

**PLEASANT VALLEY RECREATION & PARK DISTRICT  
ADMINISTRATION OFFICE – ROOM #6  
1605 E. BURNLEY ST., CAMARILLO, CALIFORNIA**

**FINANCE COMMITTEE  
AGENDA**

**Wednesday, December 16, 2020  
3:00 P.M.**

In order to minimize the spread of COVID-19 and keep with social distancing, the meeting room will not be open to the public. To participate in the Board committee meeting from the comfort of your home or other Stay Well at Home compliant location, you may choose one of the following options:

- a. Email – If you wish to submit a comment on a specific agenda item, please send your comment via email by 12:00 pm on Wednesday, December 16, 2020 to Anthony Miller, Administrative Analyst at [amiller@pvrrpd.org](mailto:amiller@pvrrpd.org). Your email will be printed and distributed to the Finance Committee members prior to the meeting.
- b. Phone - You can call in and simply listen to the meeting or you have the opportunity to make a public comment through the open line which can be accessed through dialing the following numbers:  
Dial-in: 1-415-655-0001  
Access code: 126 920 9317#

**1. CALL TO ORDER**

**2. APPROVAL OF AGENDA**

**3. PUBLIC COMMENTS**

**4. NOVEMBER 2020 FINANCIALS**

**5. MBS INVESTMENT ROLL OVER**

**6. ORAL DISCUSSIONS – OTHER BUDGETARY ITEMS**

**7. ADJOURNMENT**

**Note:** 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 day preceding the Committee meeting.

**Announcement:** Should you need special assistance (*i.e.* a disability-related modification or accommodations) to participate in the Committee 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 us 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.

# CASH REPORT

	<b>11/30/2020</b>	<b>11/30/2019</b>	
	<b>Balance</b>	<b>Balance</b>	
<b>Restricted Funds</b>			
Debt Service - Restricted	\$ 126,750.91	\$ 433.24	
457 Pension Trust Restricted	\$ 115,948.15	\$ 67,164.72	
Quimby Fee - Restricted	\$ 101,444.16	\$ 160,734.09	
Multi-Bank Securities Restricted	\$ 415,421.14	\$ 660,764.48	
Ventura County Pool - Restricted	\$ 4,573,390.10	\$ 5,152,610.38	
FCDP Checking	\$ 21,539.61	\$ 21,488.61	
<b>Total</b>	<b>\$ 5,354,494.07</b>	<b>\$ 6,063,195.52</b>	
<b>Semi-Restricted Funds</b>			
Assessment	\$ 221,078.59	\$ 209,374.41	
Capital Improvement	\$ 214,058.71	\$ 30,556.87	
Capital - Vehicle Replacement	\$ 79,843.80	\$ 50,843.80	
Capital - Designated Project	\$ 16,397.94	\$ 16,397.94	
LAIF - Capital	\$ 2,166,183.28	\$ 2,334,190.80	
Contingency - Dry Period	\$ 361,000.00	\$ 96,000.00	
Contingency - Computer	\$ 15,000.00	\$ 10,000.00	
Contingency - Repair/Oper/Admin	\$ 50,000.00	\$ 30,000.00	
<b>Total</b>	<b>\$ 3,123,562.32</b>	<b>\$ 2,777,363.82</b>	
<b>Unrestricted Funds</b>			
Contingency	\$ 12,208.19	\$ 46,197.01	
LAIF/Cal Trust - Contingency	\$ 94,682.29	\$ 94,570.69	
General Fund Checking	\$ 437,036.13	\$ 273,946.68	
<b>Total</b>	<b>\$ 543,926.61</b>	<b>\$ 414,714.38</b>	
<b>Total of all Funds</b>	<b>\$ 9,021,983.00</b>	<b>\$ 9,255,273.72</b>	<b>\$ (233,290.72)</b>

	<b>12/10/2020</b>	<b>12/31/2019</b>	
	<b>Balance</b>	<b>Balance</b>	
<b>Restricted Funds</b>			
Debt Service - Restricted	\$ 126,750.91	\$ 364,102.24	
457 Pension Trust Restricted	\$ 115,948.15	\$ 60,817.66	
Quimby Fee - Restricted	\$ 50,996.23	\$ 89,021.42	
Multi-Bank Securities Restricted	\$ 415,421.14	\$ 660,764.48	
Ventura County Pool - Restricted	\$ 4,579,196.91	\$ 5,152,610.38	
FCDP Checking	\$ 21,539.61	\$ 21,888.62	
<b>Total</b>	<b>\$ 5,309,852.95</b>	<b>\$ 6,349,204.80</b>	
<b>Semi-Restricted Funds</b>			
Assessment	\$ 205,531.04	\$ 801,480.38	
Capital Improvement	\$ 264,506.64	\$ 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>\$ 3,158,462.70</b>	<b>\$ 4,169,469.80</b>	
<b>Unrestricted Funds</b>			
Contingency	\$ 12,208.59	\$ 76,197.01	
LAIF/Cal Trust - Contingency	\$ 94,682.30	\$ 2,063,909.74	
General Fund Checking	\$ 265,212.94	\$ 251,567.99	
<b>Total</b>	<b>\$ 372,103.83</b>	<b>\$ 2,391,674.74</b>	
<b>Total of all Funds</b>	<b>\$ 8,840,419.48</b>	<b>\$ 12,910,349.34</b>	<b>\$ (4,069,929.86)</b>

