

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

**BOARD OF DIRECTORS  
REGULAR MEETING AGENDA  
February 4, 2021**

**This meeting will be conducted pursuant to the provisions of the Governor's  
Executive Orders N-25-20 and N-29-20 and the order of the Ventura County Public Health  
Officer issued March 20, 2020 (Stay Well at Home)**

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

- 1. You may observe the PVPRD Board meeting via live broadcast on the Local Government Channels – Spectrum Channel 10 and Frontier Channel 29.**
- 2. The meeting will also be live streamed on YouTube at:  
<https://www.youtube.com/channel/UCCjEyMW3h472YEO9gI3Qgig>**
- 3. Public Comment Options:**
  - a. Email – If you wish to make a comment on a specific agenda item, please submit your comment via email by 3:00 pm on Thursday, February 4, 2021 to the Recording Board Secretary at [kroberts@pvrrpd.org](mailto:kroberts@pvrrpd.org). The Recording Board Secretary will print your email, distribute copies to all Board members prior to the meeting and the Chairman will read the emailed comments aloud.**
  - b. Phone – Please call the PVRPD office at 805-482-1996, ext. #101 by 3:00 pm on Thursday, February 4, 2021 and provide your name, your phone number and your item of interest. You will then call into the meeting no later than 6:00 PM by using the following information:**

**Dial-in: 1-425-655-0001  
Access Code: 182 092 4693#  
Password: 92384572**

**The Board Chair will be provided a list of all callers who have indicated they would like to make a comment. When your name is called, you will be prompted to unmute your phone by pressing \*6. You will have 3 minutes to address the Board. If you have no public comment, you may also choose to just listen.**

**6:00 P.M.**

**REGULAR MEETING**

**NEXT RESOLUTION #669**

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

4. **AMENDMENTS TO THE AGENDA** - This is the time and place to change the order of the agenda, delete, or add any agenda item(s) and to remove any consent agenda items for discussion.
5. **PRESENTATIONS**
  - A. **Capital Projects Update**
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 make comments about a matter within the Board's subject matter jurisdiction but not specifically on this agenda, in accordance with California law, the Board will listen, note the comments, and may bring the comments back up at a later date as an agenda item for discussion. Speakers will be allowed three minutes to address the Board. **(Please note the options available to provide public comment listed above for this meeting.)**
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 Meetings of January 6, 2021**  
Approval receives and files minutes.
  - B. **Warrants, Accounts Payable & Payroll**  
District's disbursements dated on or before December 31, 2020.
  - C. **Financial Reports**  
Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for December 2020.
  - D. **Consideration and Adoption of Resolution No. 665 Directing SCI Consulting Group to Prepare the FY 2021-2022 Engineer's Report for the Assessment District**  
The purpose of this Engineer's Report is to help the District establish the budget for the services that would be funded by the FY 2021-2022 assessments.
  - E. **Consideration and Approval of the Purchase of Fleet Vehicle**  
Funding in the FY 2020-2021 Capital Projects budget in the amount of \$30,000 was allocated to purchase a new fleet vehicle. This vehicle will replace one that was involved in an accident.
  - F. **Request for Proposals for a District Recreation Management System**  
Staff is considering the solicitation of bids to either source a contract with a new recreation management software vendor or renegotiate the current contract with ACTIVENet which runs over \$10,000 more than other competitors.
8. **NEW ITEMS – DISCUSSION/ACTION**
  - A. **Consideration and Approval of Budget Transfer and Adoption of Resolution No. 666 Approving the Mid-Year Budget Adjustments for FY 2020-2021**  
Half-way through the fiscal year, staff reviews the budget line items to determine if any adjustments need to take place in order to bring the budget more in line with what the projected revenue or expense will be on June 30, 2020.

Suggested Actions: A MOTION to:

- 1) Approve a budget transfer of \$108,305 from Recreation Administration to Aquatics **AND**
- 2) Adopt Resolution No. 666 to Approve Mid-Year Budget Adjustments for FY 2020-2021.

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

Staff is requesting that the Springville Dog Park be closed for a six-week period to address all turf maintenance issues in the first two weeks and give the turf a four-week rest period. A temporary dog park will be located at the west end of Freedom Park near the restrooms.

Suggested Action: A MOTION to Approve the closure of Springville Dog Park for turf maintenance and approve a temporary dog park to be located at Freedom Park.

**C. Consideration of Extension of Paid Sick and Family Leaves under the Family First Coronavirus Response Act (FFCRA) to March 31, 2021**

Staff is requesting an extension of paid sick and family leave to assist District employees who may still be dealing with the effects of the current COVID-19 pandemic which necessitate dealing with childcare issues and/or working remotely.

Suggested Action: A MOTION to Adopt Resolution No. 667 approving an extension to the FFCRA paid sick and family leaves for District employees until March 31, 2021.

**D. Consideration and Approval of Extension of Workers' Compensation Coverage for Volunteers**

In order to facilitate continued volunteer service, the CAPRI Board of Directors recently resolved to make District volunteers eligible to be covered under our CAPRI Workers' Compensation insurance at no additional cost.

Suggested Action: A MOTION to Adopt Resolution No. 668 approving the coverage of volunteers under the PVRPD CAPRI Workers' Compensation Insurance.

**E. Consideration and Review of Updated Salary Schedule**

The updated salary schedule reflects changes resulting from the October 2020 tentative agreement with SEIU regarding COLA for eligible employees.

Suggested Action: A MOTION to Approve the updated classification and salary listing for eligible employees.

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

- A. Chairman Malloy
- B. Ventura County Special District Association/California Special District Association
- C. Ventura County Consolidated Oversight Board
- D. Santa Monica Mountains Conservancy
- E. Standing Committees – Finance, Liaison, Long Range Planning, Personnel and Policy
- F. Ad Hoc Committees – Pickleball
- G. Foundation for Pleasant Valley Recreation and Parks

## H. 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  
Camarillo City Hall Council Chambers  
Minutes of Regular Meeting  
January 6, 2021**

**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 6:00 p.m. by Chairman Malloy.

**2. PLEDGE OF ALLEGIANCE**

Bev Dransfeldt led the pledge.

**3. ROLL CALL**

All present. Recreation Services Manager Eric Storrie was present via teleconferencing. Also Present: General Manager Mary Otten, Administrative Services Manager Leonore Young, Park Services Manager Bob Cerasuolo, Administrative Analyst/Clerk of the Board Anthony Miller, Customer Service Lead/Recording Board Secretary Karen Roberts, Administrative Analyst Jessica Puckett, Park Supervisor Brandon Lopez, and Recreation Supervisor Macy Trueblood.

**4. AMENDMENTS TO THE AGENDA**

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

**Motion to  
Approve  
Agenda**

Voting was as follows:

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

Noes:

Absent:

**Carried**

Motion: Carried

**5. PRESENTATIONS**

**A. Holiday Events Recap**

Recreation Supervisor Macy Trueblood highlighted the special events of the 2020 holiday season. Over 370 letters were received by Santa as part of the Letters to Santa campaign which kicked off on November 30 and ran through December 14. Santa was able to reply to all of those who had dropped off letters with a return address. The 58<sup>th</sup> annual Camarillo Christmas Parade – Santa Hits the Road was held on Saturday, December 12 from 8am to 5:30pm with a different format. Santa rode in a vintage firetruck with police escorts throughout the neighborhoods of Camarillo. Families were able to keep track of Santa's whereabouts through *Glympse*, a tracking app and children of all ages were thrilled to see Santa.

**6. PUBLIC COMMENTS**

Recording Board Secretary Karen Roberts read aloud two emails that were received for public comments. The first email was from Audra Seldeen with the Las Posas Trails Committee. Ms. Seldeen thanked the Board for addressing safety issues at the Las Posas Equestrian Park during the past year. She said that the committee is looking forward to working with the District in 2021 to meet the goal of making the trails and park a permanent asset of the District and community.

An email from Dan Johnston questioned the District’s recommendation to have Brightview Landscape manage the landscape maintenance at PV Fields for another term. He stated that even after a month-long rest period for the fields, there were ruts in the turf along with weeds and broken irrigation heads. Mr. Johnston stated that the fields were treated with mulch instead of an amendment and fertilizer. He suggested that if Brightview does not change their management, then a better option would be for the District to go out to bid again.

**7. CONSENT AGENDA**

- A. Minutes for Regular Board Meeting of December 3, 2020 and Special Board Meeting of December 4, 2020
- B. Warrants, Account Payable & Payroll
- C. Financial Reports

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

**Motion to Approve Consent Agenda**

Voting was as follows:

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

Noes:

Absent:

**Carried**

Motion: Carried

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

**A. Consideration and Approval of Bid Award for the Landscape Maintenance at Pleasant Valley Fields Sports Complex**

Park Services Manager Bob Cerasuolo presented a review of the history of landscape maintenance at the Pleasant Valley Fields Sports Complex. Administrative Analyst Jessica Puckett provided a cost analysis of contracting landscape maintenance services versus in-house maintenance of the park. If the landscape maintenance was brought in-house, the District would have to create 3 new positions dedicated to the park. Taking into account personnel, operational and capital costs, in-house would cost \$872,805 for year 1 and \$494,537 for year 2; an increase of \$618,384 more than the current contract and pricing for year 1 and 2. Discussion included: consideration of Brightview’s inclusion of 8 tree crew days for tree grid pruning estimated to be about \$27,000; question on numbers for upper management hours in comparison to Brightview management hours; and worst case scenarios considered with the extrapolation of hours and maintenance for in-house.

Park Supervisor Brandon Lopez reviewed the request for proposal (RFP) process, the evaluation and the recommendation of Brightview Landscape as the most competitive bid which satisfied the RFP criteria. Scott Godfrey, regional vice president and Lazaro Ramos, branch manager for Brightview Landscape were on the phone for questions. Discussion included: concern with Dan Johnston's email about current turf conditions at PV Fields; aging equipment; contractor's ability to address issues to the Board and staffs' satisfaction; need for a more responsive management team; inclusion of a 5 day deficiency notice as a safeguard; need for daily checks of the turf and assurance from the contractor that upkeep is priority; concern with awarding the bid to a contractor who has been there for 10 years with current turf conditions not any better; question that cost effectiveness might increase if the maintenance was in-house; the inherent poor quality soil profile at the park; cost to replace turf; steps being taken to improve soil with amendments, a new fertigation system, increased coring and aeration and a turf analysis; frustration with human generated errors; personal interest of Mr. Godfrey; the presence of a reasonable second bidder, and internal maintenance shown as too costly at this time and undoable.

Chairman Malloy called for a motion. A motion was made by Director Magner and seconded by Director Kelley to approve and award the contract agreement between the District and Brightview Landscape Services Inc. for landscape maintenance and janitorial services at Pleasant Valley Fields Sports Complex.

**Motion to Approve Contract w/ Brightview for PV Maint.**

Voting was as follows:

Ayes: Magner, Kelley, Chairman Malloy

Noes: Dransfeldt, Roberts

Absent:

**Carried**

Motion: Carried

**B. Maturity of the 2016 Five-Year Certificates of Deposit (CD)**

Administrative Analyst Leonore Young presented the options to reinvest two 5-year certificates of deposit that will come due in February 2021. The options were to reinvest the funds with Multi-Bank Securities (MBS) or move the funds to Pacific Western Bank or Ventura County Pool. Discussion included: the poor interest rates of current long term investments possibilities; the necessity to assess District needs, not tie up funds and consider upcoming board goal setting; the consistently better rates of Ventura County Pool; and a question on variability of MBS and Ventura County Pool interest rates.

Chairman Malloy called for a motion. A motion was made by Director Magner and seconded by Director Roberts to approve the investment option to move the funds to Ventura County Pool.

**Motion to Approve Move of Funds to VC Pool**

Voting was as follows:

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

Noes:

Absent:

**Carried**

Motion: Carried

**C. Consideration of Resolution No. 664, Accepting Quimby Fees for Residential Planned Development RPD-205/TT-6017/CUP-405/CZ-330 To Mitigate Impacts**

Administrative Analyst Anthony Miller presented Resolution No. 664 which will accept a Quimby fee in the amount of \$313,508 in-lieu of parkland regarding the City's proposed development at 2800 Barry Street in Camarillo. Mr. Miller reviewed the process for calculating the Quimby fee which is assessed as part of the development conditions when there are potential impacts on local park capacity. In this case, the fee is preferable to land since there is no immediate space nearby for park development. Discussion included: satisfactory negotiations with the City regarding the calculation of the fee; decent % for public improvements portion of fee due to costs; question on the determination of a 30% private shared recreational credit; and the preferred interior space development which will have green space, a pool and a small community center in addition to 68 apartments/townhomes on 2.5 acres.

Chairman Malloy called for a motion. A motion was made by Director Magner and seconded by Director Roberts to Approve Resolution No. 664, accepting a Quimby fee in the amount of \$313,508 in-lieu of parkland in conjunction with the City's potential approval of the proposed development at 2800 Barry Street.

**Motion to Approve Reso No. 664, Quimby Fee for Barry St Development**

Voting was as follows:

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

Noes:

Absent:

**Carried**

Motion: Carried

**D. Updated Job Description and Salary Schedule for Part Time Restricted Mechanic**

General Manager Mary Otten presented an updated job description and salary schedule for the position of part time restricted mechanic. Human Resources Specialist Kathryn Drewry was on the phone for questions. Discussion included: the 2019 retirement of a full-time mechanic; the fact that a current part time staff member who is filling in may be leaving soon; discussion with SEIU Local 721 on need to add the position of a part time mechanic to the salary schedule; and the reevaluation and assessment of part time or full time need post-pandemic.

Chairman Malloy called for a motion. A motion was made by Director Magner and seconded by Director Roberts to approve the job description and salary schedule for Part Time Restricted Mechanic.

**Motion to Approve Job Descr. & Salary Sched. for PTR Mechanic**

Voting was as follows:

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

Noes:

Absent:

**Carried**

Motion: Carried



**E. Consideration of New Date for February 2021 Regular Board Meeting**

Administrative Analyst Anthony Miller presented a staff report requesting either a date change or a location change for the February 2021 District Board meeting. The City of Camarillo informed the District that the City Council Chambers would not be available for the scheduled February 3 meeting due to a scheduling conflict. Changing the location would not need a Board vote but changing the date would require Board action. Discussion included the desire to have the meeting at the City Council Chambers for consistency and for the videotaping which can be viewed on the usual local government channels.

Chairman Malloy called for a motion. A motion was made by Director Dransfeldt and seconded by Chairman Malloy to approve the date change of the February 2021 regular board meeting from Wednesday, February 3<sup>rd</sup> to Thursday, February 4<sup>th</sup>.

**Motion to  
Approve  
Feb Board  
Mtg to Feb 4**

Voting was as follows:

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

Noes:

Absent:

**Carried**

Motion: Carried

**F. Board Goal Setting Discussion**

General Manager Mary Otten stated that the Board Goal Setting Workshop will take place on Saturday, January 23 at 9:00 am at the Community Center. Ms. Otten will work with Brent Ives of BHI Management Consulting who will communicate with each board member to obtain their goals as well as staff members' goals before the meeting takes place on the 23<sup>rd</sup>. Details will follow regarding the Zoom meeting or Webex calls that will be set up as Mr. Ives lives in Northern California.

**G. Board Committee Assignments**

Chairman Malloy announced the following District Board Committee Assignments for 2021:

<u>Committees</u>	<u>Directors</u>
Liaison (City)	Magner and Malloy
Liaison (PVSD)	Dransfeldt and Malloy
Finance	Malloy and Roberts
Long Range	
Planning	Dransfeldt and Roberts
Personnel	Kelley and Magner
Policy	Kelley and Malloy
Ad Hoc -	
Pickleball	Dransfeldt and Magner

**Outside Committees**

California Special Districts Association (CSDA)	Magner
Ventura County Special Districts Association (VCSDA)	Malloy
Santa Monica Mountains Conservancy (SMMC)	Dransfeldt (volunteered)

## 9. INFORMATIONAL ITEMS

A. Chairman Malloy – Chairman Malloy reported on meetings attended in December. VCSDA’s next meeting will be held on January 12 and they will look at possible offsets for special districts for COVID-19 expenses. Mr. Malloy stated that a recent article in the *Camarillo Acorn* mentioned district-based elections in this next cycle. It may be a bit longer based on current governor executive orders with limits, social distancing and rulings regarding vote dilution. Population data will be based on 2020 census data which will be available in June 2021.

B. Ventura County Special District Association/California Special District Association – VCSDA – Next meeting will be January 12. CSDA – Director Magner attended numerous Zoom and teleconferencing meetings in December. CSDA is working with other state associations forming the National Special Districts Coalition which is addressing the advocacy efforts with the Federal CARES Act. CSDA webinars are free to CSDA members. Upcoming conferences will mainly be virtual.

C. Ventura County Consolidated Oversight Board – No report.

D. Santa Monica Mountains Conservancy – No report.

E. Standing Committees – Finance – Director Malloy stated that the property tax check was up \$240 thousand from last year. Liaison – No meeting. Long Range Planning – No meeting. Personnel – Director Kelley stated that the information regarding the part time restricted mechanic was discussed. Policy – No meeting.

F. Ad Hoc Committees – Miracle League – No meeting. Nexus Study – No meeting. Pickleball - No meeting.

G. Foundation for Pleasant Valley Recreation and Parks – On hiatus.

H. General Manager’s Report – Ms. Otten reported on the regional stay at home order which includes no gatherings, but youth sports can continue with just skills and drills. Freedom Park is a COVID-19 testing site through at least March 13. West Coast Arborist is pruning trees near the Las Posas Equestrian Park and also at Charter Oaks Park. James Driver, president of Camarillo Cougars Football is stepping down. CSDA and SDRMA have trainings available for the Board, including some of mandated trainings which are needed to update the website.

## 10. ORAL COMMUNICATIONS

Director Kelley stated that there are safety issues near Quito Park with very few street lights that are dim along the narrow street. It is hard to see the people who are walking on the street at night. Director Magner welcomed Directors Dransfeldt and Roberts and thanked Recreation Specialist Connor Soudani for organizing the Christmas parade. Director Roberts thanked staff and the Board for the swearing in ceremony which was held outside in the park so that family members could attend. Mr. Roberts acknowledged the past years of service of outgoing Directors Mishler and Dixon. He also thanked the Board and staff for their dedication the last few months with a limited budget during the pandemic. Director Dransfeldt asked for an update on Food Share and food distribution at the Community Center. General Manager Otten stated that the District is working with Food Share and CAPRI regarding insurance. After a Food Share audit, it was decided that a non-profit that the District was working with could no longer participate, so the District is looking for another partner agency. Ms. Dransfeldt inquired about the District’s current reservation policy. Ms. Otten stated that the county guidelines still show no gatherings, with limited household use. Any outdoor fitness groups or youth sports groups are allowed classes or practices if they complete their own attestation process and COVID-19 prevention plan to continue. Ms. Dransfeldt stated that the Christmas Parade and the Santa tracking app worked out great and she thanked the recreation staff for their efforts. Ms. Dransfeldt was

pleased that the Letters to Santa campaign was so successful and she hopes to see it grow even more. She thanked those in the community who voted for her and Director Roberts and asked for people to contact her with any questions or concerns via her director email address at [directordransfeldt@pvrpd.org](mailto:directordransfeldt@pvrpd.org) or her cellphone number at 805-419-0793. Chairman Malloy reported that the Camarillo Pony Baseball Association is selling hamburgers, burritos and more from 11:30am to 2pm on Saturdays and Sundays at the Pony Baseball snack bar on Temple Avenue.

## **11. ADJOURNMENT**

Chairman Malloy adjourned the meeting at 8:50 p.m.

