdivision which paid the fees will use the proposed facility. Staff has determined through research into population data and available facilities in other locations that it is likely that residents of the KB Homes Springville subdivision located at 333 Townsite Promenade will be served by the proposed facilities. Staff is recommending that the Board make a motion to pass Resolution No. 613, which supports the staff finding that it is reasonably foreseeable that residents of the KB Homes Springville subdivision will use the proposed facility.

BACKGROUND

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

Nancy Bush Park provides space for picnics, dog walking, recreational walking, pavilion rentals, and District programming. Further park facilities include playground equipment for children aged 2-12, public restrooms, and a large amount of open space with first-come-first-served picnic tables. Additionally, on July 5, 2018, the Board of Directors approved the budget for Fund 30, which is comprised exclusively of Quimby fee revenues and identified the Nancy Bush Pavilion project as an item to be funded from Fund 30 in the amount of \$65,000.

ANALYSIS

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

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

To begin, staff focused on those who would most likely be using the facilities being constructed. Assuming the subdivision will house 2.69 individuals per unit, the subdivision will house approximately 350 residents. Staff performed research into closer park facilities that may also serve this subdivision. The only park that is closer in proximity than Nancy Bush Park is Mel Vincent Park. In comparison, Nancy Bush Park can serve larger parties due to its reservable open space and combined picnic space while Mel Vincent Park only has a 40-person capacity pavilion. Additionally, Nancy Bush Park is well shaded, has a restroom and includes walking paths not available at Mel Vincent Park. These factors in combination create a reasonable expectation that inhabitants of the KB Homes Springville subdivision will use the planned picnic facilities.

Staff also determined that further research into the reservation data of both parks, as well as information regarding the various District programming options available at both parks may connect Nancy Bush to KB Homes even further. Nancy Bush Park’s picnic spaces and open space have been reserved 309 times between January 2013 and January 2019. This is only a fraction of the usage the park sees when including non-reserved passive use. In comparison, while Mel Vincent Park is much newer than Nancy Bush Park, it is apparently not as well established as a reservable park, as it has only been reserved 13 times since its’ opening in 2017. In a side-by-side comparison, it is reasonable to assume that due to the convenient location, restrooms, walking paths, reservable open space, and facility availability, that the proposed pavilion will serve all individuals who use the park including the inhabitants of the KB Homes Springville subdivision.

Staff completed additional research into the legal aspects of expending Quimby fees and found that while there were many cases involving the levying of fees, there were few cases which disputed the actual expenditure of fees. One situation (the case was settled out of court) involved the expenditure of Quimby fees at the county level and did not involve fees being spent within the

same city limits in which they were raised, a situation that does not apply in this case. Staff determined that the “reasonably foreseeable” standard is in practice being applied on a case by case basis and believes that the evidence provided offers solid ground for a finding by the District Board.

FISCAL IMPACT

There is no fiscal impact from this action. However, this action does permit the District to begin spending funds allocated from Fund 30 on this project.

RECOMMENDATION

It is recommended that the Board adopt Resolution No. 613, finding that it is reasonably foreseeable that the residents of the KB Homes Springville subdivision located at 333 Townsite Promenade will be served by the proposed pavilion at Nancy Bush Park.

ATTACHMENT

- 1) Resolution No. 613 (1 page)

RESOLUTION NO. 613

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

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

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

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

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

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

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

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

This resolution was adopted on February 6, 2019.

Ayes:
Noes:
Absent:

Robert Kelley, Chairman, PVRPD Board of Directors

ATTESTED:

Dr. Neal Dixon, Secretary, PVRPD Board of Directors

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

TO: BOARD OF DIRECTORS

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

DATE: February 6, 2019

**SUBJECT: CONSIDERATION OF COMMUNITY EVENT FUNDING
AGREEMENT BETWEEN THE CITY OF CAMARILLO
AND THE PLEASANT VALLEY RECREATION AND
PARK DISTRICT TO PRODUCE THE SUMMER
CONCERT SERIES**

SUMMARY

In December 2018, the Camarillo Arts Council informed the City of Camarillo it would no longer produce the Summer Concert Series or the two (2) movies in the park events. The City of Camarillo ("City") reached out to propose exploring options to partner with the Pleasant Valley Recreation and Park District ("District") to co-produce the 2019 Summer Concert Series.

BACKGROUND

The Camarillo Arts Council ("CAC"), a 501(c)3, has produced the Summer Concert Series at Constitution Park for over 35 years. As a partnership between the CAC and the City, the City contributes \$50,000 cash and another \$19,191 of in-kind support to produce this event. In 2018, the CAC produced seven (7) concerts and two (2) movies as part of the series, for a combined event expense of \$117,191. Of that total, the City's financial support covered:

City Funding

- Sound (\$20,100)
- Ambrosia (band) (\$17,500)
- Lighting (\$11,300)
- Private Security (\$2,940)
- Movie Rights (\$2,103)

City In-Kind

- Police Staffing (\$3,002)
- City Staff (\$11,562)
- Portables & Fencing (\$4,627)

Additionally, the CAC contributed \$48,000 for additional talent, hospitality, insurance, marketing, and additional private security. The CAC paid for these additional expenses through sponsorships, grants, donations, membership fees, and "passing the hat" during events. As of December 2018, the CAC has informed the City of Camarillo it will no longer produce the Summer Concert Series event, starting in 2019. City Council met on

December 12 to discuss the Summer Concert Series during the work study session. At that time the City proposed exploring a partnership with the Pleasant Valley Recreation and Park District (“District”) to co-produce the event in 2019.

ANALYSIS

While staff recognizes this event was supported monetarily by both the City and the CAC, staff also recognizes the importance of this event to the community. District staff have been working with the City Manager, Mr. Dave Norman, on the full scope of exploring a partnership. On January 2, 2019, the Board of Directors provided guidance to staff to continue exploring entering into an agreement with the City of Camarillo for the Summer Concert Series (previously labeled as “Concerts in the Park” in the January 2019 agenda, Item 8A), with guidance to further refine program responsibilities, determine financial responsibilities, insurance/liability, marketing and sponsorships, the blanket/chair policy, and finalize the dates of concerts.

The City is currently proposing a funding agreement of \$50,000 cash, \$10,000 in contingency, not to exceed amount of \$60,000, plus \$8,241 for in-kind services (police, portables, fencing) for a 4-part Summer Concert Series event. This financial consideration would cover:

City Funding (estimated)

-Sound (\$11,600)

-Bands (\$14,000)

-Lighting (\$6,400)

-Private Security. The District proposes working within its current contract with Dial Security for these services. The District estimates these expenses at \$2,400 based on increased staffing levels and hours. This amount is factored into staffing expenses analyzed by District staff.

The remaining \$18,000 is allocated for PVRPD staffing, hospitality expenses, marketing, insurance (if applicable), and any other miscellaneous/unforeseen event expenses.

District staff analyzed the following items related to the production of this event:

1. Programming Responsibilities. Current staffing levels and experience, as well as special event workloads during June-September, lend the ability for the District to produce this event without significant detriment to District programming, service levels, or staff burnout based on one concert a month. The draft Agreement outlines specific responsibilities between the City and District.
2. Expenses. For a 4-part Summer Concert Series event, it is estimated to cost the District \$16,656 (or \$4,164 per event) in staffing expenses (event management, operations, security, and marketing). This would leave \$1,344 of the \$18,000 in City of Camarillo funding available for miscellaneous/unforeseen event expenses.

3. Insurance. District staff have worked with the California Association for Park & Recreation Indemnity (CAPRI) regarding insurance requirements and risk management best-practices for this event as alcohol has typically been present (brought by event attendees). Currently, the City has a Social Host Ordinance (“SHO”). The event will have a police presence as well as additional uniformed security, and both agencies seek to “act with reasonable care” regarding monitoring of the event to ensure that public safety is paramount. CAPRI believes the District would not be negligent nor liable for liability claims resulting for any guests’ consumption of alcohol on the event grounds.
4. Marketing and Sponsorships. District staff will take the lead on marketing options and rebranding of the Summer Concert Series to represent being presented by both agencies. Funding in the amount of \$2,000 has been allocated for marketing of the event. The marketing of the event will include social media, District’s Activity Guide publication (May-August 2019 issue), press releases, banners, email marketing, and providing information at District-hosted (Easter Eggstravaganza, Food Truck Festival, Rummage Sale, National Trails Day) and other community events (Boys & Girls Club Open House, Lincoln Military Housing Expo, Chamber of Commerce).

Staff are actively working with community partners as it relates to sponsorship of the event. Should a sponsor be contracted, the resulting sponsorship funds will be used as follows:

- a. Defray District’s unforeseen and necessary expenditures above the \$60,000 being made available to District by City
 - b. Defray City’s cash outlay to District
 - c. Defray City’s direct expenses (i.e., porta-potties, security fencing and safety lighting, etc.)
 - d. Defray City’s in-kind event staff support
 - e. Any excess funding shall be held in reserve by District for the 2020 Summer Concert Series. If District decides not to organize, manage, market and produce the 2020 summer concert series, any sponsorship and donation funds held in reserve shall be given to the City for such use.
5. Blanket/Chair Policy. The City’s policy previously allowed for guests to leave blankets and chairs at the Constitution Park site as early as 5:00pm the Thursday of the concert. The CAC and City would provide volunteers to supervise and guard the guest’s possessions through the start of the event (7:30pm). The City Council has provided guidance that blanket and chair placement by guests will be available starting at 5:00pm on Friday with no supervision. Should guests leave items prior to 5:00pm on Friday, the City will collect and place these items to the side of the stage. Guests are still authorized to stay with their items throughout the day Friday, a common practice in previous years. This policy update will be incorporated in all messaging and advertising of the Summer Concert Series.

6. Proposed Event Dates. District and City staff have worked to analyze available dates that would not conflict with other major events in the area, including Camarillo Fiesta, Wings Over Camarillo Air Show, Party for the Parks, and the Movies in the Park series. Proposed dates are:
 - a. Saturday, June 29, 2019 at 7:30pm
 - b. Saturday, July 27, 2019 at 7:30pm
 - c. Saturday, August 24, 2019 at 7:30pm
 - d. Saturday, September 21, 2019 at 7:30pm

FISCAL IMPACT

The funding agreement is for \$50,000 cash, \$10,000 in contingency, for a not to exceed amount of \$60,000, plus \$8,241 for in-kind services (police, portables, fencing) for a 4-part Summer Concert Series event.

RECOMMENDATION

It is recommended the Board of Directors approve the agreement between the City of Camarillo and the Pleasant Valley Recreation and Park District to produce the Summer Concert Series.

ATTACHMENT

- 1) Summer Concert Series Community Event Funding Agreement 2019 (9 pages)

COMMUNITY EVENT FUNDING AGREEMENT

This Community Event Funding Agreement ("Agreement") is between the City of Camarillo ("City") and Pleasant Valley Recreation and Park District ("District"). The City and Organization shall be referred to herein collectively as "Parties". The Parties agree as follows:

BACKGROUND

- A. For over 35 years, the Camarillo Arts Council ("CAC") organized, managed, and produced, the Summer Concert Series in Constitution Park, a City-owned park located at the corner of Carmen Drive and Paseo Camarillo.
- B. For the 2018 Summer Concert Series, the City of Camarillo paid the CAC \$50,000 in cash to hire one band, to pay for stage lighting, sound, and some of the cost of private security for the seven (7) concert and two (2) movie series which ran from June through September 2018. The City also provided \$19,191 in direct support and in-kind staffing support to provide porta-potties, security fencing, and safety lighting, electrical connections, lighting tower set-up and take down, movie screen installation and take down, and stage preparation. The CAC provided approximately \$48,000 in cash for the balance of funding needed to produce the 2018 series.
- C. Following the November 5, 2018 General Election, the CAC informed the City that they would no longer organize, manage, and produce the summer concert series.
- D. In late November and early December 2018, the City Manager and District's General Manager held preliminary discussions regarding feasibility of partnering together to organize, manage and produce the Summer Concert Series to consist of four (4) concerts for the 2019 summer season using \$50,000 from the City, and approximately \$19,191 in direct, City staff in-kind and residual cash (approximately \$10,000) support.
- E. On December 12, 2018, the City Council directed its City Manager to explore a partnership leading to a funding agreement with the District to produce a limited summer concert series (musical acts only, no movies) for 2019, based on the general terms in recital D above.
- F. On January 2, 2019, the District's Board of Directors directed its General Manager to work with the City to refine the program budget to include contingency, determine programming, event permitting, event space, financial responsibilities, develop marketing collateral, and draft a funding agreement for the 2019 Summer Concert Series.

RECITALS

- A. Event Details.
 - 1. The Parties agree that the Summer Concert Series shall be held at Constitution Park, located at 601 Carmen Drive, Camarillo, CA.
 - 2. The dates and times of the Summer Concert Series shall be:

Saturday, June 29, 2019 at 7:30pm;

Saturday, July 27, 2019 at 7:30pm;

Saturday, August 24, 2019 at 7:30pm;

Saturday, September 21, 2019 at 7:30pm;

3. The Parties agree that back of house ("BOH")/"green room" space shall be provided and located at City Hall within the staff lounge and restroom, which is located at 601 Carmen Drive, Camarillo, CA.

4. The Parties agree that the name of the event shall be "Summer Concert Series presented by the Pleasant Valley Recreation and Park District and the City of Camarillo."

B. Responsibilities of the District.

1. **Event Management.** District agrees to provide staffing and oversight for the following items:

a. Book and manage performers/bands, to include contract negotiations, site tours and logistics, technical items, performance riders, local and regional permits, and settlement.

b. Book and manage food truck and/or other vendors, to include local and regional permits, site logistics, and settlement.

c. Manage event staffing, to include District staff, volunteers, vendors, and contractors.

2. **Operations.** District agrees to provide staffing and oversight for the following items:

a. Event setup and breakdown, to include but not limited to, signage, cones, chalking of grounds, power requirements, and rentals.

b. Pre- and Post-event cleaning of event spaces, to include but not limited to BOH area(s), parking lots (City Hall, The Church of Latter-Day Saints, Community Center Park), Paseo Camarillo (street/road/drive), and stage/grounds.

3. **Marketing and Advertising.** District agrees to provide marketing staffing and support for the following items:

a. Develop a multi-faceted marketing strategy, to include press releases, email marketing, social media (Facebook/Twitter/Instagram), website, paid and un-paid advertising, and event photography.

b. Provide crowdsourcing support for the public to determine the genre of music to be played at the event. This activity shall consist of online and hard-copy polls. The top four (4) genres shall be the music-type for the Summer Concert Series, with specific performers/bands being selected by District.

c. Design all creative and branding for the event, to include banners, posters, flyers with final approval to be determined jointly by the City's City Manager and District's General Manager.

d. Signage shall be removed at the conclusion of each night of the event.

e. It is the responsibility of the District to set/hang and store banners and other related signage.

4. Sponsorships and Donations. Any sponsorships or donations received by either Party for the Summer Concert Series shall be used in the following order to:

a. Defray District's unforeseen and necessary expenditures above the \$60,000 being made available to District by City;

b. Defray City's cash outlay to District;

c. Defray City's direct expenses (i.e., porta-potties, security fencing and safety lighting, etc.);

d. Defray City's in-kind event staff support;

e. Any excess funding shall be held in reserve by District for the 2020 Summer Concert Series. If District decides not to organize, manage, market and produce the 2020 summer concert series, any sponsorship and donation funds held in reserve shall be given to the City for such use.

5. Budget Tracking and Reporting. District agrees to track all expenses and provide a detailed report on all expenditures in accordance with Section 1.2 of this Agreement.

C. Responsibilities of the City.

1. Operations. City agrees to provide staffing and operational support for the following items:

a. Rent and manage porta-potties for guest use, to include placement on City property, scheduling of servicing.

b. Rent and manage security fencing, to include scheduling of delivery/pickup and setup/breakdown.

c. City shall have safety lighting (defined as parking lot, park, and porta-pottie lighting) available during the events.

d. Provide technical assistance for all power requirements by the performers/bands and event.

e. Provide the Set-up and break-down of the lighting tower for event.

- f. Provide stage preparation and cleaning
 - g. All operational items shall be coordinated in junction with the District's Event Manager.
2. Marketing. City agrees to provide staffing and operational support for the following items:
- a. Insert approved marketing material into resident water bill mailers.
 - b. Permit the District to hang banners and other signage related to the event.
 - 1. Signage can be set/hung the Thursday before the event.
 - c. Permit the District use of the digital marquee at Constitution Park for marketing and advertising of the event.

TERMS

1. FUNDING.

1.1 Amount of funding. For organizing, managing, marketing and producing four (4) free to the public concerts (one each during the months of June, July, August, and September), the City will provide cash funding to the District of up to, but not to exceed, \$60,000 (sixty thousand dollars), and approximately \$8,500 in direct services and in-kind event staffing support, as needed, in accordance with subsection 1.2 below. District may request disbursement of up to \$60,000 upon execution of this agreement.

1.2 Use of funding. District warrants that it will spend the up to \$60,000 granted by and received through this Agreement only for the purpose of organizing, managing, marketing and producing four (4) free to the public concerts in accordance with the Program Budget as found in Exhibit A. Within 60 days following the final concert of the series, District will provide City an expense report with copies of receipts or cancelled checks attached and remittance of unused funds. The approximately \$8,500 in direct services and in-kind event staff support provided by City are found in Exhibit B.

2. INDEMNIFICATION. City shall indemnify, defend and hold harmless District and its directors, officers, employees and agents from and against any and all liability, loss, damage, claims, demands, expenses, costs (including without limitation reasonable attorney's and expert's fees and costs in connection with litigation) of any kind or nature (including without limitation personal injury, death, or property damage), arising out of (i) a dangerous condition of the City facilities to be used for the Summer Concert Series, (ii) the negligence or willful misconduct of the City, or the (iii) failure of City to comply with any of its obligations of this Agreement, or anyone directly or indirectly employed by them or anyone for whose acts any of them may be liable, except where caused by the sole or active negligence or willful misconduct of District.

District shall indemnify, defend and hold harmless City and its directors, officers, employees and agents from and against any and all liability, loss, damage, claims, demands, expenses, costs (including without limitation reasonable attorney's and expert's fees and costs in connection with

litigation) of any kind or nature (including without limitation personal injury, death, or property damage), arising out of the failure of District to comply with any of its obligations of this Agreement, or anyone directly or indirectly employed by them or anyone for whose acts any of them may be liable, except where caused by the sole or active negligence or willful misconduct of City.

3. EFFECTIVE DATE. This Agreement is effective as of the date that it is fully executed by all parties after approval by the Camarillo City Council and the District's Governing Board ("Effective Date").

4. NOTICES. All notices shall be sent by U.S. Mail and by email to the below listed addresses, or to such other addresses as may be designated by written notice. These addresses may be used for delivery of service of process.