Pleasant Valley Recreation and Park District  
Finance Report  
November 2020

	Date	Amount	
Accounts Payables:	11/2020	\$ 188,282.80	
	<b>Total</b>	<b>\$ 188,282.80</b>	
Payroll (Total Cost):	11/12/2020	\$ 122,959.46	
	11/26/2020	\$ 125,815.53	
	<u>Retro-2%@62- I</u>	\$ 9,370.22	
	<u>Retro-2%@62- II</u>	\$ 19,634.71	
	<u>Retro-S.Rios-2%@62-I</u>	\$ 1,976.24	
	<u>Retro-S.Rios-2%@62-II</u>	\$ 782.79	
	<u>Retro-Gilmer &amp; Wheat</u>	\$ 4,074.75	
	<u>Retro-2%@60</u>	\$ 14,175.49	
	<u>Retro- 2.5%@55</u>	\$ 94,466.12	
	<b>Total</b>	<b>\$ 393,255.31</b>	
Outgoing:Online Payments	11/4/2020	\$ 29,597.21	CALPERS- Health Insurance
	11/4/2020	\$ 1,639.36	The Hartford
	11/4/2020	\$ 521.25	VSP- Vision Insurance
	11/4/2020	\$ 378.84	Aflac
	11/4/2020	\$ 3,710.52	The Guardian
	11/27/2020	\$ 14,663.12	CALPERS- Ret.- PR 11/26/2020
	11/13/2020	\$ 14,458.99	CALPERS- Ret.- PR 11/12/2021
	<b>Total</b>	<b>\$ 64,969.29</b>	
	<b>Grand Total</b>	<b>\$ 646,507.40</b>	