**Respectfully submitted,**

**Approval,**

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

**Mark Malloy**  
**Chairman**

Pleasant Valley Recreation and Park District  
 Finance Report  
 December 2020

	Date	Amount	
Accounts Payables:	12/2020	\$ 425,879.32	
	<b>Total</b>	<b>\$ 425,879.32</b>	
Payroll (Total Cost):			
	12/10/2020	\$ 122,415.45	
	12/24/2020	\$ 122,030.12	
	<u>12/2020- BD. COMP.</u>	\$ 1,729.13	
	<b>Total</b>	<b>\$ 246,174.70</b>	
Outgoing:Online Payments			
	12/3/2020	\$ 32,465.50	CALPERS- Health Insurance
	12/7/2020	\$ 500.40	VSP- Vision Insurance
	12/8/2020	\$ 1,799.36	The Hartford
	12/8/2020	\$ 413.58	The Guardian
	12/9/2020	\$ 378.84	Aflac
	12/10/2020	\$ 14,515.45	CALPERS- Ret.- PR 12/10/2020
	12/21/2020	\$ 11,311.67	CALPERS- RET. Retropay
	12/30/2020	\$ 14,481.28	CALPERS- Ret.- PR 12/24/2020
	<b>Total</b>	<b>\$ 75,866.08</b>	
	<b>Grand Total</b>	<b>\$ 747,920.10</b>	

# CASH REPORT

CASH REPORT - FUND BALANCE - 12/31/2020

	12/31/2020 Balance	12/31/2019 Balance	
<b>Restricted Funds</b>			
Debt Service - Restricted	\$ 487,641.40	\$ 364,102.24	
457 Pension Trust Restricted	\$ 115,952.09	\$ 60,817.66	
Quimby Fee - Restricted	\$ 66,699.02	\$ 89,021.42	
Multi-Bank Securities Restricted	\$ 415,421.14	\$ 660,764.48	
Ventura County Pool - Restricted	\$ 4,585,003.72	\$ 5,152,610.38	
FCDP Checking	\$ 21,539.61	\$ 21,888.62	
<b>Total</b>	<b>\$ 5,692,256.98</b>	<b>\$ 6,349,204.80</b>	
<b>Semi-Restricted Funds</b>			
Assessment	\$ 821,514.81	\$ 801,480.38	
Capital Improvement	\$ 264,518.56	\$ 30,556.87	
Capital - Vehicle Replacement	\$ 79,843.80	\$ 60,843.80	
Capital - Designated Project	\$ 16,397.94	\$ 16,397.94	
LAIF - Capital	\$ 2,166,183.28	\$ 2,834,190.80	
Contingency - Dry Period	\$ 361,000.00	\$ 361,000.00	
Contingency - Computer	\$ 15,000.00	\$ 15,000.01	
Contingency - Repair/Oper/Admin	\$ 50,000.00	\$ 50,000.00	
<b>Total</b>	<b>\$ 3,774,458.39</b>	<b>\$ 4,169,469.80</b>	
<b>Unrestricted Funds</b>			
Contingency	\$ 12,209.01	\$ 76,197.01	
LAIF/Cal Trust - Contingency	\$ 2,944,682.30	\$ 2,063,909.74	
General Fund Checking	\$ 229,242.33	\$ 251,567.99	
<b>Total</b>	<b>\$ 3,186,133.64</b>	<b>\$ 2,391,674.74</b>	
<b>Total of all Funds</b>	<b>\$ 12,652,849.01</b>	<b>\$ 12,910,349.34</b>	<b>\$ (257,500.33)</b>

	1/11/2021 Balance	1/31/2020 Balance	
<b>Restricted Funds</b>			
Debt Service - Restricted	\$ 487,641.10	\$ 364,222.03	
457 Pension Trust Restricted	\$ 115,952.09	\$ 60,848.89	
Quimby Fee - Restricted	\$ 66,699.02	\$ 26,534.47	
Multi-Bank Securities Restricted	\$ 415,421.14	\$ 660,764.48	
Ventura County Pool - Restricted	\$ 4,535,003.72	\$ 5,178,403.08	
FCDP Checking	\$ 21,539.61	\$ 22,128.61	
<b>Total</b>	<b>\$ 5,642,256.68</b>	<b>\$ 6,312,901.56</b>	
<b>Semi-Restricted Funds</b>			
Assessment	\$ 805,027.86	\$ 685,660.99	
Capital Improvement	\$ 264,518.56	\$ 30,610.00	
Capital - Vehicle Replacement	\$ 79,843.80	\$ 60,843.80	
Capital - Designated Project	\$ 16,397.94	\$ 16,397.94	
LAIF - Capital	\$ 2,166,183.28	\$ 2,848,455.63	
Contingency - Dry Period	\$ 361,000.00	\$ 361,000.00	
Contingency - Computer	\$ 15,000.01	\$ 15,000.01	
Contingency - Repair/Oper/Admin	\$ 50,000.00	\$ 50,000.00	
<b>Total</b>	<b>\$ 3,757,971.45</b>	<b>\$ 4,067,968.37</b>	
<b>Unrestricted Funds</b>			
Contingency	\$ 12,209.01	\$ 76,186.54	
LAIF/Cal Trust - Contingency	\$ 2,944,682.30	\$ 1,317,791.48	
General Fund Checking	\$ 410,014.63	\$ 263,791.23	
<b>Total</b>	<b>\$ 3,366,905.94</b>	<b>\$ 1,657,769.25</b>	
<b>Total of all Funds</b>	<b>\$ 12,767,134.07</b>	<b>\$ 12,038,639.18</b>	<b>\$ 728,494.89</b>

# Bank Reconciliation

## Board Audit

User: fsantos  
 Printed: 01/05/2021 - 1:27PM  
 Date Range: 12/01/2020 - 12/31/2020  
 Systems: 'AP'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 10 General Fund				
Department: 00 Non Departmentalized				
23956	LYNDA TJARKS AGILITY PRODUCT	L.TJARKS: SECURITY DEPOSIT RI	12/03/2020	300.00
23969	COUNTY OF VENTURA- HUMAN S	COUNTY OF VENTURA HSA: SECI	12/17/2020	50.00
23972	HERALD PRINTING, LTD.	HERALD PRINTING: CHRISTMAS	12/17/2020	991.65
23988	CANON SOLUTIONS AMERICA INC	CANON: VINYL SUPP., MAINT. CA	12/31/2020	1,487.19
23989	CAPRI	CAPRI: 20/21 3RD QTR. ANNUAL C	12/31/2020	65,728.35
23992	CUMULUS BROADCASTING INC.	CUMULUS: X'MAS PARADE ADVE	12/31/2020	1,500.00
Total for Department: 00 Non Departmentalized				70,057.19
Department: 03 Recreation				
0	US BANK	US BANK: CALCARD STATEMENT	12/11/2020	481.32
0	ELEONORA CORTINA	E.CORTINA: INSTRUCTOR FEES/Z	12/31/2020	267.15
0	PATRICIA J. BOLLAND	P.BOLLAND: JAZZERCISE 5-DAY I	12/03/2020	494.00
0	PATRICIA J. BOLLAND	P.BOLLAND; INSTRUCTOR FEES:	12/18/2020	195.00
23948	BRYAN MONKA	B:MONKA: MSA YOUTH SOCCER	12/03/2020	823.55
23980	YOUTH EVOLUTION ACTIVITIES	YOUTH EVOL. ACT./I.ROSAS:INS:	12/17/2020	1,885.10
23981	CLIFTON G. GORE JR.	C.GORE/INSTRUCTOR FEES- TAI	12/18/2020	1,965.60
24003	BRYAN MONKA	B.MONKA: INSTRUCTOR FEES/M:	12/31/2020	200.20
Total for Department: 03 Recreation				6,311.92
Department: 04 Parks				
0	ARAMSCO INC.	ARAMSCO: COVID SUPPLIES	12/03/2020	3,971.26
0	ARAMSCO INC.	ARAMSCO: BATHROOM CLEANER	12/15/2020	596.31
0	CITY OF CAMARILLO	CITY OF CAM: WATER SERV/FREEI	12/03/2020	22,367.69
0	CITY OF CAMARILLO	CITY OF CAM: WATER SERV./LS V	12/16/2020	6,894.28
0	CITY OF CAMARILLO	CITY OF CAM: WATER SERVICE/V	12/31/2020	22,276.35
0	E.J.HARRISON AND SONS, INC.	EJ HARRISON: 11/2020 TRASH CO:	12/03/2020	4,336.74
0	GRAINGER	GRAINGER: EAR PLUGS, HARD H	12/03/2020	78.23
0	SOCAL GAS COMPANY	SOCAL GAS CO.: GAS SERVICE/PV	12/03/2020	1,714.08
0	SOCAL GAS COMPANY	SOCAL GAS CO.: GAS SERV/LIBEI	12/15/2020	63.18
0	SOCAL GAS COMPANY	SOCAL GAS CO.: GAS SERVICE/C	12/29/2020	564.53
0	SOCAL GAS COMPANY	SOCAL GAS: GAS SERVICE/AQUA	12/31/2020	1,544.72
0	SOUTHERN CALIF EDISON COMP.	SCE: POWER SERVICE/LAURELW	12/15/2020	9,301.87
0	SOUTHERN CALIF EDISON COMP.	SCE: POWER SERVICE/ENCANTO-	12/16/2020	65.80
0	SOUTHERN CALIF EDISON COMP.	SCE: POWER SERVICE/PV FIELDS	12/17/2020	935.01
0	SOUTHERN CALIF EDISON COMP.	SCE: POWER SERVICE/BIRCHVIE	12/31/2020	3,605.85
0	SPRINT	SPRINT: CELL PHONE SERVICE- 1	12/03/2020	172.87
0	SPRINT	SPRINT: CELL PHONE & TABLET :	12/31/2020	193.32
0	UNITED SITE SERVICES OF CA INC	UNITED SITE SERVICES: TEMP. RI	12/31/2020	113.77
0	US BANK	US BANK: CALCARD STATEMENT	12/11/2020	1,932.63
0	WEX BANK	WEX BANK: 11/2020 FUEL PURCH	12/03/2020	2,819.01
23942	B & B DO IT CENTER	B&B: AUDITORIUM WATER FOUN	12/03/2020	135.35
23944	COASTAL PIPCO IRRIGATION INC	COASTAL PIPCO: FOR FERTILIZEI	12/03/2020	623.55
23945	FIGUEROA, INC.	FIGUEROA: REPAIR RUSTY AREA	12/03/2020	1,500.00
23947	KASTLE KARE	KASTLE KARE: PROTECTA LP RA'	12/03/2020	100.00
23949	NAPA AUTO PARTS	NAPA AUTO PARTS: RAGS IN A BC	12/03/2020	564.18
23950	NUTRIEN AG SOLUTIONS	NUTRIEN AG SOLUTIONS: FILL 2-	12/03/2020	1,831.22
23951	PHOENIX GROUP INFORMATION	PHOENIX INFO. SYSTEM: PCSC F	12/03/2020	100.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
23952	SITONE LANDSCAPE SUPPLY LL	SITONE: IRRIGATION SUPPLIES/	12/03/2020	891.17
23954	BOETHING TREELAND FARMS IN	BOETHING TREELAND: TREES FC	12/03/2020	848.56
23959	TRAFFIC TECHNOLOGIES LLC.	TRAFFIC TECH: 12X18 ENGINEER	12/03/2020	142.23
23963	AMERICAN RESOURCE RECVY	AMERICAN RES. RECVY: 11/2020	12/17/2020	947.39
23964	B & B DO IT CENTER	B&B: DELUXE WIRE STRIPPER, 9'	12/17/2020	163.01
23966	CAMROSA WATER DISTRICT	CAMROSA: WATER SERVICE/ENC	12/17/2020	11,917.58
23967	CITY OF OXNARD-CITY TREASUR	CITY OF OXNARD ENV. RES. DIV.	12/17/2020	145.40
23968	COUNTY OF VENTURA	CTY OF VENTURA DEPT. OF AIRP	12/17/2020	842.00
23970	CRESTVIEW MUTUAL WATER CO.	CRESTVIEW : WATER SERVICE/EC	12/17/2020	54.00
23971	LINDA FINCO	L.FINCO: EVENT CANCELLED/PA	12/17/2020	90.00
23974	ARMANDO MADERA	A.MADERA: PANTS REIMBURSEM	12/17/2020	149.08
23976	NAPA AUTO PARTS	NAPA AUTO PARTS: GASKET & BI	12/17/2020	87.03
23977	RAIN MASTER IRRIGATION SYST.	RAIN MASTER IRRIG. SYS.: BILLI	12/17/2020	568.10
23979	W & S SERVICES	W&S: SEWER SERVICE/FREEDOM	12/17/2020	536.01
23983	MCELROY OVERHEAD DOOR CO.	MCELROY OVERHEAD DOOR: SE	12/18/2020	200.00
23985	AGRI-TURF DISTRIBUTING LLC	AGRI-TURF: ROUNDUP/SHOP	12/31/2020	345.90
23986	B & B DO IT CENTER	B&B: PAINT SUPPLIES, RAT TRAP	12/31/2020	71.51
23996	NAPA AUTO PARTS	NAPA AUTO PARTS: HOOD LIFT S	12/31/2020	71.84
23997	NATURAL GREEN LANDSACAPES	NATURAL GREEN L/S: GREEN WA	12/31/2020	16,098.41
23998	PHOENIX GROUP INFORMATION ;	PHOENIX INFO. SYSTEM: PCSC FC	12/31/2020	470.08
24000	U-RENT INC.	U-RENT: RENTAL OF GRINDER AT	12/31/2020	761.51
24001	RONDA WERNER	THE FINISH LINE: SWEATSHIRT F	12/31/2020	926.58
Total for Department: 04 Parks				124,729.19
Department: 05 Administration				
0	ALESHIRE & WYNDER LLP	ALESHIRE & WYNDER: 11/2020 LI	12/03/2020	2,337.10
0	CULLIGAN OF SYLMAR	CULLIGAN: 11/2020 BOTTLED WA	12/03/2020	64.00
0	NICOLAY CONSULTING GROUP	NICOLAY CONSULTING: FOR FY 2	12/03/2020	5,000.00
0	SPECTRUM BUSINESS	SPECTRUM BUSINESS: CABLE TV	12/03/2020	16.99
0	SPECTRUM BUSINESS	SPECTRUM: CABLE TV SERVICE-	12/31/2020	17.05
0	US BANK	US BANK: CALCARD STATEMENT	12/11/2020	599.62
23943	BAY ALARM	BAY ALARM: MONITORING SERV	12/03/2020	345.00
23946	J. THAYER COMPANY	J.THAYER: COPY PAPER	12/03/2020	156.24
23953	ADVANTAGE TELECOM/A+WIREL	ADVANTAGE TELECOM: 12/2020	12/03/2020	1,511.60
23955	GOLDEN RETRIEVER CLUB OF GI	GOLDEN RETRIEVER CLUB: REFI	12/03/2020	50.00
23957	MOSS,LEVY & HARTZHEIM	MOSS, LEVY & HARTZHEIM- 19/2	12/03/2020	5,000.00
23962	ALLCONNECTED, INC.	ALLCONNECTED: 12/2020 CLOUD	12/17/2020	1,174.00
23973	KONICA MINOLTA	KONICA MINOLTA: 11/2020 BIZHU	12/17/2020	660.15
23975	MARK-IT PLACE	MARK-IT-PLACE: METAL NAME I	12/17/2020	56.31
23978	CODY SWANSON	C.SWANSON: INSTRUCTOR FEES/	12/17/2020	62.50
23982	J. THAYER COMPANY	J.THAYER:ASTROBRIGHT LASER	12/18/2020	110.42
23990	CAPRI	CAPRI: 20/21- 2ND HALF CONT PR	12/31/2020	104,042.00
23991	CENTRO PRINT SOLUTIONS	CENTRO PRINT SOLUTIONS: 2020	12/31/2020	363.35
23993	DELUXE	DELUXE: DEPOSIT TICKETS	12/31/2020	190.10
23999	QUADIENT LEASING USA, INC.	QUADIENT LEASING: POSTAGE M	12/31/2020	258.44
Total for Department: 05 Administration				122,014.87
Total for Fund:10 General Fund				323,113.17

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 20 Assessment Fund				
Department: 00 Non Departmentalized				
23958	NATURAL GREEN LANDSACAPES	NAUTRLAL GREEN LS: 11/2020 L/	12/03/2020	15,698.41
23965	BRIGHTVIEW LANDSCAPE SERVI	BRIGHTVIEW: 11/2020 LS MAINTI	12/17/2020	26,383.87
23987	BRIGHTVIEW LANDSCAPE SERVI	BRIGHTVIEW: 12/2020 LS MAINTI	12/31/2020	26,383.87
Total for Department: 00 Non Departmentalized				68,466.15
Total for Fund:20 Assessment Fund				68,466.15



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 30 Park Dedication Fund				
Department: 00				
23994	LAUTERBACH & ASSOCIATES, IN	LAUTERBACH & ASSOC.: ARHCI	12/31/2020	10,110.00
24002	WITHERS & SANDGREN, LTD.	WITHERS & SANDGREN: DESIGN	12/31/2020	24,190.00
Total for Department: 00				34,300.00
Total for Fund:30 Park Dedication Fund				34,300.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
		Grand Total		425,879.32

Wf

**ACCOUNT NUMBER** \_\_\_\_\_  
**STATEMENT DATE** 12-22-2020  
**AMOUNT DUE** \$5,147.92  
**NEW BALANCE** \$5,147.92  
 PAYMENT DUE ON RECEIPT

000002050 01 SP 0.560 106481278761631 P  
**PLEASANT VALLEY REC PRK**  
**ATTN 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**

000514792 000514792

tear payment coupon at perforation.

**CORPORATE ACCOUNT SUMMARY**

EASANT VALLEY REC 46 0445 5576 4921	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Late Payment Charges	- Credits	- Payments	= New Balance
Company Total	\$3,013.57	\$5,168.21	\$0.00	\$0.00	\$0.00	\$20.29	\$3,013.57	\$5,147.92

**CORPORATE ACCOUNT ACTIVITY**

**PLEASANT VALLEY REC PRK** **TOTAL CORPORATE ACTIVITY**  
\$3,013.57 CR

Post Date	Tran Date	Reference Number	Transaction Description	Amount
2-11	12-11	74798260346000000000012	PAYMENT - 2384 00000 A	3,013.57 PY

**NEW ACTIVITY**

LEONORE YOUNG	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$552.27	\$0.00	\$552.27

Post Date	Tran Date	Reference Number	Transaction Description	Amount
1-25	11-24	24137460329300806518892	BIG LOTS STORES - #4157 CAMARILLO CA	8.84
2-03	12-02	24445000338000657128126	99-CENTS-ONLY #0113 CAMARILLO CA	15.83
2-03	12-01	24692160337100915565490	AMZN;MKTP US*2C5EQ6ZX3 AMZN.COM/BILL WA	58.32
2-03	12-02	24755420337263378464965	THE MARK IT PLACE CAMARILLO CA	88.44
2-07	12-03	24327430339893200232093	MARIE CALLENDERS CAMARILLO CA	55.89

**CUSTOMER SERVICE CALL**

800-344-5696

ACCOUNT NUMBER		ACCOUNT SUMMARY	
-----		PREVIOUS BALANCE	3,013.57
		PURCHASES & OTHER CHARGES	5,168.21
STATEMENT DATE	DISPUTED AMOUNT	CASH ADVANCES	.00
12/22/20	.00	CASH ADVANCE FEES	.00
		LATE PAYMENT CHARGES	.00
		CREDITS	20.29
		PAYMENTS	3,013.57
<b>AMOUNT DUE</b>		<b>ACCOUNT BALANCE</b>	<b>5,147.92</b>
<b>5,147.92</b>			

**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 PRK

Corporate Account Number:

Statement Date: 12-22-2020

**NEW ACTIVITY**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-09	12-08	24692160343100233967123	J2 *METROFAX 888-929-4141 CA	9.95
12-21	12-20	24430990355400811007595	MSFT * E0700D4VWV 800-642-7676 WA	275.00
12-21	12-20	24430990355400811007660	MSFT * E0700D4WJX 800-642-7676 WA	12.00
12-21	12-20	24430990355400811007694	MSFT * E0700D4V4A 800-642-7676 WA	28.00

<b>ANNY BINNEY</b>	<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
	\$0.00	\$273.47	\$0.00	\$273.47

Post Date	Tran Date	Reference Number	Transaction Description	Amount
2-01	11-30	24492150335637639975294	ANNUVIA WWW.ANNUVIA.C WI	139.43
2-02	12-01	24755420336263362858561	THE MARK IT PLACE CAMARILLO CA	19.31
2-02	11-30	24801660336030020950923	PICKLEBALLCENTRAL 253-854-0163 WA	114.73

<b>HICK MARIENTHAL</b>	<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
	\$0.00	\$1,198.11	\$0.00	\$1,198.11

Post Date	Tran Date	Reference Number	Transaction Description	Amount
2-07	12-04	24323040340292000160927	BIG BRAND TIRE AND SERVI CAMARILLO CA	104.95
2-07	12-03	24943010339010186866331	THE HOME DEPOT #1012 CAMARILLO CA	69.58
2-09	12-07	24316050343548684013608	SHELL OIL 57444585509 CAMARILLO CA	52.30
2-16	12-14	24316050350548576053795	SHELL OIL 57442710604 CAMARILLO CA	46.41
2-17	12-16	24005940351300529352586	KIRBY BUILT PRODUCTS 866-965-4729 IL	924.87

<b>RANDON LOPEZ</b>	<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
	\$0.00	\$47.41	\$0.00	\$47.41

Post Date	Tran Date	Reference Number	Transaction Description	Amount
2-14	12-11	24015170346001495678711	76 - UP0688 CAMARILLO CA	47.41

<b>MICHAEL CRUZ</b>	<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
	\$0.00	\$115.31	\$0.00	\$115.31

Post Date	Tran Date	Reference Number	Transaction Description	Amount
1-27	11-24	24943010330010192175403	THE HOME DEPOT #1012 CAMARILLO CA	46.31
2-17	12-17	24786710352900010486966	CERTIFIED TRAINING INSTIT 231-9432962 MI	69.00

<b>DHN FLETCHER</b>	<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
	\$20.29	\$928.77	\$0.00	\$908.48

Company Name: PLEASANT VALLEY REC PRK

Corporate Account Number:

Statement Date: 12-22-2020

**NEW ACTIVITY**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-02	11-30	24943010336010192230491	THE HOME DEPOT #1012 CAMARILLO CA	134.48
12-03	12-01	24692160338100624732034	THE HOME DEPOT 1012 CAMARILLO CA	99.22
12-04	12-02	24692160338100411612399	THE HOME DEPOT 1012 CAMARILLO CA	280.25
12-04	12-02	24692160338100411612811	THE HOME DEPOT 1012 CAMARILLO CA	216.25
12-07	12-03	24943010339010186865689	THE HOME DEPOT #1012 CAMARILLO CA	70.95
12-07	12-03	24943010339010186867826	THE HOME DEPOT #1012 CAMARILLO CA	23.20
12-09	12-07	24692160343100285142591	THE HOME DEPOT 1012 CAMARILLO CA	81.20
12-10	12-08	74943010344010185800545	THE HOME DEPOT #1012 CAMARILLO CA	20.29 CR
12-10	12-08	24943010344010185803163	THE HOME DEPOT #1012 CAMARILLO CA	23.22

<b>MICHAEL GUERRERO</b>	<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
	\$0.00	\$381.70	\$0.00	\$381.70

Post Date	Tran Date	Reference Number	Transaction Description	Amount
2-14	12-11	24692160347100483195983	THE HOME DEPOT 1012 CAMARILLO CA	300.00
2-14	12-11	24943010347010189738032	THE HOME DEPOT #1012 CAMARILLO CA	42.71
2-21	12-17	24943010353010183416297	THE HOME DEPOT #1012 CAMARILLO CA	38.99

<b>MACY TRUEBLOOD</b>	<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
	\$0.00	\$535.81	\$0.00	\$535.81

Post Date	Tran Date	Reference Number	Transaction Description	Amount
1-25	11-23	24453510329030012388741	LAS POSAS CLEANERS CAMARILLO CA	130.00
1-25	11-23	24453510329030012388758	LAS POSAS CLEANERS CAMARILLO CA	48.00
2-04	12-03	24137460339001140755184	CVS/PHARMACY #09844 CAMARILLO CA	54.95
2-09	12-08	24164070343091007441934	TARGET 00010272 CAMARILLO CA	9.32
2-10	12-08	24231680344837001551373	VONS #1672 CAMARILLO CA	8.17
2-14	12-12	24137460348001125888769	SPEEDWAY 03523 305 CARMEN CAMARILLO CA	16.86
2-18	12-16	24639230352900010400015	VOGUE SIGN COMPANY 805-4877222 CA	268.51