CITY: City of Camarillo
Attn: Dave Norman, City Manager
601 Carmen Drive, Camarillo, CA 93010
grocha@cityofcamarillo.org

ORGANIZATION: Pleasant Valley Recreation and Park District
Attn: Mary Otten, General Manager
1605 E. Burnley Street, Camarillo, CA 93010
motten@pvrrpd.org

5. AUTHORITY TO EXECUTE. The person or persons executing this Agreement on behalf of each party warrants and represents that the person or persons have the authority to execute this Agreement on behalf of their party (whether the party is a corporation, partnership, or business entity) and warrants and represents that they have the authority to bind all parties to the performance of its obligations hereunder.

6. COUNTERPARTS. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

7. SEVERABILITY. In case any part, term, portion or provision of this Agreement is determined to be illegal, invalid or unenforceable, the remaining parts, terms, portions and provisions shall remain valid, enforceable, and in full force and effect.

8. AMENDMENT. This Agreement may only be amended by written instrument, executed by all parties.

9. CALIFORNIA LAW. This Agreement will be construed and interpreted pursuant to the laws of the State of California. Venue for any litigation concerning this Agreement shall be in the Superior Court for the County of Ventura, California.

10. RECITALS. The foregoing recitals are incorporated herein by reference into this Agreement.

11. COMPLIANCE WITH ALL LAWS. Each Party warrants that it will comply with all federal, state, and local laws in the performance of this Agreement.

12. INTEGRATION. This Agreement reflects the entirety of the terms and understandings between the parties and shall supersede all prior or contemporaneous oral or written understandings, statements, representations or promises between the parties concerning the matters contained herein. This Agreement has been negotiated in good faith and each party warrants and represents that in executing this Agreement, they are not relying upon any representation, promise, inducement or statement made in negotiation that has not been included in the terms of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as set forth below.

“DISTRICT”

Date: _____

Robert Kelley, PVRPD Board President

ATTEST

Anthony Miller, PVRPD Clerk of the Board

“CITY”

Date: _____

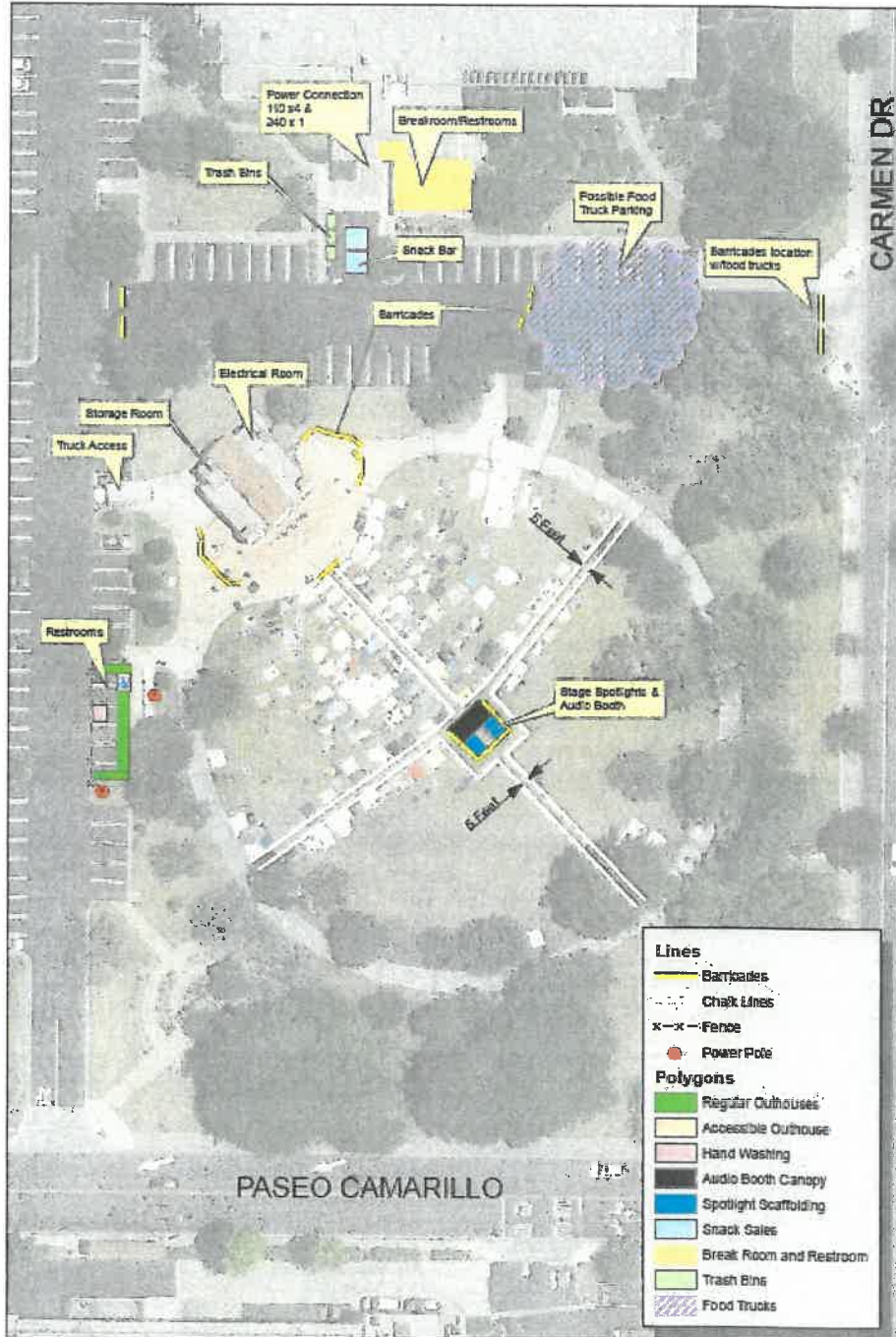
Kevin Kildee
Mayor

ATTEST

Jeffrie Madland
City Clerk

EXHIBIT "A"

Mock Site Plan



Constitution Park Concert Setup

1 inch = 40 feet

EXHIBIT "B"

Program Budget (Provided by Pleasant Valley Recreation and Park District)

District's estimated staffing and operational expenses are outlined below for the 4-part 2019 Summer Concert Series.

	<u>Estimated Cost</u>
District Staffing Expenses	
1. Event Manager	\$ 4,032.00
2. Operations/Cleaning Staff	\$ 7,200.00
3. Marketing Specialist	\$ 2,016.00
4. Dial Security Services (Event Day Only)	\$ 2,400.00
5. Sponsorship and Volunteer Coordination	<u>\$ 1,008.00</u>
	\$16,656.00
Operational Expenses	
1. Performers Fees	\$14,000.00
2. Lighting	\$ 6,400.00
3. Sound	\$11,600.00
4. Marketing and Advertising Collateral	\$ 2,000.00
5. Signage	<u>\$ 750.00</u>
	\$34,750.00
 TOTAL Estimated PVRPD Staffing and Operational Expenses	 \$51,406.00

EXHIBIT "C"

Direct Services and In-Kind Staff Support (Provided by City)

City will provide the following direct services and in-kind staffing services at its expense:

Estimated Cost
(based on City's actual 2018 costs)

Direct Services (contracted)

1.	Porta-Potties/Fencing/Safety Lighting	\$ 3,900.00
2.	Storage Container Relocations	<u>\$ 500.00</u>
		\$ 4,400.00

In-Kind Staff Support

1.	Restroom/Tree Lighting Installation	\$ 970.00
2.	Lighting Tower Set-Up/Take Down	\$ 2,420.00
3.	Stage Cleaning and Preparation	<u>\$ 540.00</u>
		\$ 3,930.00

TOTAL Estimated Direct Services and In-Kind Staff Support \$ 8,330.00

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

TO: BOARD OF DIRECTORS

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

DATE: February 6, 2019

**SUBJECT: CONSIDERATION AND APPROVAL OF THE DESIGN
PLANS FOR THE VALLE LINDO RESTROOMS**

SUMMARY

In 2013 the District developed a 5-year Capital Improvement Plan (2013-2018); this plan included facilities and parks that would require modification, replacement and improvement over the next 5 years. Valle Lindo Park restrooms were identified as a Capital Project as part of the 2018/2019 budget process.

BACKGROUND

Valle Lindo Park was first developed in 1978 as a ten-acre park. This park has an open space of approximately 3.5 acres and sits beside CAPE School. These two open spaces combined become approximately 5.5 acres of open space that is currently being used by the Eagles Soccer Club. This park has three (3) pavilions and five (5) lighted tennis courts and an amphitheater. The park draws in approximately 10,000 visitors a year.

In 2007, staff built a larger pavilion (area #1) to accommodate up to 60 people; the next larger pavilion is attached to the restroom building and all the wood shading was removed due to termite and dry rot damage. The restrooms are for individual use only and do not meet ADA state and federal requirements; these restrooms are 40 years old and need a complete remodel.

On October 3, 2018 the Board approved the Request for Proposals (RFP) for the architectural design of the Valle Lindo restroom remodel. At the December 6, 2018 Board meeting, staff asked the Board to approve the selected architect to design and draw new construction plans for the Valle Lindo restrooms.

The Board appropriated Quimby funds in the amount of \$425,000.00 to design and remodel the existing restrooms at Valle Lindo Park. As part of the required modifications, the architect will be retrofitting the existing building to include separate men's and women's restrooms which will be ADA compliant and redesign and/or modify the attached pavilion as well as add baby changing stations to each restroom.

ANALYSIS

The existing design of the building consists of four (4) narrow restroom stalls (3' x 5'), a storage room as well as a pavilion with no shade. The revised drawings will consist of a women's restroom with three (3) toilets stalls, a sink and changing table; the men's restroom will have one (1) toilet, one (1) urinal, a sink and changing table and all amenities will be ADA compliant. The exterior of the building will be sand blasted to bring back the original look of the block walls and the pavilion will have 2' x 6' lumber for added shade.

FISCAL IMPACT

There is no Fiscal Impact at this time.

RECOMMENDATION

It is recommended that the Board of Directors consider and approve the design plans for the Valle Lindo Park restrooms.

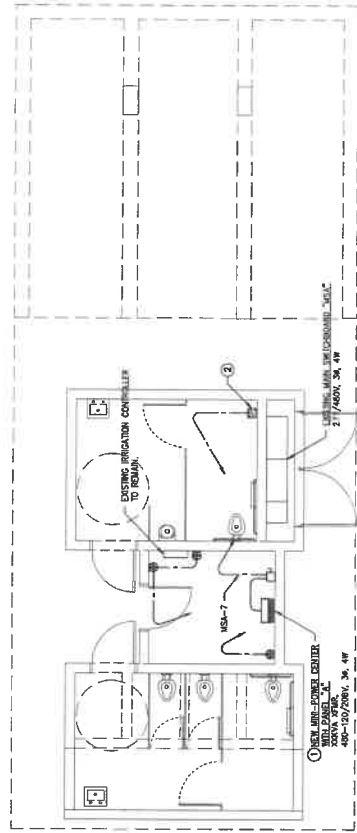
ATTACHMENTS

- 1) Architect Drawing (2 pages)

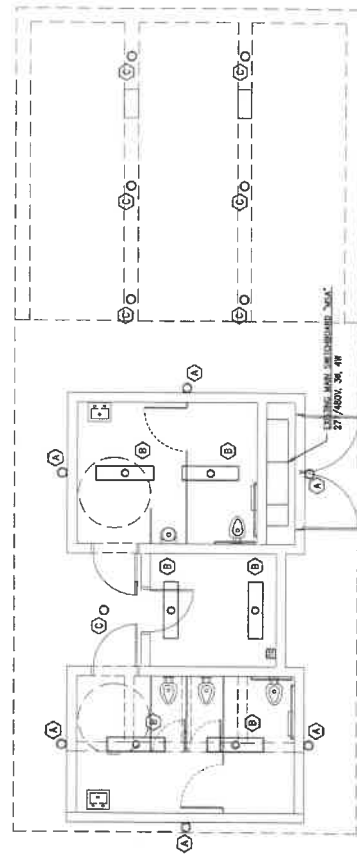
DATE:	01/11/2017
PROJECT NO.:	18362.M00
PROJECT NAME:	RESTROOM REMODEL
PROJECT LOCATION:	VALLE LINDO PARK
PROJECT OWNER:	CITY OF CAMARILLO
PROJECT ARCHITECT:	TURPIN & RATTAN
PROJECT ENGINEER:	TURPIN & RATTAN
PROJECT CONTRACTOR:	
PROJECT DATE:	

NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMITS	01/11/2017
2	ISSUED FOR BIDDING	01/11/2017
3	ISSUED FOR CONSTRUCTION	01/11/2017
4	ISSUED FOR AS-BUILT	01/11/2017

TURPIN & RATTAN
ENGINEERING, INC.
CORPORATE OFFICE:
10000 CALIFORNIA BLVD. SUITE 200
INDUSTRIAL PARKWAY
BIRMINGHAM, GA 30243-1838
818 / 588 / 0444 FAX 818 / 1487



FLOOR PLAN - POWER
SCALE: 1/4" = 1'-0"



FLOOR PLAN - LIGHTING
SCALE: 1/4" = 1'-0"

FLOOR PLAN - ELECTRICAL DEMOLITION
SCALE: 1/4" = 1'-0"

KEY NOTES - THIS SHEET ONLY

- 1 REFER TO PANEL SCHEDULE ON SHEET E400. MIGRATE EXISTING CIRCUITS AS INDICATED ON E400 TO NEW PANEL 'A', WITH NEW WPC.
- 2 NEW PANEL FOR INTERCEPTION AND EXTENSION OF EXISTING CIRCUITS. EXISTING USE THIS AS REFERENCE TO NEW WPC. FIELD AND EXTEND EXISTING CIRCUITS AS NECESSARY. REFER TO PANEL SCHEDULES FOR ADDITIONAL INFORMATION.

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

TO: BOARD OF DIRECTORS

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

DATE: February 6, 2019

**SUBJECT: CONSIDERATION AND DIRECTION REGARDING
FREEDOM GYM**

SUMMARY

The Pleasant Valley Recreation and Park District (“District”) has utilized Freedom Gym since 1985 as part of a Facility Use Agreement with the Oxnard Union High School District (“OUHSD”). OUHSD has designated this property as “surplus” and has begun the process of selling Freedom Gym. District staff have explored options and now seek direction from the Board of Directors.

BACKGROUND

The Pleasant Valley Recreation and Park District (“District”) has utilized Freedom Gym since 1985 as part of a Facility Use Agreement (“Agreement”) with the Oxnard Union High School District (“OUHSD”). This Agreement may be terminated by either party upon thirty (30) days written notice. In March 2018, the District was advised by the City of Camarillo (“City”) that properties at Camarillo Airport, located at 15 Stearman Street, were being reviewed as surplus property by OUHSD.

The OUHSD placed Measure A on the June 5, 2018 ballot for improvement and repairs to OUHSD properties, to include construction of a new high school in Oxnard. As part of this process, California Education Code § 17388-17389 requires the school district to appoint an advisory committee of not less than seven nor more than 11 members for the following purposes:

- (a) Review the projected school enrollment and other data as provided by the district to determine the amount of surplus space and real property.
- (b) Establish a priority list of use of surplus space and real property that will be acceptable to the community.
- (c) Cause to have circulated throughout the attendance area a priority list of surplus space and real property and provide for hearings of community input to the committee on acceptable uses of space and real property, including the sale or lease of surplus real property for child care development purposes pursuant to Section 17458.
- (d) Make a final determination of limits of tolerance of use of space and real property.
- (e) Forward to the district governing board a report recommending uses of surplus space and real property.

District staff attended the March 14, 2018 OUHSD's Surplus Property Advisory Committee to discern additional information regarding the Stearman property. The 0.6 acre R-E (Rural Exclusive) lot was confirmed to be the Freedom Gym property. The 10,670 SF gymnasium, with no dedicated parking, was valued at \$600,000 (value based on land).

On November 7, 2018, OUHSD adopted a resolution which authorized the solicitation of proposals for sale, lease, or exchange of Freedom Gym. OUHSD preference is to accommodate the highest and best price for Freedom Gym. An updated appraisal determined the Stearman property's value to be \$595,000.

ANALYSIS

Current programming at Freedom Gym includes badminton, table tennis, open play basketball, open play pickleball, and various rentals throughout the year. The District has recently built outdoor pickleball courts at Bob Kildee Community Park and currently spends an average of \$10,000 in maintenance at Freedom Gym.

District staff have identified five (5) options for consideration and direction:

1. No Purchase or Lease of Freedom Gym
2. Lease Freedom Gym & Parking Lot
3. Purchase Freedom Gym & Lease the Parking Lot
4. Lease a Commercial or Industrial Space
5. Purchase a Tent Structure and Place on Park District-Owned Property

Option 1 - No Purchase or Lease

The District could move current programming to other locations (table tennis/badminton to the Community Center) and look at joint-use agreements with other local agencies that meet our programming needs and their use schedules. Tentative discussions with local agencies show availability for sport programming (basketball, pickleball) at these non-District owned/managed locations between 8:00am and 1:00pm; however, programming times and schedules are not guaranteed to remain.

Additionally, the District would see a cost-savings of \$10,000 annually for maintenance of Freedom Gym.

Option 2 - Lease Freedom Gym & Parking Lot

Pending any bids for the Freedom Gym property, the District could submit a request to lease the Freedom Gym from OUHSD. Tentative discussions with OUHSD and the real property negotiator have yet to begin. As the Freedom Gym does not have any dedicated parking, the District has discussed options with the Ventura County Department of Airports regarding leasing the parking lot. They estimate \$1.67 per SF, or approximately \$18,000 per year.

Additionally, the District estimates additional costs for attorneys' fees for contract review and negotiation.

Option 3 - Purchase Freedom Gym & Lease the Parking Lot

The District could purchase Freedom Gym for the appraised \$595,000. As part of this option,

there would be additional expenses for District appraisal of property (estimated \$5,000), a structural engineering report, any expenses related to subdividing the land, and realtor and attorney fees. Additionally, it is unclear at this time if by purchasing this property, the District would be responsible for any local, state, or federal ADA upgrade requirements upon purchase of the building.

As the Freedom Gym does not have any dedicated parking, the District has discussed options with the Ventura County Department of Airports regarding leasing the parking lot. They estimate \$1.67 per SF, or approximately \$18,000 per year.

Option 4 - Lease a Commercial or Industrial Space

The District could lease a commercial or industrial space within District boundaries that would be a suitable replacement for Freedom Gym. Initial staff research and discussions with property management companies indicates an average monthly expense in the range of \$8,000-\$10,000 monthly. As part of this option, the District would be required to have a conditional use permit and if the proposed site is appropriate, it would need to be authorized by the City's Zoning Ordinance.