**General Ledger  
Fund 10 General Fund  
November 2020 42%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>							
Tax Annot - Cur Year Secure	5110-5240	\$ (93,638.84)	\$ (123,705.21)	\$ (165,299.25)	\$ (6,481,869.00)	\$ (6,316,569.75)	2.55%
Interest Earnings	5310	\$ (18.58)	\$ (33,154.36)	\$ (12,981.31)	\$ (36,030.00)	\$ (23,048.69)	36.03%
Hill Fire 2018	5465	\$ (219,884.01)	\$ (156,693.01)	\$ (219,884.01)	\$ -	\$ 219,884.01	0.00%
Park Patrol Citations	5506	\$ -	\$ (2,076.26)	\$ (1,100.00)	\$ (2,434.00)	\$ (1,334.00)	45.19%
Contract Classes-Public Fees	5510	\$ (1,792.00)	\$ (80,683.60)	\$ (20,984.75)	\$ (147,695.00)	\$ (126,710.25)	14.21%
Public Fees	5511	\$ (282.25)	\$ (165,350.85)	\$ (9,592.25)	\$ (224,783.00)	\$ (215,190.75)	4.27%
Public Fees-Entrv Fees	5520	\$ -	\$ (25,465.76)	\$ (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	\$ (20,585.50)	\$ (165,279.56)	\$ (50,538.00)	\$ (253,856.00)	\$ (203,318.00)	19.91%
Cell Tower Revenue	5535	\$ (5,059.33)	\$ (42,254.55)	\$ (40,549.95)	\$ (91,704.00)	\$ (51,154.05)	44.22%
Parking Fees	5540	\$ (833.39)	\$ (7,569.68)	\$ (3,262.99)	\$ (7,261.00)	\$ (3,998.01)	44.94%
Activity Guide Revenue	5555	\$ (50.00)	\$ (13,060.00)	\$ (50.00)	\$ (13,500.00)	\$ (13,450.00)	0.37%
Sponsorships	5558	\$ -	\$ (1,800.00)	\$ -	\$ -	\$ -	0.00%
Staffing Cost Recovery	5563	\$ (252.00)	\$ (12,504.75)	\$ (5,785.00)	\$ (31,285.00)	\$ (25,500.00)	18.49%
Special Event Permits	5564	\$ (200.00)	\$ (100.00)	\$ (300.00)	\$ -	\$ 300.00	0.00%
Security Services Recovery	5566	\$ -	\$ (1,450.00)	\$ -	\$ -	\$ -	0.00%
Donations	5570	\$ -	\$ (95,629.50)	\$ (35,000.00)	\$ (36,000.00)	\$ (1,000.00)	97.22%
Grants	5573	\$ -	\$ (23.65)	\$ -	\$ -	\$ -	0.00%
Other/Purchase Discount Tak	5575	\$ (943.50)	\$ (38,987.53)	\$ (12,596.00)	\$ (44,082.00)	\$ (31,486.00)	28.57%
Credit Card Processina Fee	5576	\$ (42.93)	\$ (512.93)	\$ (31.31)	\$ -	\$ 31.31	0.00%
Cash Over/Under	5580	\$ -	\$ (55.00)	\$ (40.00)	\$ -	\$ 40.00	0.00%
Incentive Income	5585	\$ (17.96)	\$ (686.12)	\$ (103.19)	\$ (1,300.00)	\$ (1,196.81)	7.94%
Reimbursement - ROPS	5600	\$ -	\$ (188,584.61)	\$ (74,556.06)	\$ (125,000.00)	\$ (50,443.94)	59.64%
Reimb-Needs Assessment/I.P.	5605	\$ -	\$ (75,482.17)	\$ (17,610.38)	\$ -	\$ 17,610.38	0.00%
<b>Revenue</b>		<b>\$ (343,600.29)</b>	<b>\$ (1,233,634.60)</b>	<b>\$ (672,283.45)</b>	<b>\$ (7,527,340.00)</b>	<b>\$ (6,855,056.55)</b>	<b>8.93%</b>
<b>YTD Comparison</b>				<b>\$ 561,351.15</b>			
<b>Expense</b>							
Full Time Salaries	6100	\$ 236,906.59	\$ 926,389.16	\$ 939,942.35	\$ 2,358,728.00	\$ 1,418,785.65	39.85%
Overtime Salaries	6101	\$ 1,707.17	\$ 13,270.90	\$ 5,714.61	\$ 32,490.00	\$ 26,775.39	17.59%
Car Allowance	6105	\$ 830.74	\$ 4,569.07	\$ 4,569.07	\$ 10,800.00	\$ 6,230.93	42.31%
Cell Phone Allowance	6108	\$ 1,024.14	\$ 6,293.00	\$ 5,844.21	\$ 14,610.00	\$ 8,765.79	40.00%
Part-Time Salaries	6110	\$ 12,354.28	\$ 285,975.40	\$ 70,025.72	\$ 434,696.00	\$ 364,670.28	16.11%
Retirement	6120	\$ 44,534.21	\$ 157,436.74	\$ 165,076.48	\$ 417,223.00	\$ 252,146.52	39.57%
457 Pension	6121	\$ -	\$ 6,260.49	\$ 6,173.32	\$ 7,445.00	\$ 1,271.68	82.92%
Deferred Compensation	6125	\$ 354.92	\$ -	\$ 1,952.06	\$ -	\$ (1,952.06)	0.00%
Employee Insurance	6130	\$ 85,309.02	\$ 49,570.92	\$ 155,649.55	\$ 293,733.00	\$ 138,083.45	52.99%
