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

BOARD OF DIRECTORS
REGULAR MEETING AGENDA
September 2, 2026

6:00 P.M. **REGULAR MEETING** **NEXT RESOLUTION #818**

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 any agenda item(s), or add any emergency agenda item(s).

5. **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 agendized item for discussion. Speakers will be allowed three minutes to address the Board.

6. **CONSENT AGENDA –** Matters listed under the Consent Agenda are considered routine and shall be acted upon without discussion and by one motion. If discussion is desired, the item will be removed from the Consent Agenda for discussion and voted on as a separate item. If no discussion is desired, then the suggested action is for the Chair to request that a motion be made to approve the Consent Agenda.
   - **A. Minutes for Regular Board Meeting of July 1, 2026**
     Approval receives and files minutes.
   - **B. Warrants, Accounts Payable & Payroll – June 2026**
     District's disbursements dated on or before June 30, 2026.
   - **C. Financial Reports – June 2026**
     Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for June 2026.
   - **D. Warrants, Accounts Payable & Payroll – July 2026**
     District's disbursements dated on or before July 31, 2026.
   - **E. Financial Reports - July 2026**
     Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for July 2026.
   - **F. Consideration and Approval of Surplus Supplies and Equipment List**
     Placing Truck #17 on the list for surplus.
   - **G. Consideration and Approval of Fiscal Year 2026 Park Impact Fee Annual Report**
     Review and filing of the annual Park Impact Fee Report for Fiscal Year 2026.
   - **H. Consideration and Approval to Extend the Agreement with Executive Facilities Services, Inc. for Custodial Maintenance Services at Pleasant Valley Fields Sports Complex through September 30, 2027**

EFS, Inc. has provided custodial maintenance services at Pleasant Valley Fields restrooms since October 2023. The District seeks to execute the first of two, one-year extensions in the contract for service from October 1, 2026, to September 30, 2027.

I. Consideration and Approval of Request For Proposal for Auditor Services

The District is seeking proposals from qualified firms to conduct annual financial auditing services for Fiscal Years 2027-2031.

J. Consideration and Approval of Request for Proposals for District-Wide Printer Services and Equipment Solutions

The District is seeking proposals from qualified firms/vendors to provide district-wide printer services and equipment solutions.

K. Consideration and Approval of a One-Year Agreement with Agape Tennis Academy, LLC for a Pickleball Programming Operator

Agape Tennis Academy, LLC has provided pickleball programming services since May 2023. Staff seeks to approve a one-year agreement extending programming operator services with Agape.

7. NEW ITEMS – DISCUSSION/ACTION

A. Consideration and Approval of First Amendment to a Professional Services Agreement with Jordan & Bain Landscape Architects, Inc. for the Design and Construction Plans for and Update on the Freedom Park Pickleball Complex

Changes and delays in the permitting process will require additional services by Jordan & Bain. A First Amendment extending the schedule of compensation by an additional $40,000 is recommended.

Suggested Action: A MOTION to approve and authorize the General Manager to enter into a first amendment for $40,000 to the professional services agreement between the District and Jordan & Bain Landscape Architects, Inc. for the design and construction plans for the Freedom Park Pickleball Complex, for a contract total amount not to exceed $160,390.

B. Consideration and Adoption of Resolution No. 815 Approving the Bid Award for Construction and Resolution No. 816 Approving the Contract Award for Construction Management Services for the Freedom Park West Restroom/Snack Bar Renovation Project

Approval of Bid Award for the Construction Services and Contract Award for the Construction Management Services for the renovation of the restrooms and snack bar at Freedom Park West.

Suggested Actions: A MOTION to:

1. Adopt Resolution No. 815, approving the award and authorizing the General Manager to enter into a construction contract with Sierra North Construction, Inc. for Freedom Park West Restroom/Snack Bar Renovation to Sierra North Construction, Inc. for $887,897.53, plus a 10% construction contingency of $88,789.75, for a total not-to-exceed amount of $976,687.28; AND
2. Adopt Resolution No. 816, approving the award and authorizing the General Manager to enter into a professional services contract with Balfour Beatty Construction for Construction Management Services of the Freedom Park West Restroom/Snack Bar Renovation for a total not-to-exceed amount of $155,460.

C. Consideration of Discussion and Decision on the Current Rate Paid by Each Community Service Organization

Direction is needed on how to best move forward in bringing all Community Service Organizations to the Class 1 rate.

Suggested Action(s): A MOTION to directing Staff on how to bring all CSO's to the Class 1 rate.

D. Consideration and Approval of Final Design Refinement and Authorization to Purchase Equipment for Bob Kildee Community Park Playground Replacement

Revised designs for the playground replacement at Bob Kildee Community Park are ready for review and final approval.

Suggested Action: A MOTION to:

1. Approve the refined Play & Park Structures playground design incorporating the Board's direction from the July 2026 regular Board meeting; AND
2. Authorize the purchase of playground equipment from Play & Park Structures in the amount of $217,848.22 with the purchase to be placed before October 1, 2026, to retain the current pricing, applicable grant funding discount, and compliance with the grant funding deadline.

E. Consideration and Adoption of Resolution No. 817 Nominating a Board Member to Fill the Term of 1/1/2027-12/31/2030 for the Regular or Alternate Special District Member of the Ventura County Local Agency Formation Commission

Nominations are needed to fill the terms of regular member Raul Avila and alternate member Mohammed A. Hasan which will expire on December 31, 2026.

Suggested Action: A MOTION to approve the consideration and adoption of Resolution No. 817 nominating a Board Member for the election of a Ventura LAFCo special district regular member or special district alternate member for the term beginning January 1, 2027, through December 31, 2030.

8. ORAL COMMUNICATION – INFORMATIONAL ITEMS, which do not require action but relate to District Business, will be reported by members of the Board and staff as follows:

A. Chair Kelley
B. Ventura County/California Special District Association
C. Santa Monica Mountains Conservancy
D. Standing Committees: Finance, Long Range, Policy
E. Foundation for Pleasant Valley Recreation and Parks
F. General Manager's Report
G. Board Members

9. ADJOURNMENT

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

Announcement: Public Comment: Members of the public may address the Board on any agenda item before or during consideration of the item. [Government Code section 54954.3] Should you need special assistance (i.e., a disability-related modification or accommodations) to participate in the Board meeting or other District activities (including receipt of an agenda in an appropriate alternative format), as outlined in the Americans with Disabilities Act, or require further information, please contact the General Manager at (805) 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
City of Camarillo, City Hall Council Chambers
601 Carmen Dr., Camarillo, CA
Minutes of Regular Meeting
July 1, 2026

6:00 P.M. **REGULAR MEETING**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL
All present.

4. AMENDMENTS TO THE AGENDA
Chair Kelley called for a motion. A motion was made by Director Magner and seconded by Director Schlangen to approve the agenda as presented.

Motion to Approve Agenda

Voting was as follows:
Ayes: Magner, Schlangen, Fernandez, Dransfeldt, Chair Kelley
Noes:
Absent:

Carried

Motion: Carried

5. PRESENTATIONS
A. CSUCI to Camarillo Bike Trail Update
Administrative Analyst Jessica Puckett reviewed the bike/pedestrian trail feasibility study project from Camarillo to CSUCI. Stakeholders' preference was for route Alt 1A along Lewis Road. Next steps will be to consider community interest and send a letter of support from the District to the Ventura County Board of Supervisors to make this project a priority.

B. Highway 101 Project Update by Ventura County Transportation Commission
Amanda Fagan, Director of Planning & Sustainability with the Ventura County Transportation Commission, presented a project update for possible HOV/Express Bus Lane(s) to be added to the 101 Freeway Corridor between Thousand Oaks and State Route 33. Impact to the District would be a possible acquisition of a 5,000 SF strip of land where Camarillo Grove Park meets the 101 to make room for the extra lane(s). An adjacent piece of property would be considered as a possible replacement. Environmental assessment is underway, and a public report will be available in Fall 2026. The construction phase would start approximately in 2031.

6. PUBLIC COMMENT
No comments.

7. CONSENT AGENDA

A. Minutes for Regular Board Meeting of June 3, 2026
B. Warrants, Accounts Payable & Payroll
C. Financial Reports
D. Consideration and Adoption of Resolution No. 810 for Appropriation Amount Subject to GANN Limitation, FY 2026-2027
E. Consideration and Adoption of Resolution No. 811 Amending the Conflict of Interest Code
F. Consideration and Adoption of Resolution No. 812 Proclaiming July as Park and Recreation Month
G. Consideration and Approval of Bid Award for the Top-Dressing Material for Pleasant Valley Fields
H. Consideration, Review and Approval of Fiscal Year 2026 Audit Engagement Letter from Moss, Levy, & Hartzheim LLP

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

Motion to Approve Consent Agenda

Voting was as follows:
Ayes: Magner, Schlangen, Fernandez, Dransfeldt, Chair Kelley
Noes:
Absent:

Carried

Motion: Carried

8. PUBLIC HEARING

A. Consideration and Adoption of Resolution No. 813 for Fiscal Year 2026-2027 Budget for the General Fund, Debt Service Fund, Assessment District Fund, Quimby Fee Fund, Park Impact Fee Fund, and Capital Projects Fund

Assistant General Manager Justin Kiraly presented the budgets for FY 2026-2027.

Chair Kelley opened up the public hearing and asked if there were any members of the public who would like to speak for the approval of the budgets or to speak against it.

A woman from the audience stated that she read about the 7% increase in salary for the City Manager who has been here for 2 years. She inquired as to how the District could let that happen. Mr. Kiraly reminded her that the budget presentation was for the Pleasant Valley Recreation & Park District and not the City of Camarillo. The woman said that she was mistaken but still thought that $500,000 for the City Manager was a high amount. Hearing no other comments, Chair Kelley closed the public hearing.

Chair Kelley called for a motion. A motion was made by Director Magner and seconded by Director Schlangen to adopt Resolution No. 813 adopting the 2026-2027 Fiscal Year Budget.

Motion to Adopt Reso #813, FY 26-27 Budget

Voting was as follows:
Ayes: Magner, Schlangen, Fernandez, Dransfeldt, Chair Kelley
Noes:
Absent:

Carried

Motion: Carried

B. Consideration and Adoption of Resolution No. 814 Approving the Multi-Year Capital Improvement Program (CIP) for Fiscal Years 2027-2031
Assistant General Manager Justin Kiraly presented the CIP for FY 2027-2031.

Chair Kelley opened up the public hearing and asked if there were any members of the public who would like to speak for approving the Capital Improvement Projects or to speak against it. Hearing no comments, Chair Kelley closed the public hearing.

Chair Kelley called for a motion. A motion was made by Director Magner and seconded by Director Schlangen to adopt Resolution No. 814 adopting Fiscal Years 2027-2031 Capital Improvement Program.

Motion to Adopt Reso #814, FY 27-31 CIP

Voting was as follows:
Ayes: Magner, Schlangen, Fernandez, Dransfeldt, Chair Kelley
Noes:
Absent:

Carried

Motion: Carried

9. NEW ITEMS – DISCUSSION/ACTION

A. Consideration to Receive the Report from FM3 on the Voter Opinion Survey for the Future Multi-Use Gymnasium Recreation Facility and Provide Staff with Direction and Next Steps
General Manager Mary Otten introduced Richard Bernard with FM3 Research who presented the findings of the recent voter opinion survey for the Multi-Use Gymnasium Recreation Facility. The PVRPD parcel tax does not appear viable for the November 2026 Election since there was only 55% support after education and not the 2/3 needed for passage.

A Camarillo resident from the audience commented that the public does not need the gymnasium facility and that the price per square foot of the facility was outrageously high.

Chair Kelley called for a motion. A motion was made by Director Magner and seconded by Director Dransfeldt to receive and file the report from FM3.

Motion to Receive and File the FM3 Report

Voting was as follows:
Ayes: Magner, Dransfeldt, Schlangen, Fernandez, Chair Kelley
Noes:
Absent:

Motion: Carried

Carried

B. Consideration and Approval of Final Design Options for Freedom Center Redesign Project

Administrative Analyst Jessica Puckett presented the final design options for the redesign of Freedom Center. Lok Ng with BOA Architects presented Options A through D with changes made to Option D based on Board input. Discussion included: $100,000 cost of partition walls; flooring; flexibility of room usage; parking space concerns with other activities at Freedom Park; landscaping; difficulty in separating phased remodeling projects and additional costs. Staff was given direction to table the project and have it brought back at a later Board meeting after additional Board and staff discussion.

C. Consideration and Approval of Bob Kildee Community Park Playground Replacement – Initial Design Options

Park Services Manager Matt Parker presented design options for the proposed playground replacement at Bob Kildee Park. He presented options from GameTime and Play & Park Structures. Discussion included: preference for the main structures with Play & Park; need for more swings; various benches; inclusivity features; different themed options; and specific play items like spinners and elevators. Staff was given direction to return in September with consideration of the additional options.

D. Consideration and Approval of a Candidate for the California Special Districts Association (CSDA) Board of Directors Election, Coastal Network Seat C for 2027-2029

Administrative Analyst Alison Bohorquez presented a candidate list for the Board to select a name for Seat C of the CSDA Coastal Network for 2027-2029.

Motion to Approve Vincent Ferrante for CSDA Coastal Network Seat C

Chair Kelley called for a motion. A motion was made by Director Magner and seconded by Director Schlangen to approve the selection of candidate Vincent Ferrante for the CSDA Board of Directors, Seat C, to receive the District's vote.

Voting was as follows:
Ayes: Magner, Schlangen, Fernandez, Dransfeldt, Chair Kelley
Noes:
Absent:

Motion: Carried

Carried

10. ORAL COMMUNICATIONS – INFORMATIONAL ITEMS

A. Chair Kelley – No report

B. Ventura County Special District Association/California Special District Association – VCSDA – No chapter meeting. CSDA - Director Magner reported that the budget was passed and there are about 8-10 trailers coming up. CSDA has expressed opposition to the High-Speed Rail implications to pursue special district tax revenues to fund the project.

C. Santa Monica Mountains Conservancy – Director Schlangen reported on the June 15 meeting which approved Prop 4 funds for various projects and a grant for VC Fire Protection Fire District for a remote-controlled tree chipper program.

D. Standing Committees – Finance – Director Dransfeldt reported on revenue and expenses that the committee reviewed along with a discussion on CSO rates. Healthy Camarillo – Director Dransfeldt said that there was an initial meeting with a consulting firm to identify the community needs and priorities to guide goals and strategies. Policy – Director Magner stated that the committee continues to review Ordinance No. 8.

E. Foundation for Pleasant Valley Recreation and Parks – Director Schlangen stated they are concentrating on *The Amazing Race* to be held on October 3.

F. General Manager's Report – No report.

G. Board Members – The Directors updated on the meetings and District events they attended for the month.

11. ADJOURNMENT

Chair Kelley adjourned the meeting at 10:40 p.m.

Respectfully submitted, **Approval,**

Karen Roberts **Robert Kelley**
Recording Secretary **Chair**

Pleasant Valley Recreation and Park District
Monthly AP, Payroll, Wire, Online Payment Report
June 2026

	Date		Amount	
Accounts Payables:	6/30/2026	$	1,263,117.97	
	Total	**$**	**1,263,117.97**	
Payroll (Total Cost):	6/4/2026	$	188,416.50	
	6/18/2026	$	201,054.03	
	Total	**$**	**389,470.53**	
Payroll AP Payments	6/2/2026	$	46,170.04	PERS Health Insurance Premium
	6/2/2026	$	3,616.62	Guardian
	6/2/2026	$	482.56	VSP
	6/2/2026	$	2,425.57	Hartford
	6/4/2026	$	21,846.28	CALPERS -Ret-PR 6/4/2026
	6/18/2026	$	21,510.08	CALPERS- Ret-PR-6/18/2026
	Total	**$**	**96,051.15**	
	Grand Total	**$**	**1,748,639.65**	

Bank Reconciliation

Board Audit

User: Cwebster
Printed: 07/02/2026 - 4:18PM
Date Range: 06/01/2026 - 06/30/2026
Systems: 'AP'

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 10 General Fund				
Department: 00 Non Departmentalized				
0	AFLAC	BILLING ACTIVITY MAY 2026	06/02/2026	661.44
0	CALPERS HEALTH	HEALTH INS JUN 2026 BILLING	06/02/2026	46,170.04
0	CALPERS PENSION	PERS CONT PR 6/4/2026	06/04/2026	21,846.28
0	CALPERS PENSION	PERS CONT PR 6/18/2026	06/18/2026	21,510.08
0	EMPLOYMENT DEVELOPMENT DI	DE 88 PMT / PR 6/4/2026 /VARGAS	06/04/2026	4,111.63
0	EMPLOYMENT DEVELOPMENT DI	DE 88 PMT / PR 6/18/2026	06/18/2026	3,708.63
0	FRANCHISE TAX BOARD	KAISER, EDWARD/PR Batch 00001.	06/04/2026	100.00
0	GUARDIAN	DENTAL INS BILLING / JUN 2026	06/02/2026	3,616.62
0	HARTFORD LIFE & ACC. INSURAN	LIFE INS BILLING JUN 2026	06/02/2026	2,425.57
0	HUB INTERNATIONAL INSURANC	INSURANCE MAY 2026	06/25/2026	1,136.00
0	INTERNAL REVENUE SERVICE - O	EFTPS / 941 PMT / VARGAS PAYOU	06/04/2026	32,265.65
0	INTERNAL REVENUE SERVICE - O	EFTPS 941 PMT / PR 6/18/2026	06/18/2026	32,180.49
0	VSP	VISION PLAN BILLING JUN 2026	06/02/2026	482.56
28716	METLIFE INSURANCE CO USA	JUAREZ, JAVIER/ LAST 4 SSN 432(	06/04/2026	100.00
28731	BROOK HOWELL	CLEANING DEP REFUND/ CONTR	06/11/2026	50.00
28738	SPECIAL OLYMPICS SOUTHERN C	CLEANING DEP REFUND/ CONTR	06/11/2026	50.00
28748	METLIFE INSURANCE CO USA	JUAREZ, JAVIER/ LAST 4 SSN 432(	06/18/2026	100.00
28751	ALLCONNECTED, INC.	HPE TECH CARE 7/1/2026 - 6/30/20	06/25/2026	8,082.69
28753	CLARICE ARTEAGA	CLEANING DEP REFUND /CONTR	06/25/2026	50.00
28769	LA MARIPOSA SCHOOL	CLEANING DEP REFUND / CONTR	06/25/2026	150.00
28774	PLEASANT VALLEY SCHOOL DIST	CLEANING DEP REFUND / CONTR	06/25/2026	150.00
28776	SPECIAL OLYMPICS SOUTHERN C	CLEANING DEP REFUND / CONTR	06/25/2026	100.00
		Total for Department: 00 Non Departmentalized		179,047.68
Department: 03 Recreation				
0	AMAZON	Elmer's Disappearing Purple School G	06/25/2026	1,433.83
0	CHASE MAYSICK	MILEAGE REIMB / MAY 2026	06/25/2026	46.84
0	DEBRA GREENWOOD	WATER EXERCISE CLASSES / MA'	06/25/2026	1,239.55
0	ESTELA LIZARRAGA	MAY 2026 CLASS / 8 ENROLLED	06/11/2026	728.00
0	EXECUTIVE FACILITIES SERVICES	JANITORIAL SVC MAY 2026	06/25/2026	4,118.40
0	KATIE SHINDEN	KINDERMUSIK CLASSES / MAY 2(	06/11/2026	1,246.05
0	MUSCO SPORTS LIGHTING	CONTROL LINK SVC MARCH 202(	06/11/2026	1,425.00
0	RAMIRO SALDAIN	MILEAGE REIMB / MAY 2026	06/25/2026	25.81
0	SOCAL GAS COMPANY	SVC DATE 2026-4/24 - 5/27 / AQUA'	06/03/2026	3,030.65
0	US BANK	CAL CARD STMT 5/22/2026	06/10/2026	1,320.14
28718	AMERICAN RED CROSS	Adult and Pediatric First Aid/CPR/AE	06/11/2026	42.00
28721	CANON U.S.A, INC	ADHESIVE BACKED WALL & WIN	06/11/2026	1,843.50
28730	JEFF HILLER	Taxes	06/11/2026	770.90
28735	MAGIC JUMP RENTALS VENTURA	Taxes	06/11/2026	1,730.10
28737	MARIO SANCHEZ	HEAD UMPIRE SVC FEE / WINTEF	06/11/2026	400.00
28741	ALL GOOD DRIVING SCHOOL, INC	ONLINE DRIVERS ED / 2 ENROLL	06/11/2026	58.80
28742	DEBBIE LEE BAVARO	SEWING CLASS / APR 2026	06/11/2026	197.40
28743	CITY OF CAMARILLO- CASHIER	CONSTITUTION PARK CLEANUP I	06/11/2026	250.00
28744	JESSICA DeBRUIN	LAW ENFORCEMENT ACADEMY /	06/11/2026	289.25
28745	DANIEL E HOWARD	JU-JITSU CLASSES / MAY 2026	06/11/2026	429.00
28746	ROBERT INGLIS	SCUBA CLASSES / 6/6/2026	06/11/2026	548.60
28747	DUNCAN YOUNG	GYMNASTIC CLASSES / 35 ENROI	06/11/2026	1,365.00
28750	4AP HOLDINGS INC	Squeezies Stress Reliever Stars	06/25/2026	1,632.35

Check No.	Vendor/Employee	Transaction Description	Date	Amount
28756	CASEY PRINTING	Activity Guide Summer 2026	06/25/2026	13,028.00
28762	STEVE FAZIO	6/27 Summer Concert Series - 90s Roc	06/25/2026	3,650.00
28765	GOOSETOWN PRODUCTIONS INC.	6/27 - Sound and Lighting for the 202(	06/25/2026	5,922.90
28779	UNDERWOOD FAMILY FARMS	Underwood Family Farms Admission	06/25/2026	1,460.00
28780	PETER VAPOR	FORFEIT GAMES 6/8/2026 GAMES	06/25/2026	240.00
		Total for Department: 03 Recreation		48,472.07

Department: 04 Parks

0	AMAZON	Tax	06/25/2026	3,099.46
0	ARAMSCO INC.	Aramsco BPO	06/11/2026	6,437.26
0	CULLIGAN OF VENTURA COUNTY	MAY 2026 BILLING ACTIVITY	06/11/2026	34.35
0	E.J. HARRISON AND SONS, INC.	MAY 2026 BILLING	06/11/2026	5,808.43
0	GAMETIME	Tax	06/25/2026	4,697.55
0	GRAINGER	Chemical Metering Pump 5 gpd PP he	06/11/2026	1,213.73
0	GRAINGER	BPO Grainger Building Repair	06/25/2026	3,252.44
0	HUB INTERNATIONAL INSURANC	INSURANCE MAY 2026	06/25/2026	-40.57
0	LINCOLN AQUATICS	BPO Lincolin Pool Supply Building R	06/25/2026	450.00
0	SITEONE LANDSCAPE SUPPLY LL(	BPO - Irrigation parts and supplies	06/11/2026	1,273.98
0	SITEONE LANDSCAPE SUPPLY LL(	BPO - Irrigation parts and supplies	06/25/2026	284.52
0	SOCAL GAS COMPANY	SVC DATE 2026-4/28 - 5/29 / PV FIE	06/03/2026	282.63
0	SOUTHERN CALIF EDISON COMPA	SVC DATE 2026-5/1 - 5/31 / FREED(	06/03/2026	1,380.99
0	SOUTHERN CALIF EDISON COMPA	SVC DATE 2026-5/14 - 6/14 / CHAR'	06/17/2026	6,174.81
0	TMOBILE/SPRINT	MAY 2026 BILLING	06/25/2026	280.90
0	UNITED SITE SERVICES OF CA INC	SVC DATE 2026-6/2 - 6/29 / SPRING	06/25/2026	800.50
0	US BANK	CAL CARD STMT 5/22/2026	06/10/2026	3,583.28
0	WATER & SANITATION SERVICES	MAY 2026 BILLING / FREEDOM CI	06/11/2026	1,172.06
0	WEX BANK	FUEL PURCHASES MAY 2026	06/11/2026	1,000.46
28715	CITY OF CAMARILLO	SVC DATE 2026-4/6 - 5/8 / PV FIELI	06/03/2026	50,653.74
28719	B & B DO IT CENTER	BPO B&B Hardware Building Repair	06/11/2026	869.97
28720	BIGBRAND TIRE & SERVICE	BPO Big Brand Tires Vehicle Mainten	06/11/2026	475.00
28722	CITY OF CAMARILLO	SVC DATE 2026-4/20 - 5/18 / SPRIN(	06/11/2026	23,356.92
28724	CITY OF OXNARD - TREASURER	APR 2026 BILLING	06/11/2026	133.04
28725	COASTAL PIPCO IRRIGATION INC.	Coastal Pipeco BPO Grounds Mainten	06/11/2026	256.19
28726	CRESTVIEW MUTUAL WATER CO.	MAY 2026 BILLING	06/11/2026	140.43
28727	FLO-SERVICES INC.	Preventative maintenance on all 3 pum	06/11/2026	7,242.07
28728	FRONTIER FIRE PROTECTION	ANNUAL FIRE SPRINKLER INSPE(	06/11/2026	1,925.00
28729	GRAINGER	BPO Grainger Building Repair	06/11/2026	212.55
28732	J & M PUMPING INDUSTRIAL VAC	PUMPING LIFT STATION MAINTE	06/11/2026	3,180.00
28734	KASTLE KARE	BPO Kastle Kare Contracted Pest Con	06/11/2026	1,200.00
28736	NAPA AUTO PARTS	BPO Napa Vehicle Maintenance	06/11/2026	140.74
28739	TRAFFIC TECHNOLOGIES LLC	BPO Traffic Technologies Building Re	06/11/2026	92.86
28752	AMERICAN RESOURCE RECVY	MAY 2026 BILLING	06/25/2026	947.39
28754	B & B DO IT CENTER	SOUND BOARD MATERIALS	06/25/2026	207.92
28755	CAMROSA WATER DISTRICT	MAY 2026 BILLING / HERITAGE TI	06/25/2026	21,412.92
28759	COUNTY OF VENTURA	REVENUE DIST MAR 2026 ACTIVI	06/25/2026	37.50
28760	COUNTY OF VENTURA FLEET SVC	APR 2026 FUEL BILLING	06/25/2026	12,877.71
28761	DIAL SECURITY	SECURITY SVC 5/9/2026	06/25/2026	408.00
28763	FENCE FACTORY RENTALS	TOILET & HANDWASH RENTAL 2(	06/25/2026	980.52
28764	LESLIE S GILMER III	Concrete removal and installation serv	06/25/2026	38,860.00
28767	GREEN GLOBE HVAC INC	INSTALLED FILTERS / AIRFLOW I	06/25/2026	4,889.00
28768	L & L ROOFING WATERPROOFING	Admin roof repair	06/25/2026	3,500.00
28770	M & B SERVICES INC.	Plumbing services	06/25/2026	11,530.00
28772	NAPA AUTO PARTS	BPO Napa Vehicle Maintenance	06/25/2026	43.97
28773	PHOENIX GROUP INFORMATION S	PCSC / MAR 2026	06/25/2026	174.72
28781	B & B DO IT CENTER	BPO B&B Hardware Building Repair	06/25/2026	2,172.97
28782	COASTAL PIPCO IRRIGATION INC.	Coastal Pipeco BPO Grounds Mainten	06/25/2026	800.55
		Total for Department: 04 Parks		229,908.46

Department: 05 Administration

0	ACORN NEWSPAPERS	ORD 16 NOTICE	06/11/2026	103.45
0	ACORN NEWSPAPERS	ADOPTED ORD NOTICE / 6/13/202(	06/25/2026	118.23

Check No.	Vendor/Employee	Transaction Description	Date	Amount
0	ADVANTAGE TELECOM	INTERNET SVC / JUN BILLING	06/11/2026	1,050.22
0	ALESHIRE & WYNDER LLP	MAY 2026 LEGAL SVC / PERSONN	06/11/2026	16,237.90
0	ALISON BOHORQUEZ	MILEAGE REIMB MAY 2026	06/11/2026	22.19
0	AMAZON	Office Supplies BPO	06/11/2026	114.47
0	AMAZON	Office Supplies BPO	06/25/2026	105.15
0	AMILIA TECHNOLOGIES USA, INC	MAY 2026 BILLING ACTIVITY	06/11/2026	7,346.68
0	CALPERS HEALTH	HEALTH INS JUN 2026 BILLING	06/02/2026	1,495.17
0	CALPERS PENSION	PAY DOWN UNFUNDED LIABILIT	06/11/2026	400,000.00
0	CULLIGAN OF VENTURA COUNTY	JUN 2026 ASCENT 100 POU COOLI	06/11/2026	70.00
0	FAIRBANK, MASLIN, MAULLIN, M	2026 ISSUES SURVEY	06/25/2026	36,750.00
0	GUARDIAN	DENTAL INS BILLING / JUN 2026	06/02/2026	54.58
0	HUB INTERNATIONAL INSURANC	PMT PROCESSING FEE	06/25/2026	3.00
0	KONICA MINOLTA PREMIER FINA	JUN 2026 BILLING	06/11/2026	573.19
0	MIXTUS INC	Contract- Marketing Services for Mult	06/11/2026	2,800.00
0	QUADIENT LEASING USA, INC.	BILLING 2026-7/11 - 10/11	06/25/2026	261.41
0	SPECTRUM BUSINESS	APR - JUN BILLING	06/11/2026	40.10
0	SPECTRUM BUSINESS	BILLING 2026-6/17 - 7/16	06/25/2026	20.05
0	STAPLES BUSINESS ADVANTAGE	Office Supplies BPO	06/11/2026	384.46
0	TMOBILE/SPRINT	MAY 2026 BILLING	06/25/2026	48.20
0	US BANK	CAL CARD STMT 5/22/2026	06/10/2026	1,415.27
0	VSP	VISION PLAN BILLING JUN 2026	06/02/2026	18.56
0	WATER & SANITATION SERVICES	PMT PROCESSING FEE	06/11/2026	0.75
28717	ALLCONNECTED, INC.	JUN 2026 MONTHLY BILLING	06/11/2026	4,684.80
28723	CITY OF CAMARILLO- CASHIER	BROADCAST SVC / BOARD MEEE	06/11/2026	480.00
28751	ALLCONNECTED, INC.	PRIMA APPLIANCE	06/25/2026	2,100.08
28757	CITY OF CAMARILLO- CASHIER	BROADCAST SVC 5/6/2026 BOARI	06/25/2026	720.00
28758	COMMUNITY MEMORIAL HEALTH	EE HEALTH SCREENING	06/25/2026	1,610.00
28766	GRAYLINE MEDICAL INC	Tax	06/25/2026	424.59
28771	MINDS OF EDUCATION INC	Create-A-Bat Activity Kit	06/25/2026	9,655.77
28775	SITELOGIQ	SOLAR OPERATIONS & MAINTEN	06/25/2026	11,395.00
28777	STATE OF CALIFORNIA DEPT. OF J	FINGERPRINT APP / MAY 2026	06/25/2026	416.00
28778	TRAFFIC TECHNOLOGIES LLC	NO PARKING SIGN / PV FIELDS	06/25/2026	42.06
28783	PETTY CASH - PLEASANT VALLEY	UPS SHIPPED RET ITEMS /REPLEI	06/26/2026	38.38
		Total for Department: 05 Administration		500,599.71
		Total for Fund:10 General Fund		958,027.92

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 15 Debt Services				
Department: 00				
0	BANK OF AMERICA PUBLIC CAPIT	2024 ENERGY PERFORMANCE LO	06/03/2026	298,782.90
		Total for Department: 00		298,782.90
		Total for Fund:15 Debt Services		298,782.90

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 20 Assessment Fund				
Department: 00 Non Departmentalized				
0	EXECUTIVE FACILITIES SERVICES	JANITORIAL SVC APR 2026	06/11/2026	366.92
0	EXECUTIVE FACILITIES SERVICES	JANITORIAL SVC MAY 2026	06/25/2026	6,466.32
0	NUTRIEN AG SOLUTIONS, INC	BPO Nutrien AG Solutions Grounds M	06/11/2026	3,111.93
28740	WEST COAST ARBORISTS INC.	BPO TREE TRIMMING AND TREE	06/11/2026	2,592.00
		Total for Department: 00 Non Departmentalized		12,537.17
		Total for Fund:20 Assessment Fund		12,537.17

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 30 Park Dedication Fund				
Department: 00				
0	US BANK	CAL CARD STMT 5/22/2026	06/10/2026	168.41
28733	JORDAN & BAIN LANDSCAPE ARC	Competition of a 16-court pickleball fa	06/11/2026	9,925.87
28763	FENCE FACTORY RENTALS	FENCE RENTAL 2026-3/25 - 4/24	06/25/2026	315.90
		Total for Department: 00		10,410.18
		Total for Fund:30 Park Dedication Fund		10,410.18

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 70 Capital Projects Fund				
Department: 00				
0	PRESTIGE PAVING COMPANY INC	RETAINER BALANCE/ CAM GROV	06/11/2026	7,838.95
28714	CENTRAL COAST PLAYGROUNDS	CARMENITA PLAYGROUND INST/	06/03/2026	71,572.00
		Total for Department: 00		79,410.95
		Total for Fund:70 Capital Projects Fund		79,410.95

Check No.	Vendor/Employee	Transaction Description	Date	Amount
		Grand Total		1,359,169.12

CASH REPORT

	6/30/2026 Balance	6/30/2025 Balance
Restricted Funds		
Debt Service - Restricted	$ 173,861.36	$ 159,918.92
457 Pension Trust Restricted	$ 172,567.36	$ 166,028.31
Cal CLASS/PW Quimby Fee - Restricted	$ 3,783,482.67	$ 4,077,597.73
VC Pool Quimby- Restricted	$ 2,938,686.31	$ 2,803,515.86
Park Impact Fees	$ 2,388,711.72	$ 2,183,940.13
Total	**$ 9,457,309.42**	**$ 9,391,000.95**
Semi-Restricted Funds		
Assessment	$ 1,685,195.19	$ 1,473,800.25
LAIF - Capital	$ 1,756,192.79	$ 1,621,041.18
PacWest/CalCLASS - Capital	$ 1,812,322.39	$ 1,730,675.21
Designated Project	$ 144,124.00	$ 230,484.00
Capital Reserves	$ 500,000.00	$ 500,000.00
Contingency - Dry Period	$ 2,001,260.36	$ 517,337.09
Contingency - Computer	$ 40,000.00	$ 40,000.00
Contingency - Repair/Oper/Admin	$ -	$ 470,000.00
Contingency - Compensated Absences	$ 150,227.45	$ 150,000.00
Contingency - Vehicle Replacement	$ 80,000.00	$ 80,000.00
Total	**$ 8,169,322.18**	**$ 6,813,337.73**
Unrestricted Funds		
Contingency	$ 8,071,633.72	$ 8,056,371.18
General Fund Checking	$ 242,903.60	$ 466,372.83
Total	**$ 8,314,537.32**	**$ 8,522,744.01**
Total of all Funds	**$ 25,941,168.92**	**$ 24,727,082.69**

	7/16/2026 Balance	7/31/2025 Balance
Restricted Funds		
Debt Service - Restricted	$ 173,861.36	$ 160,488.39
457 Pension Trust Restricted	$ 172,567.36	$ 166,628.32
Cal CLASS/PW Quimby Fee - Restricted	$ 3,783,482.67	$ 4,031,611.67
VC Pool Quimby- Restricted	$ 2,924,526.84	$ 2,818,900.83
Park Impact Fees	$ 2,388,711.72	$ 2,201,519.93
Total	**$ 9,443,149.95**	**$ 9,379,149.14**
Semi-Restricted Funds		
Assessment	$ 1,628,590.37	$ 1,475,243.54
LAIF - Capital	$ 1,756,192.79	$ 1,655,536.50
PacWest/CalCLASS - Capital	$ 1,800,147.39	$ 2,092,770.69
Designated Project	$ 144,124.00	$ 230,484.00
Capital Reserves	$ 500,000.00	$ 500,000.00
Contingency - Operational Reserves	$ 2,001,260.36	$ 517,337.09
Contingency - Computer	$ 40,000.00	$ 40,000.00
Contingency - Repair/Oper/Admin	$ -	$ 470,000.00
Contingency - Compensated Absences	$ 150,227.45	$ 150,000.00
Contingency - Vehicle Replacement	$ 80,000.00	$ 80,000.00
Total	**$ 8,100,542.36**	**$ 7,211,371.82**
Unrestricted Funds		
Contingency	$ 7,571,633.72	$ 6,684,606.60
General Fund Checking	$ 308,264.17	$ 353,601.69
Total	**$ 7,879,897.89**	**$ 7,038,208.29**
Total of all Funds	**$ 25,423,590.20**	**$ 23,628,729.25**

PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT

TO: **BOARD OF DIRECTORS**

FROM: **MARY OTTEN, GENERAL MANAGER**
By: Justin Kiraly, Assistant General Manager

DATE: **September 2, 2026**

SUBJECT: **FINANCE REPORT JUNE 2026**

ANALYSIS OF COMPARATIVE FINANCIALS THROUGH JUNE 30, 2026

The District's Statements of Revenues and Expenditures for the period of June 1, 2026, through June 30, 2026, with a year-to-date comparison for the period of June 1, 2025, through June 30, 2025, are attached. The percentage of the fiscal year completed is 100% through Period 12 of the current fiscal year. These numbers represent unaudited numbers and should not be used for final fiscal year reporting. All dollar amounts as presented are rounded to the nearest whole dollar.

REVENUES

Total revenue, including the 12th month ending June 30, 2026, for Fund 10 (General Fund) has an overall increase of $40,938 in comparison to Fiscal Year 2024-2025. The variance from the prior year includes: 1) increase in Tax Apportionments (5110-5230) of $308,097; 2) decrease in Interest Earnings (5310) of $99,378; 3) decrease in Rentals (5530) of $71,710, and 4) decrease in Rebates Received (5574) of $102,572. The Interest decrease is due to reductions in interest rates. The decrease in Rentals is in part due to fewer aquatics facility and large group rentals compared to FY 2024-2025. The District received $102,572 in one-time turf mitigation rebates in fiscal year 2025 that will not be received this fiscal year. The District also received FEMA grant funding of $53,570 for COVID-19 expenditures that was processed this fiscal year. The District also utilized $86,360 in drawdowns from the Designated Projects cash balance.

Fund 15, the Debt Service Fund, is funded by inter-fund transfers. There is budgeted $828,360 from Fund 10 and $525,000 from Fund 20. All transfers have been completed in full.

Total revenue recorded for Fund 20 for June 2026, the Assessment District Fund, was $8,784 in interest earnings and $29,768 in Assessment Revenue.

Total revenue recorded for Fund 30 for June 2026, the Quimby Fund, was $38,104 in interest. Quimby funds are only collected when new housing developments are subdivided.

Total revenue recorded for Fund 40 for June 2026, the Park Impact Fees Fund, was $7,228 in interest and $0 in Park Impact Fees collected. Park Impact Fees are collected only when certain requirements are met, and additional square footage is added to residential or commercial properties.

Fund 50 Community Development Block Grant has been fully expended and reported. There is nothing further to report.

Fund 60 was established to keep donations made for a specific purpose/project separate from all other funds. There are no funds as of this report.

Fund 70, the Capital Projects Fund, is primarily funded by inter-fund transfers. There is a budgeted transfer of $532,000 from Fund 10. This transfer has been made in full. There was also $22,606 in Interest Earnings this month.

EXPENDITURES

Fund 10 Personnel Expenditures: Adjusting for the Unfunded Liability payment to CalPERS (6170) of $970,318, there is a year-over-year increase in salaries and benefits of $296,982. This is a result of reaching full staffing levels, as well as minimum wage, merit, and cost-of-living adjustments.

Fund 10 Service and Supply Expenditures show an increase of $33,032 in comparison to the same period last year.

Adjusting for the $132,000 in reserves from last fiscal year and the $291,872 in COP Debt for PV Fields that has been designated as inter-fund transfers this year, the year-to-date increase in Services and Supplies is $456,904. This includes an increase in Appropriation for Redevelopment and Collection Fees (6960) of $102,543 due to the usual increase year over year, an increase in Deferred Maintenance (6650) of $136,662 due to the District's continued dedication to completing outstanding maintenance items, and an increase in Professional Services (7100) of $153,352 due to expenditures associated with a potential large-scale capital project.

Capital Expenditures were previously reported in Fund 10. This fiscal year, Fund 70 was established for Capital Expenditures. This will lead to Capital Expenditures not being reported with Fund 10 this fiscal year. There was one final payment for the Bob Kildee Windscreens of $680 from a late invoice that was charged to Fund 10 this Fiscal Year.

There is budgeted $1,360,360 of fund transfers this year, $532,000 to Fund 70 – Capital Projects, and $828,360 to Fund 15 – Debt Service. These transfers have been fully made, as the District received the first tax apportionment.

Fund 10 Total Expenditures year-to-date are $220,069 more than compared to this point last year.

Fund 15 Total Expenditures year-to-date are $752,637 in debt service payments for the COP for PV Fields and $599,941 for the ELPA for the Solar Project.

Fund 20 Total Expenditures year-to-date show $473,023, less than this point last year. However, when accounting for the budgeted $525,000 of COP Debt being paid from Fund 15 using transfers out this fiscal year, total expenses plus transfers are $51,978 higher than at this point last year.

Fund 30 has $10,410 in Pickleball Sports Complex spending this month.

Fund 40 has no expenditures this month.

Fund 70 has total capital expenditures this fiscal year of $15,371 for a new Dump Trailer and $44,192 for a new Park Truck in account 8420 – Equip/Facility Replacement, $2,608 for electric vehicle chargers at the Shop (Carryover project from Fiscal Year 2025), $24,249 for the Community Center Alarm, $264,071 for the Bob Kildee Parking Lot, $160,404 for the Cam Grove Parking Lot, $18,499 for the Dos Caminos Parking Lot, $241,054 for the Carmenita Playground Replacement, $39,297 for the PVAC Window Wall Motors, $52,700 for the Freedom Center Refurbishment, $12,534 for the Lokker Park Basketball Court Resurfacing, $34,506 for the Springville Tennis Court Resurfacing, and $22,542 for the Springville Upper Parking Lot Resurfacing.

FISCAL IMPACT

Overall, the financials show the District is under the approved budget for Fund 10 by 3%, Fund 15 by 0%, Fund 20 by 5%, Fund 30 by 87%, Fund 40 by 0%, and Fund 70 by 76%.

RECOMMENDATION

It is recommended that the Board review and approve the Financial Statements for June 30, 2026, for Fund 10, Fund 15, Fund 20, Fund 30, Fund 40, and Fund 70.