Staff research indicates a challenge with finding commercial or industrial columnless space suitable for basketball and pickleball as well as parking constraints at researched locations. Although Freedom Gym is not currently staffed for most programs, staff believes that not staffing a commercial or industrial space will not be a possibility should the District enter into a contract for lease. Staff estimate an additional \$50,000 required to staff the space annually based on an 8:00am-10:00pm daily schedule.

Additionally, the District estimates additional costs for attorneys' fees for contract review and negotiation.

Option 5 - Purchase a Tent Structure and Place on District-Owned Property

The District could purchase a tent structure and place it on District-owned property. Staff research indicates the purchase price of a 49'W x 115'L x 24'H truss arch structure to be \$48,000, freight included. As part of this option, there would be additional expenses to make the tent programmable, including laying of a sports court surface (estimated \$15,000), fans and lighting (estimated \$10,000), and the purchase of basketball standards (estimated \$6,000).

Staff have identified the west courtyard at Community Center Park as a viable option due to space requirements, current programming, access control, and integration of this option with the current facility. The District is exploring this option with the City and County on understanding permit requirements, conditional use permits, and fire code requirements.

As this structure is proposed to sit in the West Courtyard, staffing requirements and expenses would be minimal and can be absorbed into daily recreation programming and park maintenance schedules.

Additionally, the District estimates an additional \$30,000 for facility improvements, including moving perimeter fencing, pouring reinforced concrete slabs, removal of benches, lighting, and trees, and relocation of exercise equipment to accommodate the tent structure.

FISCAL IMPACT

There is no fiscal impact from this action. However, when there is a final decision staff will bring back the financial implications.

RECOMMENDATION

It is recommended that the Board provide direction regarding Freedom Gym.

ATTACHMENT

- 1) OUHSD Surplus Property Committee Agenda 03.08.18 (1 page)
- 2) 7-11 Committee Potential Surplus Property 03.14.18 (1 page)

Notice

(as set forth in Ed. Code §17388-17389)

Oxnard Union High School District

Surplus Property Advisory Committee

Agenda

March 14, 2018 at 3:00 p.m.

District Office

309 S. "K" Street, Oxnard, CA 93030 (Conference Room)

Committee Attendees:

1. Rodrigo Cardenas, Special Population Specialist-CEC
2. Kim Dawson, Camarillo PTA Council Co-President/Parent
3. Kassie Hawkins, Executive Director, OFTSE
4. David Maron, VC Civic Alliance
5. Todd MacNamee, VC Division of Airports/Parent
6. Tony Skinner, President, IBEW Local 952
7. Teresa Telles, Coordinator, CTE/ Parent
8. Rocky Valles, Assistant Superintendent HR/Parent
9. Chuck Weiss, Board President Hueneme SD
10. Joe Vacca, Director of Community Development, City of Camarillo
11. Ashley Golden, City of Oxnard, Interim Assistant City Manager & Development Services Director (or designee)

Ex officio:

- Joel Kirschenstein, Surplus Property Committee Facilitator, President, Sage Realty Group
- Sid Albaugh, Assistant Superintendent Business Services, OUHSD
- Kim Prillhart, County of Ventura, Planning Director (or designee)

Agenda

- A. Property Profile Analysis – Joel Kirschenstein and David Kim (Exhibits attached)
 1. 15 Stearman St., Camarillo
 2. 280 Skyway Dr., Camarillo
 3. 330 Skyway Dr., Camarillo
 4. 4235 Mar Vista Dr., Camarillo
 5. 220 South "K" St., Oxnard
 6. 309-315 South "K" St., Oxnard
 7. 527 Hueneme Rd., Oxnard
 8. 3400 W. Gonzales Rd., Oxnard
 9. Other TBD
- B. Process (Discussion)
- C. Demographics Discussion
- D. Recommendation: Discussions and recommendations for approval and suggestions
- E. Next Meeting (TBD - if needed)

15 Stearman Street, Camarillo

(APN: 230-0-030-115)

10,670 SF Gymnasium which sits on a .6 AC lot on R-E zoned land without parking. Street parking is available across the street from the gym. Gym is very old and exterior is in bad condition. Interior gym still in decent shape. Value based for the land since lot has no parking.



**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 6, 2019

**SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION
NO. 614 APPROVAL OF MID-YEAR BUDGET
ADJUSTMENTS FOR FY 2018-2019**

SUMMARY

The fiscal year 2018-2019 budget was adopted in July 2018. After six months or half way through the fiscal year, staff reviews the budget line items and determines if any type of adjustment needs to take place to bring the budget more in line with what the projected revenue or expense will be at June 30, 2019. Currently, staff is asking the Board to review the budget adjustments and approve the mid-year revisions.

BACKGROUND

The Fiscal Year 2018-2019 Budget was approved July 5, 2018. The budget was developed by staff and reviewed and approved by the Board of Directors. The budget is adjusted at mid-year when there are changes in budget line items which represent noteworthy changes. 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, Fund 10 revenue is at 57.49% or 7.49% above the budget for mid-year. This is primarily due to the District receiving the scheduled Tax Apportionment in December and receiving a higher than budgeted amount in the Reimbursement Recognized Obligation Payment Schedule (ROPS) due to conservative budgeting. Tax Apportionment is showing higher than 50%, due to receiving 2.89% more at mid-year. The District is also showing \$49,333 in a new line item that does not have a budget called Hill Fire 2018. 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. Fund 30, the Park Dedication fee has one budget adjustment; Interest Earnings was budgeted conservatively, and the line item has received \$15,426 more than the \$8,600 budgeted. A budget adjustment of \$15,000 is being requested.

Overall the District's expenses (Personnel and Service and Supplies) are running at 44.79% below the budgeted amount of 50% for mid-year. The General Fund Service & Supply expenditures are at 45.98% (a decrease of 4.02%) for the period ending December 31, 2018. Even though the District is doing well managing the expenses, there are a few line items that will need budget adjustments or transfers in both revenue and expenses.

Fund 10 Budget Adjustments

REVENUE

Account Name	Action	Amount	Reason
Reimb ROPS	Increase	\$100,000	Conservative Budget
Cam Grove Rental	Decrease	(\$3,770)	Hill Fire
Cam Grove Parking	Decrease	(\$1,842)	Hill Fire
TOTAL CHANGE	INCREASE	\$94,388	

PERSONNEL EXPENSE

Account Name	Action	Amount	Reason
Workers Comp	Increase	\$43,500	Rate Increase FY18-19
Employee Insurance	Increase	\$5,652	Part-Time Year Round
457 Pension	Increase	\$6,400	Retirees
Overtime	Increase	\$2,250	Unplanned Overtime
Unemployment	Increase	\$2,200	Unemployment Claim
TOTAL CHANGE	INCREASE	\$60,002	

SERVICES AND SUPPLIES

Account Name	Action	Amount	Reason
Trees	Increase	\$10,000	Tree Care
IT Services	Increase	\$13,000	IT Upgrades
TOTAL CHANGE	INCREASE	\$23,000	
TOTAL EXPENSE	INCREASE	\$83,002	

OVERALL BUDGET CHANGE IS REVENUE OVER EXPENSES (FUND 10) \$11,386

Assessment District (Fund 20):

No Mid-Year Budget Adjustments

Park Dedication (Fund 30):

Fund 30 Budget Adjustments

Account Name	Action	Amount	Reason
Interest Earnings	Increase	\$15,000	Budgeted Low for Interest
TOTAL		\$15,000	

Fund 10 Transfers

Account From	Amount	Account To	Amount	Reason
Business Services	(\$1,500)	Internet Services	\$1,500	IT Upgrades
Sr. Center Part-Time Salaries	(\$1,500)	Sports Part-Time Salaries	\$1,500	Additional Part-Time Hrs. Needed
Aquatics Part-Time Salaries	(\$12,500)	Rec Admin Part-Time Salaries	\$7,000	Additional Part-Time Hrs. Needed
		Rec Admin Full-Time Salaries	\$3,500	Internal Promotion
		Camps Overtime	\$1,000	Unplanned O/T Expense
		Rec Admin Overtime	\$1,000	Unplanned O/T Expense
Rec Admin Food Supplies	(\$1,500)	Rec Admin Conference & Seminars	\$1,500	Professional Development
Rec Admin Postage	(\$5,000)	Rec Admin Conference & Seminars	\$2,000	Professional Development
		Bingo Supplies	\$1,000	Bingo Program
		Entertainment Services	\$2,000	Special Event Needs
Rec Admin Advertising	(\$4,500)	Rents & Leases Equip	\$2,000	Special Event Rentals
		Camp Supplies	\$1,000	Additional Camp Supplies
		Supplies	\$1,500	Special Event Needs
TOTAL	(\$26,500)		\$26,500	

OVERALL TRANSFER CHANGE EFFECT ON BUDGET = \$0.00

Capital:

It is unsure at this time if any budget adjustments will be needed for the Capital section of the budget, as some of the projects are “coming in” lower than projected and others are “coming in” higher. Staff will monitor the accounts and will bring the items to the Board in the event a budget adjustment is needed.

With these mid-year budget adjustments taken into consideration, revenue exceeds expenses by \$24,987 which is an improvement of \$11,386 from the original budget adopted in July 2018.

Neither the Assessment District (Fund 20) nor the Park Dedication Fee (Fund 30) have any personnel or services and supplies budget adjustments.

As mentioned above the overall expenses at mid-year for Fund 10 are below budget by 4.7% and for Fund 20 by 4.1%. This is primarily due to the effort made by the General Manager and Department Managers budgeting conservatively and monitoring their department line items closely.

FISCAL IMPACT

Keeping in mind the changes that are mentioned above, the impact on the District Wide budget in fiscal year 2018-2019 is an increase of \$11,386 in revenue over expenses for Fund 10 and a \$15,000 increase in revenue for Fund 30. The new total for mid-year for Fund 10 went from \$13,586 in revenue over expenses to \$24,972 in revenue over expenses.

STAFF RECOMMENDATION

It is recommended the Board review and Adopt Resolution No. 614 Approval of Mid-Year Budget Adjustments for FY 2018-2019.

ATTACHMENTS

- 1) Fund 10 Mid-Year Budget Summary Pages (3 pages)
- 2) Fund 30 Mid-Year Budget Summary Pages (1 page)
- 3) Resolution No. 614 (1 page)

General Ledger
Mid-Year Budget Adjustments - Fund 10
Fiscal Year 2018-2019

Description	Account	One Year Prior Actual	Original Budget 18-19	Budget Adj	Mid-Year Budget	Year to Date	% of Budget Received
Revenue							
Tax Apport Cur Year Secured	5110	\$ 3,274,620.96	\$ 6,506,450.00		\$ 6,506,450.00	\$ 3,441,037.54	52.89%
Tax Apport Cur Year Unsec	5120	\$ 85,570.17	\$ -		\$ -	\$ 99,283.63	0.00%
Tax Apport Prior Year Sec	5130	\$ 17,454.54	\$ -		\$ -	\$ 19,856.90	0.00%
Tax Deeded Sales	5150	\$ 26.30	\$ -		\$ -	\$ 10.03	0.00%
Cur Supplemental Pass Thru	5210	\$ 19,778.75	\$ -		\$ -	\$ 14,618.34	0.00%
HOPTR	5230	\$ 7,033.72	\$ -		\$ -	\$ 6,873.23	0.00%
HOPTR Prior Year	5231	\$ 15,982.52	\$ -		\$ -	\$ -	0.00%
Supplemental Assessment Roll	5240	\$ -	\$ -		\$ -	\$ 19.43	0.00%
Interest Earnings	5310	\$ 11,260.74	\$ 18,300.00		\$ 18,300.00	\$ 25,262.06	138.04%
MBS Interest Earnings	5320	\$ 8,376.60	\$ -		\$ -	\$ -	0.00%
Hill Fire 2018	5465	\$ -	\$ -		\$ -	\$ 49,333.34	0.00%
Park Patrol Citations	5506	\$ 1,341.43	\$ 4,510.00		\$ 4,510.00	\$ 6,140.13	136.14%
Plan Check Fee	5507	\$ -	\$ 100.00		\$ 100.00	\$ -	0.00%
Contract ClassesPublic Fees	5510	\$ 84,824.15	\$ 232,539.00		\$ 232,539.00	\$ 90,719.11	39.01%
Public Fees	5511	\$ 121,302.26	\$ 393,842.00		\$ 393,842.00	\$ 172,981.49	43.92%
Swim PassAdult Splash (20)	5513	\$ 3,215.98	\$ 8,568.00		\$ 8,568.00	\$ 7,709.28	89.98%
Swim PassSenior Splash (10)	5514	\$ 472.50	\$ 2,079.00		\$ 2,079.00	\$ 337.50	16.23%
Swim Pass Senior Splash (20)	5516	\$ 1,870.00	\$ 5,049.00		\$ 5,049.00	\$ 2,805.00	55.56%
Swim PassSenior Fitness(10)	5517	\$ 675.00	\$ 1,620.00		\$ 1,620.00	\$ 405.00	25.00%
Swim PassSenior Fitness (20)	5518	\$ 5,904.00	\$ 10,692.00		\$ 10,692.00	\$ 3,609.00	33.75%
Public FeesEntry Fees	5520	\$ 10,375.97	\$ 25,655.00		\$ 25,655.00	\$ 15,809.28	61.62%
Swim PassAdult Splash (10)	5524	\$ 1,138.50	\$ 6,426.00		\$ 6,426.00	\$ 928.00	14.44%
Vending Concessions	5525	\$ 2,057.14	\$ 3,446.00		\$ 3,446.00	\$ 1,427.38	41.42%
Swim PassAdult Fitness (10)	5526	\$ 150.00	\$ 1,200.00		\$ 1,200.00	\$ 200.00	16.67%
Swim PassAdult Fitness (20)	5527	\$ 594.00	\$ 4,320.00		\$ 4,320.00	\$ 561.50	13.00%
Swim PassesSwimWorkout (10)	5528	\$ 460.00	\$ 960.00		\$ 960.00	\$ -	0.00%
Swim PassesSwimWorkout (20)	5529	\$ 606.00	\$ 1,680.00		\$ 1,680.00	\$ -	0.00%
Rental	5530	\$ 113,316.70	\$ 420,966.00	\$ (3,770.00)	\$ 417,196.00	\$ 207,594.59	49.31%
Cell Tower Revenue	5535	\$ 41,566.29	\$ 83,534.00		\$ 83,534.00	\$ 45,592.48	54.58%
Annual Passes	5536	\$ -	\$ -		\$ -	\$ 122.00	0.00%
Parking Fees	5540	\$ 9,614.25	\$ 12,312.00	\$ (1,842.00)	\$ 10,470.00	\$ 9,690.32	78.71%
Dues	5550	\$ 696.00	\$ 2,160.00		\$ 2,160.00	\$ 816.00	37.78%
Activity Guide Revenue	5555	\$ 7,040.00	\$ 16,000.00		\$ 16,000.00	\$ 8,125.75	50.79%
Special Event	5561	\$ -	\$ 11,000.00		\$ 11,000.00	\$ -	0.00%
Staffing Cost Recovery	5563	\$ -	\$ 5,000.00		\$ 5,000.00	\$ 3,734.16	74.68%
Special Event Permits	5564	\$ -	\$ 1,000.00		\$ 1,000.00	\$ 306.00	30.60%
Donations	5570	\$ 80,414.45	\$ 90,870.00		\$ 90,870.00	\$ 75,194.00	82.75%
Grant HCF	5573	\$ -	\$ -		\$ -	\$ 1.00	0.00%
Other/Purchase Discount Taken	5575	\$ 33,825.71	\$ 64,615.00		\$ 64,615.00	\$ 43,893.02	67.93%
Cash Over/Under	5580	\$ 65.00	\$ -		\$ -	\$ 19.00	0.00%
Incentive Income	5585	\$ 1,331.61	\$ 1,600.00		\$ 1,600.00	\$ 1,205.63	75.35%
Reimbursement ROPS	5600	\$ 294,523.81	\$ 90,000.00	\$ 100,000.00	\$ 190,000.00	\$ 282,734.93	314.15%
Reimb Needs Assessment	5605	\$ 18,367.25	\$ -		\$ -	\$ 516.00	0.00%
Revenue		\$ 4,275,852.30	\$ 8,026,493.00	\$ 94,388.00	\$ 8,120,881.00	\$ 4,639,472.05	57.8%
Expense							
Full Time Salaries	6100	\$ 1,016,058.13	\$ 2,398,320.00	\$ 3,500.00	\$ 2,401,820.00	\$ 1,041,458.25	43.42%
Overtime Salaries	6101	\$ 5,518.04	\$ 34,286.00	\$ 4,250.00	\$ 38,536.00	\$ 21,824.94	63.66%
Car Allowance	6105	\$ 3,006.73	\$ 10,800.00		\$ 10,800.00	\$ 5,406.44	50.06%
Cell Phone Allowance	6108	\$ 7,099.85	\$ 15,900.00		\$ 15,900.00	\$ 8,078.86	50.81%
PartTime Salaries	6110	\$ 290,170.80	\$ 731,823.00	\$ (5,500.00)	\$ 726,323.00	\$ 343,821.95	46.98%
Retirement	6120	\$ 166,392.85	\$ 440,350.00		\$ 440,350.00	\$ 185,393.21	42.10%
457 Pension	6121	\$ 6,635.96	\$ 1,045.00	\$ 6,400.00	\$ 7,445.00	\$ 6,635.96	635.02%
Employee Insurance	6130	\$ 101,574.50	\$ 345,185.00	\$ 5,652.00	\$ 350,837.00	\$ 112,772.71	32.67%
Workers Compensation	6140	\$ 69,782.31	\$ 168,953.00	\$ 43,500.00	\$ 212,453.00	\$ 73,251.96	43.36%
Unemployment Insurance	6150	\$ -	\$ -	\$ 2,200.00	\$ 2,200.00	\$ 1,103.00	0.00%
Loan Pension Obligation	6160	\$ 27,011.50	\$ 243,610.00		\$ 243,610.00	\$ 22,873.00	9.39%
PERS Unfunded Liability	6170	\$ 232,344.00	\$ 318,714.00		\$ 318,714.00	\$ 286,560.00	89.91%
Personnel		\$ 1,925,594.67	\$ 4,708,986.00	\$ 60,002.00	\$ 4,768,988.00	\$ 2,109,180.28	44.8%
Telephone	6210	\$ 5,156.17	\$ 11,456.00		\$ 11,456.00	\$ 5,811.07	50.73%
Internet Services	6220	\$ 11,281.69	\$ 40,258.00	\$ 14,500.00	\$ 54,758.00	\$ 16,244.17	40.35%
Pool Chemicals	6310	\$ 3,106.37	\$ 12,000.00		\$ 12,000.00	\$ 3,435.89	28.63%
Janitorial Supplies	6320	\$ 22,580.95	\$ 52,200.00		\$ 52,200.00	\$ 26,452.25	50.67%
Kitchen Supplies	6330	\$ 227.36	\$ 1,400.00		\$ 1,400.00	\$ 370.85	26.49%
Food Supplies	6340	\$ 2,609.80	\$ 12,075.00	\$ (1,500.00)	\$ 10,575.00	\$ 3,716.69	30.78%
Water Maint & Service	6350	\$ 343.60	\$ 1,080.00		\$ 1,080.00	\$ 402.35	37.25%