Workers Compensation	6140	\$ 15,034.42	\$ 67,586.90	\$ 24,581.32	\$ 146,655.00	\$ 122,073.68	16.76%
Unemployment Insurance	6150	\$ 9,556.00	\$ 633.00	\$ 9,556.00	\$ 3,400.00	\$ (6,156.00)	281.06%
Loan - Pension Obligation	6160	\$ 21,395.17	\$ 104,387.50	\$ 106,975.83	\$ 256,742.00	\$ 149,766.17	41.67%
PERS Unfunded Liability	6170	\$ -	\$ 349,318.00	\$ 434,065.00	\$ 434,065.00	\$ -	100.00%
<b>Personnel</b>		<b>\$ 429,006.66</b>	<b>\$ 1,971,691.08</b>	<b>\$ 1,930,125.52</b>	<b>\$ 4,410,587.00</b>	<b>\$ 2,480,461.48</b>	<b>43.76%</b>
<b>YTD Comparison</b>				<b>\$ (41,565.56)</b>			
Telephone/Internet	6210	\$ 1,680.57	\$ 7,775.31	\$ 8,152.79	\$ 16,596.00	\$ 8,443.21	49.13%
Internet Services	6220	\$ 1,474.00	\$ 21,416.78	\$ 4,000.00	\$ 27,135.00	\$ 19,735.00	27.27%
IT Infrastructure	6230	\$ -	\$ 115.85	\$ 58.01	\$ 2,000.00	\$ 1,941.99	2.90%
Computer Hardware/Software	6240	\$ -	\$ 1,367.64	\$ 4,151.53	\$ 10,040.00	\$ 5,888.47	41.35%
Pool Chemicals	6310	\$ -	\$ 1,709.16	\$ 741.00	\$ 8,250.00	\$ 7,509.00	8.98%
Janitorial Supplies	6320	\$ 1,985.93	\$ 17,566.70	\$ 11,851.85	\$ 53,400.00	\$ 41,548.15	22.19%
COVID - Supplies	6321	\$ 1,985.33	\$ -	\$ 2,383.50	\$ -	\$ (2,383.50)	0.00%
Kitchen Supplies	6330	\$ -	\$ 190.56	\$ -	\$ 900.00	\$ 900.00	0.00%
Food Supplies	6340	\$ -	\$ 1,073.72	\$ -	\$ 6,320.00	\$ 6,320.00	0.00%
Water Maint & Service	6350	\$ -	\$ 396.22	\$ 277.95	\$ 1,239.00	\$ 961.05	22.43%
Laundry/Wash Service	6360	\$ -	\$ 34.00	\$ -	\$ 880.00	\$ 880.00	0.00%
Insurance Liability	6410	\$ -	\$ 71,100.50	\$ 104,042.00	\$ 149,311.00	\$ 45,269.00	69.68%
Equipment Maintenance	6500	\$ -	\$ -	\$ -	\$ 400.00	\$ 400.00	0.00%
Fuel	6510	\$ 2,873.19	\$ 18,585.20	\$ 17,489.79	\$ 50,400.00	\$ 32,910.21	34.70%
Vehicle Maintenance	6520	\$ 527.96	\$ 6,464.72	\$ 9,549.71	\$ 35,400.00	\$ 25,850.29	26.98%
Office Equipment Maintenance	6530	\$ -	\$ -	\$ 116.89	\$ -	\$ (116.89)	0.00%
Building Repair	6610	\$ 1,779.91	\$ 32,939.49	\$ 8,664.44	\$ 88,000.00	\$ 79,335.56	9.85%
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	\$ -	\$ 248,839.54	\$ -	\$ -	\$ -	0.00%
Grounds Maintenance	6710	\$ 6,497.80	\$ 27,574.60	\$ 20,772.06	\$ 86,220.00	\$ 65,447.94	24.09%
Tree Care	6719	\$ 498.07	\$ 8,625.00	\$ 498.07	\$ 30,000.00	\$ 29,501.93	1.66%
Park Amenities - Assess	6722	\$ -	\$ 2,785.65	\$ -	\$ -	\$ -	0.00%
Contracted Pest Control	6730	\$ 100.00	\$ 740.00	\$ 460.00	\$ 3,000.00	\$ 2,540.00	15.33%
Rubbish & Refuse	6740	\$ -	\$ 32,988.92	\$ 25,568.32	\$ 77,006.00	\$ 51,437.68	33.20%
Vandalism/Theft	6750	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
Memberships	6810	\$ -	\$ 12,420.26	\$ 11,885.00	\$ 13,696.00	\$ 1,811.00	86.78%
Office Supplies	6910	\$ 211.44	\$ 7,251.67	\$ 1,232.21	\$ 17,585.00	\$ 16,352.79	7.01%
Postage Expense	6920	\$ -	\$ 11,464.43	\$ 537.65	\$ 19,000.00	\$ 18,462.35	2.83%
Advertising Expense	6930	\$ -	\$ 1,710.60	\$ 900.00	\$ 6,240.00	\$ 5,340.00	14.42%
Printing Charges	6940	\$ -	\$ 4,552.70	\$ 3,162.32	\$ 13,338.00	\$ 10,175.68	23.71%
ActiveNet Charges	6950	\$ 1,214.72	\$ 24,536.36	\$ 5,314.57	\$ 52,542.00	\$ 47,227.43	10.11%
Admop Redev/Collection Fees	6960	\$ -	\$ -	\$ -	\$ 481,576.00	\$ 481,576.00	0.00%
Minor Furn Fixture & Equip	6980	\$ -	\$ 605.73	\$ 604.57	\$ 1,134.00	\$ 529.43	53.31%
Comp Hardware/Software Exp	6990	\$ -	\$ 59.96	\$ -	\$ -	\$ -	0.00%