<b>MARY OTTEN</b>	<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
	\$0.00	\$348.83	\$0.00	\$348.83

Post Date	Tran Date	Reference Number	Transaction Description	Amount
2-14	12-11	24000970348933903164777	BOBBIS MEXICAN FOOD 805-3910328 CA	348.83

<b>ROBERT A CERASUOLO</b>	<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
	\$0.00	\$484.04	\$0.00	\$484.04

Post Date	Tran Date	Reference Number	Transaction Description	Amount
1-25	11-24	24755420330123302180292	GRAINGER 877-2022594 IL	2.71
1-27	11-24	24323040330293700067257	BIG BRAND TIRE AND SERVI CAMARILLO CA	317.94
2-09	12-07	24943010343010186859587	THE HOME DEPOT #1012 CAMARILLO CA	53.59
2-14	12-10	24692160346100349184768	SPRINT STORE #272 OXNARD CA	99.75

Company Name: PLEASANT VALLEY REC PRK
Corporate Account Number
Statement Date: 12-22-2020

**NEW ACTIVITY**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-14	12-10	24692160346100349184776	SPRINT STORE #272 OXNARD CA	10.05

<b>ANTHONY MILLER</b>	<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
	\$0.00	\$302.49	\$0.00	\$302.49

Post Date	Tran Date	Reference Number	Transaction Description	Amount
2-18	12-17	24431060352083313345681	AMAZON.COM*VG9M309L3 AMZN AMZN.COM/BILL WA	18.36
2-18	12-17	24692160352100403762351	AMZN MKTP US*KZ9IA3HO3 AMZN.COM/BILL WA	284.13

Department: 00000 Total: \$5,147.92  
 Division: 00000 Total: \$5,147.92

Pleasant Valley Recreation & Park District  
FY 20-21 Investments Summary

11-Dec-20

Purchase Date	Maturity Date	Purchase Price	Purchase Price	Market Price	Accrued Interest	Est. Annual Income	Est. Yield	Cur. Market Value	Int. Received Since Inception
2/10/2016	2/10/2021	200,000.00	200,000.00	100.9190	224.38	3,900.00	1.93%	201,838.00	17,555.35
2/12/2016	2/12/2021	200,000.00	200,000.00	100.7460	176.99	3,400.00	1.68%	201,492.00	15,304.65
<b>MBS Investments Total</b>		400,000.00	400,000.00		7,300.00			403,330.00	32,860.00

MBS Interest Summary		2020-2021				2020-2021	2020-2021			
FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	Q1	Q2	Q3	Q4	YTD	Int. Received Since Inception
Interest	Interest	Interest	Interest	Interest	Interest	Interest	Interest	Interest	Interest	Interest
-	7,320.00	7,300.00	7,300.00	7,300.00	3,640.00				3,640.00	32,860.00

Includes Firstbank PR Sentance

YTD Dividends and Interest

	Q1	Q2	Q3	Q4	Current	2020-2021	Ending Cash Balance Per GL As of 12/31/2020
<b>LAF:</b>	\$ 9,298.46	\$ 8,546.49			Qtr. Interest Rate	\$ 17,844.95	
<b>Ventura County Pool &amp; CALTRUST</b>							
County Pool Restricted -0241	\$ 20,562.59	\$ 14,564.42				\$ 35,127.01	
CALTRUST & County Unrestricted- 0240	\$ 55.64	\$ 0.02				\$ 55.66	
<b>Pacific Western Bank Accounts</b>							
457 Pension	\$ 5.89	\$ 7.68				\$ 13.57	
Assessment District	\$ 88.40	\$ 26.47				\$ 114.87	
Capital	\$ 17.13	\$ 20.90				\$ 38.03	
Contingency	\$ 3.34	\$ 0.82				\$ 4.16	
Debt Service	\$ 12.78	\$ 8.47				\$ 21.25	
Quimby	\$ 21.22	\$ 11.94				\$ 33.16	

Total Invested Balance Including MBS 403,330.00

Interest Earnings Summary	Q1	Q2	Q3	Q4	2020-2021
Interest	Interest	Interest	Interest	Interest	Interest
	33,705.45	23,187.21	-	-	\$ 56,892.66

Total Dividends and Interest

## MBS – Multi Bank Securities

<b>MBS - US Treasury Type</b>	<b>August 12 2019</b>	<b>Sept 12 2019</b>	<b>Oct 9 2019</b>	<b>Nov 12 2019</b>	<b>Dec 11 2019</b>	<b>Jan 15 2020</b>	<b>Feb 11 2020</b>	<b>March 10 2020</b>	<b>April 6 2020</b>
US 3 Month	1.927%	1.870%	1.630%	1.540%	1.525%	1.527%	1.515%	.386%	.093%
US 6 Month	1.875%	1.840%	1.635%	1.532%	1.522%	1.525%	1.485%	.368%	.137%
US 1 Year	1.702%	1.755%	1.542%	1.515%	1.500%	1.490%	1.430%	.325%	.150%
US 2 Year	1.575%	1.720%	1.449%	1.652%	1.636%	1.558%	1.423%	.404%	.264%
US 3 Year	1.503%	1.685%	1.402%	1.679%	1.655%	1.707%	1.401%	.472%	.337%
US 5 Year	1.484%	1.645%	1.389%	1.723%	1.664%	1.783%	1.421%	.514%	.444%
	<b>May 12 2020</b>	<b>June 9 2020</b>	<b>July 8 2020</b>	<b>August 10 2020</b>	<b>Sept 8 2020</b>	<b>October 8 2020</b>	<b>Nov 10 2020</b>	<b>Dec 7 2020</b>	<b>Jan 11 2021</b>
US 3 Month	.102%	.155%	.137%	.088%	.105%	.090%	.087%	.073%	.078%
US 6 Month	.123%	.175%	.148%	.110%	.117%	.105%	.095%	.085%	.082%
US 1 Year	.138%	.175%	.143%	.123%	.123%	.120%	.115%	.097%	.083%
US 2 Year	.169%	.204%	.159%	.121%	.135%	.147%	.181%	.143%	.147%
US 3 Year	.218%	.251%	.183%	.133%	.160%	.187%	.246%	.197%	.222%
US 5 Year	.351%	.404%	.301%	.218%	.269%	.333%	.452%	.389%	.504%



## Ventura County Pool

Investment Name	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	January 2020	February 2020	March 2020
<b>Ventura County Pool</b>	2.639%	2.563%	2.497%	2.363%	2.259%	2.089%	2.02%	1.995%	1.887%
	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020
<b>Ventura County Pool</b>	1.796%	1.604%	1.451%	1.293%	1.103%	.958%	.796%	.690%	.518%

• Rates are determined at the end of the month

## Local Agency Investment Fund (LAIF)

Investment Name	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	January 2020	February 2020	March 2020
<b>Local Agency Investment Fund (LAIF)</b>	2.379%	2.341%	2.280%	2.190%	2.150%	2.043%	1.967%	1.912%	1.787%
	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020
<b>Local Agency Investment Fund (LAIF)</b>	1.648%	1.363%	1.217%	.920%	.784%	.685%	.620%	.576%	.540%

## Cal Trust

Investment Name	July 2019	August 2019	September 2019	October 2019	November 2020	December 2019	January 2020	February 2020	March 2020
<b>Cal Trust</b>	2.26%	2.03%	2.00%	1.77%	1.56%	1.52%	1.50%	1.50%	.79%
	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020
<b>Cal Trust</b>	.27%	.15%	.10%	.07%	.004%	.09%	.07%	.04%	.03%

**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 4, 2021**

**SUBJECT: FINANCE REPORT DECEMBER 2020**

**RECOMMENDATION**

It is recommended the Board review and approve the Financial Statements for December 31, 2020 for Fund 10, Fund 20, and Fund 30.

**ANALYSIS OF COMPARATIVE FINANCIALS THROUGH DECEMBER 31, 2020**

The District's Statements of Revenues and Expenditures for the period of July 1, 2020 through December 31, 2020 with a year-to-date comparison for the period of July 1, 2019 through December 31, 2019 are attached. The percentage rate used for the 2020-2021 fiscal year budget is 50% for Period 6 of the fiscal year.

**REVENUES**

Total revenue for the 6th month ending December 31, 2020 for Fund 10 (General Fund) has an overall decrease of \$515,852 in comparison to fiscal year 2019-2020. The variance from prior year is made up of decreases in 1) Public Fees- contract classes (\$234,631), 2) Public Fees (\$163,546), 3) Rental (\$99,444). The December report reflects a shortfall in the ROPS revenue line item, but that is a timing issue.

The January 2021 will reflect the second ROPS payment for the fiscal year and the total received for FY20-21 will show \$373,106 received which equates to \$248,106 above budget. Included with this staff report is a notice from the Ventura County Auditor-Controller explaining a lawsuit that involved seven cities in San Diego County. To summarize, many Auditor-Controllers had been reducing the Redevelopment Property Tax Trust Fund (RPTTF) residuals to taxing entities that received passthrough payments and applying a cap so that no taxing entity received more than they contributed to the RPTTF. The court held that any residual remaining in the RPTTF must be distributed in accordance with the taxing entities pro rata property tax share without any caps or reductions to the distribution of RPTTF residuals to taxing entities that received pass through payments, the amount of the residual the District received was \$188,236.

Putting the RPTTF residual aside, the impacts of COVID-19 will continue to be challenging and will be a constant source of a reduction in revenue for this fiscal year. Staff will continue to monitor and adjust the budget as needed and keep the Board updated.

Total revenue for the 6th month ending December 31, 2020 for Fund 20 (Assessment District) is at 57.71% of budget. This percentage increased from the prior month due to the receipt of the December tax apportionment. The next tax apportionment is due to arrive the end of April 2021.

For Fund 30, the Park Dedication Fund had interest earnings of \$5,809.

### **EXPENDITURES**

Personnel Expenditures have decreased by \$133,608 for fiscal year 2020-2021 in comparison to personnel expenses for the same time last year. The variance is primarily due to decreases in Part-Time Salaries (\$244,916) and an increase in PERS Unfunded Liability (\$84,747) and Employee Insurance (\$73,342). The increases in Employee Insurance will show as a significant increase for the remaining of the fiscal year due to the retroactive pay the SEIU employees received in November.

Services and Supplies Expenditures for Fund 10 have decreased \$666,959 in comparison to the same time as last year. The primary accounts showing a decrease in comparison to last fiscal year are 1) Hill Fire (\$367,909), 2) District Reserve Buckets line items #7970 thru #7975 (\$125,000), 3) Instructor Services (\$48,124) 4) Electric (\$31,670), 5) Legal Services (\$31,215), 6) Building Repair (\$28,413) and various other expense line items.

Fund 20 is at 47.77% in Personnel and 46.17% in Service and Supplies, both are below the 50% marker for the 6<sup>th</sup> month of the fiscal year.

Fund 30 has no Personnel or Services and Supplies Expenses for the fiscal year 2020-2021.

Both Fund 10 and Fund 30 are showing progress in the Capital Improvement Projects for the fiscal year.

### **FISCAL IMPACT**

Overall, the financials show the District is under the approved budget for Fund 10 by 2.28% and under the approved budget for Fund 20 by 3.8%.

### **RECOMMENDATION**

It is recommended the Board review and approve the Financial Statements for December 31, 2020 for Fund 10, Fund 20, and Fund 30.

### **ATTACHMENTS**

- 1) Financial Statement of Revenues and Expenditures as of December 31, 2020 Fund 10  
(2 pages)
- 2) Financial Statement of Revenue and Expenditures as of December 31, 2020 Fund 20  
(1 page)
- 3) Financial Statement of Revenue and Expenditures as of December 31, 2020 Fund 30  
(1 page)
- 4) Changes to Redevelopment Property Trust Fund (RPTTF) Distribution Calculations  
(2 pages)

**General Ledger**  
**Fund 10 General Fund**  
**December 2020 50%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>							
Tax Apport - Cur Year Secured	5110-5240	\$ (3,794,489.89)	\$ (3,737,916.16)	\$ (3,959,789.14)	\$ (6,481,869.00)	\$ (2,522,079.86)	61.09%
Interest Earnings	5310	\$ (21.77)	\$ (36,876.05)	\$ (13,003.09)	\$ (36,030.00)	\$ (23,026.91)	36.09%
Hill Fire 2018	5465	\$ -	\$ (156,693.01)	\$ (219,884.01)	\$ -	\$ 219,884.01	0.00%
Park Patrol Citations	5506	\$ -	\$ (2,278.26)	\$ (1,100.00)	\$ (2,434.00)	\$ (1,334.00)	45.19%
Contract Classes-Public Fees	5510	\$ (3,869.90)	\$ (97,140.70)	\$ (24,854.65)	\$ (147,695.00)	\$ (122,840.35)	16.83%
Public Fees	5511	\$ (91.00)	\$ (173,229.10)	\$ (9,683.25)	\$ (224,783.00)	\$ (215,099.75)	4.31%
Public Fees-Entry Fees	5520	\$ -	\$ (27,797.76)	\$ (2,019.00)	\$ (29,809.00)	\$ (27,790.00)	6.77%
Vending Concessions	5525	\$ -	\$ (2,525.50)	\$ -	\$ (732.00)	\$ (732.00)	0.00%
Rental	5530	\$ (37,317.00)	\$ (188,049.25)	\$ (88,605.00)	\$ (253,856.00)	\$ (165,251.00)	34.90%
Cell Tower Revenue	5535	\$ (8,136.70)	\$ (47,180.33)	\$ (48,686.65)	\$ (91,704.00)	\$ (43,017.35)	53.09%
Parking Fees	5540	\$ (55.79)	\$ (7,659.43)	\$ (3,318.78)	\$ (7,261.00)	\$ (3,942.22)	45.71%
Dues	5550	\$ -	\$ 50.00	\$ -	\$ -	\$ -	0.00%
Activity Guide Revenue	5555	\$ (800.00)	\$ (13,060.00)	\$ (850.00)	\$ (13,500.00)	\$ (12,650.00)	6.30%
Sponsorships	5558	\$ (150.00)	\$ (1,800.00)	\$ (150.00)	\$ -	\$ 150.00	0.00%
Staffing Cost Recovery	5563	\$ -	\$ (13,326.31)	\$ (5,785.00)	\$ (31,285.00)	\$ (25,500.00)	18.49%
Special Event Permits	5564	\$ (100.00)	\$ (203.00)	\$ (400.00)	\$ -	\$ 400.00	0.00%
Security Services Recovery	5566	\$ -	\$ (1,350.00)	\$ -	\$ -	\$ -	0.00%
Donations	5570	\$ -	\$ (95,904.50)	\$ (35,000.00)	\$ (36,000.00)	\$ (1,000.00)	97.22%
Grants	5573	\$ -	\$ (23.65)	\$ -	\$ -	\$ -	0.00%
Other/Purchase Discount Taken	5575	\$ (682.00)	\$ (45,219.23)	\$ (13,278.00)	\$ (44,082.00)	\$ (30,804.00)	30.12%
Credit Card Processing Fee	5576	\$ (10.50)	\$ (574.35)	\$ (41.81)	\$ -	\$ 41.81	0.00%
Cash Over/Under	5580	\$ (8.00)	\$ (70.00)	\$ (48.00)	\$ -	\$ 48.00	0.00%
Incentive Income	5585	\$ (209.70)	\$ (1,331.44)	\$ (312.89)	\$ (1,300.00)	\$ (987.11)	24.07%
Reimbursement - ROPS	5600	\$ -	\$ (309,187.20)	\$ (74,556.06)	\$ (125,000.00)	\$ (50,443.94)	59.64%
Reimb-Needs Assessment/LPA	5605	\$ -	\$ (75,482.17)	\$ (17,610.38)	\$ -	\$ 17,610.38	0.00%
<b>Revenue</b>		<b>\$ (3,845,942.25)</b>	<b>\$ (5,034,827.40)</b>	<b>\$ (4,518,975.71)</b>	<b>\$ (7,527,340.00)</b>	<b>\$ (3,008,364.29)</b>	<b>60.03%</b>
<b>YTD Comparison</b>				<b>\$ 515,851.69</b>			
<b>Expense</b>							
Full Time Salaries	6100	\$ 170,723.26	\$ 1,122,173.31	\$ 1,110,665.61	\$ 2,358,728.00	\$ 1,248,062.39	47.09%
Overtime Salaries	6101	\$ 377.23	\$ 16,079.87	\$ 6,091.84	\$ 32,490.00	\$ 26,398.16	18.75%
Car Allowance	6105	\$ 830.74	\$ 5,399.81	\$ 5,399.81	\$ 10,800.00	\$ 5,400.19	50.00%
Cell Phone Allowance	6108	\$ 1,080.14	\$ 7,503.00	\$ 6,924.35	\$ 14,610.00	\$ 7,685.65	47.39%
Part-Time Salaries	6110	\$ 9,943.19	\$ 324,885.03	\$ 79,968.91	\$ 434,696.00	\$ 354,727.09	18.40%
Retirement	6120	\$ 28,433.38	\$ 187,858.63	\$ 193,509.86	\$ 417,223.00	\$ 223,713.14	46.38%
457 Pension	6121	\$ 174.34	\$ 6,347.66	\$ 6,347.66	\$ 7,445.00	\$ 1,097.34	85.26%
Deferred Compensation	6125	\$ 354.92	\$ -	\$ 2,306.98	\$ -	\$ (2,306.98)	0.00%
Employee Insurance	6130	\$ 22,199.56	\$ 104,507.59	\$ 177,849.11	\$ 293,733.00	\$ 115,883.89	60.55%
Workers Compensation	6140	\$ 9,677.55	\$ 78,952.16	\$ 34,258.87	\$ 146,655.00	\$ 112,396.13	23.36%
Unemployment Insurance	6150	\$ -	\$ 633.00	\$ 9,556.00	\$ 3,400.00	\$ (6,156.00)	281.06%
Loan - Pension Obligation	6160	\$ 21,395.17	\$ 125,265.00	\$ 128,371.00	\$ 256,742.00	\$ 242,973.70	50.00%
PERS Unfunded Liability	6170	\$ -	\$ 349,318.00	\$ 434,065.00	\$ 434,065.00	\$ -	100.00%
<b>Personnel</b>		<b>\$ 265,189.48</b>	<b>\$ 2,328,923.06</b>	<b>\$ 2,195,315.00</b>	<b>\$ 4,410,587.00</b>	<b>\$ 2,329,874.70</b>	<b>49.77%</b>
<b>YTD Comparison</b>				<b>\$ (133,608.06)</b>			
Telephone/Internet	6210	\$ 303.12	\$ 9,275.01	\$ 9,967.51	\$ 16,596.00	\$ 6,628.49	60.06%
Internet Services	6220	\$ 210.00	\$ 24,421.37	\$ 8,574.00	\$ 27,135.00	\$ 18,561.00	31.60%
IT Infrastructure	6230	\$ 302.49	\$ 115.85	\$ 360.50	\$ 2,000.00	\$ 1,639.50	18.03%
Computer Hardware/Software	6240	\$ 630.00	\$ 2,733.05	\$ 4,781.53	\$ 10,040.00	\$ 5,258.47	47.62%
Pool Chemicals	6310	\$ -	\$ 1,709.16	\$ 741.00	\$ 8,250.00	\$ 7,509.00	8.98%
Janitorial Supplies	6320	\$ -	\$ 21,520.21	\$ 12,150.01	\$ 53,400.00	\$ 41,249.99	22.75%
COVID - Supplies	6321	\$ 136.24	\$ -	\$ 2,817.89	\$ -	\$ (2,817.89)	0.00%
Kitchen Supplies	6330	\$ -	\$ 270.32	\$ -	\$ 900.00	\$ 900.00	0.00%
Food Supplies	6340	\$ -	\$ 1,134.03	\$ -	\$ 6,320.00	\$ 6,320.00	0.00%
Water Maint & Service	6350	\$ 76.30	\$ 470.27	\$ 418.25	\$ 1,239.00	\$ 820.75	33.76%
Laundry/Wash Service	6360	\$ 178.00	\$ 94.00	\$ 178.00	\$ 880.00	\$ 702.00	20.23%
Medical Supplies	6380	\$ -	\$ 21.98	\$ -	\$ -	\$ -	0.00%
Insurance Liability	6410	\$ 104,042.00	\$ 142,201.00	\$ 208,084.00	\$ 149,311.00	\$ (58,773.00)	139.36%
Equipment Maintenance	6500	\$ -	\$ -	\$ -	\$ 400.00	\$ 400.00	0.00%
Fuel	6510	\$ 4,054.46	\$ 22,303.10	\$ 21,544.25	\$ 50,400.00	\$ 28,855.75	42.75%
Vehicle Maintenance	6520	\$ 1,589.97	\$ 9,178.39	\$ 11,155.32	\$ 35,400.00	\$ 24,244.68	31.51%
Office Equipment Maintenance	6530	\$ -	\$ -	\$ 116.89	\$ -	\$ (116.89)	0.00%
Building Repair	6610	\$ 917.39	\$ 38,015.14	\$ 9,602.34	\$ 88,000.00	\$ 78,397.66	10.91%
HVAC	6620	\$ -	\$ 735.02	\$ 2,382.14	\$ 8,820.00	\$ 6,437.86	27.01%
Playground Maintenance	6630	\$ -	\$ 18,030.73	\$ -	\$ 40,000.00	\$ 40,000.00	0.00%
Hill Fire 2018	6640	\$ -	\$ 367,908.81	\$ -	\$ -	\$ -	0.00%
Grounds Maintenance	6710	\$ 20,124.28	\$ 33,204.74	\$ 25,343.33	\$ 86,220.00	\$ 60,876.67	29.39%
Parking Lot Repair - Assess	6718	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Tree Care	6719	\$ 10,037.25	\$ -	\$ 11,383.88	\$ 30,000.00	\$ 18,616.12	37.95%
Park Amenities - Assess	6722	\$ -	\$ 2,785.65	\$ -	\$ -	\$ -	0.00%
Park Signage (Branding)	6725	\$ -	\$ 6,895.75	\$ -	\$ -	\$ -	0.00%
Contracted Pest Control	6730	\$ 100.00	\$ 740.00	\$ 560.00	\$ 3,000.00	\$ 2,440.00	18.67%
Rubbish & Refuse	6740	\$ 4,336.74	\$ 34,762.33	\$ 35,189.19	\$ 77,006.00	\$ 41,816.81	45.70%
Vandalism/Theft	6750	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
Memberships	6810	\$ -	\$ 12,720.26	\$ 11,885.00	\$ 13,696.00	\$ 1,811.00	86.78%
Office Supplies	6910	\$ 1,760.24	\$ 9,922.27	\$ 3,036.21	\$ 17,585.00	\$ 14,548.79	17.27%
Postage Expense	6920	\$ -	\$ 11,464.43	\$ 537.65	\$ 19,000.00	\$ 18,462.35	2.83%
Advertising Expense	6930	\$ -	\$ 2,110.60	\$ 900.00	\$ 6,240.00	\$ 5,340.00	14.42%
Printing Charges	6940	\$ -	\$ 5,774.37	\$ 3,822.47	\$ 13,338.00	\$ 9,515.53	28.66%
ActiveNet Charges	6950	\$ 319.92	\$ 27,729.39	\$ 5,952.31	\$ 52,542.00	\$ 46,589.69	11.33%