General Ledger
Mid-Year Budget Adjustments - Fund 10
Fiscal Year 2018-2019

Description	Account	One Year	Original	Budget Adj	Mid-Year	Year to Date	% of Budget
		Prior Actual	Budget 18-19		Budget		Received
Laundry/Wash Service	6360	\$ 20.00	\$ 380.00		\$ 380.00	\$ 48.00	12.63%
Medical Supplies	6380	\$ -	\$ 650.00		\$ 650.00	\$ -	0.00%
Insurance Liability	6410	\$ 48,579.00	\$ 111,732.00		\$ 111,732.00	\$ 57,572.00	51.53%
Equipment Maintenance	6500	\$ -	\$ 400.00		\$ 400.00	\$ -	0.00%
Fuel	6510	\$ 16,368.06	\$ 43,000.00		\$ 43,000.00	\$ 21,646.98	50.34%
Vehicle Maintenance	6520	\$ 16,827.00	\$ 35,400.00		\$ 35,400.00	\$ 17,330.80	48.96%
Office Equipment Maintenance	6530	\$ 400.00	\$ 200.00		\$ 200.00	\$ -	0.00%
Computer Equip Maintenance	6540	\$ 75.06	\$ 2,400.00		\$ 2,400.00	\$ -	0.00%
Building Repair	6610	\$ 24,437.42	\$ 96,200.00		\$ 96,200.00	\$ 40,420.27	42.02%
Bldg Equip Maint/Repair	6620	\$ 11,990.01	\$ 22,875.00		\$ 22,875.00	\$ 3,401.53	14.87%
Improvements/Maintenance	6630	\$ 5,178.05	\$ 24,000.00		\$ 24,000.00	\$ 12,495.80	52.07%
Hill Fire 2018	6640	\$ -	\$ -		\$ -	\$ 13,424.72	0.00%
Incidental Costs Assess	6709	\$ 3,000.00	\$ -		\$ -	\$ -	0.00%
Grounds Maintenance	6710	\$ 37,624.06	\$ 87,980.00		\$ 87,980.00	\$ 34,084.71	38.74%
Parking Lot Repair Assess	6718	\$ -	\$ -		\$ -	\$ -	0.00%
Tree Care Assess	6719	\$ 225.00	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 7,081.50	0.00%
Contracted LS Services	6720	\$ -	\$ -		\$ -	\$ 832.10	0.00%
Park Amenities Assess	6722	\$ 1,652.75	\$ -		\$ -	\$ -	0.00%
Park Signage (Branding)	6725	\$ 304.00	\$ 15,000.00		\$ 15,000.00	\$ 85.29	0.57%
Contracted Pest Control	6730	\$ -	\$ 2,000.00		\$ 2,000.00	\$ 575.00	28.75%
Rubbish & Refuse	6740	\$ 28,692.87	\$ 65,760.00		\$ 65,760.00	\$ 28,875.42	43.91%
Vandalism/Theft	6750	\$ 181.34	\$ 2,000.00		\$ 2,000.00	\$ -	0.00%
Memberships	6810	\$ 11,793.18	\$ 14,315.00		\$ 14,315.00	\$ 11,904.63	83.16%
Office Supplies	6910	\$ 11,252.92	\$ 29,934.00		\$ 29,934.00	\$ 7,518.94	25.12%
Postage Expense	6920	\$ 12,742.40	\$ 31,900.00	\$ (5,000.00)	\$ 26,900.00	\$ 6,094.41	19.10%
Advertising Expense	6930	\$ 4,765.90	\$ 16,740.00	\$ (4,500.00)	\$ 12,240.00	\$ 5,073.00	30.30%
Printing Charges	6940	\$ 4,631.10	\$ 14,048.00		\$ 14,048.00	\$ 8,557.63	60.92%
ActiveNet Charges	6950	\$ 23,953.69	\$ 55,758.00		\$ 55,758.00	\$ 24,314.76	43.61%
Approp Redev/Collection Fees	6960	\$ 187,031.42	\$ 399,740.00		\$ 399,740.00	\$ 216,603.87	54.19%
Minor Furn Fixture & Equip	6980	\$ 775.32	\$ 1,533.00		\$ 1,533.00	\$ 851.60	55.55%
Comp Hardware/Software Exp	6990	\$ 4,404.32	\$ 13,264.00		\$ 13,264.00	\$ 3,238.48	24.42%
Fingerprint Fees (HR)	7010	\$ 600.00	\$ 2,440.00		\$ 2,440.00	\$ 464.00	19.02%
Fire & Safety Insp Fees	7020	\$ 1,990.10	\$ 3,925.00		\$ 3,925.00	\$ 4,052.43	103.25%
Permit & Licensing Fees	7030	\$ 5,397.29	\$ 11,150.00		\$ 11,150.00	\$ 6,913.79	62.01%
State License Fee	7040	\$ 341.25	\$ 400.00		\$ 400.00	\$ 755.00	188.75%
Professional Services	7100	\$ 400.00	\$ 1,000.00		\$ 1,000.00	\$ 1,400.00	140.00%
Legal Services	7110	\$ 16,013.04	\$ 69,150.00		\$ 69,150.00	\$ 24,844.50	35.93%
Typeset and Print Services	7115	\$ 24,011.70	\$ 45,900.00		\$ 45,900.00	\$ 12,169.07	26.51%
Instructor Services	7120	\$ 59,833.52	\$ 168,426.00		\$ 168,426.00	\$ 67,469.60	40.06%
PERS Admin Fees	7125	\$ 721.52	\$ 1,550.00		\$ 1,550.00	\$ 484.71	31.27%
Audit Services	7130	\$ 8,000.00	\$ 17,260.00		\$ 17,260.00	\$ 5,000.00	28.97%
Medical & Health Svcs (HR)	7140	\$ 1,165.00	\$ 5,500.00		\$ 5,500.00	\$ 995.00	18.09%
Security Services	7150	\$ 4,693.66	\$ 5,400.00		\$ 5,400.00	\$ 2,978.28	55.15%
Entertainment Services	7160	\$ 737.53	\$ 3,000.00	\$ 2,000.00	\$ 5,000.00	\$ 1,324.99	44.17%
Business Services	7180	\$ 47,621.04	\$ 90,100.00	\$ (1,500.00)	\$ 88,600.00	\$ 51,675.30	57.35%
Umpire/Referee Services	7190	\$ 710.00	\$ 2,065.00		\$ 2,065.00	\$ 1,000.00	48.43%
Subscriptions	7210	\$ 1,083.60	\$ 4,508.00		\$ 4,508.00	\$ 446.16	9.90%
Rents and Leases	7300	\$ 2,413.28	\$ -		\$ -	\$ -	0.00%
Rents & Leases Equip	7310	\$ 9,659.93	\$ 38,210.00	\$ 2,000.00	\$ 40,210.00	\$ 15,918.71	41.66%
Bldg/Field Leases & Rental	7320	\$ 5.00	\$ 120.00		\$ 120.00	\$ -	0.00%
Event Supplies	7410	\$ 845.47	\$ 2,000.00		\$ 2,000.00	\$ 629.18	31.46%
Supplies	7420	\$ 2,305.40	\$ 3,800.00	\$ 1,500.00	\$ 5,300.00	\$ 2,129.74	56.05%
Bingo Supplies	7430	\$ 4,391.44	\$ 7,500.00	\$ 1,000.00	\$ 8,500.00	\$ 3,970.55	52.94%
Sporting Goods	7440	\$ 4,971.00	\$ 8,586.00		\$ 8,586.00	\$ 1,055.45	12.29%
Arts and Craft Supplies	7450	\$ 1,294.34	\$ 1,940.00		\$ 1,940.00	\$ 52.48	2.71%
Training Supplies	7460	\$ 200.00	\$ 2,650.00		\$ 2,650.00	\$ 247.00	9.32%
Camp Supplies	7470	\$ 318.50	\$ 1,200.00	\$ 1,000.00	\$ 2,200.00	\$ 1,143.82	95.32%
Small Tools	7500	\$ 5,573.27	\$ 6,100.00		\$ 6,100.00	\$ 3,586.27	58.79%
Safety Supplies	7510	\$ 1,566.62	\$ 4,690.00		\$ 4,690.00	\$ 793.74	16.92%
Uniform Allowance	7610	\$ 1,431.58	\$ 12,600.00		\$ 12,600.00	\$ 2,871.99	22.79%
Safety Clothing	7620	\$ 721.97	\$ 6,054.00		\$ 6,054.00	\$ 849.82	14.04%
Conference&Seminar Staff	7710	\$ 9,363.40	\$ 19,775.00	\$ 2,000.00	\$ 21,775.00	\$ 9,092.80	45.98%
Conference&Seminar Board	7715	\$ 735.00	\$ 2,280.00		\$ 2,280.00	\$ 80.00	3.51%
Conference&Seminar Travel Exp	7720	\$ 1,339.63	\$ 10,143.00	\$ 1,500.00	\$ 11,643.00	\$ 6,639.38	65.46%
Out of Town Travel Board	7725	\$ 1,111.59	\$ 7,085.00		\$ 7,085.00	\$ 1,418.82	20.03%
Private Vehicle Mileage	7730	\$ 1,364.90	\$ 2,503.00		\$ 2,503.00	\$ 1,236.13	49.39%
Transportation Charges	7740	\$ 228.01	\$ 1,110.00		\$ 1,110.00	\$ -	0.00%
Buses/Excursions	7750	\$ 3,329.02	\$ 23,950.00		\$ 23,950.00	\$ 12,753.54	53.25%
Utilities Gas	7810	\$ 6,712.38	\$ 27,488.00		\$ 27,488.00	\$ 8,326.30	30.29%
Utilities Water	7820	\$ 385,794.80	\$ 816,188.00		\$ 816,188.00	\$ 392,111.15	48.04%
Utilities Electric	7830	\$ 95,918.42	\$ 237,062.00		\$ 237,062.00	\$ 95,345.35	40.22%

General Ledger
Mid-Year Budget Adjustments - Fund 10
Fiscal Year 2018-2019

Description	Account	One Year	Original	Budget Adj	Mid-Year	Year to Date	% of Budget
		Prior Acutal	Budget 18-19		Budget		Received
Airport Assessment Exp	7840	\$ -	\$ 10,000.00		\$ 10,000.00	\$ -	0.00%
Awards and Certificates	7910	\$ 8,241.41	\$ 16,940.00		\$ 16,940.00	\$ 7,517.03	44.37%
Meals for Staff Training	7920	\$ 1,173.14	\$ 2,810.00		\$ 2,810.00	\$ 1,068.76	38.03%
Employee Morale	7930	\$ 487.11	\$ 4,250.00		\$ 4,250.00	\$ 124.13	2.92%
COP Debt PV Fields	7950	\$ -	\$ 242,435.00		\$ 242,435.00	\$ -	0.00%
Reserve Vehicle Fleet	7970	\$ 10,000.00	\$ 10,000.00		\$ 10,000.00	\$ -	0.00%
Reserve Computer Fleet	7971	\$ 5,000.00	\$ 5,000.00		\$ 5,000.00	\$ -	0.00%
Reserve Designated Project	7972	\$ 20,000.00	\$ -		\$ -	\$ -	0.00%
Reserve Dry Period	7973	\$ 90,000.00	\$ 90,000.00		\$ 90,000.00	\$ -	0.00%
Reserve Repair/Oper/Admin	7975	\$ -	\$ 30,000.00		\$ 30,000.00	\$ -	0.00%
Structures & Improvements	8300	\$ -	\$ -		\$ -	\$ -	0.00%
Services and Supplies		\$ 1,352,026.67	\$ 3,303,921.00	\$ 23,000.00	\$ 3,326,921.00	\$ 1,329,399.68	40.2%
Capital							
Capital	8400	\$ 538.53	\$ -			\$ -	0.00%
Equip/Facility Replacement	8420	\$ 33,358.52	\$ 7,000.00			\$ -	0.00%
Needs Assessment	8422	\$ 50,889.89	\$ -			\$ 1,032.00	0.00%
Bob Kildee Parking Lot	8423	\$ 166,295.00	\$ -			\$ -	0.00%
Hardwalls GM/HR Offices	8425	\$ 15,528.45	\$ -			\$ -	0.00%
Charter Oak Windrow	8426	\$ 900.00	\$ -			\$ -	0.00%
Bob Kildee PournPlay	8429	\$ 17,600.00	\$ -			\$ -	0.00%
Cam Grve Dog PkArtificial Turf	8430	\$ 19,312.93	\$ -			\$ -	0.00%
Freedom Pk Baseball Flds Desig	8432	\$ -	\$ -			\$ 4,584.05	0.00%
Auditorium Restroom Remodel	8435	\$ -	\$ -			\$ 2,771.41	0.00%
Springville Dog Park Wall	8436	\$ -	\$ -			\$ 34,087.86	0.00%
Office Design/Carpet/Server	8440	\$ 22,614.13	\$ -			\$ -	0.00%
Admin Bldg Roofs #6.#7 Admin	8441	\$ 133,091.00	\$ -			\$ -	0.00%
Pool Plaster/Fiberglass Resurf	8448	\$ -	\$ 135,000.00			\$ 477.99	0.35%
Pool Slide Metal Support	8449	\$ -	\$ 40,000.00			\$ -	0.00%
Bob Kildee Restroom Roof	8450	\$ -	\$ 15,000.00			\$ 15,613.00	104.09%
Freedom RR/Concession Roof	8451	\$ -	\$ 18,000.00			\$ -	0.00%
Charter Oak Tree Windrow	8452	\$ -	\$ 10,000.00			\$ -	0.00%
PV Fields Painting Phase I	8453	\$ -	\$ 15,000.00			\$ -	0.00%
Comm Ctr Exterior Restrooms	8454	\$ -	\$ 40,000.00			\$ 9,956.62	24.89%
Bob Kildee Irrigation Pump	8455	\$ -	\$ 10,000.00			\$ -	0.00%
Mtr EnclosurEncnt.Fhill.Adolf	8456	\$ -	\$ 24,000.00			\$ 6,684.24	27.85%
Arnell Rnch Park Picnic Area	8457	\$ -	\$ 25,400.00			\$ 23,507.52	92.55%
Pitts Ranch Park Pavilion	8458	\$ -	\$ 64,000.00			\$ -	0.00%
Expense		\$ 460,128.45	\$ 403,400.00	\$ -	\$ -	\$ 98,714.69	24.47%

Total Revenue	\$ 4,275,852.30	\$ 8,026,493.00	\$ 94,388.00	\$ 8,120,881.00	\$ 4,639,472.05
Total Expenses w/out Capital	\$ 3,277,621.34	\$ 8,012,907.00	\$ 83,002.00	\$ 8,095,909.00	\$ 3,438,579.96

Budgeted Revenue Over Expenses at Mid-Year \$ 24,972.00

General Ledger
Mid-Year Budget Adjustments - Fund 30
Fiscal Year 2018-2019

Description	Account	One Year Prior Actual	Original Budget 18-19	Budget Adj	Mid-Year Budget	Year to Date	% of Budget Received
Revenue							
Park Dedication (Quimby Fee)	5400	\$ -	\$ -			\$ -	0.00%
Other Interest Income	5310	\$ -	\$ 8,600.00	\$ 15,000.00	\$ 23,600.00	\$ 21,161.97	346.07%
Revenue		\$ -	\$ 8,600.00	\$ 15,000.00	\$ 23,600.00	\$ 21,161.97	346.07%
Expense							
Bank & ActiveNet Charges	6950	\$ -	\$ -			\$ -	0.00%
Services and Supplies		\$ -	\$ -	\$ -		\$ -	0.00%
Capital							
Capital Expenditures	8460	\$ -	\$ 1,995,600.00			\$ 1,914,123.98	4.08%
Expense		\$ -	\$ 1,995,600.00			\$ 1,914,123.98	4.08%
Revenue Total		\$ -	\$ 8,600.00	\$ 15,000.00	\$ 23,600.00	\$ 21,161.97	
Expense Total w/out Capital		\$ -	\$ -	\$ -	\$ -	\$ -	
Budgeted Revenue over Expenses at Mid-Year		\$ -	\$ 8,600.00	\$ 15,000.00	\$ 23,600.00	\$ 21,161.97	

RESOLUTION NO. 614

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT, APPROVING AND ADOPTING THE MID-YEAR BUDGET ADJUSTMENTS FOR FISCAL YEAR 2018-2019

WHEREAS, the final Budget for FY 2018-2019 was approved by the Pleasant Valley Recreation and Park District Board on July 5, 2018.

WHEREAS, on February 6, 2019 the recommended amended mid-year budget for fiscal year 2018-2019 was presented to the Board, and

WHEREAS, the Board has considered the recommended amendments.

NOW THEREFORE, the Board of Pleasant Valley Recreation and Park District hereby resolves that:

1. The 2018-2019 Budget amendments as attached hereto including estimated revenues and appropriations for operations, capital improvements, Quimby funds, and transfers are hereby approved and adopted effective February 6, 2019.
2. The General Manager is authorized to make expenditures conforming with this Budget and to make adjustments between the various accounts within each fund, limited to the total amount budgeted for said funds.

PASSED AND ADOPTED by the Board of Directors of Pleasant Valley Recreation and Park District this 6th day of February 2019, by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

Robert Kelley, Chairman, PVRPD Board of Directors

ATTESTED:

Dr. Neal Dixon, Secretary, PVRPD Board of Directors

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

TO: BOARD OF DIRECTORS

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

DATE: February 6, 2019

SUBJECT: FISCAL YEAR 2017-2018 EXCESS FUNDS

SUMMARY

The fiscal year 2017-2018 audit has been completed and the District will have excess funds in Fund 10. Staff would like to designate a portion of the excess funds to remain in the General Fund as unallocated. By designating these funds, they will appear on the balance sheet as designated. The excess funds do not mean there is excess cash. The purpose of the designation on the balance sheet is that the designated funds are broken out from unrestricted funds, therefore showing as restricted to fund a specific project.

BACKGROUND

On July 5, 2017 the Board of Directors adopted the fiscal year 2017-2018 budget with revenue at \$7,542,751 and expenses of \$7,526,028 with an excess of \$16,723. During the mid-year budget review adjustments were requested by staff and approved at the February 7, 2018 Board meeting. The adjustments increased revenue to \$7,732,751 and expenses \$7,531,542. The practice of the District in the past is to roll any excess into Fund Balance.