**General Ledger  
Fund 10 General Fund  
November 2020 42%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Fingerprint Fees (HR)	7010	\$ -	\$ 1,162.00	\$ -	\$ 2,560.00	\$ 2,560.00	0.00%
Fire & Safety Inso Fees	7020	\$ -	\$ 2,616.95	\$ -	\$ 2,975.00	\$ 2,975.00	0.00%
Permit & Licensina Fees	7030	\$ -	\$ 1,946.57	\$ 797.80	\$ 6,350.00	\$ 5,552.20	12.56%
State License Fee	7040	\$ -	\$ 852.50	\$ 657.50	\$ 800.00	\$ 142.50	82.19%
Professional Services	7100	\$ -	\$ 1,084.13	\$ -	\$ -	\$ -	0.00%
Legal Services	7110	\$ -	\$ 18,495.69	\$ 18,010.96	\$ 90,000.00	\$ 71,989.04	20.01%
Tvreset and Print Services	7115	\$ -	\$ 14,019.45	\$ -	\$ 36,300.00	\$ 36,300.00	0.00%
Instructor Services	7120	\$ 1,740.65	\$ 48,389.52	\$ 10,312.43	\$ 97,138.00	\$ 86,825.57	10.62%
PERS Admin Fees	7125	\$ 81.15	\$ 1,243.73	\$ 950.47	\$ 2,110.00	\$ 1,159.53	45.05%
Audit Services	7130	\$ 5,000.00	\$ 5,100.00	\$ 7,100.00	\$ 20,175.00	\$ 13,075.00	35.19%
Medical & Health Svcs (HR)	7140	\$ -	\$ 2,002.50	\$ 400.00	\$ 5,500.00	\$ 5,100.00	7.27%
Security Services	7150	\$ 345.00	\$ 306.96	\$ 1,582.50	\$ 3,700.00	\$ 2,117.50	42.77%
Entertainment Services	7160	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
Business Services	7180	\$ 116.99	\$ 33,700.55	\$ 33,592.24	\$ 70,114.00	\$ 36,521.76	47.91%
Conversion Adjustment	7185	\$ -	\$ (52,050.17)	\$ -	\$ -	\$ -	0.00%
Umpire/Referee Services	7190	\$ -	\$ 669.00	\$ -	\$ -	\$ -	0.00%
Subscriptions	7210	\$ -	\$ 1,191.39	\$ 1,166.02	\$ 4,299.00	\$ 3,132.98	27.12%
Rents & Leases - Equip	7310	\$ -	\$ 8,223.93	\$ 912.05	\$ 23,500.00	\$ 22,587.95	3.88%
Event Supplies	7410	\$ -	\$ 529.98	\$ -	\$ 2,280.00	\$ 2,280.00	0.00%
Supplies	7420	\$ -	\$ 3,237.71	\$ -	\$ 3,200.00	\$ 3,200.00	0.00%
Binoo Supplies	7430	\$ -	\$ 2,809.84	\$ -	\$ 3,600.00	\$ 3,600.00	0.00%
Sporting Goods	7440	\$ -	\$ 2,533.80	\$ 93.18	\$ 5,300.00	\$ 5,206.82	1.76%
Arts and Craft Supplies	7450	\$ -	\$ 26.36	\$ -	\$ 5,575.00	\$ 5,575.00	0.00%
Trainino Supplies	7460	\$ -	\$ 210.00	\$ -	\$ 1,600.00	\$ 1,600.00	0.00%
Small Tools	7500	\$ -	\$ 1,541.06	\$ 582.64	\$ 6,000.00	\$ 5,417.36	9.71%
Safety Supplies	7510	\$ 84.88	\$ 3,274.64	\$ 214.88	\$ 3,310.00	\$ 3,095.12	6.49%
Uniform Allowance	7610	\$ -	\$ 6,889.19	\$ 599.86	\$ 10,240.00	\$ 9,640.14	5.86%
Safety Clothing	7620	\$ -	\$ 1,104.96	\$ 500.18	\$ 4,854.00	\$ 4,353.82	10.30%
Conference&Seminar Staff	7710	\$ -	\$ 12,368.29	\$ 1,046.32	\$ 11,564.00	\$ 10,517.68	9.05%
Conference&Seminar Board	7715	\$ -	\$ 230.00	\$ -	\$ 2,575.00	\$ 2,575.00	0.00%
Conference&Seminar Travel	7720	\$ -	\$ 3,808.87	\$ -	\$ 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	\$ -	\$ 806.08	\$ 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	\$ 1,523.77	\$ 8,164.94	\$ 5,019.39	\$ 29,715.00	\$ 24,695.61	16.89%
Utilities - Water	7820	\$ 22,367.69	\$ 407,493.11	\$ 412,917.55	\$ 865,373.00	\$ 452,455.45	47.72%
Utilities - Electric	7830	\$ 8,501.95	\$ 75,535.69	\$ 52,017.02	\$ 220,000.00	\$ 167,982.98	23.64%
Airport Assessment Exp	7840	\$ -	\$ 14,235.00	\$ -	\$ 14,000.00	\$ 14,000.00	0.00%
Awards and Certificates	7910	\$ -	\$ 6,279.18	\$ 240.00	\$ 11,670.00	\$ 11,430.00	2.06%
Meals for Staff Trainino	7920	\$ -	\$ 783.19	\$ 377.88	\$ 3,560.00	\$ 3,182.12	10.61%
Employee Morale	7930	\$ -	\$ 60.48	\$ -	\$ -	\$ -	0.00%
COP Debt - PV Fields	7950	\$ 19,146.67	\$ 98,150.00	\$ 95,733.33	\$ 229,760.00	\$ 134,026.67	41.67%
Admin Fee/CC Refund 2020	8112	\$ -	\$ -	\$ 11,436.84	\$ -	\$ (11,436.84)	0.00%
<b>Services and Supplies</b>		<b>\$ 79,737.67</b>	<b>\$ 1,329,136.50</b>	<b>\$ 904,585.24</b>	<b>\$ 3,114,335.00</b>	<b>\$ 2,209,749.76</b>	<b>29.05%</b>
<b>YTD Comparison</b>				<b>\$ (424,551.26)</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%
Mtr Enclosur-Encnt.Phil.Adolf	8456	\$ -	\$ 7,872.15	\$ -	\$ -	\$ -	0.00%
Pitts Ranch Park Pavilion	8458	\$ -	\$ 29,256.49	\$ -	\$ -	\$ -	0.00%
LPA Architects-CC/Gvm/Sr Ct	8463	\$ -	\$ 19,690.15	\$ -	\$ -	\$ -	0.00%
Arneill Ranch Park Renovatio	8464	\$ -	\$ 30,779.13	\$ -	\$ -	\$ -	0.00%
L.E.D. Light SorinvilleTennis	8466	\$ -	\$ 8,185.32	\$ -	\$ -	\$ -	0.00%
Community Center Marouee	8468	\$ -	\$ -	\$ 3,997.52	\$ 8,552.39	\$ 4,554.87	46.74%
PVAC Pool Heater	8470	\$ -	\$ 23,930.00	\$ -	\$ -	\$ -	0.00%
Freedom Park ParkinoLot&Sk	8472	\$ -	\$ 321.66	\$ -	\$ -	\$ -	0.00%
P.V. Fields Paintino 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 Repaint	8476	\$ -	\$ -	\$ 7,950.00	\$ 8,000.00	\$ 50.00	99.38%
PV Fields Paintino West End	8477	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
Inflatable Svstem	8479	\$ -	\$ -	\$ -	\$ 5,500.00	\$ 5,500.00	0.00%
HVAC Administration Bldo	8481	\$ -	\$ -	\$ 13,200.00	\$ 14,520.00	\$ 1,320.00	90.91%
<b>Expense</b>		<b>\$ -</b>	<b>\$ 140,994.90</b>	<b>\$ 54,790.48</b>	<b>\$ 127,344.39</b>	<b>\$ 72,553.91</b>	<b>43.03%</b>
<b>Total Expenses</b>		<b>\$ 508,744.32</b>	<b>\$ 3,300,827.58</b>	<b>\$ 2,834,710.77</b>	<b>\$ 7,524,922.00</b>	<b>\$ 4,690,211.23</b>	<b>37.67%</b>
<b>YTD Comparison</b>				<b>\$ (466,116.81)</b>			