ATTACHMENTS

1) Financial Statement of Revenue and Expenditures as of June 30, 2026, Fund 10 (2 pages)
2) Financial Statement of Revenue and Expenditures as of June 30, 2026, Fund 15 (1 page)
3) Financial Statement of Revenue and Expenditures as of June 30, 2026, Fund 20 (1 page)
4) Financial Statement of Revenue and Expenditures as of June 30, 2026, Fund 30 (1 page)
5) Financial Statement of Revenue and Expenditures as of June 30, 2026, Fund 40 (1 page)
6) Financial Statement of Revenue and Expenditures as of June 30, 2026, Fund 70 (1 page)

General Ledger
10 - General Fund
June 2026 100%

Account-Description	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue						
5110-5230 Tax Apportionment	$ 249,199.76	$ 9,295,825.24	$ 9,603,921.77	$ 9,236,500.00	$ (367,421.77)	104%
5310 - Interest Earnings	$ 71,224.94	$ 538,699.26	$ 439,321.14	$ 320,000.00	$ (119,321.14)	137%
5505 - Facility Cleaning Fee	$ 1,497.60	$ -	$ 5,029.60	$ -	$ (5,029.60)	-
5506 - Park Patrol Citations	$ 90.00	$ 5,290.26	$ 7,419.62	$ 5,000.00	$ (2,419.62)	148%
5508 - Bingo - Primary Revenue	$ -	$ 9,882.76	$ -	$ 3,600.00	$ 3,600.00	0%
5509 - Excess Bingo Revenue	$ -	$ 919.05	$ -	$ -	$ -	-
5510 - Contract Classes-Public Fees	$ 35,915.10	$ 234,989.73	$ 220,882.30	$ 215,763.00	$ (5,119.30)	102%
5511 - Public Fees	$ 62,556.68	$ 323,738.81	$ 343,185.75	$ 337,745.00	$ (5,440.75)	102%
5520 - Public Fees-Entry Fees	$ 3,282.40	$ 36,725.20	$ 32,652.20	$ 47,240.00	$ 14,587.80	69%
5525 - Vending Concessions	$ -	$ 259.65	$ 248.02	$ 1,450.00	$ 1,201.98	17%
5530 - Rental	$ 55,508.93	$ 823,164.42	$ 751,454.81	$ 772,640.30	$ 21,185.49	97%
5535 - Cell Tower Revenue	$ 14,777.45	$ 177,733.11	$ 134,796.95	$ 171,863.00	$ 37,066.05	78%
5540 - Parking Fees	$ 2,368.07	$ 33,946.48	$ 26,842.90	$ 23,000.00	$ (3,842.90)	117%
5550 - Dues	$ -	$ 125.00	$ -	$ -	$ -	-
5551 - EV Charging Fees	$ 1,547.61	$ -	$ 11,306.60	$ 12,000.00	$ 693.40	94%
5555 - Advertising Revenue	$ -	$ 8,725.00	$ 6,795.00	$ 6,000.00	$ (795.00)	113%
5558 - Sponsorships/Donations	$ -	$ 14,270.51	$ 12,280.48	$ 10,000.00	$ (2,280.48)	123%
5561 - Special Event	$ -	$ 81,337.71	$ 112,498.43	$ 132,406.00	$ 19,907.57	85%
5563 - Staffing Cost Recovery	$ 1,355.00	$ 68,347.75	$ 48,213.50	$ 46,110.00	$ (2,103.50)	105%
5564 - Special Event Permits	$ (250.00)	$ 1,700.00	$ 650.00	$ -	$ (650.00)	-
5566 - Security Services - Recovery	$ 2,000.00	$ 6,745.00	$ 6,500.00	$ 8,000.00	$ 1,500.00	81%
5570 - Contributions	$ -	$ 8,461.03	$ 2,299.97	$ -	$ (2,299.97)	-
5573 - Grants	$ -	$ 37,330.00	$ 4,672.00	$ 16,717.00	$ 12,045.00	28%
5574 - Rebates Recieved	$ -	$ 102,572.00	$ -	$ -	$ -	-
5575 - Other Misc Revenue	$ 5,944.85	$ 104,744.06	$ 78,149.09	$ 42,000.00	$ (36,149.09)	186%
5576 - Restricted Donations	$ 231.14	$ 19,172.64	$ 231.14	$ -	$ (231.14)	-
5585 - Incentive Income	$ 346.29	$ 2,711.75	$ 1,942.19	$ 2,350.00	$ 407.81	83%
5592 - FEMA Grant	$ -	$ -	$ 60,343.47	$ -	$ (60,343.47)	-
5600 - Reimbursement - ROPS	$ 13,395.03	$ 561,451.71	$ 628,168.85	$ 614,774.00	$ (13,394.85)	102%
Revenue	$ 520,990.85	$ 12,498,868.13	$ 12,539,805.78	$ 12,025,158.30	$ (514,647.48)	104%
YTD Comparison			$ 40,937.65			
1111-Designated Projects Drawdown	$ 4,008.91	$ -	$ 86,360.00	$ 198,000.00	$ -	44%
Drawdown	$ 4,008.91	$ -	$ 86,360.00	$ 198,000.00	$ -	44%
YTD Comparison			$ 86,360.00			
Personnel	$ -	$ -	$ -	$ -	$ -	-
6100 - Full Time Salaries	$ 409,942.44	$ 3,050,951.65	$ 3,272,402.69	$ 3,409,438.44	$ 137,035.75	96%
6101 - Overtime Salaries	$ 2,516.43	$ 21,456.16	$ 19,846.09	$ 21,500.00	$ 1,653.91	92%
6105 - Car Allowance	$ 692.28	$ 5,999.76	$ 5,999.76	$ 6,000.00	$ 0.24	100%
6108 - Cell Phone Allowance	$ 2,112.00	$ 17,087.00	$ 18,712.36	$ 18,589.00	$ (123.36)	101%
6110 - Part-Time Salaries	$ 95,170.95	$ 436,406.70	$ 448,098.74	$ 610,279.00	$ 162,180.26	73%
6120 - Retirement	$ 74,485.17	$ 534,092.56	$ 573,342.53	$ 625,924.00	$ 52,581.47	92%
6121 - 457 Pension	$ 87.17	$ 9,116.16	$ 7,432.05	$ 10,000.00	$ 2,567.95	74%
6125 - Deferred Compensation	$ 637.85	$ 5,212.26	$ 5,212.36	$ 6,165.00	$ 952.64	85%
6130 - Employee Insurance	$ 58,045.46	$ 438,730.05	$ 431,121.14	$ 467,432.00	$ 36,310.86	92%
6131 - Med Ins.- Retirees	$ 1,526.43	$ -	$ 17,918.67	$ 16,683.00	$ (1,235.67)	107%
6140 - Workers Compensation	$ 25,269.13	$ 184,572.34	$ 200,520.21	$ 206,289.00	$ 5,768.79	97%
6150 - Unemployment Insurance	$ -	$ -	$ -	$ 10,000.00	$ 10,000.00	0%
6170 - PERS Unfunded Liability	$ 400,000.00	$ 915,039.00	$ 970,318.00	$ 657,229.00	$ (313,089.00)	148%
Personnel	$ 1,070,485.31	$ 5,618,663.64	$ 5,970,924.60	$ 6,065,528.44	$ 94,603.84	98%
YTD Comparison			$ 352,260.96			
Services and Supplies	$ -	$ -	$ -	$ -	$ -	-
6210 - Telephone/Internet	$ 8,967.65	$ 24,687.73	$ 26,364.69	$ 23,860.00	$ (2,504.69)	110%
6220 - IT Services	$ 4,650.00	$ 75,318.95	$ 79,492.38	$ 67,317.00	$ (12,175.38)	118%
6230 - IT Hardware	$ 375.37	$ 5,913.24	$ 6,287.67	$ 7,200.00	$ 912.33	87%
6240 - Software Services	$ 6,472.00	$ 45,057.43	$ 44,652.15	$ 47,110.00	$ 2,457.85	95%
6310 - Pool Chemicals	$ 217.10	$ 6,456.50	$ 6,650.37	$ 7,500.00	$ 849.63	89%
6320 - Janitorial Supplies	$ 6,742.73	$ 69,332.23	$ 70,993.81	$ 73,200.00	$ 2,206.19	97%
6330 - Kitchen Supplies	$ 100.79	$ 415.49	$ 297.71	$ 500.00	$ 202.29	60%
6340 - Food Supplies	$ 590.26	$ 7,840.99	$ 8,689.37	$ 6,665.00	$ (2,024.37)	130%
6350 - Water Maint & Service	$ 104.35	$ 689.22	$ 906.25	$ 908.00	$ 1.75	100%
6360 - Laundry/Wash Service	$ 40.00	$ 442.00	$ 120.00	$ 1,425.00	$ 1,305.00	8%
6380 - Medical Supplies	$ -	$ 168.43	$ 267.33	$ 1,115.00	$ 847.67	24%
6410 - Insurance Liability	$ -	$ 424,116.00	$ 411,735.00	$ 530,145.00	$ 118,410.00	78%
6500 - Equipment Maintenance	$ -	$ 1,875.02	$ 53.57	$ 2,500.00	$ 2,446.43	2%
6510 - Fuel	$ 20,548.87	$ 68,390.61	$ 70,642.76	$ 60,250.00	$ (10,392.76)	117%
6520 - Vehicle Maintenance	$ 977.57	$ 45,758.11	$ 31,993.89	$ 46,620.00	$ 14,626.11	69%
6610 - Building Repair	$ 45,882.69	$ 81,444.51	$ 96,715.45	$ 79,779.00	$ (16,936.45)	121%
6620 - HVAC Maintenance/Repairs	$ 5,279.20	$ 9,242.19	$ 5,628.18	$ 9,000.00	$ 3,371.82	63%
6630 - Playground Maintenance	$ 7,663.98	$ 38,434.17	$ 33,639.57	$ 35,000.00	$ 1,360.43	96%
6650 - Deferred Maintenance	$ 72,582.91	$ 30,201.05	$ 166,862.98	$ 180,000.00	$ 13,137.02	93%
6710 - Grounds Maintenance	$ 12,176.31	$ 98,165.75	$ 97,965.51	$ 104,588.00	$ 6,622.49	94%
6730 - Contracted Pest Control	$ 2,400.00	$ 10,200.00	$ 13,200.00	$ 7,400.00	$ (5,800.00)	178%
6740 - Rubbish & Refuse	$ 9,690.99	$ 91,863.48	$ 82,145.77	$ 101,332.00	$ 19,186.23	81%
6750 - Vandalism/Theft	$ -	$ 459.70	$ 131.70	$ 1,500.00	$ 1,368.30	9%
6810 - Memberships	$ -	$ 15,077.94	$ 7,470.00	$ 17,765.00	$ 10,295.00	42%
6910 - Office Supplies	$ 2,959.88	$ 19,891.79	$ 15,278.76	$ 34,595.00	$ 19,316.24	44%
6920 - Postage Expense	$ 84.72	$ 21,695.02	$ 22,659.70	$ 22,650.00	$ (9.70)	100%
6930 - Advertising Expense	$ -	$ 4,141.26	$ 1,516.65	$ 5,200.00	$ 3,683.35	29%

UNAUDITED

6940 - Printing Charges	$ 583.59	$ 7,323.41	$ 7,210.97	$ 12,797.00	$ 5,586.03	56%
6950 - Bank & Registration Fees	$ 8,379.52	$ 42,764.86	$ 40,049.18	$ 35,920.00	$ (4,129.18)	111%
6960 - Approp Redev/Collection Fees	$ 4,123.79	$ 949,008.94	$ 1,051,551.46	$ 1,000,000.00	$ (51,551.46)	105%
6980 - Minor Furn Fixture & Equip	$ 3,360.87	$ 10,039.94	$ 5,935.96	$ 9,137.00	$ 3,201.04	65%
7010 - Fingerprint Fees (HR)	$ 1,679.48	$ 1,518.50	$ 2,376.98	$ 3,360.00	$ 983.02	71%
7020 - Fire & Safety Insp Fees	$ 2,270.24	$ 6,339.20	$ 6,073.72	$ 6,372.00	$ 298.28	95%
7030 - Permit & Licensing Fees	$ 1,314.00	$ 6,734.73	$ 5,355.77	$ 8,708.00	$ 3,352.23	62%
7100 - Professional Services	$ 60,461.50	$ 73,086.17	$ 226,437.93	$ 241,705.00	$ 15,267.07	94%
7110 - Legal Services	$ 19,276.90	$ 39,541.76	$ 79,762.88	$ 96,000.00	$ 16,237.12	83%
7115 - Typeset and Print Services	$ 13,028.00	$ 33,235.39	$ 34,836.78	$ 38,100.00	$ 3,263.22	91%
7120 - Instructor Services	$ 31,086.40	$ 134,012.64	$ 159,024.46	$ 137,620.00	$ (21,404.46)	116%
7125 - PERS Admin Fees	$ 41.88	$ 1,606.36	$ 1,119.57	$ 2,200.00	$ 1,080.43	51%
7130 - Audit Services	$ -	$ 17,100.00	$ 15,350.00	$ 16,825.00	$ 1,475.00	91%
7140 - Medical & Health Srvcs	$ 4,270.00	$ 2,204.49	$ 9,459.89	$ 11,000.00	$ 1,540.11	86%
7150 - Security Services	$ 408.00	$ 9,300.00	$ 8,896.00	$ 9,217.00	$ 321.00	97%
7160 - Entertainment Services	$ -	$ 681.90	$ 2,750.00	$ 3,750.00	$ 1,000.00	73%
7180 - Business Services	$ 27,771.00	$ 161,547.50	$ 160,523.99	$ 185,623.00	$ 25,099.01	86%
7190 - Umpire/Referee Services	$ 680.00	$ 2,620.00	$ 3,275.00	$ 2,830.00	$ (445.00)	116%
7210 - Subscriptions	$ 663.20	$ 1,109.29	$ 1,446.44	$ 3,130.00	$ 1,683.56	46%
7310 - Rents & Leases - Equip	$ 2,320.08	$ 23,883.24	$ 26,621.53	$ 52,830.00	$ 26,208.47	50%
7320 - Bldg/Field Leases & Rental	$ -	$ 9,534.12	$ 60.00	$ 60.00	$ -	100%
7410 - Division Supplies	$ 25,266.28	$ 41,712.43	$ 51,464.84	$ 42,770.00	$ (8,694.84)	120%
7430 - Bingo Supplies	$ -	$ 4,510.40	$ -	$ -	$ -	-
7440 - Sporting Goods	$ 1,042.87	$ 7,270.13	$ 7,411.08	$ 11,780.00	$ 4,368.92	63%
7450 - Arts and Craft Supplies	$ 1,433.83	$ 1,269.17	$ 1,518.54	$ 2,025.00	$ 506.46	75%
7460 - Training Supplies	$ 988.00	$ 2,507.68	$ 1,609.66	$ 4,675.00	$ 3,065.34	34%
7500 - Small Tools	$ 1,595.93	$ 6,691.55	$ 5,803.59	$ 7,000.00	$ 1,196.41	83%
7510 - Safety Supplies	$ 439.58	$ 4,184.09	$ 4,222.05	$ 4,950.00	$ 727.95	85%
7610 - Uniform Allowance	$ 250.00	$ 17,846.67	$ 12,792.69	$ 18,100.00	$ 5,307.31	71%
7620 - Safety Clothing	$ -	$ 4,406.48	$ 52.97	$ 1,200.00	$ 1,147.03	4%
7710 - Conference&Seminar Staff	$ 1,273.88	$ 11,153.14	$ 8,401.76	$ 20,307.00	$ 11,905.24	41%
7715 - Conference&Seminar Board	$ -	$ -	$ 3,050.34	$ 2,325.00	$ (725.34)	131%
7720 - Conference&Seminar Travel Exp	$ 156.01	$ 4,324.47	$ 2,676.26	$ 10,030.00	$ 7,353.74	27%
7725 - Out of Town Travel Board	$ -	$ 1,916.77	$ 1,908.71	$ 2,970.00	$ 1,061.29	64%
7730 - Private Vehicle Mileage	$ 194.39	$ 636.63	$ 687.45	$ 1,470.00	$ 782.55	47%
7750 - Buses/Excursions	$ 2,940.51	$ 5,415.91	$ 9,266.99	$ 10,950.00	$ 1,683.01	85%
7760 - Tuition/Book Reimbursement	$ -	$ -	$ -	$ 4,000.00	$ 4,000.00	0%
7810 - Utilities - Gas	$ 5,763.38	$ 48,982.66	$ 45,561.41	$ 51,525.00	$ 5,963.59	88%
7820 - Utilities - Water	$ 279,501.48	$ 929,044.40	$ 990,033.00	$ 988,248.20	$ (1,784.80)	100%
7830 - Utilities - Electric	$ 18,103.15	$ 213,655.86	$ 192,291.72	$ 197,500.00	$ 5,208.28	97%
7840 - Airport Assessment Exp	$ -	$ 928.00	$ -	$ 14,000.00	$ 14,000.00	0%
7910 - Awards and Certificates	$ 1,991.68	$ 7,638.57	$ 12,639.06	$ 20,690.00	$ 8,050.94	61%
7920 - Meals for Staff Training	$ 364.79	$ 2,518.70	$ 1,394.05	$ 3,000.00	$ 1,605.95	46%
7930 - Employee Morale	$ 2,889.91	$ 4,752.17	$ 5,475.17	$ 5,500.00	$ 24.83	100%
7950 - COP Debt - PV Fields	$ -	$ 291,872.42	$ -	$ -	$ -	-
7971 - Reserve Computer Fleet	$ -	$ 7,000.00	$ -	$ -	$ -	-
7973 - Reserve Dry Period	$ -	$ 50,000.00	$ -	$ -	$ -	-
7975 - Reserve Repair/Oper/Admin	$ -	$ 50,000.00	$ -	$ -	$ -	-
7976 - Reserve - Compensated Absences	$ -	$ 25,000.00	$ -	$ -	$ -	-
Services and Supplies	$ 734,421.49	$ 4,475,709.55	$ 4,508,741.07	$ 4,777,323.20	$ 268,582.13	94%
YTD Comparison			$ 33,031.52			
Capital	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**-**
8420 - Equip/Facility Replacement	$ -	$ 53,459.91	$ -	$ -	$ -	-
8507 - Lokker Playground	$ -	$ 626,601.11	$ -	$ -	$ -	-
8518 - Bob Kildee Parking Lot	$ -	$ 12,021.56	$ -	$ -	$ -	-
8519 - Cam Grove Parking Lot	$ -	$ 12,000.00	$ -	$ -	$ -	-
8520 - Cam Grove BBQ	$ -	$ 35,100.00	$ -	$ -	$ -	-
8521 - Dos Caminos Parking Lot	$ -	$ 4,400.00	$ -	$ -	$ -	-
8522 - Mel Vincent Parking Lot	$ -	$ 27,000.00	$ -	$ -	$ -	-
8523 - Pitts Ranch Tennis Court Resur	$ -	$ 25,750.00	$ -	$ -	$ -	-
8524 - Pitts Ranch Parking Lot	$ -	$ 25,000.00	$ -	$ -	$ -	-
8525 - Calleguas Playground	$ -	$ 124,354.51	$ -	$ -	$ -	-
8526 - PV Parking Lot	$ -	$ 125,114.84	$ -	$ -	$ -	-
8527 - PV Field VFD Replacement	$ -	$ 40,226.48	$ -	$ -	$ -	-
8528 - Springville Iron Fence Replace	$ -	$ 82,000.00	$ -	$ -	$ -	-
8530 - Quito Playground	$ -	$ 184,794.58	$ -	$ -	$ -	-
8531 - Bob Kildee Windscreens	$ -	$ 12,920.00	$ 680.00	$ 680.00	$ -	100%
Capital	$ -	$ 1,390,742.99	$ 680.00	$ 680.00	$ -	100%
YTD Comparison			$ (1,390,062.99)			
Total Expenses	$ 1,804,906.80	$ 11,485,116.18	$ 10,480,345.67	$ 10,843,531.64	$ 363,185.97	97%
YTD Comparison			$ (1,004,770.51)			
Total Non-Capital Expenses	$ 1,804,906.80	$ 10,094,373.19	$ 10,479,665.67	$ 10,842,851.64	$ 363,185.97	97%
YTD Comparison			$ 385,292.48			
Interfund Transfers Out						
Capital Fund 70 Transfer Out	$ -	$ -	$ 532,000.00	$ 532,000.00	$ -	100%
Debt Service Fund 15 Transfer Out	$ -	$ -	$ 828,360.00	$ 828,360.00	$ -	100%
Interfund Transfers Out	$ -	$ -	$ 1,360,360.00	$ 1,360,360.00	$ -	100%
YTD Comparison			$ 1,360,360.00			
Revenue plus Drawdown Total	$ 524,999.76	$ 12,498,868.13	$ 12,626,165.78	$ 12,223,158.30	$ (514,647.48)	103%
Non-Capital Expense plus Transfers Out Total	$ 1,804,906.80	$ 11,485,116.18	$ 11,840,705.67	$ 12,203,891.64	$ 363,185.97	97%
YTD Revenue-Expenses		$ 1,013,751.95	$ 785,460.11			
YTD Comparison			$ (228,291.84)			

UNAUDITED

General Ledger
15 - Debt Services
June 2026 100%

Account-Description	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Interfund Transfers In						
General Fund 10 Transfer	$ -	$ -	$ 828,360.00	$ 828,360.00	$ -	100%
Assessment Fund 15 Transfer	$ -	$ -	$ 525,000.00	$ 525,000.00	$ -	100%
Interfund Transfers In	$ -	$ -	$ 1,353,360.00	$ 1,353,360.00	$ -	100%
YTD Comparison			$ 1,353,360.00			
Services and Supplies	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**-**
7950 - COP Debt - PV Fields	$ -	$ -	$ 752,636.68	$ 753,419.00	$ 782.32	100%
7951 - ELPA Energy Services Project	$ 298,782.90	$ -	$ 599,940.50	$ 599,941.00	$ 0.50	100%
Services and Supplies	$ 298,782.90	$ -	$ 1,352,577.18	$ 1,353,360.00	$ 782.82	100%
YTD Comparison			$ 1,352,577.18			
Total Expenses	$ 298,782.90	$ -	$ 1,352,577.18	$ 1,353,360.00	$ 782.82	100%
YTD Comparison			$ 1,352,577.18			
Revenue plus Transfers In Total	$ -	$ -	$ 1,353,360.00	$ 1,353,360.00	$ -	100%
Expenses Total	$ 298,782.90	$ -	$ 1,352,577.18	$ 1,353,360.00	$ 782.82	100%
YTD Revenue-Expenses		$ -	$ 782.82			
YTD Comparison			$ 782.82			

UNAUDITED

General Ledger
20 - Assessment Fund
June 2026 100%

Account-Description	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue						
	$ -	$ -	$ -	$ -	$ -	-
5310 - Interest Earnings	$ 8,783.73	$ 51,076.79	$ 70,632.03	$ 25,000.00	$ (45,632.03)	283%
5500 - Assessment Revenue	$ 29,768.46	$ 1,361,464.68	$ 1,409,408.39	$ 1,393,438.00	$ (15,970.39)	101%
Revenue	$ 38,552.19	$ 1,412,541.47	$ 1,480,040.42	$ 1,418,438.00	$ (61,602.42)	104%
YTD Comparison			$ 67,498.95			
Services and Supplies	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**-**
6709 - Incidental Costs - Assess	$ -	$ 17,545.89	$ 18,969.64	$ 19,444.00	$ 474.36	98%
6710 - Grounds Maintenance	$ 9,088.14	$ 42,494.08	$ 29,587.04	$ 78,294.00	$ 48,706.96	38%
6719 - Tree Care	$ 9,990.00	$ 119,853.43	$ 119,996.00	$ 120,000.00	$ 4.00	100%
6720 - Contracted LS Services	$ 92,272.96	$ 568,683.13	$ 573,411.23	$ 603,748.00	$ 30,336.77	95%
6722 - Park Amenities - Assess	$ 10,010.16	$ 59,944.92	$ 53,710.61	$ 44,000.00	$ (9,710.61)	122%
6750 - Vandalism/Theft	$ -	$ -	$ -	$ 70.00	$ 70.00	0%
6960 - Approp Redev/Collection Fees	$ 74.28	$ 8,863.94	$ 9,243.06	$ 10,000.00	$ 756.94	92%
7950 - COP Debt - PV Fields	$ -	$ 460,554.69	$ -	$ -	$ -	-
Services and Supplies	$ 121,435.54	$ 1,277,940.08	$ 804,917.58	$ 875,556.00	$ 70,638.42	92%
YTD Comparison			$ (473,022.50)			
Total Expenses	$ 121,435.54	$ 1,277,940.08	$ 804,917.58	$ 875,556.00	$ 70,638.42	92%
YTD Comparison			$ (473,022.50)			
Interfund Transfers Out						
Debt Service Fund 15 Transfer Out	$ -	$ -	$ 525,000.00	$ 525,000.00	$ -	100%
Interfund Transfers Out	$ -	$ -	$ 525,000.00	$ 525,000.00	$ -	100%
YTD Comparison			$ 525,000.00			
Revenue Total	$ 38,552.19	$ 1,412,541.47	$ 1,480,040.42	$ 1,418,438.00	$ (61,602.42)	104%
Expense plus Transfers Out Total	$ 121,435.54	$ 1,277,940.08	$ 1,329,917.58	$ 1,400,556.00	$ 70,638.42	95%
YTD Revenue-Expenses-Transfers Out		$ 134,601.39	$ 150,122.84			
YTD Comparison			$ 15,521.45			

UNAUDITED

General Ledger
30 - Park Dedication Fund
June 2026 100%

Account-Description	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue						
	$ -	$ -	$ -	$ -	$ -	-
5310 - Interest Earnings	$ 38,104.43	$ 306,022.74	$ 255,018.43	$ 160,000.00	$ (95,018.43)	159%
Revenue	$ 38,104.43	$ 306,022.74	$ 255,018.43	$ 160,000.00	$ (95,018.43)	159%
YTD Comparison			$ (51,004.31)			
Capital	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**-**
8493 - Pickleball Sports Complex	$ 10,410.18	$ 120,771.14	$ 303,928.11	$ 1,050,000.00	$ 746,071.89	29%
8504 - Multi-Generation Center	$ -	$ -	$ -	$ 1,000,000.00	$ 1,000,000.00	0%
8511 - Auditorium/SC ADA Improvements	$ -	$ 340,775.98	$ -	$ -	$ -	-
8513 - Community Ctr/Classroom Enhanc	$ -	$ 174,204.07	$ 31,310.95	$ 140,000.00	$ 108,689.05	22%
8529 - Freedom Park ADA Bathroom	$ -	$ 41,052.41	$ 6,475.69	$ 400,000.00	$ 393,524.31	2%
8538 - Dos Caminos Refurbishment	$ -	$ -	$ -	$ 100,000.00	$ 100,000.00	0%
Capital	$ 10,410.18	$ 676,803.60	$ 341,714.75	$ 2,690,000.00	$ 2,348,285.25	13%
YTD Comparison			$ (335,088.85)			
Total Expenses	$ 10,410.18	$ 676,803.60	$ 341,714.75	$ 2,690,000.00	$ 2,348,285.25	13%
YTD Comparison			$ (335,088.85)			
Revenue Total	$ 38,104.43	$ 306,022.74	$ 255,018.43	$ 160,000.00	$ (95,018.43)	159%
Expenses Total	$ 10,410.18	$ 676,803.60	$ 341,714.75	$ 2,690,000.00	$ 2,348,285.25	13%
YTD Revenue-Expenses		$ (370,780.86)	$ (86,696.32)			
YTD Comparison			$ 284,084.54			

UNAUDITED

General Ledger
40 - Park Impact Fees Fund
June 2026 100%

Account-Description	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue						
	$ -	$ -	$ -	$ -	$ -	-
5310 - Interest Earnings	$ 7,227.97	$ 102,210.56	$ 89,055.97	$ 60,000.00	$ (29,055.97)	148%
5450 - Park Impact Fees	$ -	$ 28,178.55	$ 116,842.76	$ -	$ (116,842.76)	-
Revenue	$ 7,227.97	$ 130,389.11	$ 205,898.73	$ 60,000.00	$ (145,898.73)	343%
YTD Comparison			$ 75,509.62			
Services and Supplies	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**-**
6951 - Administrative Fee	$ -	$ 72,572.75	$ 1,127.14	$ 1,130.00	$ 2.86	100%
Services and Supplies	$ -	$ 72,572.75	$ 1,127.14	$ 1,130.00	$ 2.86	100%
YTD Comparison			$ (71,445.61)			
Total Expenses	$ -	$ 72,572.75	$ 1,127.14	$ 1,130.00	$ 2.86	100%
YTD Comparison			$ (71,445.61)			
Revenue Total	$ 7,227.97	$ 130,389.11	$ 205,898.73	$ 60,000.00	$ (145,898.73)	343%
Expenses Total	$ -	$ 72,572.75	$ 1,127.14	$ 1,130.00	$ 2.86	100%
YTD Revenue-Expenses		$ 57,816.36	$ 204,771.59			
YTD Comparison			$ 146,955.23			

UNAUDITED

General Ledger
70 - Capital Projects Fund
June 2026 100%

Account-Description	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue						
	$ -	$ -	$ -	$ -	$ -	-
5310 - Interest Earnings	$ 22,606.02	$ -	$ 199,446.99	$ 78,000.00	$ (121,446.99)	256%
Revenue	$ 22,606.02	$ -	$ 199,446.99	$ 78,000.00	$ (121,446.99)	256%
YTD Comparison			$ 199,446.99			
Interfund Transfers In						
General Fund 10 Transfer In	$ -	$ -	$ 532,000.00	$ 532,000.00	$ -	100%
Interfund Transfers In	$ -	$ -	$ 532,000.00	$ 532,000.00	$ -	100%
YTD Comparison			$ 532,000.00			
Capital	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**-**
8420 - Equip/Facility Replacement	$ -	$ -	$ 56,562.93	$ 57,000.00	$ 437.07	99%
8516 - Electric Vehicle Chargers	$ -	$ -	$ 2,608.49	$ -	$ (2,608.49)	-
8517 - Community Center Alarm	$ 24,225.00	$ -	$ 24,248.50	$ 234,836.00	$ 210,587.50	10%
8518 - Bob Kildee Parking Lot	$ -	$ -	$ 264,071.20	$ 256,708.00	$ (7,363.20)	103%
8519 - Cam Grove Parking Lot	$ 7,838.95	$ -	$ 160,404.32	$ 176,100.00	$ 15,695.68	91%
8521 - Dos Caminos Parking Lot	$ -	$ -	$ 18,499.21	$ 39,592.00	$ 21,092.79	47%
8532 - Carmenita Playground Replaceme	$ 71,572.00	$ -	$ 241,054.37	$ 250,000.00	$ 8,945.63	96%
8533 - PVAC Window Wall Motors	$ -	$ -	$ 39,297.08	$ 45,000.00	$ 5,702.92	87%
8534 - Freedom Center Refurbishment	$ 18,325.00	$ -	$ 52,700.00	$ 100,000.00	$ 47,300.00	53%
8535 - Lokker Park B-Ball Court Resur	$ -	$ -	$ 12,533.50	$ 12,533.00	$ (0.50)	100%
8536 - Springville Tennis Court Resur	$ -	$ -	$ 34,506.49	$ 34,506.00	$ (0.49)	100%
8537 - Springville Upper P-Lot Resurf	$ -	$ -	$ 22,542.00	$ 22,542.00	$ -	100%
Capital	$ 121,960.95	$ -	$ 929,028.09	$ 1,228,817.00	$ 299,788.91	76%
YTD Comparison			$ 929,028.09			
Total Expenses	$ 121,960.95	$ -	$ 929,028.09	$ 1,228,817.00	$ 299,788.91	76%
YTD Comparison			$ 929,028.09			
Revenue plus Transfers In Total	$ 22,606.02	$ -	$ 731,446.99	$ 610,000.00	$ (121,446.99)	120%
Expenses Total	$ 121,960.95	$ -	$ 929,028.09	$ 1,228,817.00	$ 299,788.91	76%
YTD Revenue-Expenses		$ -	$ (197,581.10)			
YTD Comparison			$ (197,581.10)			

UNAUDITED

Pleasant Valley Recreation and Park District
Monthly AP, Payroll, Wire, Online Payment Report
July 2026

	Date		Amount	
Accounts Payables:	7/31/2026	$	1,298,004.09	
	Total	**$**	**1,298,004.09**	
Payroll (Total Cost):	7/2/2026	$	221,392.75	
	7/16/2026	$	221,774.73	
	7/30/2026	$	204,350.42	
	Total	**$**	**647,517.90**	
Payroll AP Payments	7/6/2026	$	46,170.04	PERS Health Insurance Premium
	7/6/2026	$	3,411.60	Guardian
	7/6/2026	$	482.56	VSP
	7/6/2026	$	2,543.23	Hartford
	7/2/2026	$	21,553.62	CALPERS -Ret-PR 7/2/2026
	7/16/2026	$	21,584.28	CALPERS- Ret-PR-7/16/2026
	7/30/2026	$	22,425.85	CALPERS- Ret-PR-7/30/2026
	Total	**$**	**118,171.18**	
	Grand Total	**$**	**2,063,693.17**	

Bank Reconciliation

Board Audit

User: Cwebster
Printed: 08/06/2026 - 11:17AM
Date Range: 07/01/2026 - 07/31/2026
Systems: 'AP'

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 10 General Fund				
Department: 00 Non Departmentalized				
0	AFLAC	JUN 2026 BILLING ACTIVITY	07/06/2026	992.16
0	CALPERS HEALTH	PERS HEALTH JULY BILLING	07/06/2026	46,170.04
0	CALPERS PENSION	PERS CONT PR 7/2/2026	07/02/2026	21,553.62
0	CALPERS PENSION	PERS CONT PR 7/16/2026	07/20/2026	21,584.28
0	CALPERS PENSION	PERS CONT PR 7/30/2026	07/30/2026	22,425.85
0	CHARGEPOINT, INC	5 YR SVC AGREEMENT	07/23/2026	24,816.00
0	EMPLOYMENT DEVELOPMENT DI	DE88 PMT / PR 7/2/2026	07/02/2026	3,981.18
0	EMPLOYMENT DEVELOPMENT DI	DE 88 PMT / PR 7/16/2026	07/20/2026	3,970.76
0	EMPLOYMENT DEVELOPMENT DI	DE 88 PMT / PR 7/30/2026; MAYSIC	07/30/2026	4,831.04
0	FRANCHISE TAX BOARD	KAISER, ED PR Batch 00001.07.202(	07/16/2026	100.00
0	GUARDIAN	DENTAL INS BILLING JUL 2026	07/06/2026	3,411.60
0	HARTFORD LIFE & ACC. INSURAN	JUL 2026 LIFE INS BILLING	07/06/2026	2,543.23
0	HUB INTERNATIONAL INSURANC	HUB INSURANCE JUN 2026	07/23/2026	2,660.00
0	INTERNAL REVENUE SERVICE - O	EFTPS 941 PMT / PR 7/2/2026	07/02/2026	35,820.89
0	INTERNAL REVENUE SERVICE - O	EFTPS 941 PMT PR 7/16/2026	07/20/2026	35,711.96
0	INTERNAL REVENUE SERVICE - O	EFTPS 941 PMT / PR 7/30/2026; MA	07/30/2026	38,880.27
0	US BANK	CAL CARD STMT 6/22/2026 / NOV	07/14/2026	2,660.00
0	VSP	JUL 2026 VISION PLAN BILLING	07/06/2026	482.56
28784	METLIFE INSURANCE CO USA	JUAREZ, JAVIER/ SSN 4326/ PAY PI	07/02/2026	100.00
28785	AMBER'S LIGHT LIONS CLUB	CLEANING DEP REFUND/ CONTR	07/08/2026	50.00
28802	LAS POSAS ELEMENTARY SCHOO	CLEANING DEP REFUND/ CONTR	07/08/2026	150.00
28804	PLEASANT VALLEY SCHOOL DIST	CLEANING DEP REFUND/ CONTR	07/08/2026	300.00
28819	METLIFE INSURANCE CO USA	JUAREZ, JAVIER/ LAST 4 SSN 432(	07/16/2026	100.00
28839	JESUS MONTOYO	CLEANING DEP REFUND/ CONTR	07/23/2026	100.00
28847	METLIFE INSURANCE CO USA	JUAREZ, JAVIER/ LAST 4 SSN 432(	07/30/2026	100.00
		Total for Department: 00 Non Departmentalized		273,495.44
Department: 03 Recreation				
0	AMAZON	Activity Supplies for 6/24 class for AS	07/09/2026	604.30
0	BEGINNERS EDGE SPORTS TRAIN	MAY-JUN SPORTS CLASSES	07/09/2026	4,422.60
0	BRENDAN GARRETT	YOUTH BASKETBALL / JUN 2026	07/23/2026	8,362.25
0	CHASE MAYSICK	MILEAGE REIMB / JUL 2026	07/23/2026	87.58
0	ESTELA LIZARRAGA	GREAT EXPLORER / 6 ENROLLED	07/09/2026	546.00
0	EXECUTIVE FACILITIES SERVICES	JUN 2026 TOURNAMENTS	07/23/2026	2,995.20
0	JANET SNYDER	DANCE TEN/ SALSA & BACHATA	07/09/2026	420.00
0	KATIE SHINDEN	KINDERMUSIK / JUN 2026	07/09/2026	1,702.35
0	RAMIRO SALDAIN	MIELAGE REIMB / JUN 2026	07/23/2026	37.56
0	SOCAL GAS COMPANY	SVC DATE 2026-5/27 - 6/25 / AQUA	07/09/2026	2,304.66
0	STANDARD SITE RENTALS INC	Handwashing station service	07/23/2026	2,762.73
0	US BANK	CAL CARD STMT 6/22/2026	07/14/2026	486.03
28787	MICHAEL CAROFF	7/11/26 Summer Concert - Savor 2 hou	07/08/2026	3,650.00
28790	COASTAL EMBROIDERY INC.	Volunteer of the Year Award	07/08/2026	187.69
28794	DURHAM SCHOOL SERVICES	2 Buses for Field Trip to Underwood F	07/08/2026	1,687.86
28796	GOOSETOWN PRODUCTIONS INC.	7/11/26 Summer Concert Sound and L	07/08/2026	5,922.90
28801	LAKESHORE PARENT, LLC	Classic Birch 20-Cubby Storage Unit	07/08/2026	6,127.15
28807	SANTA BARBARA ZOO	Child Admission SB Zoo	07/08/2026	1,827.50
28809	SUPERIOR POOL PRODUCTS LLC	BPO Superior Pool Pool Chemicals	07/08/2026	217.10
28812	AMERICAN RED CROSS	First Aid & CPR Certification for 19 C	07/09/2026	988.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
28813	B & B DO IT CENTER	WHITE STRIPING PAINT	07/09/2026	57.85
28814	BSN SPORTS, LLC	XROCK SSUSA 12" 44/375 Composi	07/09/2026	1,042.87
28815	DANIEL E HOWARD	JU-JITSU CLASSES / JUN 2026	07/09/2026	565.50
28816	CASSIE WANDA MICH	GLIMMERWOOD / JUN 2026	07/09/2026	1,082.25
28817	JOHANNES M POUW	VOLLEYBALL CAMP/ 6/15- 6/19/2(	07/09/2026	2,006.55
28818	LESLIE SOKOL	JAZZ /SCULPT CLASSES / JUN 202	07/09/2026	647.40
28826	AMERICAN RED CROSS	Lifeguarding-BL	07/23/2026	1,296.00
28832	COUNTY OF VENTURA	FACILITY ID 0001104 / ACCT ID 00	07/23/2026	754.00
28834	DURHAM SCHOOL SERVICES	2 Buses for Field Trip to Edwards Cine	07/23/2026	1,252.65
28836	GOOSETOWN PRODUCTIONS INC.	Summer Concert 7/25 sound and lighti	07/23/2026	5,922.90
28838	CEASAR LOPEZ	FORFEIT GAME 6/19/2026	07/23/2026	40.00
28842	SUPERIOR POOL PRODUCTS LLC	BPO - SUPERIOR POOL - POOL CH	07/23/2026	121.61
28844	Harold Wherry	7/25/26 Summer Concert Series - Blue	07/23/2026	5,200.00
28845	DUNCAN YOUNG	GYMNASTICS CLASS / JUN 2026	07/23/2026	1,326.00
28849	THE FINISH LINE	Camp Funtastic Participant Shirts	07/28/2026	5,679.65
28850	UNITED STATES POSTAL SERVICE	BMU Permit 109 USPS2026	07/28/2026	390.00
28851	USPS BULK MAILING	POSTAGE FALL 2026 ACTIVITY GI	07/28/2026	7,747.25
		Total for Department: 03 Recreation		80,471.94
Department: 04 Parks				
0	ARAMSCO INC.	Aramsco BPO	07/09/2026	305.47
0	CARLOS ALFARO	BOOTS ALLOWANCE FY26	07/09/2026	250.00
0	CULLIGAN OF VENTURA COUNTY	WATER DELIVERY TICKET# 7525;:	07/23/2026	104.35
0	HUB INTERNATIONAL INSURANC	HUB INSURANCE JUN 2026	07/23/2026	-55.16
0	JARED SANTILLAN	BOOTS ALLOWANCE FY27	07/23/2026	250.00
0	LINCOLN AQUATICS	Dolphin Wave 140 - Pool Vacuum	07/09/2026	8,058.77
0	SITEONE LANDSCAPE SUPPLY LL(	BPO - Irrigation parts and supplies	07/09/2026	2,836.04
0	SOCAL GAS COMPANY	SVC DATE 2026-5/26 - 6/24 / COMM	07/09/2026	145.44
0	SOUTHERN CALIF EDISON COMPA	SVC DATE 2026-5/18 - 6/16/ HERIT/	07/01/2026	3,971.30
0	SOUTHERN CALIF EDISON COMPA	SVC DATE 2026-6/2 - 6/30 / CARME	07/16/2026	3,713.08
0	SOUTHERN CALIF EDISON COMPA	SVC DATE 2026-6/24 - 7/23 / VALLE	07/29/2026	7,618.74
0	TMOBILE/SPRINT	JUN 2026 BILLING	07/23/2026	280.90
0	US BANK	CAL CARD STMT 6/22/2026	07/14/2026	5,156.40
0	WATER & SANITATION SERVICES	JUN 2026 BILLING/ FREEDOM RR	07/09/2026	1,359.82
0	WEX BANK	FUEL PURCHASES / JUNE 2026	07/09/2026	866.13
28788	CITY OF CAMARILLO	SVC DATE 2026-5/20 - 6/22 / FOOTI	07/08/2026	78,486.98
28789	CITY OF OXNARD - TREASURER	MAY 2026 BILLING ACTIVITY	07/08/2026	1,028.74
28791	COASTAL PIPCO IRRIGATION INC.	Coastal Pipeco BPO Grounds Mainten	07/08/2026	526.19
28792	CRESTVIEW MUTUAL WATER CO.	JUN 2026 BILLING	07/08/2026	140.43
28793	DAVE BANG ASSOCIATES INC.	Shipping	07/08/2026	1,616.43
28795	LESLIE S GILMER III	Heritage Park Concrete work. See Quc	07/08/2026	30,175.00
28798	GREEN GLOBE HVAC INC	REPLACED HSI IGNITER / POOL H	07/08/2026	390.20
28799	KASTLE KARE	BPO Kastle Kare Contracted Pest Con	07/08/2026	1,200.00
28803	NAPA AUTO PARTS	BPO Napa Vehicle Maintenance	07/08/2026	227.88
28810	TRAFFIC TECHNOLOGIES LLC	BPO Traffic Technologies Building Re	07/08/2026	92.86
28813	B & B DO IT CENTER	BPO B&B Hardware Building Repair	07/09/2026	914.38
28820	CAMROSA WATER DISTRICT	JUN 2026 BILLING/ CAM GROVE	07/20/2026	22,364.75
28821	CITY OF CAMARILLO	SVC DATE 2026-5/17 - 6/17 / SHOP	07/20/2026	16,923.43
28823	ALL PHASE UTILITY AND LEAK L(	LEAK DETECTION / KILDEE PARK	07/23/2026	400.00
28827	B & B DO IT CENTER	BPO - B&B HARDWARE BUILDIN(	07/23/2026	284.31
28830	COASTAL PIPCO IRRIGATION INC.	Coastal Pipeco BPO Grounds Mainten	07/23/2026	288.11
28835	FJS LAND CONSULTING INC	TRAIL EASEMENT SURVEY CHES	07/23/2026	1,450.00
28840	NAPA AUTO PARTS	BPO - NAPA VEHICLE MAINTENA	07/23/2026	168.38
		Total for Department: 04 Parks		191,539.35
Department: 05 Administration				
0	ADVANTAGE TELECOM	INTERNET SVC / JUL 2026	07/23/2026	1,051.90
0	ALESHIRE & WYNDER LLP	LEGAL SVC/ JUN 2026 / SPECIAL I	07/08/2026	3,039.00
0	ALISON BOHORQUEZ	MILEAGE REIMB/ JUN 2026	07/23/2026	8.56
0	AMAZON	Warning Prop 65 Sign	07/09/2026	48.62
0	AMAZON	Office Supplies BPO	07/23/2026	48.79

Check No.	Vendor/Employee	Transaction Description	Date	Amount
0	AMILIA TECHNOLOGIES USA, INC	JUNE 2026 BILLING ACTIVITY	07/09/2026	6,789.34
0	CALPERS HEALTH	PERS HEALTH JULY BILLING	07/06/2026	1,495.17
0	CALPERS PENSION	PERS / ANNUAL LUMP SUM PMT	07/23/2026	600,731.00
0	CHARGEPOINT, INC	5 YR SVC AGREEMENT	07/23/2026	6,204.00
0	GUARDIAN	DENTAL INS BILLING JUL 2026	07/06/2026	51.48
0	HUB INTERNATIONAL INSURANC	PMT PROCESSING FEE JUN 2026	07/23/2026	3.00
0	J. THAYER COMPANY	Office Supplies BPO	07/08/2026	335.37
0	KONICA MINOLTA	JUL 2026 BILLING	07/23/2026	583.59
0	MIXTUS INC	Contract- Marketing Services for Mult	07/08/2026	2,800.00
0	QUADIENT FINANCE USA INC.	POSTAGE	07/23/2026	250.00
0	SPECTRUM BUSINESS	BILL DATE 2026-7/17 - 8/16	07/23/2026	20.05
0	SPRINGBROOK HOLDING CO LLC	SUBSCRIPTION RENEWAL 7/8/202	07/08/2026	40,632.30
0	STAPLES BUSINESS ADVANTAGE	Office Supplies BPO	07/09/2026	77.79
0	TMOBILE/SPRINT	2 NEW PHONES/ JUN 2026 BILLIN	07/23/2026	498.65
0	US BANK	CAL CARD STMT 6/22/2026	07/14/2026	4,773.05
0	VSP	JUL 2026 VISION PLAN BILLING	07/06/2026	18.56
0	WATER & SANITATION SERVICES	PMT PROCESSING FEE	07/09/2026	0.75
28797	GOPHER SIGN COMPANY	Gopher signs for Ran Rancho.	07/08/2026	3,682.09
28800	LAFCO	APPORT NET COST / 7/1/2026 - 6/3(	07/08/2026	12,495.00
28805	PRODUCTIVE PARKS LLC	Annual payment for software license	07/08/2026	7,157.55
28810	TRAFFIC TECHNOLOGIES LLC	EMERGENCY POOL SIGN	07/08/2026	6,934.10
28822	ACCU-PRINTS/M&L PARTNERSHIP	JUN 2026 ACCU-PRINT / QTY 1	07/23/2026	17.50
28824	ALLCONNECTED, INC.	TYPE 1 MIGRATION PROXMOX V	07/23/2026	9,235.20
28825	Allied Network Solutions, Inc	Adobe Acrobat Sign Solutions - 30004	07/23/2026	4,600.00
28829	CARPD	MEMBERSHIP DUES FY26-27	07/23/2026	3,500.00
28831	COMMUNITY MEMORIAL HEALTH	HEALTH SCREENING / JUN 2026 A	07/23/2026	2,660.00
28833	DIGITAL ASSURANCE CERTIFICAT	ANNUAL FILING FEE	07/23/2026	2,996.05
28841	STATE OF CALIFORNIA DEPT. OF J	FINGERPRINT APPS/ JUN 2026	07/23/2026	384.00
28843	VCSDA	PLATINUM MEMBERSHIP FY 26-2	07/23/2026	1,250.00
28846	ACTUARIAL RETIREMENT CONSU	GASB 75 VALUATION/DISCLOSUR	07/23/2026	3,280.00
		Total for Department: 05 Administration		727,652.46
		Total for Fund:10 General Fund		1,273,159.19

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 20 Assessment Fund				
Department: 00 Non Departmentalized				
0	NUTRIEN AG SOLUTIONS, INC	BPO Nutrien AG Solutions Grounds M	07/23/2026	5,976.21
28806	RJ THOMAS MFG CO INC	Tax	07/08/2026	10,010.16
28808	SHOWSCAPES, INC	MAY 2026 LANDSCAPE SVC	07/08/2026	39,196.66
28811	WEST COAST ARBORISTS INC.	BPO TREE TRIMMING AND TREE	07/08/2026	7,398.00
		Total for Department: 00 Non Departmentalized		62,581.03
		Total for Fund:20 Assessment Fund		62,581.03