ANALYSIS

The fiscal year ended June 30, 2018. The Finance Department reviewed the accounts and made necessary adjusting journal entries to prepare for the audit which took place October 22-24, 2018. At the time when the field work was completed by the auditors, it was determined the District had excess funds of \$329,761. Instead of posting the full amount to Fund Balance, staff recommended designating the excess funds to the general fund for future use. Staff presented the excess funds information to the Finance Committee and the Committee requested for the Board to review the following three options and give direction to staff:

- 1) All excess funds remain in the General Fund as unallocated funds
- 2) Move all excess funds to a designated restricted project line item
- 3) Move a percentage of the excess funds to a designated restricted project line item with the remaining percentage as unallocated General Funds

There is no requirement to do anything with the excess funds; they can go into next year's budget. However, when we show the budget to actual next year, the excess funds will not be showing as revenue, so that could have a negative look to the final numbers if too many expenditures are allocated.

FISCAL IMPACT

This action has no direct fiscal impact. The funds that are designated to a specific project will be reflected in the financial statement and will not have any effect on the fund balance. The fund balance is the difference between the District's assets, deferred outflows, liabilities and deferred inflows. There are five ways to classify the fund balance. In this situation this funds balance will be classified as "committed" due to Board action. There is no moving of cash; it is just how the fund balance is classified on the financial statements.

RECOMMENDATION

It is recommended the Board of Directors review the following options and give staff direction regarding the designation of excess funds:

- 1) All excess funds remain in the General Fund as unallocated funds or
- 2) Move all excess funds to a designated restricted project line item or
- 3) Move a percentage of the excess funds to a designated restricted project line item with the remaining percentage as unallocated General Funds.

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

TO: BOARD OF DIRECTORS

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

DATE: February 6, 2019

SUBJECT: CONSIDERATION AND APPROVAL OF THE PURCHASE AND INSTALLATION OF A SHADE STRUCTURE AT NANCY BUSH PARK PAVILION AREA #1 WITH GREAT WESTERN RECREATION/GAME TIME AND AUTHORIZE THE GENERAL MANAGER TO ENTER INTO AN AGREEMENT

SUMMARY

This Capital Improvement Project was identified in the FY 2018/2019 budget workshop and was funded with the approval of the 2018/2019 budget. The Board appropriated funds from Fund 30 which are Quimby Funds for a pavilion and/or shade cover to be located at Nancy Bush Park.

BACKGROUND

Nancy Bush Park was developed in 1968 and is 3.4 acres in size. The park has seen many changes over the years, and it was originally named Crestview Park but was later re-named after long time Board Member Nancy Bush. The restrooms have been replaced and relocated to better serve the needs of the community as well as meet ADA compliance for patrons who may have a disability. Half of the park was redeveloped in 2008; in-house staff built a two-tier retaining wall, planted trees and shrubs, ran new irrigation, added perimeter lights around a decomposed granite walking path, and installed two picnic areas.

At the November 2018 Board Meeting, the Board of Directors approved the installation of a new playground. With this park being one of the District's most heavily used and rented sites, installing a shade structure would be a desirable addition to pavilion #1 to provide shade throughout the day.

Staff identified this Capital Improvement Project in the FY 2018/2019 budget which was approved by the District Board. Additionally, on July 5, 2018, the Board of Directors approved the budget for Fund 30, which is comprised exclusively of Quimby fee revenues and identified the Nancy Bush pavilion project as an item to be funded from Fund 30 in the amount of \$65,000.

ANALYSIS

While the park itself has had many upgrades, the pavilions have not. By adding a shade structure to pavilion #1, the District will be able to offer a large reservable site with shade for the community. Staff has researched several different options to include wood, metal, and fabric shade structures. The challenge with this particular location is the size and location of the trees in relation to the proximity to the picnic area. Staff have determined that in order to install a more conventional pavilion shade cover, two trees would need to be removed. The fabric shade covers would work best in light of the larger trees surrounding this area and would be minimally invasive. Adding

this type of shade structure will still offer customers benefits to include protection from the elements, reduced exposure to the sun, a cooler area due to air flow and an extension in time for usage of the outdoor facility.

Staff is presenting two different fabric options and is looking for direction from the Board.

Option 1: Full coverage with one large square cover

Option 1: \$26,473

Option 2: Semi to full coverage with two triangular fabric covers

Option 2: \$29,675

Staff has decided that the most feasible option would be the utilization of governmental purchasing alliance (U.S. Communities™) for the purchase and installation of the shade structure. This method would streamline the purchase process, potentially allowing the District to start and complete the project earlier rather than sending out an RFP. This method would streamline the procurement process, potentially allowing the District to start and complete the project earlier and allowing the community to enjoy this amenity as early as the spring of 2019.

Staff has utilized the U.S. Communities™ Purchasing Alliance as a mechanism to receive the bids on playgrounds and their installations as well as playground surfacing installations in the past. U.S. Communities™ is a national government purchasing cooperative that helps reduce the costs of goods and services by leveraging the purchasing power which ensures that all public agencies are receiving products and services of the highest quality at the lowest price. In every case the U.S. Communities™ prices have allowed the District to utilize a substantial cost savings. The U.S. Communities™ contract that the District would be utilizing for the shade structure is Superior Recreation Products Shade and is designed to provide custom shade structures and sail shades.

FISCAL IMPACT

The District allocated \$65,000 from Quimby funds for this project. These funds were designated in the FY 2018-2019 budget and with both shade structure options coming in below budget, there would be a maximum savings of \$35,325.

RECOMMENDATION

It is recommended the Board of Directors consider and approve one of the shade structure options and authorize the General Manager to enter into an agreement with Great Western Recreation/Game Time for the purchase and installation of a shade structure at the Nancy Bush Park pavilion.

ATTACHMENTS

- 1) Option 1 (5 pages)
- 2) Option 2 (5 pages)
- 3) Color Options (1 page)
- 4) Great Western Recreation/Game Time Draft Agreement (11 pages)



A PLAYCORE Company

Great Western Recreation
 975 S. Hwy 89-91
 Logan, UT 84321
 435-245-5055
 www.gwpark.com

QUOTE
 #96632

12/18/2018

Nancy Bush Park Shade Structure Option 1

Pleasant Valley Recreation & Park District
 Attn: Nick Marienthal
 1605 E Burnley Street
 Camarillo, CA 93010
 Phone: 805-482-5396
 nmarienthal@pvrrpd.org

Project #: P70639
 Ship To Zip: 93010

Quantity	Part #	Description	Unit Price	Amount
1	CUSTOM	Superior International - COLUMNS FOR CUSTOM SAIL SHADE: HYPERBOLIC - (2) COLUMNS: 10" SCH 40 @ 8' HT 6" RECESS TO BASE PLATE. (2) COLUMNS: 12" SCH 40 @ 12' HT 6" RECESS TO BASE PLATE. FRAME COLOR: TBD SHIPPING WEIGHT: 2,719 LBS NOTE: COLUMNS OVER 8" SCH 40 ARE NOT RECOMMENDED TO BE EMBEDDED.	\$9,020.00	\$9,020.00
1	CUSTOM	Superior International - CANOPY FOR CUSTOM SAIL SHADE: HYPERBOLIC - (1) CUSTOM HYPERBOLIC CANOPY TO FIT OPENING APPROXIMATELY 34' X 34' WITH QUICK TENSION AND RELEASE MECHANISMS, CABLES, & CLAMPS. FABRIC COLOR: TBD SHIPPING WEIGHT: 112 LBS NOTE: COLUMNS / BRACKETS MUST BE INSTALLED BEFORE FABRIC MEASUREMENTS ARE TAKEN TO ASSURE PROPER FIT.	\$2,950.00	\$2,950.00
1	SURCHARGE	Superior International - Material Fee	\$365.00	\$365.00
1	ENG	Superior International - Engineering: Sealed Drawings & Fees	\$1,105.00	\$1,105.00
1	INSTALL	Superior International - Installation of 4 post shade footings 5' deep 2' wide - Note footing size and no permitting or steel cages included.	\$10,365.00	\$10,365.00



Nancy Bush Park Shade Structure Option 1

QUOTE
#96632

12/18/2018

Shipping to Site Address:
PVRPD
480 Skyway Dr
Camarillo CA 93010

SubTotal:	\$23,805.00
Tax:	\$947.94
Freight:	\$1,720.00
Total Amount:	\$26,472.94

*Freight charges are based on listed zip code and are subject to change, if shipping information changes.

Customer is responsible for offloading.

No sitework or surfacing is included.

Prevailing Wages

Contract: USC

DIR# 1000015526 CSLB#855664

***Note: If you are issuing a P.O. or CONTRACT please make it payable to GameTime C/O Great Western. Checks should also be made payable to GameTime C/O Great Western Recreation**

Payment Options:

Credit Orders - Complete a GameTime Credit Application in order to receive approved credit. Allow 7-10 business days for processing time. An order deposit may be required.

Credit Card Orders - Visa, Mastercard, or American Express. Your credit card will be charged by GameTime.

Cash on Delivery(COD) - Checks made out to GameTime C/O Great Western

This quotation is subject to policies in the current GameTime Playground Catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to GameTime, C/O Great Western.

Specifications: Specifications were current at the time of publication. GameTime has an ongoing policy of product improvement and therefore reserves the right to improve specifications or discontinue products without notice.

Terms of Sale: To governmental agencies and tax supported institutions, and those with approved credit, payment is due with 30 days from the date of invoice. A 1.5% per month finance charge will be imposed on all past due accounts. We also accept payment by VISA, Mastercard, or American Express. All other orders will require a 50% deposit at the time of order entry. The balance will be due with a certified check upon receipt of shipment (C.O.D).

Nancy Bush Park Shade Structure Option 1

QUOTE
#96632

12/18/2018

Prices: Prices are F.O.B factory and do not include freight charges. All prices listed were current at the time of publication and quoted in U.S. funds. Prices are subject to change without notice. Current prices will apply at the time of shipment. Due to the abnormally high cost of fuel and its impact on many of the materials used in our industry, quotations are valid for 30 days only and prices may be subject to material and fuel surcharges at the time of shipment.

Freight Charges: Freight charges are determined and collected by the carrier unless GameTime is requested and agrees to prepay and add these costs to the invoice.

Taxes: If applicable, taxes will be added to the invoice except when a tax exempt certificate is provided with the purchase order at the time of order entry.

Minimum Order: Our minimum order is \$50 (USD). Any order less than \$5,000 requires cash with order or payment by major credit card.

Order Cancellation: Once accepted, orders can be canceled only with the consent of GameTime, and on terms which will indemnify GameTime against loss. Canceled orders will be subject to a restocking fee. Equipment "built-to-order" is non-cancelable.

Domestic Shipments: Unless specifically given routing instructions on the purchase order, shipment will be made via the carrier we consider to be the most economical and practical in reaching the final destination. All domestic shipments are governed by ICC Regulations.

Delays in Transit: GameTime is not responsible for delays in transit and such delays shall not alter our invoicing terms. If your order does not reach you within a reasonable time after being advised that shipment went forward from our plant, GameTime will be glad to assist in the tracking process.

Loss or Damage in Transit: GameTime is not responsible for loss or damage in transit. When we release the material to the carrier, a bill of lading is signed which states that the shipment was received from us complete and in good condition. A copy of this bill of lading is forwarded to you with the shipment and should be checked carefully with the materials you receive. Any shortage discrepancy or damage must be noted on the delivery receipt and signed by the carrier's representative. Failure to note expectations on the delivery receipt may impair your right to recovery from the carrier.

Weights: All published weights are estimated and include appropriate packing materials. Actual weights may vary slightly.

Submittals: GameTime design proposal reflects the spirit and intent of the project plans and specifications. While some variations may exist between our quotation and the project design, the differences do not materially affect the intended use. GameTime designs and specifications are unique and not intended to be identical in all respects to other manufacturers. When requested we shall submit for review and approval by the owner's representative detailed drawings depicting the equipment to be furnished accompanied by specifications describing materials. Once approved, these drawings and specifications shall constitute the final documents for the project and shall take precedence over all other requirements.

Installation: Shall be by a Certified GameTime Installer. Customer shall be responsible for scheduling coordination and site preparation. Site should be level and permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional labor or material costs.

*****Orders cannot be processed without color options. Please list your color choice below.**

Color Palette Name _____

Enter Desired Custom Colors:

Uprights (Metal): _____ Decks: _____

Accents/Arches (Metal): _____ Plastics: _____

Roofs: _____ Rock Plastics: _____

Handgrips: _____ Tubes (Plastic): _____

HDPE: _____ 2 Color HDPE: _____



Nancy Bush Park Shade Structure Option 1

**QUOTE
#96632**

12/18/2018

To Order: Please complete the acceptance portion of this quotation and provide color selections, purchase order copy and other key information requested. Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.

Order Information:

Bill To: _____	Ship To: _____
Company: _____	Contact: _____
Billing Contact: _____	Address: _____
Address: _____	City, State, Zip: _____
City, State, Zip: _____	Tel: _____
Tel: _____	Email: _____
Email: _____	

SITE:

Address: _____
City, State, Zip: _____

Customer Signature: _____

***TO ENSURE WE HAVE ALL THE CORRECT INFORMATION, PLEASE COMPLETELY FILL OUT THE ORDER INFORMATION ABOVE!!**

Order cannot be processed without colors. Please list your colors choices in the spaces provided below.

Item #1:

Product Name _____
Color Choice _____

Item #2:

Product Name _____
Color Choice _____

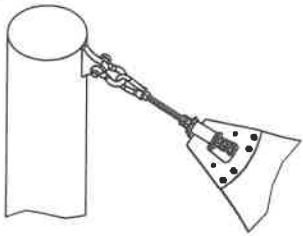
Item #3:

Product Name _____
Color Choice _____

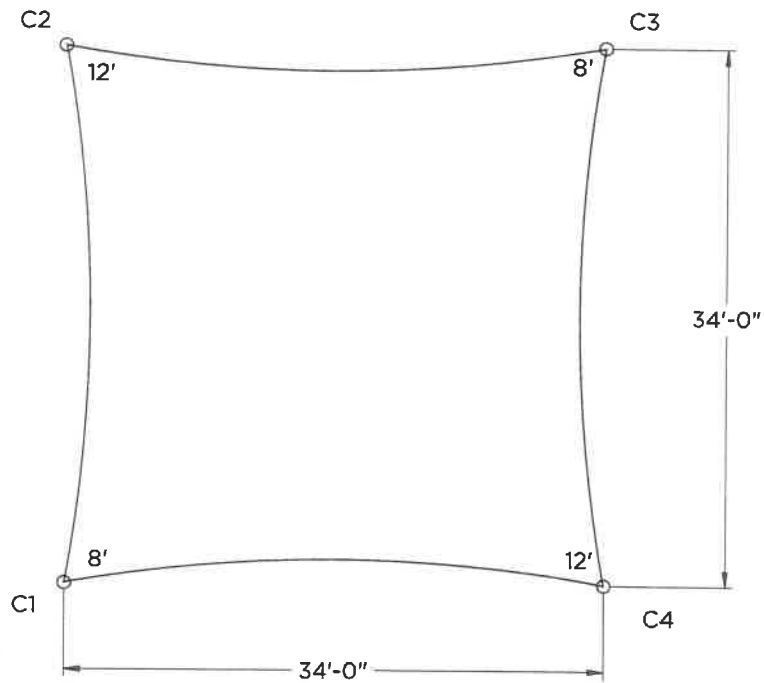
Item #4:

Product Name _____
Color Choice _____





Fabric Connection



Column & Footing Schedule		
Column ID	Column Size	Est. Footing Size
C1	10" Sch40	4.6' x 4.6' x 3.0'
C2	12.75" OD HSS	5.0' x 5.0' x 3.0'
C3	10" Sch40	4.6' x 4.6' x 3.0'
C4	12.75" OD HSS	5.0' x 5.0' x 3.0'

SHADE
BY SUPERIOR RECREATIONAL PRODUCTS

PROJECT NAME
NANCY BUSH PARK

QUOTE
QU00166984

TITLE
Proposal

DATE
12/11/18

SCALE
Not to Scale

DRAWN BY
JSJ

SHEET
1 of 1

These drawings are for reference only and should not be used as construction details. They show the general character and rough dimensions of the structural features. Superior Recreation Products is not responsible for deviation of final shade dimensions. All final dimensions must be verified in the field by the customer. Exact spans, fasteners, materials, and foundations can be determined by a licensed professional engineer upon request.





Great Western Recreation
 975 S. Hwy 89-91
 Logan, UT 84321
 435-245-5055
 www.gwpark.com

QUOTE
 #96633

12/18/2018

Nancy Bush Park Shade Structure Option 2

Pleasant Valley Recreation & Park District
 Attn: Nick Marienthal
 1605 E Burnley Street
 Camarillo, CA 93010
 Phone: 805-482-5396
 nmarienthal@pvrrpd.org

Project #: P70639
 Ship To Zip: 93010

Quantity	Part #	Description	Unit Price	Amount
1	CUSTOM	Superior International - COLUMNS FOR CUSTOM SAIL SHADE: TRIANGLE SAILS - (2) COLUMNS: 10" SCH 40 @ 8' HT 6" RECESS TO BASE PLATE. (2) COLUMNS: 12" SCH 40 @ 12' HT 6" RECESS TO BASE PLATE. FRAME COLOR: TBD SHIPPING WEIGHT: 2,745 LBS NOTE: COLUMNS OVER 8" SCH 40 ARE NOT RECOMMENDED TO BE EMBEDDED.	\$9,500.00	\$9,500.00
1	CUSTOM	Superior International - CANOPIES FOR CUSTOM SAIL SHADE: - (2) TRIANGULAR CANOPIES EACH FITTING AN OPENING APPROXIMATELY 34' X 34' X 48' WITH QUICK TENSION AND RELEASE MECHANISMS, CABLES, & LAMPS. FABRIC COLOR: TBD SHIPPING WEIGHT: 132 LBS NOTE: COLUMNS / WALL BRACKETS MUST BE INSTALLED BEFORE FABRIC MEASUREMENTS ARE TAKEN TO ASSURE PROPER FIT.	\$5,040.00	\$5,040.00
1	SURCHARGE	Superior International - Material Fee	\$445.00	\$445.00
1	ENG	Superior International - Engineering: Sealed Drawings & Fees	\$1,105.00	\$1,105.00
1	INSTALL	Superior International - Installation of 4 post shade footings 5' deep 2' wide - Note footing size and no permitting or steel cages included.	\$10,365.00	\$10,365.00



Nancy Bush Park Shade Structure Option 2

QUOTE
#96633

12/18/2018

Shipping to Site Address:
PVRPD
480 Skyway Dr
Camarillo CA 93010 *Freight charges are based on listed zip code and are subject to change, if shipping information changes. Customer is responsible for offloading. No sitework or surfacing is included.