**General Ledger**  
**Fund 20 Assessment Fund**  
**November 2020 42%**

Description	Account	Period	Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>								
Interest Earnings	5310	\$	(7.41)	\$ (495.79)	\$ (114.87)	\$ (500.00)	\$ (385.13)	22.97%
Assessment Revenue	5500	\$	-	\$ (4,019.47)	\$ (11,247.83)	\$ (1,184,957.00)	\$ (1,173,709.17)	0.95%
<b>Revenue</b>		<b>\$</b>	<b>7.41</b>	<b>\$ 4,515.26</b>	<b>\$ 11,362.70</b>	<b>\$ 1,185,457.00</b>	<b>\$ 1,174,094.30</b>	<b>0.96%</b>
<b>YTD Comparison</b>					<b>\$ 6,847.44</b>			
<b>Expense</b>								
Full Time Salaries	6100	\$	1,444.96	\$ 4,551.72	\$ 7,019.52	\$ 18,262.00	\$ 11,242.48	38.44%
Retirement	6120	\$	363.56	\$ 696.25	\$ 1,273.96	\$ 3,130.00	\$ 1,856.04	40.70%
Employee Insurance	6130	\$	1,895.63	\$ 950.80	\$ 2,709.03	\$ 3,606.00	\$ 896.97	75.13%
Workers Compensation	6140	\$	205.27	\$ 464.35	\$ 751.10	\$ 1,753.00	\$ 1,001.90	42.85%
<b>Personnel</b>		<b>\$</b>	<b>3,909.42</b>	<b>\$ 6,663.12</b>	<b>\$ 11,753.61</b>	<b>\$ 26,751.00</b>	<b>\$ 14,997.39</b>	<b>43.94%</b>
<b>YTD Comparison</b>					<b>\$ 5,090.49</b>			
Incidental Costs - Assess	6709	\$	-	\$ 10,449.72	\$ 10,676.01	\$ 34,256.00	\$ 23,579.99	31.17%
Tree Care	6719	\$	-	\$ 25,950.00	\$ 3,750.00	\$ 67,500.00	\$ 63,750.00	5.56%
Contracted LS Services	6720	\$	15,698.41	\$ 162,970.32	\$ 184,027.53	\$ 505,036.00	\$ 321,008.47	36.44%
Park Amenities - Assess	6722	\$	-	\$ (1,677.70)	\$ 929.12	\$ 17,500.00	\$ 16,570.88	5.31%
ActiveNet Charges	6950	\$	-	\$ -	\$ -	\$ 60.00	\$ 60.00	0.00%
Adrop Redev/Collection Fee	6960	\$	-	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	0.00%
COP Debt - PV Fields	7950	\$	43,796.67	\$ 215,597.50	\$ 218,983.33	\$ 525,560.00	\$ 306,576.67	41.67%
<b>Expense</b>		<b>\$</b>	<b>59,495.08</b>	<b>\$ 413,289.84</b>	<b>\$ 418,365.99</b>	<b>\$ 1,152,912.00</b>	<b>\$ 734,546.01</b>	<b>36.29%</b>
<b>YTD Comparison</b>					<b>\$ 5,076.15</b>			
<b>Total Expense</b>		<b>\$</b>	<b>63,404.50</b>	<b>\$ 419,952.96</b>	<b>\$ 430,119.60</b>	<b>\$ 1,179,663.00</b>	<b>\$ 749,543.40</b>	<b>36.46%</b>
<b>YTD Comparison</b>				<b>\$ 10,166.64</b>				