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 70 Capital Projects Fund				
Department: 00				
28786	BLACK O'DOWD AND ASSOCIATES	Architectural services for the Freedom	07/08/2026	12,175.00
28828	BLACK O'DOWD AND ASSOCIATES	Architectural services for the Freedom	07/23/2026	6,150.00
28837	IRIS GROUP HOLDINGS LLC	ENGINEERING/DRAWINGS/ SYST	07/23/2026	24,225.00
28848	SOARES AUTOMOTIVE INC	Chevy Silverado 1500 Summit White,	07/28/2026	37,885.05
		Total for Department: 00		80,435.05
		Total for Fund:70 Capital Projects Fund		80,435.05

Check No.	Vendor/Employee	Transaction Description	Date	Amount
		Grand Total		1,416,175.27

CASH REPORT

	7/31/2026 Balance	7/31/2025 Balance
Restricted Funds		
Debt Service - Restricted	$ 174,430.64	$ 160,488.39
457 Pension Trust Restricted	$ 173,167.26	$ 166,628.32
Cal CLASS/PW Quimby Fee - Restricted	$ 3,796,761.54	$ 4,031,611.67
VC Pool Quimby- Restricted	$ 2,938,686.31	$ 2,818,900.83
Park Impact Fees	$ 2,396,777.72	$ 2,201,519.93
Total	**$ 9,479,823.47**	**$ 9,379,149.14**
Semi-Restricted Funds		
Assessment	$ 1,661,375.02	$ 1,475,243.54
LAIF - Capital	$ 1,773,336.31	$ 1,655,536.50
PacWest/CalCLASS - Capital	$ 1,739,504.03	$ 2,092,770.69
Designated Project	$ 144,124.00	$ 230,484.00
Capital Reserves	$ 500,000.00	$ 500,000.00
Contingency - Dry Period	$ 2,013,946.74	$ 517,337.09
Contingency - Computer	$ 42,053.85	$ 40,000.00
Contingency - Repair/Oper/Admin	$ -	$ 470,000.00
Contingency - Compensated Absences	$ 152,096.01	$ 150,000.00
Contingency - Vehicle Replacement	$ 80,000.00	$ 80,000.00
Total	**$ 8,106,435.96**	**$ 7,211,371.82**
Unrestricted Funds		
Contingency	$ 6,698,200.16	$ 6,684,606.60
General Fund Checking	$ 397,806.89	$ 353,601.69
Total	**$ 7,096,007.05**	**$ 7,038,208.29**
Total of all Funds	**$ 24,682,266.48**	**$ 23,628,729.25**

	8/12/2026 Balance	8/30/2025 Balance
Restricted Funds		
Debt Service - Restricted	$ 174,430.64	$ 161,057.53
457 Pension Trust Restricted	$ 173,167.26	$ 167,228.00
Cal CLASS/PW Quimby Fee - Restricted	$ 3,796,761.54	$ 3,990,004.18
VC Pool Quimby- Restricted	$ 2,938,686.31	$ 2,834,285.80
Park Impact Fees	$ 2,396,777.72	$ 2,209,589.29
Total	**$ 9,479,823.47**	**$ 9,362,164.80**
Semi-Restricted Funds		
Assessment	$ 1,615,131.96	$ 1,431,494.37
LAIF - Capital	$ 1,773,336.31	$ 1,655,536.50
PacWest/CalCLASS - Capital	$ 1,739,504.03	$ 2,019,948.70
Designated Project	$ 144,124.00	$ 230,484.00
Capital Reserves	$ 500,000.00	$ 500,000.00
Contingency - Dry Period	$ 2,013,946.74	$ 517,337.09
Contingency - Computer	$ 42,053.85	$ 40,000.00
Contingency - Repair/Oper/Admin	$ -	$ 470,000.00
Contingency - Compensated Absences	$ 152,096.01	$ 150,000.00
Contingency - Vehicle Replacement	$ 80,000.00	$ 80,000.00
Total	**$ 8,060,192.90**	**$ 7,094,800.66**
Unrestricted Funds		
Contingency	$ 6,398,200.16	$ 6,209,266.59
General Fund Checking	$ 274,292.39	$ 297,520.21
Total	**$ 6,672,492.55**	**$ 6,506,786.80**
Total of all Funds	**$ 24,212,508.92**	**$ 22,963,752.26**

Developer	Project					Quimby Funds				GL Code
	No.	Location	Description	Budgeted	Expended	Awarded	Balance	Committed Date	Allocation Date	Assigned
ELACORA MISSION OAKS						**$ 2,649,209.00**	$ 2,649,209.00		**8/8/2021**	
	1	Encanto	Playground Equipment Installation		$ 189,887.74		$ 2,459,321.26	11/3/2016		
Budget Allocation 11/5/2020	2	Arneill Rch Pk	Arneill Ranch Park Renovation	$ 1,500,000.00	$ 1,496,641.96		$ 962,679.30	11/5/2020		8464
Budget Allocation 7/7/2021	3		Freedom Pickleball Courts	$ 1,400,000.00	$ 737,534.29		$ 225,145.01			8493
	4		Camarillo Nature Center	$ 300,000.00	$ -		$ 225,145.01			
	5		Freedom Park Landscape and Walking Path		$ -		$ 225,145.01			
			Freedom Baseball Fields		$ -		$ 225,145.01			
				$ 3,200,000.00	**$ 2,424,063.99**		**$ 225,145.01**			
KB HOMES						**$ 474,353.00**	$ 474,353.00		**8/10/2021**	
Public Hearing 7/5/2018	1	Valle Lindo	Valle Lindo RR/Pavilion*	$ 425,000.00	$ 32,368.30		$ 441,984.70			8444
Public Hearing 7/5/2018	2	Mel Vincent	Mel Vincent Park Restrooms	$ 139,500.00	$ 166,253.78		$ 275,730.92			8460
Public Hearing 7/5/2018	3	Nancy Bush	Nancy Bush Pavilion	$ 65,000.00	$ 31,537.74		$ 244,193.18			8447
	4		Community Center Classroom and Auditorium Enhancements		$ 206,464.18		$ 37,729.00			8513
	5		Dos Caminos Expansion and ADA		$ -		$ 37,729.00			
				$ 629,500.00	**$ 436,624.00**		**$ 37,729.00**			
HABITAT FOR HUMANITY						**$ 35,242.00**	$ 35,242.00		**9/17/2024**	
Public Hearing 3/6/2024	1		Community Center Improvements	$ 35,242.00	$ -		$ 35,242.00			
	2		Freedom Pickleball Courts	$ 35,242.00	$ -		$ 35,242.00			
					$ -		$ 35,242.00			
				$ 70,484.00	**$ -**		**$ 35,242.00**			
SHEA HOMES						**$ 1,264,500.00**	$ 1,264,500.00		**11/21/2024**	
Publich Hearing 7/5/2023	1		Multi-Use Gymnasium	$ 1,000,000.00	$ -		$ 1,264,500.00	7/5/2023		8504
	2		Freedom Park ADA Bathroom	$ 500,000.00	$ 47,528.10		$ 1,216,971.90	11/4/2024		8529
	3		Freedom Park Improvements		$ -		$ 1,216,971.90	11/4/2024		
	4		Community Center Improvements		$ -		$ 1,216,971.90	11/4/2024		
	5				$ -		$ 1,216,971.90			
					$ -		$ 1,216,971.90			
				$ 1,500,000.00	**$ 47,528.10**		**$ 1,216,971.90**			
Williams Homes						**$ 2,840,447.45**	$ 2,840,447.45		**7/29/2027**	
							$ 2,840,447.45			
Somis Ranch Phase 1						**$ 347,625.00**	$ 347,625.00		**8/5/2027**	
							$ 347,625.00			
Somis Ranch Phase 2						**$ 278,100.00**	$ 278,100.00		**10/20/2027**	
							$ 278,100.00			
Barry 60 LP						**$ 313,508.00**	$ 313,508.00		**3/15/2028**	
							$ 313,508.00			
Interest						**$ 1,440,679.49**	$ 1,440,679.49			
							$ 1,440,679.49			
Grand Total				**$ 8,052,196.25**	**$ 5,796,027.04**	**$ 12,531,474.89**	**$ 6,735,447.85**			

Pleasant Valley Recreation and Park District
Park Impact Fee's Collected
July 2026

FY2022							
Date Received	**Amount Received**	**Applicant**	**Applicant Project**	**District Project (Account Number)**	**Amount Allocated**	**Amount Spent**	**Amount Remaining**
10/28/2021	$ 158.40	Square One Arch	Messner Filtration	Bob Kildee Playground (8542)	$ 158.40	$ -	$ 158.40
12/20/2021	$ 6,983.00	Art Wahl	Stern Residence	Bob Kildee Playground (8542)	$ 6,983.00	$ -	$ 6,983.00
12/21/2021	$ 158,222.80	Levon Ghukasyan	Village at the Park	Bob Kildee Playground (8542)	$ 158,222.80	$ -	$ 158,222.80
3/23/2022	$ 6,983.00	Crestview Ranch	Spanish Hills Estates	Bob Kildee Playground (8542)	$ 6,983.00	$ -	$ 6,983.00
FY2023							
Date Received	**Amount Received**	**Applicant**	**Applicant Project**	**District Project (Account Number)**	**Amount Allocated**	**Amount Spent**	**Amount Remaining**
9/29/2022	$ 218.40	Raymond Dickerhoff	Wedgewood Weddings	Bob Kildee Playground (8542)	$ 218.40	$ -	$ 218.40
1/10/2023	$ 7,712.79	Travis Rodriguez	Jenkins Residence	Bob Kildee Playground (8542)	$ 7,712.79	$ -	$ 7,712.79
3/6/2023	$ 7,712.79	Michael Dubin	600 Corte Corride	Bob Kildee Playground (8542)	$ 7,712.79	$ -	$ 7,712.79
4/25/2023	$ 187.98	Daiva McBride	House of Bamboo	Bob Kildee Playground (8542)	$ 187.98	$ -	$ 187.98
4/28/2023	$ 7,712.79	Phineas Turner	RPD-206	Bob Kildee Playground (8542)	$ 7,712.79	$ -	$ 7,712.79
5/4/2023	$ 69.81	Sustainability Engineering Group	Ralph's Fuel Center	Bob Kildee Playground (8542)	$ 69.81	$ -	$ 69.81
5/24/2023	$ 17,511.56	RJ Rieves	Rexford Ind.	Bob Kildee Playground (8542)	$ 17,511.56	$ -	$ 17,511.56
FY2024							
Date Received	**Amount Received**	**Applicant**	**Applicant Project**	**District Project (Account Number)**	**Amount Allocated**	**Amount Spent**	**Amount Remaining**
9/7/2023	$ 1,771,314.00	Grant Williams	RPD-201 Camino Ruiz	Bob Kildee Playground (8542)	$ 36,526.68	$ -	$ 1,771,314.00
11/30/2023	$ 2,060.00	Dillon Merchant	Chick Fil-A				
3/5/2024	$ 660.00	Mahdi Rezvan	Arneill Pharmacy				
3/18/2024	$ 18,577.89	Robert Goetsch	IPD-405				
3/26/2024	$ 21,706.91	Charles Sandlin	Gleson/Dawson Self Storage				
FY2025							
Date Received	**Amount Received**	**Applicant**	**Applicant Project**	**District Project (Account Number)**	**Amount Allocated**	**Amount Spent**	**Amount Remaining**
7/19/2024	$ 8,159.33	Connor Christ	PR-1061				
7/19/2024	$ 8,159.33	Travis Rodriguez	PR-1062				
7/19/2024	$ 8,159.33	Connor Christ	PR-1063				
10/28/2024	$ 80.36	Rick Morga	IPD-258TI				
11/25/2024	$ 3,405.87	Texas Roadhouse	CPD-256				
2/14/2025	$ 8,159.33	Don Gordon	PR-1065				
FY2026							
Date Received	**Amount Received**	**Applicant**	**Applicant Project**	**District Project (Account Number)**	**Amount Allocated**	**Amount Spent**	**Amount Remaining**
7/1/2025	$ 9,513.80	Sean Trujillo	HTE 24-304				
9/2/2025	$ 8,955.84	GT Camarillo Owners,LLC	IPD-413				
10/3/2025	$ 6,088.32	Sarah Bertis	CostCo Fuel				
3/20/2026	$ 12,611.52	Robert Goetsch	IPD-409				
3/24/2026	$ 1,303.20	Hiji Investment Co	CPD-255				
4/27/2026	$ 78,370.08	Sarah Bertis	CostCo Warehouse				
FY2027							
Date Received	**Amount Received**	**Applicant**	**Applicant Project**	**District Project (Account Number)**	**Amount Allocated**	**Amount Spent**	**Amount Remaining**

YTD Received	**$ -**
YTD Interest Earned	**$ 8,066.00**
Balance as of 7/31/2026	**$ 2,396,777.72**
Interest Balance as of 7/31/2026	**$ 298,575.90**

5-Year Findings Report Due
FY2027 (w/in 180D)
FY2032 (w/in 180D)
FY2037 (w/in 180D)
FY2042 (w/in 180D)

Investment Rate Report
July 2026

California CLASS

Investment Name	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
California CLASS	4.41%	4.39%	4.39%	4.35%	4.34%	4.34%	4.32%	4.27%	4.19%
	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26
California CLASS	4.04%	3.88%	3.88%	3.74%	3.70%	3.69%	3.70%	3.70%	3.72%

- Rates are the average monthly rate of return

Ventura County Pool

Investment Name	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Ventura County Pool	4.38%	4.34%	4.28%	4.31%	4.23%	4.21%	4.23%	4.23%	4.18%
	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26
Ventura County Pool	4.17%	4.01%	3.94%	4.03%	3.85%	3.84%	3.82%	3.83%	3.81%

Local Agency Investment Fund (LAIF)

Investment Name	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Local Agency Investment Fund (LAIF)	4.33%	4.31%	4.28%	4.27%	4.27%	4.26%	4.25%	4.21%	4.15%
	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26
Local Agency Investment Fund (LAIF)	4.10%	4.03%	3.93%	3.87%	3.83%	3.81%	3.81%	3.82%	3.84%

Banc of California

Investment Name	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Banc of California	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%
	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26
Banc of California	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%

Pleasant Valley Recreation and Park District
Quarterly Investment Report

Name Of Account	Fiscal Year 2025/2026															
				Total 1ST Qtr. Of 2025/2026				Total 2ND Qtr. Of 2025/2026				Total 3RD Qtr. Of 2025/2026				Total 4TH Qtr. Of 2025/2026	Total 2025/2026 Interest
	Jul-25	Aug-25	Sep-25		Oct-25	Nov-25	Dec-25		Jan-25	Feb-25	Mar-25		Apr-25	May-25	Jun-25		
LAIF Capital (70) #1301			$ 34,769.14	**$ 34,769.14**			$ 34,022.18	**$ 34,022.18**			$ 31,864.97	**$ 31,864.97**			$ 32,053.00	**$ 32,053.00**	**$ 132,709.29**
Ventura County Pool (Restricted -0241) Quimby (30) #1205			$ 30,351.54	**$ 30,351.54**			$ 29,625.02	**$ 29,625.02**			$ 28,318.94	**$ 28,318.94**			$ 27,938.94	**$ 27,938.94**	**$ 116,234.44**
Banc of California																	
457 Pension (10) #1304	$ 0.11	$ 0.12	$ 0.11	**$ 0.34**	$ 0.12	$ 0.11	$ 0.12	**$ 0.35**	$ 0.11	$ 0.11	$ 0.12	**$ 0.34**	$ 0.11	$ 0.12	$ -	**$ 0.23**	**$ 1.26**
Contingency (10) #1106	$ 4.66	$ 4.66	$ 4.51	**$ 13.83**	$ 4.66	$ 4.51	$ 4.66	**$ 13.83**	$ 4.67	$ 4.21	$ 25.19	**$ 34.07**	$ 33.84	$ 34.98	$ 33.86	**$ 102.68**	**$ 164.41**
Debt Service (15) #1107	$ 0.19	$ 0.19	$ 0.19	**$ 0.57**	$ 0.19	$ 0.19	$ 0.19	**$ 0.57**	$ 0.19	$ 0.17	$ 0.19	**$ 0.55**	$ 0.19	$ 0.19	$ -	**$ 0.38**	**$ 2.07**
Assessment (20) #1100	$ 0.76	$ 0.74	$ 0.73	**$ 2.23**	$ 0.74	$ 0.72	$ 0.75	**$ 2.21**	$ 0.75	$ 0.67	$ 2.04	**$ 3.46**	$ 2.52	$ 2.67	$ 2.96	**$ 8.15**	**$ 16.05**
Quimby (30) #1100	$ 119.61	$ 119.60	$ 115.95	**$ 355.16**	$ 120.20	$ 116.31	$ 120.18	**$ 356.69**	$ 120.21	$ 108.66	$ 120.20	**$ 349.07**	$ 116.27	$ 120.18	$ 116.33	**$ 352.78**	**$ 1,413.70**
Capital (70) #1305	$ 0.70	$ 0.70	$ 0.68	**$ 2.08**	$ 0.70	$ 0.68	$ 0.71	**$ 2.09**	$ 0.68	$ 0.60	$ 1.92	**$ 3.20**	$ 2.42	$ 2.50	$ 2.26	**$ 7.18**	**$ 14.55**
California CLASS																	
457 Pension (10) #1304	$ 599.90	$ 599.56	$ 575.17	**$ 1,774.63**	$ 584.80	$ 547.51	$ 544.96	**$ 1,677.27**	$ 533.50	$ 478.24	$ 524.31	**$ 1,536.05**	$ 508.54	$ 527.91	$ 513.36	**$ 1,549.81**	**$ 6,537.76**
Contingency (10) #1106	$ 28,230.76	$ 24,655.33	$ 21,591.22	**$ 74,477.31**	$ 19,770.63	$ 16,841.60	$ 14,264.13	**$ 50,876.36**	$ 22,213.02	$ 21,457.15	$ 22,598.87	**$ 66,269.04**	$ 23,344.62	$ 30,974.67	$ 27,172.99	**$ 81,492.28**	**$ 273,114.99**
Operations Reserves (10) #1110	$ -	$ -	$ -		$ -	$ -	$ -		$ -	$ -	$ -		$ -	$ -	$ 1,260.27		
Compensated Absences (10) #1114	$ -	$ -	$ -		$ -	$ -	$ -		$ -	$ -	$ -		$ -	$ -	$ 227.45		
Debt Service (15) #1107	$ 569.28	$ 568.95	$ 545.81	**$ 1,684.04**	$ 554.95	$ 519.56	$ 517.14	**$ 1,591.65**	$ 2,055.51	$ 1,889.55	$ 2,071.56	**$ 6,016.62**	$ 1,830.34	$ 1,463.65	$ 571.25	**$ 3,865.24**	**$ 13,157.55**
Assessment (20) #1100	$ 5,374.67	$ 5,281.26	$ 4,041.44	**$ 14,697.37**	$ 2,866.66	$ 2,467.34	$ 2,248.34	**$ 7,582.34**	$ 4,386.92	$ 3,836.56	$ 3,958.03	**$ 12,181.51**	$ 4,100.62	$ 5,347.44	$ 5,057.04	**$ 14,505.10**	**$ 48,966.32**
Quimby (30) #1100	$ 13,158.63	$ 12,995.41	$ 12,420.41	**$ 38,574.45**	$ 12,532.19	$ 11,649.86	$ 11,526.18	**$ 35,708.23**	$ 11,241.29	$ 10,019.94	$ 10,876.67	**$ 32,137.90**	$ 10,531.92	$ 10,368.63	$ 10,049.16	**$ 30,949.71**	**$ 137,370.29**
Park Impact Fees (40) 1100	$ 8,066.00	$ 8,069.36	$ 7,765.14	**$ 23,900.50**	$ 7,918.77	$ 7,418.98	$ 7,384.39	**$ 22,722.14**	$ 7,229.10	$ 6,480.36	$ 7,112.55	**$ 20,822.01**	$ 6,941.06	$ 7,442.29	$ 7,227.97	**$ 21,611.32**	**$ 89,055.97**
Capital (70) #1305	$ 7,616.69	$ 7,612.36	$ 7,257.14	**$ 22,486.19**	$ 7,102.98	$ 6,514.67	$ 6,477.18	**$ 20,094.83**	$ 7,847.95	$ 6,710.24	$ 6,734.29	**$ 21,292.48**	$ 6,227.36	$ 6,071.53	$ 5,460.24	**$ 17,759.13**	**$ 81,632.63**
Total	**$ 63,741.96**	**$ 59,908.24**	**$ 119,439.18**	**$ 243,089.38**	**$ 51,457.59**	**$ 46,082.04**	**$ 106,736.13**	**$ 204,275.76**	**$ 55,633.90**	**$ 50,986.46**	**$ 114,209.85**	**$ 220,830.21**	**$ 53,639.81**	**$ 62,356.76**	**$ 117,687.08**	**$ 232,195.93**	**$ 900,391.28**

PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT

TO: **BOARD OF DIRECTORS**

FROM: **MARY OTTEN, GENERAL MANAGER**
By: Justin Kiraly, Assistant General Manager

DATE: **September 2, 2026**

SUBJECT: **FINANCE REPORT JULY 2026**

ANALYSIS OF COMPARATIVE FINANCIALS THROUGH JULY 31, 2026

The District's Statements of Revenues and Expenditures for the period of July 1, 2026, through July 31, 2026, with a year-to-date comparison for the period of July 1, 2025, through July 31, 2025, are attached. The percentage of the fiscal year completed is 8.3% through Period 1 of the current fiscal year. All dollar amounts as presented are rounded to the nearest whole dollar.

REVENUES

Total revenue, including the 1st month ending July 31, 2026, for Fund 10 (General Fund) has an overall decrease of $43,680 in comparison to Fiscal Year 2025-2026. The variance from the prior year includes: 1) decrease in Interest Earnings (5310) of $57,905; 2) decrease in Public Fees (5510-5520) of $14,785, and 3) decrease in Other Misc. Revenue (5575) of $10,050. The Interest decrease is due to the District receiving two and a half years of owed apportionment interest from the County in July of 2025. The decrease in Public Fees is due to the Aquatic Center being closed for 9 days and a slight decrease in Adult Sports and Contract Class participants. The decrease in Other Misc. Revenue is due to a timing delay for the water contribution from PVSD.

There is a budgeted $160,000 of drawdowns from the Designated Projects cash account for multiple projects this year. As those projects are expended, the drawdown will be reflected.

Fund 15, the Debt Service Fund, is funded by inter-fund transfers. There is budgeted $833,788 from Fund 10 and $524,084 from Fund 20. Funds will be transferred when the First Apportionment is received in December.

Total revenue recorded for Fund 20 for July 2026, the Assessment District Fund, was $5,378 in interest earnings and $0 in Assessment Revenue.

Total revenue recorded for Fund 30 for July 2026, the Quimby Fund, was $13,279 in interest. Quimby funds are only collected when new housing developments are subdivided.

Total revenue recorded for Fund 40 for July 2026, the Park Impact Fees Fund, was $8,066 in interest and $0 in Park Impact Fees collected. Park Impact Fees are collected only when certain requirements are met, and additional square footage is added to residential or commercial properties.

Fund 50 Community Development Block Grant has been fully expended and reported. There is nothing further to report.

Fund 60 was established to keep donations made for a specific purpose/project separate from all other funds. There are no funds as of this report.

Fund 70, the Capital Projects Fund, is primarily funded by inter-fund transfers. There is a budgeted transfer of $510,000 from Fund 10. Funds will be transferred when the First Apportionment is received in December. There was also $7,617 in Interest Earnings this month.

EXPENDITURES

Fund 10 Personnel Expenditures: Adjusting for the Unfunded Liability payment to CalPERS (6170) of $600,731, there is a year-over-year decrease in salaries and benefits of $5,913. This decrease is due to staff turnover of employees with a long length of service.

Fund 10 Service and Supply Expenditures show a decrease of $394,907 in comparison to the same period last year.

This decrease is due to the timing of the payment for Insurance Liability (6410) being off by a month. Adjusting for the timing discrepancy, Services and Supplies expenditures show an increase of $16,828 compared to this point last year. This includes an increase in Business Services (7180) of $14,860 due to increased field trips for camp and annual increases in District services used.

There is budgeted $1,360,360 of fund transfers this year, $510,000 to Fund 70 – Capital Projects, and $833,788 to Fund 15 – Debt Service. Funds will be transferred when the First Apportionment is received in December.

Fund 10 Total Expenditures year-to-date are $370,407 less than compared to this point last year.

Fund 15 Total Expenditures year-to-date are $0. There is budgeted $524,084 of fund transfers this year to Fund 15 – Debt Service. Funds will be transferred when the First Apportionment is received in December.

Fund 20 Total Expenditures year-to-date are $0.

Fund 30 has no spending this month.

Fund 40 has no spending this month.

Fund 70 has total capital expenditures this fiscal year of $37,885 for a new Park Truck in account 8420 – Equip/Facility Replacement.

FISCAL IMPACT

Overall, the financials show the District is under the approved budget for Fund 10 by 91%, Fund 15 by 100%, Fund 20 by 100%, Fund 30 by 100%, Fund 40 by 100%, and Fund 70 by 94%.

RECOMMENDATION

It is recommended that the Board review and approve the Financial Statements for July 31, 2026, for Fund 10, Fund 15, Fund 20, Fund 30, Fund 40, and Fund 70.

ATTACHMENTS

1) Financial Statement of Revenue and Expenditures as of July 31, 2026, Fund 10 (2 pages)
2) Financial Statement of Revenue and Expenditures as of July 31, 2026, Fund 15 (1 page)
3) Financial Statement of Revenue and Expenditures as of July 31, 2026, Fund 20 (1 page)
4) Financial Statement of Revenue and Expenditures as of July 31, 2026, Fund 30 (1 page)
5) Financial Statement of Revenue and Expenditures as of July 31, 2026, Fund 40 (1 page)
6) Financial Statement of Revenue and Expenditures as of July 31, 2026, Fund 70 (1 page)

General Ledger
10 - General Fund
July 2026 8.3%

Account-Description	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue						
5110-5230 Tax Apportionment	$ -	$ -	$ -	$ 9,684,615.00	$ 9,684,615.00	0%
5310 - Interest Earnings	$ 28,865.65	$ 86,771.03	$ 28,865.65	$ 210,000.00	$ 181,134.35	14%
5505 - Facility Cleaning Fee	$ 4,642.56	$ -	$ 4,642.56	$ -	$ (4,642.56)	-
5506 - Park Patrol Citations	$ -	$ 184.00	$ -	$ 4,000.00	$ 4,000.00	0%
5508 - Bingo - Primary Revenue	$ -	$ -	$ -	$ 3,600.00	$ 3,600.00	0%
5510 - Contract Classes-Public Fees	$ 20,221.97	$ 25,512.88	$ 20,221.97	$ 246,825.00	$ 226,603.03	8%
5511 - Public Fees	$ 117,680.62	$ 126,770.43	$ 117,680.62	$ 367,410.00	$ 249,729.38	32%
5520 - Public Fees-Entry Fees	$ 3,569.00	$ 3,973.00	$ 3,569.00	$ 47,240.00	$ 43,671.00	8%
5525 - Vending Concessions	$ -	$ -	$ -	$ 1,100.00	$ 1,100.00	0%
5530 - Rental	$ 71,422.18	$ 59,193.44	$ 71,422.18	$ 787,989.00	$ 716,566.82	9%
5535 - Cell Tower Revenue	$ 14,692.61	$ 10,369.23	$ 14,692.61	$ 174,182.00	$ 159,489.39	8%
5540 - Parking Fees	$ 2,994.89	$ 2,645.13	$ 2,994.89	$ 25,000.00	$ 22,005.11	12%
5551 - EV Charging Fees	$ 1,098.17	$ -	$ 1,098.17	$ 12,000.00	$ 10,901.83	9%
5555 - Advertising Revenue	$ -	$ -	$ -	$ 6,000.00	$ 6,000.00	0%
5558 - Sponsorships/Donations	$ -	$ -	$ -	$ 10,000.00	$ 10,000.00	0%
5561 - Special Event	$ -	$ -	$ -	$ 142,144.00	$ 142,144.00	0%
5563 - Staffing Cost Recovery	$ 46.00	$ 3,141.50	$ 46.00	$ 46,245.00	$ 46,199.00	0%
5564 - Special Event Permits	$ 100.00	$ -	$ 100.00	$ -	$ (100.00)	-
5566 - Security Services - Recovery	$ -	$ 1,200.00	$ -	$ 8,240.00	$ 8,240.00	0%
5570 - Contributions	$ 11.00	$ 20.00	$ 11.00	$ -	$ (11.00)	-
5574 - Rebates Received	$ -	$ -	$ -	$ 183,000.00	$ 183,000.00	
5575 - Other Misc Revenue	$ 4,450.00	$ 14,500.00	$ 4,450.00	$ 44,500.00	$ 40,050.00	10%
5576 - Restricted Donations	$ 210.94	$ -	$ 210.94	$ -	$ (210.94)	-
5578 - Scholarship Donation	$ 5,000.00	$ -	$ 5,000.00	$ -	$ (5,000.00)	-
5585 - Incentive Income	$ -	$ -	$ -	$ 2,360.00	$ 2,360.00	0%
5600 - Reimbursement - ROPS	$ 182,668.11	$ 167,072.77	$ 182,668.11	$ 615,000.00	$ 432,331.89	30%
Revenue	$ 457,673.70	$ 501,353.41	$ 457,673.70	$ 12,621,450.00	$ 12,163,776.30	4%
YTD Comparison			$ (43,679.71)			
1111-Designated Projects Drawdown	$ -	$ -	$ -	$ 160,000.00	$ 160,000.00	0%
Drawdown	$ -	$ -	$ -	$ 160,000.00	$ 160,000.00	0%
YTD Comparison			$ -			
Personnel	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	-
6100 - Full Time Salaries	$ 230,965.44	$ 231,170.55	$ 230,965.44	$ 3,593,646.00	$ 3,362,680.56	6%
6101 - Overtime Salaries	$ 1,213.87	$ 1,085.40	$ 1,213.87	$ 21,500.00	$ 20,286.13	6%
6105 - Car Allowance	$ 461.52	$ 461.52	$ 461.52	$ 6,000.00	$ 5,538.48	8%
6108 - Cell Phone Allowance	$ 1,388.00	$ 1,346.00	$ 1,388.00	$ 18,979.00	$ 17,591.00	7%
6110 - Part-Time Salaries	$ 67,606.23	$ 73,153.20	$ 67,606.23	$ 570,710.00	$ 503,103.77	12%
6120 - Retirement	$ 43,849.45	$ 43,187.81	$ 43,849.45	$ 658,443.00	$ 614,593.55	7%
6121 - 457 Pension	$ 6,473.18	$ 6,473.18	$ 6,473.18	$ 10,000.00	$ 3,526.82	65%
6125 - Deferred Compensation	$ 360.80	$ 380.18	$ 360.80	$ 6,600.00	$ 6,239.20	5%
6130 - Employee Insurance	$ 15,142.99	$ 16,205.58	$ 15,142.99	$ 473,221.00	$ 458,078.01	3%
6131 - Med Ins.- Retirees	$ 1,523.33	$ 1,462.59	$ 1,523.33	$ 19,740.00	$ 18,216.67	8%
6140 - Workers Compensation	$ 14,526.32	$ 14,498.06	$ 14,526.32	$ 218,446.00	$ 203,919.68	7%
6150 - Unemployment Insurance	$ -	$ -	$ -	$ 10,000.00	$ 10,000.00	0%
6170 - PERS Unfunded Liability	$ 600,731.00	$ 570,318.00	$ 600,731.00	$ 663,504.00	$ 62,773.00	91%
Personnel	$ 984,242.13	$ 959,742.07	$ 984,242.13	$ 6,270,789.00	$ 5,286,546.87	16%
YTD Comparison			$ 24,500.06			
Services and Supplies	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	-
6210 - Telephone/Internet	$ 1,051.90	$ 1,909.34	$ 1,051.90	$ 17,584.00	$ 16,532.10	6%
6220 - IT Services	$ 4,585.20	$ 8,579.34	$ 4,585.20	$ 90,430.00	$ 85,844.80	5%
6230 - IT Hardware	$ -	$ -	$ -	$ 5,900.00	$ 5,900.00	0%
6240 - Software Services	$ 4,600.00	$ 3,684.00	$ 4,600.00	$ 45,696.00	$ 41,096.00	10%
6310 - Pool Chemicals	$ 121.61	$ -	$ 121.61	$ 7,500.00	$ 7,378.39	2%
6320 - Janitorial Supplies	$ -	$ 6,222.64	$ -	$ 76,200.00	$ 76,200.00	0%
6330 - Kitchen Supplies	$ -	$ -	$ -	$ 920.00	$ 920.00	0%
6340 - Food Supplies	$ -	$ (64.62)	$ -	$ 6,924.00	$ 6,924.00	0%
6350 - Water Maint & Service	$ 104.35	$ 36.77	$ 104.35	$ 1,355.00	$ 1,250.65	8%
6360 - Laundry/Wash Service	$ -	$ -	$ -	$ 1,615.00	$ 1,615.00	0%
6380 - Medical Supplies	$ -	$ 63.53	$ -	$ 700.00	$ 700.00	0%
6410 - Insurance Liability	$ -	$ 411,735.00	$ -	$ 473,495.00	$ 473,495.00	0%
6500 - Equipment Maintenance	$ -	$ -	$ -	$ 2,500.00	$ 2,500.00	0%
6510 - Fuel	$ -	$ -	$ -	$ 64,038.00	$ 64,038.00	0%
6520 - Vehicle Maintenance	$ 168.38	$ 1,345.77	$ 168.38	$ 46,620.00	$ 46,451.62	0%
6610 - Building Repair	$ 284.31	$ 359.71	$ 284.31	$ 79,779.00	$ 79,494.69	0%
6620 - HVAC Maintenance/Repairs	$ -	$ -	$ -	$ 9,000.00	$ 9,000.00	0%
6630 - Playground Maintenance	$ -	$ -	$ -	$ 35,000.00	$ 35,000.00	0%
6650 - Deferred Maintenance	$ -	$ -	$ -	$ 160,000.00	$ 160,000.00	0%
6710 - Grounds Maintenance	$ 1,450.00	$ 122.21	$ 1,450.00	$ 362,088.00	$ 360,638.00	0%
6730 - Contracted Pest Control	$ -	$ -	$ -	$ 7,400.00	$ 7,400.00	0%
6740 - Rubbish & Refuse	$ -	$ -	$ -	$ 102,082.00	$ 102,082.00	0%
6750 - Vandalism/Theft	$ -	$ -	$ -	$ 1,500.00	$ 1,500.00	0%
6810 - Memberships	$ 4,750.00	$ 6,205.00	$ 4,750.00	$ 17,765.00	$ 13,015.00	27%

6910 - Office Supplies	$	-	$	-	$	-	$	31,554.00	$	31,554.00		0%
6920 - Postage Expense	$	7,997.25	$	7,217.42	$	7,997.25	$	25,075.00	$	17,077.75		32%
6930 - Advertising Expense	$	-	$	-	$	-	$	9,945.00	$	9,945.00		0%
6940 - Printing Charges	$	573.19	$	573.19	$	573.19	$	12,820.00	$	12,246.81		4%
6950 - Bank & Registration Fees	$	1,618.81	$	54.84	$	1,618.81	$	48,920.00	$	47,301.19		3%
6960 - Approp Redev/Collection Fees	$	-	$	-	$	-	$	1,082,687.00	$	1,082,687.00		0%
6980 - Minor Furn Fixture & Equip	$	-	$	-	$	-	$	9,337.00	$	9,337.00		0%
7010 - Fingerprint Fees (HR)	$	-	$	-	$	-	$	3,360.00	$	3,360.00		0%
7020 - Fire & Safety Insp Fees	$	-	$	-	$	-	$	6,650.00	$	6,650.00		0%
7030 - Permit & Licensing Fees	$	390.00	$	-	$	390.00	$	9,208.00	$	8,818.00		4%
7100 - Professional Services	$	20,695.80	$	19,906.88	$	20,695.80	$	174,156.00	$	153,460.20		12%
7110 - Legal Services	$	-	$	-	$	-	$	96,000.00	$	96,000.00		0%
7115 - Typeset and Print Services	$	-	$	-	$	-	$	37,400.00	$	37,400.00		0%
7120 - Instructor Services	$	-	$	253.50	$	-	$	160,323.00	$	160,323.00		0%
7121 - Scholarships	$	-	$	-	$	-	$	5,000.00	$	5,000.00		0%
7125 - PERS Admin Fees	$	41.88	$	126.32	$	41.88	$	2,200.00	$	2,158.12		2%
7130 - Audit Services	$	3,280.00	$	-	$	3,280.00	$	16,825.00	$	13,545.00		19%
7140 - Medical & Health Srvcs	$	-	$	-	$	-	$	9,545.00	$	9,545.00		0%
7150 - Security Services	$	-	$	330.00	$	-	$	9,217.00	$	9,217.00		0%
7160 - Entertainment Services	$	-	$	-	$	-	$	5,250.00	$	5,250.00		0%
7180 - Business Services	$	71,332.45	$	56,472.64	$	71,332.45	$	217,626.00	$	146,293.55		33%
7190 - Umpire/Referee Services	$	-	$	-	$	-	$	3,330.00	$	3,330.00		0%
7210 - Subscriptions	$	-	$	-	$	-	$	3,010.00	$	3,010.00		0%
7310 - Rents & Leases - Equip	$	2,762.73	$	-	$	2,762.73	$	37,325.00	$	34,562.27		7%
7320 - Bldg/Field Leases & Rental	$	-	$	-	$	-	$	9,180.00	$	9,180.00		0%
7410 - Division Supplies	$	-	$	112.30	$	-	$	41,600.00	$	41,600.00		0%
7440 - Sporting Goods	$	-	$	-	$	-	$	10,380.00	$	10,380.00		0%
7450 - Arts and Craft Supplies	$	-	$	-	$	-	$	1,800.00	$	1,800.00		0%
7460 - Training Supplies	$	-	$	-	$	-	$	4,675.00	$	4,675.00		0%
7500 - Small Tools	$	-	$	-	$	-	$	7,000.00	$	7,000.00		0%
7510 - Safety Supplies	$	-	$	(85.78)	$	-	$	3,575.00	$	3,575.00		0%
7610 - Uniform Allowance	$	250.00	$	432.49	$	250.00	$	21,012.00	$	20,762.00		1%
7620 - Safety Clothing	$	-	$	-	$	-	$	1,200.00	$	1,200.00		0%
7710 - Conference&Seminar Staff	$	-	$	-	$	-	$	26,313.00	$	26,313.00		0%
7715 - Conference&Seminar Board	$	-	$	-	$	-	$	3,175.00	$	3,175.00		0%
7720 - Conference&Seminar Travel Exp	$	-	$	-	$	-	$	13,445.00	$	13,445.00		0%
7725 - Out of Town Travel Board	$	-	$	-	$	-	$	3,615.00	$	3,615.00		0%
7730 - Private Vehicle Mileage	$	34.15	$	-	$	34.15	$	1,520.00	$	1,485.85		2%
7750 - Buses/Excursions	$	-	$	-	$	-	$	12,000.00	$	12,000.00		0%
7760 - Tuition/Book Reimbursement	$	-	$	-	$	-	$	4,000.00	$	4,000.00		0%
7810 - Utilities - Gas	$	-	$	-	$	-	$	54,180.00	$	54,180.00		0%
7820 - Utilities - Water	$	-	$	-	$	-	$	1,068,790.00	$	1,068,790.00		0%
7830 - Utilities - Electric	$	4,755.77	$	162.02	$	4,755.77	$	198,500.00	$	193,744.23		2%
7840 - Airport Assessment Exp	$	-	$	-	$	-	$	14,000.00	$	14,000.00		0%
7910 - Awards and Certificates	$	-	$	-	$	-	$	16,070.00	$	16,070.00		0%
7920 - Meals for Staff Training	$	-	$	-	$	-	$	3,000.00	$	3,000.00		0%
7930 - Employee Morale	$	-	$	-	$	-	$	5,500.00	$	5,500.00		0%
Services and Supplies	$	130,847.78	$	525,754.51	$	130,847.78	$	5,157,384.00	$	5,026,536.22		3%
YTD Comparison					$	(394,906.73)						
Total Expenses	$	1,115,089.91	$	1,485,496.58	$	1,115,089.91	$	11,428,173.00	$	10,313,083.09		10%
YTD Comparison					$	(370,406.67)						
Interfund Transfers Out												
Capital Fund 70 Transfer Out	$	-	$	-	$	-	$	510,000.00	$	510,000.00		0%
Debt Service Fund 15 Transfer Out	$	-	$	-	$	-	$	833,788.00	$	833,788.00		0%
Interfund Transfers Out	$	-	$	-	$	-	$	1,343,788.00	$	1,343,788.00		0%
YTD Comparison					$	-						
Revenue plus Drawdown Total	$	457,673.70	$	501,353.41	$	457,673.70	$	12,781,450.00	$	12,323,776.30		4%
Expense plus Transfers Out Total	$	1,115,089.91	$	1,485,496.58	$	1,115,089.91	$	12,771,961.00	$	11,656,871.09		9%
YTD Revenue-Expenses			$	(984,143.17)	$	(657,416.21)						
YTD Comparison					$	326,726.96						

General Ledger
15 - Debt Services
July 2026 8.3%

Account-Description	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Interfund Transfers In						
General Fund 10 Transfer	$ -	$ -	$ -	$ 833,788.00	$ -	0%
Assessment Fund 15 Transfer	$ -	$ -	$ -	$ 524,084.00	$ -	0%
Interfund Transfers In	$ -	$ -	$ -	$ 1,357,872.00	$ -	0%
YTD Comparison			$ -			
Services and Supplies	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**-**
7950 - COP Debt - PV Fields	$ -	$ -	$ -	$ 752,769.00	$ 752,769.00	0%
7951 - ELPA Energy Services Project	$ -	$ -	$ -	$ 605,103.00	$ 605,103.00	0%
Services and Supplies	$ -	$ -	$ -	$ 1,357,872.00	$ 1,357,872.00	0%
YTD Comparison			$ -			
Total Expenses	$ -	$ -	$ -	$ 1,357,872.00	$ 1,357,872.00	0%
YTD Comparison			$ -			
Revenue plus Transfers In Total	$ -	$ -	$ -	$ 1,357,872.00	$ -	0%
Expenses Total	$ -	$ -	$ -	$ 1,357,872.00	$ 1,357,872.00	0%
YTD Revenue-Expenses		$ -	$ -			
YTD Comparison			$ -			

General Ledger
20 - Assessment Fund
July 2026 8.3%

Account-Description	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue						
	$ -	$ -	$ -	$ -	$ -	-
5310 - Interest Earnings	$ 5,377.73	$ 15,203.48	$ 5,377.73	$ 25,000.00	$ 19,622.27	22%
5500 - Assessment Revenue	$ -	$ -	$ -	$ 1,435,332.00	$ 1,435,332.00	0%
Revenue	$ 5,377.73	$ 15,203.48	$ 5,377.73	$ 1,460,332.00	$ 1,454,954.27	0%
YTD Comparison			$ (9,825.75)			
Services and Supplies	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**-**
6709 - Incidental Costs - Assess	$ -	$ -	$ -	$ 19,444.00	$ 19,444.00	0%
6710 - Grounds Maintenance	$ -	$ -	$ -	$ 78,294.00	$ 78,294.00	0%
6719 - Tree Care	$ -	$ -	$ -	$ 160,000.00	$ 160,000.00	0%
6720 - Contracted LS Services	$ -	$ -	$ -	$ 618,416.00	$ 618,416.00	0%
6722 - Park Amenities - Assess	$ -	$ -	$ -	$ 44,000.00	$ 44,000.00	0%
6960 - Approp Redev/Collection Fees	$ -	$ -	$ -	$ 10,000.00	$ 10,000.00	0%
Services and Supplies	$ -	$ -	$ -	$ 930,154.00	$ 930,154.00	0%
YTD Comparison			$ -			
Total Expenses	$ -	$ -	$ -	$ 930,154.00	$ 930,154.00	0%
YTD Comparison			$ -			
Interfund Transfers Out						
Debt Service Fund 15 Transfer Out	$ -	$ -	$ -	$ 524,084.00	$ 524,084.00	0%
Interfund Transfers Out	$ -	$ -	$ -	$ 524,084.00	$ 524,084.00	0%
YTD Comparison			$ -			
Revenue Total	$ 5,377.73	$ 15,203.48	$ 5,377.73	$ 1,460,332.00	$ 1,454,954.27	0%
Expense plus Transfers Out Total	$ -	$ -	$ -	$ 1,454,238.00	$ 1,454,238.00	0%
YTD Revenue-Expenses-Transfers Out		$ 15,203.48	$ 5,377.73			
YTD Comparison			$ (9,825.75)			

General Ledger
30 - Park Dedication Fund
July 2026 8.3%

Account-Description	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue						
	$ -	$ -	$ -	$ -	$ -	-
5310 - Interest Earnings	$ 13,278.87	$ 13,278.24	$ 13,278.87	$ 100,000.00	$ 86,721.13	13%
Revenue	$ 13,278.87	$ 13,278.24	$ 13,278.87	$ 100,000.00	$ 86,721.13	13%
YTD Comparison			$ 0.63			
Capital	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**-**
8493 - Pickleball Sports Complex	$ -	$ -	$ -	$ 425,000.00	$ 425,000.00	0%
8504 - Multi-Generation Center	$ -	$ -	$ -	$ 1,000,000.00	$ 1,000,000.00	0%
8513 - Community Ctr/Classroom Enhanc	$ -	$ -	$ -	$ 37,729.00	$ 37,729.00	0%
8529 - Freedom Park ADA Bathroom	$ -	$ -	$ -	$ 450,000.00	$ 450,000.00	0%
8538 - Dos Caminos Refurbishment	$ -	$ -	$ -	$ 100,000.00	$ 100,000.00	0%
8543 - Nature Center Overhaul	$ -	$ -	$ -	$ 350,000.00	$ 350,000.00	0%
Capital	$ -	$ -	$ -	$ 2,362,729.00	$ 2,362,729.00	0%
YTD Comparison			$ -			
Total Expenses	$ -	$ -	$ -	$ 2,362,729.00	$ 2,362,729.00	0%
YTD Comparison			$ -			
Revenue Total	$ 13,278.87	$ 13,278.24	$ 13,278.87	$ 100,000.00	$ 86,721.13	13%
Expenses Total	$ -	$ -	$ -	$ 2,362,729.00	$ 2,362,729.00	0%
YTD Revenue-Expenses		$ 13,278.24	$ 13,278.87			
YTD Comparison			$ 0.63			

Date Received	Amount	Amount Earmarked	Developer	Amount Expended	Balance	Allocation Date
7/31/2014	$ 615,709.00	$ 720,600.00	AMLI Residential	$ 615,709.00	$ -	7/31/2019
1/31/2015	$ 2,250,489.70	$ 2,250,489.70	Fairfield LLC	$ 2,250,489.70	$ -	1/31/2020
8/8/2016	$ 2,649,209.00	$ 3,200,000.00	Comstock/Elacora Mission Oaks	$ 2,424,063.99	$ 225,145.01	8/8/2021
8/10/2016	$ 474,353.00	$ 629,500.00	KB Homes	$ 436,624.00	$ 37,729.00	8/10/2021
6/7/2018	$ 21,612.25	$ 21,612.25	Crestview	$ 21,612.25	$ -	6/7/2023
6/27/2018	$ -	$ -	Aldersgate Construction	-	$ -	REFUNDED
3/6/2019	$ 35,242.00	$ 70,484.00	Habitat for Humanity	$ -	$ 35,242.00	9/17/2024
9/12/2019	$ -	$ -	Aldersgate Construction	-	$ -	REFUNDED
11/21/2019	$ 1,264,500.00	$ 1,500,000.00	Shea Homes	$ 47,528.10	$ 1,216,971.90	11/21/2024
7/29/2022	$ 2,840,447.45	$ -	Williams Homes	$ -	$ 2,840,447.45	7/29/2027
8/5/2022	$ 347,625.00	$ -	Somis Ranch Phase 1	$ -	$ 347,625.00	8/5/2027
10/20/2022	$ 278,100.00	$ -	Somis Ranch Phase 2	$ -	$ 278,100.00	10/20/2027
3/15/2023	$ 313,508.00	$ -	Barry 60 LP	$ -	$ 313,508.00	3/15/2028
	$ 1,440,679.49	$ -	Interest Account	$ -	$ 1,440,679.49	
Total	**$ 12,531,474.89**	**$ 8,392,685.95**		**$ 5,796,027.04**	**$ 6,735,447.85**	

General Ledger
40 - Park Impact Fees Fund
July 2026 8.3%

Account-Description	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue						
	$ -	$ -	$ -	$ -	$ -	-
5310 - Interest Earnings	$ 8,066.00	$ 8,066.00	$ 8,066.00	$ 40,000.00	$ 31,934.00	20%
5450 - Park Impact Fees	$ -	$ 9,513.80	$ -	$ -	$ -	-
Revenue	$ 8,066.00	$ 17,579.80	$ 8,066.00	$ 40,000.00	$ 31,934.00	20%
YTD Comparison			$ (9,513.80)			
Services and Supplies	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**-**
6951 - Administrative Fee	$ -	$ -	$ -	$ 1,500.00	$ 1,500.00	0%
Services and Supplies	$ -	$ -	$ -	$ 1,500.00	$ 1,500.00	0%
YTD Comparison			$ -			
Capital						
8542 - Bob Kildee Playground Overhaul	$ -	$ -	$ -	$ 250,000.00	$ 250,000.00	0%
Capital	$ -	$ -	$ -	$ 250,000.00	$ 250,000.00	0%
YTD Comparison			$ -			
Total Expenses	$ -	$ -	$ -	$ 251,500.00	$ 251,500.00	0%
YTD Comparison			$ -			
Revenue Total	$ 8,066.00	$ 17,579.80	$ 8,066.00	$ 40,000.00	$ 31,934.00	20%
Expenses Total	$ -	$ -	$ -	$ 251,500.00	$ 251,500.00	0%
YTD Revenue-Expenses		$ 17,579.80	$ 8,066.00			
YTD Comparison			$ (9,513.80)			

General Ledger
70 - Capital Projects Fund
July 2026 8.3%

Account-Description	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue						
	$ -	$ -	$ -	$ -	$ -	-
5310 - Interest Earnings	$ 7,616.69	$ 7,617.39	$ 7,616.69	$ 60,000.00	$ 52,383.31	13%
Revenue	$ 7,616.69	$ 7,617.39	$ 7,616.69	$ 60,000.00	$ 52,383.31	13%
YTD Comparison			$ (0.70)			
Interfund Transfers In						
General Fund 10 Transfer In	$ -	$ -	$ -	$ 510,000.00	$ 510,000.00	0%
Interfund Transfers In	$ -	$ -	$ -	$ 510,000.00	$ 510,000.00	0%
YTD Comparison			$ -			
Capital	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**-**
8420 - Equip/Facility Replacement	$ 37,885.05	$ -	$ 37,885.05	$ 70,000.00	$ 32,114.95	54%
8534 - Freedom Center Refurbishment	$ -	$ -	$ -	$ 90,000.00	$ 90,000.00	0%
8539 - Bob Kildee Tennis Court Resurf	$ -	$ -	$ -	$ 120,000.00	$ 120,000.00	0%
8540 - PVAC Office AC	$ -	$ -	$ -	$ 13,000.00	$ 13,000.00	0%
8541 - SC Office AC	$ -	$ -	$ -	$ 7,000.00	$ 7,000.00	0%
8542 - Bob Kildee Playground Overhaul	$ -	$ -	$ -	$ 300,000.00	$ 300,000.00	0%
Capital	$ 37,885.05	$ -	$ 37,885.05	$ 600,000.00	$ 562,114.95	6%
YTD Comparison			$ 37,885.05			
Total Expenses	$ 37,885.05	$ -	$ 37,885.05	$ 600,000.00	$ 562,114.95	6%
YTD Comparison			$ 37,885.05			
Revenue plus Transfers In Total	$ 7,616.69	$ 7,617.39	$ 7,616.69	$ 570,000.00	$ 562,383.31	1%
Expenses Total	$ 37,885.05	$ -	$ 37,885.05	$ 600,000.00	$ 562,114.95	6%
YTD Revenue-Expenses		$ 7,617.39	$ (30,268.36)			
YTD Comparison			$ (37,885.75)			

PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT

TO: **BOARD OF DIRECTORS**

FROM: **MARY OTTEN, GENERAL MANAGER**
By: Justin Kiraly, Assistant General Manager

DATE: **September 2, 2026**

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

BACKGROUND

On April 4, 2018, the District adopted a Surplus District Property Disposal Policy, which outlines how the District disposes of surplus equipment and office supplies. This policy was updated on June 2, 2021.