SubTotal:	\$26,455.00
Tax:	\$1,134.26
Freight:	\$2,085.00
Total Amount:	\$29,674.26

Prevailing Wages
Contract: USC
DIR# 100015526 CSLB#855664

***Note: If you are issuing a P.O. or CONTRACT please make it payable to GameTime C/O Great Western. Checks should also be made payable to GameTime C/O Great Western Recreation**

Payment Options:

Credit Orders - Complete a GameTime Credit Application in order to receive approved credit. Allow 7-10 business days for processing time. An order deposit may be required.

Credit Card Orders - Visa, Mastercard, or American Express. Your credit card will be charged by GameTime.

Cash on Delivery(COD) - Checks made out to GameTime C/O Great Western

This quotation is subject to policies in the current GameTime Playground Catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to GameTime, C/O Great Western.

Specifications: Specifications were current at the time of publication. GameTime has an ongoing policy of product improvement and therefore reserves the right to improve specifications or discontinue products without notice.

Terms of Sale: To governmental agencies and tax supported institutions, and those with approved credit, payment is due with 30 days from the date of invoice. A 1.5% per month finance charge will be imposed on all past due accounts. We also accept payment by VISA, Mastercard, or American Express. All other orders will require a 50% deposit at the time of order entry. The balance will be due with a certified check upon receipt of shipment (C.O.D).

Prices: Prices are F.O.B factory and do not include freight charges. All prices listed were current at the time of publication and quoted in U.S. funds. Prices are subject to change without notice. Current prices will apply at the time of shipment. Due to the abnormally high cost of fuel and its impact on many of the materials used in our industry, quotations are valid for 30 days only and prices may be subject to material and fuel surcharges at the time of shipment.

Freight Charges: Freight charges are determined and collected by the carrier unless GameTime is requested and agrees to prepay and add these costs to the invoice.

Taxes: If applicable, taxes will be added to the invoice except when a tax exempt certificate is provided with the purchase order at the time of order entry.

Minimum Order: Our minimum order is \$50 (USD). Any order less than \$5,000 requires cash with order or payment by major credit card.

Order Cancellation: Once accepted, orders can be canceled only with the consent of GameTime, and on terms which will indemnify GameTime against loss. Canceled orders will be subject to a restocking fee. Equipment "built-to-order" is non-cancelable.

Domestic Shipments: Unless specifically given routing instructions on the purchase order, shipment will be made via the carrier we consider to be the most economical and practical in reaching the final destination. All domestic shipments are governed by ICC Regulations.

Delays in Transit: GameTime is not responsible for delays in transit and such delays shall not alter our invoicing terms. If your order does not reach you within a reasonable time after being advised that shipment went forward from our plant, GameTime will be glad to assist in the tracking process

Loss or Damage in Transit: GameTime is not responsible for loss or damage in transit. When we release the material to the carrier, a bill of lading is signed which states that the shipment was received from us complete and in good condition. A copy of this bill of lading is forwarded to you with the shipment and should be checked carefully with the materials you receive. Any shortage discrepancy or damage must be noted on the delivery receipt and signed by the carrier's representative. Failure to note exceptions on the delivery receipt may impair your right to recovery from the carrier.

Weights: All published weights are estimated and include appropriate packing materials. Actual weights may vary slightly.



Nancy Bush Park Shade Structure Option 2

QUOTE
#96633

12/18/2018

Submittals: GameTime design proposal reflects the spirit and intent of the project plans and specifications. While some variations may exist between our quotation and the project design, the differences do not materially affect the intended use. GameTime designs and specifications are unique and not intended to be identical in all respects to other manufacturers. When requested we shall submit for review and approval by the owner's representative detailed drawings depicting the equipment to be furnished accompanied by specifications describing materials. Once approved, these drawings and specifications shall constitute the final documents for the project and shall take precedence over all other requirements.

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*****Orders cannot be processed without color options. Please list your color choice below.**

Color Palette Name _____

Enter Desired Custom Colors:

Uprights (Metal): _____ Decks: _____

Accents/Arches (Metal): _____ Plastics: _____

Roofs: _____ Rock Plastics: _____

Handgrips: _____ Tubes (Plastic): _____

HDPE: _____ 2 Color HDPE: _____

To Order: Please complete the acceptance portion of this quotation and provide color selections, purchase order copy and other key information requested. Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.

Order Information:

Bill To: _____ Ship To: _____

Company: _____ Contact: _____

Billing Contact: _____ Address: _____

Address: _____ City, State, Zip: _____

City, State, Zip: _____ Tel: _____

Tel: _____ Email: _____

Email: _____

SITE:

Address: _____

City, State, Zip: _____

Customer Signature: _____

*TO ENSURE WE HAVE ALL THE CORRECT INFORMATION, PLEASE **COMPLETELY** FILL OUT THE ORDER INFORMATION ABOVE!!



Nancy Bush Park Shade Structure Option 2

**QUOTE
#96633**

12/18/2018

Order cannot be processed without colors. Please list your colors choices in the spaces provided below.

Item #1:

Product Name _____

Color Choice _____

Item #2:

Product Name _____

Color Choice _____

Item #3:

Product Name _____

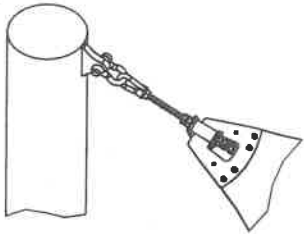
Color Choice _____

Item #4:

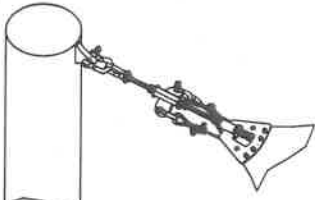
Product Name _____

Color Choice _____

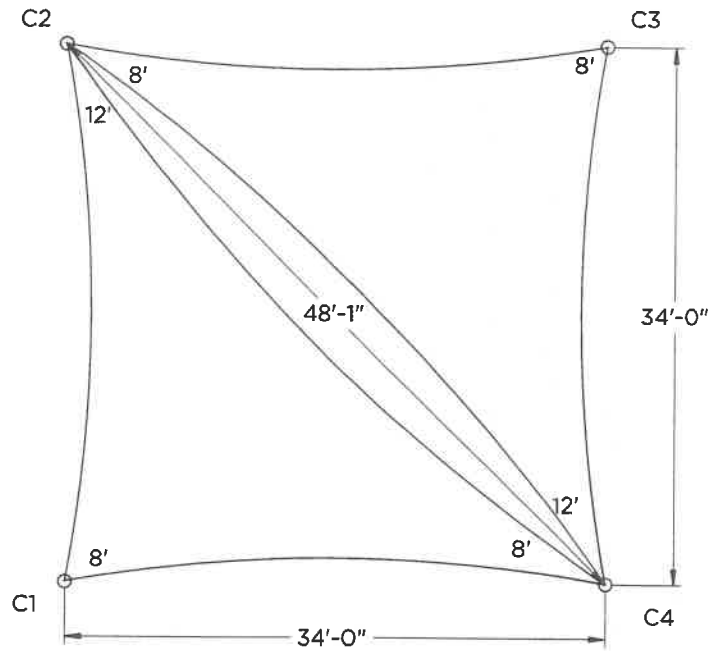




Fabric Connection



Fabric Connection



Column & Footing Schedule		
Column ID	Column Size	Est. Footing Size
C1	10" Sch40	4.0' x 4.0' x 3.0'
C2	12.75" OD HSS	5.8' x 5.8' x 3.0'
C3	10" Sch40	4.0' x 4.0' x 3.0'
C4	12.75" OD HSS	5.8' x 5.8' x 3.0'

SHADE
BY SUPERIOR RECREATIONAL PRODUCTS

PROJECT NAME
NANCY BUSH PARK

QUOTE
QU00166984

TITLE
Proposal

DATE
12/11/18

DRAWN BY
JSJ

SCALE
Not to Scale

SHEET
1 of 1

These drawings are for reference only and should not be used as construction details. They show the general character and rough dimensions of the structural features. Superior Recreation Products is not responsible for deviation of final shade dimensions. All final dimensions must be verified in the field by the customer. Exact spans, fasteners, materials, and foundations can be determined by a licensed professional engineer upon request.



Traditional Shade Fabric Colors



*Not California Fire Marshal certified

Frame Color Options



*Semi-gloss finish.

CONTRACT FOR SHADE STRUCTURE AGREEMENT

PLEASANT VALLEY RECREATION & PARK DISTRICT

1605 E. Burnley Street
Camarillo, CA 93010
Telephone (805) 482-1996 - FAX (805) 482-3468

Important terms of this **Construction Work** ("Agreement") are printed on the following pages. For your protection, make sure that you read and understand all provisions before signing. The terms and conditions are incorporated in this document and will constitute a part of the contract between the parties when signed.

TO: Great Western Recreation
975 S. Hwy 89-91
Logan, Ut 84321
PH (432) 245-5055

Date: 2/6/19

Pleasant Valley Recreation & Park District ("District") retains Contractor, and Contractor agrees to perform the following work (the "work") per its attached proposal (incorporated herein) dated. In the event of any conflict between the terms of Contractor's proposal, the terms of this agreement shall govern.

DESCRIPTION OF WORK

Vender will provide and install shade structure and all necessary components per manufactures specifications.

Contract price: **\$29,674.26**
(Time and Materials) (Maximum Not-to-Exceed)
Completion date/Working Days Allowed: 10 working days

Instructions: Please sign and return both originals along with appropriate insurance documentation. Upon acceptance by District a copy will be signed and promptly returned to you. Insert below the names of your authorized on-site representatives.

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

Contractor:
Great Western Recreation
975 S. Hwy 89-91
Logan UT 84321

By: _____
Mary Otten
General Manager

By: _____
Name:
Title:

ATTEST: _____
Anthony Miller
Clerk of Board

By: _____
Name:
Title:

DRAFT

**PLEASANT VALLEY RECREATION & PARK DISTRICT
SHADE STRUCTURE AGREEMENT
TERMS AND CONDITIONS**

Scope of Construction Work - Contractor shall diligently undertake and perform the construction work described in its proposal referenced above. District reserves the right in its discretion to award work outside the scope of Contractor's proposal to other contractors. Contractor represents and warrants that it, and applicable subcontractors, currently possesses the contractor's license(s) [REDACTED] required by the State of California for performance of the type of work to be undertaken pursuant to this Agreement. At all times during the term of this Agreement, Contractor shall maintain in good standing such license(s) with the State of California. This contract prohibits work by contractors or subcontractors who are ineligible under Lab C §§1777.1 and 1777.7.

The District will compensate the Contractor for utilities relocation work not shown on the District's plans and agrees that liquidated damages shall not be imposed for any delay caused by the District's or a public utility's failure to provide for removal or relocation of utility facilities.

Term of Agreement - All work to be done under this contract shall be completed within **ten (10) consecutive working days**, exclusive of maintenance periods, beginning on the date stipulated in the written Notice to Proceed issued by the Project Manager. Unless otherwise earlier terminated as specified elsewhere herein, this Agreement shall commence on the date first set forth above and shall expire on the completion date set forth above.

Liquidated Damages in the amount of \$200/day will apply to this project.

Authorized Representatives - Contractor shall not accept direction or orders from any person other than the District's General Manager or any District authorized representative(s) listed on the signature page hereto.

Payment Terms - District shall pay compensation to Contractor on a time and material reimbursement basis for a maximum not-to-exceed amount of Twenty-nine thousand six hundred seventy-four and twenty six cents (\$29,674.26) in accordance with Contractor's proposal referenced above. District shall pay Contractor within thirty (30) days after receipt of an undisputed and properly submitted payment request from the contractor, with the exception of any disputed amount(s) which may be withheld until resolution of the dispute, or the District will pay Contractor interest at the legal rate on any delayed progress payment. Any payment request not to be a proper payment request suitable for payment shall be returned to Contractor as soon within 7 days of receipt with a document stating in writing the reasons why the payment request is not proper. No payment made pursuant to this Agreement shall be conclusive evidence of Contractor's performance of the Agreement, either wholly or in part, and no payment shall be construed to be an acceptance of Contractor's work.

Changes To Work, Method, Cost, etc. - Any change in the scope of work, method of performance, nature of materials or price thereof, or any other matter materially affecting the performance or nature of the work, will not be paid for or accepted by District unless such change, deletion or addition is

approved in advance, in writing, or by a supplemental or amended change order executed by District's General Manager or authorized representative listed hereto.

Prevailing Wages Requirements - In entering into a public works contract, or a subcontract, to supply goods, services, or materials pursuant to a public works contract, the Contractor and all subcontractors agree to follow the State Labor standards, and federal standards when applicable. State Labor standards provisions, including prevailing wage requirements, will be enforced and the general rate of per diem wages (prevailing wage) shall be paid for each craft, classification, or type of worker needed to undertake all work contemplated in this Agreement. Contractor and all subcontractors must furnish electronic certified payroll records directly to the Labor Commissioner (aka Division of Labor Standards Enforcement). The State General Prevailing Wage Determination is as established by the California Department of Industrial Relations (available at <http://www.dir.ca.gov/DLSR/PWD/index.htm>). The prevailing rate of per diem wages are on file at the Pleasant Valley Recreation & Park District, Department of Parks, 1605 E. Burnley Street, Camarillo, CA 93010, will be posted at the job site, and are available to any interested party on request. Contractor shall comply with all statutory requirements relating to certified copies of payroll records, including maintenance of the records, their certification, and their availability for inspection. The statutory penalties for failing to pay prevailing wages and/or comply with wages and hour laws will be enforced. Contractor agrees that eight hours' labor constitutes a legal day's work.

Employment of Apprentices - Contractor and any subcontractor under the Contractor must comply with the requirements of California Labor Code Sections 1777.5 and 1777.6 regarding the employment of apprentices. The Contractor shall have full responsibility for compliance with said Labor Code sections for all apprenticeable occupations, regardless of any other contractual or employment relationships alleged to exist.

Award of Contract - Each contractor and subcontractor listed on the bid must be registered with the Department of Industrial Relations pursuant to Labor Code Section 1725.5, subject to the limited exceptions set forth in Labor Code Section 1771.1(a) (regarding the submission of a bid as authorized by Business & Professions Code Section 7029.1 or Public Contract Code Section 10164 or 20103.5, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded).

Independent Contractor - It is the express intention of the parties that Contractor is an independent contractor and not District's employee; and that the employees of Contractor, and Contractor's subcontractors and their respective employees, are not District employees and are not entitled to any of the rights, benefits or privileges attributable to District employees. Contractor shall have control of the means, methods and details of performance of its work and services and shall only be subject to the general direction and supervision of District's General Manager or authorized representative listed hereto to ensure the results contracted for are achieved. The parties do not intend and shall not act as agents, employees or partners of one another.

Termination of Agreement - During its term, this Agreement may be sooner terminated by written notice of termination as follows:

A. By either party, in the event the defaulting party fails to cure a material breach of this Agreement within five (5) days of receipt of a written notice from the non-defaulting party of such material breach.

B. By District, without cause and without penalty or cost to District, immediately upon written notice, given in the sole discretion of District's General Manager or authorized representative. Termination without cause does not excuse District's obligation to compensate Contractor reasonably for work performed up until termination.

C. In the event of termination as provided in this section, District without penalty may relet or award the work to another Contractor or perform such work itself.

Indemnification - To the fullest extent permitted by law, Contractor shall defend, indemnify and hold District and its directors, officers, employees and agents, from and against:

A. Any and all claims, damages, lawsuits, actions, costs, expenses, losses or liabilities, including reasonable attorneys' and experts' fees and costs incurred in litigation (hereinafter collectively "claims"), in law or equity, of every kind or nature whatsoever, but not limited to injury or death of any person or damage to or the destruction of any property of any person, including District, its directors, officers, employees, or agents, or Contractor or its employees, agents or subcontractors, arising out of or in any manner directly or indirectly related to the work to be performed under this Agreement including prevailing wages, however caused, except and only to the extent caused by the active negligence, sole negligence or willful misconduct of District, its directors, officers, employees or agents.

B. Any and all actions, proceedings, damages, costs, expenses, penalties, fines, or liabilities, in law or equity, of every kind and nature whatsoever, arising out of, resulting from, or on account of any violation of any applicable federal, state or local governmental law, ordinance, rule or regulation, compliance with which is Contractor's responsibility.

C. Submission of insurance certificates or other proof of insurance shall not relieve Contractor from liability under these provisions. Contractor's indemnification obligations herein shall apply whether or not Contractor's insurance policies shall have been determined to apply to any such claims. These indemnification obligations shall survive the expiration or termination of this Agreement.

The District will timely notify Contractor of any third-party claims received related to this Agreement.

Laws, Regulations and Permits - At its expense, Contractor shall give all notices and (unless otherwise provided herein) obtain all permits for the work required by law, and comply with all applicable laws, ordinances, rules and regulations pertaining to the conduct of the work. Contractor shall be liable for all violations of law in connection with its performance of the work. If Contractor observes that any drawings or specifications provided are at variance with any law or ordinance, rule or regulation, Contractor shall promptly notify District's General Manager or authorized representative in writing and any necessary changes shall be made by written instruction or change order. If Contractor performs any work knowing it to be contrary to such laws, ordinances, rules or regulations and without giving notice to the District's General Manager or authorized representative, Contractor shall bear all costs arising

therefrom.

Safety - Contractor shall execute and maintain its work so as to avoid injury or damage to any person or property. Contractor shall designate, in writing, a responsible representative at the worksite whose duty shall be the prevention of accidents, and the maintenance and supervision of safety precautions and programs. This person shall be Contractor's superintendent unless otherwise designated in writing by Contractor.

In carrying out its work, Contractor shall at all times exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Contractor shall comply with all applicable federal, state and local statutory and regulatory requirements, including State of California Department of Industrial Relations (Cal/OSHA) regulations; construction safety orders and safety orders; and the U.S. Department of Transportation Omnibus Transportation Employee Testing Act. Safety precautions, as applicable, shall include but shall not be limited to: adequate life protection and lifesaving equipment; first aid; adequate illumination; instructions in accident prevention for all employees, such as the use of machinery guards, safe walkways, scaffolds, fall protection, ladders, bridges, gang planks, confined space procedures, trenching and shoring, and other safety devices; equipment and wearing apparel as are necessary or lawfully required to prevent accidents, injuries, or illnesses; and adequate facilities for the proper inspection and maintenance of all safety measures.

Contractor shall be responsible for the safeguarding of all utilities. At least two (2) working days before beginning work, Contractor shall call the Underground Service Alert (USA) in order to determine the location of sub-structures. Contractor shall immediately notify District and the utility owner if Contractor disturbs, disconnects, or damages any utility.

For any work involving excavation of trenches of five (5) feet or more in depth, Contractor shall comply with the requirements of Section 6705 of the California Labor Code (including but not limited to preparation and submission of excavation/trench safety plans), which provisions are incorporated herein as if fully set forth. For any work pertaining to the digging of trenches or other excavations extending deeper than four (4) feet below the surface and the discovery of hazardous waste or subsurface or unknown latent physical conditions differing materially from those ordinarily encountered, Contractor shall comply with the requirements of California Public Contract Code Section 7104, which provisions are incorporated herein as if fully set forth.