**General Ledger  
Fund 30 Quimby Fee Fund  
November 2020 42%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>							
Interest Earnins	5310	\$ (5.30)	\$ (30,980.92)	\$ (8,790.77)	\$ (38,800.00)	\$ (30,009.23)	22.66%
MBS Interest Earnins	5320	\$ -	\$ (5,314.54)	\$ (3,640.00)	\$ -	\$ 3,640.00	0.00%
Park Dedication Fees	5400	\$ -	\$ (1,356,700.46)	\$ -	\$ -	\$ -	0.00%
<b>Revenue</b>		<b>\$ 5.30</b>	<b>\$ 1,392,995.92</b>	<b>\$ 12,430.77</b>	<b>\$ 38,800.00</b>	<b>\$ 26,369.23</b>	<b>32.04%</b>

<b>Expense</b>							
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/Pavilio	8444	\$ -	\$ 289,327.58	\$ -	\$ -	\$ -	0.00%
Freedom Baseball Fields	8459	\$ -	\$ 41,232.23	\$ -	\$ -	\$ -	0.00%
Mel Vincent Park Restrooms	8460	\$ -	\$ 43,601.88	\$ -	\$ -	\$ -	0.00%
Arnell Ranch Park Renovatio	8464	\$ -	\$ -	\$ 6,180.00	\$ 1,100,000.00	\$ 1,093,820.00	0.56%
PVAC Restroom & Shower	8469	\$ -	\$ 19,132.14	\$ 35,249.13	\$ 84,401.39	\$ 49,152.26	41.76%
Fertilizer Injector Svstem	8478	\$ -	\$ -	\$ 50,447.93	\$ 60,000.00	\$ 9,552.07	84.08%
Community Center Kitchen	8480	\$ -	\$ -	\$ -	\$ 250,000.00	\$ 250,000.00	0.00%
<b>Capital</b>		<b>\$ -</b>	<b>\$ 393,293.83</b>	<b>\$ 91,877.06</b>	<b>\$ 1,494,401.39</b>	<b>\$ 1,402,524.33</b>	<b>6.15%</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-1)	\$ 615,709.00	\$ -	7/31/2019
1/31/2015	\$ 2,250,489.70	\$ 2,250,489.70	Fairfield LLC		\$ 1,613,058.18	\$ 637,431.52	1/31/2020
8/8/2016	\$ 2,649,209.00	\$ 1,100,000.00	Comstock/Elacora Mission Oaks		\$ 196,067.74	\$ 2,453,141.26	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		\$ -	\$ -	REFUNDED
3/6/2019	\$ 35,242.00	\$ -	Habitat for Humanity		\$ -	\$ 35,242.00	3/6/2024
9/12/2019	\$ -	\$ -	Aldersgate Construction		\$ -	\$ -	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>\$ 2,654,994.74</b>	<b>\$ 4,656,120.21</b>	





QUIMBY FUNDS- DETAIL REPORT

Developer	Project		Quimby Funds			GL Code			
	No.	Location	Description	Budgeted	Expended		Awarded	Balance	Committed Date
				\$ -	\$ -	\$ -	21,612.25		
ALDERSGATE CONSTRUCTION						\$ -			6/27/2023
						\$ -			1/9/2024
	1					\$ -			9/12/2024
				\$ -	\$ -	\$ -			
HABITAT FOR HUMANITY						\$ -	35,242.00		3/6/2024
	1			\$ -	\$ -	\$ -	35,242.00		
	2			\$ -	\$ -	\$ -	35,242.00		
	3			\$ -	\$ -	\$ -	35,242.00		
	4			\$ -	\$ -	\$ -	35,242.00		
	5			\$ -	\$ -	\$ -	35,242.00		
				\$ -	\$ -	\$ -	35,242.00		
SHEA HOMES						\$ -	1,264,500.00		11/21/2024
	1			\$ -	\$ -	\$ -	1,264,500.00		
	2			\$ -	\$ -	\$ -	1,264,500.00		
	3			\$ -	\$ -	\$ -	1,264,500.00		
	4			\$ -	\$ -	\$ -	1,264,500.00		
	5			\$ -	\$ -	\$ -	1,264,500.00		
				\$ -	\$ -	\$ -	1,264,500.00		
<b>Grand Total</b>				\$ 4,110,100.00	\$ 2,654,994.74	\$ 7,311,114.95	\$ 4,656,120.21		



## Ventura County Pool

Investment Name	June 2019	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	January 2020	February 2020
<b>Ventura County Pool</b>	2.707%	2.639%	2.563%	2.497%	2.363%	2.259%	2.089%	2.02%	1.995%
	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020
<b>Ventura County Pool</b>	1.887%	1.796%	1.604%	1.451%	1.293%	1.103%	.958%	.796%	.690%

• Rates are determined at the end of the month

## Local Agency Investment Fund (LAIF)

Investment Name	June 2019	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	January 2020	February 2020
<b>Local Agency Investment Fund (LAIF)</b>	2.428%	2.379%	2.341%	2.280%	2.190%	2.150%	2.043%	1.967%	1.912%
	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020
<b>Local Agency Investment Fund (LAIF)</b>	1.787%	1.648%	1.363%	1.217%	.920%	.784%	.685%	.620%	.576%