ANALYSIS

Special districts such as PVRPD are not required to maintain a surplus property disposal policy. However, due to events within the District it was determined that there was a need to uniformly dispose of surplus personal property owned by the District. In accordance with the Surplus District Property Disposal Policy approved on June 2, 2021, Staff has compiled the attached list for Board review.

FISCAL IMPACT

This action will have no significant fiscal impact on the FY 2026-2027 Budget. A small amount of revenue may be generated if items are successfully sold.

RECOMMENDATION

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

ATTACHMENTS

1) Surplus Supplies and Equipment List (1 page)

Pleasant Valley Recreation and Park District

Surplus Supplies and Equipment List

September 2026

Equipment	Model	Serial or VIN #	Does it work? Y/N	Condition	Date Acquired	Est. Value	Disposed On	Means
2006 Ford F-150 Pickup Vehicle #17		VIN# 1FTRF12266NB62754	Y	Fair	6/21/2006	$2,500.00		

PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT

TO: **BOARD OF DIRECTORS**

FROM: **MARY OTTEN, GENERAL MANAGER**
By: Alison Bohorquez, Administrative Analyst

DATE: **September 2, 2026**

SUBJECT: **CONSIDERATION AND APPROVAL OF FISCAL YEAR 2026 PARK IMPACT FEE ANNUAL REPORT**

BACKGROUND

In 2021, the District established Park Impact Fees through a Park Impact Fee Nexus Study ("Nexus Study") that was prepared pursuant to the "Mitigation Fee Act," as found in Government Code § 66000 et seq. The purpose of the Nexus Study was to establish the legal and policy basis for the imposition of a new park impact fee program on new development not subject to the City of Camarillo ("City") Quimby ordinance. The park impact fee would fund the one-time cost of expanding the District's parks and recreational facilities to meet the impact of new development.

The City of Camarillo adopted Ordinance No. 1180, an ordinance of the City Council of the City of Camarillo, California, adding Chapter 16.52 to the Camarillo Municipal Code to establish park impact fees. Ordinance No. 1180 was adopted on June 23, 2021, and took effect 30 days from the date of adoption.

The following information, entitled "Annual Report," must be made available to the public within 180 days after the last day of each fiscal year:

- a brief description of the type of fee in the account
- the amount of the fee
- the beginning and ending balance of the account
- the fees collected that year, and the interest earned
- an identification of each public improvement for which the fees were expended and the amount of the expenditures for each improvement
- an identification of an approximate date by which development of the improvement will commence if the local agency determines that sufficient funds have been collected to complete financing of an incomplete public improvement
- a description of each inter-fund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, the date on which any loan will be repaid, and the rate of interest to be returned to the account; and the amount of money refunded under section Govt. Code § 66001

The District established the following Park Impact Fee Schedule effective April 1, 2026:

Park Impact Fee Schedule		
Land Use Category	**Unit [1]**	**Park Impact Fee**
Single-Family Housing	DU	$9,513.80
Multi-Family Housing	DU	$6,694.94
Mobile Homes	DU	$5,893.84
Accessory Dwelling Unit	See Note 2	
Retail / Commercial	BSQFT	$0.48
Office	BSQFT	$0.75
Industrial	BSQFT	$0.32

Notes:
[1] DU means dwelling unit; BSQFT means building square feet.
[2] Pursuant to Govt. Code § 65852.2(f)(3)(A), the park impact fee for an accessory dwelling unit shall be imposed proportionately in relation to the square footage of the primary dwelling unit. Accessory dwelling units of less than 750 square feet of living area are exempt.

Beginning balance as of	7/01/2025	$ 2,183,940.13
Fees collected		$ 116,842.76
Interest earned		$ 89,055.97
Project expenditures		$ 0.00
Funds transferred		$ (1,127.14)
Fees refunded		$ 0.00
Ending balance as of	6/30/2026	$ 2,388,711.72

The District did not issue any loans or refunds from this fund. The District transferred 2% of the FY25 fees collected as an administrative fee, totaling $563.57, and paid the City of Camarillo its 2% administrative fee share, also totaling $563.57.

FISCAL IMPACT
There is no anticipated fiscal impact on the District from this recommendation.

STRATEGIC PLAN COMPLIANCE
Meets 2021-2026 Strategic Plan Goal and Strategy:

- 1.3: Identify additional sources of revenue to reduce the reliance on property tax.

RECOMMENDATION
Staff is recommending that the Board of Directors review and file the published annual report.

ATTACHMENT

1) PVRPD Park Impact Fee Report FY 2026 (2 pages)

Pleasant Valley Recreation and Park District

Mitigation Fee – Annual Report

Fiscal Year Ending June 30, 2026

Government Code Section 66006 provides that a local agency that requires the payment of development fees shall prepare an annual and five-year report detailing the status of those fees. The annual report must be made available to the public within 180 days from the end of the fiscal year. The Board of Directors must review the report at the next regularly scheduled public meeting that falls at least fifteen (15) days after the information is made available to the public.

Pursuant to Government Code Section 66006(b)(1) the following information must be made available to the public:

1. Provide a brief description of the type of fee in the account or fund.

   Park Impact Fee: The fees are used to mitigate or help pay for the construction or needed expansion of off-site Parks and Recreation facilities due to the impact of new development.

2. List the amount of the fee:

Park Impact Fee Schedule As of April 1, 2026		
Land Use Category	**Unit [1]**	**Park Impact Fee**
Single-Family Housing	DU	$9,513.80
Multi-Family Housing	DU	$6,694.94
Mobile Homes	DU	$5,893.84
Accessory Dwelling Unit	See Note 2	
Retail / Commercial	BSQFT	$0.48
Office	BSQFT	$0.75
Industrial	BSQFT	$0.32
Notes: [1] DU means dwelling unit; BSQFT means building square feet. [2] Pursuant to Govt. Code § 65852.2(f)(3)(A), the park impact fee for an accessory dwelling unit shall be imposed proportionately in relation to the square footage of the primary dwelling unit. Accessory dwelling units less than 750 square feet of living area are exempt.		

3. List the beginning and ending balance of the account or fund:

Beginning balance as of 6/30/2025:	**$**	**2,183,940.13**
Ending balance as of 6/30/2026:	**$**	**2,388,711.72**

4. List the amount of the fees collected and the interest earned:

Fees Collected 7/1/2025 through 6/30/2026	**$**	**116,842.76**
Interest Earned 7/1/2025 through 6/30/2026	**$**	**89,055.97**

5. Provide an identification of each public improvement for which fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with the fees.

District did not execute any new construction or improvement projects which would be covered by the collected fees.

6. Provide an identification of an approximate date by which the construction of the public improvements will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement, and the public improvement remains incomplete.

District did not execute any new construction or improvement projects which would be covered by the collected fees.

7. Provide a description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended and, in the case of an interfund loan, the date on which the loan will be repaid, and the rate of interest that the account or fund will receive on the loan.

District did not issue any loans from this fund. District transferred 4% of total collected fees as Administrative Costs as per the City Ordinance, 2% to the City of Camarillo and 2% to the District, $563.57 each, for a total outlay of $1,127.14

8. Provide the amount of any refunds made from surplus fees and the amount of any allocations made pursuant to subdivision (f) of Section 66001. Subdivision (f) of Section 66001 requires reallocation of surplus fees where the administrative costs of refunding the fees exceeds the amount to be refunded.

District did not make any refunds from surplus fees or allocations pursuant to Government Code Section 66001(f).

PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT

TO: **BOARD OF DIRECTORS**

FROM: **MARY OTTEN, GENERAL MANAGER**
By: Matthew Parker, Park Services Manager

DATE: **September 2, 2026**

SUBJECT: **CONSIDERATION AND APPROVAL TO EXTEND THE AGREEMENT WITH EXECUTIVE FACILITIES SERVICES, INC. FOR CUSTODIAL MAINTENANCE SERVICES AT PLEASANT VALLEY FIELDS SPORTS COMPLEX THROUGH SEPTEMBER 30, 2027**

BACKGROUND

In 2023, the District entered into an agreement with Executive Facilities Services, Inc. (EFS, Inc.) to provide custodial maintenance services at Pleasant Valley Fields Sports Complex. The agreement was established following a competitive Request for Proposals process and was approved by the Board of Directors for an initial three (3) year term beginning October 1, 2023.

Pleasant Valley Fields is the District's premier sports facility and includes three (3) restrooms, one (1) reservable meeting room, a snack bar, playground, picnic areas, and other amenities supporting a high volume of recreational and tournament activities. Due to the facility's size and level of use, consistent custodial services are necessary to maintain restroom cleanliness, public amenities, and an appropriate standard of service for park users.

The original agreement was structured to allow for two (2) additional one (1) year extensions upon mutual agreement between the District and EFS, Inc. The initial three-year term will expire on September 30, 2026. Staff recommends exercising the first available one-year extension for the contract period of October 1, 2026, through September 30, 2027.

ANALYSIS

EFS, Inc. has provided custodial maintenance services at Pleasant Valley Fields since October 2023. The agreement utilizes an hourly billing structure, with the District paying only for actual hours of service performed. This arrangement provides the District with flexibility to adjust staffing based on facility use, tournament schedules, special events, and other operational needs.

The current service arrangement has provided reliable custodial coverage and has reduced the operational burden on District maintenance staff. Maintaining a dedicated outside custodial provider also allows District staff to focus on park grounds, irrigation, facility maintenance, and other operational responsibilities at the District's 27, soon-to-be 28 other parks.

The original agreement provides for a three percent (3%) annual escalation in hourly rates. Based on the terms of the agreement, the first one-year extension for October 1, 2026, through September 30, 2027, would have a maximum contract amount of **$142,055**.

Staff recommends extending the agreement with EFS, Inc. for one additional year to maintain continuity of custodial services at Pleasant Valley Fields. Extending the agreement will:

- Maintain uninterrupted custodial services at Pleasant Valley Fields.
- Support restroom cleanliness and maintenance of public amenities at the 55-acre sports complex.
- Provide reliable staffing during tournaments, weekends, and other periods of high facility use.
- Reduce the operational burden on District maintenance staff.
- Avoid the potential disruption and administrative costs associated with soliciting a new custodial services contract.
- Continue a service arrangement that has met the District's operational needs.

A one-year extension will allow the District to continue evaluating the effectiveness and cost of the service while retaining the option to determine whether to exercise the remaining one-year extension at the conclusion of the proposed term.

FISCAL IMPACT

The proposed one-year contract extension is for an amount not-to-exceed $142,055 for the period of October 1, 2026, through September 30, 2027. The contract utilizes an hourly billing structure, and the District will only be invoiced for actual hours of service performed. Therefore, actual expenditures may be less than the not-to-exceed amount.

Funding for custodial maintenance services is included in the District's Fund 20 budget for Pleasant Valley Fields.

STRATEGIC PLAN COMPLIANCE

Meets 2021-2026 Strategic Plan Goal and Strategy

- 1.1: Review costs, revenues, and subsidies for program and rentals.

RECOMMENDATION

It is recommended that the Board of Directors approve and authorize the General Manager to execute an amendment to extend the agreement with Executive Facilities Services, Inc. for custodial maintenance services at Pleasant Valley Fields Sports Complex for one (1) year, from October 1, 2026, through September 30, 2027, in an amount not-to-exceed $142,055.

ATTACHMENTS

1) Executive Facilities Services, Inc. – Original Agreement (186 pages)
2) First Amendment to Agreement (2 pages)

PLEASANT VALLEY
RECREATION AND PARK DISTRICT
CONTRACT SERVICES AGREEMENT FOR
CUSTODIAL SERVICES AT PLEASANT VALLEY FIELDS

This Contract Services Agreement ('Agreement") is made and entered into this 6th day of September, 2023, by and between the Pleasant Valley Recreation and Park District, a municipal corporation ("District"), and Executive Facilities Services, Inc. ("Contractor"). The term Contractor includes professionals performing in a consulting capacity. The parties hereto agree as follows:

1. SERVICES OF CONTRACTOR

1.1 **Scope of Services:** In compliance with all terms and conditions of this Agreement, Contractor shall provide the work and services specified in the "Scope of Services" attached hereto as Exhibit "A" and incorporated herein by this reference. Contractor warrants that all work or services set forth in the Scope of Services will be performed in a competent, professional, and satisfactory manner.

1.2 **Contractor's Proposal:** The Scope of Services shall include the Contractor's proposal or bid which shall be incorporated herein by this reference as though fully set forth herein. In the event of any inconsistency between the terms of such proposal and this Agreement, the terms of this Agreement shall govern.

1.3 **Compliance with Law:** All work and services rendered hereunder shall be provided in accordance with all ordinances, resolutions, statutes, rules, and regulations of the District and any Federal, State, or local governmental agency having jurisdiction. The Contractor further agrees that it is solely responsible for reviewing and ensuring compliance with all applicable public health rules, regulations, orders, and/or guidance in effect at the time service, but not limited to, physical distancing, use of appropriate sanitation practices, etc.

1.4 **Licenses, Permits, Fees and Assessments:** Contractor 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. Contractor 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 Contractor'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.

1.5 **Familiarity with Work:** By executing this Agreement, Contractor warrants that Contractor (a) has thoroughly investigated and considered the scope of services to be performed, (b) has carefully considered how the work and services should be performed, and (s) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement.

1.6 **Additional Services:** District shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the scope of services or make changes by altering,

adding to, or deducting from said work. Contractor may have to respond to unscheduled or emergency work during or after regular business hours. This work shall be performed on a time and materials basis in accordance with the costs listed in *Exhibit* "C." No such extra work may be undertaken unless a written order is first given by the Contract Officer to the Contractor, incorporating therein any adjustment in (i) the Contract Sum, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of the Contractor. Any increase in compensation of up to five percent (5%) of the Contract Sum or $25,000, whichever is less, may be approved by the Contract Officer. Any greater increases, taken either separately or cumulatively must be approved by the District Board. It is expressly understood by Contractor that the provisions of this Section shall not apply to services specifically set forth in the Scope of Services or reasonably contemplated therein. Contractor hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be costlier or time consuming than Contractor anticipates and that Contractor shall not be entitled to additional compensation, therefore.

1.7 **Special Requirements:** Additional terms and conditions of this Agreement, if any, which are made a part hereof are set forth in the "Special Requirements" attached thereto as *"Exhibit B"* and incorporated herein by this reference. In the event of a conflict between the provisions of "*Exhibit B*" and any other provisions of this Agreement, the provisions of *"Exhibit B"* shall govern.

1.8 **Environmental Laws:** Contractor shall comply with all applicable environmental laws, ordinances, codes, and regulations of Federal, State, and local governments. Contractor shall also comply with all applicable mandatory standards and policies relating to energy efficiency.

2. COMPENSATION

2.1 **Contract Sum:** For the services rendered pursuant to this Agreement, Contractor shall be compensated in accordance with the "Schedule of Compensation" attached hereto as "*Exhibit C"* and incorporated herein by this reference, but not exceeding the maximum contract amount of six hundred ninety thousand one hundred eighty eight dollars and no cents ($690,188.00) ("Contract Sum", except as provided in Section 1.6. The method of compensation may include: (i) a lump sum payment upon completion, (ii) payment in accordance with the percentage of completion of the services, (iii) payment for time and materials based upon the Contractor's rates as specified in the Schedule of Compensation, but not exceeding the Contract Sum or, (iv) such other methods as may be specified in the Schedule of Compensation. Compensation may include reimbursement for actual and necessary expenditures approved by the Contract Officer in advance if specified in the Schedule of Compensation. The Contract Sum shall include the attendance of Contractor at all project meetings reasonably deemed necessary by the District.

Contractor agrees that if Contractor becomes aware of any facts, circumstances, techniques, or events that may or will materially increase or decrease the cost of the work or services or, if Contractor is providing design services, the cost of the project being designed, Contractor shall promptly notify the Contract Officer of said

fact, circumstance, technique or event and the estimated increased or decreased cost related thereto and, if Contractor is providing design services, the estimated increased or decreased cost estimate for the project being designed.

2.2 **Method of Payment:** Unless some other method of payment is specified in the Schedule of Compensation, in any month in which Contractor wishes to receive payment, no later than the first (1st) working day of such month, Contractor shall submit to the District, in a form approved by the District's Administrative Services Manager, an invoice for services rendered prior to the date of the invoice. The Parks Services Manager is then responsible for attaching verification of required monthly inspection report for any payment to be processed. Except as provided in Section 7.2, District shall pay Contractor for all expenses stated thereon which are approved by District pursuant to this Agreement generally within thirty (30) days, and no later than forty-five (45) days, from the submission of an invoice in an approved form.

2.3 **Availability of Funds:** It is mutually understood between the partied that this Agreement is valid and enforceable only if sufficient funds are made available by the District Board of Directors for the purposes of this Agreement. The availability of funding is affected by matters outside the District's control, including other governmental entities. Accordingly, the District has the option to void the whole Agreement or to amend the Agreement to reflect unanticipated reduction in funding for any reason.

3. PERFORMANCE SCHEDULE

3.1 **Time of Essence:** Time is of the essence in the performance of this Agreement.

3.2 **Schedule of Performance:** Contractor shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all services within the time period(s) established in the "Scope of Work" and "Technical Provisions" attached hereto as *"Exhibit A,"* and *"Exhibit D"* if any, and incorporated herein by this reference. When requested by the Contractor, extensions to the period(s) specified in the Scope of Work and Technical Provisions may be approved in writing by the Contract Officer but not exceeding one hundred eighty (180) days cumulatively.

3.3 **Force Majeure:** The time period(s) specified in the Scope of Work (*Exhibit "A"*) and Technical Provisions (*Exhibit "D"*) for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restricts, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the District, if the Contractor shall, within ten (10) days of the commencement of such delay. The Contract Officer 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 judgement of the Contract Officer, such delay is justified. The Contract Officer's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Contractor be

entitled to recover damages against the District for any delay in the performance of this Agreement, however caused; Contractor's sole remedy being extension of the Agreement pursuant to this Section.

3.4 **Term:** The term of this Agreement ("Term") shall be three (3) years commencing on October 1, 2023 and ending on September 30, 2026 Upon mutual written agreement by both parties, the Term of this Agreement may be extended for two (2) additional one (1) year terms ("Renewal Term") on the same terms and conditions contained herein no less than 120 days prior to expiration of initial term or the then current renewal term. Unless earlier terminated in accordance with Section 7.4 below, this Agreement shall continue in full force and effect until completion.

4. COORDINATION OF WORK

4.1 **Representative of Contractor:** James Ferraro, President, is hereby designated as being the representative of Contractor authorized to act on its behalf with respect to the work or services specified herein and to make all decisions in connection therewith.

It is expressly understood that the experience, knowledge, capability, and reputation of the representative was a substantial inducement for District enter into this Agreement. Therefore, the representative shall be responsible during the term of this Agreement for directing all activities of Contractor and devoting sufficient time to personally supervise the services hereunder. For purposes of this Agreement, the representative may not be replaced nor may his responsibilities be substantially reduced by Contractor without the express written approval of District.

4.2 **Contract Officer:** The District's General Manager or Designee is hereby designated as the representative of the District authorized to act in its behalf with respect to the work and services and to make all decisions in connection therewith ("Contract Officer"). It shall be the Contractor's responsibility to assure that the Contract Officer is kept informed of the progress of the performance of the services and the Contractor shall refer any decisions which must be made by District to the Contract Officer. The District may designate another Contract Officer by providing written notice to Contractor.

4.3 **Prohibition Against Subcontracting or Assignment:** The experience, knowledge, capability and reputation of Contractor, its principals and employees were a substantial inducement for the District to enter into this Agreement. Therefore, Contractor shall not contract with any other entity to perform in whole or in part the services required hereunder without the express written approval of the District. In addition, neither this Agreement nor any interest herein may be transferred or assigned without the prior written approval of District. Transfers restricted hereunder shall include the transfer to any person or group of persons acting in concert of more than twenty-five percent (25%) of the present ownership and/or control of Contractor taking all transfers into account on a cumulative basis. A prohibited transfer or assignment shall be void. No approved transfer shall release the Contractor or any surety of Contractor of any liability hereunder without the express consent of District.

4.4 **Independent Contractor:** Neither the District nor any of its employees shall have any control over the manner or means by which Contractor, its agents, or employees, perform all services required herein as an independent contractor of District and shall remain under only such obligations as are consistent with that role. Contractor shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of District. District shall not in any way or for any purpose become or be deemed to be a partner of Contractor in its business or otherwise or a joint venture or a member of any joint enterprise with Contractor.

5. INSURANCE AND INDEMNIFICATION

5.1 **Insurance:** Contractor shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to District, during the entire term of this Agreement including any extension thereof, the following policies of insurance:

5.1.1 **Commercial General Liability Insurance:** A policy of commercial general liability insurance using Insurance Services Office "Commercial General Liability" policy form CG 00 01, with an edition date prior to 2004, or the exact equivalent. Coverage for an additional insured shall not be limited to its vicarious liability. Defense costs must be paid in addition to limits. Limits shall be no less than $2,000,000 per occurrence for all covered losses and no less than $4,000,000 general aggregate and no less than $4,000,000 for products/completed operations aggregate.

5.1.2 **Workers' Compensation Insurance:** A policy of workers' compensation insurance on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than $1,000,000 per accident for all covered losses.

5.1.3 **Automotive Insurance:** A policy of comprehensive automobile liability insurance written on a per occurrence basis in an amount not less than $2,000,000 per accident, combined single limit. Said policy shall include coverage for owned, non-owned, leased and hired cars.

5.1.4 **Professional Liability or Error and Omissions Insurance:** A policy of $N/A Insurance in an amount not less than $ N/A per claim with respect to loss arising from the actions of Contractor performing professional services hereunder on behalf of the District. All the above policies of insurance shall be primary insurance. The general liability policy shall name the District, its officers, employees, and agents ("District Parties") as additional insureds and shall waive all rights of subrogation and contribution it may have against the District and the District's Parties and their respective insurers. All said policies of insurance shall provide that said insurance may not be cancelled without providing ten (10) days prior written notice by registered mail to the District. In the event any of said policies of insurance are cancelled or amended, Contractor shall, prior to the cancellation or amendment date, submit new evidence of insurance in conformance with

this Section 4.1 to the Contract Officer. No work or services under this Agreement shall commence until Contractor has provided District with Certificates of Insurance or appropriate insurance binders evidencing the above insurance coverages and said Certificates of Insurance or Binders are approved by District. Contractor agrees that the provisions of this Section 4.1 shall not be construed as limiting in any way the extent to which Contractor may be held responsible for the payment of damages to any persons or property resulting from Contractor's activities or the activities of any person or persons for which Contractor is otherwise responsible. The insurance required by this Agreement shall be satisfactory only if issued by companies qualified to do business in California, rated "A" or better in the most recent edition of Best Rating Guide or the Key Rating Guide, and only if they are of a financial category Class VII or better unless such requirements are waived by the Risk Manager of the District due to unique circumstances. In the event the Contractor is authorized to subcontract any portion of the work or services provided pursuant to this Agreement, the contract between the Contractor and such subcontractor shall require the subcontractor to maintain the same policies of insurance that the Contractor is required to maintain pursuant to this Section 4.1.

5.2 Indemnification:

5.2.1 **Indemnity for Professional Liability:** When the law establishes a professional standard of care for Contractor's services, to the fullest extent permitted by law, Contractor shall indemnify, defend and hold harmless District and 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 Contractor, its officers, agents, employees of subcontractors (or any entity or individual for which Contractor shall bear legal liability) in the performance of professional services under this Agreement.

5.2.2 **Indemnity for Other than Professional Liability:** Other than in the performance of professional services and to the full extent permitted by law, Contractor 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 Contractor or by any individual or entity for which Contractor is legally liable, including but not limited to officers, agents, employees or subcontractors of Contractor.

6. RECORDS AND REPORTS

6.1 **Reports:** Contractor shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the services required by this Agreement as the Contract Officer shall require.

6.2 **Records:** Contractor shall keep, and require subcontractors to keep, such books and records as shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services. The Contract Officer shall have full and free access to such books and records at all times during normal business hours of District, including the right to inspect, copy, audit and make records and transcripts from such records. Such records shall be maintained for a period of three (3) years following completion of the services hereunder, and the District shall have access to such records in the event any audit is required.

6.3 **Ownership of Documents:** All drawings, specifications, reports, records, documents and other materials prepared by Contractor, its employees, subcontractors and agents in the performance of this Agreement shall be the property of District and shall be delivered to District upon request of the Contract Officer or upon the termination of this Agreement and Contractor shall have no claim for further employment or additional compensation as a result of the exercise by District of its full rights of ownership of such documents and materials. Contractor may retain copies of such documents for its own use and Contractor shall have an unrestricted right to use the concepts embodied therein. Any use of such completed documents by District for other projects and/or use of uncompleted documents without specific written authorization by the Contractor will be at the District's sole risk and without liability to Contractor and the District shall indemnify the Contractor for all damages resulting therefrom. All subcontractors shall provide for assignment to District of any documents or materials prepared by them, and in the event, Contractor fails to secure such assignment, Contractor shall indemnify District for all damages resulting therefrom.

7. ENFORCEMENT OF AGREEMENT

7.1 **California Law:** This Agreement shall be construed and interpreted both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Ventura, State of California, or any other appropriate court in such county, and Contractor agrees to submit to the personal jurisdiction of such court in the event of such action.

7.2 **Retention of Funds:** Contractor hereby authorizes District to deduct from any amount payable to Contractor (whether or not arising out of this Agreement), (i) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate District for any losses, costs, liabilities, or damages suffered by District, and (ii) all amounts for which District may be liable to third

parties, by reason of Contractor's acts or omissions in performing or failing to perform Contractor's obligation under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by Contractor, District may withhold for any payment due, without liability for interest because of such withholding, an amount sufficient to cover such claim. The failure of District to exercise such right to deduct or to withhold shall not, however, affect the obligations of the Contractor to insure, indemnify, and protect District as elsewhere provided herein.

7.3 **Waiver:** No delay or omission in the exercise of any right or remedy by a non-defaulting party on any default shall impair such right or remedy or be constructed as a waiver. A party's consent to or approval of any act by the other party requiring the party's consent or approval shall not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

7.4 **Termination Prior to Expiration of Term:** Either party may terminate this Agreement at any time without cause, upon 120 days' written notice to the other party. Upon receipt of any notice of termination, Contractor shall immediately cease all work or services hereunder except such as may be specifically approved by the Contract Officer. Contractor 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 Contract Officer 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.

Nothing herein contained shall be deemed a limitation upon the right of Contract Officer to terminate this Agreement at any time upon 30 days' written notice after default by Contractor and the failure of such party to cure such default after notice and opportunity to cure as provided in Exhibit "B."

7.5 **Completion of Work After Termination for Default of Contractor:** If termination is due to the failure of the Contractor to fulfill its obligations under this Agreement, District may, after compliance with the provisions of Section 7.2, take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that the District shall use reasonable efforts to mitigate such damages), and District may withhold any payments to the Contractor for the purpose of set-off or partial payment of the amounts owed the District as previously stated.

7.6 **Attorney 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.

8. DISTRICT OFFICERS AND EMPLOYEES: NON-DISCRIMINATION

8.1 **Non-Liability of District Officers and Employees:** No officer or employee of the District shall be personally liable to the Contractor, or any successor in interest, in the event of any default or breach by the District or for any amount which may become due to the Contractor or to its successor, or for breach of any obligation of the terms of this Agreement.

8.2 **Conflict of Interest; District:** No officer or employee of the District shall have any financial interest in this Agreement nor shall any such officer or employee participate in any decision relating to the Agreement which affects his financial interest or the financial interest of any corporation, partnership, or association in which he/she is interested, in violation of any State statute or regulation.

8.3 **Conflict of Interest; Contractor:** Contractor warrants that is has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement. Contractor shall comply with all conflict-of-interest laws and regulations including, without limitation, District's Conflict of Interest Code which is on file in the District Clerk's office. Accordingly, should the District Manager determine that Contractor will be performing a specialized or general service for the District and there is substantial likelihood that the Contractor's work product will be presented, either written or orally, for the purpose of influencing a governmental decision, the Contractor and its officers, agents or employees, as applicable, shall be subject to the District's Conflict of Interest Code.

8.4 **Covenant Against Discrimination:** Contractor covenants that, by and for itself, its executors, assigns and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, marital status, national origin, or ancestry in the performance of this Agreement. Contractor shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, marital status, national origin, or ancestry.

9. MISCELLANEOUS PROVISIONS

9.1 **Notice:** Any notice or other communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail, in the case of the District, to the District Manager and to the attention of the Contract Officer, Pleasant Valley Recreation and Park District, 1605 E. Burnley Street, Camarillo, California 93010, and in the case of the Contractor, to the person at the address designated on the execution page of this Agreement. Either party may change its address by notifying the other party of the change of address in writing. Notice shall be deemed communicated at the time personally delivered or in seventy-two (72) hours from the time of mailing if mailed as provided in this Section.

9.2 **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.

9.3 **Integration: Amendment:** It is understood that there are no oral agreements between the parties hereto affecting this Agreement and this Agreement supersedes and cancels any and all previous negotiations, agreements, and understandings, if any between the parties, and none shall be used to interpret this Agreement. This Agreement may be amended at any time by an instrument in writing signed by both parties.

9.4 **Severability:** Should a portion of this Agreement be declared invalid or unenforceable by a judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining portions of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

9.5 **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.

(Signatures on next page)

10. SIGNATURES

IN WITNESS WHEREOF, the parties have executed and entered into this Agreement as of the date first written above.

DISTRICT:
PLEASANT VALLEY RECREATION & PARK DISTRICT, a municipal corporation

By: _____ Date: 9/20/23
Mary Otten, General Manager

ATTEST:

_____ Date: 9/19/23
Jessica Puckett, Board Clerk

APPROVED AS TO FORM:
Aleshire & Wynder, LLP

pp _____
on behalf of Tiffany J. Israel, General Counsel

CONTRACTOR:

Executive Facilities Services, Inc.
a [California corporation]

By: _____
Name: Chelsea Storm-Larsen
Title: Director of Corporate Compliance

Address: 1227 Flynn Road Suite 307
Camarillo, CA 93012
844-780-2626

PLEASANT VALLEY
RECREATION AND PARK DISTRICT
CONTRACT SERVICES AGREEMENT FOR
CUSTODIAL SERVICES AT PLEASANT VALLEY FIELDS

EXHIBIT "A"
SCOPE OF WORK

The following sets forth the requirements for this Custodial Services Agreement for the Pleasant Valley Fields Sports Complex located at 200 Westpark Court, Camarillo, California, 93012.

Contractor agrees to perform all services listed herein to provide complete and proper maintenance for the premises listed below. Contractor shall also provide all necessary equipment to perform all services and all other necessary safety equipment to comply with California Occupational Safety and Health Administration (Cal/OSHA) and all other applicable requirements for these services. All equipment must be used in a safe manner.

The Custodial Services Agreement includes services based on the outlined maintenance standards and specifications.

1.1 Contractor agrees to provide at their own cost and risk all labor, equipment, materials, supplies, tools, and transportation necessary for the satisfactory performance required for cleaning of restroom areas, waste receptacles, benches, tables, bollards, and water fountains as follows:

- Westside Restrooms
- Central Restrooms
- Eastside Restrooms
- Park Amenities – Benches, tables, bollards, water fountains

Contractor agrees to supply and install toilet paper, hand soap and trash can liners. The cost of which shall be billed to the District.

1.2 Contractor agrees District park restrooms and amenities shall be serviced seven (7) days a week, excluding Thanksgiving Day, Christmas Day, and New Year's Day. Park restrooms shall be open to the public no later than 9:00 AM Monday through Friday. Park restrooms shall be open to the public no later than 7:00 AM and services may be required until 5:00 PM Saturday and Sunday. During tournaments or special events, services are required from 6:00 AM until 9:00 PM Saturday and Sunday. District agrees to provide Contractor with complete schedule of games, tournaments, or special events no less than seven (7) days in advance. During scheduled seasonal field closures, park restrooms shall be open to the public no later than 7:00 AM Saturday and Sunday. Contractor agrees to perform all work necessary to complete the contract in a manner acceptable to the District. This work shall include, but is not limited to, the following:

A. Park Restrooms
   1. Pick-up and disposal of litter in and around restroom facility.
   2. Empty trash receptacles and replace liner(s) including sanitary trash receptacles in toilet stalls.
   3. Sweep and mop floors with cleaner/disinfectant.
   4. Clean partitions, walls, doors, and ceiling with cleaner/disinfectant.
   5. Clean sinks with a cleaner/disinfectant.

6. Clean mirrors
7. Clean toilets and urinals with a cleaner/disinfectant.
8. Replenish toilet paper and hand soap.
9. Wet mop/hose the entire floor surface using cleaner/disinfectant. Must dry floors with a dry mop before opening to the public.
10. Neutralize any offensive odors.
11. Remove spitballs, chewing gum, cobwebs, stickers, and other foreign materials from fixtures, partitions, walls, doors, ceilings, vents, etc.
12. Remove graffiti with a District approved graffiti remover. If graffiti cannot be removed with said cleaner, Contractor shall notify the Contract Officer within one (1) hour of discovery, but no earlier than 7:00 AM.
13. If there are any acts of vandalism or theft, Contractor shall notify the Contract Officer immediately upon discovery.
14. Contractor shall lock restroom during periods of inclement weather, as directed by the Contract Officer. Contractor shall open restrooms as weather conditions allow, per the direction of the Contract Officer.
15. Contractor shall report all water leaks immediately upon discovery and make every attempt possible to shut water off in such a way that will isolate the leaking fixture until repairs can be completed by District.
16. Contractor shall report all electrical problems, such as damaged building security lights, non-operable hand dryers, etc., to the Contract Officer immediately upon discovery.
17. If any restroom fixtures (i.e., toilets, sinks, urinals, etc.) are determined to be inoperable, including minor toilet clogs, Contractor shall make every reasonable attempt to resolve it. If Contractor cannot restore operation, Contractor shall cover said fixture with a black plastic trash can liner, tape liner edges shut, and notify the Contract Officer immediately.

B. Park Amenities
1. Remove spitballs, chewing gum, cobwebs, stickers, and other foreign materials from all park amenities.
2. Clean water fountains with a cleaner/disinfectant.
3. Clean benches and tables with a cleaner/disinfectant.
4. Pick up and dispose of litter in and around park grounds.
5. Empty trash receptacles and replace liner(s).
6. Remove graffiti with a District approved graffiti remover. If graffiti cannot be removed with said cleaner, Contractor shall notify the Contract Officer within one (1) hour of discovery, but no earlier than 7:00 AM.
7. If any park amenities (i.e., water fountains, trash receptacles, benches, tables, etc.) are determined to be inoperable, Contractor shall cover said fixture with a black plastic trash can liner, tape liner edges shut, and notify the Contract Officer immediately upon discovery.
8. Contractor shall report all water leaks immediately upon discovery and make every attempt possible to shut water off in such a way that will isolate the leaking fixture until repairs can be completed by District.
9. If there are any acts of vandalism or theft of any park amenities (i.e., water fountains, trash receptacles, benches, tables, etc.), Contractor shall notify the Contract Officer immediately upon discovery.

C. All trash receptacles and trash enclosure doors shall be power washed one (1) time per month.

Contractor is advised of the following anticipated park regular soccer game occupancy and tournament schedule, subject to changes as needed, to ensure sufficient staffing to perform all work necessary:

Regular Spring Soccer Games – 2000 individuals between the hours of 9:00 AM and 5:00 PM on Saturday and 500 individuals between the hours of 10:00 AM and 4:00 PM on Sunday.

Regular Fall Soccer Games – 2000 individuals between the hours of 6:00 AM and 4:00 PM on Saturday and 1000 individuals between the hours of 9:00 AM and 4:00 PM on Sunday.

Regular Tournaments – January; third and fourth weekends. March; second and third weekends, May; first and third weekends, July; third and fourth weekends, September; Labor Day weekend.

Contractor is advised of the following anticipated seasonal field closures, subject to changes as needed, to ensure sufficient staffing to perform all work necessary. Contractor will be given schedule of field closures no less than seven (7) days prior to closure.

Spring – Second week of March through third week of April
Summer – Second week of June through third week of July
Fall/Winter – Fourth week of November through first week of January

1.3 EXTRA WORK

Extra work performed must be authorized by the Contract Officer and shall not be considered when calculating regular monthly services and shall be billed separately to the District. The invoice for extra work shall show the name of the project or special event. The invoice shall include any supplies used with their unit price and total cost, the amount of time required to do the job and the cost for labor based on Exhibit "C" – Supplemental Unit Cost Form. Although it is not anticipated, the District reserves the right to order any, all, or none of the work described. Extra work may be required outside of normal business hours or on an emergency basis as requested by the District.

1.4 MATERIALS, EQUIPMENT AND SUPPLIES TO BE PROVIDED BY CONTRACTOR

Contractor, at its own cost and expense, shall furnish all necessary manpower, equipment, supplies, materials of good quality and in the amounts necessary to fulfill this contract, and to accomplish an acceptable and professional level of service. The District shall have the right to specify the type, quality, and manufacturer of supplies and materials used in maintenance of the park's facilities.

These supplies and materials shall include, but are not limited to:

- Cleaning and sanitation liquids, solutions, compounds, or powders
- Graffiti remover

Contractor, at its own cost and expense, shall furnish and install hand soap dispensers in East, Central, and West park restroom facilities. Contractor shall return District owned hand soap dispensers to the Park Services Manager once removed.

1.5 CONTRACTOR STAGING AREA

The District will provide an area for staging equipment and vehicles used to perform all services required under the Agreement. Storage closets will be provided at each restroom building. Storage for a utility cart and other equipment will be provided.

1.6 CONTRACTOR UTILITY CARTS AT DISTRICT PARKS

Contractor is permitted to drive District approved utility carts equipped with turf tires within park grounds as needed while performing services. In case of a weather event which compromises turf conditions, such as one quarter of an inch of rainfall or a major frost, Contractor shall seek District guidance prior to driving on park turf. Contractor must park all carts in designated parking areas only. If Contractor damages any turf or buildings, they are responsible for restoring it back to the original condition.

1.7 CONTRACTOR VEHICLES AT DISTRICT PARKS

Contractor acknowledges the use of non-owned autos, owned by Cassidy Luca LLC. Contractor must comply with Section 5.1.3. of this agreement, the District must be a named additional insured for all non-owned autos.

PLEASANT VALLEY
RECREATION AND PARK DISTRICT
CONTRACT SERVICES AGREEMENT FOR
CUSTODIAL SERVICES AT PLEASANT VALLEY FIELDS

EXHIBIT "B"
SPECIAL REQUIREMENTS

1. **LEVEL OF MAINTENANCE:**

   A. All work shall be performed in accordance with the Service Level Standards in the Technical Provisions (Exhibit "D") at established frequencies to maintain the aesthetic appearance, and usefulness of park restrooms and park amenities to standards acceptable to the District. Frequencies are indicated for some of the tasks described in the Scope of Work (Exhibit "A") and Technical Provisions (Exhibit "D"). Some higher use areas may require greater frequencies than those indicated in the Service Level Standards in order to provide the minimum required standard service level.

   B. The District shall make routine inspections of all facility areas included in this Agreement and shall advise the Contractor of any deficiencies noted. The results of each inspection shall be recorded and retained for reference.

   C. The Contractor shall compensate the District for all time required for any re-inspection and related supervision as a result of noted deficiencies providing that compensation shall be charged at a rate including actual time, fringe benefits, and mileage costs incurred by the District. Said compensation to the District shall be deducted from Contractor's next payment.