Commercial General Liability and Automobile Liability Insurance - Contractor shall provide to District and shall maintain at all times during the performance of this Agreement, the following commercial general liability and automobile liability insurance:

Coverage - Coverage for commercial general liability and automobile liability insurance shall be at least as broad as the following:

1. Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 0001)
2. Insurance Services Office (ISO) Business Automobile Liability Coverage (Form CA 0001), covering Symbol 1 (any auto)

Limits - The Contractor shall maintain limits no less than the following:

1. General Liability - One million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit or products-completed operations aggregate limit is used, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 2503, or ISO CG 2504, or insurer's equivalent endorsement provided to District) or the general aggregate limit and products-completed operations aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability - One million dollars (\$1,000,000) for bodily injury and property damage each accident limit.

Required Provisions - The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. District, its directors, officers, employees and agents are to be given insured status (via ISO endorsement CG 2010, CG 2033, or insurer's equivalent for general liability coverage) as respects: liability arising out of the activities performed by or on behalf of Contractor, products and completed operations of the Contractor; premises owned, occupied or used by Contractor, and automobiles owned, leased, hired or borrowed by Contractor. The coverage shall contain no special limitations on the scope of protection afforded to District, its directors, employees, or agents.
2. For any claims related to the work, Contractor's insurance shall be primary insurance as respects District, its directors, officers, employees, or agents. Any insurance, self-insurance, or other coverage maintained by District, or its directors, officers, employees, or agents shall not contribute to it.
3. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to District, its directors, officers, employees, or agents.
4. Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. Each insurance policy required by this Agreement shall state, or be endorsed to state, that coverage shall not be canceled by the insurance carrier or Contractor, except after thirty (30) days (10 days for non-payment of premium) prior written notice by U.S. mail has been given to District.

Such liability insurance shall indemnify Contractor and its subcontractors against loss from liability imposed by law upon, or assumed under contract by, Contractor or its subcontractors for damages on account of such bodily injury (including death), property damage, personal injury, completed operations, and products liability.

The general liability policy shall cover bodily injury and property damage liability, owned and non-owned equipment, blanket contractual liability, completed operations liability, explosion, collapse, underground

excavation, and removal of lateral support.

The automobile liability policy shall cover all owned, non-owned, and hired automobiles.

All of the insurance shall be provided on policy forms and through companies satisfactory to District.

Deductibles and Self-Insured Retentions - Any deductible or self-insured retention must be declared to and approved by District. At the option of District, the insurer shall either reduce or eliminate such deductibles or self-insured retentions as respects District, its directors, officers, employees and agents; or Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Acceptability of Insurers - Insurance is to be placed with insurers meeting current A.M. Best rating of no less than A-: VII or equivalent or as otherwise approved by District.

Workers' Compensation Insurance - By its signature hereunder, Contractor certifies that it is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and Contractor will comply with such provisions before commencing the performance of the work of this Agreement. Before starting work on this project, Contractor shall sign and file with the District this statement acknowledging these obligations:

"I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Workers' Compensation and Employer's Liability Insurance - Contractor and all subcontractors shall insure (or be a qualified self-insured) under the applicable laws relating to workers' compensation insurance, all of their employees working on or about the construction site, in accordance with the "*Workers' Compensation and Insurance Act*," Division IV of the Labor Code of the State of California and any Acts amendatory thereof. Contractor shall provide employer's liability insurance in the amount of, at least, \$1,000,000 each accident, \$1,000,000 disease policy limit, and \$1,000,000 disease each employee. Contractor's Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of District for all work performed by Contractor, its employees, agents and subcontractors.

Responsibility for Work - Until the completion and final acceptance by District of all the work under and implied by this Agreement, the work shall be under Contractor's responsible care and charge. Contractor shall rebuild, repair, restore and make good all injuries, damages, re-erectments, and repairs occasioned or rendered necessary by causes of any nature, except those beyond Contractor's control.

Contractor shall waive all rights of subrogation by any insurer of Contractor against District, its directors, officers, employees, and agents. Contractor shall procure and provide endorsement(s) to District to this effect.

Examination and Audit - All documents and records that relate in any way to this Agreement shall be maintained for a period of four years after the final payment under this Agreement. These records shall be subject to the examination and audit by the District and by the State Auditor, at the request of the

District or as part of any audit of the District, for a period of three years after final payment under the Agreement.

Evidences of Insurance - Prior to execution of the Agreement, Contractor shall file with District a certificate of insurance (Acord Form 25-S or equivalent) signed by the insurer's representative evidencing the coverage required by this Agreement. Such evidence shall include an additional insured endorsement signed by the insurer's representative and evidence of waiver of rights of subrogation against District. Such evidence shall also include confirmation that coverage includes or has been modified to include Required Provisions 1-5.

Contractor shall, upon demand of District, deliver to District such policy or policies of insurance and the receipts for payment of premiums thereon.

Continuation of Coverage - If any of the required coverages expire during the term of this Agreement, Contractor shall deliver the renewal certificate(s) including the general liability, additional insured endorsement and evidence of waiver of rights of subrogation against District at least ten (10) days prior to the expiration date.

Subcontractors - In the event that (with District's approval) Contractor employs other contractors (subcontractors) as part of the work covered by this Agreement, it shall be Contractor's responsibility to require and confirm that each subcontractor meets the minimum insurance requirements specified above. Contractor shall promptly pay all subcontractors and materials suppliers consistent with law.

Notices - All notices, requests, demands and other communications under this Agreement shall be in writing and shall be deemed to have been duly given on the date of service if personally served or on the second day after mailing if mailed by first-class mail, registered or certified, return receipt requested, postage prepaid and properly addressed to the signatories of the parties as set forth above. Any party may change their address for the purpose of this paragraph by giving the other party written notice of the new address in the above manner.

Anti-Discrimination - Contractor shall not exclude from its employment in the performance of this Agreement any person on the grounds of race, creed, color, sex, age, marital status, sexual orientation or place of national origin. Contractor shall comply with all applicable local, state and federal laws relating to equal employment opportunity rights.

No Assigns or Subcontractors Without Consent of District - Contractor shall not assign this Agreement, or utilize subcontractors in the performance of the work, without the written consent of District's General Manager. District may withhold such consent in its sole discretion.

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

Partial Invalidity - If any term, covenant, condition or provision of this Agreement is found by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions herein shall

remain in full force and effect and shall not be affected, impaired or invalidated thereby.

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

Rules of Interpretation - The terms of this Agreement have been negotiated by the parties and the language used herein shall be deemed to be the language chosen by the parties to express their mutual intent. This Agreement shall be construed without regard to any presumption or rule requiring construction against the party causing such instrument to be drafted, or in favor of the party receiving a particular benefit under this Agreement. No rule of strict construction shall be applied against any party to this Agreement.

California Law - This Agreement shall be interpreted and construed pursuant to the laws of the State of California. Any provisions of law which are applicable to this Agreement, even if not specifically included herein, are incorporated by reference herein as if set forth in full, and Contractor shall comply with such provisions.

Disputes - Any dispute between the parties shall be filed and heard in a court of competent jurisdiction in the County of Ventura.

District Employees - Contractor agrees that no employee of District shall be employed by Contractor during the period this Agreement is in effect.

Guarantee - Contractor hereby guarantees that the entire work constructed and/or performed by it under this Agreement will meet fully all requirements thereon as to quality of workmanship and of materials furnished by Contractor. If District notifies Contractor of any defects in quality of workmanship or materials within one (1) year following the completion of work, Contractor at its expense, with no charge to District, shall repair such work and/or replace such materials.

Payment Bond - If the cost of the construction work exceeds \$25,000.00, Contractor shall furnish to District a payment bond, in a form satisfactory to District, from a surety insurer admitted in California. Premiums for the payment bond shall be compensable to Contractor (without markup).

Retention - The District will deduct a five percent (5%) retention from all progress payments as specified in Section 9-3.2 of the Standard Specifications for Public Works Construction. The District in accordance with Public Contract Code Sect. 22300 shall permit the substitution of securities for any moneys withheld by the District. The District hereby incorporates herein all of the provisions set forth in Public Contract Code Sect. 22300.

Resolutions of Claims - When a Public Works claim is made to the District, the District will conduct a reasonable review of the claim and, within 45 days, provide the claimant with a written statement identifying what portion of the claim is disputed and what portion is undisputed, and both parties shall work to resolve the claim as by Public Contract Code 9204. Said Code Sections shall apply for the purpose of filing claims and civil actions for claims as defined in Section 20104 of the Public Contract Code.

Counterparts - This Agreement may be executed in counterparts, a complete set of which shall be deemed an original and one single document. Signatures may be transmitted via facsimile or electronic transmission and are deemed given as of the date of transmittal.

This document shall become a valid contract only when accepted by Contractor, and subsequently by District, and together with the Contractor's Proposal shall constitute the entire agreement between the parties.

DRAFT

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

TO: BOARD OF DIRECTORS

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

DATE: February 6, 2019

**SUBJECT: CONSIDERATION AND APPROVAL OF PRE-FAB
RESTROOM FACILITY DESIGN AT MEL VINCENT
PARK**

SUMMARY

Mel Vincent Park was built by Comstock Homes as part of the developer requirements for the first phase of the Springville Housing Development. As part of the 2018-2019 budget process, the Board provided staff with direction to investigate the cost, location, as well as the possible design of a restroom facility to be located at Mel Vincent Park. At this time staff is bringing back two options for a restroom design and is seeking final direction and approval for this project.

BACKGROUND

During the development of the 2018-2019 budget process, the Board requested staff explore options to add a pre-fabricated restroom at Mel Vincent Park. The park was constructed by Comstock Stock Homes in 2017 and then was dedicated to the Pleasant Valley Recreation and Park District as part of the developer's requirements as part of the Springville Phase I project.

This park was opened in the spring of 2017 as a five (5) acre park. It was designed with amenities that could reach all ages; there is a pavilion that holds 30 people, four (4) individual picnic tables, two (2) playgrounds for different age groups, a fitness area with four (4) machines, two (2) sand volleyball courts, a walking path, circular basketball court with four (4) hoops, a drinking fountain and two (2) acres of open space. During the construction phase of the park, staff requested the developer add plumbing and sewer lines to the park for the potential of a restroom install in the future. The location of the piping and connections lies between the parking lot and the basketball courts on the western edge of the park.

ANALYSIS

As already stated, Mel Vincent Park has a multitude of amenities which encourages visitors to stay in the park for longer periods of times. It is used heavily, but the park lacks a nearby restroom. Currently, the District has the following neighborhood parks which have restrooms: Nancy Bush, Valle Lindo, Arneill Ranch, and Pitts Ranch which also tend to have increased usage due to the various amenities. A couple of key features at Mel Vincent Park are the pavilion which is reservable and the off-street parking which lend themselves to patrons staying longer.

One of the added benefits of adding a restroom to this park is the potential to recover some of the costs of the restroom and/or bring in some revenue from renting the pavilion. When patrons are examining places to rent for birthday parties and family picnics, two key components are pavilions

which have shade as well as restrooms. Since the park's opening in the spring of 2017, it has generated just under seven hundred dollars (\$700.00) in revenue from the rental of the pavilion.

Staff is proposing two (2) design options for the Board to evaluate (both options will be ADA compliant):

1. The first one is PS-011, an 8-foot by 12-foot building with a single restroom having a toilet and sink along with a plumbing chase. Approximate cost is Ninety-Five Thousand to One Hundred and Ten Thousand (\$95,000-\$110,000) or
2. The second one is PS-022, an 8-foot by 18-foot with two single restroom stalls each having a toilet and sink along with the plumbing chase. Approximate cost is One Hundred and Twenty-Five Thousand to One Hundred and Thirty-Five Thousand (\$125,000-\$135,000).

The District would be responsible for all city fees, compaction tests and ensuring the utilities are stubbed and operational at the site of install.

FISCAL IMPACT

Funding in the FY 2018-2019 Capital Projects budget in the amount of \$110,000 was allocated for the project. The preliminary estimated budget for the purchase and installation of the pre-fab restroom facility came in at \$110,000. With approximately \$4,500 for necessary city permits and utility hook up to the building, the total project would be \$114,500 for Option #1. An additional allocation of funds in the amount of \$4,500 would be needed if the Board decided to move ahead with the project and Option #1. Should the Board move forward with Option #2 the total project cost would be \$139,500. The funds would be allocated from Fund 30 which is Quimby Funds.

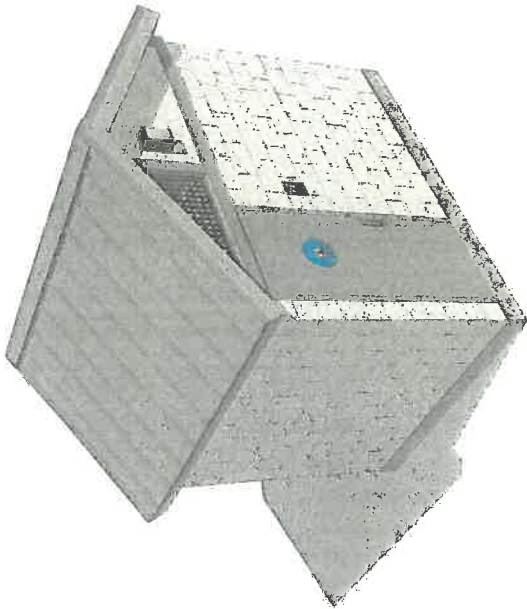
RECOMMENDATION

It is recommended the Board of Directors consider and approve one of the design options presented for the Pre-Fab Restroom Facility at Mel Vincent Park:

1. Option 1 - PS-011, an 8-foot by 12-foot building with a single restroom having a toilet and sink along with a plumbing chase. Approximate cost is Ninety-Five thousand to One Hundred and Ten Thousand (\$95,000-\$110,000) or
2. Option 2 - PS-022 an 8-foot by 18-foot building with two single restroom stalls each having a toilet and sink along with the plumbing chase. Approximate cost is One Hundred and Twenty-Five Thousand to One Hundred and Thirty-Five Thousand (\$125,000-\$135,000).

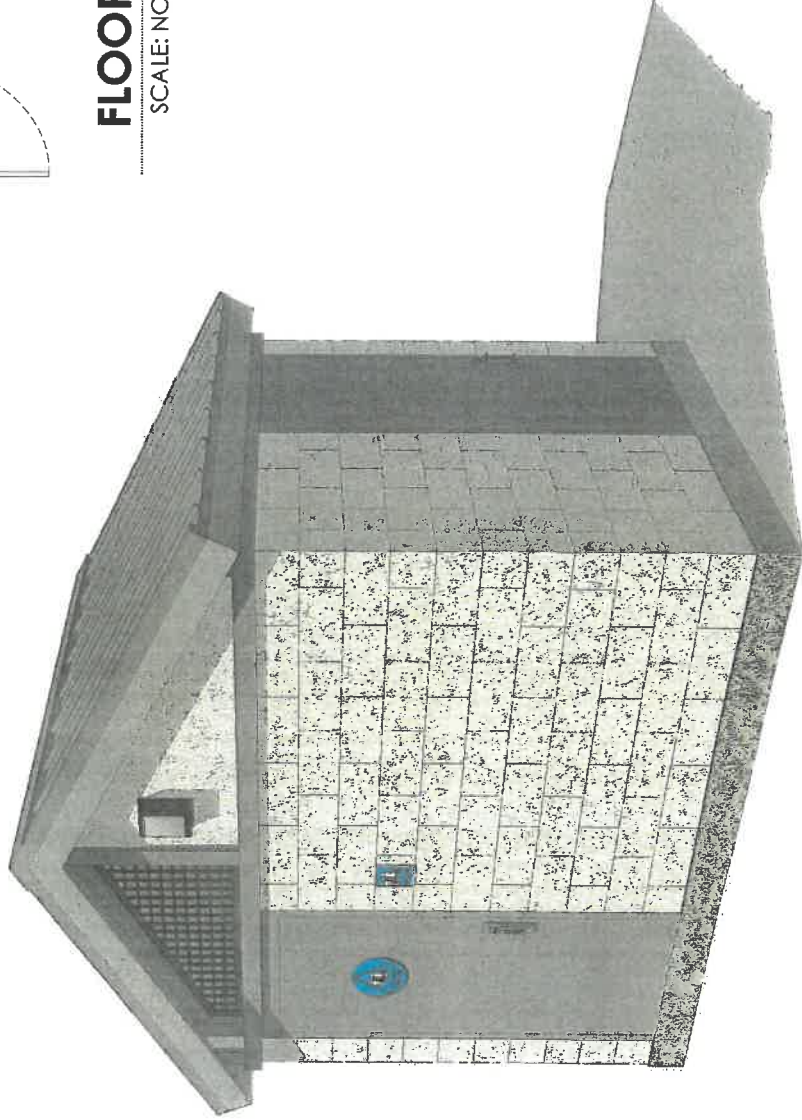
ATTACHMENTS

- 1) Site Map (1 page)
- 2) Restroom plans (4 pages)



FLOOR PLAN

SCALE: NOT TO SCALE



PLAYGROUND SERIES: PS-011

RESTROOM BUILDING

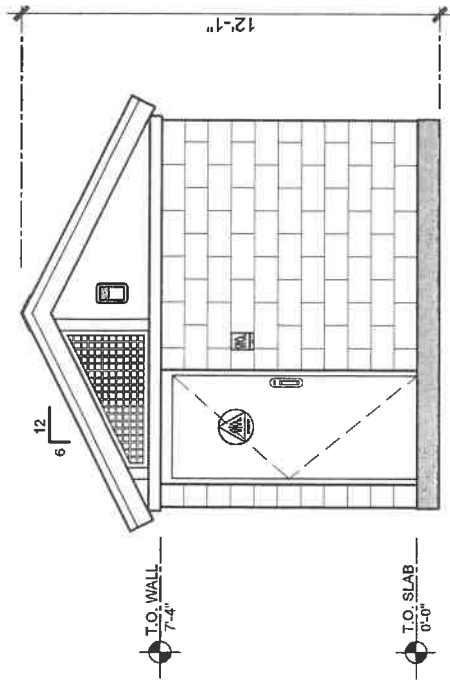


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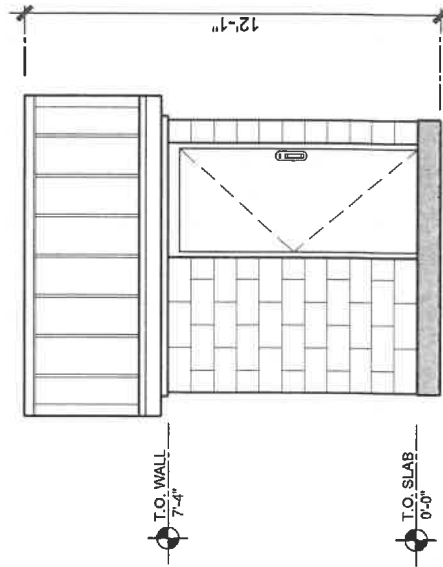
ARTIST IMPRESSION: 3D RENDERING ONLY FOR REPRESENTATIONAL. COLORS AND MATERIALS ARE SUBJECT TO CHANGE