**General Ledger**  
**Fund 10 General Fund**  
**December 2020 50%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Approp Redev/Collection Fees	6960	\$ 255,697.19	\$ 239,173.17	\$ 255,697.19	\$ 481,576.00	\$ 225,878.81	53.10%
Minor Furn Fixture & Equip	6980	\$ 258.44	\$ 864.17	\$ 863.01	\$ 1,134.00	\$ 270.99	76.10%
Comp Hardware/Software Exp	6990	\$ -	\$ 74.95	\$ -	\$ -	\$ -	0.00%
Fingerprint Fees (HR)	7010	\$ -	\$ 1,194.00	\$ -	\$ 2,560.00	\$ 2,560.00	0.00%
Fire & Safety Insp Fees	7020	\$ -	\$ 2,616.95	\$ -	\$ 2,975.00	\$ 2,975.00	0.00%
Permit & Licensing Fees	7030	\$ 471.23	\$ 1,946.57	\$ 1,269.03	\$ 6,350.00	\$ 5,080.97	19.98%
State License Fee	7040	\$ -	\$ 852.50	\$ 657.50	\$ 800.00	\$ 142.50	82.19%
Professional Services	7100	\$ -	\$ 3,384.13	\$ -	\$ -	\$ -	0.00%
Legal Services	7110	\$ -	\$ 51,563.08	\$ 20,348.06	\$ 90,000.00	\$ 69,651.94	22.61%
Typeset and Print Services	7115	\$ -	\$ 14,019.45	\$ -	\$ 36,300.00	\$ 36,300.00	0.00%
Instructor Services	7120	\$ 4,845.80	\$ 63,345.14	\$ 15,220.73	\$ 97,138.00	\$ 81,917.27	15.67%
PERS Admin Fees	7125	\$ 88.02	\$ 1,327.13	\$ 1,038.49	\$ 2,110.00	\$ 1,071.51	49.22%
Audit Services	7130	\$ -	\$ 5,100.00	\$ 7,100.00	\$ 20,175.00	\$ 13,075.00	35.19%
Medical & Health Svcs (HR)	7140	\$ -	\$ 2,302.50	\$ 400.00	\$ 5,500.00	\$ 5,100.00	7.27%
Security Services	7150	\$ -	\$ 443.55	\$ 1,582.50	\$ 3,700.00	\$ 2,117.50	42.77%
Entertainment Services	7160	\$ -	\$ 420.00	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
Business Services	7180	\$ 875.14	\$ 39,933.98	\$ 34,467.38	\$ 70,114.00	\$ 35,646.62	49.16%
Conversion Adjustment	7185	\$ -	\$ (52,050.17)	\$ -	\$ -	\$ -	0.00%
Umpire/Referee Services	7190	\$ -	\$ 919.00	\$ -	\$ -	\$ -	0.00%
Subscriptions	7210	\$ -	\$ 1,191.39	\$ 1,166.02	\$ 4,299.00	\$ 3,132.98	27.12%
Rents & Leases - Equip	7310	\$ 992.88	\$ 9,493.93	\$ 1,904.93	\$ 23,500.00	\$ 21,595.07	8.11%
Event Supplies	7410	\$ -	\$ 967.49	\$ -	\$ 2,280.00	\$ 2,280.00	0.00%
Supplies	7420	\$ 25.71	\$ 5,855.44	\$ 25.71	\$ 3,200.00	\$ 3,174.29	0.80%
Bingo Supplies	7430	\$ -	\$ 2,809.84	\$ -	\$ 3,600.00	\$ 3,600.00	0.00%
Sporting Goods	7440	\$ 114.73	\$ 2,533.80	\$ 207.91	\$ 5,300.00	\$ 5,092.09	3.92%
Arts and Craft Supplies	7450	\$ -	\$ 35.44	\$ -	\$ 5,575.00	\$ 5,575.00	0.00%
Training Supplies	7460	\$ -	\$ 210.00	\$ -	\$ 1,600.00	\$ 1,600.00	0.00%
Small Tools	7500	\$ -	\$ 1,861.05	\$ 582.64	\$ 6,000.00	\$ 5,417.36	9.71%
Safety Supplies	7510	\$ -	\$ 3,274.64	\$ 214.88	\$ 3,310.00	\$ 3,095.12	6.49%
Uniform Allowance	7610	\$ 926.58	\$ 6,889.19	\$ 1,675.52	\$ 10,240.00	\$ 8,564.48	16.36%
Safety Clothing	7620	\$ -	\$ 1,254.96	\$ 578.41	\$ 4,854.00	\$ 4,275.59	11.92%
Conference&Seminar Staff	7710	\$ (406.00)	\$ 14,465.15	\$ 640.32	\$ 11,564.00	\$ 10,923.68	5.54%
Conference&Seminar Board	7715	\$ -	\$ 270.00	\$ -	\$ 2,575.00	\$ 2,575.00	0.00%
Conference&Seminar Travel Exp	7720	\$ -	\$ 4,428.64	\$ -	\$ 4,345.00	\$ 4,345.00	0.00%
Out of Town Travel Board	7725	\$ -	\$ 846.72	\$ -	\$ 3,231.00	\$ 3,231.00	0.00%
Private Vehicle Mileage	7730	\$ -	\$ 999.26	\$ 127.83	\$ 1,684.00	\$ 1,556.17	7.59%
Buses/Excursions	7750	\$ -	\$ 4,336.94	\$ -	\$ 2,950.00	\$ 2,950.00	0.00%
Tuition/Book Reimbursement	7760	\$ -	\$ 1,268.75	\$ -	\$ -	\$ -	0.00%
Utilities - Gas	7810	\$ 1,544.72	\$ 8,283.27	\$ 7,191.82	\$ 29,715.00	\$ 22,523.18	24.20%
Utilities - Water	7820	\$ 19,378.86	\$ 449,089.94	\$ 465,200.60	\$ 865,373.00	\$ 400,172.40	53.76%
Utilities - Electric	7830	\$ -	\$ 89,094.23	\$ 57,423.60	\$ 220,000.00	\$ 162,576.40	26.10%
Airport Assessment Exp	7840	\$ 842.00	\$ 14,235.00	\$ 842.00	\$ 14,000.00	\$ 13,158.00	6.01%
Awards and Certificates	7910	\$ 361.70	\$ 9,401.16	\$ 601.70	\$ 11,670.00	\$ 11,068.30	5.16%
Meals for Staff Training	7920	\$ 497.10	\$ 1,012.32	\$ 874.98	\$ 3,560.00	\$ 2,685.02	24.58%
Employee Morale	7930	\$ -	\$ 96.71	\$ -	\$ -	\$ -	0.00%
COP Debt - PV Fields	7950	\$ 19,146.67	\$ 117,780.00	\$ 114,880.00	\$ 229,760.00	\$ 114,880.00	50.00%
Reserve Vehicle Fleet	7970	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	0.00%
Reserve Computer Fleet	7971	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	0.00%
Reserve Dry Period	7973	\$ -	\$ 90,000.00	\$ -	\$ -	\$ -	0.00%
Reserve Repair/Oper/Admin	7975	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -	0.00%
Admin Fee/CC Refund 2020	8112	\$ (50.00)	\$ -	\$ 11,436.84	\$ -	\$ (11,436.84)	0.00%
<b>Services and Supplies</b>		<b>\$ 454,729.17</b>	<b>\$ 2,062,662.59</b>	<b>\$ 1,395,703.27</b>	<b>\$ 3,114,335.00</b>	<b>\$ 1,718,631.73</b>	<b>44.62%</b>
<b>YTD Comparison</b>				<b>\$ (666,959.32)</b>			
<b>Capital</b>							
Equip/Facility Replacement	8420	\$ -	\$ -	\$ -	\$ 30,000.00	\$ 30,000.00	0.00%
Sr/Community Rec Facility	8422	\$ -	\$ 7,270.00	\$ -	\$ -	\$ -	0.00%
LPA Architects-CC/Gym/Sr Ctr	8463	\$ -	\$ 19,690.15	\$ -	\$ -	\$ -	0.00%
Ameill Ranch Park Renovation	8464	\$ -	\$ 30,779.13	\$ -	\$ -	\$ -	0.00%
L.E.D. Light SpringvileTennis	8466	\$ -	\$ 16,370.64	\$ -	\$ -	\$ -	0.00%
Community Center Marquee	8468	\$ -	\$ -	\$ 3,997.52	\$ 8,552.39	\$ 4,554.87	46.74%
PVAC Pool Heater	8470	\$ -	\$ 23,930.00	\$ -	\$ -	\$ -	0.00%
Cam Grove Play Equipment	8471	\$ -	\$ 33,270.80	\$ -	\$ -	\$ -	0.00%
Freedom Park ParkingLot&Skyway	8472	\$ -	\$ 239,671.66	\$ -	\$ -	\$ -	0.00%
P.V. Fields Painting II	8473	\$ -	\$ 13,690.00	\$ -	\$ -	\$ -	0.00%
Switches and Servers	8474	\$ -	\$ -	\$ 29,642.96	\$ 30,772.00	\$ 1,129.04	96.33%
Turf Grinder	8475	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
Pitts Ranch BB Crt Repair	8476	\$ -	\$ -	\$ 7,950.00	\$ 8,000.00	\$ 50.00	99.38%
PV Fields Painting West End	8477	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
Inflatable System	8479	\$ -	\$ -	\$ -	\$ 5,500.00	\$ 5,500.00	0.00%
HVAC Administration Bldg	8481	\$ -	\$ -	\$ 13,200.00	\$ 14,520.00	\$ 1,320.00	90.91%
<b>Expense</b>		<b>\$ -</b>	<b>\$ 384,672.38</b>	<b>\$ 54,790.48</b>	<b>\$ 127,344.39</b>	<b>\$ 72,553.91</b>	<b>43.03%</b>
<b>Total Expense</b>		<b>\$ 719,918.64</b>	<b>\$ 4,391,585.65</b>	<b>\$ 3,591,018.27</b>	<b>\$ 7,524,922.00</b>	<b>\$ 4,048,506.43</b>	<b>47.72%</b>
<b>YTD Comparison</b>				<b>\$ (800,567.38)</b>			

**General Ledger**  
**Fund 20 Assessment Fund**  
**December 2020 50%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>							
Interest Earnings	5310	\$ (8.82)	\$ (584.03)	\$ (123.69)	\$ (500.00)	(376.31)	24.74%
Assessment Revenue	5500	\$ (672,713.54)	\$ (655,620.44)	\$ (683,961.37)	\$ (1,184,957.00)	(500,995.63)	57.72%
<b>Revenue</b>		<b>\$ 672,722.36</b>	<b>\$ 656,204.47</b>	<b>\$ 684,085.06</b>	<b>\$ 1,185,457.00</b>	<b>501,371.94</b>	<b>57.71%</b>
<b>YTD Comparison</b>				<b>\$ 27,880.59</b>			
<b>Expense</b>							
Full Time Salaries	6100	\$ 1,459.36	\$ 4,985.48	\$ 8,478.88	\$ 18,262.00	9,783.12	46.43%
Retirement	6120	\$ 242.34	\$ 754.18	\$ 1,516.30	\$ 3,130.00	1,613.70	48.44%
Employee Insurance	6130	\$ 300.50	\$ 1,047.69	\$ 1,803.00	\$ 3,606.00	1,803.00	50.00%
Workers Compensation	6140	\$ 142.11	\$ 504.21	\$ 893.21	\$ 1,753.00	859.79	50.95%
<b>Personnel</b>		<b>\$ 2,144.31</b>	<b>\$ 7,291.56</b>	<b>\$ 12,691.39</b>	<b>\$ 26,751.00</b>	<b>14,059.61</b>	<b>47.44%</b>
<b>YTD Comparison</b>				<b>\$ 5,399.83</b>			
Incidental Costs - Assess	6709	\$ -	\$ 10,449.72	\$ 10,676.01	\$ 34,256.00	23,579.99	31.17%
Tree Care	6719	\$ -	\$ 34,575.00	\$ 3,750.00	\$ 67,500.00	63,750.00	5.56%
Contracted LS Services	6720	\$ 42,082.28	\$ 219,327.98	\$ 252,493.68	\$ 505,036.00	252,542.32	50.00%
Park Amenities - Assess	6722	\$ -	\$ 3,420.68	\$ 929.12	\$ 17,500.00	16,570.88	5.31%
ActiveNet Charges	6950	\$ -	\$ -	\$ -	\$ 60.00	60.00	0.00%
Approp Redev/Collection Fees	6960	\$ 1,678.82	\$ 1,614.95	\$ 1,678.82	\$ 3,000.00	1,321.18	55.96%
COP Debt - PV Fields	7950	\$ 43,796.67	\$ 242,434.38	\$ 262,780.00	\$ 525,560.00	262,780.00	50.00%
<b>Expense</b>		<b>\$ 87,557.77</b>	<b>\$ 511,822.71</b>	<b>\$ 532,307.63</b>	<b>\$ 1,152,912.00</b>	<b>620,604.37</b>	<b>46.17%</b>
<b>YTD Comparison</b>				<b>\$ 20,484.92</b>			
<b>Total Expense</b>		<b>\$ 89,702.08</b>	<b>\$ 519,114.27</b>	<b>\$ 544,999.02</b>	<b>\$ 1,179,663.00</b>	<b>634,663.98</b>	<b>46.20%</b>
<b>YTD Comparison</b>				<b>\$ 25,884.75</b>			

**General Ledger**  
**Fund 30 Quimby Fee Fund**  
**December 2020 50%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>							
Interest Earnings	5310	\$ (5,809.60)	\$ (43,910.94)	\$ (20,407.18)	\$ (38,800.00)	\$ (18,392.82)	52.60%
MBS Interest Earnings	5320	\$ -	\$ (5,646.80)	\$ (3,640.00)	\$ -	\$ 3,640.00	0.00%
Park Dedication Fees	5400	\$ -	\$ (1,356,700.46)	\$ -	\$ -	\$ -	0.00%
<b>Revenue</b>		<b>\$ 5,809.60</b>	<b>\$ 1,406,258.20</b>	<b>\$ 24,047.18</b>	<b>\$ 38,800.00</b>	<b>\$ 14,752.82</b>	<b>61.98%</b>
<b>Expense</b>							
Advertising Expense	6930	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
ActiveNet Charges	6950	\$ -	\$ 95.00	\$ -	\$ -	\$ -	0.00%
<b>Services and Supplies</b>		<b>\$ -</b>	<b>\$ 95.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Capital</b>							
Valle Lindo Restroom/Pavillon	8444	\$ -	\$ 320,473.09	\$ -	\$ -	\$ -	0.00%
Freedom Baseball Fields	8459	\$ -	\$ 41,232.23	\$ -	\$ -	\$ -	0.00%
Mel Vincent Park Restrooms	8460	\$ -	\$ 56,990.39	\$ -	\$ -	\$ -	0.00%
Arnell Ranch Park Renovation	8464	\$ 24,190.00	\$ -	\$ 30,370.00	\$ 1,100,000.00	\$ 1,069,630.00	2.76%
PVAC Restroom & Shower	8469	\$ -	\$ 49,193.88	\$ 35,249.13	\$ 84,401.39	\$ 49,152.26	41.76%
Fertilizer Injector System	8478	\$ 50,447.93	\$ -	\$ 50,447.93	\$ 60,000.00	\$ 9,552.07	84.08%
Community Center Kitchen	8480	\$ 10,110.00	\$ -	\$ 10,110.00	\$ 250,000.00	\$ 239,890.00	4.04%
<b>Capital</b>		<b>\$ 84,747.93</b>	<b>\$ 467,889.59</b>	<b>\$ 126,177.06</b>	<b>\$ 1,494,401.39</b>	<b>\$ 1,368,224.33</b>	<b>8.44%</b>

Date Received	Amount	Amount Earmarked	Developer	Development Case #	Amount Expended	Balance	Allocation Date
7/31/2014	\$ 615,709.00	\$ 720,600.00	AMLI Residential	Springville (RPD-	\$ 615,709.00	\$ -	7/31/2019
1/31/2015	\$ 2,250,489.70	\$ 2,250,489.70	Fairfield LLC		\$ 1,623,168.18	\$ 627,321.52	1/31/2020
8/8/2016	\$ 2,649,209.00	\$ 1,100,000.00	Comstock/Elacora Mission Oaks		\$ 220,257.74	\$ 2,428,951.26	8/8/2021
8/10/2016	\$ 474,353.00	\$ 629,500.00	KB Homes		\$ 230,159.82	\$ 244,193.18	8/10/2021
6/7/2018	\$ 21,612.25	\$ -	Crestview		\$ -	\$ 21,612.25	6/7/2023
6/27/2018	\$ -	\$ -	Aldersgate Construction		\$ 146,682.55	\$ -	REFUNDED
3/6/2019	\$ 35,242.00	\$ -	Habitat for Humanity		\$ -	\$ 35,242.00	3/6/2024
9/12/2019	\$ -	\$ -	Aldersgate Construction		\$ 92,200.46	\$ -	REFUNDED
11/21/2019	\$ 1,264,500.00	\$ -	Shea Homes		\$ -	\$ 1,264,500.00	11/21/2024
<b>Total</b>	<b>\$ 7,311,114.95</b>	<b>\$ 4,700,589.70</b>			<b>\$ 2,928,177.75</b>	<b>\$ 4,621,820.21</b>	



**JEFFERY S. BURGH**  
**AUDITOR-CONTROLLER**

COUNTY OF VENTURA  
800 SOUTH VICTORIA AVE.  
VENTURA, CA 93009-1540



**ASSISTANT**  
**AUDITOR-CONTROLLER**  
JOANNE McDONALD

**CHIEF DEPUTIES**  
BARBARA BEATTY  
AMY HERRON  
JILL WARD  
MICHELLE YAMAGUCHI

Date: December 30, 2020

To: Successor Agencies and Taxing Entities

From: Jeffery S. Burgh, Ventura County Auditor-Controller

Subject: Changes to Redevelopment Property Tax Trust Fund (RPTTF) Distribution Calculations

Pursuant to Health and Safety Code (HSC) section 34182(c)(3), the Auditor-Controller's Office prepared and submitted (ROPS FY20-21B) RPTTF distribution estimates to taxing entities by or before October 1, 2020. This memo is to inform taxing entities of changes that have been made to the calculations after the estimates were submitted. The changes to the distribution calculations are the result of a recent appellate court decision and an in-depth review of the code governing RPTTF and voter-approved taxes.

*City of Chula Vista v. Sandoval*, 49 Cal.App.5th 539 (2020)

Seven cities sued the San Diego Auditor-Controller over the Auditor's methodology for calculating the residual tax increment ("residual.") Residual funds in the RPTTF are what remain after enforceable obligations, administrative costs and passthrough payments are deducted. Many Auditor-Controllers had been reducing the RPTTF residuals to taxing entities that received passthrough payments and applying a cap so that no taxing entity received more than they contributed to the RPTTF. The court held that any residual remaining in the RPTTF must be distributed in accordance with the taxing entities' pro rata property tax share without any caps or reductions to the distributions of RPTTF residuals to taxing entities that received pass through payments. The California Supreme Court denied the City of Chula Vista's petition for review, making the court decision final. The January 4, 2021 RPTTF distribution worksheets include the revised residual calculation which reflects the court's decision.

SB107 & HSC Section 34183 (a)(1)(b)

SB107 added HSC Code Section 34183 (a)(1)(B) which states, in part, "that portion of the taxes in excess of the amount identified in subdivision (a) of Section 33670, which are attributable to a property tax rate approved by the voters of a city, county, city and county, or special district to make payments in support of pension programs or in support of capital projects and programs related to the State Water Project, and levied in addition to the property tax rate limited by subdivision (a) of Section 1 of Article XIII A of the California Constitution, shall be allocated to, and when collected shall be paid into, the fund of that taxing entity, unless the amounts in question are pledged as security for the payment of any indebtedness obligation, as defined in subdivision (e) of Section 34171, and needed for payment thereof." After an in-depth review and upon the

advice of legal counsel, we have added additional steps to determine whether tax increment related to pension programs or State Water Project debt is needed for the payment of bonded indebtedness obligations of the Successor Agency. If there are sufficient funds in the RPTTF to cover ROPS debt payments and increment is not needed it is returned to the contributing taxing entity. A new tab titled "SB107", to which this Code section applies, has been added to the RPTTF worksheets.

If you have any questions about the changes, please email Property Tax Division Deputy Director Michelle Yamaguchi at [michelle.yamaguchi@ventura.org](mailto:michelle.yamaguchi@ventura.org).