2. **DEFICIENCIES:**

   Notices and penalties for non-performance are set forth as follows:

   A. Deficiency Notice: The Contractor must correct deficiencies within five (5) working days after notification by District.

   B. Withholding of Payment: Provided work under the Deficiency Notice has not been completed within 5 days, payment for addressing the subject deficiency shall be withheld until the deficiency is corrected, without right to retroactive payments. Instead, upon such occurrence, the Contractor will be compensated as determined by the District based on a percentage of the item cost per month for the area in question, using the cost for the area as provided by the Contractor on the proposal form.

   C. District's Right to Correct Deficiency: Five (5) working days after issuing a Deficiency Notice to Contractor, District shall re-inspect the noted deficiency to verify whether the deficiency has been corrected to the satisfaction of the District. District may, at its option without further notice to Contractor, correct the noted deficiency and deduct costs incurred by District from Contractor's next contract payment. The cost of re-inspection shall also be deducted from Contractor's next payment.

   D. Description of Deficiencies:

      a. **Performance deficiency**: Examples include failure to comply with

conditions, specifications, reports, schedules and/or directives from Authorized Representatives; Deduction may be based upon costs provided by the Contractor on the Bid Worksheets submitted at the time of bid or as deemed appropriate by the District's Representative.

b. **Failure to provide adequate equipment in compliance with District specifications and/or as requested by the District's Representative:** May result in a deduction of up to $250 per instance per workday.

c. **Failure to protect public health and/or correct safety concerns:** These include, but are not limited to, policing District property for hazards, responding to emergencies, providing adequate traffic control measures (per M.U.T.C.D. Guidelines). May result in a deduction of up to $250 per occurrence.

d. **Failure to comply with water restrictions imposed by the Water Authority:** May result in a deduction of up to $250 per occurrence. Additionally, Contractor shall be responsible for any imposed penalties.

The Contractor's representative shall contact the District on a weekly basis for notification of any special maintenance item(s) requiring correction.

3. CONTRACTOR'S EMPLOYEES

A. Work Force; Background Checks

The Contractor must employ sufficient, appropriately licensed, personnel to perform all work as described in Technical Provisions (Exhibit "D").

Contractor will provide its Personnel with all training necessary for the successful performance of the requested services. Training will include safety procedures; the proper use of all equipment and materials; and the proper procedures for the sorting and disposal of materials and waste.

The determination of adequacy in the number of Contractor's personnel will be made by the Parks Services Manager or designee and will be based upon performance or nonperformance in each case. Upon written notification from the District, the Contractor shall assign additional personnel within two workdays. Continued nonperformance may result in removing that item or facility area from the terms of this Agreement. Serious nonperformance will be considered Contractor default.

B. Contractor's Representative

The Contractor shall always have an on-site representative present when performing maintenance activities, an on-site representative who speaks fluent English, whose duty shall be to supervise and coordinate maintenance operations as they occur. This on-site representative must carry, during work hours, a cell phone for communication. The District shall be advised in writing of the number for this phone.

C. Reporting

Contractor or his representative shall meet with the Contract Officer or his representative on a weekly basis and at such other times as may be required by the District to review the performance of the contract and to discuss any problems or matters as determined by the District.

4. FACILITY OUT OF USE

In the event any park area or District facility is not usable for any reason, including acts of nature or vandalism, the Contract Officer may declare, for the purpose of maintenance, that an emergency condition exists, and that the facility is out of use. In such event, contract services for that area may be suspended on twenty-four (24) hours' notice. Contractor shall not be compensated for any park area or District facility that is out of use during any period of time that Contractor does not provide maintenance services. If a portion of any park area or District facility is partially declared out of use, District and Contractor shall negotiate in good faith the cost of providing a modified or reduced maintenance service.

5. DAMAGES

Upon authorization by the Contract Officer, the Contractor will be reimbursed for the repair or replacement of any District-owned property, whether real or personal, which is damaged or destroyed through vandalism or fire or which disappears by an unknown cause.

Where public safety is affected, Contractor shall make immediate equipment repairs or removals and shall report such repairs or removals within one (1) hour to the Contract Officer.

Any work performed by the Contractor, as described in this Section 5, shall be considered as extra work, and shall be paid for as "Extra Work" under these specifications.

6. CHEMICAL CONTROL

Contractor shall comply with all rules and regulations of the California Occupational Safety and Health Administration (Cal/OSHA), and all other state or and local agencies which govern the use and application of chemicals required in the performance of the work to be provided pursuant to this Agreement. The term "chemicals" shall include but is not limited to; any solution, liquid, compound, or powder used for the purpose of cleaning, disinfecting, neutralizing odor, removing residues or gum, or removing paint on bathroom facilities and park amenities.

The Contractor shall submit a list of all chemicals proposed for use under this contract for approval by the Parks Services Manager.

7. SOUND CONTROL REQUIREMENTS

Contractor shall comply with all County and District sound control and noise level rules, regulations and ordinances which apply to any work performed pursuant to this Agreement and shall make every effort to control any undue noise resulting from its operations.

No maintenance functions that generate excess noise, which would cause annoyance to residents of the area, shall commence before 8:00 a.m. and after 7:00 p.m. or any other time as directed by the Parks Services Manager.

8. AIR POLLUTION

Contractor shall comply with all Ventura County air pollution rules, regulations, ordinances,

and statutes which apply to any work performed pursuant to this Agreement and shall not discharge smoke, dust, or any other air contaminants into the atmosphere in such quantity as will violate the regulations of any legally constituted authority. Material to be disposed of shall not be burned.

9. REMOVAL AND DIVERSION OF DEBRIS

Contractor shall promptly remove all debris accumulated because of maintenance operations and shall not allow any debris to remain on the public street or other public property after 4:00 p.m. on the day on which debris is generated. Debris is defined as carboard boxes, plastic bottles, cans, empty containers, trash, and other articles discarded in park restrooms, amenities, and open space. Removal, diversion, and disposal of debris shall be performed at no additional cost to the District and shall be included as part of the Contractor's proposal price.

10. AUTHORITY OF THE PARK SERVICES MANAGER

The Park Services Manager or designee shall be the determining authority with respect to all issues regarding the quality or acceptability of work performed and as to the manner of performance and rate or progress of the work. Whenever Contractor's designated supervisor is not present for any part of the work where it may be desired that they give direction, orders within the scope of these specifications may be given by the Park Services Manager or designee, and Contractor shall instruct its staff to follow these orders as though they had been issued by Contractor.

11. SUSPENSION OF CONTRACT

If, at any time, in the opinion of the District, Contractor has failed to supply an adequate workforce, or equipment of proper quality, or has failed in any other respect to execute the work with the diligence and force specified and intended in and by the terms of this Agreement, notice thereof, in writing, shall be served upon Contractor. Should Contractor neglect or refuse to provide means for satisfactory compliance with this Agreement, as directed by the Park Services Manager or designee, within the time specified in such notice, the District Board of Directors may suspend or terminate this Agreement in the Board's discretion.

Upon receiving notice of such suspension, the Contractor's control shall terminate, and thereupon the District may hire such force and buy or rent such additional machinery, tools, appliances and equipment, and buy such additional materials and supplies at the Contractor's expense as may be necessary for the conduct of the work and for the completion thereof; or may employ the necessary workmen, substitute other parties to perform the work required under this Agreement; employ the necessary workmen, substitute other machinery or materials, and purchase the materials contracted for in such a manner, as the District Board may deem proper or the District Board may annul and cancel the Agreement and related work. Any excess cost arising there from over and above the contract price shall be charged against the Contractor and his sureties from liability for failure to fulfill this Agreement.

The Contractor and his sureties shall be credited with the amount of money so forfeited toward all excess cost over the operations of this Agreement and the completion of the work by the District as above provided.

12. LAWS TO BE OBSERVED

Contractor shall keep itself and its employees and agents fully informed of and ensure that all work and services are provided in compliance with, all Federal and State laws, and all municipal ordinances and regulations of the District which in any way affect the conduct of the work, and all such orders and decrees of bodies or tribunals having any jurisdictions or authority over the same.

Contractor shall comply with all applicable provisions of Federal law, State law, and the Camarillo Municipal Code including those relating to illicit discharges.

Contractor shall be aware that sections of the irrigation systems are supplied with recycled water. All labor shall be performed in accordance with the rules and regulations of the California Department of Public Health.

13. WAGES

Contractor shall ensure that all maintenance and other services provided pursuant to this Agreement are provided in accordance with all applicable laws and regulations relation to the payment of prevailing wages and in accordance with State of California Department of Industrial Relations General Prevailing Wage Determination. Contractor further understands and agrees as follows:

A. That the statutory provisions for penalties for failure to pay prevailing wages will be enforced (Labor Code §1775) and the statutory provisions for penalties for failure to comply with state's wage and hour laws will be enforced. (Labor Code §1813.)

B. That Contractor must comply with the statutory requirements relating to certified copies of payroll records, including the maintenance of the records, their certification, and their availability for inspection. (Labor Code §1776.)

C. Contractor will comply with the statutory requirements relating to the employment of apprentices. (Labor Code §1777.5.)

D. Eight hours' labor constitutes a legal day's work as described in Labor Code §1810.

E. Contractor must secure the payment of workers' compensation to its employees as provided in Labor Code §1860 and 3700. In addition, the Contractor must sign and file a statutorily prescribed statement acknowledging its obligation to secure the payment of workers' compensation to its employees before beginning work (Labor Code §1861.)

F. Contractor acknowledges and agrees that should any third party, including but not limited to the Director of the Department of Industrial Relations, determine that Contractor has failed to pay the general prevailing wage rates of per diem wages and/or overtime and holiday wages required for any of the work provided hereunder, Contractor shall indemnify, defend, and hold the District harmless from any such determinations, or actions (whether legal, equitable or administrative in nature) or other proceedings, and shall assume all obligations and liabilities for the payment of such wages and for compliance with the provisions of prevailing wage law.

14. DISTRICT KEYS

Contractor will receive three (3) sets of park facility keys. Contractor will not be permitted to reproduce any District keys. Contractor acknowledges it shall notify the District immediately upon loss of any facility keys and shall be held responsible for any damages, losses, or rekeying of facility as a result.

PLEASANT VALLEY
RECREATION AND PARK DISTRICT
CONTRACT SERVICES AGREEMENT FOR
CUSTODIAL SERVICES AT PLEASANT VALLEY FIELDS

EXHIBIT "C"
SCHEDULE OF COMPENSATION

The monthly and annual compensation for the initial three (3) years of the contract term and the two (2) one-year extension terms will be the rates set forth below and shall not be increased. Hourly rates for services as provided by Contractor will be increased by a three percent (3%) escalator at the beginning of each term year. This Agreement also includes compensation not to exceed five thousand dollars and no cents each year for Extra Work, if requested by the District in writing. Extra Work will be compensated at the rates listed below. Any amount exceeding this threshold, per year, will require a written contract amendment by the District Board of Directors.

Contractor shall furnish all labor, equipment, tools, and materials necessary to do all of the work necessary or incidental to complete the work in accordance with the Agreement at the following prices:

	Term Year	Annual Cost of Services Not To Exceed
Park Restrooms and Amenities Custodial Maintenance 7 days x 52 weeks (excluding observed holidays)	*10/1/2023-9/30/2024*	$ 130,000.00
	10/1/2024-9/30/2025	$ 133,900.00
	10/1/2025-9/30/2026	$ 137,917.00
	10/1/2026-9/30/2027	$ 142,055.00
	10/1/2027-9/30/2028	$ 146,316.00

COMPANY NAME: Executive Facilities Services, Inc.

TOTAL (5) YEAR COMBINED NOT TO EXCEED CONTRACT COST IN WORDS:

SIX HUNDRED NINETY THOUSAND ONE HUNDRED EIGHTY EIGHT DOLLARS AND NO CENTS.

SUPPLEMENTAL UNIT PRICE FORM

a.	Unscheduled Extra Work – Restroom monitor, cleaning, and trash removal. Park Amenities cleaning, litter pickup and trash removal	$ 35.66 /hour for 1 staff
b.	Power wash restroom floor surfaces	$ 125 /hour for 1 staff
c.	Power wash park benches and tables	$ 125 /hour for 1 staff
d.	Power wash park concrete surfaces	$ 125 /hour for 1 staff
e.	Power wash trash receptacles	$ 125 /hour for 1 staff
f.	Power wash trash enclosures	$ 125 /hour for 1 staff

Executive Facilities Services, Inc.
Company Name

Witness Name

Signature

Date

1227 Flynn Rd. Suite 307
[Company] Address

Camarillo — California — 93012
City — State — Zip Code

PLEASANT VALLEY
RECREATION AND PARK DISTRICT
CONTRACT SERVICES AGREEMENT FOR
CUSTODIAL SERVICES AT PLEASANT VALLEY FIELDS

EXHIBIT "D"
TECHNICAL PROVISIONS & LEVELS OF SERVICE

The following sets forth the requirements for this Custodial Services Agreement for the Pleasant Valley Fields Sports Complex located at 200 Westpark Court, Camarillo, California, 93012.

Contractor agrees to perform all services listed herein to provide complete and proper maintenance for the premises listed below. Contractor shall also provide all necessary equipment to perform all services and all other necessary safety equipment to comply with California Occupational Safety and Health Administration (Cal/OSHA) and all other applicable requirements for these services. All equipment must be used in a safe manner.

A. TECHNICAL PROVISIONS—PARKS MAINTENANCE SPECIFICATIONS

The desire and intent of the District is to maintain park restrooms and amenities to provide park occupants with clean, sanitary, and useful facilities with little to no frustration on the part of the District or its residents.

The Contractor will provide monthly reports, see Exhibit "H" for example, to document the execution of the standards being maintained. To achieve this objective, the District submits these qualifying factors, inspection procedures, responsibilities/liabilities, and industry performance standards.

2.1 GENERAL STANDARDS AND PROCEDURES

A. Contract payment will be monthly, based on a detailed invoice provided to the District from the Contractor and submission of the required Monthly Report. The billing of services will be a per unit or per month price submitted as a total monthly invoice.

B. Work shall be conducted seven (7) days a week, Monday through Sunday. On occasion the District may direct workflow or projects to be performed so as not to interfere with park and facility activities.

C. Additions to the Contract, are based on unit prices as set forth in Contractor's bid (refer to Supplemental Unit Price Form) or the District will request a proposal for additional services and will add such services to the contract, at the District's discretion.

D. Contractor must ensure adherence to all Federal, State, and Local laws and regulations.

E. Contractor is required to provide a Certificate of Insurance and an Additional Insured Endorsement for the limits identified in the bid packet.

F. Possess and present Licenses and Certifications which includes, but is not limited to:

i. Reclaimed Water Training

Licenses/Certificates shall be provided with the contract and not later than 10 days after an employee change has been made. Copies of the certifications shall be provided to the District prior to commencement of the

Agreement. Should the licenses or certifications be renewed or revised, Contractor shall immediately notify and provide updated documentation to the District.

2.2 PARKS AND FACILITIES MAINTENANCE SCHEDULE

A. Unless otherwise specified and agreed to by the District in writing, Contractor shall adhere to the schedule for recurring (daily, weekly, monthly) custodial maintenance as described below. This schedule will be utilized to conduct random site checks to ensure adherence to specifications and expectations.

B. Any variations to the schedule may arise due to the following issues:
   i. Inclement weather conditions.
   ii. Emergencies as designated by the District.

C. If a variation to the schedule prevents work to be carried out, Contractor is required to notify the District. The Contactor is required to resume work as soon as possible in accordance with the annual schedule and contract specifications.

D. Contractor will be provided the various schedules maintained by the District such as pavilion and sport fields' reservations and program and special event schedules in order to schedule maintenance accordingly.

2.3 PARKS AND FACILITIES INSPECTIONS AND REPORTS

The Contractor agrees to provide inspections and reports as indicated below. Inspections and reports must be done by a competent and seasoned professional.

Inspection procedures:

A. Daily reports (email and/or phone) are provided to the District when the Contractor becomes aware of acts of vandalism, safety issues, irrigation issues, etc. The primary point of contact for daily reports is the District's Parks Services Manager or designee.

B. Weekly site inspections (52 times a year). The Contractor shall perform weekly site inspections. Reports shall include verification of services performed, conditions of the park restrooms and amenities, and any issues of concern. The Contactor and the District shall mutually agree as to the format of these weekly inspection reports.

C. Monthly Report (12 times per year). The Contactor shall provide a monthly inspection for the site, which shall include the verification of services performed (time and date), and issues of concern (i.e., damage to fixtures, restroom stall partitions, signage or lighting repairs required). Contractor and District shall mutually agree as to the format of these monthly inspection reports. The monthly invoice shall not be processed without the Monthly Report.

D. Additional reports are required to be made by the Contractor as conditions warrant.

E. The contractor agrees to respond and communicate via electronic mail daily.

2.4 CONTRACTOR RESPONSIBILITIES/LIABILITIES:

A. Contractor must ensure the public's safety when performing services.

B. Contractor shall adhere to image standards. Each employee on site will be in uniform dress which includes a shirt, pants, and cap. Uniform shirts shall have the

employee's first name clearly displayed on the shirt. All shirts worn by Contractor's employees shall be of the same color, material, and style. Contractor vehicles will be clean and clearly marked with company name.

C. The Contractor's employees shall, when working on medians or in other vehicle traffic areas, be required to wear orange safety vests over their uniforms.
D. The Contractor's employees shall wear hard-soled shoes at all times while on duty at the District. Soft soled shoes such as athletic shoes and similar footwear shall not be permitted.
E. Contractor's employees shall behave and operate in an environmentally and professionally sound way so as not to create damage or cause exposure by virtue of negligence or omission.
F. Contractor shall ensure that equipment is properly maintained in accordance with the manufacturer's specifications and is maintained so as not to endanger the operator or any person in the vicinity of operations.
G. Contractor is responsible for repairing damage to the irrigation system caused by Contractor i.e., irrigation boxes being damaged or destroyed by mower blades.
H. Contractor is responsible for damage to persons and property caused during the performance of contracted work.
I. All maintenance operations shall be performed by the approved contractor or sub-contractor. A list of sub-contractors shall be submitted with the Agreement.
J. Contractor must provide the District with an organizational chart that identifies numbers of staff dedicated to this contract and their intended responsibilities prior to the commencement or work under this Agreement and must notify the District if Contractor intends to revise the chart.
K. The Contractor will be held responsible for any damages to grass, block walls, concrete, glass, etc. that is caused by the Contractor's errors or its failure to comply with the requirements of these specifications and will be assessed a penalty based on District's assessment.
L. Contractor is responsible for applying all chemicals in a safe manner consistent with the manufacturer's label directions and federal and state laws and regulations. Contractor shall comply with all of the California Occupational Safety and Health Administration (Cal/OSHA) Hazard Communication Standards for Safety Data Sheets. Restricted materials, if necessary, shall be used, and possessed only in accordance with a permit issued by the applicable licensing regulatory body. Records of use must be maintained according to the applicable licensing regulatory body. These records shall be provided to the District with all monthly reports.
M. If through inspection and verification, in the District's opinion, work as defined by the specifications has been carried out to an insufficient standard, the work shall be carried out again by the Contractor without creating a backlog to other maintenance schedule and at the expense of the Contractor.
N. In the event the contractor fails to accomplish any task under this scope of work, the District will provide reasonable notice to take corrective action. If the Contractor does not perform the service, the District may, at its option, cause the non-performed tasks to be accomplished through another source and deduct the cost of such from the amount normally due to the contractor for that monthly period based on the Unit Prices.

2.5 PARK AMENITIES

A. Picnic Tables and Benches: All picnic tables and benches shall be inspected by Contractor seven (7) days a week (Monday through Sunday) for any unsafe/hazardous conditions. All corrective measures shall be noted in Contractor's weekly inspection report. All unsafe/hazardous conditions and/or damages are to be reported to the Park Services Manager immediately upon discovery.

B. Drinking Fountains: All exterior drinking fountains shall be inspected seven (7) days a week. Inoperable drinking fountains shall be reported to the Park Services Manager immediately upon discovery.

C. Trash Receptacles: All trash receptacles shall be inspected by Contractor seven (7) days a week for damage. All damages are to be reported to the Park Services Manager immediately upon discovery.

2.6 PARK RESTROOMS

Park restrooms shall be inspected by Contractor seven (7) days a week for any unsafe/hazardous conditions. All corrective measures shall be noted in Contractor's weekly inspection report. All unsafe/hazardous conditions and/or damages are to be reported to the Park Services Manager upon discovery.

2.7 TRASH/LITTER REMOVAL

A. Contractor agrees to check all park and facility areas for trash/litter at a minimum of once per day, at least three hundred and sixty-five (365) times per year prior to 10:00 am. The exception to this is during Tournament and Special Event weekends when trash shall be checked and emptied on an as-needed basis due to the increased volume of trash from spectators and participants to ensure a sanitary and professional appearance to the public. District will communicate with Contractor when Tournaments and Special Events are scheduled a minimum of one (1) week or seven (7) days prior to said events.

B. Contractor shall assure complete and thorough removal of all trash, debris, and litter. Trash/Litter removal includes, but is not limited to, the removal of all visible trash from park areas and emptying park trash cans. All trash containers shall be pressure washed/steam cleaned once per month.

C. All day-to-day trash/litter shall be removed and placed in the provided dumpsters on site, which are serviced at the District's expense. Should Contractor need a roll off bin in connection with its provision of the services under this Agreement such roll off bin shall be at Contractor's cost.

2.8 EMERGENCY CONTACT

A. Contractor shall provide the District with the names and telephone numbers of at least two (2) qualified on-call personnel who can be contacted by District representatives twenty-four (24) hours per day, seven (7) days per week, 365 days per year to act on behalf of the Contractor to respond to routine and after-hours emergencies. Upon notification by the District of emergency conditions, the Contractor shall arrive at the site and report status within one (1) hour.

2.9 ADDITIONAL SERVICES:

This work is to be completed in addition to the services provided under the contract at the discretion of the District, on an as needed basis, based on The Supplemental Unit Cost Form per "Exhibit C" Schedule of Compensation.

EXHIBIT "E"

STATEMENT OF TRANSITION PLAN

THIS PAGE TO BE COMPLETED BY PROPOSER AND SUBMITTED TO DISTRICT AS PART OF PROPOSER'S QUOTATION.

James Ferraro	Executive Facilities Services, Inc.
PROPOSER'S NAME	COMPANY NAME
1227 Flynn Road Suite 307	Camarillo, CA 93012
BUSINESS ADDRESS	
844-780-2626	
BUSINESS TELEPHONE NUMBER	
Rjstorm-larsen@execservices.biz	
BUSINESS EMAIL ADDRESS	

Proposer shall describe in full their plan for the transition from the existing force and how they intend to operate that transition in a smooth, workmanlike manner. Attach more pages, as necessary.

See attached transition plan.

SIGNATURE OF CONTRACTOR	DATE 9/19/23
Chelsea Storm-Larsen	
NAME	
Director of Corporate Compliance	
TITLE	
	JS-LR-000014832
STATE CONTRACTOR'S LICENSE #	D.I.R.

The Pleasant Valley Recreation and Parks District

Transition Plan

STEP	DATE	ACTION	PERSON RESPONSIBLE	DUE DATE	STATUS
1	TBD	Develop building visitation for all Pleasant Valley Recreation and Parks District locations	J. Ferraro / M. Borboa		
2	TBD	Complete all site visits	M. Borboa / R. Storm-Larsen / C. Quiroz / D. Soto		
3	TBD	Identify site specific additional needs and requirements if needed	M. Borboa / R. Storm-Larsen / C. Quiroz / D. Soto		
4	TBD	Identify point of contact at each site	M. Borboa / C. Quiroz		
5	TBD	Identify important dates for each site special events, etc.	M. Borboa / C. Quiroz		
6	TBD	Finalize the service agreement between EFS, Inc. and the Pleasant Valley Recreation and Parks District	J. Ferraro / Pleasant Valley Recreation and Parks District		
7	TBD	Add agreed to additional services requirements to scope of work	M. Borboa / R. Storm-Larsen /C. Quiroz / D. Soto		
8	TBD	Deliver equipment kits to each site	M. Borboa / R. Storm-Larsen / C. Quiroz / D. Soto	Start of service	

EXHIBIT "F"

FAITHFUL PERFORMANCE BOND

NOT APPLICABLE

EXHIBIT "G"

LABOR AND MATERIAL BOND
(PAYMENT BOND)

NOT APPLICABLE

EXHIBIT "H"

PARK CONDITIONS SAFETY MAINTENANCE CHECKLIST

Park Name: Pleasant Valley Fields

Inspector:_____ Date:_____

Park Restroom Facility or Amenity	OK	Deficiency Noted	Date Corrected
Restrooms (East)			
1. Plumbing fixtures clean in good condition, no leaks			
2. Clean and free of graffiti			
3. Floors even and clear of debris			
Restrooms (Central)			
1. Plumbing fixtures clean in good condition, no leaks			
2. Clean and free of graffiti			
3. Floors even and clear of debris			
Restrooms (West)			
1. Plumbing fixtures clean in good condition, no leaks			
2. Clean and free of graffiti			
3. Floors even and clear of debris			
Park Amenities			
1. Benches in good condition, no hazards			
2. Water fountain fixtures in good condition, no leaks			
Other Issues Notices			
1. No Concerns			
2. Problem Fixed			
3. Potential Concerns			
4. Broken / Degraded			
5. Work Order Generated			
6. Requires Immediate Attention			

PARK MAINTENANCE MONTHLY CHECKLIST

EXAMPLE

Park Name: Pleasant Valley Fields

Inspector:_____ Date:_____

Park Restroom Facilities – East		Deficiencies/Corrections
Plumbing fixtures clean in good condition, no leaks		
Fixtures clean and free of gum, stickers, or similar		
Walls clean and free of graffiti, gum, stickers, or similar		
Floors clean, even, and clear of debris		
Ceiling clean and free of cobwebs or "spit balls"		
Trash receptacles clean, have been power washed		

Park Restroom Facilities – Central		Deficiencies/Corrections
Plumbing fixtures clean in good condition, no leaks		
Fixtures clean and free of gum, stickers, or similar		
Walls clean and free of graffiti, gum, stickers, or similar		
Floors clean, even, and clear of debris		
Ceiling clean and free of cobwebs or "spit balls"		
Trash receptacles clean, have been power washed		

Park Restroom Facilities – West		Deficiencies/Corrections
Plumbing fixtures clean in good condition, no leaks		
Fixtures clean and free of gum, stickers, or similar		
Walls clean and free of graffiti, gum, stickers, or similar		
Floors clean, even, and clear of debris		
Ceiling clean and free of cobwebs or "spit balls"		
Trash receptacles clean, have been power washed		

Park Amenities		Deficiencies/Corrections
Water fountains clean, good condition, no leaks		
Water fountains free of graffiti, gum, stickers, or similar		
Benches clean, good condition, no damage		
Benches free of graffiti, gum, stickers, or similar		
Trash receptacles clean, have been power washed		
Trash receptacles free of graffiti, gum, stickers or similar		

Exhibit "I"

FINANCIAL INFORMATION:

PROPOSER

1) Name of Proposer Executive Facilities Services, Inc.

2) All DBA's Associated with Proposer Executive Services Excellent Building Maintenance White Glove Professional Cleaning, Best Janitorial

3) Address of Proposer 1227 Flynn Rd. Suite 307, Camarillo, CA 93012

4) Proposer intends to operate the business with which this proposal is concerned as a Sole Proprietorship ☐; Partnership ☐; Corporation ☒; Joint Venture ☐; or ____ Explain:

James Ferraro

Signature

SOLE PROPRIETORSHIP STATEMENT

If a Sole Proprietorship, furnish the following:

1. Name in full
2. Address
3. Birth date _____ Place of Birth
4. Social Security No.
5. State Driver's License No:

PARTNERSHIP STATEMENT

If a Partnership, answer the following:

1. Date of organization_____

2. General Partnership ☐

   Limited Partnership ☐

3. Statement of Partnership recorded: Yes ☐ No ☐

_____

Date Book Page County

4. Certificate of limited Partnership recorded: Yes ☐ No ☐

_____

Date Book Page County

5. Has the partnership done business in Ventura County?

   Yes ☐ No ☐ Explain:_____

   _____

6. Name, address, and partnership share of each general partner:

Name of Partner	Address	Share

7. Furnish the birth date, place of birth, Social Security No. and state driver's license number for each person shown above.

8. Attach a complete copy of Partnership Agreement.

9. Is the partnership now involved, or has it been involved, in any business enterprise whatsoever?

If so, give full details:

_____

_____

_____

_____

_____

CORPORATION STATEMENT

If a corporation, answer the following:

1. When incorporated? 2004

2. Where incorporated? California

3. Is the corporation authorized to do business in California?

   Yes [X] No [ ] If so, as of what date? 8/1/2004

4. The corporation is held: Publicly [ ] Privately [X]

5. If privately held, provide the following:

Name of Partner	Address	% of Stock Owned
James & Debra Ferraro	1227 Flynn Rd. Suite 307. Camarillo, CA 93012	51%
Christian Ferraro	6865 Weaver St Riverside, CA 92504	24.5%
Chelsea Storm-Larsen	1227 Flynn Rd. Suite 307 Camarillo, CA 93012	24.5%

6. If publicly held, how and where is the stock traded:

N/A

_____

7. List the following:

	Authorized	Issued	Outstanding
Number of voting shares			
Number of non-voting shares			
Number of shareholders			

	Par	Book	Market
Value of share of Common Stock	$	$	$

8. Furnish the name, title, address, and the number of voting and non-voting shares of stock held by each officer, director, and any person holding more than 10% of the outstanding stock.

9. Furnish the birth date, place of birth, Social Security No. and state driver's license number for each person shown under Item No. 5 above

Jim Ferraro, [redacted]
Debra Ferraro, [redacted]
Chelsea Storm-Larsen, [redacted]
Christian Ferraro, [redacted]

10. Is the corporation now involved, or has it ever been involved, in any business enterprise whatsoever? If so, attach full details.

N/A

JOINT VENTURE STATEMENT

If a Joint Venture, answer the following:

1. Date of organization _____

2. Joint Venture Agreement or Statement recorded? Yes ☐ No ☐

_____

Date Book Page County

3. Has the Joint Venturer done business in Ventura County?

Yes ☐ No ☐ When?_____

4. Name and address of each Joint Venturer:

Name	Address

5. Furnish the birth date, place of birth, Social Security No. and state driver's license number for each person shown under Item No. 4 above.

6. Attach a complete copy of the Joint Venture Agreement.

7. Is the Joint Venturer now involved, or has it ever been involved, in any business enterprise whatsoever?

If so, give full details:

_____

_____

_____

_____

_____

FINANCIAL DATA

Financial Statement

Attach a complete report, prepared in accordance with acceptable accounting practice, reflecting your current financial condition. The report must include a balance sheet and income statement. Be prepared to substantiate all information shown.

Surety Information

Has any surety or bonding company ever been required to perform upon your default?

Yes ☐ No ☒

If yes, attach a statement naming the surety or bonding company, date, amount of bond, and the circumstances surrounding said default and performance.

Bankruptcy Information

Have you ever been declared bankrupt? Yes ☐ No ☒

If yes, state date, court jurisdiction, amount of liabilities, and amount of assets.

Pending Litigation

Provide detailed information regarding present or threatened litigation, liens, or claims involving any participant in the proposal. If there are none, state that there is no existing or threatened litigation, lien, or claims against any participant in the proposal.

Executive Facilities Services, Inc. currently has a Wage and Hour claim that will be going into mediation in the fourth quarter of 2023.

EXHIBIT "J"

LISTING OF SUBCONTRACTORS (Required with Bid Submittal)

Executive Facilities Services, Inc. will not be utilizing subcontractors.

Subcontractor 1

Business Name: N/A

Area of Specialty:

_____ Contact Name &

Title: _____ Phone Number:

_____

# of Years Contracted With: _____

Subcontractor 2

Business Name: N/A

Area of Specialty:

_____ Contact Name &

Title: _____ Phone Number:

_____

# of Years Contracted With: _____

Subcontractor 3

Business Name: N/A

Area of Specialty:

_____ Contact Name &

Title: _____ Phone Number:

_____

# of Years Contracted With: _____

Executive Facilities Services, Inc.
Balance Sheet
As of December 31, 2022

	Dec 31, 22
ASSETS	
Current Assets	
Checking/Savings	
113 · HMC Solutions	110.46
112 · PPP Checking	50.74
111 · ebm-Payroll	100.63
101 · ebm-General Checking	1,008.18
110 · exec Payroll Account	2,257.48
100 · EXEC Checking Acct	-631,102.30
185 · Corporate Savings Acct	759,479.64
Total Checking/Savings	131,904.83
Accounts Receivable	
120 · Accounts Receivable	1,395,179.16
Total Accounts Receivable	1,395,179.16
Other Current Assets	
130 · Undeposited Funds	12,994.34
Total Other Current Assets	12,994.34
Total Current Assets	1,540,078.33
Fixed Assets	
145 · Automobile	471,591.24
150 · Furniture & Fixtures	10,483.98
155 · Machinery & Equipment	89,479.40
160 · Accum. Depreciation	-501,765.62
Total Fixed Assets	69,789.00
Other Assets	
174 · Goodwill HMC Solutions	300,000.00
173 · Goodwill Bewley	495,000.00
170 · Goodwill	352,361.52
175 · Accum. Amortization	-667,564.00
171 · Goodwill White Glove	395,802.00
172 · Goodwill Best	113,325.00
186 · Due from LLC	122,000.00
Total Other Assets	1,110,924.52
TOTAL ASSETS	2,720,791.85
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · Accounts Payable	-1,445.00
Total Accounts Payable	-1,445.00

Executive Facilities Services, Inc.
Balance Sheet
As of December 31, 2022

	Dec 31, 22
Other Current Liabilities	
267 · State Inc Tax PassThru Payable	5,640.00
Total Other Current Liabilities	5,640.00
Total Current Liabilities	4,195.00
Long Term Liabilities	
289 · Vehicle Loan 2021 Nissan Rogue	22,302.20
286 · Vehicle Loan 2020 Nissan Rogue	15,015.49
287 · Veh Loan 2020 Nissan NV200 0061	13,684.88
288 · Veh Loan 2020 Nissan NV200 1102	14,960.44
295 · SBA Disaster Loan	138,116.94
265 · State Income Tax Payable	2,463.00
274 · Vehicle Loan 21 Niss MP1 190001	17,721.63
277 · Vehicle Loan 21 Niss MP2 890001	17,721.63
278 · Veh Loan Niss 2021 Vicki 290001	17,699.11
Total Long Term Liabilities	259,685.32
Total Liabilities	263,880.32
Equity	
310 · Owner's Draw	-89,600.00
315 · Common Stock	10,000.00
320 · Retained Earnings	2,259,001.48
Net Income	277,510.05
Total Equity	2,456,911.53
TOTAL LIABILITIES & EQUITY	2,720,791.85

Executive Facilities Services, Inc.
Profit & Loss
January through December 2022

	Jan - Dec 22	
Ordinary Income/Expense		
Income		
400 · Income		
401 · Additional Cleaning Services	327,368.78	
402 · Bill Back	209,474.71	
403 · Carpet Care	161,856.17	
404 · Floor Services	52,616.87	
406 · Janitorial Services	9,175,824.35	
410 · Windows	73,522.24	
411 · Upholstery Cleaning	1,740.30	
412 · Steam Cleaning	4,186.59	
416 · Campus & Grounds	34,431.84	
Total 400 · Income		10,041,021.85
Total Income		10,041,021.85
Cost of Goods Sold		
500 · Adminstration		671.00
510 · Advertising		
510-1 · Marketing	3,137.30	
510 · Advertising - Other	14,950.95	
Total 510 · Advertising		18,088.25
540 · Building Maintenance		948,473.09
560 · Materials & Supplies		1,335,853.73
590 · Promotional Products		4,338.01
600 · Automobile Expense		
600-1 · Fuel	51,605.57	
600 · Automobile Expense - Other	41,954.09	
Total 600 · Automobile Expense		93,559.66
Total COGS		2,400,983.74
Gross Profit		7,640,038.11
Expense		
915 · Promotion		
915-1 · Customer Gifts	6,513.47	
915 · Promotion - Other	14,161.47	
Total 915 · Promotion		20,674.94
1000 · Utilities		18,836.63
710 · Bad Debt		0.00
720 · Bank Service Charge		1,607.97
730 · Depreciation Expense		27,550.00
740 · Discount Expense		48,968.11
750 · Donations		2,905.00
760 · Dues		42,513.07

	Jan - Dec 22	
775 · Equipment		
775-3 · Computer	5,674.87	
775 · Equipment - Other	3,494.71	
Total 775 · Equipment		9,169.58
780 · Facility Rent		217,682.60
790 · I. C. Welfare		44,174.62
800 · Insurance		
Officer Life	2,303.00	
800-1 · Auto	14,738.30	
800-2 · Bond	1,187.00	
800-6 · Workers Compensation	25,049.19	
800-8 · Medical	76,297.61	
800 · Insurance - Other	57,101.07	
Total 800 · Insurance		176,676.17
830 · Legal & Accounting		
830-1 · Accounting	26,520.52	
830-2 · Legal Fees	245,564.83	
Total 830 · Legal & Accounting		272,085.35
840 · Licenses and Permits		1,300.67
870 · Office Expense		5,133.85
875 · Office Supplies		6,567.95
880 · Payroll Expenses		5,586,005.52
890 · Postage and Delivery		6,888.11
900 · Printing and Reproduction		2,554.66
910 · Professional Fees		11,173.18
920 · Rent		
921 · Storage	1,731.11	
Total 920 · Rent		1,731.11
940 · Security		1,518.56
960 · Taxes		
960-3 · Payroll	494,715.88	
960-8 · Business	429.19	
960-9 · Sales	16,576.43	
960 · Taxes - Other	59,674.91	
Total 960 · Taxes		571,396.41
970 · Telephone		20,850.69
980 · Training		30,130.60
990 · Travel & Entertainment		
990-3 · Travel	15,822.68	
Total 990 · Travel & Entertainment		15,822.68

	Jan - Dec 22
989 · Board of Directors Meetings	32,077.75
Total Expense	7,175,995.78
Net Ordinary Income	464,042.33
Other Income/Expense	
Other Income	
737 · Gain/Loss Sale of Fixed Assets	12,298.87
Total Other Income	12,298.87
Other Expense	
664 · Penalties	23.00
700 · Amortization Expense	97,209.00
810 · Interest Expense	12,906.26
960-1 · Federal Income Tax	0.00
960-6 · State Income Tax	4,946.00
961.9 · State Income Tax Pass-Thru	10,000.00
962 · Deferred State Inc Tax PassThru	5,640.00
Total Other Expense	130,724.26
Net Other Income	-118,425.39
Net Income	345,616.94

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 08/21/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Incorporated 3400 Central Ave Suite 220 Riverside CA 92506	CONTACT NAME: Vicki Rodriguez PHONE (A/C, No, Ext): (877) 898-9333 FAX (A/C, No): (951) 300-9332 E-MAIL ADDRESS: vrodriguez@insuranceinc.com
INSURED Executive Facilities Services Inc. Excellent Building Maintenance DBA White Glove Maintenance P.O. Box 1700 Riverside CA 92502	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Associated Industries Ins. Co — 23140 INSURER B : Wesco Insurance Co — 25011 INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 23 24 GL EXS WC **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC [ ] OTHER:	Y	Y	AES123734600	08/02/2023	08/02/2024	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	[X] UMBRELLA LIAB [X] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $			EXA123602600	08/02/2023	08/02/2024	EACH OCCURRENCE	$ 2,000,000
							AGGREGATE	$ 2,000,000
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: Y If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	Y	TWC4152164	09/01/2022	09/01/2023	[X] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

*Ten-day notice of cancellation provided in the event of cancellation due to nonpayment of premium.

Pleasant Valley Recreation and Park District, its officers, employees and agents are an additional insured with respects to the General Liability per the attached endorsement. Insurance is Primary and Non-Contributory. Waiver of Subrogation applies to the General Liability and Workers Compensation per the attached endorsements.

CERTIFICATE HOLDER

Pleasant Valley Recreation and Park District
Mark Parker - Park Service Mgr
1605 E. Burnley Street
Camarillo CA 93010

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT - CALIFORNIA

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be 2% of the California workers' compensation premium otherwise due on such remuneration.

Schedule

Person or Organization	Job Description
Any person or organization as required by written contract.	

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective	9/1/2022	Policy No. TWC4152164	Endorsement No. 0
Insured	Executive Facilities Services (A Corp)		Premium $ 23,334
Insurance Company	Technology Insurance Company, Inc.		

Countersigned by _____

WC 04 03 06
(Ed. 04-84)

CALIFORNIA CANCELATION ENDORSEMENT

This endorsement applies only to the insurance provided by the policy because California is shown in Item 3.A. of the Information Page.

The cancelation condition in Part Six (Conditions) of the policy is replaced by these conditions:

Cancelation

1. You may cancel this policy. You must mail or deliver advance written notice to us stating when the cancelation is to take effect.
2. We may cancel this policy for one or more of the following reasons:
   a. Non-payment of premium;
   b. Failure to report payroll;
   c. Failure to permit us to audit payroll as required by the terms of this policy or of a previous policy issued by us;
   d. Failure to pay any additional premium resulting from an audit of payroll required by the terms of this policy or any previous policy issued by us;
   e. Material misrepresentation made by you or your agent;
   f. Failure to cooperate with us in the investigation of a claim;
   g. Material failure to comply with federal or state safety orders or written recommendations of our designated loss control representatives;
   h. The occurrence of a material change in the ownership of your business;
   i. The occurrence of any change in your business or operations that materially increases the hazard for frequency or severity of loss;
   j. The occurrence of any change in your business or operation that requires additional or different classification for premium calculation;
   k. The occurrence of any change in your business or operation which contemplates an activity excluded by our reinsurance treaties
3. If we cancel your policy for any of the reasons listed in (a) through (f), we will give you 10 days advance written notice, stating when the cancelation is to take effect. Mailing that notice to you at your mailing address shown in Item 1 of the Information Page will be sufficient to prove notice. If we cancel your policy for any of the reasons listed in Items (g) through (k), we will give you 30 days advance written notice; however, we agree that in the event of cancelation and reissuance of a policy effective upon a material change in ownership or operations, notice will not be provided.
4. If we mail the notice to you, the stated periods of notice and your right to remedy the condition will be extended by 5 days if the place of mailing and your mailing address is within California, 10 days if the place of mailing or your mailing address is outside of California and 20 days if the place of mailing or your mailing address is outside of the United States.
5. The policy period will end on the day and hour stated in the cancelation notice.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective	9/1/2022	Policy No.	TWC4152164	Endorsement No.	0
Insured	Executive Facilities Services (A Corp)			Premium $	23,334
Insurance Company	Technology Insurance Company, Inc.				

Countersigned by _____

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
All persons or organizations where required by written contract with the Named Insured.	Any location where you perform work for such additional insured
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Additional Insured Person(s) or Organization(s):	Location and Description of Completed Operations
All persons or organizations where written contract with the Named Insured requires additional insured completed operations coverage. This form does not apply to your work on new "residential property".	Any location where you perform work for such additional insured
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

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WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Person Or Organization:
All persons or organizations where required by written contract with the Named Insured
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph **8. Transfer Of Rights Of Recovery Against Others To Us** of **Section IV – Conditions:**

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NON-CONTRIBUTING INSURANCE (THIRD-PARTY)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Third Party:
All persons or organizations where required by written contract with the Named Insured

(Absence of a specifically named Third Party above means that the provisions of this endorsement apply as required by written contractual agreement with any Third Party for whom you are performing work.)

Paragraph **4.** of **SECTION IV: COMMERCIAL GENERAL LIABILITY CONDITIONS** is replaced by the following:

4. Other Insurance:

With respect to the Third Party shown above, this insurance is primary and non-contributing. Any and all other valid and collectable insurance available to such Third Party in respect of work performed by you under written contractual agreements with said Third Party for loss covered by this policy, shall in no instance be considered as primary, co-insurance, or contributing insurance. Rather, any such other insurance shall be considered excess over and above the insurance provided by this policy.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

AMENDMENT – AGGREGATE LIMITS OF INSURANCE (PER PROJECT)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

Schedule
Subject to an Overall Policy Aggregate Limit: $5,000,000

(Information required to complete this Schedule, if not shown above, will be shown in Declarations.)

A. Paragraphs **2.** and **3.** of **SECTION III – LIMITS OF INSURANCE** are replaced by the following:

2. The Overall Policy Aggregate Limit is the most we will pay for the sum of
- **a.** Medical expenses under Coverage **C;**
- **b.** Damages under Coverage **A,** except damages because of "bodily injury" or "property damage" included in the "products-completed operations hazard"; and
- **c.** Damages under Coverage **B.**

3. The Products-Completed Operations Aggregate Limit is the most we will pay under Coverage **A** for damages because of "bodily injury" and "property damage" included in the "products-completed operations hazard" to each of your projects away from premises owned by or rented to you.

B. The following is added to **SECTION III – LIMITS OF INSURANCE**:

8. Subject to Paragraph **2.** and **3.** above, the General Aggregate Limit is the most we will pay under for the sum Coverage **A,** Coverage **B,** or Coverage **C** to each of your projects away from premises owned by or rented to you.