## Cal Trust

Investment Name	June 2019	July 2019	August 2019	September 2019	October 2019	November 2020	December 2019	January 2020	February 2020
<b>Cal Trust</b>	2.27%	2.26%	2.03%	2.00%	1.77%	1.56%	1.52%	1.50%	1.50%
	<b>March 2020</b>	<b>April 2020</b>	<b>May 2020</b>	<b>June 2020</b>	<b>July 2020</b>	<b>August 2020</b>	<b>September 2020</b>	<b>October 2020</b>	<b>November 2020</b>
<b>Cal Trust</b>	.79%	.27%	.15%	.10%	.07%	.004%	.09%	.07%	.04%

**PLEASANT VALLEY RECREATION AND PARK DISTRICT  
FINANCE COMMITTEE / AGENDA REPORT**

**TO: FINANCE COMMITTEE**

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

**DATE: December 16, 2020**

**SUBJECT: MATURITY OF THE 2016 FIVE YEAR CERTIFICATES  
OF DEPOSIT (CD)**

**SUMMARY**

It is the policy of the Pleasant Valley Recreation and Park District (“District”) to invest public funds in a manner which will provide the highest investment return with the maximum security, while meeting the daily cash flow demands. Over the course of the past five-years the District has received \$5.2 million in Quimby Funds. Since that time, the District has invested its excess funds into Multi-Bank Securities (MBS) due to a higher yield on investments. On February 12, 2021 two, five-year certificates of deposit will come due. As in past years as the bond becomes due, the District Board has the option to either take the funds or roll the funds into another bond.

**BACKGROUND**

In 2015 the District reviewed investment options to address short, middle, and long-term commitments. At that time, the District invested 100% of its excess funds into Local Agency Investment Funds (LAIF) which earned on average 0.25%. Over the course of 2015 the District updated the investment Policy and explored various short-term and long-term investment options to include LAIF, Ventura County Pool, Cal Trust, and Multi-Bank Securities.

Currently, the District uses Pacific Western Bank for all its funds for District operations and daily banking needs. On the other hand, the District uses Ventura County Pool, Cal Trust, LAIF as well as Multi- Bank Securities for the excess funds. The following is a list of accounts held at Pacific Western Bank: General Fund Checking, Contingency Funds, Capital Improvement Funds, Assessment District Funds, Debt Service Funds, 457 Pension Funds and Quimby Funds. The General Fund is non-interest earning account which is used for paying District bills and for payroll.

In February 2016, when the District invested with Multi-Bank Securities, the District opted to have ladder certificates of deposit listed. Ladder certificates are certificates that mature yearly. Below is a table showing the certificate of deposits.

<b>U.S. Treasury Type</b>	<b>Interest Rate</b>	<b>Amount of Investment</b>	<b>Maturity Date</b>	<b>Status</b>
US 1 Year	0.900%	\$249,000	Matures 2017	Withdrawn
US 2 Year	1.200%	\$245,000	Matures 2018	Withdrawn

US 4 Year	1.650%	\$245,000	Matures 2020	Withdrawn
US 5 Year	1.700%	\$200,000	Matures 2021	
US 5 Year	1.950%	\$200,000	Matures 2021	

As shown from the above table three of the certificates have already matured and the final two, five-year certificates of deposit in the amount of \$200,000 per CD mature on February 12, 2021. The Board has the option to either withdraw the funds or roll the funds into another bond. The current five-year certificates of deposit currently has a rate of 1.700% for one and the other is 1.950%.

### **ANALYSIS**

According to PVRPD Investment Policy and the California Debt & Investment Advisory Council the District can only invest up to 40% of the total investment portfolio in a single security type. Permitted investments/deposits include but limited to: Local Agency Bonds, U.S. Treasury Obligations, State Obligations, County Pooled Investment Funds, Joint Powers Authority, Commercial Paper, CD Mutual Funds and Money Market Accounts.

Although, Certificates of Deposits are limited up to 30% of the investment portfolio according to the California Debt & Investment Advisory Council with the maximums not to exceed 5 years. As of December 8, 2020, the District could invest up to \$1,513,684 of Fund 30 with Multi-Bank Securities, currently the District has \$400,000 invested with MBS.

Listed below are the current options in which the District board may take.

Reinvestment Options:

<b>Multi-Bank Securities</b>	<b>As of December 08, 2020</b>
US 3 Month	.065%
US 6 Month	.082%
US 1 Year	.098%
US 2 Year	.149%
US 3 Year	.202%
US 5 Year	.392%

<b>Investment Agency</b>	<b>Interest Rate</b>
Ventura County Pool – Restricted Funds	.690% * This is the November Interest Rate
Pacific Western Bank – Quimby Account	.04%

### **FISCAL IMPACT**

There is no direct impact to the budget. This investment only affects the Quimby Funds and possible future projects the District plans to pursue.

**RECOMMENDATION**

It is recommended the Finance Committee review and give staff direction for the 2016 certificates of deposit (CD) with a maturity date of February 12, 2021 and have staff present the committee's recommendation to the Board at the January 6, 2021 board meeting.