2587 BUSINESS PARKWAY
MINDEN NEVADA 89423
P: 888-888-2060 F: 888-888-1448
www.PublicRestroomCompany.com

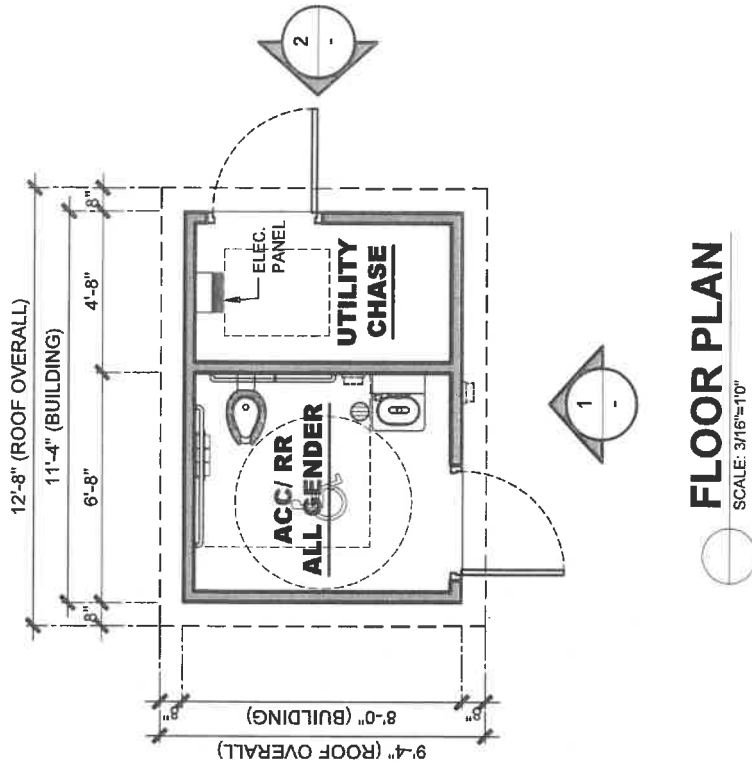
PLAYGROUND SERIES



ELEVATION 1
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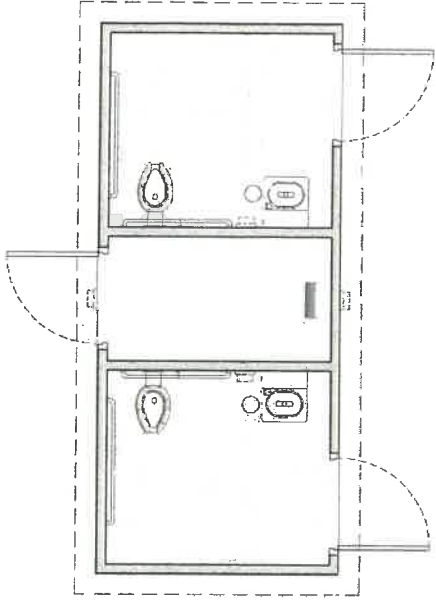
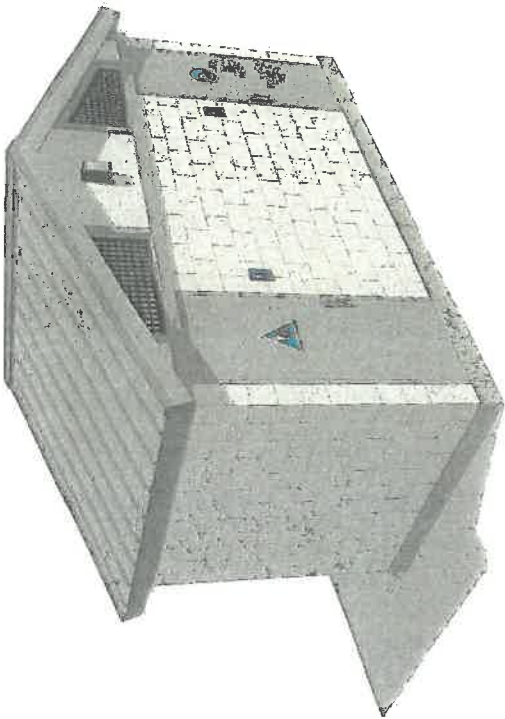


ELEVATION 2
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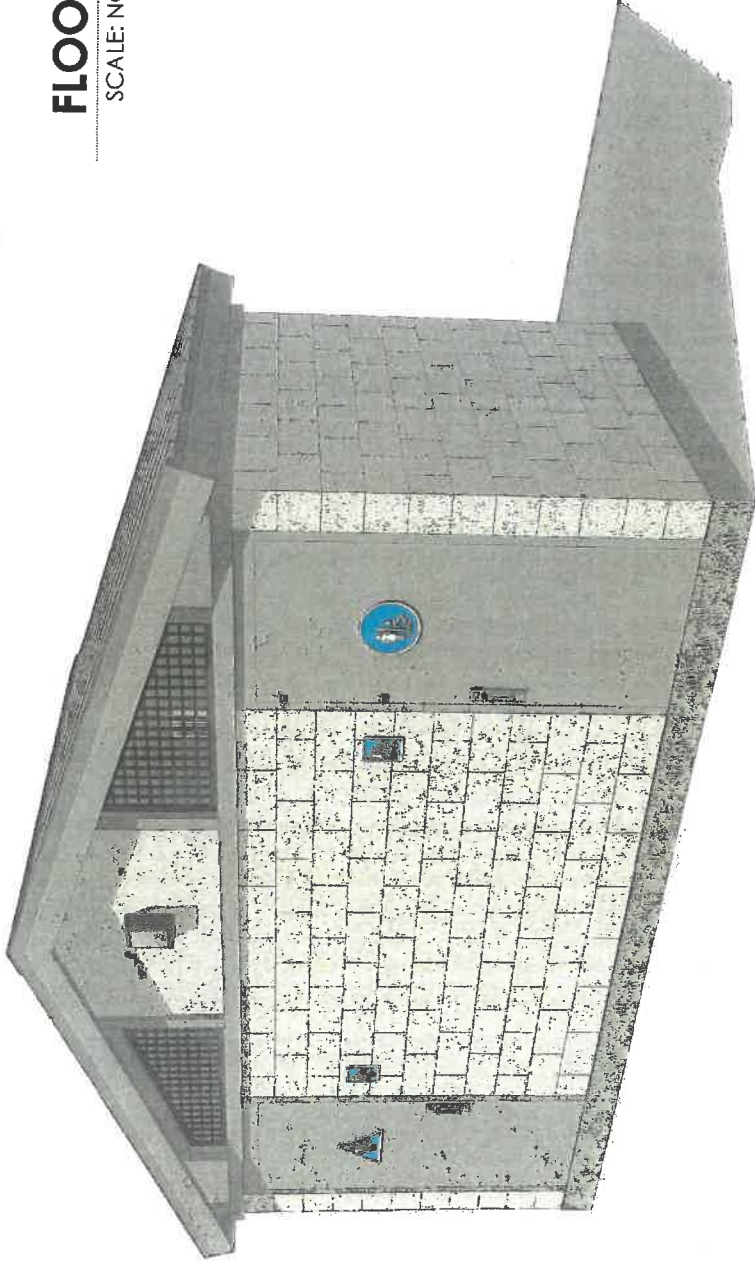
FLOOR PLAN
SCALE: 3/16"=1'-0"

 <p>PUBLIC RESTROOM COMPANY Building Better Places To Go.™ PH: 888-888-2050 Fax: 888-888-1448</p>	<p>BUILDING TYPE: RESTROOM BUILDING</p>		<p>REVISION #</p>	<p>SHEET#</p>
	<p>PROJECT: PS-011 CITY, STATE</p>		<p>REVISION DATE</p>	<p>DATE</p>
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<p><small>-NOT FOR CONSTRUCTION - PRELIMINARY DESIGN DRAWING ONLY - DO NOT SCALE. DIMENSIONS PRESIDE</small></p>		<p>DRAWN BY:</p>	<p>DRAWN BY:</p>	<p>DRAWN BY:</p>



FLOOR PLAN

SCALE: NOT TO SCALE



PLAYGROUND SERIES: PS-022

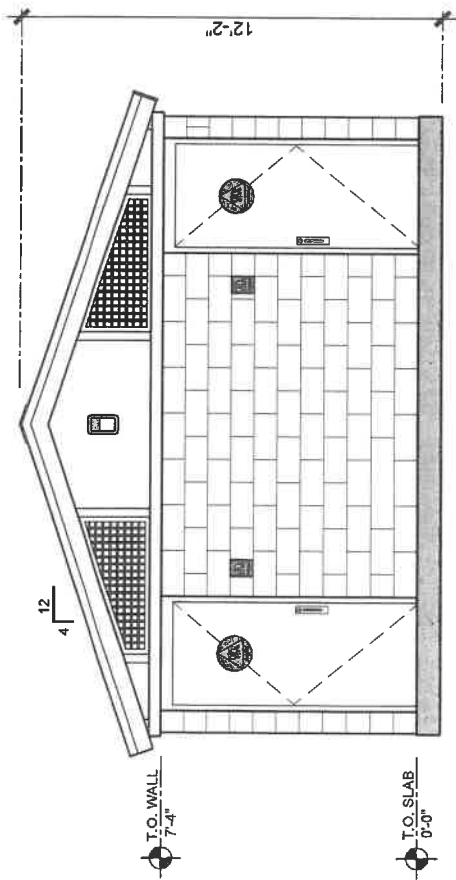
RESTROOM BUILDING



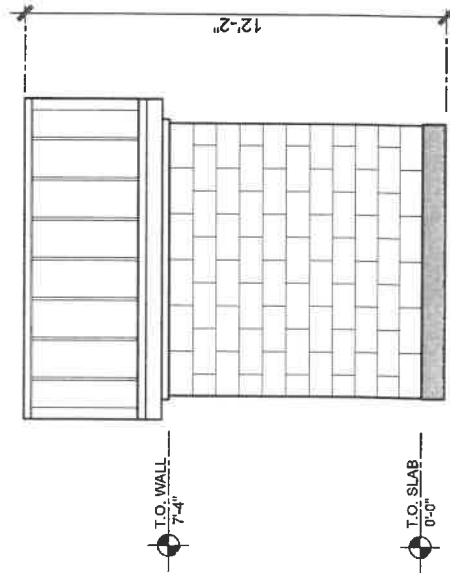
CITY, STATE

ARTIST IMPRESSION: 3D RENDERING ONLY FOR REPRESENTATION. COLORS AND MATERIALS ARE SUBJECT TO CHANGE

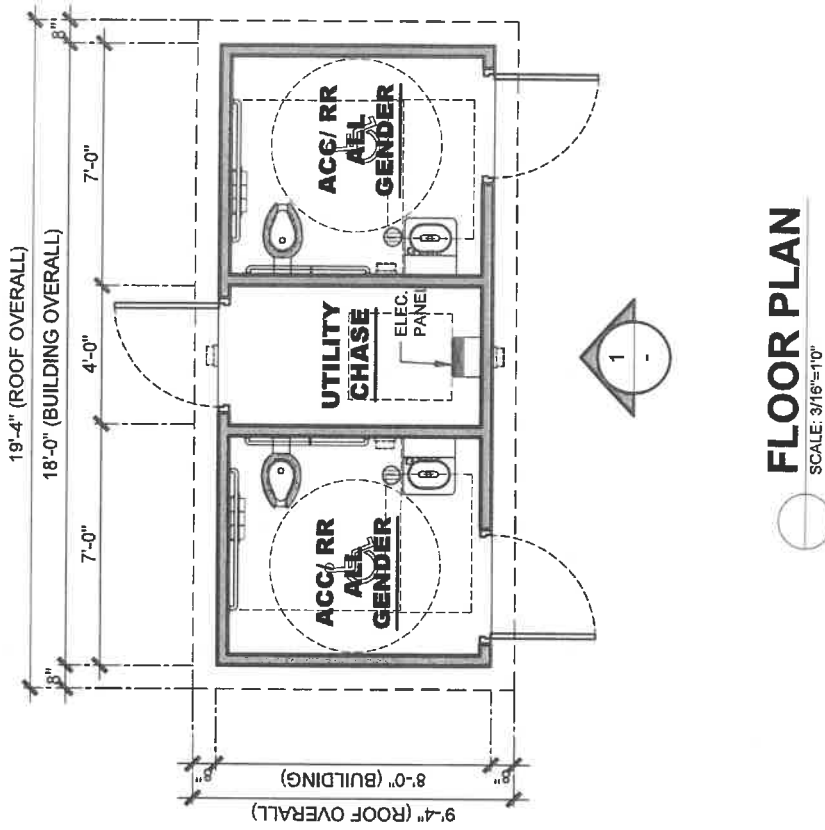
2887 BUSINESS PARKWAY
MINDEN NEVADA 89423
P: 888-888-2060 F: 888-888-1448



ELEVATION 1
SCALE: 3/16"=1'-0"



ELEVATION 2
SCALE: 3/16"=1'-0"



FLOOR PLAN
SCALE: 3/16"=1'-0"

PLAYGROUND SERIES

<p>PUBLIC RESTROOM COMPANY Building Better Places To Go.™ PH: 888-888-2060 Fax: 888-888-1448</p>	<p>BUILDING TYPE: RESTROOM BUILDING</p>		<p>REVISION #</p>	<p>REVISION DATE</p>	<p>SHEET #</p>
	<p>PROJECT: PS-022 CITY, STATE</p>		<p>PROJECT #</p>	<p>DRAWN BY:</p>	<p>MAX. PERSON / HOUR: 90 S</p>
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**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

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

DATE: February 6, 2019

SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION NO. 615, AN APPLICATION FOR PROPOSITION 68 CULTURAL, COMMUNITY AND NATURAL RESOURCES GRANT PROGRAM

SUMMARY

The Cultural, Community and Natural Resources Grant Program, funded by Proposition 68 (“Prop 68”), intends to fund projects that result in public benefits addressing the most critical statewide needs and priorities for public funding that protect, restore, and enhance California’s cultural, community and natural resources.

BACKGROUND

California voters passed the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 (Proposition 68) on June 5, 2018. Proposition 68 authorized the Legislature to appropriate \$37 million to the California Natural Resources Agency (the “State”) for competitive grants that protect, restore, and enhance California’s cultural, community and natural resources. This resulted in the Cultural, Community and Natural Resources (“CCNR”) Grant Program. It is the intent of the people of California that projects funded by Proposition 68, including the CCNR Grant Program, result in public benefits addressing the most critical statewide needs and priorities for public funding.

Camarillo Grove Park, located at 6968 E Camarillo Springs Rd, was conveyed to the District in March 2002 by the County of Ventura for the use as a public park and recreation purposes.

The Foundation for Pleasant Valley Recreation and Parks (“Foundation”) Board of Directors has allocated funding and support for this specific project. In 2017, the Foundation worked with Lauterbach & Associates, Architects, Inc. for concept designs for a proposed expansion to the Nature Center facility. This included expanding the current space to allow for a 797 SqFt exhibition room, a 131 SqFt exhibition space, a 206 SqFt warming kitchen, storage, office space, restroom, expansion of the deck, and converting the garage to a 269 SqFt multipurpose classroom. The District’s grant application is in the amount of \$150,000.00. This amount does not factor in any general fund support, community support from in-kind donations of material or labor, or financial or in-kind support from the Foundation.

ANALYSIS

After reviewing Proposition 68 Cultural, Community and Natural Resources Grant Program grant guidelines and application, staff assessed the needs of the District, readiness of the project, and determined the best fit for this grant application is to apply for funding to improve the Camarillo Grove Park Nature Center.

As part of this grant, applicants can only apply for specific categories of grants. The District will apply under the “Community, Culture and Education” category as it relates to community, civic, or athletic venues as well as visitor centers that educate the public about natural landscapes. Additional general requirements and funding priorities include, but are not limited to:

- Improving a community’s ability to adapt to unavoidable impact of climate change (through education) and in developing future recreational opportunities (through a renovated and usable outdoor education space)
- Projects providing workforce education and training, contractor, and job opportunities for disadvantaged communities
- Grant funds cannot be used to fulfill any mitigation requirements imposed by law
- Projects must be accessible to the public
- Projects that leverage private, federal, or local funding or produce the greatest public benefit
- Local parks projects that have obtained all required permits and entitlements and a commitment of matching funds

Additionally, up to 5% of the total grant award may be used to expand community access and provide recreational programming that teach environmental stewardship.

The State will look at these additional considerations when reviewing all submissions:

- Consultation with the California Conservation Corps
- How the project provides urban recreation
- How project-ready the proposal is
- How any funding gaps will be addressed
- The District’s experience in completing similar projects

The approval of Resolution No. 615 is not required in order to submit an application. The application deadline is February 13, 2019 with funding announcements made this spring (2019).

FISCAL IMPACT

There is no fiscal impact from this action as there is no minimum or maximum award amount nor a match requirement.

RECOMMENDATION

It is recommended the Board approve Resolution No. 615, an application for Proposition 68 Cultural, Community and Natural Resources Grant Program.

ATTACHMENT

- 1) Prop 68 CCNR Resolution No. 615 (1 page)

RESOLUTION NO. 615

**A RESOLUTION OF PLEASANT VALLEY RECREATION AND PARK DISTRICT
APPROVING THE APPLICATION FOR GRANT FUNDS
FROM THE PROPOSITION 68 CULTURAL, COMMUNITY AND NATURAL
RESOURCES GRANT PROGRAM**

WHEREAS, Pleasant Valley Recreation and Park District [District] owns and operates Camarillo Grove Park, a 24.55-acre park with hiking trails, picnic areas, a dog park, and a visitor center, and

WHEREAS, the District promotes the general welfare and fitness of its constituents and all those who take part in District programming through staff-taught outdoor and nature education, and

WHEREAS, the District utilizes Camarillo Grove Park to educate the public about natural landscapes, native plant and animal species, and environmental stewardship, and

WHEREAS, the State of California has made available funding to the California Natural Resources Agency for competitive grants that protect, restore, and enhance California's cultural, community, and natural resources.

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

Approves the filing of an application for Proposition 68 Cultural, Community and Natural Resources Grant Program funding.

This resolution was adopted on February 6, 2019.

Ayes:

Noes:

Absent:

Robert Kelley, Chairman, PVRPD Board of Directors

ATTESTED:

Dr. Neal Dixon, Secretary, PVRPD Board of Directors

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

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