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 09/08/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER State Farm Mike Powers, Agent LIC# 0E73485 10850 Hole Ave., Ste A Riverside CA 92505	CONTACT NAME: Mike Powers PHONE (A/C, No, Ext): 951-687-3830 FAX (A/C, No): 951-687-7538 E-MAIL ADDRESS: mike.powers.poed@statefarm.com
INSURED CASSIDY LUCA LLC P.O. BOX 1700 RIVERSIDE CA 92502-1700	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : State Farm Mutual Automobile Insurance Company — 25178 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
A	AUTOMOBILE LIABILITY			758 3564-A07-75F	01/07/2023	01/07/2024	COMBINED SINGLE LIMIT (Ea accident)	$
	☒ ANY AUTO			758 3565-A07-75F	01/07/2023	01/07/2024	BODILY INJURY (Per person)	$ 1,000,000
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS			758 3566-A07-75F	01/07/2023	01/07/2024	BODILY INJURY (Per accident)	$ 1,000,000
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			758 3571-A07-75F	01/07/2023	01/07/2024	PROPERTY DAMAGE (Per accident)	$ 1,000,000
								$
	UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						☐ PER STATUTE ☐ OTH-ER	$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ N/A						E.L. EACH ACCIDENT	$
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

ADDL VEH POL#: 758 3572-A07-75E
PROJECT: Work performed by Executive Facilities Services Inc.
ADDITIONAL INSURED(S) Pleasant Valley Recreation and Park District *see attached Endorsement

CERTIFICATE HOLDER

PLEASANT VALLEY RECREATION AND PARK DISTRICT
1605 E BURNLEY ST
CAMARILLO CA 93010

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Policies: 758 3564-A07-75F, 758 3565-A07-75F, 758 3566-A07-75F, 758 3571-A07-75F, 758 3572-A07-75E

6028BU ADDITIONAL INSURED (Prior Notice of Termination)

This endorsement is a part of ***your*** policy. Except for the changes it makes, all other terms of the policy remain the same and apply to this endorsement. It is effective at the same time as ***your*** policy unless a different effective date is specified by us in writing.

It is agreed that **LIABILITY — COVERAGE A** of ***your*** policy is extended to the party named on the declarations page as an Additional Insured. The Additional Insured is subject to the provisions of the policy granting coverage to an ***insured*** other than ***you.***

The Additional Insured:

Pleasant Valley Recreation & Park District
1605 E. Burnley Street
Camarillo CA 93010

1. has the same right of recovery under this policy as before;
2. is not liable for any premium or other expense under this policy;
3. is not a member of the State Farm Mutual Automobile Insurance Company of Bloomington, Illinois.

This policy will not be changed or terminated as to the interest of the Additional Insured unless we give such insured notice. The number of days' notice we will give is ten unless another number is shown on the declarations page.

EXECFAC-01 YCARLOS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 9/5/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
Paramount Exclusive Insurance Services, Inc. 15760 Ventura Blvd. Suite 500 Encino, CA 91436	PHONE (A/C, No, Ext): (818) 986-7283	FAX (A/C, No): (818) 986-4949
	E-MAIL ADDRESS: service@paramountexclusiveins.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Employers Preferred Insurance Company	10346
INSURED	INSURER B :	
Executive Facilities Services 6865 Weaver St. Riverside, CA 92504	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	☐ OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						X PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y	N/A		EIG5329584-00	9/1/2023	9/1/2024	E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Pleasant Valley Recreation and Park District
Matt Parker - Park Service Manager
1605 E. Burnley Street Camarillo, CA 93010

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Bill Dirk Teismann

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Pleasant Valley Recreation and Parks District

Request for Proposal for Custodial Services for Pleasant Valley Field Sports Complex

RFP: 24-02

August 21, 2023

Executive Facilities Services, Inc.
Central Coast – Inland Empire – Ventura County

Corporate Headquarters
1227 Flynn Road. Suite 307
Camarillo, CA 93012
844-780-2626 | Fax 951-346-3922
www.execservices.biz

EFS, Inc.

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PROPOSER'S CHECKLIST

These items are to be turned in with your sealed bid or proposal.

General Requirements - *Signed*	
D.I.R. (Department of Industrial Relations) Number	
Proposal & Bid Tabulation Forms	
List of Bidder's Qualifications	
Statement of Transition Plan (Exhibit E)	
Faithful Performance Bond (Exhibit F)	
Labor & Material Bond (Exhibit G)	
Financial Information (Exhibit I)	
List of Subcontractors – *if needed* (Exhibit J)	
Schedule of Holidays Off (format of your preference is acceptable)	

Please ensure any additional pages are attached to the appropriate exhibit form and/or sufficiently labeled with the appropriate subject of the page(s).

August 21, 2023

Mr. Matt Parker
Park Services Manager
Pleasant Valley Recreation and Parks District
1605 E. Burnley St.
Camarillo, CA 93010

EFS, Inc.

Dear Matt,

Thank you for allowing Executive Facilities Services, Inc. (EFS, Inc.) the opportunity to present to you and your team for consideration our Cost and Service Proposal in response to RFP No. # 24-02 for Custodial Services for Pleasant Valley Fields Sports Complex.

I have owned and operated EFS, Inc. since 2004 and we have successfully developed a proven track record of meeting and or exceeding our clients' expectations.

Our Service Proposal addresses each of the specified items identified in the Request for Proposal identified on pages 8 through 10 of the RFP/. EFS, Inc.'s Service Proposal clearly defines our experience, qualifications, evidence of responsibility, client references, key personnel, work plan, communication plan, quality control process, and additional services performed for our client's facilities throughout Southern and Central California.

Having been working in the service industry for over 38 years, I have learned that what matters to our clients is quality service that exceeds expectations and is provided at a cost-effective price.

Simply, Price and Service.

I have learned from strategically growing EFS, Inc. for the last 19 years that we may not be the lowest cost service provider submitting a cost proposal to the Pleasant Valley Recreation and Parks District and we fully understand the potential reasons behind this.

We know that our W-2 employees are our most valuable asset and in response to our current labor market, EFS, Inc. knows that to attract, train and retain quality employees, our janitorial base hourly wage will begin at $16.50 per hour, and will increase our base wage based on experience and performance.

Our Camarillo location alone provides quality nightly janitorial and day porter services, carpet cleaning, window and upholstery cleaning, hard floor services, and disinfecting services for approximately 130 client sites.

We currently employ over approximately 100 employees at our Camarillo facility. The density of our client sites also allows us the opportunity to potentially increase our employees' nightly labor hours and provide a higher standard of living for our employees.

With a strategically located and staffed facility located in Camarillo, EFS, Inc. is positioned for quick responses to ongoing, last minute and emergency situations. EFS, Inc.'s Camarillo location is equipped with all the necessary equipment to complete and exceed the expectations of the Pleasant Valley Recreation and Park District.

Our three operating locations located within Southern and Central California currently service approximately four-million-square feet of cleanable space per night.

At all EFS, Inc. operating locations, we consistently maintain the correct number of staff members, front line employees and a casual labor force to meet our client's ever-changing needs.

EFS, Inc.

Most importantly, our ongoing front-line employee training and monitoring provides us the ability to efficiently meet and or exceed your facility needs.

EFS, Inc. has a long history of providing custodial services for public parks that operate seven days a week. EFS, Inc. has partnered with Conejo Recreation and Park District, and the City of Costa Mesa, to provide their multiple sites with a variety of services that are required for public parks.

Regarding the pricing for the Pleasant Valley Recreation and Parks Services, this has been very difficult and has weighed on my mind a great deal. Yours is a unique opportunity and one that I certainly do not want to shy away from.

The challenge lies in identifying the correct number of labor hours that are required to complete all the required services taking into consideration the events that will be taking place and the number of individuals that will be on site.

Not knowing this precise information leaves me only one option. That is to submit a monthly cost that is extremely conservative, and I wanted you to be aware of this. Also in this case, we could be invoicing you for services not performed and this could happen for a variety of reasons including weather, event cancellation, etc.

In 2022, in we had a similar situation with a current client. Both the client and I were unable to determine the correct number of nighty labor hours for janitorial services. We did agree on the hourly billing rate and also agreed to perform a one-month time study of the nightly labor hours.
What we learned from our time study was that the hours fluctuated based upon the number of their employees that worked at their facilities each day.

Since June of 2022, we have been invoicing this client only for hours worked each month at the agreed upon hourly rate.

I would like to suggest this option to you for consideration in addition to the monthly cost that we have submitted on the Bid Tabulation form.

Based upon my experience, this option allows us both to achieve our ultimate goals. The Pleasant Valley Recreation and Park District would be contracted with a quality service provider at a cost-effective price. EFS, Inc. would be providing cost effective and quality services for a valued new client and also performing services in financial responsible manner.

Jim Ferraro
Executive Facilities Services, Inc.
Office: (844) 780-2626
Cell: (909) 815-0144
Fax: (951) 346-3922
Email: jferraro@execservices.biz

RJ Storm-Larsen
Executive Facilities Services, Inc.
Office: (844) 780-2626
Cell: (805) 705-4195
Fax: (951) 346-3922
Email: rjstorm-larsen@exeservices.biz

James Ferraro

RJ Storm-Larsen

PLEASANT VALLEY RECREATION AND PARK DISTRICT
CUSTODIAL MAINTENANCE SERVICES at PLEASANT VALLEY FIELDS

GENERAL REQUIREMENTS

Each proposer is instructed to carefully examine all of the Proposal Documents which will form a part of the agreement; namely, the Request for Proposals, including these General Requirements, the Contract Services Agreement and all revisions or addenda setting forth any modifications or interpretations of any of said documents.

1. Each proposer is required to become familiar with the Scope of Services, Technical Provisions and General Requirements of the services to be performed pursuant to the Contract Services Agreement. The District will assume that each proposer has investigated and is satisfied as to the conditions to be encountered, the character, quality, and quantities of work to be performed, all work sites, and the materials and equipment to be furnished.

2. The undersigned fully understands the Scope of Services attached to the Contract Services Agreement and has carefully checked all words and figures inserted in his/her Proposal Documents and he/she further understands that the District will in no way be responsible for any errors or omissions in the preparation of the proposal.

3. Proposals shall be made on the forms (Proposal Documents) provided by the District. Each proposal shall be signed by an authorized representative of the proposer and shall guarantee compliance with all contract documents or, in the alternative, list any exceptions taken to the contract documents.

4. Complete proposals must be submitted to the District's Office located at 1605 E Burnley Street, Camarillo, California 93010 on or before the date and time specified in the Request for Proposals.

5. The fee proposal shall be submitted in a separate, sealed envelope.

6. Proposals shall include a list of cities, counties, or other public agencies for which the proposer has provided custodial maintenance services during the past **five (5) years**. Said list shall include the current name and telephone number of the proposer's contact person.

   NOTE: A proposer must have a current (within past two (2) years) custodial maintenance service contract with a municipality or special park district of equivalent size and equivalent custodial services to be deemed a qualified company.

7. Proposals shall include a list of ALL equipment that will be used for custodial maintenance used exclusively at Pleasant Valley Fields.

   ***NOTE**: The District will provide an area for staging equipment and vehicles used to perform all services required under the Agreement.

8. Proposals will be evaluated based on:
    a. Qualifications of the Proposer
    b. References
    c. Proposed Fee - The District need not select the lowest cost proposal but may choose according to what is in the best interest of the District. Awards shall be made to the lowest responsive and responsible proposer whose proposal is determined to be the most advantageous to the District.
    d. Completeness of the proposal and compliance with the required format.
    e. Understanding of general park procedures and requirements as per the Public Contract Code, and any additional procedures explained during the Mandatory Job Walk.
    f. Experience in custodial services for similar sized projects.
    g. Experience and qualifications of the proposer, its work force members and stability of the firm.

9. Upon receipt of the submittals, the District may select the most qualified proposer in a "one- step" process or may conduct interview(s) with some of the proposers. The proposed fee shall be submitted under separate, sealed cover. The District may/will negotiate a final scope and fee with the most qualified contractor as determined by District staff in its sole discretion.

10. Upon completion of the evaluation and selection process, the District's Park Services Manager or designee will make a recommendation to the District Board of Directors regarding the award of the contract.

11. The District is not obligated to award a contract and reserves the right to reject all proposals.

12. Following the award of the contract, a Custodial Maintenance Services Agreement, substantially in the form attached hereto, shall be executed by and between the selected contractor and the District. Each proposer must review the attached Agreement carefully as it contains many details and requirements not set forth in these General Requirements or elsewhere.

13. The undersigned shall execute the Custodial Maintenance Services Agreement and furnish the certificates of insurance after notice of acceptance of the proposal by the District and prior to commencing services.

14. The contract shall commence **[INSERT DATE]**, 2023 through **[INSERT DATE]**, 2026 with annual renewal options as described above.

15. The District desires a fair, equitable, competitive, and timely contract award. Therefore, from the time the District issues the Request for Proposals and until the District Board receives District Staff's recommendation for contract award, all contact with the District shall be through:

    Matthew Parker

Park Services Manager
Pleasant Valley Recreation and Park District
1605 E. Burnley St. Camarillo, CA 93010 Telephone: (805) 482-1996 ext. 301
mparker@pvrpd.org

During this period of restricted contact any attempt by a proposing contractor, its representative or agent to contact, lobby or make a representation to a member of the District Board, or any other official, employee, or agent of the District, other than the designated District contact, will be grounds for disqualification. It is the responsibility of each proposer to make its own estimates prior to submitting its proposal and to base its proposal cost on its own estimates or assessments. Each proposer shall carefully examine the facilities of the proposed maintenance work. The submission of a proposal shall be prima facie evidence that the proposer has investigated and is satisfied that it understands the conditions to be encountered.

All proposals shall include the following executed documents, signed by people authorized to bind the proposer, to be submitted with each written proposal:

1. General Requirements (signed)
2. Already have a D.I.R (Department of Industrial Relations) number
3. Proposal and Proposer's Certification(s)
4. List of Qualifications (References' List)
5. List of Equipment / Equipment Plan
6. Statement of Transition Plan
7. Staff Allocation/ Organizational Chart
8. Faithful Performance Bond (see Bonding Requirements in Notice of Invitation of Proposals)
9. Labor and Material Bond
10. Financial Information
11. List of Subcontractors
12. Schedule of Holidays off

We have read and understand the General Requirements of the Pleasant Valley Recreation and Park District's Request for Proposal for Custodial Maintenance Services.

SIGNATURE: Jamie Ferraro **DATE:** 08/18/2023

NAME (PRINT): Jim Ferraro

TITLE: Company Owner

COMPANY: Executive Facilities Services, Inc.

COMPANY ADDRESS: 1227 Flynn Rd. Ste 307.

Camarillo, CA 93012

DIR #: JS-LR-000014832

CONTACT PERSON: RJ Storm-Larsen

PHONE NUMBER: 805-705-4195

EMAIL: rjstorm-larsen@execservices.biz

(CHECKLIST ON NEXT PAGE)

SUBMISSION OF BID

Sealed Bids should be submitted *by August 21, 2023, at 2:00 PM*
Pleasant Valley Recreation and Park District
Attn.: Matt Parker, Park Services Manager
1605 E. Burnley St. Camarillo CA 93010
Bids received after the above date and time will not be considered.

Note: Fax or emailed bids will not be accepted

BID TABULATION & PROPOSAL FORMS

The monthly and annual compensation for the initial three years of the contract term and the optional term extensions will be the rates set forth below, which shall not be increased.

Contractor shall furnish all labor, equipment, tools, and materials to do all work necessary or incidental to complete the work in accordance with the Agreement at the following price:

BID TABULATION FORM

	Term Year	Cost of Services *Per Month*
Park Restrooms and Amenities Custodial Maintenance 7 days x 52 weeks (excluding observed holidays)	*Year One*	$ 13,649.09
	Year Two	$ 14,442.17
	Year Three	$ 14,664.25
	Year Four	$ 15,180.01
	Year Five	$ 15,874.25

SUPPLEMENTAL UNIT PRICE FORM

a.	Unscheduled Extra Work – Restroom monitor, cleaning, and trash removal. Park Amenities cleaning, litter pickup and trash removal	$ 33.45 /hour for 1 staff
b.	Power wash restroom floor surfaces	$ 125.00 /hour for 1 staff
c.	Power wash park benches and tables	$ 125.00 /hour for 1 staff
d.	Power wash park concrete surfaces	$ 125.00 /hour for 1 staff
e.	Power wash trash receptacles	$ 125.00 /hour for 1 staff

Executive Facilities Services, Inc.
Company Name

Jim Ferraro
Signed

RJ Storm-Larsen
Witness Name

Signature

Date: 8/18/2023

Camarillo, CA 93012
City, State, Zip Code

BID PROPOSAL

Contractor shall provide all labor, materials, equipment, licensing, and supervision necessary for park maintenance at the standards, specifications and frequencies based in these bid documents. The contract term will be for a total of 36 months starting MM DD, 2023 and extending until MM DD, 2026, unless terminated for cause or extended per the terms of the contract. Bidders must complete all forms included in these bidding documents.

SUBMITTED TO:

Pleasant Valley Recreation and Park District
Attention: Matthew Parker Park Services Manager
1605 E. Burnley St., Camarillo, California 93010

SUBMITTED BY:

Executive Facilities Services, Inc.
(Legal Name of Company, Corporation or Joint Venture)

1227 Flynn Rd. Suite 307 Camarillo, CA 93012

844-780-2626
(Business Address and Telephone Number)

The undersigned, as bidder, declares that he has carefully examined the bid package in its entirety including addendums and exhibits, and has carefully examined the locations, conditions and classes of materials of the proposed work, and agrees that he will provide all necessary labor, machinery, licenses, tools, materials, supplies, apparatus, services, and other means of work, and will do all the work and furnish all the materials called for in the Contract Documents in the manner prescribed herein and according to the accompanying bid schedule, which becomes part of this Bid.

Bidder binds himself, on acceptance of his bid, to execute a contract according to the prescribed forms, for performing the said work within the time stated, for the following sum. Please only fill out for the specific projects your firm is bidding:

	Monthly Cost	Yearly Cost (12 Months)
Park Maintenance (Y1)	$ 13,649.09	$ 163,789.08
Park Maintenance (Y2)	$ 14,442.17	$ 173,306.04
Park Maintenance (Y3)	$ 14,664.25	$ 175,971.00
Park Maintenance (Y4)	$ 15,180.01	$ 182,160.12
Park Maintenance (Y5)	$ 15,874.25	$ 190,491.00

Contract Cost (60 Months)
$ 885,717.24

In the event of a conflict between unit price and item total, unit price will govern.

It is understood and agreed that, if awarded the contract(s), the proposed work shall be started MM DD, 2023.

The undersigned certifies that the bid amounts contained in the Bid Proposal have been carefully checked and are submitted as correct and final, and these amounts will remain firm for **90 days** following submittal.

Acknowledge Receipt of Addenda below with the date received and initials in the blank provided:

Addendum No. 1 08/16/2023
Addendum No. 2 _____
Addendum No. 3 _____
Addendum No. 4 _____
Addendum No. 5 _____
Addendum No. 6 _____

By: RJ Storm-Larsen (Witness)

Seal (If Bidder is a Corporation)

Signed James Ferraro

By: Jim Ferraro

Title: Company Owner

Date: 08/18/2023

By: Christian Ferraro
Secretary of Corporation

Camarillo, CA 93012
City, State, and Zip Code

844-780-266
Telephone Number

LIST OF BIDDER'S QUALIFICATIONS

DATE SUBMITTED 08/21/2023

All questions must be answered, and the data given must be clear and comprehensive. ***This statement must be notarized***. If necessary, questions may be answered on separate attached sheets. The Bidder may submit any additional information that is pertinent.

1. Name of Bidder EXECUTIVE FACIILTIES SERVICES, INC

2. Permanent main office address 1227 FLYNN RD SUITE 307, CAMARILLO, CA 93012

3. If a corporation, where incorporated CALIFORNIA

4. How many years have you been engaged in the park and custodial maintenance business? Under what firm or trade names and how long under each?
10 years of park experience doing business as Executive Facilities Services, Inc.

5. Are you licensed as a contractor in the State of California? Yes__No__X__If "Yes", please provide contractor numbers?

6. Please provide the current number of employees, in this branch that are classified as full time, part time, seasonal that work for the bidder and identify the number that have the primary function of administrative and production(field) work.
Full Time - 35

Part Time - 65

7. Describe the current type of work performed by your firm?
EFS, Inc. performed janitorial, dayporter, powerwashing, carpet cleaning, hard floor services, and window cleaning services for 50 of its clients in the Ventura County.

8. Please attach a detailed inventory of current maintenance equipment owned and/or equipment needed to be acquired in the event of award of contract.
Please see page XXXXXX

9. Has your firm ever failed to complete any work awarded to you or exited a contract early?
Yes,____No__X__If "Yes", where, and why

10. Has your firm ever defaulted or been terminated on a contract?
Yes____No__X__If "Yes", where, and why

11. List 5 projects of similar size and scope that your firm is currently under contract or has been previously under contract involving custodial, park, sports field, or golf-maintenance.

Firm Name Information	Contract Value	Contact
1. City of Thousand Oaks	$404,093.00	Elizabeth Perez 805-449-2225
2. Conejo Recreation and Park District	$286,204.00	Tom Hare 805-381-1230
3. PennyMac	$907,012.57	Kristen Santangelo (805) 222-0884
4. City of Costa Mesa	$580,551	Daniel Jojola (714) 925-5289
5. San Bernardino County Superintendent of Schools	$1,253,686.00	Ralph Alba, 909-382-3560

12. Are any lawsuits pending against you or your firm currently?

Yes__X__No____If "Yes", PROVIDE DETAILS.

EFS, Inc. has one wage an hour litigation that is ongoing.

13. Have any charges been filed against you or your firm or the bidding entity with the California Center of Contract Compliance, the Equal Opportunity Commission, the State of California Civil Rights Commission, or any other similarly constituted entity charged by any state or local government with the enforcement of anti-

discrimination legislation or regulations?
Yes____No X___If "Yes", PROVIDE DETAILS.

14. Provide bank reference Bank of America, Margarita Patron (951) 379-3299

15. What are the limits of your firm's public liability? DETAIL.
EFS, Inc. currently caries no public liability.

16. What is your firm's bond limitations? When necessary EFS, Inc. can acquire any necessary bonds.

17. Please provide a detailed financial statement for your firm with the bid submittal.

18. The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the District in verification of the recitals composing this Statement of Bidder's Qualifications.

DATED AT 2023, this 18 day of August 2020.

Executive Facilities Services, Inc.
(Name of Bidder)

By: James Ferraro
(Signature)

Title: Company Owner

STATE OF CA

COUNTY OF Ventura

Sworn/Subscribed to before me personally appeared _____on this _____day of _____ 20____ .

Custodial Services For Pleasant Valley Fields Sports Complex

August 15, 2023

ADDENDUM NO. 1

This Addendum form is a part of the Contract Documents for the above-identified project and modifies the original Specifications and Contract Documents, as noted on the following pages. Portions of the Contract, not specifically mentioned in this Addendum, remain in force. All trades affected shall be fully advised of these changes, deletions, and additions.

The proposal due date is 2:00pm on August 21, 2023.

Matthew Parker
Park Services Manager
Pleasant Valley Recreation and Park District

PROPOSER'S CERTIFICATE

I acknowledge receipt of all three (3) pages of this Addendum No. 1 and accept the aforementioned.

James Ferraro

Proposer's Signature

08/18/2023

Date

THIS DOCUMENT TO BE SIGNED AND SUBMITTED WITH PROPOSAL

Custodial Services For Pleasant Valley Fields Sports Complex

August 15, 2023

ADDENDUM NO. 1

The following additions and/or corrections shall become a part of the Contract Documents and Specifications for the above named project. When submitting a proposal for the project, this Addendum shall be acknowledged, and ***a signed copy of the Addendum shall be included in the proposal package.***

Changes or clarifications are noted are BOLD and UNDERLINED

I. GENERAL

The proposer is directed to make the following corrections, deletions, and/or additions to the contract documents and contract drawings heretofore dispensed to him for the above project, and to note proposer's receipt of this addendum by number on the attached ***Addenda Acknowledgement Form***:

II. MODIFICATIONS TO PREVIOUS ADDENDA

N/A

III. PROPOSAL AND CONTRACT REQUIREMENT REVISIONS

1. **Pg7 – License requirements**
2. **Bonding Reference - Pg 5 paragraph 1.14 &Pg 12- check list, page 26 section 5.3- Bond Requirements**

IV. RFI

1. Is the Performance bond and the Labor and Materials bond required?
   a. **No, the District has removed the bonding requirements for this RFP / Contract. See section III. line 2 above.**

2. Is this a prevailing wage contract (1.10)? If so, what classification? Is this, in reality a 'minimum wage' mandate?
   a. **Rules defined by 8 CCR § 16000, in part, as: "janitorial or custodial services of a routine, recurring or usual nature are excluded," therefor prevailing wages and / or DIR registration requirements do not apply to this contract.**

3. Is a landscape C-27 a requirement for the Janitorial contract?
   a. **No, a C-27 Contractor's license is not required for this contract.**

4. Do you have a census of restrooms and tables/fixtures that are included in the custodial RFP?
   a. **No, refer to page 6 of the RFP paragraph 1.13 CONTRACTOR'S EXAMINATION OF SITE.**
5. Can you provide public information regarding the value of any current contract that this referenced RFP replaces?
   a. **No, the services requested within this RFP were lumped into the previous Landscape Maintenance Contract for the site and was not itemized, therefore we don't have a valuation for the services identified the scope of this RFP.**
6. Can you verify that any current janitors at the location are non-union; not covered in a CBA? The California Displaced Janitor Act will apply.
   a. **N/A - The Janitorial / Custodial services are currently being provided by District employees and are exempt from the California Displaced Janitor Act.**

7. Do you have an estimated circumference or area being serviced—location of lighting poles, or scaled drawing and do you have a census of the waste containers included in the service: Number and sizes?
    a. **No, refer to page 6 of the RFP paragraph 1.13 CONTRACTOR'S EXAMINATION OF SITE.**

8. Can you describe the available transport that will be available: Is there a bed or a trailer; gas or electric, cab or shaded; is there fuel storage or fueling available, if needed?
    a. **It is the contractor's responsibility to provide themselves with an utility cart equipped with turf tires. Regfer to page 35 of the RFP packet paragraph 1.5 and 1.6 for specific details.**

9. What is the current monthly billing for the janitorial services being provided currently?
PVRPD is not currently under contract for custodial maintenance services, there are no monthly billed services.

10. Will the Pleasant Valley Recreation and Park District require bidders to submit evidence of good standing in the form of an official certificate of good standing issued by the California Secretary of State?
PVRPD will not require certifications not listed in the RFP or Agreement documents.

11. Will the Pleasant Valley Recreation and Park District enter into a Contractor Agreement with a service provider that is utilizing Independent Contractors and knowingly be in violation of AB5?
PVRPD will not knowingly enter into an agreement with any contractor who does not directly employ its workforce, subcontracting of assigned duties is prohibited. Refer to RFP Section 1.10 "Wages", Agreement Section 4.3 "Prohibition Against Subcontracting or Assignment", and Exhibit "B" section 3. "Contractors Employees."

12. Will the Pleasant Valley Recreation and Park District be adhering to Labor Code section 2776 regarding business-to-business contracting for janitorial services?
Refer to Agreement Section 4.4 "Independent Contractors."

13. Question: Will the Pleasant Valley Recreation and Park District consider payroll tax and workers compensation insurance audit, to ensure that all prospective service providers are adhering to AB5?
Refer to Agreement Exhibit "B" Special Requirements Section 12 "Laws to be Observed" "Contractor shall keep itself and its employees and agents fully informed of and ensure that all work and services are provided in compliance with, all Federal and State laws, and all municipal ordinances and regulations of the District which in any way affect the conduct of the work, and all such orders and decrees of bodies or tribunals having any jurisdictions or authority over the same."

14. Can the Pleasant Valley Recreation and Park District provide the current provider existing agreement and or for the fiscal year 2022/2023 agreement.
PVRPD is not currently under contract for custodial maintenance services.

15. Will the Pleasant Valley Recreation and Park District provide the winning service provider the opportunity to provide new rates annually based upon the California minimum wage requirement?
No. Contractor should consider estimated increases of minimum wages in their bid tabulation.

16. Can the Pleasant Valley Recreation and Park District confirm which consumable products will be provided by the district, Toilet paper, hand soap, as referenced on page 32 on the RFP?
Refer to Agreement Exhibit "A" Scope of Work Section 1.1 "Contractor agrees to provide at their own cost and risk all labor, equipment, materials, supplies, tools, and transportation necessary for the satisfactory performance required for cleaning of restroom areas, waste receptacles, benches, tables, bollards, and water fountains…" "…Contractor agrees to install toilet paper and hand soap provided at the cost of the Contract Officer."

17. Does prevailing wage apply to the services outlined in the RFP? If so, please provide the prevailing wage designation for the?
Incomplete question – RFP Section 1.10 "Wages" ensures Contractor's adherence to any applicable laws and regulations whether current or future. Contractor is responsible for ensuring compliance with regard to any qualifying classification of employee. Prevailing wages do not apply at this time.

18. Is it the expectation of the service provider to clean after large tournaments ending at 9:00PM?
Contractor is expected provide services to allow park restrooms to be open daily to the public according to the provided schedule. Refer to schedule in Agreement Exhibit "A" Scope of Work Section 1.2.

19. Can the Pleasant Valley Recreation and Park District clarify whether trash/litter removal is meant for all the field areas, the trash receptacles, and the park lots?
Yes, all trash receptacles are included in this contract. Refer to Agreement Exhibit "D" Section 2.7 Trash/Litter Removal; "Trash/Litter removal includes, but is not limited to, the removal of all visible trash from park areas and emptying park trash cans."

20. Will the Pleasant Valley Recreation and Park District consider an additional cost proposal based on an hourly rate for the large tournament events?
Contractor's bid tabulation totals should reflect the cost of adequate staffing for all services required, which includes a number of events where greater park occupancy is expected and hours of use are extended. The schedule of these events will be provided no less than seven (7) days prior. See Agreement Exhibit "A" 1.2.

21. Can the Pleasant Valley Recreation and Park District provide the previous years calendar of large tournaments?
See Agreement Exhibit "A" Scope of Work 1.2 for the regular tournaments held each year; January; third and fourth weekends. March; second and third weekends, May; first and third weekends, July; third and fourth weekends, September; Labor Day weekend. District agrees to provide Contractor with complete schedule of games, tournaments, or special events no less than seven (7) days in advance. Prior calendar year had a tournament added in June.

When submitting a proposal for the project, this Addendum shall be acknowledged, and a signed copy of the Addendum shall be included in the proposal package

PROPOSERS QUALIFICATION

COMPANY PROFILE

A history of excellence

The experience and history of Executive Facilities Services, Inc. (EFS, Inc.), founded in 1981, is a testament to our ability to serve clients in a variety of business and building types throughout Southern and Central California. Jim Ferraro purchased the company, with nine clients covering 29 locations, from George Horokia in August 2004. EFS, Inc. has grown to serve more than 125 clients with 350 sites over the ensuing years. EFS, Inc. has a long history of providing janitorial, day porter, and disinfecting services for commercial clients, government, municipalities, and public agencies.

Initial actions taken by Jim Ferraro to enhance the infrastructure and strengthen the company's capacity serve a greater number of clients while maintaining excellence, included:

- Established Executive Facilities Services, Inc. as a California corporation on August 4, 2004.
- Created an Employee Handbook (revised annually) as well as a Safety Manual and ongoing employee safety training program.
- Developed employee recruitment, training and performance evaluation programs to ensure continuity and quality.
- Established a long-term relationship with Waxie Sanitary Supply that enables consistency and quality of inventory.
- Upgraded all commercial cleaning equipment.
- Developed an annual business and financial planning model to ensure future viability.
- Developed a daily cash flow analysis model.
- Developed a financial stability and capacity to support controlled growth year over year

A path of strategic and sound growth

Over the years, EFS, Inc. has grown significantly through acquisitions and by adding new clients. The following is a list of acquisitions that have taken place in the last five years and a few of the resulting impacts upon our operations:

- Acquired Excellent Building Maintenance (January 2014), White Glove Professional Cleaning Services (October 2015), Best Janitorial Services (August 2017) and HMC Solutions (January 2021)
- Operates from three facilities and one satellite location to increase convenience and response times.
- Utilizes a computerized inventory system for all locations, maintaining an ample inventory at all times.
- Hired and trained six full-time Operations Managers, seven full-time Night Supervisors and numerous site-specific lead employees to ensure continuity and excellence of service.
- Established four floor care teams and two window cleaning teams.

The EFS, Inc. advantage

Some of the many advantages that EFS, Inc. brings to the the Pleasant Valley Recreation and Parks District are:

- A proven ability to respond to emergency situations including COVID-19 disinfecting/deep cleans at client facilities. Certified to perform COVID-19 disinfecting services.
- Utilizes ONLY W-2 employees to perform services, does NOT use independent contractors and is NOT a franchised organization.
- In compliance with Assembly Bill 5 and registered with the Department of Industrial Relations.
- EFS, Inc. has earned a solid reputation and currently services 350 sites within Southern and Central California.
- Experience spans a range from commercial clients with a single location to school districts with multiple sites and everything in between.
- Warehouse and office facilities in Riverside, Camarillo, and Salinas California.
- Clients have 24/7 access to company owner
- Maintains a large on-call labor force and all of our supervisors are English speakers.
- Web based communication methods enable swift response times and employees working on site.
- Financially strong organization that maintains a two-week inventory of supplies in addition to client onsite inventories
- EFS, Inc. does not have litigation for any past or present projects undertaken.

Building a solid reputation through experience

Executive Facilities Services, Inc. is proud of our reputation as an organization known for providing excellent janitorial services. We have built long standing relationships with clients through professionalism, excellent communication, and exceptional customer service. Here are highlights of some of the clients and services we have been fortunate to serve over the years.

- 2004 to present: Provide janitorial and additional facility services to San Bernardino County Superintendent of Schools for their 34 locations totaling more than 495,000 square feet of space.
- Spring 2005 to present: Provide nightly janitorial services for all 13 Provident Bank locations. Perform carpet and window cleaning, maintenance of hard floor surfaces and replenishment of all paper products and restroom materials.
- September 2010: Provided emergency janitorial services for San Bernardino County Superintendent of Schools, Desert Mountain Region. Services provided at 20 locations within days of the request to the client's complete satisfaction.
- January 2014: Acquired Excellent Building Maintenance and assumed responsibility for the servicing of 10 Conejo Recreation & Park District locations. Currently provide janitorial services for numerous outdoor restrooms and community centers in the City of Thousand Oaks. Responsible for restocking consumables, sanitizing restroom fixtures, wiping down mirrors, removing trash, and replacing liners. Performed additional services including emergency water extraction, hot water extraction carpet cleaning, maintenance of hard floor surfaces, window cleaning, and power washing.

- 2004 to present: Provide janitorial and additional facility services to San Bernardino County Superintendent of Schools for their 34 locations totaling more than 495,000 square feet of space.
- Spring 2005 to present: Provide nightly janitorial services for all 13 Provident Bank locations. Perform carpet and window cleaning, maintenance of hard floor surfaces and replenishment of all paper products and restroom materials.
    - September 2010: Provided emergency janitorial services for San Bernardino County Superintendent of Schools, Desert Mountain Region. Services provided at 20 locations within days of the request to the client's complete satisfaction.
    - 2014 to present: Initially serviced 10 Dignity Health Medical Foundation clinic locations in Ventura and Los Angeles counties, performing a combination of nightly janitorial, annual scheduled services, hard floor services, hot water extraction carpet cleaning, window washing, construction clean-up, and disinfecting services. Beginning September 2018, successfully responded by providing janitorial and carpet/floor services for 26 sites throughout Santa Cruz County. Continue to perform scheduled and emergency tasks to ensure that facilities adhere to the highest levels of clean-liness for patients, staff, and physicians. Complete a nightly cleaning checklist available to the site manager on a weekly basis.
- June 2016 to present: Contacted by Library System Services, managing agent of Riverside County Library System, to provide janitorial and carpet cleaning/hard floor services at 23 sites throughout Riverside County. Effective July 1, 2016 the EFS, Inc. management team developed a work plan and initiated provision of janitorial and additional services that continue to this day.
- May 2020 to present: The City of Thousand Oaks awarded EFS, Inc. the janitorial and additional services contract for all City buildings. EFS, Inc. seamlessly transitioned daily services from previous provider as well as respond to emergency calls from the City of Thousand Oaks for disinfecting services as needed.
- June 2020: Mission Springs Water District awarded EFS, Inc. the contract to provide specialized, highly-detailed janitorial services required for water treatment plants and municipalities. The partnership expanded to include janitorial and disinfecting services, enabling staff and visitors to return safely and confidently to their offices, labs, and water treatment buildings.
- June 2021 to present: Western Municipal Water District awarded EFS, Inc. the contract to service all 6 locations totaling 78,650 square feet across Riverside County. EFS, Inc. was chosen for its detailed response plan to the scope of work provided withing the request for proposal. At each location, EFS, Inc. provides nightly janitorial and disinfecting services, manages inventory across all sites, and performs additional services including carpet cleaning, hard floor services, window washing, and power washing of various buildings.

Experience *(continued)*

- August 2021 to present: City of Agoura Hills awarded EFS, Inc. the contract to service the City's buildings, and its historical adobe structure. For all of the City's locations, EFS, Inc. provides janitorial services and consumables to ensure that its residents and staff are able to enjoy the historical buildings across the City.
- December 2021 to present: The City of Costa Mesa awarded EFS, Inc. the contract to provide services for 11 locations totaling 208,689 square feet and 13 parks across the City. EFS, Inc. was chosen over the incumbent janitorial provider due to its detailed response, and work plan strategy to operate and manage all of the aspects of the scope of work that was provided in the request for proposal. At each location EFS, Inc. provides nightly janitorial services, along with carpet cleaning, hard floor services, and window cleaning services.
- April 2022 to Present: The City of Oxnard awarded EFS, Inc. the contract for its water treatment facilities, and its administration sites after a long interview process. EFS, Inc. provides nightly janitorial, disinfecting services, manages inventory across all sites, and performs additional services including carpet cleaning, hard floor services, window washing, and power washing of various buildings.
- April 2023 to Present: The Palmdale Water District awarded EFS, Inc. the contract for their janitorial and additional services across all of their sites. EFS, Inc. was selected from several other qualified vendors for its proven track record in performing janitorial services for water districts across California.
- EFS, Inc. has performed hand disinfecting services multiple times since March 2020 for San Bernardino County Superintendent of Schools (SBCSS) and many other clients. We initially utilized hand touch disinfecting guidelines detailed in the Additional Documents section of this proposal. Our company invested in Protexus Electrostatic Sprayers to disinfect the building from top to bottom to ensure the health and safety of students, teachers, parents, and staff at all SBCSS buildings. EFS, Inc. was instrumental in developing a disinfection schedule for both schools and administration buildings as planned reopening approached to ensure that the organization adhered to all CDC and State of California guidelines.
- Garnering expertise in COVID-19 cleaning protocols, EFS, Inc. continues to honor requests for specialized deep cleaning and disinfecting services. Management and employees respond immediately to contract and non-contract clients for these services at public parks and their restrooms, city facilities, public and private schools, financial institutions, commercial properties, and public agencies.

Service Area

INLAND EMPIRE FACILITY
San Bernardino, Orange, Riverside, and San Diego County

VENTURA COUNTY
San Luis Obispo, Santa Barbara, Ventura, and Los Angeles County

CENTRAL COAST FACILITY
Santa Clara, Santa Cruz, San Benito, and Monterey County

UNDERSTANDING OF THE SCOPE OF WORK

PROJECT SCHEDULE/WORK PLAN

for Night Janitorial and Additional Services

In order to fully develop our approach to servicing the Pleasant Valley Recreation and Parks District. EFS, Inc. will develop a Project Schedule/Work Plan. We have found this tool to be the most successful for ensuring excellent service for new and existing clients. The Project Schedule/Work Plan is adhered to by all members of our team. This Project Schedule/Work Plan was developed and has been tested by Jim Ferraro, Company Owner, who is actively involved in all aspects of the business. We view our Project Schedule/Work Plan as a"living document" that continues to evolve based upon our clients' site-specific requirements.

All of ourOperations Managers, Supervisors, site-specific lead employees, on-site employees, and support staff play a role in our Project Schedule/Work Plan. If EFS, Inc. is awarded the contract to provide janitorial services at all of the Pleasant Valley Recreation and Parks District, a detailed Project Schedule/Work Plan for each location will be developed. EFS, Inc.'s Project Schedule/Work Plan will strictly adhere to the Scope of Work that has been provided in the notice inviting bids for janitorial services for all the Pleasant Valley Recreation and Parks District.

The Project Schedule/Work Plan will also include the site-specific needs and/or requirements that are identified during our initial site visits with a representative from the Pleasant Valley Recreation and Parks District in order to understand all needs. We have learned from experience that this additional information is vital to a successful startup of services and for a seamless start-up for our clients.

It all begins with an initial meeting with the appropriate the Pleasant Valley Recreation and Parks District representatives and the EFS, Inc. management team to thoroughly review and discuss all aspects of the Scope of Work. If EFS, Inc. is awarded the contract, we will work closely with the Pleasant Valley Recreation and Parks District staff to ensure that each location has been thoroughly cleaned and disinfected nightly.

Our Project Schedule/Work Plan will enable EFS, Inc. to create a detailed plan for performing the janitorial services that are required as per the notice inviting bids and Scope of Work that has been provided by the Pleasant Valley Recreation and Parks District.

EFS, Inc. has reviewed the Scope of Work listed pages 32 through 35 the notice inviting bids in order to make a detailed schedule for each building. Through our 19 years of experience, this process allows us to monitor, schedule, and perform regular additional services effectively and with little interruption to our clients. Performing additional services at each location on a weekly, monthly, quarterly, and semi-annual schedule will provide the Pleasant Valley Recreation and Parks District with janitorial services that exceed their staff and tenants expectations.

EFS, Inc. clearly understands the importance of providing thorough janitorial services for these locations and maintains the same attention to detail day in and day out to ensure that the Pleasant Valley Recreation and Parks District staff and tenants can be confident that the areas they are visiting have been cleaned properly.

Martin Borboa and Carlos Quiroz, the Operations team, along with RJ Storm-Larsen, will serve as the main point of contact for the Pleasant Valley Recreation and Parks District and its staff. Martin Borboa will be supported by Jim Ferraro, our management team members, and our administrative staff throughout the life of the contract.

Martin Borboa possesses excellent communication skills, and he has learned that ongoing communication is one of the keys to success in the service industry.

PROJECT SCHEDULE/WORK PLAN (cont.)

Our administrative staff will play a vital role in the ongoing daily communication with the representatives of the Pleasant Valley Recreation and Parks District and/or site-specific personnel.

Martin Borboa and Carlos Quiroz our Operations team, will be responsible for the training of all new and existing EFS, Inc. employees that will be assigned to the Pleasant Valley Recreation and Parks District locations listed in this Notice Inviting Bids. Martin Borboa and Carlos Quiroz has extensive experience in the managing and training of our supervisors, our lead employees, and our front-line employees.

Jim will be leading the development of the Project Schedule/Work Plan required for each site in the Pleasant Valley Recreation and Parks District. Jim has extensive experience in the development of Project Schedule/Work Plan that are based upon the client's Scope of Work. The integration of individual site needs that are identified during the initial site visit are then incorporated into the Project Schedule/Work Plan.

"Playbooks" are developed for each client site that we provide janitorial, services for that has multiple locations. These books contain laminated pages consisting of the Scope of Work, Work Plans, floor plans, property maps (if needed), emergency contact numbers, local authority phone numbers, and any additional information we identify as necessary during our initial site visits. We use our "Playbook" daily, performing functions such as employee training, site inspections by our supervisors, ongoing monitoring of quality control, site visits with our clients, and performance of janitorial services.

If EFS, Inc. is awarded this contract, the following Project Schedule/Work Plan would be included in our "Playbook" for each site. Planning for a short window start-up period will require detailed planning and implementation according to the Project Schedule/Work Plan. We realize that all parties will need to be flexible enough to respond to the challenges that may arise.

A detailed Project Schedule/Work Plan is developed for each Executive Facilities Services, Inc. client and location. It is a "living document" that continues to evolve based on client's site-specific requirements.

- EFS, Inc. company owner leads the development of the Project Schedule/Work Plan required for each client and each site.
- It clearly defines hours and work to be performed to ensure that the provision of EFS, Inc. services are most convenient for the client's operations.
- It reflects the Scope of Work provided in the Notice Inviting Bids. It will also include the site-specific needs and/or requirements identified during initial site visits. This information is vital to a successful and seamless startup of services.
- EFS, Inc. has included the scope of work as acknowledgment of all service items that are requested by the Pleasant Valley Recreation and Parks District.
- A "Playbook" is developed for each client site. It includes laminated pages consisting of the scope of work and work plans, floor plans, property maps (if needed), emergency contact numbers, and any additional necessary information identified during our initial site visits.
- A proposed Project Schedule/Work Plan is included with this proposal and will be refined and implemented if EFS, Inc. is awarded this contract.