**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 4, 2021**

**SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION NO. 665 DIRECTING SCI CONSULTING GROUP TO PREPARE THE FY 2021-2022 ENGINEER'S REPORT FOR THE ASSESSMENT DISTRICT**

**SUMMARY**

Every fiscal year staff brings a 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 2021-2022 Assessment.

**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 XIIIID 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 demands placed on the parks system.

**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 2021-2022 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 2021-2022 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 for all parks, and miscellaneous park projects.

**RECOMMENDATION**

It is recommended the Board adopt Resolution No. 665 directing SCI Consulting Group to prepare the FY 2021-2022 Engineer's Report.

**ATTACHMENT**

- 1) Resolution No. 665 (2 pages)

**RESOLUTION NO. 665**

**A RESOLUTION DIRECTING PREPARATION OF THE ENGINEER'S REPORT  
FOR FISCAL YEAR 2021-2022 FOR THE  
PARK MAINTENANCE AND RECREATION IMPROVEMENT DISTRICT  
FOR THE  
PLEASANT VALLEY RECREATION AND PARK DISTRICT**

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

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

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

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

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

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

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

**PASSED AND ADOPTED** this 4th day of February 2021 by the following vote:

AYES :

NOES:

ABSENT:

ABSTAIN:

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MARK MALLOY, CHAIRMAN  
PLEASANT VALLEY RECREATION AND PARK DISTRICT

ATTESTED:

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ELAINE MAGNER, SECRETARY  
PLEASANT VALLEY RECREATION AND PARK DISTRICT

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

**TO: BOARD OF DIRECTORS**

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

**DATE: February 4, 2021**

**SUBJECT: CONSIDERATION AND APPROVAL OF THE  
PURCHASE OF FLEET VEHICLE**

**SUMMARY**

The Board appropriated funds in the amount of \$30,000 to purchase a new fleet vehicle. The new vehicle will be a 2020-2021 Ford F-150. The Ford F-150 will replace a 2005 Ford F-150 pick-up which has well over 150,000 miles and is more than fifteen years old. The new Ford truck will serve as a safer, more fuel-efficient replacement to the outdated fleet.

**BACKGROUND**

At the May 14th, 2020 budget workshop meeting, park staff presented to the Board their budget and capital improvement plans. On July 1, 2020, the Board of Directors approved the FY 2020/2021 budget and as part of the process the Board allocated \$30,000 for fleet vehicle replacement. The vehicle slated to be replaced is one which was involved in an accident in March of 2020. The 2005 Ford F-150 that was involved in the accident was determined to be damaged beyond repair and considered to be totaled. The Parks Department currently has other fleet vehicles which range from 1989 to 2019. Staff has made several repairs and replaced parts to keep our fleet in service and safe. The typical usable life of a gasoline engine is around 150,000 miles with accelerated maintenance cost beginning around 100,000 miles. Introducing a new vehicle to the fleet should improve fuel consumption, as well as reduce maintenance costs over the aging fleet vehicles.

**ANALYSIS**

The purchase of a new vehicle will assist the District in moving forward in both fleet management and economization. This vehicle will result in the decommissioning of a 2005 Ford F-150 pick-up that has been damaged beyond repair. The damaged vehicle will be used for parts to service similar vehicles.

This vehicle will provide the Parks Department with a vehicle that can be more useful, allow for easier storage access, passenger space, and allow for improved safety features.

The Pleasant Valley Recreation and Park District, as a governmental agency, has the ability to utilize a number of purchasing procedures. Staff will investigate each one of these methods before returning to the Board to procure the vehicle. Some of the methods available are:

- Manufacturer Implemented Governmental Rates: Many manufacturers provide a pre-agreed governmental rate for purchases of like equipment. Typically, large manufacturers will provide specialized/standard units for a lowered cost, i.e., police cars, service trucks, etc.

- California Multiple Award Schedules: Any contract awarded to the state has a provision that provides all other agencies the ability to utilize the prices identified in their bid.
- Public Bid Process: Developing vehicle specifications, advertising/soliciting bids. This assures the agency compares like products to better judge bid value.

After receiving approval of the vehicle specifications from the Board of Directors at the December 3, 2020 Board meeting, staff released the Request for Proposal. The RFP was posted on the District website and advertised in the Ventura County Star for two (2) weeks. The District received two (2) bids. One bid was rejected because they did not meet the required specifications. The second bid was from Vista Ford in Oxnard. This was the only qualifying bid.

#### **FISCAL IMPACT**

Funding in the Fiscal year 2020-2021 Capital Projects budget in the amount of \$30,000 was allocated to purchase a new fleet vehicle. The bid from Vista Ford of Oxnard totaled \$29,701 for a new Ford F-150 XL.

#### **RECOMMENDATION**

It is recommended the Board of Directors authorize and approve the General Manager to enter into an agreement with Vista Ford of Oxnard for the purchase of a Ford F-150 XL not to exceed \$30,000.

#### **ATTACHMENTS**

- 1) Vehicle Build Order (2 pages)



Prepared by: lance bryson

01/15/2021

Vista Ford Lincoln of Oxnard | 1501 Auto Center Drive Oxnard California | 930367916

## 2021 F-150 4x2 Regular Cab Styleside 8' box 141" WB XL (F1C)

Price Level: 130

### As Configured Vehicle

Code	Description	MSRP
F1C	Base Vehicle Price (F1C)	\$29,240.00
100A	Equipment Group 100A Standard <i>Includes:</i> - Transmission: Electronic 10-Speed Automatic Includes selectable drive modes: normal, ECO, sport, tow/haul, slippery and trail. - 3.55 Axle Ratio - Tires: 245/70R17 BSW A/S - Wheels: 17" Silver Steel - Radio: AM/FM Stereo w/4 Speakers Includes auxiliary audio input jack. - SYNC 4 Includes 8" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with App catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owners manual.	N/C
99P	Engine: 2.7L V6 EcoBoost <i>Includes auto start-stop technology.</i> <i>Includes:</i> - GVWR: 6,220 lb Payload Package	\$1,195.00
44G	Transmission: Electronic 10-Speed Automatic <i>Includes selectable drive modes: normal, ECO, sport, tow/haul, slippery and trail.</i>	Included
X19	3.55 Axle Ratio	Included
NONGV	GVWR: 6,220 lb Payload Package	Included
STDTR	Tires: 245/70R17 BSW A/S	Included
64C	Wheels: 17" Silver Steel	Included
A	Vinyl 40/20/40 Front Seat	N/C
141WB	141" Wheelbase	STD
PAINT	Monotone Paint Application	STD
STDRD	Radio: AM/FM Stereo w/4 Speakers <i>Includes auxiliary audio input jack.</i> <i>Includes:</i> - SYNC 4 Includes 8" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with App catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owners manual.	Included
85A	XL Power Equipment Group <i>Includes:</i> - Power Glass Sideview Mirrors w/Black Skull Caps Includes heat and manual-folding. - Illuminated Entry - MyKey - Perimeter Alarm - Power Door Locks Includes flip key and integrated key transmitter keyless-entry (includes Autolock). - Power Tailgate Lock - Power Front Windows	\$970.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.





Prepared by: lance bryson  
01/15/2021

Vista Ford Lincoln of Oxnard | 1501 Auto Center Drive Oxnard California | 930367916

2021 F-150 4x2 Regular Cab Styleside 8' box 141" WB XL (F1C)

Price Level: 130

As Configured Vehicle (cont'd)

Code	Description	MSRP
53B	Class IV Trailer Hitch Receiver	Included
	Ordering the Trailer Tow Package does not include Integrated Brake Controller (67T). Integrated Brake Controller (67T) is a standalone option and must be ordered separately.	
	<i>Includes towing capability up to TBD lbs. on 3.3L V6 PFDI engine (99B) and 2.7L EcoBoost engine (99P) or up to TBD lbs. on 3.5L EcoBoost engine (99B) and 5.0L V8 engine (995), 7-pin wiring harness with 7-pin-to-4-pin adapter and smart trailer tow connector (Includes BLIS w/trailer tow coverage where BLIS is available.).</i>	
53A	Trailer Tow Package	\$975.00
	Ordering the Trailer Tow Package does not include Trailer Tow Mirrors. Trailer Tow Mirrors are a standalone option and must be ordered separately. (Option Code: 54Y/59S).	
	<i>Towing capability up to TBD lbs. Includes tailgate LED.</i>	
	<i>Includes:</i>	
	<i>- Class IV Trailer Hitch Receiver</i>	
	<i>Includes towing capability up to TBD lbs. on 3.3L V6 PFDI engine (99B) and 2.7L EcoBoost engine (99P) or up to TBD lbs. on 3.5L EcoBoost engine (99B) and 5.0L V8 engine (995), 7-pin wiring harness with 7-pin-to-4-pin adapter and smart trailer tow connector (Includes BLIS w/trailer tow coverage where BLIS is available.).</i>	
	<i>- Integrated Trailer Brake Controller</i>	
67T	Integrated Trailer Brake Controller	Included
96W	Tough Bed Spray-In Bedliner	\$595.00
	Ford accessory.	
AS_02	Black Medium Dark Slate	N/C
YZ_01	Oxford White	N/C
<b>SUBTOTAL</b>		<b>\$32,975.00</b>
<b>Destination Charge</b>		<b>\$1,695.00</b>
<b>TOTAL</b>		<b>\$34,670.00</b>

PVRPD COST	\$27573.00
7.25% TAX	\$ 2005.21
EFF/DOC/TT	\$ 123.75
	=====
<b>TOTAL</b>	<b>\$29701.96</b>

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

**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 4, 2021**

**SUBJECT: REQUEST FOR PROPOSALS FOR A DISTRICT  
RECREATION MANAGEMENT SYSTEM**

**SUMMARY**

Pleasant Valley Recreation & Park District (“District”) has been under contract with Active Network for the ActiveNet Recreation Management System since October 2005. Since that initial contract was signed, the pricing terms have seen some minor changes, but the overall contract has remained the same. It is very unusual for the District to maintain any agreement for longer than five years without review. While ActiveNet has provided a good platform for the District to advertise its classes and programs, it has become apparent that it is not as competitive on pricing or features as other platforms. This is evident through the dated staff user interface and the transaction-based pricing model. Preliminary research has shown that the District may be paying between \$10,000 to \$15,000 more with Active than the District would with competing platforms. Due to this fact and the District staffs’ experience with Active customer service, staff is recommending that the Board approve an RFP to solicit bids to either source a contract with a new vendor or renegotiate the current contract with Active Network.

**BACKGROUND**

In 2005, the District transitioned to ActiveNet from RecWare, another Recreation Management System (RMS) Software as a service provider (later purchased by Active Network.) This transition involved transferring much of the facility data present in RecWare as well as creating new forms and facilities within ActiveNet. Throughout the past fifteen years, the primary functions of ActiveNet have not changed. The District uses the platform to manage all recreation programming and cash receipting. Additionally, the platform does have robust reporting and facility management features which staff have used throughout the past fifteen years for research purposes.

In early 2019, District staff were analyzing fees and expenses during the budget process and realized that ActiveNet fees were higher than anticipated. It was discovered that due to the transaction-based fee model, the better the District did in programming and reservation fees, the more the company charged to provide their services. Many competitors to Active Network have moved away from this model because it drives transactions off the platform. Additionally, the District has also moved transactions off of ActiveNet to avoid the transaction fees that wouldn’t exist with other platforms. While this saves the District money, it prevents the District from being able to fully report on program statistics because the records do not reside in the platform. After

further discussions with the primary users of ActiveNet, it was discovered that due to the long-term nature of the District’s relationship with Active, many issues have compounded over time, making the platform cumbersome and difficult to train new users on. While with a dedicated effort to reformat the “backend” of the program this issue could improve, District staff believe that due to the length of contract, competitive features from other providers, and the high cost of the current platform, it is well past the time for exploring other potential options.

**ANALYSIS**

In researching material for creating this Request for Proposals, staff requested demos from eight companies and received responses from seven of them. This series of demos from companies across the United States helped fill in the major details needed to create a fleshed-out RFP. One of the primary concerns of staff was cost; if competing platforms were not able to be substantially less expensive, staff considered that it may not be worth pursuing the project further. For reference, staff kept the ActiveNet fee schedule (Table 1) on hand during the entire process.

*Table 1*

<b>July 1<sup>st</sup>, 2020 Fee Rates: (4% increase to existing fee rates prior to July 1<sup>st</sup>):</b>	
Technology Fee	3.01% (All Front Desk Transaction fees for over-the-counter payments such as Cash/Check)
Credit Card Processing Fee	3.6% + \$0.25 Cents (All Front Desk Credit Card Transactions on top of Technology Fee)
Credit Card & ECP Refund Fee	\$0.10 cents (No Change from previous years)
ECP Fee	1.5% (No Change)
<b>July 1<sup>st</sup>, 2019 Online Processing Fees (Tiered pricing structure):</b>	
Program fees under \$150*	7.31% + \$0.50 cents (*Minimum Service Charge: \$2.00)
Program fees \$150 - \$500	3.94% + \$5.00
Program fees above \$500	2.81% + \$10.00

None of the vendors contacted used a per-transaction fee model. All but two vendors charged an annual fee that was based on certain metrics such as total users, customers, or size of the data cache expected. The other two charged a monthly fee that could be extrapolated into a yearly amount for the purposes of this report. This resulted in a series of rough, round estimates between \$5,900 and approximately \$33,000 annually. The annual cost for ActiveNet to the District over the last five years is illustrated in Table 2 (FY20 was omitted due to the COVID pandemic). Since FY15, the District has not been charged less than \$45,000 per year. Based on cost alone, staff determined that it was reasonable to pursue an RFP.

*Table 2*

<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>
\$45,131.28	\$55,958.72	\$54,693.05	\$59,729.28	\$61,713.47

In addition to price, the product demos served to fill out an extensive range of basic services the District should expect when it comes to the RMS platform. It was apparent through these demos

that ActiveNet, while it can provide many of the expected base services (and expected sub-services), it does not provide the entire suite of services that other platforms can claim.

Table 3

<u>Expected Base Services</u>	<u>ActiveNet Provided</u>
POS/Cash Receipting/Accounts Receivable AND/OR Integration with Springbook Accounting Software (Accela)	✓
Program Duplication	✗
Field Lighting Integration	✗
Data Imports/Exports	✗ (Exports at Cost)
Training – Virtual/In-Person	✓
Customer Discounting and Payment Plans	✓
Web or App Based Portal	✓
Data Analytics/Reporting	✓
“Contactless” Reservation/Registration	✓
League Management	✗
Facility Management	✓
Work Order Capability/Productive Parks Integration	✗
Mass Alert System	✗
Volunteer Management (OPTIONAL)	✗
Timecard Management (OPTIONAL)	✗

District staff regularly uses most of the expected base services and would have a use for all of them. The included RFP has specified that vendors can propose a system that does not include all the base services, but vendors will have a higher chance of selection if they are able to fulfill most of the listed services. Furthermore, interested vendors are all required to submit a letter to the selection committee, a list of staffing qualifications and organization experience, an expected workplan and schedule for implementation, a cost proposal, and any specific contract requirements. Additionally, selection will be predicated on a series of demos from the vendors to primary users from all District departments. Staff anticipate that the selection process will be complete prior to the expiration of the District’s Active Network contract and 90-day notice deadline for contract cancellation.

**FISCAL IMPACT**

There is no fiscal impact associated with this action; upon selection of a consultant the District will be obligated to appropriate funds for the contract.

**RECOMMENDATION**

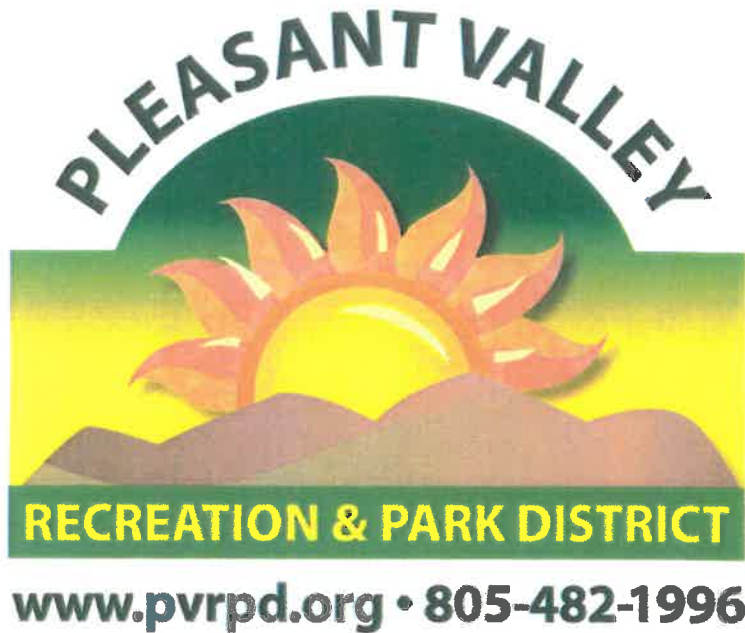
It is recommended that the Board approve and authorize the General Manager to issue a Request for Proposals for a Recreation Management System.

**ATTACHMENTS**

- 1) Request for Proposal and Contract Template (21 pages)

# REQUEST FOR PROPOSAL

## Recreation Management System Provider



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

**RFP responses to be received until 4:00 PM, March 5, 2021**

## Contents

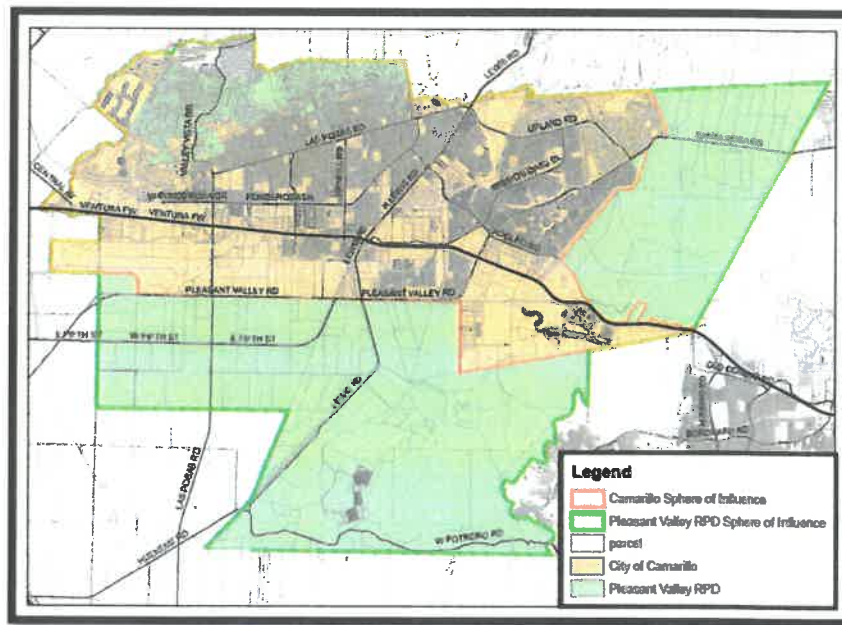
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## Introduction

The Pleasant Valley Recreation and Park District (“District”) is issuing this Request for Proposals (“RFP”) from qualified firms or teams of firms with experience in delivering Recreation Management System (“RMS”) software as a service specifically to government agencies.

The District, an independent special district, was formed in January 1962 under the State Public Resources Code of California. The birth of the District was approved by the voters in the wider Camarillo community to provide quality programs, parks and facilities that could be enjoyed by everyone. The District encompasses the city of Camarillo (“City”) and surrounding areas, serves a population of over 70,000 and covers an area of approximately 45 square miles. It has grown from one park to 28 parks since its inception 58 years ago. Within the District, a variety of recreational facilities exist including: a senior center, an indoor aquatic center, a community center, dog parks, lighted ball fields, tennis courts, a running track, walking paths, premier soccer fields, hiking trails, a nature center, picnic pavilions, children’s play equipment, and barbecue areas.

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



## Project Scope

The Scope of Work will encompass working closely with District staff to develop and implement a properly tailored Recreation Management System for the District’s size, facilities, and programs. The proposal made should consider all the following points:

- Capability and scaling to handle approximately \$1.5 million in revenue and 3,000 transactions annually
- Provide a detailed summary of the features of the proposed RMS and explain how they may be used to fill the District’s needs.



- Assess the District's current facility and program offerings and show how they will be made available through the proposed RMS.
- Explain the support capacity of the company including typical response times and how special requests are handled.
- Provide a detailed preview of the platform and its unique features.
- Willingness to perform **two** platform demos for separate groups of District staff/potential customers.
- An overview of platform reporting features.
- An explanation of the pricing structure and terms.

The District anticipates that the above Scope will require the items noted below. If the Consultant recommends that additional tasks are warranted, they must be clearly identified in Consultant's proposal.

#### **A. Expected Base Services**

The proposed Recreation Management System ideally will include the following capabilities/modules **or be reasonably able to replicate the listed services through an included professional agreement with a trusted firm. However, provision of 100% of the following services is not required. The firm able to meet the following services to the greatest extent will be best positioned to be selected:**

- POS/Cash Receipting/Accounts Receivable **AND/OR** Integration with Springbook Accounting Software (Accela)
- Program duplication (year over year duplication)
- Field lighting integration (Musco)
  - Reportable usage data
  - Integration with customer registration
- Data imports/exports – programs, memberships, user, and customer information
  - Customer imports from Active
- Training both virtual and on-site for up to 10 people
  - On site & hands-on training availability
  - Web-based training solution for future staff, and to learn new features for existing staff
- Discounting and customer payment plan capability
- Web-based OR App-based customer/instructor/employee portal
  - Customized UI which mimics District visual aesthetic
  - Platform compatibility with multiple browsers/Mobile scalable
  - Instructor portals allow for program input/creation and District staff approval
  - Instructor/in-program/class payment processing
  - Mobile CC Processing
  - Daycare/Camp program capable
  - Integrated Electronic Health Records, waivers & consents for camp programs. (see example: <https://www.epactnetwork.com/>)
- Data analytics/Robust customizable reporting capability
  - Customer demographic reporting and mapping capability
  - Invoice duplication



- Report scripting and custom report capability
- “Contactless” Reservation and Registration – No staff contact necessary for most transactions
  - Expected to include online forms, waivers, and signatures
  - Card reader/membership pass system for in-person registrations
  - Mobile registration/processing capability
- League management
- Facility management
  - Publicly viewable facility availability, visual/map-based
  - Pass/Punch Card system and hardware
- Work Order Capability **OR** Integration with Work Order/Maintenance Software Productive Parks
- Mass alert system – email or text
  - Integration with or export to Constant Contact or similar service within the software package for quality, email marketing. Including follow up engagement reports/survey.
  - Integration with or export to Survey Monkey or module to send out post class/event surveys.
- Volunteer Management (**OPTIONAL**)
  - Ability to accept volunteer applications, assign tasks and track hours
- Timecard Management (**OPTIONAL**)
  - Start/End Shift
  - Employee time tracking

The District intends to purchase a total system solution from a single vendor. The selected provider’s proposed Work Plan and Schedule as based on the above items will form the basis for negotiations of a final Scope of Work in a Professional Services Agreement.