SAMPLE WORK PLAN

The Pleasant Valley Recreation and Parks District

WORK PLAN / INITIAL SITE VISITS

STEP	DATE	ACTION	PERSON RESPONSIBLE	DUE DATE	STATUS
1	TBD	Initial site visits: develop building visitation schedule for all Pleasant Valley Recreation and Parks District locations	M. Borboa / C. Quiroz		
2	TBD	Complete all site visits	M. Borboa / C. Quiroz		
3	TBD	Identify site specific additional needs requirements if needed	M. Borboa / C. Quiroz		
4	TBD	Identify point of contact at each site	M. Borboa / C. Quiroz		
5	TBD	Identify important dates for each site special events, etc.	M. Borboa / C. Quiroz		
6	TBD	Review scope of work with facility representative if needed	M. Borboa / C. Quiroz		
7	TBD	Add agreed upon additional services requirements	J. Ferraro / Pleasant Valley Recreation and Parks District		

The Pleasant Valley Recreation and Parks District

WORK PLAN / SPECIFIC FACILITY INFORMATION

		ACTION	PERSON RESPONSIBLE	DUE DATE	STATUS
1	TBD	Identify location of janitorial and storage closets	M. Borboa / C. Quiroz		
2	TBD	Request alarm codes for facility, if needed	M. Borboa / C. Quiroz		
3	TBD	Identify all entry and exit points for each location	M. Borboa / C. Quiroz		
5	TBD	Discuss locked door and safety protocol with facility staff	M. Borboa / C. Quiroz		
6	TBD	Develop equipment needs list for each facility	M. Borboa / C. Quiroz		
7	TBD	Develop emergency contact list	M. Borboa / C. Quiroz		
8	TBD	Determine if additional specialty cleaning products are required for each site	M. Borboa / C. Quiroz		
9	TBD	Develop keys / key fob inventory for each location	M. Borboa / C. Quiroz		

The Pleasant Valley Recreation and Parks District

WORK PLAN / EMPLOYEE AND LABOR

STEP	DATE	ACTION	PERSON RESPONSIBLE	DUE DATE	STATUS
1	TBD	Identify existing EFS, Inc. employees to transfer to the Pleasant Valley Recreation and Parks District	M. Borboa / C. Quiroz		
2	TBD	Recruit and train additional employees to fill open positions	M. Borboa / C. Quiroz		
3	TBD	New hire packages completed and new employee ID numbers issued	M. Borboa / C. Quiroz		
4	TBD	ID badges made for all employees working at the Pleasant Valley Recreation and Parks District	M. Borboa / C. Quiroz		
5	TBD	Train employees on facility safety procedures	M. Borboa / C. Quiroz / R. Storm-Larsen		
6	TBD	Train employees on facility security procedures	M. Borboa /C. Quiroz / Storm-Larsen		
7	TBD	Review scope of work for each site with site specific employees	M. Borboa /C. Quiroz/R. Storm-Larsen / D. Soto		

The Pleasant Valley Recreation and Parks District

WORK PLAN / EQUIPMENT FOR EACH LOCATION

STEP	DATE	ACTION	PERSON RESPONSIBLE	DUE DATE	STATUS
1	TBD	Secure cleaning equipment / materials based upon list developed during initial site visit	J. Ferraro / M. Borboa		
2	TBD	Secure special equipment	M. Borboa / R. Storm-Larsen		
3	TBD	MSDS binders placed in all janitorial closets	M. Borboa / R. Storm-Larsen / C. Quiroz / D. Soto		
4	TBD	Deliver all janitorial materials to each facility	M. Borboa /R. Storm-Larsen / C. Quiroz /D. Soto		
5	TBD	Store back-up janitorial and dayporter materials in Camarillo facility	M.Borboa / R. Storm		

TRANSITION PLAN

Ensuring a smooth and seamless transition to a new service provider requires coordination and clear communication. Executive Facilities Services, Inc.'s Transition Plan begins well before the initiation of services. Once an award of contract occurs, EFS, Inc. will have already created a detailed list of items, meetings, and follow-up job-walks required to ensure a smooth transition on the first night of service.

Utilizing our Transition Plan strategy, we will identify key staff members at each client location to gather additional site information to enable EFS, Inc. to perform beyond the Pleasant Valley Recreation and Parks District expectations. Our highly experienced management team reviews all information and develops a "start- up kit" listing equipment and chemicals for each location and site. EFS, Inc. supervisors use this information to provide day and night janitorial employees with thorough training and the right equipment.

The first week can be stressful for all parties during a transition to a new service provider. EFS, Inc. will provide additional supervision from all levels of the organization to ensure that the transition goes smoothly. Our Sample Project Schedule/ Work Plan contains each itemized step that will be used during the Transition Plan.

Below please find some of the key elements of our Transition Plan:

1. Review meetings of Scope of Work with all Key Personnel
2. Conduct facility inspections with Operation Manager and Key Personnel
3. Identify and secure replacement equipment (when necessary)
4. Train location specific employees on various entry times, locations, and security protocols
5. Provide continuous training for employees on safety protocols so knowledge matches state mandated requirements
6. Review meetings with site specific staff of the Scope of Work
7. Conduct facility inspections with site specific staff and/or site Supervisor
8. Review floor plans with employees to identify areas of service

The Pleasant Valley Recreation and Parks District

Transition Plan

STEP	DATE	ACTION	PERSON RESPONSIBLE	DUE DATE	STATUS
1	TBD	Develop building visitation for all Pleasant Valley Recreation and Parks District locations	J. Ferraro / M. Borboa		
2	TBD	Complete all site visits	M. Borboa / R. Storm-Larsen / C. Quiroz / D. Soto		
3	TBD	Identify site specific additional needs and requirements if needed	M. Borboa / R. Storm-Larsen / C. Quiroz / D. Soto		
4	TBD	Identify point of contact at each site	M. Borboa / C. Quiroz		
5	TBD	Identify important dates for each site special events, etc.	M. Borboa / C. Quiroz		
6	TBD	Finalize the service agreement between EFS, Inc. and the Pleasant Valley Recreation and Parks District	J. Ferraro / Pleasant Valley Recreation and Parks District		
7	TBD	Add agreed to additional services requirements to scope of work	M. Borboa / R. Storm-Larsen /C. Quiroz / D. Soto		
8	TBD	Deliver equipment kits to each site	M. Borboa / R. Storm-Larsen / C. Quiroz / D. Soto	Start of service	

MAPPED SITE OF PLAYFIELD AND EFS, INC. HQ

PROJECT STAFFING AND EQUIPMENT

As a service driven organization, our primary strengths are leadership, communication, training, and experience. Striving to be both productive and innovative takes a team effort by the organization's leaders. EFS, Inc. is fortunate to have an experienced owner who has continued to develop a strong management team. Our goal will always be to reduce our clients' costs without sacrificing service or quality. Through our 19 years of experience in the janitorial, building maintenance, and disinfecting services, we have found proven ways to exceed our clients' expectations. Currently EFS, Inc. has over 140 full time employees and 55 part-time employees providing services throughout California.

We maintain ongoing training and monitoring of our employee performance at our clients' facilities to ensure that we maintain the level of service that our clients deserve. We offer friendly professional service, outstanding quality, and communication that is second to none. Each of our references will speak to our outstanding communication and willingness to resolve issues immediately if they do arise.

We pride ourselves on being a progressive company and taking a proactive role when it comes to our environment and employees. EFS, Inc. utilizes its 19 years of experience to determine the correct number of employees required to perform the services listed in the Scope of Work. It is standard business practice to over-staff new clients to ensure that services are being completed thoroughly.

We also strongly believe that our employees are our most valuable asset. Thus, all of our employees are offered health insurance, retirement benefits, and competitive wages to ensure that we maintain a quality work force and low employee turnover. These business practices demonstrate to our clients that valuing our employees leads to exceeding their expectations.

Our Operation Managers and Night Supervisors are trained in safety procedures that cover a wide variety of situations that may occur while on the job. Ongoing training is performed regularly, or as in the case of COVID-19, in response to emergencies.

EFS, Inc. prides itself on maintaining a current safety manual that reviews: blood borne pathogens, CAL/OSHA's Injury and Illness Prevention Program (IIPP), Cal/OSHA's Hazard Communication standard, Emergency Action Plan, personal protective equipment (PPE), chemical safety, and vehicle safety which allows our employees to excel in their roles.

One of the keys to success that EFS, Inc. has achieved is consistency in the following areas: safety, employee training, ongoing communication employee relations, and tools and methods of operation.

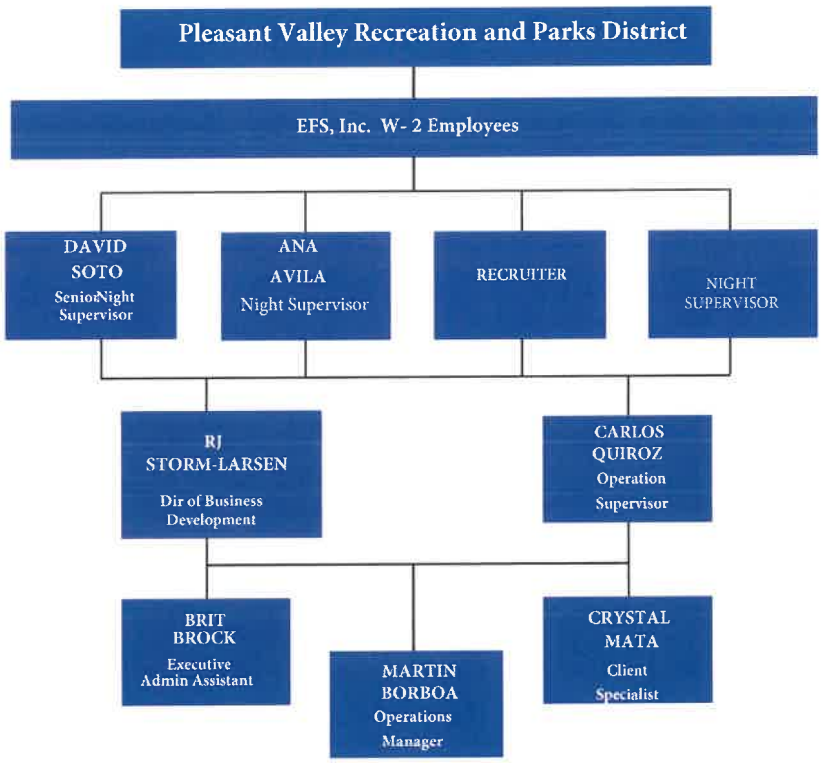
The level of consistency practiced by EFS, Inc. is what has assisted us in successfully growing over the last 19 years, and will enable us to continue to expand. Our management team believes in keeping things simple and not complicating daily service responsibilities. The management team recognizes that success in the janitorial, dayporter, and disinfecting industry is achieved through continuous employee training and having the same employees perform the same function each day and night. It is NOT the practice of EFS, Inc. to rotate employees in and out of client sites. We have learned that by assigning our employees to the same site, our employees gain additional building knowledge and develop a feeling of "ownership" in services that they provide.

EXPERIENCE, TRAINING AND DEDICATION

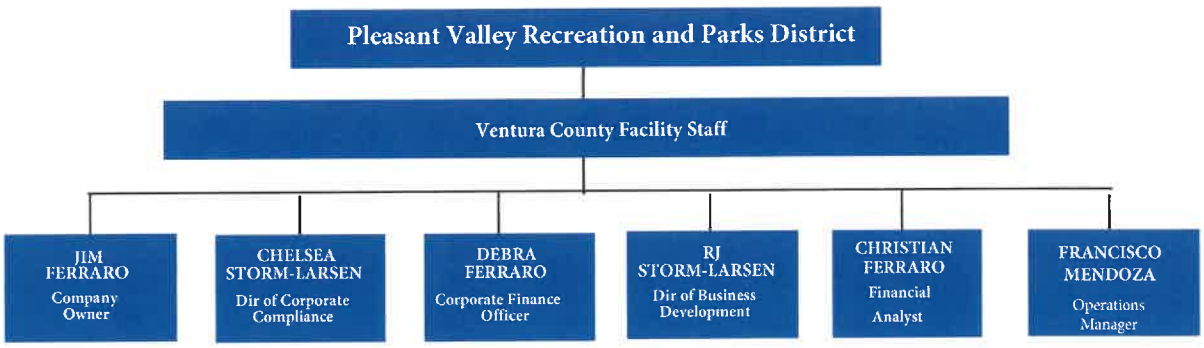
Management, staff and employees of Executive Facilities Services, Inc. are its greatest asset and the reason the company has earned a solid reputation for janitorial services that set the standard for the industry. They are the reason we are trusted to the job right with expertise and experience and a dedication to doing our very best for each client. We work to ensure that every customer service experience is an excellent one.

Organizational Charts

Ventura County Facility Staff



Corporate Staff



Corporate Support

JIM FERRARO

COMPANY OWNER

Since launching his career in 1984, Jim has held positions of increasing responsibility that equip him with the leadership, management and communication skills to adeptly run the corporation that he now owns. After graduating with a bachelor's degree in business administration from Bloomsburg University located in Pennsylvania, Jim went on to earn his master's in business administration from the University of Phoenix. He draws on his formal and continuing education and decades of corporate experience to lead EFS, Inc. to ever greater solidity and success.

His primary responsibilities include client and employee relations, safety and quality control, strategic planning, management training and onsite evaluations to ensure compliance with all COVID-19 protocols and practices.

Contact Information (24/7 accessibility)
Cell: (909) 815-0144
Office: (844) 780-2626
Email: jferraro@execservices.biz

DEBRA A. FERRARO

CORPORATE FINANCIAL OFFICER

Debra brings nearly 30 years of experience in financial information processing and reporting to her position as Corporate Financial Officer. She is responsible for all financial functions of EFS, Inc. Debra earned a bachelor of science degree in accounting from Bloomsburg University located in Pennsylvania in 1984 and has worked in both public and private sectors. She has a keen understanding of various business structures and accounting systems. She passionate about and actively involved in a variety of local nonprofit service organizations. Debra joined EFS, Inc. in 2004.

Her primary responsibilities include client billing, accounts receivable and payable, preparation of financial statements, account analysis, payroll, corporate tax reporting, and human resources.

Contact Information
Phone: (844) 780-2626
Email: dferraro@execservices.biz

CHELSEA STORM-LARSEN

DIRECTOR OF CORPORATE COMPLIANCE

Prior to joining EFS, Inc. in January 2021, Chelsea Storm-Larsen was director of organizational engagement for corporate affairs with Sharecare, Inc. In that role, she managed more than 25 worksites to ensure that all team members understood and complied with the organization's policies and procedures. She graduated with Honors of Distinction from California State University, Monterey Bay with a bachelor's in collaborative health and human services and went on to earn her master's in public administration at California State University, Dominguez Hills.

Her primary responsibilities include corporate compliance, human resources, labor and client relations, and internal quality control.

Contact Information
Phone: (844) 780-2626
Email: cstorm-larsen@execservices.biz

CHRISTIAN FERRARO

SENIOR OPERATIONS MANAGER

Christian joined EFS, Inc. in 2010 and learned the business from the ground up. He worked with a variety of clients and projects garnering extensive experience in operations management, financial reporting and the nuances of the janitorial, disinfecting, and building maintenance industry. He transitioned to the position of controller where he currently oversees financial operations for the headquarters facility in Riverside. He is a graduate of California State University, Chico, holding a bachelor's in business finance.

His primary responsibilities include financial reporting, client relations, quality control, staff supervision and training, disinfecting training, and COVID-19 onsite evaluations.

Contact Information (24/7 accessibility)
Cell: (951) 776-7249
Office: (844) 780-2626
Email: cferraro@execservices.biz

RJ STORM-LARSEN

DIRECTOR OF BUSINESS DEVELOPMENT / OPERATION MANAGER

RJ Storm-Larsen joined EFS, Inc. in January 2017 and worked alongside the company's janitorial, disinfecting, and floor service teams to develop a thorough working knowledge of operations. Today, he serves as director of business development. RJ graduated from California State University, Monterey Bay with a bachelor's in science and went on to earn a master's in business administration from the same university. He continues to take a hands-on approach to hone his skills and expand his knowledge of the industry via his ongoing involvement with staff and clients.

His primary responsibilities include client relations, customer service, business development, quality control, and support for operations managers.

Contact Information (24/7 accessibility)
Cell: (805) 705-4195
Office: (844) 780-2626
Email: rjstorm-larsen@execservices.biz

BRITTANEE BROCK

EXECUTIVE ADMINISTRATIVE ASSISTANT

Brittanee joined EFS, Inc. in 2015 and serves as the primary point of contact for our clients. She facilitates client requests, work orders, responses and follow up to ensure continuity and consistency of service. Her additional responsibilities include tag job scheduling, payroll processing and COVID-19 pre-site evaluations.

Contact Information
Office: (844) 780-2626
Email: bbrock@execservices.biz

Ventura County Facility Staff

MARTIN BORBOA
OPERATIONS MANAGER

MAIN POINT OF CONTACT

Martin joined EFS, Inc. in 2014 and devoted himself to gaining a keen understanding of janitorial, building maintenance, and disinfecting services by working with the company's cleaning crews and trained technicians. With each opportunity, he quickly adapted and grew to meet the requirements of operations within EFS, Inc.

His primary responsibilities include safety, supply inventory management, quality control, equipment maintenance, employee training, site inspections, disinfecting training and services, and COVID-19 onsite evaluations.

Contact Information (24/7 accessibility)

Cell: (951) 776-6382
Office: (844) 780-2626
Email: mborboa@execservices.biz

CARLOS QUIROZ
DAY OPERATIONS SUPERVISOR

Carlos, who joined EFS, Inc. in 2014 has been in the janitorial industry for more than 25 years. He has worked throughout Southern California supervising both day porter and janitorial services. He serves as EFS, Inc. day super-visor in Ventura County and is responsible for oversight of operations and quality control departments for Ventura County clients. Carlos is a Certified Floor Care Specialist and assists in the supervision of our floor care teams and nightly cleaning crews.

DAVID SOTO
SENIOR NIGHT SUPERVISOR

David, who joined EFS, Inc. in 2022 has been in the janitorial industry for more than 15 years. David has worked throughout Southern California supervising both day porter and janitorial services. David serves as EFS, Inc. night supervisor in Ventura County and is responsible for oversight of operations and quality control.

BRYANT CHICAS
CARPET AND FLOOR SPECIALIST

Bryant joined EFS, Inc. in 2019 after working with Martinez and Associates Management for seven years. There, he managed multiple mobile home facilities in Southern California and was responsible for project development and management, rule enforcement, rent collection, site maintenance, janitorial management, and responding to facility emergencies. Bryant brings his ample experience to EFS, Inc. where his responsibilities continue to expand based upon his excellent performance.

Contact Information
Cell: (805) 523-3015
Office: (844) 780-2626
Email: bchicas@execservices.biz

EFS, INC. EQUIPMENT

EFS, Inc. understands that efficiently maintaining the cleanliness of public parks hinges on the meticulous utilization of the appropriate equipment. The synergy between purpose-designed tools and skilled personnel is paramount. EFS, Inc. believes that to succeed in the custodial industry its team members need to be properly equipped to effectively complete the daily services.

EFS, Inc. will be utilizing an electric utility vehicle to complete the services outlined in the scope of work. EFS, Inc. has experience putting these types of vehicles to work on various types of different facilities. This vehicle will be outfitted with turf tires adhering to the specifications of the RFP.

EFS, Inc.'s trained technicians utilize a variety of pressure washing systems to maintain concrete walkways, trash enclosures, public spaces, play structures, and restrooms. EFS, Inc. proven history will provide Pleasant Valley Recreation and Park District a clean, and enjoyable space for staff and it its patrons.

TABLE OF EQUIPMENT

EQUIPMENT LIST
UTILITY CART
PRESSURE WASHING SYSTEM
MOP BUCKET
VACUUM
JANITORIAL CART
MOPS
BROOMS
SPRAY BOTTLES
CLEANING CLOTHES
COBWEBBER
CAUTION WET FLOOR SIGNS
HIGH VISIBILITY VESTS

TRAINING PROGRAMS

To ensure consistency, accountability and competency throughout the organization, Executive Facilities Services, Inc. puts a high priority on recruiting, vetting, hiring and training our most valuable asset--our employees. Investing time in hiring qualified and dependable employees and equipping them with the tools they need to provide each client with excellent service is a hallmark of EFS, Inc.

Recruitment, Hiring and Training New Employees

- Every person being considered for employment undergoes an in-person interview with a member of our management team. Each potential employee receives a new hire packet containing current tax, immigration, workers compensation labor code, and health benefits forms. Our human resources department uses the information to perform a thorough background check and to verify that each of our employees is a U.S. citizen.
- EFS, Inc. is ADA compliant and an Equal Opportunity Employer. We are committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. EFS, Inc. makes hiring decisions based solely on qualifications, merit, and business needs at the time.
- Once a potential employee is hired, they are monitored by one of our management staff while working alongside an experienced employee at a current client's job site.
- EFS, Inc. employees wear uniforms that are appropriate and identifies them as an employee of EFS, Inc. This includes full-length pants, a navy blue short-sleeve shirt with the EFS, Inc. logo on the left chest area, closed-toed shoes and all correct Personal Protective Equipment required while on property performing services for the Pleasant Valley Recreation and Parks District.
- Training will cover the specific services, processes and scope of work for the Pleasant Valley Recreation and Parks District
- This training method ensures that each employee understands the standards that EFS, Inc. expects, and the services outlined in the Scope of Work provided by the Pleasant Valley Recreation and Parks District.
- New employees will be monitored by the Operations Manager to ensure that if any additional re-training is necessary, it is performed immediately onsite. This method of employee training has proven to be successful over our 19 years of service and demonstrates to our clients that EFS, Inc's employees that perform janitorial can exceed their expectations.

Ongoing Training is a Shared Responsibility

Training is an ongoing process at Executive Facilities Services, Inc. It's a strategy and value we utilize whether in response to a change in employment law, OSHA or other government agency criteria, identified opportunities where we can do things even better or a change in processes or policies at a client's business. It is also a way to invest in the future of EFS, Inc. employees, providing tools and supporting them so they can do and be their very best.

Training janitorial employees is a shared responsibility within the EFS, Inc. organization. The owners, managers, and supervisors work together to establish training goals, identify, communicate and facilitate training and ensure that the related goals are met.

Workplace safety is a top priority at EFS, Inc. Our supervisors perform nightly site inspections and use their observations and data to identify additional workplace safety training opportunities. Proper training can then be applied to ensure that employees are safely performing their required duties.

EFS, Inc. documents and reports trainings for all personnel performing work under this contract. Trainings include refreshers in Cal/OSHA's Injury and Illness Prevention Program (IIPP) standard, Cal/OSHA Hazard Communication standard, Emergency Action Plan standard, and Blood Borne Pathogen protocols. Additional on-the-job training is completed when a new product or procedure is to be implemented.

Training extends to on-call staffing

EFS, Inc. understands that emergencies, last-minute requests and special circumstances that require an infusion of additional staff can happen at any time. That is why EFS, Inc. maintains well-trained, regular and specialized on-call staff at all levels.

EFS, Inc. has a large labor pool of established employees that are able to perform a wide variety of janitorial, disinfecting, and building maintenance services should the need arise. EFS, Inc. will utilize these experienced and trained employees should back-up staffing be required.

Executive Facilities Services, Inc. has numerous resources to ensure that the services outlined in the Scope of Work are completed day and night.

SUPERVISORY EXPERIENCE

Executive Facilities Services, Inc. has a proven track record of client satisfaction due in large part to the selection, training, experience and dedication of our management team and supervisory staff.

A rigorous training program ensures a thorough understanding of the industry, the extensive range of services provided by EFS, Inc., company policies and procedures and OSHA protocols for workplace safety, Injury and Illness Prevention, Hazard Communication standards and Emergency Action Plans. If awarded the contract, we will provide the Pleasant Valley Recreation and Parks District with our IIPP within 30 days.

Supervisors routinely perform building inspections to review completed work as well as work in progress. Supervisors are authorized and equipped to respond to questions and requests and address any issues that require resolution.

All EFS, Inc. supervisors are equipped with a phone to provide clients with 24-hour access via call, email or text.

No more than nine employees are assigned to a single supervisor for the duration of the contract. All supervisors are fluent English in both verbal and written communications.

Highly-trained, vetted and professional supervisors support each employee to ensure their success in carrying out daily responsibilities and that they understand their value to the organization and our clients.

BUSINESS PERFORMANCE AND QUALITY CONTROL

Executive Facilities Services, Inc. has learned from experience that the most effective method in ensuring quality service to our clients is through routine site visits. All sites serviced by EFS, Inc. are visited by supervisors on a bi-weekly basis in addition to regular supplies delivery and inspections. Also, the Pleasant Valley Recreation and Parks District will be visited by Jim Ferraro, Company Owner, Martin Borboa, Operations Managers, Carlos Quiroz, Day Supervisor, David Soto, Night Supervisor. All operations managers and supervisors carry a smart phone so they can respond quickly to requests for required or emergency services.

During nightly visits to various sites, our staff members review and assess all aspects of the buildings included in the Scope of Work. If any issues are noticed by a staff member, the employee is made aware and the issues are addressed and resolved that evening. We believe that this is a foundational business practice between EFS, Inc. and its clients. It creates a fast-track line of communication between EFS, Inc. and our clients to ensure that they are receiving the highest of quality service.

- Monthly inspection reports summarize any reported issues and how they were resolved.

- Site visit schedules are developed weekly and unannounced, enabling EFS, Inc. to monitor and control the quality of service as well as interact with onsite employees on a regular basis.

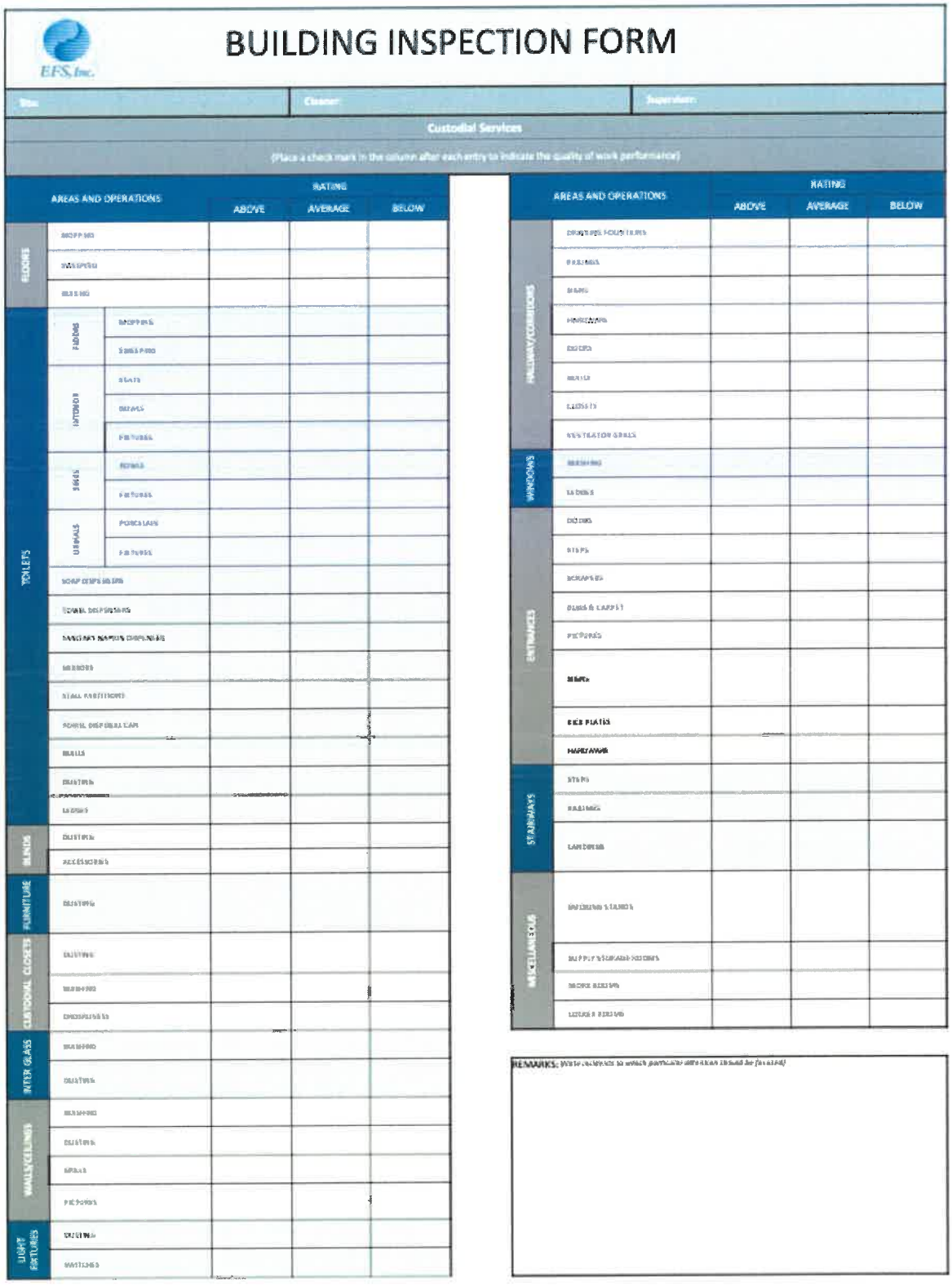
- A copy of our Building Inspection form can be found on the page following this one. Each time a site is visited by an EFS, Inc. supervisor, whether it be a service issue, a supply delivery or a weekly site visit, the form is completed by the supervisor. Operations Managers review all Building Inspection forms daily/nightly to ensure that any issues are addressed and resolved.

- EFS, Inc. and its management team will ensure that each of the Pleasant Valley Recreation and Parks District' buildings remains secure during provision of services. The EFS, Inc. Operations Manager will train each employee on the proper door locking etiquette and alarm system protocols, and verify that all protocols are being followed.

- EFS, Inc. has the responsibility of categorizing and storing highly specialized keys, access cards, and key fobs for clients. As can be seen from our current client list provided with the proposal, EFS, Inc. works with several cities, municipalities, and private and public entities. We store all client keys in a locked key box at our location in Camarillo, CA. This facility has 24-hour surveillance and an alarm system.

- EFS, Inc. will not duplicate keys to any of the Pleasant Valley Recreation and Parks District locations without permission.

Janitorial Site Inspection Sheet



BUILDING INSPECTION FORM

EFS, Inc.

Custodial Services

(Place a check mark in the column after each entry to indicate the quality of work performance)

AREAS AND OPERATIONS	RATING: ABOVE	AVERAGE	BELOW
DOORS			
WINDOWS			
WALLS			
TOILETS			
BLINDS			
FURNITURE			
CUSTODIAL CLOSETS			
INTER GLASS			
WALLS/CEILINGS			
LIGHT FIXTURES			

AREAS AND OPERATIONS	RATING: ABOVE	AVERAGE	BELOW
HALLWAY/CORRIDORS			
WINDOWS			
ENTRANCES			
STAIRWAYS			
MISCELLANEOUS			

REMARKS: (Write comments in which particular attention should be directed)

KEY PRINCIPLES OF CUSTOMER SERVICE

Excellent customer service is at the heart of Executive Facilities Services, Inc. Our guiding customer service principles--Reliability, Assurance, Responsiveness and Empathy -- are known and practiced at every level of the organization.

Our history of providing high-quality customer service is evidenced by the many longstanding client relationships we maintain and is one of the key reasons new clients choose to work with EFS, Inc. EFS, Inc. provides a 24-hour customer service line that is always answered by a team member rather than an answering machine. EFS, Inc. is agile and responsive to any and all requests including those for COVID-related issues, and other emergencies and unexpected needs. all requests including those for COVID-related issues, and other emergencies and unexpected needs.

The EFS, Inc. administrative team will acknowledge all emails within two hours of receipt and provide a timeline for resolution expediently. Client requests, work orders, service challenges, or important information are quickly communicated to the respective operations manager who will provide updates on all requests.

EFS, Inc. has the proven capability to handle all requests related to the COVID-19 pandemic. Our references will demonstrate that as the pandemic continues to change the requirements for state and federal agencies, EFS, Inc. has continually met the challenge.

EFS, Inc. Client Service Principles

Reliability

- Client specifications are confirmed and adhered to Client communication, statements, reports, and responses are on time and accurate
- Consistent level of service and delivery importance placed on each and every client interaction

Responsiveness

- Client satisfaction is prioritized, monitored, measured, and managed
- Clients can reach a representative by phone or online 24 hours a day to get answers to questions
- Service quality issues are addressed and resolved quickly
- Clients will receive continuing updates on service challenges until the issue is fully resolved

Assurance

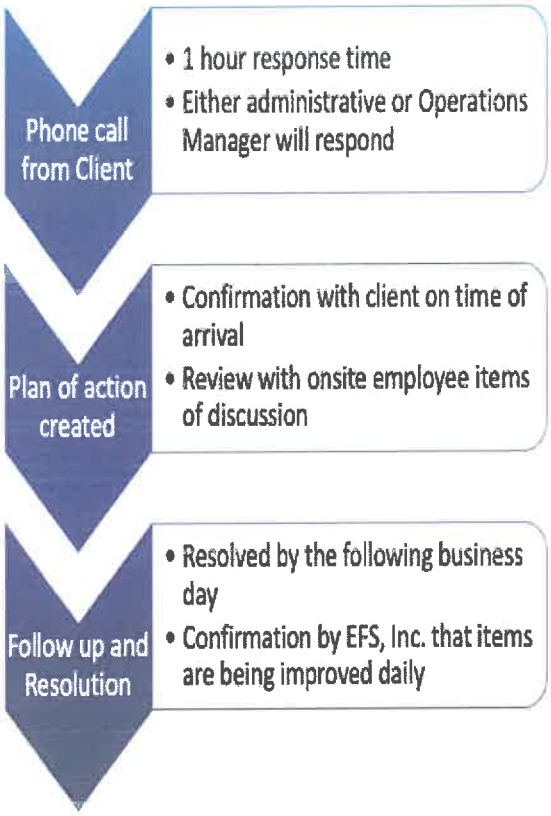
- Staff is familiar with procedures and technology and answers questions with accuracy
- Clients can access executive management directly at any time
- Client requirements are met in an atmosphere of calmness, capability, and enthusiasm
- Staff is well trained to respond to exceptional requests, and can think outside the box to provide answers and solutions

Empathy

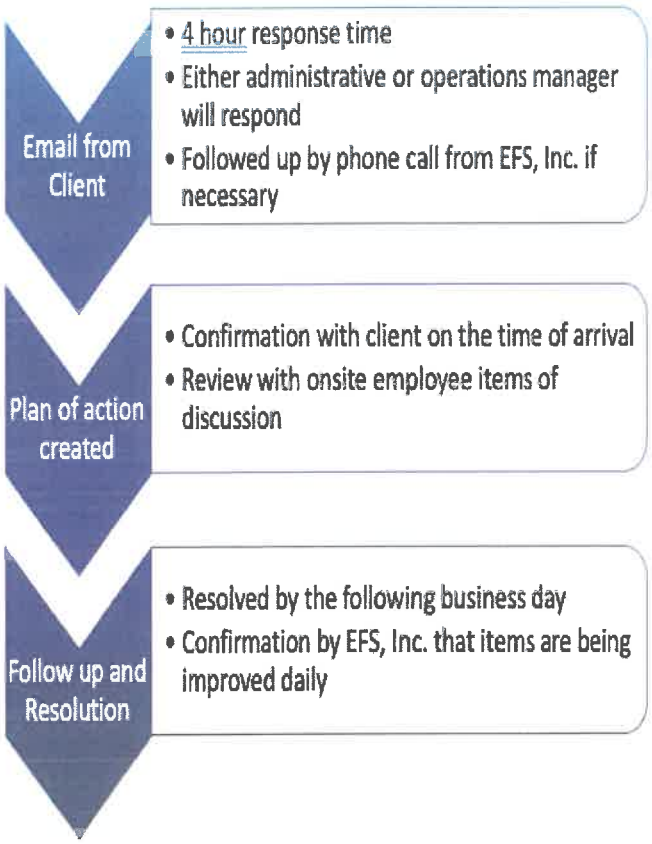
- Staff are well trained to listen to customers empathetically and professionally
- Staff can analyze and solve customer service issues
- Client issues are resolved fairly and quickly by staff advocating at higher levels

EXECUTIVE FACILITIES SERVICES, INC. RESPONSE RECORD ALL CLIENTS

Phone Call Response Record



Email Response Record

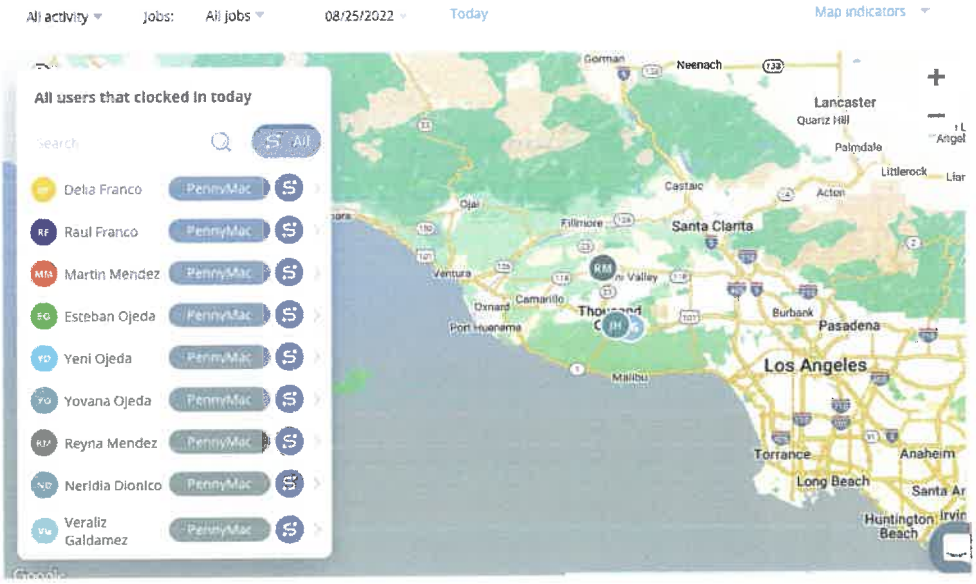


TECHNOLOGY INNOVATIONS

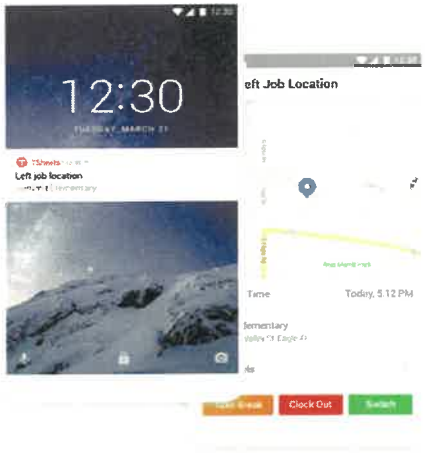
CONNECTEAM

EFS, Inc. utilizes a web-based, mobile time tracking and scheduling app called Connecteam. Connecteam is able to track employees' hours during their shifts and allows the management team to monitor and verify that employees are arriving at the job site and spending the correct amount of time at their designated janitorial site.

Connecteam employs a robust reporting engine to manipulate data however customers require. A key feature EFS, Inc. has seen great value in Connecteam is the "Who's Working" widget, which shows you which individuals are on the clock, which groups are working, and a map of where people are signed in at a designated region such as the Pleasant Valley Recreation and Parks District as pictured below.



We also created geo-fenced locations in the Connecteam app that each employee is responsible for. These geo-fences are set up with alerts that provide current and up to date reports to Supervisors and Operations Managers notifying when employees arrive for work. This allows EFS, Inc. to verify that employees are arriving on time and provides our clients with the peace of mind that their service provider is monitoring all service activities day and night.



EFS, Inc. has used these business practices to outperform our clients' expectations for over 19 years and will apply these same foundational principles to the delivery of janitorial services for the Pleasant Valley Recreation and Parks District.

REFERENCES

City of Thousand Oaks

Reference: City of Thousand Oaks

ContactElizabeth Perez, Facilities Manager
Phone Number: (805) 449-2225
Email: edperez@toaks.org
Project Cost: $ 695,583

EFS, Inc. Staff Involved: Jim Ferraro, Christian Ferraro, RJ Storm-Larsen, Martin Borboa, Carlos Quiroz, David Soto

Executive Facilities Services, Inc. started services for the City of Thousand Oaks in July of 2020, and currently we service 11 of the City's buildings that are located throughout the City of Thousand Oaks.

EFS, Inc. currently provides janitorial services to administrative, maintenance, and community centers throughout the City of Thousand Oaks. At each of the locations, EFS, Inc. is responsible for sweeping and mopping, vacuuming carpeted areas, horizontal surface disinfecting wipe downs, spot glass cleaning, restocking consumables, sanitizing all restroom fixtures, wiping down mirrors, removing trash, and replacing liners.

EFS, Inc. has performed additional services such as: emergency water extraction, hot water extraction carpet cleaning, hard floor services, window cleaning, emergency disinfecting services, and power washing.

Service Date:
Awarded contract in May of 2020

Conejo
Recreation & Park District

Reference: Conejo Recreation & Park District

Contact: Mr. Tom Hare, Administrator
Phone Number: (805) 381-1230
Email: thare@crpd.org
Project Cost: $279,045.00
EFS, IncStaff Involved: Jim Ferraro, Martin Borboa, Carlos Quiroz, RJ Storm-Larsen, David Soto, Bryant Chicas

Executive Facilities Services, Inc. acquired Excellent Building Maintenance in January 2014 and at that time assumed responsibility for the servicing of 10 Conejo Recreation & Park District locations.

EFS, Inc. currently provides janitorial services to numerous locations of outdoor restrooms and community centers throughout the City of Thousand Oaks. At each of the locations within the Conejo Recreation & Park District EFS, Inc. is responsible for restocking consumables, sanitizing all restroom fixtures, wiping down mirrors, removing trash, and replacing liners.

EFS, Inc. has performed additional services such as: emergency water extraction, hot water extraction carpet cleaning, hard floor services, window cleaning, and power washing.

Service Date:
Awarded contract in January 2014

- Were underbid during the RFP process in 2016 and ceased services in June of 2016
- Were contacted to resume services effective November 2016

PENNYMAC

Reference: PENNYMAC

Contact: Ms. Kristen Santangelo
Phone Number: (805) 222-0884
Email: kristen.santangelo@pennymac.com
Project Cost: $ 907,012.57
EFS, Inc. Staff Involved: Jim Ferraro, Martin Borboa, RJ Storm-Larsen, Christian Ferraro, Carlos Quiroz, David Soto

Executive Facilities Services, Inc. was awarded the contract for multiple PENNYMAC in the spring of 2022.

EFS, Inc. currently provides janitorial services to numerous locations including: Moorpark, Westlake Village, and Agoura Hills. At each of these PENNYMAC locations, EFS, Inc. is responsible for dayporter, nightly janitorial services, disinfecting services, carpet cleaning services, hard floor services, and window cleaning services.

EFS, Inc. partnered with PENNYMAC to develop daily dayporter cleaning routes that improved the day to day service that was received across each of the PENNYMAC locations. This proven process was translated to the night janitorial services where EFS Inc., again, consistently exceeds the expectations of PENNYMAC and provided additional cost savings.

Service Date:
Awarded contract in May 2022

Reference: City of Costa Mesa
Contact: Daniel Jojola
Phone Number: (714) 925-5289
Email: daniel.jojola@costamesaca.gov
Project Cost: $ 580,510
EFS, Inc. Staff Involved: Jim Ferraro, Christian Ferraro, RJ Storm-Larsen, Francisco Mendoza, Vicki Rivera, Melanie Lopez, Crystal Mata, Brittanee Brock

The employees of Executive Facilities Services, Inc. have been providing janitorial and disinfecting services for the City of Costa Mesa since 2021.

Executive Facilities Services, Inc. was selected out of 8 other regional service providers and the incumbent for its responsiveness, customer service plan, and work plan that outlined actions that would be taken once the contract commenced.

EFS, Inc. provides night janitorial, disinfecting, and additional services for the all of the City of Costa Mesa's facilities. EFS, Inc. has partnered with the city to gain a better understand of what services are needed by each facility in an effort to exceed expectations. In addition to janitorial and disinfecting services EFS, Inc. provides window cleaning, carpet cleaning, and hard floor services on a scheduled timeline in coordination with the City.

Service Date:
Awarded contract in June 2021

Reference: San Bernardino County Superintendent of Schools
Contact: Ralph Alba, Program Manager
Phone Number: (909) 382-3560
Email: Ralph.Alba@sbcss.net
Project Cost: $696,998.00
EFS, Inc. Staff Involved: Jim Ferraro, Christian Ferraro, Francisco Mendoza, RJ Storm-Larsen, Vicki Rivera, Melanie Lopez, Crystal Mata, Brittanee Brock

The employees of Executive Facilities Services, Inc. have been providing janitorial services for San Bernardino County Superintendent of Schools (SBCSS) since 2004 and currently provide janitorial and disinfecting services at 34 locations.

Ralph Alba, from the San Bernardino County Superintendent of Schools, immediately contacted EFS, Inc. in March 2020 to help plan disinfecting services for their various school sites and administrative buildings. Working quickly and adhering to the CDC guidelines for disinfecting, EFS, Inc. was able to begin the process of disinfecting services for each of the 34 school sites by hand immediately upon request. EFS, Inc. has performed hand disinfecting services multiple times since March 2020.

EFS, Inc. initially utilized hand touch disinfecting guidelines that are supplied in the Additional Documents section. EFS, Inc. then invested in Electrostatic Sprayers to disinfect all high touch points in order to ensure that the students, teachers, parents, and staff members at all the SBCSS buildings are safe. Additionally, EFS, Inc. assisted in developing a disinfection schedule for both schools and administrative buildings as they planned to reopen to ensure that the organization was adhering to the guidelines provided by the CDC and the State of California.

Service Date:
Awarded first contract in September of 2004

The Pleasant Valley Recreation and Parks District

SAMPLE OF SIMILAR CLIENTS

CLIENT NAME	CONTRACT START	CONTRACT END	# OF LOCATIONS	SQ FOOTAGE	ANNUAL COSTS
Riverside County Library System	1998	10/2009	22	226,300	$258,000
Riverside County Library System	2016	Under contract	26	326,208	$715,645
Provident Bank	2005	Under contract	14	885,203	$205,640
San Bernardino County Superintendent of Schools	2010	Under contract	34	495,937	$1,253,686
City of Thousand Oaks	2020	Under contract	15	296,804	$404,093
Conejo Recreation & Park District	2014	Under contract	10		$286,204
Dignity Health Medical Foundation	2014	Under contract	41	136,308	$610,060
City of Costa Mesa	2021	Under Contract	24	170,013	$580,551
City of Agoura Hills	2021	Under Contract	2	21,098	$28,065
PENNYMAC	2022	Under Contract	4	210,000	$907,012

ADDIITONAL INFORMATION

Green Cleaning Program and Partner

WAXIE GPS® Green Partner Support™

Your Guide to More Sustainable Cleaning Solutions

&

EXECUTIVE FACILITIES SERVICES, INC.

PARTNERING TOGETHER

WAXIE GPS ® Green Partner Support is an ideal platform for customers who would like to implement a green cleaning program which combines low environmental impact cleaning products with good sound cleaning procedures, along with the training and consultative expertise needed in order to create a more effective and safe cleaning program.

WAXIE GPS ® identifies third-party certifications and guidelines whenever available to substantiate environmentally preferable product claims – such as EPA Comprehensive Procurement Guidelines (CPG), EPA Safer Choice (formerly known as DfE), UL Environment/EcoLogo, Green Seal, CRI Seal of Approval, Forest Stewardship Council (FSC), Scientific Certification Systems (SCS), Clean Air Choices Cleaner Certification (CACC), USDA BioPreferred Program and others – and includes the demonstrated knowledge of the LEED® Accredited Professionals and CIMS-GB ISSA Certification Experts employed by WAXIE.

WAXIE GPS is a collaborationand partnership between WAXIE and its respective customer and manufacturer partners – and it is a comprehensive approach which addresses everything you will need to implement an effective green cleaning program.