### Proposal Submittal Requirements

The prospective Respondent shall submit two (2) hard copies and an electronic version of the proposal to the Pleasant Valley Recreation and Park District, which will not be opened publicly. All submittals shall be from a Software as a Service (SaaS) provider that has demonstrated experience in implementing complete Recreation Management Systems at other government agencies.

**All acceptable proposals submitted must include the following:**

#### **Letter to the Selection Committee**

This is your opportunity to introduce your team to us. The letter must convey a basic understanding of the prospective project and its key objectives and an overview of the Project team. Explain the applicant’s experience providing similar services for government entities, including experience upgrading systems from outdated or older management systems.

#### **Staffing Qualifications and Organization Experience**

Provide a clear description of the Project Manager, who would be leading the rollout and training process, and the proposed team with names, resumes, project responsibilities and expected staffing numbers. Provide a list of successful system rollouts within the past five years performed by the team. Consultant shall identify all subcontractors they intend to use for the proposed scope of work and indicate what products and/or services are to be supplied by the subcontractor.

**Work Plan and Schedule**

- Provide demonstrated understanding of the District's needs and scope of the project.
- Describe the recommended approach to transitioning to the new platform; include a timeline and work plan to include major and subtasks.
- Identify any suggested modification to the scope of services listed above and detail and specify tasks the consultant will perform versus tasks District staff will perform or coordinate.
- CLEARLY DEFINE THE ANTICIPATED TRAINING TIME NEEDED TO PROPERLY IMPLEMENT THE PROPOSED SYSTEM. This is considered imperative to a successful system rollout.

**Cost Proposal/Schedule of Fees**

Provide an all-inclusive cost proposal for all proposed services, including partnering firms total cost and incidental expenses.

- Define the term for which the District will be billed; ie. Annually, per transaction, service area based, etc.
- Include any additional equipment or hardware costs necessary to implement the proposed RMS
- Provide proposed incremental costs for any optional services, or other variability in services, particularly the cost for additional presentations beyond a minimum of three.
- A disclosure of all personal, professional, or financial relationships with any officer and/or employee of the District.

**Contract Requirements**

Acknowledgment that a contract and insurance will be provided in substantially the same form as provided in Attachment A. List any requests for modifications to the standard contract template.

**Firm Selection Process**

Failure to meet the requirements for the RFP can be cause for rejection of the proposal. The District will evaluate all proposals, and if your proposal is accepted, the District will elect to set up platform demonstrations with select staff to help identify the most qualified firm. The proposals will be evaluated on a variety of factors including but not limited to:

- Understanding of the project and technical approach
- Firm's qualifications and technical experience, particularly within the municipal government environment
- Platform ease of use
- Thoroughness of the platform's ability to satisfy the listed expected base services
- Proposed cost to provide the requested services
- Willingness to enter a contract and provide insurance substantially in the form of the District's standard services agreement (Attachment A) within 30 days of Board approval.
- The District will contact the references of the top proposals and will use that information in the evaluation and selection process.
- Willingness to entertain District product suggestions or provide customizable options to the District based on District need.

**Right to Reject**

The District reserves the right to accept and or reject any or all proposals submitted, and or request additional information from all proposers. The District also reserves the right to modify, any aspects

or waive any irregularities, terminate, or delay this RFP, the RFP process, and or the program, which is outlined within this RFP at any time if doing so would serve the interest of the District. Contract award will be made at the sole discretion of the District based on evaluation of all responses.

### Project Schedule

1. Request for Proposal Open – February 4, 2021
2. **Deadline for Proposals – 4:00 PM, March 5, 2021**
3. Consultants Selected for Demos – March 17, 2021
4. Demos Performed/Interviews Conducted – March 22 – May 14, 2021
5. **Board Approval and Award of Project – June 2, 2021**

### Additional Information

All responses to this RFP will become the property of Pleasant Valley Recreation and Park District. All proposals and any subsequent contract will be subject to public disclosure per the “California Public Records Act,” California Government Code, sections 6250-6270, once the District has awarded the contract resulting from this solicitation.

The District will review and evaluate all proposals. The District reserves the right to request one or more oral interviews of any respondents prior to the final selection. The District assumes no liability for any cost incurred by any firm in the preparation of its proposal in response to this RFP, or presentation of the proposal or subsequent interview(s), nor for obtaining any required insurance. The District reserves the right to negotiate all final terms and conditions of any contract as necessary to more closely match District needs.

#### **Attachments:**

Attachment A – Standard Services Contract Template

**PROFESSIONAL SERVICES AGREEMENT  
BETWEEN THE PLEASANT VALLEY  
RECREATION & PARK DISTRICT  
AND  
CONSULTANT, INC.**

This agreement is made and entered into, effective \_\_\_\_\_ between the PLEASANT VALLEY RECREATION AND PARK DISTRICT, a public agency ("District"), and \_\_\_\_\_, a California \_\_\_\_\_ ("Consultant").

**RECITALS**

**WHEREAS**, following District's Request for Proposal process, the District desires to contract with Consultant for certain professional planning services necessary for the development of an \_\_\_\_\_ ("Project").

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

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

**1. Scope of Services**

Consultant shall perform the professional services required to complete the Project for the District as described in the Scope of Work \_\_\_\_\_ attached as Exhibit "B" and incorporated by reference herein. All work and services by Consultant shall be performed in a diligent and professional manner.

Consultant warrants that its services shall be performed, within the limits prescribed by the District, in a manner consistent with the level of care and skill ordinarily exercised by \_\_\_\_\_ professionals under similar circumstances at the time its services are performed. No other warranty or representation, express or implied, is included or intended by Consultant's Proposal, this Agreement, or any reports or documents prepared in connection with this Agreement.

Consultant agrees to undertake the discrete tasks outlined in Exhibit "B" only upon consultation with and authorization from the District's General Manager and \_\_\_\_\_. Agreement for \_\_\_\_\_ Services between Pleasant Valley Recreation and Park District and Consultant, Inc.

## **2. Term of Contract**

Unless otherwise earlier terminated as specified in Section 9, this Agreement shall commence on the date set forth above and shall expire at completion of the Project no later than [REDACTED]. Consultant shall complete all work in accordance with the timelines set forth in the Proposal.

## **3. Force Majeure**

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

## **4. Independent Contractor Relationship**

It is expressly understood between the parties that no employee/employer relationship is intended, the relationship of Consultant to District being that of an independent contractor. Consultant is solely responsible for selecting the means, methods and procedures for performing its services hereunder as assigned by the District and for coordinating all portions of the work so the results will be satisfactory to District. Consultant will supply all tools and instruments required to perform its services under this Agreement. Neither the District nor any of its employees shall have any control over the manner or means by which Consultant or its staff perform the services required herein, except as otherwise set forth herein. Consultant shall perform all services required herein as an independent contractor of District and shall remain under only such obligations as are consistent with that role.

Consultant represents and warrants that the personnel used to provide services to the District pursuant to this Agreement are classified by Consultant as employees. Consultant shall not at any time or in any manner represent that it or any of its employees are employees of District. District shall not in any way or for any purpose become or be deemed to be a partner of Consultant in its business or

otherwise or a joint venturer or a member of any joint enterprise with Consultant. District shall not be required to make any payroll deductions or provide Workers' Compensation Insurance coverage or health benefits to Consultant. In the event that Consultant or any staff of Consultant providing services under this Agreement claims or is determined by a federal or state agency, a court of competent jurisdiction, or the California Public Employees' Retirement System ("CalPERS") to be classified as other than an independent contractor for the District, then Consultant shall indemnify, defend, and hold harmless the District for the payment of any and all assessed fines, penalties, judgments, employee and/or employer contributions, and any other damages and costs assessed to the District as a consequence of, or in any way attributable to, the assertion that Consultant or any staff Consultant used to provide services under this Agreement are employees of the District.

#### **5. Compliance with Laws**

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

#### **6. Licenses, Permits, Fees and Assessments.**

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

#### **7. Environmental Laws.**

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

#### **8. Acknowledgment of Relationship**

Consultant agrees that all dealings of the parties under this Agreement shall be confidential, and writings, reports, data, information or communication developed, prepared or assembled by Consultant under this Agreement, or any information made available to Consultant by District, shall not be revealed, disseminated or made available by Consultant to any person or entity other than



District without the prior written consent of District, unless otherwise required by subpoena or applicable law.

**9. Payment to Consultant**

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

**Total Project Cost not to Exceed: \$ \_\_\_\_\_**

- b. No payment made under this Agreement shall be conclusive evidence of Consultant's performance of the Agreement, either wholly or in part, and no payment shall be construed to be an acceptance of Consultant's work.

**10. Assistance by District**

District agrees to provide to Consultant available information of relevance to Consultant's work, including all data and documents pertaining to the Project. District pledges to work cooperatively with Consultant and render all reasonable assistance toward completion of Consultant's work. The District's Project Manager shall be \_\_\_\_\_, \_\_\_\_\_ [job title].

**11. Ownership of Documentation**

All maps, data, reports and other documentation (other than Consultant's drafts, notes and internal memoranda), including duplication of same prepared by Consultant in the performance of these services, shall become the property of the District and shall be retained by the Consultant for a period of three years after completion of the Project. If requested by the District, all, or the designated portions of such documentation, shall be delivered to the District.

**12. Termination of Contract**

Either party may terminate this Agreement at any time, with or without cause, upon thirty (30) days' written notice to the other party. Upon receipt of any notice of termination, Consultant shall immediately cease all work or services hereunder except such as may be specifically approved by the District's General Manager. In the event this Agreement is terminated, all data, specifications, documents and information generated by Consultant in connection with the Project shall be delivered to District and may be used by District. Copies of these materials

may be retained by Consultant. Consultant shall be entitled to compensation for the reasonable value of the work product actually produced prior to the effective date of the notice of termination and for any services authorized by the District's General Manager thereafter in accordance with the Schedule of Compensation and District shall be entitled to reimbursement for any compensation paid in excess of the services rendered.

### **13. Indemnification and Hold Harmless; Insurance Requirements**

a. Indemnity for Design Professional Liability. When the law establishes a professional standard of care for Consultant's services, to the fullest extent permitted by law, and except for the statutory limits set forth under California Civil Code Section 2782,8 applicable to services provided by a "design professional", Consultant shall indemnify, defend and hold harmless District and its officers, employees, agents (the "District's Parties") from and against any and all losses, liabilities, damages, costs and expenses, including attorneys' fees and costs, to the extent same are caused in whole or in part by any negligent or wrongful act, error, or omission of Consultant, its officers, agents, employees or subcontractors (or any entity or individual for which Consultant bears legal liability) in the performance of professional services under this Agreement.

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

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

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



**14. No Assignment**

This Agreement is a personal services contract and work hereunder shall not be delegated or assigned by Consultant to any person or entity without the advance written consent of District. Consultant shall not employ any subcontractors for its work.

**15. Examination of Records**

Consultant agrees that District shall have access to and the right to examine at any reasonable time and on reasonable notice Consultant's documents, papers and records, including accounting records, relating to or involving this Agreement.

**16. Notice**

All notices or other official correspondence relating to contractual matters between the parties shall be made by depositing the same as first-class, postage paid mail addressed as follows:

To Consultant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To District: PLEASANT VALLEY RECREATION & PARK DISTRICT  
Attn: \_\_\_\_\_  
1605 E. Burnley Street  
Camarillo, CA 93010

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

**17. No Waiver**

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

## **18. Partial Invalidity**

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

## **19. Terms**

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

## **20. Incorporation of Recitals**

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

## **21. California Law**

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

## **22. Additional Provisions**

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

## **23. Attorneys' Fees.**

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

## **24. Conflict of Interest.**

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

**25. Interpretation.**

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

**26. Corporate Authority.**

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

DRAFT

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

**DISTRICT:**  
PLEASANT VALLEY RECREATION &  
PARK DISTRICT

By: \_\_\_\_\_  
Mary Otten, General Manager

ATTEST:

\_\_\_\_\_  
INSERT

**CONSULTANT:**  
**XXXX**, a California Corporation

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

## EXHIBIT "A"

### **PLEASANT VALLEY RECREATION & PARK DISTRICT INSURANCE REQUIREMENTS**

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

#### MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 00 01).
2. Insurance Services Office form number CA 00 01 covering Automobile Liability, Code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

#### MINIMUM LIMITS OF INSURANCE

Consultant shall maintain limits no less than:

1. General Liability (Including operations, products and completed operations, as applicable): \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.
4. Errors and Omissions Liability: A policy of professional liability insurance in an amount not less than \$1,000,000 per occurrence.

5. Contractors Pollution Liability: N/A
6. Asbestos Pollution Liability: N/A

### **DEDUCTIBLES AND SELF-INSURED RETENTION**

Any deductibles or self-insured retentions must be declared to and approved by the District. At the option of the District, either (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the District and its directors, officers, employees, agents and volunteers (collectively "District Parties"), or (2) Consultant shall provide a financial guarantee satisfactory to the District guaranteeing payment of losses and related investigations, claim administration and defense expenses.

### **OTHER INSURANCE PROVISIONS**

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

1. The District and District Parties are to be covered as insured's as respects: liability arising out of work or operations performed by or on behalf of the Architect; or automobiles owned, leased, hired or borrowed by Consultant.
2. For any claims related to this Agreement, Consultant's insurance coverage shall be primary insurance as respects the District and District Parties. Any insurance or self-insurance maintained by the District and District Parties shall be excess of the Consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) day's prior written notice has been provided to the District.

If General Liability, Contractors Pollution Liability and/or Asbestos Pollution Liability and/or Errors & Omissions coverage's are written on a claims-made form:

1. The retroactive date must be shown, and must be before the date of this Agreement or the beginning of work on the Project.
2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of the Project.
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the Agreement

effective date, Consultant must purchase an extended period coverage for a minimum of five (5) years after completion of the Project.

4. A copy of the claims reporting requirements must be submitted to the District for review and approval.

### **ACCEPTABILITY OF INSURERS**

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the District. Exception may be made for the State Compensation Insurance Fund when not specifically rated.

### **VERIFICATION OF COVERAGE**

Consultant shall furnish the District with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the District, or on other than the District's forms provided those endorsements conform to District requirements and are acceptable to the District. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

### **SUB-CONTRACTORS**

Consultant shall include all subcontractors as insured's under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage's for subcontractor shall be subject to all of the requirements stated herein.

END OF PAGE

**EXHIBIT "B"**  
**SCOPE OF WORK**

**X**

DRAFT



EXHIBIT "C"  
COMPENSATION

X

DRAFT

**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 4, 2021**

**SUBJECT: CONSIDERATION AND APPROVAL OF BUDGET  
TRANSFER AND ADOPTION OF RESOLUTION NO. 666  
APPROVING THE MID-YEAR BUDGET  
ADJUSTMENTS FOR FY 2020-2021**

**SUMMARY**

The fiscal year 2020-2021 budget was adopted in July 2020. Due to budget constraints brought on by COVID-19 there are both major budget adjustments as well as a budget transfer which need to be addressed as part of the mid-year budget process. District staff have reviewed all revenue and expenditure line-items and have found the items listed below as items needing formal adjustments or transfers. Items not under discussion are assumed to be running on target with their respective estimate/appropriation.

**BACKGROUND**

There were two budget workshops held on May 9 and May 14, 2020 to review the FY2020-2021 budget. The budget was developed by staff, reviewed during budget workshops and then approved by the Board of Directors as part of the budgeting process. 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 and then taken to the Finance Committee 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.

The budget was adopted on July 1, 2020 and at that time the budget reflected a recreation supervisor position within the Recreation Administration budget. That position should have been reflected in the Aquatics budget. The funding in Recreation Administration needs to be moved to Aquatics to properly account for the wages and benefits (\$108,305) of the recreation supervisor who manages the Aquatics Center. There is no fiscal impact to this item only a transfer of funds. Per the District's Budget Transfer Policy (April 4, 2018) any transfers more than \$10,000 must go before the Finance Committee and Board of Directors for approval.

The FY 20/21 budget has been quite the challenge and forever changing. On March 11, 2020, the World Health Organization declared a COVID-19 pandemic and it was followed up with a National Emergency Declaration by President Trump on March 13, 2020. On March 19, 2020, a COVID-19 Stay-at Home Order was issued by the State of California. During this time staff was preparing the FY2020-2021 budget keeping in mind there was a pandemic and being conservative with revenue and expenditure line items. The budget was presented to the Board at two budget workshops on May 9, 2020 and May 14, 2020. At the budget workshops the Board made conservative changes to the budget keeping in mind the COVID pandemic yet hoping the pandemic would let up as the scientists were hoping by the end of 2020. After seven months into

the pandemic, the County of Ventura has bounced between three levels: (1) Stay-at Home (2) Purple and (3) Red. Each tier would lessen the restrictions, but even going into the Red Tier for a brief time did not allow the District to generate adequate revenue to meet the FY 2020-2021 budget projections. Staff has met bi-weekly to review the budget and the projections for June 30, 2021 and has laid out different scenarios of budget reductions dependent on the amount of revenue that is collected. The budget adjustments presented are the staff's best educated decisions on what the projections will be for both revenue and expenses on June 30, 2021 keeping in mind that COVID-19 is unpredictable. If necessary, staff has prepared other budget reduction scenarios that can be presented to the Finance Committee and the Board if needed as a second round of reductions.

The Assessment District (Fund 20) is not in need of budget adjustments and appears that it will meet the June 30, 2021 projections.

The Park Dedication Fee (Quimby Fee) (Fund 30) has interest earnings as revenue, no personal or service and supplies expenses and four capital improvement projects (CIP) and there are no adjustments needed.

### ANALYSIS

#### Revenue

District Wide, Fund 10 revenue is at 64.97% thru Period 7 (January 31, 2021) or 6.64% above budget, but the tax apportionment makes up 53.27% of that overall percentage. Non-tax apportionment revenue makes up 11.70% of the total revenue collected. The attached spreadsheet shows the increases and decreases for Fund 10 revenue along with an explanation. Per the spreadsheet, the following is a summary of the **requested budget adjustments** along with the line items with the biggest change:

#### **REVENUE**

<b>Revenue</b>	<b>Action</b>	<b>Amount</b>
Revenue	Increase	\$407,884
Revenue	Decrease	(\$570,991)
<b>Total Change</b>	<b>Decrease</b>	<b>(\$163,107)</b>

#### **Major Revenue Changes**

<b>Line-Item Name</b>	<b>Action</b>	<b>Amount</b>	<b>Reason</b>
#5465 Hill Fire 2018	Increase	\$219,884	Final Insurance Payment
#5600 ROPS Reimbursement	Increase	\$188,000	Residual
#5511 Public Fees	Decrease	\$204,783	No Programs/COVID
#5530 Rental	Decrease	\$152,956	Facilities Closed/COVID
#5510 Contract Classes	Decrease	\$105,997	No Programs/COVID

#### Expenses

District Wide, Fund 10 expenses are at 46.47% thru Period 7 (January 31, 2021) or 11.86% below budget. Personnel makes up 29.01% of that overall percentage and Services and Supplies make up 17.46%. The attached spreadsheet shows the increases and decreases for Fund 10 expenses along with an explanation. Per the spreadsheet, the following is a summary of the **requested budget adjustments** along with the line items with the biggest change:

**Expenses**

Expenses	Action	Amount
Expenses	Increase	\$323,604
Expenses	Decrease	(\$491,661)
<b>Total Change</b>	<b>Decrease</b>	<b>(\$168,057)</b>

**Major Expense Changes**

Line-Item Name	Action	Amount	Reason
#7975 Reserve Repair/Oper.	Increase	\$150,000	Reserve Policy
#6410 Insurance Liability	Increase	\$ 60,000	Liability Ins. - Wildfires
#6150 Unemployment Ins.	Increase	\$ 50,000	Furlough/Lay-Offs COVID
#7180 Business Services	Increase	\$ 20,000	County Elections / COVID
#6110 Part-Time Salaries	Decrease	\$202,180	No Activities/Rental COVID
#7830 Utilities Electric	Decrease	\$ 50,000	Sport Field Lights – COVID
#7120 Instructor Services	Decrease	\$ 40,000	No Programs/COVID
#7115 Typeset and Print Svcs	Decrease	\$ 36,300	No Activity Guide/COVID
#6100 Full-Time Salaries	Decrease	\$ 27,034	One FT and One PTYR
#6101 Overtime Salaries	Decrease	\$ 17,000	No Activities/Rental COVID
#6920 Postage Expense	Decrease	\$ 16,750	No Activity Guide Mailing

The table below shows the requested budget transfers:

**Transfer from Recreation Administration**

Title of Account	Account Number	Adopted Budget Amount	Transfer Amount	New Budget Amount
Full Time Wages	10-03-503-000-6100	\$278,980	(\$77,700)	\$202,840
Cell Phone	10-03-503-000-6108	\$1,560	(\$ 780)	\$780
Retirement	10-03-503-000-6120	\$46,591	(\$11,845)	\$34,746
Insurance	10-03-503-000-6130	\$26,361	(\$16,255)	\$10,106
Workers Comp	10-03-503-000-6140	\$6,902	(\$ 1,725)	\$5,177
<b>Total Transfer</b>			<b>(\$108,305)</b>	

**Transfer to Aquatics**

Title of Account	Account Number	Adopted Budget Amount	Transfer Amount	New Budget Amount
Full Time Wages	10-03-301-000-6100	\$0	\$77,700	\$77,700
Cell Phone	10-03-301-000-6108	\$0	\$ 780	\$780
Retirement	10-03-301-000-6120	\$2,762	\$11,845	\$14,607
Insurance	10-03-301-000-6130	\$0	\$16,255	\$16,255
Workers Comp	10-03-301-000-6140	\$4,591	\$ 1,725	\$6,316
<b>Total Transfer</b>			<b>\$108,305</b>	

- The budget transfers have a \$0.00 effect on the budget.

If the above changes are approved by the Board the overall change to the FY2020-2021 budget is reflected in the table below:

Type of Account	Budget Adopted 7/1/2020	Amount of Change	New Budget February 2021
Revenue	\$7,527,340	(\$163,107)	\$7,364,233
Personnel	\$4,410,587	(\$249,903)	\$4,160,684
Services and Supplies	\$3,114,335	\$ 80,846	\$3,195,181
Variance	\$ 2,418		\$ 8,368
Capital	\$127,344	\$0	\$127,344

**Assessment District (Fund 20):**

No Mid-Year Budget Adjustments

Type of Account	Percentage of Budget at Mid-Year
Revenue	57.71%
Personnel	54.99%
Services and Supplies	68.96%
Overall Expenses	68.65%

**Park Dedication (Fund 30):**

No Mid-Year Budget Adjustments

Type of Account	Percentage of Budget at Mid-Year
Revenue	61.98%
Personnel	0.00%
Services and Supplies	0.00%
Overall Expenses	0.00%
Capital	8.44%

**Capital**

It is unsure at this time if any budget adjustments on current Capital Improvement Projects will be needed, as the projects are coming in either at or under budget as of today's date. Staff will monitor the accounts and will bring the items to the Board in the event a budget adjustment is needed.

**FISCAL IMPACT**

Keeping in mind the changes that are mentioned above, the impact on the District Wide budget in fiscal year 2020-2021 is an increase of \$7,368 in revenue over expenses for Fund 10.

**COMMITTEE RECOMMENDATION**

Staff took the budget adjustments and budget transfers to the Finance Committee on January 20, 2021 and the committee recommended the budget adjustments and transfers be brought before the Board of Directors for review at the February 4, 2021 Board Meeting.

**STAFF RECOMMENDATION**

Staff is recommending that the Board of Directors:

- 1) Approve a budget transfer of \$108,305 from Recreation Administration to Aquatics **AND**
- 2) Adopt Resolution No. 666 to Approve Mid-Year Budget Adjustments for FY 2020-2021.

## ATTACHMENTS

- 1) Fund 10 Mid-Year Budget Summary Pages (3 pages)
- 2) Resolution No. 666 (1 page)
- 3) Budget Transfers (1 page)
- 4) Reserve Balances (1 page)
- 5) RPTTF Memo (2 pages)



Pleasant Valley Recreation & Park District  
Budget Increase / Decrease  
July 2020 - June 2021

Account	Description	Adopted 7/1/2020	Admin Department	Parks Department	Rec Department	Total Increase	Total Decrease	New Budget Amount	Reason for Change	Current Balance as of 1/15/21
Revenue										
5110	Tax Amort Cur Year Secured	\$ 6,481,869.00						\$ 6,481,869.00		\$ 4,009,526.85
5310	Interest Earnings	\$ 36,039.00	\$ (15,395.00)				\$ (15,395.00)	\$ 20,655.00	Low Interest Rates	\$ 13,003.09
5460	Dividends, CAPRI Prior Years									
5465	Hill Fire 2018									
5506	Park Patrol Citations	\$ 2,434.00		\$ 219,884.00		\$ 219,884.00		\$ 219,884.00	Final Payment COVID-19	\$ 219,884.01
5510	Contract Classes/ Public Fees	\$ 147,695.00		\$ (534.00)		\$ (534.00)		\$ 1,900.00	No Programs/COVID-19	\$ 1,100.00
5511	Public Fees	\$ 224,783.00					\$ (105,997.00)	\$ 41,698.00	No Programs/COVID-19	\$ 29,207.55
5520	Public Rec/entry Fees	\$ 29,809.00					\$ (204,783.00)	\$ 20,000.00	No Programs/COVID-19	\$ 9,707.25
5525	Vending Concessions	\$ 732.00					\$ (27,809.00)	\$ 2,000.00	Aquatics/COVID-19	\$ 2,019.00
5530	Rental	\$ 253,855.00					\$ (732.00)		Sr Center Closed/COVID-19	\$ 94,090.00
5535	Cell Tower Revenue	\$ 91,704.00		\$ (86,406.00)		\$ (66,550.00)		\$ 101,900.00	Facilities Closed/COVID-19	\$ 56,823.35
5540	Parking Fees	\$ 7,261.00						\$ 91,704.00		\$ 3,318.78
5555	Activity Guide Revenue	\$ 13,500.00					\$ (13,500.00)	\$ 6,261.00	COVID-19	\$ 850.00
5558	Sponsorships									\$ 5,785.00
5563	Staffing Cost Recovery	\$ 31,285.00						\$ 7,500.00	COVID-19	\$ 400.00
5564	Special Event Permits	\$ 36,000.00						\$ 36,000.00		\$ 35,000.00
5570	Donations	\$ 44,082.00						\$ 20,082.00	COVID-19	\$ 18,667.00
5575	Other Purchase Discount Taken		\$ (24,000.00)			\$ (24,000.00)				\$ 41.81
5576	Credit Card Processing Fee							\$ 800.00	GalCard Rebate - Less Buying Residual	\$ 373,105.94
5585	Incentive Income	\$ 1,300.00	\$ (500.00)			\$ (500.00)		\$ 800.00		\$ 41.81
5600	Reimbursement, ROPS	\$ 125,000.00	\$ 188,000.00			\$ 188,000.00		\$ 313,000.00		\$ 4,874,879.63
REVENUE		\$ 7,577,340.00	\$ 148,105.00	\$ 131,944.00	\$ (443,156.00)	\$ 407,884.00	\$ (570,391.00)	\$ 7,364,233.00		
<b>NET CHANGE</b>										
Expenses			Admin Department	Parks Department	Rec Department	Total Increase	Total Decrease	New Budget Amount	Reason for Change	
6100	Full Time Salaries	\$ 2,958,728.00				\$ 4,615.00	\$ (27,034.00)	\$ 2,931,694.00	One FT Parks/One PTR Rec	\$ 1,195,446.61
6101	Overtime Salaries	\$ 32,490.00		\$ (7,269.00)	\$ (19,765.00)	\$ (9,899.00)	\$ (17,000.00)	\$ 15,490.00	Activities/Rentals COVID-19	\$ 6,411.66
6105	Car Allowance	\$ 10,800.00						\$ 10,800.00		\$ 5,815.18
6108	Cell Phone Allowance	\$ 14,610.00						\$ 14,610.00		\$ 7,450.42
6110	Part Time Salaries	\$ 434,696.00		\$ (25,180.00)	\$ (177,000.00)	\$ (25,180.00)	\$ (202,180.00)	\$ 293,516.00	Activities/Rentals COVID-19	\$ 84,069.65
6120	Retirement	\$ 417,223.00		\$ (6,801.00)	\$ (5,751.00)	\$ (5,751.00)	\$ (12,552.00)	\$ 404,671.00	Activities/Rentals COVID-19	\$ 208,110.30
6121	457 Pension	\$ 7,445.00						\$ 7,445.00		\$ 6,260.41
6125	Deferred Comp		\$ 4,615.00			\$ 4,615.00		\$ 4,615.00	Not in FY20-21 Adopted Budget	\$ 2,484.44
6130	Employee Insurance	\$ 293,733.00		\$ 10,000.00	\$ (111.00)	\$ 9,889.00		\$ 303,622.00	SFJU Health Ins Pay Out (Parks) COVID-19 (Rec)	\$ 189,653.94
6140	Workers Compensation	\$ 146,655.00		\$ (659.00)	\$ (4,982.00)	\$ (5,641.00)		\$ 141,014.00	Activities/Rentals COVID-19	\$ 39,077.63
6150	Unemployment Insurance	\$ 3,400.00	\$ 50,000.00			\$ 50,000.00		\$ 53,400.00	COVID-19	\$ 9,556.00
6160	Loan Pension Obligation	\$ 256,742.00						\$ 256,742.00		\$ 13,768.30
6170	PERS Unfunded Liability	\$ 434,065.00						\$ 434,065.00		\$ 434,065.00
6210	Telephone/Internet	\$ 16,596.00						\$ 16,596.00		\$ 11,485.68
6220	Internet Services	\$ 27,135.00						\$ 27,135.00		\$ 9,748.68
6230	IT Infrastructure	\$ 2,000.00						\$ 2,000.00		\$ 360.50
6240	Computer Hardware/Software	\$ 2,000.00						\$ 2,000.00		\$ 4,871.53
6310	Pool Chemicals	\$ 10,040.00						\$ 10,040.00		\$ 741.00
6320	Janitorial Supplies	\$ 8,250.00		\$ (1,000.00)			\$ (1,000.00)	\$ 7,250.00	COVID-19	\$ 12,150.01
6321	COVID Supplies	\$ 53,400.00		\$ (1,000.00)			\$ (1,000.00)	\$ 52,400.00	COVID-19	\$ 2,817.89
6330	Kitchen Supplies	\$ 900.00		\$ 5,000.00		\$ 5,100.00		\$ 5,100.00	Rentals/ COVID-19	\$ -
6340	Food Supplies	\$ 900.00		\$ (900.00)		\$ (900.00)		\$ -	Rec Events / COVID-19	\$ -
6350	Water Maint & Service	\$ 6,320.00		\$ (6,320.00)		\$ (6,320.00)		\$ -		\$ -
6360	Laundry/Wash Service	\$ 1,238.00						\$ 1,238.00		\$ 418.25
6380	Medical Supplies	\$ 880.00						\$ 880.00	Rec Events / COVID-19	\$ 178.00
6410	Insurance Liability	\$ 149,311.00	\$ 60,000.00			\$ 60,000.00		\$ 209,311.00	Rec Events / COVID-19	\$ 208,084.00
6500	Equipment Maintenance	\$ 400.00					\$ (400.00)	\$ -	Liability Ins - Wildfires	\$ -
6510	Fuel	\$ 50,400.00					\$ (400.00)	\$ 50,400.00	Aquatics Cas Reg/Time Clock	\$ 21,544.25
6520	Vehicle Maintenance	\$ 35,400.00		\$ (1,000.00)		\$ (1,000.00)		\$ 34,400.00	Less Rentals/ COVID-19	\$ 10,155.32
6530	Office Equipment Maintenance									\$ 116.89
6540	Computer Equip Maintenance									\$ -
6610	Building Repair	\$ 88,000.00		\$ (5,000.00)			\$ (5,000.00)	\$ 83,000.00	Less Rentals / COVID-19	\$ 9,602.34
6620	HVAC	\$ 8,820.00						\$ 8,820.00		\$ 2,382.14
6630	Playground Maintenance	\$ 40,000.00						\$ 40,000.00		\$ -
6640	Hill Fire 2018									\$ -
6710	Grounds Maintenance	\$ 86,220.00						\$ 86,220.00		\$ 25,343.33
6719	Tree Care Assess	\$ 30,000.00						\$ 30,000.00		\$ 11,383.88
6720	Contracted LS Services									\$ -
6725	Park Signage (Brandline)									\$ -
6730	Contracted Pest Control	\$ 3,000.00						\$ 3,000.00		\$ 560.00
6740	Rubbish & Refuse	\$ 77,000.00						\$ 77,000.00		\$ 35,418.61
6750	Vandalism/Theft	\$ 1,000.00		\$ (500.00)			\$ (500.00)	\$ 500.00	Less Rentals/ COVID-19	\$ -
6810	Memberships	\$ 13,696.00						\$ 13,696.00		\$ 11,885.00
6910	Office Supplies	\$ 17,585.00		\$ (1,000.00)	\$ (700.00)	\$ (1,700.00)		\$ 15,885.00	Less Events / COVID-19	\$ 17,585.00
6920	Postage Expense	\$ 19,000.00	\$ (250.00)		\$ (16,500.00)	\$ (16,750.00)		\$ 2,250.00	No Activity Guide Mailing/COVID-19	\$ 537.65
6930	Advertising Expense	\$ 6,240.00						\$ 6,240.00		\$ 900.00
6940	Printing Charges	\$ 13,338.00						\$ 13,338.00		\$ 4,340.54



Pleasant Valley Recreation & Park District  
 Budget Increase / Decrease  
 July 2020- June 2021

Account	Description	Adopted 7/1/2020	Admin Department	Parks Department	Rec Department	Total Increase	Total Decrease	New Budget Amount	Reason for Change	Current Balance as of 1/15/21
Revenue										
6950	ActiveNet Charges	\$ 52,542.00						\$ 52,542.00		\$ 6,632.29
6960	Annroe Reday/Collection Fees	\$ 481,576.00						\$ 481,576.00		\$ 255,697.19
6980	Minor Furn Fixture & Equip	\$ 1,134.00						\$ 1,134.00		\$ 863.01
6990	Comp. Hardware/Software Exp									
7010	Printer/Print Fees (HR)	\$ 2,560.00	\$ (500.00)				\$ (500.00)	\$ 2,060.00	Not Hiring / COVID-19	
7020	Fire & Safety Insp Fees	\$ 2,975.00						\$ 2,975.00		
7030	Permit & Licensing Fees	\$ 6,350.00	\$ (2,700.00)			\$ (2,700.00)	\$ (2,700.00)	\$ 3,650.00	No Events / COVID-19	\$ 1,269.03
7040	State License Fee	\$ 800.00						\$ 800.00	Goal Setting Meeting	\$ 657.50
7100	Professional Services		\$ 7,000.00			\$ 7,000.00		\$ 7,000.00		
7110	Legal Fees	\$ 90,000.00						\$ 90,000.00		\$ 20,348.06
7115	Typeset and Print Services	\$ 36,300.00			\$ (36,300.00)		\$ (36,300.00)		No Activity Guide Publication/COVID-19	\$ 15,270.73
7120	Instructor Services	\$ 97,138.00			\$ (40,000.00)		\$ (40,000.00)	\$ 57,138.00	No Programs / COVID-19	\$ 1,038.49
7125	PERS Admin Fees	\$ 2,110.00						\$ 2,110.00		
7130	Audit Services	\$ 20,175.00						\$ 20,175.00		
7140	Medical & Health Svcs (HR)	\$ 5,500.00	\$ (1,500.00)				\$ (1,500.00)	\$ 4,000.00	Not Hiring / COVID-19	\$ 400.00
7150	Security Services	\$ 3,700.00		\$ (500.00)			\$ (500.00)	\$ 3,200.00	Less Rentals/COVID-19	\$ 1,582.50
7160	Entertainment Services	\$ 1,000.00						\$ 1,000.00		
7180	Business Services	\$ 70,114.00	\$ 20,000.00		\$ (1,500.00)		\$ (1,500.00)	\$ 88,614.00	\$20k Election / COVID-19	\$ 34,467.38
7185	Conversion Adjustment									
7190	Umpire/Referee Services								Cancelled Bingo Bugle and VC Star COVID-19	\$ 1,166.02
7210	Subscriptions	\$ 4,299.00			\$ (775.00)		\$ (775.00)	\$ 3,524.00		\$ 1,904.93
7310	Rents & Leases Equip	\$ 23,500.00		\$ (2,000.00)	\$ (10,300.00)		\$ (12,300.00)	\$ 11,200.00		
7320	Rider/Field Leases & Rental									
7410	Event Supplies	\$ 2,280.00			\$ (1,500.00)		\$ (1,500.00)	\$ 780.00	No Events / COVID-19	\$ 25.71
7420	Supplies	\$ 3,200.00			\$ (3,200.00)		\$ (3,200.00)		No Events / COVID-19	
7430	Bingo Supplies	\$ 3,600.00			\$ (3,000.00)		\$ (3,000.00)	\$ 600.00	No Bingo / COVID-19	
7440	Sorting Goods	\$ 5,300.00		\$ (1,300.00)	\$ (3,000.00)		\$ (4,300.00)	\$ 1,000.00	No Sports / COVID-19	\$ 207.91
7450	Arts and Craft Supplies	\$ 5,575.00			\$ (5,575.00)		\$ (5,575.00)		No Programs / COVID-19	
7460	Training Supplies	\$ 1,600.00						\$ 1,600.00		
7500	Small Tools	\$ 6,000.00		\$ (1,000.00)			\$ (1,000.00)	\$ 5,000.00		\$ 582.64
7510	Safety Supplies	\$ 3,310.00			\$ (2,050.00)		\$ (2,050.00)	\$ 1,260.00	No Programs / COVID-19	\$ 214.88
7610	Uniform Allowance	\$ 10,240.00	\$ (250.00)	\$ (5,000.00)	\$ (1,740.00)		\$ (6,990.00)	\$ 3,250.00	Uniform Purchase postponed until 7/1/21	\$ 1,675.52
7620	Safety Clothing	\$ 4,854.00		\$ (310.00)			\$ (310.00)	\$ 4,544.00	Less Part-Time Employees / COVID-19	\$ 578.41
7710	Conference & Seminar Staff	\$ 11,564.00		\$ (3,000.00)	\$ (1,000.00)		\$ (4,000.00)	\$ 7,564.00	Conference Virtual / COVID-19	\$ 640.32
7715	Conference & Seminar Board	\$ 2,575.00						\$ 2,575.00		
7720	Conference & Seminar Travel Exp	\$ 4,345.00		\$ (2,274.00)			\$ (2,274.00)	\$ 2,071.00	Conference Virtual / COVID-19	
7725	Out of Town Travel Board	\$ 3,251.00						\$ 3,251.00		
7730	Private Vehicle Mileage	\$ 1,684.00						\$ 1,684.00		
7740	Transportation Charges									
7750	Buses/Excursions	\$ 2,950.00		\$ (2,950.00)			\$ (2,950.00)		All Excursions canceled / COVID-19	
7760	Tuition Book Reimbursement									
7810	Utilities Gas	\$ 29,715.00						\$ 29,715.00		\$ 7,442.34
7820	Utilities Water	\$ 865,373.00						\$ 865,373.00		\$ 479,327.35
7830	Utilities Electric	\$ 220,000.00	\$ (50,000.00)				\$ (50,000.00)	\$ 170,000.00	Sport field lights/COVID-19	\$ 63,578.53
7840	Aircraft Assessment Exp	\$ 14,000.00						\$ 14,000.00		\$ 842.00
7910	Awards and Certificates	\$ 11,670.00		\$ (9,060.00)			\$ (9,060.00)	\$ 2,610.00	No Sports / COVID-19	\$ 601.70
7920	Meals for Staff Training	\$ 3,560.00						\$ 3,560.00		\$ 874.98
7930	Employee Morale									
7950	COP Debt PV Fields	\$ 229,760.00						\$ 229,760.00		
7970	Reserve Vehicle Fleet									
7971	Reserve Computer Fleet		\$ 5,000.00			\$ 5,000.00		\$ 5,000.00	Reserve Policy	
7973	Reserve Drv. Period									
7975	Reserve Repair/Over/Admin	\$ 150,000.00						\$ 150,000.00	Reserve Policy	
8112	COVID Refunds	\$ 12,000.00						\$ 12,000.00	COVID-19 Refunds	\$ 11,436.84
Expenses	TOTAL EXPENSES	\$ 7,524,922.00	\$ (306,215.00)	\$ (116,793.00)	\$ (357,479.00)	\$ (735,685.00)	\$ (491,661.00)	\$ 7,356,865.00		\$ 3,541,333.44
<b>NET CHANGE</b>										
										\$ (168,057.00)
<b>ADOPTED BUDGET</b>										
<b>REVENUE</b>										\$ 7,527,340.00
<b>EXPENSES</b>										\$ 7,524,922.00
<b>VARIANCE</b>										\$ 2,418.00
<b>ADJUSTED BUDGETED</b>										
<b>ADJUSTED REVENUE</b>										\$ 7,364,233.00
<b>ADJUSTED EXPENSES</b>										\$ 7,356,865.00
<b>VARIANCE</b>										\$ 7,368.00

68/87



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**RESOLUTION NO. 666**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT, APPROVING AND ADOPTING THE MID-YEAR BUDGET ADJUSTMENTS AND TRANSFERS FOR FISCAL YEAR 2020-2021**

**WHEREAS**, the final Budget for FY 2020-2021 was approved by the Pleasant Valley Recreation and Park District Board on July 1, 2020.

**WHEREAS**, on February 4, 2021 the recommended amended mid-year budget for fiscal year 2020-2021 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 2020-2021 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 4, 2021.
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 4th day of February 2021 by the following vote:

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

**NAYS:** \_\_\_\_\_

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

\_\_\_\_\_  
Mark Malloy, Chairman  
PVRPD Board of Directors

**ATTESTED:**

\_\_\_\_\_  
Elaine Magner, Secretary  
PVRPD Board of Directors

# Budget Transfer

## Transfer from Recreation Administration

Title of Account	Account Number	Adopted Budget Amount	Transfer Amount	New Budget Amount
Full Time Wages	10-03-503-000-6100	\$278,980	(\$77,700)	\$202,840
Cell Phone	10-03-503-000-6108	\$1,560	(\$ 780)	\$780
Retirement	10-03-503-000-6120	\$46,591	(\$11,845)	\$34,746
Insurance	10-03-503-000-6130	\$26,361	(\$16,255)	\$10,106
Workers Comp	10-03-503-000-6140	\$6,902	(\$ 1,725)	\$5,177
Total Transfer			(\$108,305)	

## Transfer to Aquatics

Title of Account	Account Number	Adopted Budget Amount	Transfer Amount	New Budget Amount
Full Time Wages	10-03-301-000-6100	\$0	\$77,700	\$77,700
Cell Phone	10-03-301-000-6108	\$0	\$ 780	\$780
Retirement	10-03-301-000-6120	\$2,762	\$11,845	\$14,607
Insurance	10-03-301-000-6130	\$0	\$16,255	\$16,255
Workers Comp	10-03-301-000-6140	\$4,591	\$ 1,725	\$6,316
Total Transfer			\$108,305	

### REASON FOR TRANSFER REQUEST

- Transfer exceed General Manager limits.
- Full-Time position and benefits were not budgeted in Aquatics in FY20-21 budget adoption due to staffing reduction due to budget constraints.
- Position in Recreation Administration was eliminated, and funds will be transferred to Aquatics to fund full-time Recreation Supervisor who currently oversees the Aquatics Center.

### FISCAL IMPACT

There is no fiscal impact to the FY2020-2021 budget.

## Reserve Balances

Reserve	1/2021 Balance	Maximum Amount
Vehicle Fleet Reserve	\$ 79,843	\$ 80,000
Computer Hardware Reserve	\$ 15,000	\$ 40,000
Dry Period Reserve	\$ 361,000	5% of Annual Operating Budget
PVRPD Capital Improvement Reserve	\$ -	\$ 500,000
PVRPD Repair/Operations & Administrative Operations Reserve	\$ 50,000	3 months of Operating Exp.

**JEFFERY S. BURGH**  
**AUDITOR-CONTROLLER**

COUNTY OF VENTURA  
800 SOUTH VICTORIA AVE.  
VENTURA, CA 93009-1540



**ASSISTANT**  
**AUDITOR-CONTROLLER**  
JOANNE McDONALD

**CHIEF DEPUTIES**  
BARBARA BEATTY  
AMY HERRON  
JILL WARD  
MICHELLE YAMAGUCHI

Date: December 30, 2020

To: Successor Agencies and Taxing Entities

From: Jeffery S. Burgh, Ventura County Auditor-Controller

Subject: Changes to Redevelopment Property Tax Trust Fund (RPTTF) Distribution Calculations

Pursuant to Health and Safety Code (HSC) section 34182(c)(3), the Auditor-Controller's Office prepared and submitted (ROPS FY20-21B) RPTTF distribution estimates to taxing entities by or before October 1, 2020. This memo is to inform taxing entities of changes that have been made to the calculations after the estimates were submitted. The changes to the distribution calculations are the result of a recent appellate court decision and an in-depth review of the code governing RPTTF and voter-approved taxes.

*City of Chula Vista v. Sandoval*, 49 Cal.App.5th 539 (2020)

Seven cities sued the San Diego Auditor-Controller over the Auditor's methodology for calculating the residual tax increment ("residual.") Residual funds in the RPTTF are what remain after enforceable obligations, administrative costs and passthrough payments are deducted. Many Auditor-Controllers had been reducing the RPTTF residuals to taxing entities that received passthrough payments and applying a cap so that no taxing entity received more than they contributed to the RPTTF. The court held that any residual remaining in the RPTTF must be distributed in accordance with the taxing entities' pro rata property tax share without any caps or reductions to the distributions of RPTTF residuals to taxing entities that received pass through payments. The California Supreme Court denied the City of Chula Vista's petition for review, making the court decision final. The January 4, 2021 RPTTF distribution worksheets include the revised residual calculation which reflects the court's decision.

SB107 & HSC Section 34183 (a)(1)(b)

SB107 added HSC Code Section 34183 (a)(1)(B) which states, in part, "that portion of the taxes in excess of the amount identified in subdivision (a) of Section 33670, which are attributable to a property tax rate approved by the voters of a city, county, city and county, or special district to make payments in support of pension programs or in support of capital projects and programs related to the State Water Project, and levied in addition to the property tax rate limited by subdivision (a) of Section 1 of Article XIII A of the California Constitution, shall be allocated to, and when collected shall be paid into, the fund of that taxing entity, unless the amounts in question are pledged as security for the payment of any indebtedness obligation, as defined in subdivision (e) of Section 34171, and needed for payment thereof." After an in-depth review and upon the

advice of legal counsel, we have added additional steps to determine whether tax increment related to pension programs or State Water Project debt is needed for the payment of bonded indebtedness obligations of the Successor Agency. If there are sufficient funds in the RPTTF to cover ROPS debt payments and increment is not needed it is returned to the contributing taxing entity. A new tab titled "SB107", to which this Code section applies, has been added to the RPTTF worksheets.

If you have any questions about the changes, please email Property Tax Division Deputy Director Michelle Yamaguchi at [michelle.yamaguchi@ventura.org](mailto:michelle.yamaguchi@ventura.org).

**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 4, 2021**

**SUBJECT: CONSIDERATION AND APPROVAL OF A SIX-WEEK  
TURF MAINTENANCE & REST CLOSURE AT  
SPRINGVILLE DOG PARK**

**SUMMARY**

Springville Park was developed in 1997 as a 5-acre park. In 2013 the District converted approximately 2.5 acres into an enclosed dog park with two separate areas, one for smaller breeds and one for larger breeds.

**BACKGROUND**

Since the development of the dog park, the District along with the help of the Friends of Camarillo Dog Parks as well as other community dog park organizations, have invested resources to continue to improve the Springville Dog Park. Since the inception of the park the following items have been improved: pavers, trees, retaining wall, decomposed granite walking path, enhanced irrigation system, and drinking fountains.

The Springville Dog Park has been well received by District residents and has been experiencing heavy use since the day the park opened. In early March of 2020, the state entered into a stay-at-home order due to the COVID-19 pandemic. During this time the community has been encouraged to use their local parks. One such park has been the Springville Dog Park. Staff has witnessed the increased use throughout the day due to COVID-19 shutdowns. The park is currently open from 7:00 am until dusk seven (7) days a week which has resulted in noticeable wear and complete loss of turf in some areas.

To mitigate the compaction and wear as well as maintain healthy turf, the District has closed Springville Dog Park two to three times annually to perform minor turf maintenance which results in a one-to-four-day closure. This action does assist with maintenance, however, the short closure period does not give the turf adequate rest time required to maintain healthy turf. Closing the park for a six-week period in the beginning of peak growing season will allow staff to perform the necessary turf maintenance practices and give adequate rest to rejuvenate the turf to ensure a quality dog park for the residents of Camarillo.

**ANALYSIS**

Dog park turf requires several turf maintenance treatments throughout the year to maintain the integrity and health of the turf and soil profile. Treatments range from aerification, dethatching, fertilization, broad leaf/weed control, over seeding/sod, top dressing, and rest. By allowing an extended closure, the District will not only replenish the nutrients back into the blades of the turf

and into the soil, but a much healthier and stable environment will be built for the root zones that the turf is lacking due to all the heavy traffic.

To address the current needs of the turf the following maintenance items will be addressed:

- 1) Herbicide Treatment
- 2) Aerification
- 3) Sod/Over Seeding
- 4) Fertilization
- 5) Top Dress
- 6) Rest

The focus of the closure will be on sod installation and turf renovation. While the turf is being renovated and Springville Dog Park is closed, the District will install a temporary dog park at Freedom Park located at the west end. By opening a temporary dog park during the closure, it will provide an alternative for a safe and controlled environment to exercise and socialize their dogs. As a reminder the District also has dog parks located at Camarillo Grove Park as well as Mission Oaks Park.

If the new sod has not fully rooted by the end of the six-week closure, staff will fence off the newly sodded areas until it is suitable for traffic. The District may also choose to leave the temporary dog park up at Freedom Park until Springville Dog Park is completely open.

Staff recommends Springville Dog Park be closed for a six-week period and address all turf maintenance issues in the first two weeks and then give the turf the four-week rest period. Staff could provide for a shorter time period to address the turf maintenance, however this could cause the turf to deteriorate and cause a longer closure period down the road.

#### **FISCAL IMPACT**

The fiscal impact would be \$8,000 for the installation of the temporary fence located out at Freedom Park and new sod at Springville Dog Park. This can be absorbed as part of the current budget and will not need any further allocation.

#### **RECOMMENDATION**

It is recommended the Board of Directors authorize and approve the closure of Springville Dog Park for turf maintenance and approve a temporary dog park to be located at Freedom Park.



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

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Kathryn Drewry, Human Resources Specialist**

**DATE: February 4, 2021**

**SUBJECT: CONSIDERATION OF EXTENSION OF PAID SICK AND  
FAMILY LEAVES UNDER THE FAMILY FIRST  
CORONAVIRUS RESPONSE ACT (FFCRA) TO MARCH  
31, 2021**

**SUMMARY**

The Consolidated Appropriations Act of 2021 (CAA), which was signed by President Trump on December 27, 2020, extends the use of the Family First Coronavirus Response Act (FFCRA) paid sick and family leaves to March 31, 2021 at the employer's discretion. This means that the District does not have a legal duty under federal law to continue FFCRA paid leave if it does not desire to do so.

**BACKGROUND**

On March 18, 2020, the United States Senate passed and President Trump signed the FFCRA. On April 1, 2020, the FFCRA became effective. The FFCRA required employers to provide certain forms of paid leave to employees and families directly affected by the COVID-19 pandemic until December 31, 2020. The employee benefits required by FFCRA included the following:

- Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay where the employee was unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider) and/or experiencing COVID-19 symptoms and seeking a medical diagnosis.
- Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition.
- Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

## **ANALYSIS**

With the recent surge in Coronavirus cases and the ongoing pandemic, staff is requesting the extension of the FFCRA from January 1, 2021 through March 31, 2021 to assist District employees who may contract the virus, have been exposed to the virus, or need to stay home due to childcare issues caused by the school closure and the inability to work remotely.

It is important to note that in California, Cal/OSHA recently enacted emergency temporary standards on COVID-19 infection prevention. These standards require employers to maintain an employee's pay if the employee is off or excluded from work due to a work-related COVID-19 diagnosis or a work-related COVID-19 exposure. The employer-provided pay is available only if the employee's COVID-19 sickness or exposure is determined to be work-related and the employee has exhausted all available sick leave. There is no maximum cap for the employer-provided pay. This Cal/OSHA requirement would apply even if the District Board decided not to extend FFCRA sick and family leaves.

## **FISCAL IMPACT**

The approximate FY 2020-2021 fiscal impact for the proposed extension of the FFCRA is unknown, as staff cannot estimate how many employees would need to take advantage of this leave. However, no additional funding is needed at this time to implement these paid leaves. It can be noted that over the course of the duration of April 1, 2020 to December 31, 2020, 14 employees have been able to utilize this leave resulting in 1,116.25 hours and \$24,081.56. An individual employee could be eligible for no more than 560 hours.

It should be noted that unlike private-sector employers, the District, as a public entity, will not receive a tax credit for the cost of providing paid sick and family leave under the FFCRA. This means that there is no cost recovery mechanism for the District for providing these paid leaves.

## **RECOMMENDATION**

It is recommended that the Board adopt Resolution No. 667 approving an extension to the FFCRA paid sick and family leaves for District employees until March 31, 2021.

## **ATTACHMENTS**

- 1) Resolution No. 667 (2 pages)

**RESOLUTION NO. 667**

**A RESOLUTION OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT EXTENDING FAMILY FIRST CORONAVIRUS RESPONSE ACT EMPLOYEE SICK AND FAMILY LEAVES THROUGH MARCH 31, 2021**

**WHEREAS**, the Pleasant Valley Recreation and Park District (“PVRPD”) provided paid sick and family leaves to its employees as mandated by the federal Family First Coronavirus Response Act (“FFCRA”); and

**WHEREAS**, on December 31, 2020, the requirement to provide employees paid sick and family leaves pursuant to the FFCRA expired; and

**WHEREAS**, on December 27, 2020, President Trump signed the Consolidated Appropriations Act of 2021 (“CAA”), which extends the use of FFCRA leaves to March 31, 2021, at the employer’s discretion; and

**WHEREAS**, the PVRPD has provided the employee organization representing represented PVRPD employee classifications, the Service Employees International Union, Local 721 (“SEIU Local 721”), the opportunity to meet and confer regarding extension of FFCRA paid sick and family leaves until March 31, 2021, and SEIU Local 721 has indicated that it is supportive of such extension; and

**WHEREAS**, due to the emergency circumstances caused by an increase of COVID-19 cases in the Ventura County region, PVRPD desires to continue offering this benefit to its employees by extending the FFCRA paid sick and family leaves from January 1, 2021 through March 31, 2021.

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

**Section 1.** The foregoing recitals are true and correct.

**Section 2.** The Board of Directors authorizes extension of FFCRA employee paid sick and family leaves from January 1, 2021 through March 31, 2021, consistent with the CAA. The PVRPD Manager, or her/his designee, shall be authorized to implement these paid leaves in a manner consistent with the FFCRA and federal regulations.

**Section 3.** This resolution shall be effective January 1, 2021.

**PASSED, APPROVED and ADOPTED** this 4<sup>th</sup> day of February 2021.

\_\_\_\_\_  
Mark Malloy, Chairman

ATTEST:

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Elaine Magner, Secretary

PLEASANT VALLEY RECREATION AND PARK DISTRICT

COUNTY OF VENTURA §

STATE OF CALIFORNIA

I, Anthony Miller, Clerk of the Board of the Pleasant Valley Recreation and Park District, California, do hereby certify that the foregoing Resolution No. 667 was duly passed and adopted by the Board of Directors of the Pleasant Valley Recreation and Park District at the regular meeting thereof, held on the 4th day of February 2021, and was signed by the Chair of the said District, and that the same was passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Anthony Miller, Clerk of the Board

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

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Kathryn Drewry, Human Resources Specialist**

**DATE: February 4, 2021**

**SUBJECT: CONSIDERATION AND APPROVAL OF EXTENSION  
OF WORKERS' COMPENSATION COVERAGE FOR  
VOLUNTEERS**

**SUMMARY**

In order to facilitate continued volunteer service, the CAPRI Board of Directors recently resolved to make District volunteers eligible to be covered under our CAPRI Workers' Compensation insurance at no additional cost.

**BACKGROUND**

Volunteers play a large role in the delivery of recreation and park services to PVRPD. The District expects to rely upon the generous contributions of the community volunteers for years to come.

**ANALYSIS**

From a risk management standpoint, it is much preferred to extend Workers' Compensation coverage to volunteers. For example, when a volunteer is not covered by Workers' Comp, his or her only remedy for an injury is to file a claim against our District and pursue damages through the civil court system. This can result in costly and time-consuming litigation and a significant claim has the potential to adversely impact our District's loss history and, thus, future premiums. Importantly, it can also result in unnecessary delays in obtaining competent treatment from qualified professionals.

Conversely, if a volunteer is covered under Workers' Comp, his or her exclusive remedy is through the Workers' Compensation system, which means that they would receive necessary treatment – but at a controlled cost.

The Labor Code allows our District to provide workers' compensation insurance for volunteers, *but only if our Board has adopted a resolution specifically electing such coverage*. Section 3363.5 of the California Labor Code provides:

“...a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a Resolution by the Governing Body of the agency so declaring, be deemed to be an employee for workers' compensation purposes.”

Stated another way, these volunteers may be treated as an employee and covered for workers' compensation purposes *only if* a Resolution to that effect is adopted by our District pursuant to Labor Code § 3363.5.

**FISCAL IMPACT**

This benefit to our District covers our volunteers at no extra cost to our yearly CAPRI premium, provided that the Board adopts the attached resolution.

**RECOMMENDATION**

It is recommended that the District Board adopt Resolution No. 668, approving the coverage of volunteers under the PVRPD CAPRI Workers' Compensation Insurance.

**ATTACHMENTS**

- 1) Resolution No. 668 (2 pages)

**RESOLUTION NO. 668**

**RESOLUTION OF THE GOVERNING BODY OF  
THE PLEASANT VALLEY RECREATION & PARK DISTRICT  
DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS SHALL  
BE DEEMED TO BE EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF  
PROVIDING WORKERS' COMPENSATION COVERAGE FOR SAID CERTAIN  
INDIVIDUALS WHILE PROVIDING THEIR SERVICES**

---

**WHEREAS**, the Pleasant Valley Recreation & Park District utilizes the services of Governing Body Members and Volunteers; and

**WHEREAS**, Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a resolution by the Governing Body of the agency so declaring, be deemed to be an employee of the agency for the purpose of Division 4 of said Labor Code while performing such services; and

**WHEREAS**, the Governing Body wishes to extend Workers' Compensation coverage as provided by State law to the following designated categories of persons as indicated by a checkmark in the box to the left of the descriptions:

- All Members of the Governing Body of the Pleasant Valley Recreation & Park District as presently or hereafter constituted and/or
- All persons performing voluntary services without pay other than meals, transportation, lodging or reimbursement for incidental expenses
- Individuals on Work-study programs
- Other Volunteers

**NOW, THEREFORE, BE IT RESOLVED**, that such persons coming within the categories specified above, including the duly elected or appointed replacements of any Governing Body Member and other designated individuals be deemed to be employees of the Pleasant Valley Recreation & Park District for the purpose of Workers' Compensation coverage as provided in Division 4 of the Labor Code while performing such service. However, said Governing Body Members and other designated individuals will not be considered an employee of the Pleasant Valley Recreation & Park District for any purpose other than for such Workers' Compensation coverage, nor grant nor enlarge upon any other right, duty, or responsibility of such Governing Body Members or other designated individuals, nor allow such persons to claim any other benefits or rights given to paid employees of the Pleasant Valley Recreation & Park District.

**PASSED, APPROVED AND ADOPTED** this 4<sup>th</sup> day of February 2021 by the following vote:

AYES:  
NOES:  
ABSENT:

---

Mark Malloy, Chairman  
Pleasant Valley Recreation & Park District

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APPROVED AS TO FORM:  
Elaine Magner, Secretary  
Pleasant Valley Recreation & Park District



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

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Kathryn Drewry, Human Resources Specialist**

**DATE: February 4, 2021**

**SUBJECT: CONSIDERATION AND REVIEW OF UPDATED  
SALARY SCHEDULE**

**BACKGROUND**

In 2018 the District entered into negotiations with SEIU Local 721. The negotiation team and the union tentatively agreed upon a 2% COLA for the full time and part-time year-round classifications. In October 2020 the District adopted the tentative agreement which stated that the employees eligible for the COLA would receive retroactive pay equal to 2% effective July 2018, 2% effective July 2019 and 2% effective July 2020.

Due to budgetary restrictions in 2020, SEIU Local 721 members agreed to defer the COLA effective July 2020.

**DISCUSSION**

In order to comply with CalPERS, the District is required to maintain a Board approved Classification and Salary Listing.

**FISCAL IMPACT**

The fiscal impact of this update has been absorbed into the District's budget.

**RECOMMENDATION**

It is recommended that the Board review and approve the updated classification and salary listing for eligible employees.

**ATTACHMENTS**

- 1) 2020/2021 Full Time and Part-Time-Year-Round Salary Schedule (1 page)



**FULL TIME/PART TIME YEAR ROUND  
CLASSIFICATIONS AND SALARY RANGES**

	Bi-Weekly Hourly	Bi-Weekly Hourly
<b>GENERAL MANAGER (Contract Employee)</b>	\$5,743.29 \$71.79	\$6,464.12 \$80.80
<b>ADMINISTRATIVE SERVICES MANAGER</b>	\$3,152.41 \$39.41	\$4,005.11 \$50.06
<b>ADMINISTRATIVE ANALYST</b>	\$2,604.19 \$32.55	\$3,310.51 \$41.38
<b>DEVELOPMENT ANALYST</b>	\$2,604.19 \$32.55	\$3,310.51 \$41.38
<b>HUMAN RESOURCES SPECIALIST</b>	\$1,996.74 \$24.96	\$2,536.91 \$31.71
<b>ACCOUNTING SPECIALIST</b>	\$1,996.74 \$24.96	\$2,536.91 \$31.71
<b>CUSTOMER SERVICE REP LEAD WORKER</b>	\$1,776.80 \$22.21	\$2,257.60 \$28.22
<b>CUSTOMER SERVICE REPRESENTATIVE I</b>	\$1,469.60 \$18.37	\$1,867.20 \$23.34
<b>CUSTOMER SERVICE REPRESENTATIVE II</b>	\$1,616.00 \$20.20	\$2,053.60 \$25.67
<b>RECREATION SERVICES MANAGER</b>	\$3,152.41 \$39.41	\$4,005.11 \$50.06
<b>RECREATION SUPERVISOR</b>	\$2,603.86 \$32.55	\$3,310.14 \$41.38
<b>RECREATION SUPERVISOR - AQUATICS</b>	\$2,603.86 \$32.55	\$3,310.14 \$41.38
<b>RECREATION COORDINATOR</b>	\$2,172.73 \$27.16	\$2,759.72 \$34.50
<b>MARKETING SPECIALIST</b>	\$1,628.72 \$20.36	\$2,068.91 \$25.86
<b>RECREATION SPECIALIST</b>	\$1,469.04 \$18.36	\$2,068.91 \$25.86
<b>AQUATIC SPECIALIST</b>	\$1,469.04 \$18.36	\$2,068.91 \$25.86
<b>PARK SERVICES MANAGER</b>	\$3,152.41 \$39.41	\$4,005.11 \$50.06
<b>PARK SUPERVISOR</b>	\$2,604.19 \$32.55	\$3,310.51 \$41.38
<b>PARK MAINTENANCE LEAD WORKER</b>	\$2,212.80 \$27.66	\$2,811.20 \$35.14
<b>LEAD PARK RANGER</b>	\$2,212.80 \$27.66	\$2,811.20 \$35.14
<b>MECHANIC</b>	\$2,212.80 \$27.66	\$2,811.20 \$35.14
<b>IRRIGATION SPECIALIST</b>	\$2,212.80 \$27.66	\$2,811.20 \$35.14
<b>GROUNDS/FACILITIES I</b>	\$1,664.00 \$20.80	\$2,115.20 \$26.44
<b>GROUNDS/FACILITIES II</b>	\$1,912.80 \$23.91	\$2,431.20 \$30.39

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

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