CHEMISTRY
Start with low environmental impact cleaning chemicals and dispensing systems, using products which are third-party certified to have a reduced impact on human health and the environment.

MECHANIZATION
Increase the effectiveness of your cleaning chemical system by combining them with microfiber cleaning tools, and utilize offer low environmental impact cleaning equipment to clean your building's floor and vertical surfaces.

DIVERSION
Divert waste from the landfill by instituting a recycling program complete with the appropriate recycling containers to hold divertable items such as paper, plastic, glass, light bulbs, batteries and compostables.

ENTRYWAYS
Reduce the amount of dirt entering your building by deploying entryway matting systems, and develop the associated strategies to keep your entryways and exterior walkways clean.

CONSUMABLES
Promote source reduction through controlled dispensing systems for paper products and right-sizing your trash liners. Use products which contain recycled content, and third-party certified, or are derived from renewable resources.

CONSERVATION
Conserve energy and water in your building by installing LED lighting and utilizing no-touch restroom fixture which regulate and reduce indoor water consumption.

WELLNESS
Develop strategies to fight the spread of germs in your workplace and promote improved hand hygiene through increased hand washing and the use of hand sanitizers.

STEWARDSHIP
Identify stewardship and sustainability goals address by your WAXIE GPS® green cleaning program – and commit to continued improvement in your ongoing cleaning maintenance operations.

WAXIE Knows Clean

Since 1945, WAXIE has grown from one small store in San Diego, CA into America's largest independent family-owned sanitary maintenance supply distributor, and a cleaning industry leader – EXPERTS in the maintenance requirements of commercial, educational, institutional and industrial environments.

From the basics you use everyday – like cleaning chemicals, vacuums, sanitary paper products, trash liners and hand soaps – to more specialized items – like ride-on autoscrubbers and no-touch restroom accessories – WAXIE is your SINGLE SOURCE for all your facility maintenance supply needs. We are uniquely qualified to deliver a customized cleaning solution that perfectly suits your needs.

WAXIE Knows Green

WAXIE is committed to being an industry leader in promoting RESPONSIBLE business practices that support more sustainable communities. SUSTAINABILITY has emerged as a global theme of the 21st century – it is a concept which balances the interconnectedness of the environment, the economy and our quality of life.

With its own LEED certified facilities, and LEED Accredited Professionals and CIMS-GB ISSA Certification Experts on staff, WAXIE understands how green cleaning fits into the broader scope of your overall sustainability goals, and offers the cleaning product solutions, training on cleaning best practices, and advanced procurement platforms to support a more sustainable approach to achieving CLEAN GREEN BUILDING ENVIRONMENTS.

WAXIE Knows Service

"Serving the Customer is the Focus of Everything We Do" is more than just our motto – it is our mission! Whether it's a crisis situation that demands a last-minute delivery, an all-night training, a timely equipment repair, or a bilingual training session, we have proven the extent of our dedication to our customers time and again by going far ABOVE AND BEYOND what most people would expect of us, in order to see that our customers' needs are met.

And because the WAXIE organization has been PURPOSE-BUILT from the ground up to serve those who are responsible for delivering clean and healthy buildings, you can count on WAXIE to come through with the help you need, when you need it.

WAXIE Pledge to Sustainability

WAXIE Sanitary Supply is committed to being a leader to promote responsible business practices that support sustainable communities which are secure, economically prosperous, environmentally responsible and healthy places in which to live and work.

WAXIE shares the goal of establishing partnerships to advance education, communication, business best practices, policies, research, technologies and programs to support a more sustainable region for all generations.

WAXIE is committed to adopting more sustainable business practices for the company, and to partnering with its stakeholders to identify and implement the most effective facility maintenance solutions to protect and enhance the triple bottom line of human health, environmental stewardship, and economic prosperity.

WAXIE is a member of these organizations:

ISSA MEMBER The Experts on Cleaning and Maintenance | BOMA International | IFMA | BSCAI Building Service Contractors Association International | PABSCO Pacific Association of Building Service Contractors

WAXIE SANITARY SUPPLY

January 23, 2023

To whom it may concern,

WAXIE Sanitary Supply has had a long term partnership with Executive Facilities Services Inc. with both companies having like goals of helping customers keep buildings cleaner, safer and healthier. WAXIE provides multiple training classes on restroom care, Green Cleaning Practices, floor care, carpet care and COVID – 19 to our customers of which EFS Inc. participates in. Along with that, WAXIE prides itself on finding solutions for customers to meet all of their cleaning needs. Together with EFS Inc. we have been able to create cleaning protocols during the pandemic using electro-static sprayers, EPA N-List approved disinfectants and PPE, all while providing the other necessary products in a timely manner. I know if EFS Inc. is chosen for your facility, they will provide the same level of excellent service that other customers like yourself are receiving.

Sincerely,

Theresa Cummins
Regional Sales Manager
WAXIE – Ontario, CA
tcummins@waxie.com
Cell # 702-768-5696
www.waxie.com

Regional Inventory Center ▪ 905 N. Wineville Avenue ▪ Ontario, CA 91764-5595
(800) 443-3469 ▪ (909)942-4100 ▪ FAX (909) 942-3199 ▪ www.waxie.com

EFS, Inc. Uniform: apron, employee badge, and t-shirt

EXECUTIVE FACILITIES SERVICES, INC.
PRIMARY CONTACT LIST

MARTIN BORBOA
OPERATIONS MANAGER
(805) 889-4327
MBORBOA@EXECSERVICES.BIZ

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ADMININSTRATIVE MANAGER
(844) 780-2626
BBROCK@EXECSERVICES.BIZ

CHELSEA STORM-LARSEN
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(951) 833-2681
CSTORM-LARSEN@EXECSERVICES.BIZ

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CMATA@EXECSERVICES.BIZ

CHRISTIAN FERRARO
FINANCIAL ANALYST
(951) 776-7249
CFERRARO@EXECSERVICES.BIZ

FIRST EXTENSION AND AMENDMENT TO AGREEMENT FOR CUSTODIAL SERVICES AT PLEASANT VALLEY FIELDS

This FIRST EXTENSION AND AMENDMENT TO AGREEMENT FOR CUSTODIAL SERVICES AT PLEASANT VALLEY FIELDS (the "First Extension") is made and entered into the 1st day of October 2026, by and between the PLEASANT VALLEY RECREATION AND PARK DISTRICT, a public agency ("District"), and EXECUTIVE FACILITIES INC. (herein "EFS").

RECITALS

WHEREAS, District, EFS. entered into that certain Agreement entitled "EFS." (the "Agreement") on September 6, 2023; and

WHEREAS, it is the desire of the District, and EFS to further amend the Agreement, as set forth in this First Extension.

AGREEMENT

NOW, THEREFORE, it is hereby agreed that the Agreement, as amended, is further amended in the following particulars only:

Article 3 Section 3.1. Extension of Term: Effective October 1, 2026, Section 3.1 of the Agreement, entitled "Term," will be extended for a one (1) year increment as requested by Executive Facilities Inc.. The extended term will be effective from October 1, 2026, through September 30, 2027.

Exhibit "A" of the original agreement, Scope of Services, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed and entered into this Second Extension as of the date first written above.

DISTRICT:
PLEASANT VALLEY RECREATION AND PARK DISTRICT

By: _____
Mary Otten, General Manager

Date: _____

ATTEST:

_____
Jessica A. Puckett, Clerk

Date: _____

CONTRACTOR:

By: _____
Name: Jim Ferraro

Title: Company Owner

Date: _____

By: _____
Name: Debra Ferraro
Title: Corporate Financial Officer

Date: _____

PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT

TO: **BOARD OF DIRECTORS**

FROM: **MARY OTTEN, GENERAL MANAGER**
By: Justin Kiraly, Assistant General Manager

DATE: **September 2, 2026**

SUBJECT: **CONSIDERATION AND APPROVAL OF REQUEST FOR PROPOSAL FOR AUDITOR SERVICES**

BACKGROUND

It is best practice for agencies to periodically evaluate management and financial service providers (auditors, banking, investing, insurance). Each year, an audit of the District's financial statements is conducted by an independent auditor, and the results are presented to the Board of Directors. The audits for fiscal years ending June 30, 2013, through June 30, 2026, have been conducted by Moss, Levy and Hartzheim, LLP.

California Government Codes section 12410.6(b) requires that generally, a local agency shall not employ a public accounting firm to provide audit services to a local agency if the lead audit partner or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for that local agency for six consecutive fiscal years after the 2013-2014 fiscal year. The District's current auditors, Moss, Levy and Hartzheim, abide by the California Government Code section 12410.6(b) by changing lead auditors and team members every three to five years.

The District's contract with Moss, Levy and Hartzheim, LLP for financial auditing consulting services expires at the end of this fiscal year, covering the audit for Fiscal Year 2026. A new contract needs to be put into place to audit Fiscal Years 2027, 2028, 2029, 2030, and 2031. To comply with this requirement and follow best practices, the District will send out a Request for Proposals (RFP) for auditing services to local area auditing firms, including the District's current auditing firm to fulfill the next contract.

ANALYSIS

The current agreement with Moss, Levy, and Hartzheim ends this fiscal year, which means the District needs to enter into a new contract for audit services. A few of the benefits of an RFP are to compare prices, schedules, scope, experience, and other criteria from several vendors before making a final decision.

The attached RFP provides an opportunity for firms to submit proposals for Audit Services for the District. The RFP as drafted requires the vendor to submit a complete package including but not limited to background, qualifications, references, staff qualifications and technical experience, specific audit approach, and cost estimates for all aspects of the project. The RFP clearly indicates

the District does NOT need to select the lowest cost proposal but may choose according to what is in the best interest of the District.

At the Board of Directors' request, the RFP has been included for review. Staff propose that the RFP be issued no later than Thursday, September 8, 2026, and responses be due by 5:00 p.m. October 9, 2026.

FISCAL IMPACT

Approval of the RFP has no fiscal impact. It is anticipated that the contract award will be placed on the November 2026 Board meeting agenda for approval.

RECOMMENDATION

It is recommended that the Board of Directors review and approve the Request for Proposals for Auditor Services.

STRATEGIC PLAN COMPLIANCE

Meets 2021-2026 Strategic Plan Goal and Strategy

- 1.2: Utilize best accounting practices and forecast optimize revenue while controlling expenditures.
- Strategy C: Periodically evaluate management and financial service providers (auditors, banking, investing, insurance).

ATTACHMENTS

1) RFP – Auditor Services (12 pages)
2) Draft Sample Professional Services Agreement (23 pages)

PLEASANT VALLEY RECREATION & PARK DISTRICT

REQUEST FOR PROPOSALS

FOR

PROFESSIONAL AUDITING SERVICES

RFP RELEASE DATE:

Monday, September 7th, 2026

PROPOSALS DUE:

Friday, October 9th, 2026

No Later Than 5:00 PM PDT

DELIVER PROPOSALS TO:

ADMINISTRATIVE OFFICE

PLEASANT VALLEY RECREATION & PARK DISTRICT

Attn: Justin Kiraly

1605 E. Burnley Street, Camarillo, CA 93010

Phone: (805) 482-1996

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NOTICE INVITING PROPOSALS FOR PROFESSIONAL AUDITING SERVICES

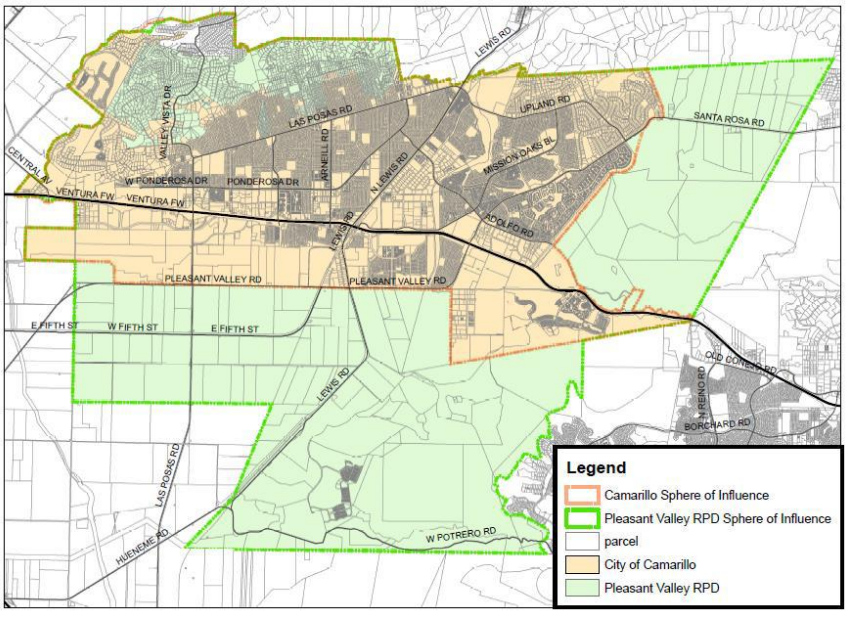
Introduction

The Pleasant Valley Recreation and Park District ("District") is issuing this Request for Proposals ("RFP") from qualified firms of Certified Public Accountants (CPAs) to audit the District for the fiscal years 2027, 2028, 2029, 2030, and 2031. These audits are to be performed in accordance with the Minimum Audit Requirements and Reporting Guidelines for California Special Districts as required by the State Controller's office, in accordance with auditing standards generally accepted in the United States of America, the standards set forth for financial audits contained in Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States.

District Background

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 Camarillo community to provide quality programs, parks and facilities that could be enjoyed by everyone. The District is located in and around the city of Camarillo, 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 59 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 and pickleball courts, a running track, walking paths, premier soccer fields, hiking trails, picnic pavilions, children's play equipment, and barbeque areas. The City of Camarillo, incorporated in 1964, is a separate entity from the District, however, they do add recreational and cultural service value and amenities to the community by owning two small parks, a trail system and full-service library that it operates independently of the District.

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



Project Goal

The goal of this project is to develop and present the District's Annual Comprehensive Financial Report for each fiscal year, as well as any other necessary Government Accounting Standards Board (GASB), State, and Local requirements for annual financial reporting for government agencies.

Project Scope

A. Services to be performed by Auditors

1. In General:

   The auditors will perform financial and compliance audits to determine (a) whether the financial statements of the District fairly present the financial position of PVRPD, and the results of the financial operations are in accordance with generally accepted accounting principles, and (b) whether the District has complied with laws and regulations that may have a material effect upon the financial statements for PVRPD.

2. Internal Control:

   The auditors will examine the District's internal accounting controls and accounting procedures and render written reports of their findings and recommendations to the PVRPD General Manager and Assistant General Manager/Administrative Services Manager. The examination shall be made, and reports rendered in accordance with generally accepted government auditing standards.

   In the required reports on internal controls, the auditor shall communicate any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

   Reportable conditions that are also material weaknesses shall be identified as such in the reports. Non-reportable conditions discovered by auditors shall be reported in separate letters to management, which shall be referred to in the reports on internal controls.

   Irregularities and illegal acts: Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the following parties:

   Mary Otten, PVRPD General Manager

   Justin Kiraly, PVRPD Assistant General Manager

3. Reporting and Communication:

The Assistant General Manager or designee will be responsible for coordinating the audit process internally. The auditors will meet on a regular basis during the field work process with the Assistant General Manager or designee to discuss preliminary audit findings and management recommendations.

Prior to issuing their final reports, the auditors will meet with the Assistant General Manager and their designees.

The auditors may be consulted occasionally throughout the year as an information resource. The auditors may be asked to provide guidance on implementation of GASB requirements and specifics of federal and state regulations as they may affect local government accounting. They may also be asked to assist with the implementation of new pronouncements.

B. Specific Deliverables to the District

- Audit of the District's books and records
- Preparation of District's Annual Comprehensive Financial Report
- Assist with the Fixed Assets Report if needed
- Preparation of Financial Statements in compliance with appropriate GASB pronouncements with publication no later than December 31
- Single audit by federal due date (as necessary)
- Preparation of District's Special Districts Financial Transactions Report

IV. DISTRICT'S RESPONSIBILITIES

A. District staff will prepare the final closing of the books. The District will provide trial balances for all funds as well as detailed subsidiary ledgers.

B. District staff will produce the confirmation letters that are mailed by the auditors.

C. District staff will be available to assist the auditors in locating records and preparing audit schedules. All requests will first be directed to the Assistant General Manager or their designee.

D. The District will provide the auditor with reasonable workspace, desks, chairs, printers, telephones, facsimile and photocopy machines.

V. BASIS FOR COMPENSATION

A. The District will pay the auditors for those services described in Part I, Section III (Auditor's Responsibilities) the not-to-exceed amount contained within the agreement. For additional services required after the inception of the agreement, written approval by the District is required in advance of such services being rendered, for which a fee will be paid based on the auditor's quoted hourly rates.

B. The auditors may submit itemized bills for their services at the end of each calendar month. The District will promptly review and act upon these bills.

VI. ADDITIONAL PROVISIONS

A. The auditor shall be an independent contractor and its officers, agents, and employees shall not be deemed officers, agents, or employees of the District.

B. No officer, agent, or employee of the District and no member of its governing bodies shall have any financial interest, direct or indirect, in this agreement or the proceeds thereof. No officer, agent, or employee of the auditors shall serve on a District committee or hold any such position which is incompatible with such person's duties or obligations or other relationship to this agreement.

C. The auditors shall not assign or transfer or subcontract this agreement, any interest therein, or claim thereunder without the prior written approval of the District.

D. The District may terminate this agreement at any time by giving the auditors not less than thirty (30) days prior written notice of such termination. Nothing herein shall be deemed a limitation upon the District's right to terminate for cause or otherwise to pursue such legal or equitable rights or remedies which may accrue to the District hereunder. The District will pay the auditor an amount that bears the same ratio to the maximum contract price as the work delivered to the District bears for completed services contemplated under this Agreement, unless such termination is made for cause, in which event, compensation, if any, shall be adjusted in light of the particular facts and circumstances involved in such termination.

E. Time is of the essence in each and all the provisions of this agreement.

F. No alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto.

G. The firm will warrant that it is an equal opportunity employer and shall comply with applicable regulations governing equal employment opportunity. The auditor does not and shall not discriminate against persons employed or seeking employment with them, nor discriminate in the provision of services, based on age, sex, color, race, marital status, sexual orientation, ancestry, physical or mental disability, national origin, religion, or medical condition, unless based upon a bona fide occupational or service qualification pursuant to the California Fair Employment & Housing Act.

H. All working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years, unless the firm is notified in writing by the District of the need to extend the retention period. The auditors shall make their working papers available to successors and to the District and any parties designated by the federal or state governments or by the District as part of an audit quality review process. The auditor shall make their working papers available for inspection if the District is a subrecipient of grant funds.

I. In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

Submission Requirements

Interested proposers must submit five (5) copies, plus an electronic version (PDF or Microsoft Word format) of the proposal on or before the deadline containing the following information to the District to be considered a viable candidate for this contract. Proposals shall not exceed 25 pages including any attachments (staff resumes do not count toward the page limit). Any proposal that does not contain the information outlined below shall not be considered.

1. **Transmittal Letter to the Selection Committee**
    a. The proposal must contain a transmittal letter, signed by an official authorized to commit the firm to the representations, commitments, and statements contained in both the proposal and contracts. This should include the name, mailing address, email address, and phone number of the firm's primary contact person for the proposal. Firm advertising, brochures, and other promotional material should not be included.
    b. The firm should provide an affirmative statement that it is independent of the District as defined by generally accepted auditing standards. Moreover, the firm must have no conflict of interest about any other work performed for the entity being audited. It is understood that the services performed by the auditor is in the capacity of independent contractors and not as an officer, agent, or employee of the District.
2. **Description and Qualifications of the Firm**
    a. A description of the firm's organizational structure, the jurisdiction in which the firm is organized and date of such organization. In addition, provide a description of the firm's qualifications and experience on projects of similar nature to those described in the proposal as well as projects/clients where consultant has performed as an extension of staff.
    b. An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in California.
    c. The firm is required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.
    d. The firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.
3. **Staffing**

a. The firm shall identify the principal supervisory and management staff, including engagement partners, managers, other supervisors, and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in California. The firm also should provide information on the governmental auditing experience, including the scope of audit services requested by the District of each person, and information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.
b. The firm should provide as much information as possible, including resumes, regarding the number, qualifications, experience, and training of the specific staff to be assigned to this engagement. The firm also should indicate how the quality of staff over the term of the agreement will be assured.
c. Engagement partners, managers, other supervisory staff, and specialists may be changed if those personnel leave the firm, are promoted, or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the District. However, in either case, the District retains the right to approve or reject replacements.

4. References

a. A list of no more than three (3) references for the proposer and no more than three (3) references for any subconsultants, if proposed, including the names, addresses and telephone numbers of recent clients, preferably other public agencies and a listing of the specific projects and key individuals that have participated in them. Include the dollar amount related to the participation. Identify how much experience the firm and sub consultant, if needed, has had with public agencies.
b. For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of 10) performed in the last five years that are like the engagement described in this request for proposals. These engagements should be ranked based on total staff hours.

5. Scope of Work

a. A clear and concise statement of the proposer's understanding of the nature and extent of the services required.
b. The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Part I, Section III of this request for proposals.
c. The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the District.
d. All property rights, including publication rights of all reports in connection with services performed under this agreement shall be vested in the District. The firm selected shall not publish or release any of the results of its examinations without express written permission.

6. Project Budget & Other Financial Information

a. The proposal should contain all pricing information relative to performing the audit engagement as described in this request for proposals. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs, including all out-of-pocket expenses.

i. A firm must include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the firm or in which the firm has been judged guilty or liable within the last five (5) years.
ii. If there is no negative history to disclose, the firm must affirmatively state in its proposal that there is no negative history to report.

b. The proposal should include a schedule of professional fees and expenses, presented in the format shown in Appendices C and D, which supports the total all-inclusive maximum price.
c. A disclosure of all personal, professional or financial relationships with any officer and/or employee of the District.

FORMAT AND CONTENT OF PROPOSAL

To simplify the review process and to obtain the maximum degree of comparability, proposers are asked to organize their proposals in the following manner:

A. Title Page

Show the request for proposal subject, the name of the proposer's firm, local address, telephone number, name of the contact person, and date.

B. Table of Contents

Include a clear identification of the material by section and by page number.

C. Letter of Transmittal

1. State whether the firm is local, national, or international.

2. Give the location of the office from which the work is to be done and the number of partners, managers, supervisors, seniors, and other professional staff employed at that office.

3. Describe the range of activities performed by the local office such as audit, accounting, or management services.

4. Describe the local office's recent auditing experiences similar to the type of audits requested and give the names and telephone numbers of client officials responsible for five (5) of the audits listed.

D. Audit Team

1. Describe the composition of the audit team, including staff from other than the local office, and consultants. Describe the commitment of the firm to providing the same audit team on subsequent audits. Include resumes of each person so identified.

2. Identify the supervisors and consultants who will work on the audit and include resumes of each person so identified.

E. Audit Scope and Provisions

Describe the scope of the required services to be provided and outline a plan on how such services will be provided. Please include depth of work, staffing, and time estimates. Proposers should list all reports including management letters that are to be issued, the points to be addressed by reports, and the estimated completion dates.

F. Cost Data

Indicate the total hours and hourly rates by staff classification and the resulting all-inclusive maximum fee (not to exceed total) for which the requested work will be done for each of the specific deliverables identified in this Request for Proposal. Fees must include all anticipated costs including travel, per diem, and out-of-pocket expenses.

G. Additional Data

Data not specifically requested should not appear in the foregoing sections, but any additional information considered essential to the proposal may be presented at this section.

Evaluation Criteria

The objective is to choose the proposal that offers the highest quality services and will achieve the project's goals and objectives within a reasonable budget. While cost is important, other factors are also significant and the District may not select the lowest cost proposal.

All proposals submitted in response to this RFP will be evaluated by a committee in accordance with the objectives mentioned above and the following criteria with a given point value listed below.

Selection Criteria—RFP	Points Available
Understanding of Scope of Work and Proposed Approach	**25**
Cost and Pricing Structure (including Base and Alternate Bids)	**10**
Demonstrated Experience in Providing Similar Services	**30**
Qualifications and Experience of Key Staff	**20**
References & Past Performance	**15**
Total Points Available Per Proposal	**100**

Total scores will be tabulated, and the highest ranked firm will enter into negotiations. If the District requests presentations by short-listed offerors, committee members may revise their initial scores based upon additional information and clarification received in this phase. Please note that presentations have not been scheduled and are not anticipated at this time. However, if the District elects to set up interviews and your firm is invited to give a presentation to the committee, notice

will be given with a set date. Should a firm refuse to honor the request for an oral presentation or interview, it may result in the rejection of the proposal by the District

Firm Selection & Notification

The issuance of this RFP is the first step in the process that will eventually lead to the execution of an agreement with the most qualified firm. Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP.

The successful Consultant to whom work is awarded shall, within 30 days of Board approval, enter into a contract with the District for the work in accordance with the specifications and shall furnish all required documents necessary to enter into said contract.

The District reserves the right to enter into a contract without further discussion of the submitted proposal. Therefore, the proposal should be initially submitted on the most favorable terms the proposer can offer.

The District reserves the right to accept and or withdraw the RFP in whole or in part, at any time and for any reason and or request additional information from all proposers. Submission of a proposal confers no rights upon a proposer and does not obligate the District in any manner. 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.

Each proposer, by submitting a proposal, agrees that if the District accepts its proposal, such proposer will furnish all items and services upon the terms and conditions in this RFP and subsequent contract. Proposals that do not meet the mandatory requirements set forth in this RFP will be considered non-compliant. Proposers may be disqualified, and the proposal may be rejected by the District for any of, but not limited to, the following reasons:

- Failure to properly respond to the RFP;
- Evidence of collusion among the proposers submitting the proposals;
- Failure to comply with the specification requirements of the RFP.

Contract Requirements

The District plans to use the attached Pleasant Valley Recreation & Park District Professional Services Agreement. Consultants with significant concerns about the sample agreement should not submit on this RFP.

The top ranked firm will be notified in writing and will be asked to meet and submit their prospective scope of services and refine their fee (to be broken down by tasks). If after negotiation and consideration, the District is unable to reach an acceptable agreement with the top-ranked firm, they will terminate negotiations with the top-ranked firm and, at their sole discretion, may: enter into negotiations with the second-ranked firm; withhold the award for any reason; elect not to proceed with any of the proponents; or re-solicit new Proposals.

Estimated Selection & Approval Schedule

Request for Proposals Open	September 7, 2026
Questions/Clarifications Due	September 24, 2026
Answers Provided by	October 2, 2026
Deadline for Proposals	October 9, 2026
Evaluation of Proposals	October 12-15, 2026
Announce Decision	November 4, 2026
Contract Negotiations	November 2026
Desired Project Close Out	*(no later than)* June 30, 2032

**The District reserves the right to revise the above schedule.*

Questions

Upon release of this RFP, all Consultant communications concerning the RFP should be directed to Alison Bohorquez, Administrative Analyst via the contact information listed below. Unauthorized contact regarding this RFP with any other District employees may result in disqualification. Any oral communications will be considered unofficial and non-binding with the District. Consultants should rely only on written statements by Ms. Bohorquez.

Name: Justin Kiraly, Assistant General Manager

Address: Pleasant Valley Recreation & Park District
1605 E. Burnley Street, Camarillo, CA 93010

Email: jkiraly@pvrpd.org

Submittal Instructions

Proposals must be received no later than 5:00 p.m. PDT on Friday, October 9, 2026.

Proposals shall be mailed or hand delivered to:

Pleasant Valley Recreation & Park District
Attn: Justin Kiraly
1605 E. Burnley Street
Camarillo, CA 93010

The proposals shall be in a sealed envelope or box and clearly labeled with the Consultant's name, address, and "Auditing Services RFP."

AGREEMENT FOR PROFESSIONAL SERVICES
WITH THE PLEASANT VALLEY RECREATION AND PARK DISTRICT
("DISTRICT")

Project Name/Description ("**Project**"): Click or tap here to enter text.

Consultant Name ("**Consultant**"): Click or tap here to enter text.

Consultant Business Type: Choose an item.

Consultant Address: Click or tap here to enter text.

Consultant Representative Name and Title ("**Consultant Representative**"): Click or tap here to enter text.

Consultant Representative Work Phone and Email: Click or tap here to enter text.

Effective Start Date: Click or tap here to enter text.

Termination Date: Click or tap here to enter text.

Total Not-To-Exceed Contract Amount ("**Contract Sum**"): Click or tap here to enter text.

District Contact ("District Contact"): Click or tap here to enter text.

District Contact Work Phone and Email: Click or tap here to enter text.

RECITALS

The District desires to contract with a Consultant to provide professional services as more further set forth herein.

The District circulated a Request for Quotes or Proposals for the above-described professional services.

Consultant submitted a proposal to District to provide the above-described professional services.

District Staff has reviewed all the proposals and after considering the demonstrated competence of Consultant, the professional qualifications of Consultant, and the fairness and reasonableness of Consultant's proposed cost, staff has determined that an agreement to provide the required services should be awarded to Consultant.

Click or tap here to enter text.

AGREEMENT FOR PROFESSIONAL SERVICES
WITH THE PLEASANT VALLEY RECREATION AND PARK DISTRICT
("DISTRICT")

THIS AGREEMENT FOR SERVICES ("**Agreement**") is made and entered into as of the effective on the date executed by the District by and between the Pleasant Valley Recreation and Park District ("**District**") and ("**Consultant**"). District and Consultant may be referred to individually as "**Party**" or collectively as "**Parties**." In consideration of the mutual promises and covenants made by the Parties and contained herein and other consideration, the value and adequacy of which are hereby acknowledged, the Parties agree as follows:

ARTICLE 1. SERVICES OF CONSULTANT

1.1 Scope of Services. In compliance with all terms and conditions of this Agreement, Consultant shall provide those services specified in the "**Scope of Services**" attached hereto as Exhibit A and incorporated herein by this reference, which may be referred to herein as the "**services**" or "**work**" hereunder. As a material inducement to District entering into this Agreement, Consultant represents and warrants: a) it has the qualifications, experience, and facilities necessary to properly perform the Services required under this Agreement b) all services set forth in the Scope of Services will be performed in a competent and satisfactory manner; c) all materials used for services will be both of good quality as well as fit for the purpose intended; and, d) Consultant shall follow the highest professional standards and practices in performing the services required hereunder.

1.2 Consultant's Proposal. The Scope of Services shall include the scope of services or work included in Consultant's proposal or bid, which shall be incorporated herein by this reference as though fully set forth herein. In the event of any inconsistency between the terms of such proposal or bid, and this Agreement, the terms of this Agreement shall govern. No other terms and conditions from Consultant's proposal or bid, other than description of scope of services or work, shall apply to this Agreement, unless specifically agreed to by District in writing.

1.3 Compliance with Law. All services rendered hereunder shall be provided in accordance with all ordinances, resolutions, statutes, rules and regulations of District and any federal, State or local governmental agency having jurisdiction in effect at the time services are rendered. District, and its officers, employees and agents, shall not be liable at law or in equity for failure of Consultant to comply with this Section.

1.4 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 and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for Consultant's performance of the services required by this Agreement, and shall

indemnify, defend and hold harmless District against any such fees, assessments, taxes, penalties or interest levied, assessed or imposed against District hereunder.

1.5 Familiarity with Work. By executing this Agreement, Consultant represents and warrants Consultant: a) has thoroughly investigated and considered services to be performed, b) has carefully considered how services should be performed, and c) fully understands the facilities, difficulties and restrictions attending performance of services under this Agreement.

1.6 Software and Computer Services. If the Scope of Services includes the provision and/or installation of any software, computer system, or other computer technology, Consultant represents and warrants that it is familiar with and/or has inspected District's current infrastructure, equipment, computer system and software and that the software, computer system, or other computer technology provided and/or installed by Consultant under this Agreement is compatible, and shall be fully functional, with such infrastructure, equipment, computer system and software of District. Consultant acknowledges that District is relying on this representation by Consultant as a material consideration in entering into this Agreement.

1.7 Prevailing Wages. If services include any "public work" or "maintenance work," as those terms are defined in California Labor Code section 1720 *et seq.* and California Code of Regulations, Title 8, section 16000 *et seq.*, and if the total compensation is $1,000 or more, Consultant shall pay prevailing wages for such work and comply with the requirements in California Labor Code section 1770 *et seq.* and 1810 *et seq.*, and all other applicable laws.

1.8 Special Requirements. Additional terms and conditions of this Agreement, if any, which are made a part hereof are set forth in the "Special Requirements" attached hereto as Exhibit B and incorporated herein by this reference. In the event of a conflict between the provisions of Exhibit B and any other provisions of this Agreement, the provisions of Exhibit B shall govern.

ARTICLE 2. COMPENSATION AND METHOD OF PAYMENT

2.1 Contract Sum. Subject to any limitations set forth in this Agreement, District agrees to pay Consultant the rates specified in the "Schedule of Compensation" attached hereto as **Exhibit C** and incorporated herein by this reference. The total compensation for all work, including reimbursement for actual expenses, shall not exceed the Contract Sum set forth above. Compensation may include reimbursement, for actual and necessary expenditures, if both are specified in the Schedule of Compensation, as well as approved by District in advance.

2.2 Invoices. Unless some other method of payment is specified in Exhibit C, Schedule of Compensation, in any month in which Consultant wishes to receive payment, no later than the first business day of such month, Consultant shall submit to District, in a form approved by District's Finance Director, an invoice for services rendered prior to the date of the invoice. By submitting an invoice for payment under this

Agreement, Consultant is certifying compliance with all provisions of this Agreement. Except as provided in Sections 7.3, 7.4 and 7.5, District shall pay Consultant for all expenses stated thereon which are approved by District pursuant to this Agreement generally within thirty (30) days, and District will use its best efforts to make payment no later than forty-five (45) days, from the submission of an invoice in an approved form. In the event any charges or expenses are disputed by District, the original invoice shall be returned by District to Consultant for correction and resubmission. Review and payment by District for any invoice provided by Consultant shall not constitute a waiver of any rights or remedies provided herein or any applicable law. Each invoice is to include (unless otherwise specified by District): 1) line items for all personnel describing the work performed, the number of hours worked, and the hourly rate; 2) line items for all materials and equipment properly charged to the Services; 3) line items for all other approved reimbursable expenses claimed, with supporting documentation; and 4) line items for all approved subcontractor labor, supplies, equipment, materials, and travel properly charged to the Services.

ARTICLE 3. PERFORMANCE SCHEDULE

3.0 Time of Essence. Time is of the essence in the performance of this Agreement.

3.1 Term. The Agreement shall commence and become effective upon the date executed by the District and will continue until the Termination Date. This Agreement may be extended for up to two, additional one-year periods upon the mutual agreement in writing of both parties.

Unless earlier terminated in accordance with Article 7 of this Agreement, this Agreement shall continue in full force and effect until completion of any ongoing services, which shall be no later than the Termination Date set forth above. Notwithstanding the foregoing, the Indemnification and Insurance provisions set forth in Article 5 shall survive the termination of this Agreement.

3.2 Schedule of Performance. Consultant shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed from District and shall perform all services within the time period(s) established in the "Schedule of Performance" attached hereto as **Exhibit D** and incorporated herein by this reference.

3.3 Force Majeure. The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of 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 District, if Consultant shall within ten (10) days of the commencement of such delay notify District in writing of the causes of the delay. District 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 District such delay is justified. District's determination shall be final and conclusive upon the Parties to this Agreement. In no event shall Consultant be entitled to recover damages against District for any delay in the performance of this Agreement, however caused, Consultant's sole remedy being extension of this Agreement pursuant to this Section.

ARTICLE 4. COORDINATION OF WORK

4.1 Representative of Consultant. The Consultant Representative is authorized to act on Consultant's behalf with respect to the work or services specified herein and to make all decisions in connection therewith. It is expressly understood that the experience, knowledge, capability and reputation of the representative was a substantial inducement for District to enter into this Agreement. Therefore, the representative shall be responsible during the term of this Agreement for directing all activities of Consultant and devoting sufficient time to personally supervise the services hereunder. For purposes of this Agreement, the representative may not be replaced nor may their responsibilities be substantially reduced by Consultant without the express written approval of District.

4.2 District Contact. The District Contact (or other person designated by the District's General Manager) shall be the primary person on behalf of District responsible for the administration of the Agreement. It shall be Consultant's responsibility to assure that the District Contact is kept informed of both the progress of the performance of the services as well as any decisions which must be made by District.

4.3 Approvals from District. District approvals or actions, pursuant to the authority of this Agreement, are to be made (unless otherwise specified) either by the District Contact, District General Manager or by their delegate as provided for in writing.

4.4 Independent Contractor. Neither District, nor any of its officers, employees or agents, shall have any control over the manner or means by which Consultant, or its officers, employees, agents or subcontractors, 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 shall not at any time or in any manner represent that it, or any of its officers, employees, agents or subcontractors, are officers, employees or agents 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. Consultant shall not incur or have the power to incur any debt, obligation or liability whatever against District, or bind District in any manner. Consultant represents and warrants that the personnel used to provide services to District pursuant to this Agreement shall at all times be under Consultant's exclusive control and direction. No District employee benefits shall be available to Consultant, its officers, employees, agents or subcontractors, in connection with the performance of this Agreement. District shall not be liable for compensation or indemnification to Consultant, its officers, employees, agents or subcontractors, for

injury or sickness arising out of performing services hereunder. In the event that Consultant or any officer, employee, agent, or subcontractor 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, to be classified as other than an independent contractor for District, then Consultant shall indemnify, defend, and hold harmless 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 District as a consequence of, or in any way attributable to, the assertion that Consultant, or any officer, employee, agent, or subcontractor Consultant used to provide services under this Agreement, is/are employees of District.

4.5 Subcontracting or Assignment. The experience, knowledge, capability and reputation of Consultant, its principals and employees were a substantial inducement for District to enter into this Agreement. Therefore, without express written approval of District, Consultant shall not contract with any other entity to perform in whole or in part services required hereunder without express written approval of District, and neither this Agreement nor any interest herein may be transferred or assigned. No approved transfer shall release Consultant, or any surety or insured of Consultant, of any liability hereunder without express written consent of District.

ARTICLE 5. INSURANCE AND INDEMNIFICATION

5.1 Insurance Coverages. Prior to commencement of any services under this Agreement, and without limiting Consultant's indemnification obligation to District, Consultant shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to District, for the duration of the Agreement, primary policies of insurance of the type and amounts set forth in the "Insurance Requirements" attached hereto as **Exhibit E** and incorporated herein by this reference.

5.2 <u>Indemnification.</u>

(a) General Obligations. Consultant agrees, to the full extent permitted by law, to indemnify, defend and hold harmless District and its elected and appointed officers, employees and agents (each an "**Indemnitee**" and collectively, "**Indemnitees**") against, and will hold and save them and each of them harmless from, whether actual or threatened, any and all actions, either judicial, administrative, arbitration or regulatory claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities (herein "**Claims or Liabilities**") that may be asserted or claimed by any person, firm or entity arising out of or in connection with the negligent performance of the work, operations or activities provided herein of Consultant, its officers, employees, agents, subcontractors, or invitees, or any individual or District for which Consultant is legally liable (each an "**Indemnitor**" and collectively, "**Indemnitors**"), or arising from Indemnitors' reckless or willful misconduct, or arising from Indemnitors' negligent performance of or failure to perform any term, provision, covenant or

condition of this Agreement, and in connection therewith: 1) Consultant will defend any action or actions filed or threatened in connection with any such Claims or Liabilities, or at option of Indemnitee(s) will reimburse and pay for all costs and expenses, including legal costs and attorneys' fees, incurred by Indemnitee(s) in connection therewith; and, 2) Consultant will promptly pay any judgment rendered against Indemnitee(s) for any such Claims or Liabilities, and will save and hold Indemnitee(s) harmless therefrom.

(b) Further Provisions. The indemnity obligation herein shall be binding on successors, assigns and heirs of Consultant and shall survive termination of this Agreement. Consultant shall incorporate similar indemnity agreements as provided herein with its subcontractors, and if Consultant fails to do so Consultant shall be fully responsible to indemnify District hereunder therefor. Failure of District and/or District Parties (collectively "District" for solely this Section 5.2(b)) to monitor compliance with any of the indemnification provisions herein shall not be a waiver hereof. The indemnification provisions herein do not apply to claims or liabilities occurring as a result of District's sole negligence or willful misconduct, but, to the fullest extent permitted by law, shall apply to claims and liabilities resulting in part from District's negligence, except that design professionals' indemnity hereunder shall be limited to claims and liabilities arising out of the negligence, recklessness or willful misconduct of the design professional. The indemnification provided herein includes Claims or Liabilities arising from any negligent or wrongful act, error or omission, or reckless or willful misconduct of Indemnitors in the performance of professional services hereunder. Payment of invoices by District is not a condition precedent to enforcement of the indemnity obligation herein. In the event of any dispute between Consultant and District, as to whether liability arises from the sole negligence or willful misconduct of District, Consultant will be obligated to pay for District's defense until such time as a final judgment has been entered adjudicating District as solely negligent or responsible for willful misconduct. Consultant will not be entitled in the absence of such a determination to any reimbursement of defense costs including but not limited to attorney's fees, expert fees and costs of litigation.

(c) Pursuant to the full language of California Civil Code §2782, Design Professionals agree to indemnify, including the cost to defend, District and its officers, officials, employees, and volunteers from and against any and all claims, demands, costs, or liability that arise out of, or pertain to, or relate to the negligence, recklessness, or willful misconduct of Design Professional and its employees or agents in the performance of services under this contract, but this indemnity does not apply to liability for damages arising from the sole negligence, active negligence, or willful acts of the District; and does not apply to any passive negligence of the District unless caused at least in part by the Design Professional. The District agrees that in no event shall the cost to defend charged to the Design Professional exceed that professional's proportionate percentage of fault. This duty to indemnify shall not be waived or modified by contractual agreement or acts of the parties.

5.3 **Professional Liability**. When the law establishes a professional standard of care for Consultant's services, to the fullest extent permitted by law, Consultant shall indemnify, defend and hold harmless Indemnitees against, and will hold and save them and each of them harmless from, whether actual or threatened, any and all Claims and Liabilities, consistent with all obligations provided for in this Section 5.3, to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission, or reckless or willful misconduct of Indemnitors in the performance of professional services under this Agreement.

ARTICLE 6. RECORDS, REPORTS AND RELEASE OF INFORMATION

6.1 **Records.** Consultant shall keep, and require subcontractors to keep, such ledgers, books of accounts, invoices, vouchers, canceled checks, reports, studies or other documents relating to the disbursements charged to District and services performed hereunder ("**books and records**") as shall be necessary to perform the services required by this Agreement and enable District to evaluate the performance of such services. Any and all such books and records shall be maintained in accordance with generally accepted accounting principles, shall be complete and detailed, and shall be readily accessible. District shall have full and free access to such books and records at all times during normal business hours of District, including the right to inspect, copy, audit and make records and transcripts. Such books and records shall be maintained for a period of three (3) years following completion of the services hereunder. District shall have access to such books and records in the event any audit is required. Consultant shall fully cooperate with District in providing access to any and all Consultant records and documents if a public records request is made and disclosure is required by law including but not limited to the California Public Records Act.

6.2 **Ownership of Documents.** All drawings, specifications, maps, designs, photographs, studies, surveys, data, notes, computer files, reports, records, documents and other materials ("**documents and materials**") prepared by Consultant, its officers, employees, agents and subcontractors in the performance of this Agreement shall be the property of District and shall be delivered to District upon request of District and/or upon the termination of this Agreement, and Consultant shall have no claim for further employment or additional compensation as a result of the exercise by District of its full rights of ownership, use, reuse, or assignment of the documents and materials hereunder. Consultant may retain copies of such documents and materials for its own use. Consultant shall have the right to use the concepts embodied therein. All subcontractors shall provide for assignment to District of any documents and materials prepared by them, and in the event Consultant fails to secure such assignment, Consultant shall indemnify District for all damages resulting therefrom. Moreover, with respect to any Consultant documents and materials that may qualify as "works made for hire" as defined in 17 U.S.C. § 101, such documents and materials are hereby deemed "works made for hire" for District.

6.3 **Confidentiality and Release of Information.** All information gained or work product produced by Consultant in its performance of this Agreement shall be

considered confidential, unless such information is in the public domain or already known to Consultant. Consultant shall not release or disclose any such information or work product to persons or entities other than District without prior written authorization from District. Consultant, its officers, employees, agents or subcontractors, shall not, without prior written authorization from District or unless requested by the District Attorney, voluntarily provide documents, declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant immediately gives District notice of such court order or subpoena. If Consultant, or any officer, employee, agent or subcontractor of Consultant, provides any information or work product in violation of this Agreement, then District shall have the right to reimbursement and indemnity from Consultant for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Consultant's conduct. As concerning, regarding or related to, in any way, this Agreement and the work performed thereunder: a) Consultant shall immediately notify District should Consultant, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party; b) District retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding; and, c) Consultant agrees to cooperate fully with District and to provide District with the opportunity to review any response to discovery requests provided by Consultant, however, this right to review any such response does not imply or mean the right by District to control, direct, or rewrite said response.

ARTICLE 7. ENFORCEMENT OF AGREEMENT AND TERMINATION

7.1 California Law. This Agreement shall be interpreted, construed and governed both as to validity and to performance of the Parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Ventura, State of California, or any other appropriate court in such county, and Consultant agrees to submit to the personal jurisdiction of such court in the event of such action. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Central District of California, in the County of Riverside, State of California.

7.2 Suspension, or Termination, Prior to Expiration of Term. This Section shall govern any termination of this Agreement except as specifically provided in Section 7.4 for termination for cause. District reserves the right to terminate or suspend this Agreement, or any portion hereof, at any time, for any reason, with or without cause, upon ten (10) days' notice to Consultant, except that where termination or suspension is due to the fault of Consultant, the period of notice may be such shorter time as determined by District. Upon receipt of any notice of termination or suspension, Consultant shall immediately cease all services hereunder, unless the notice provides otherwise, or except such as specifically approved by District. Upon submittal of an invoice consistent with Section 2.2, Consultant shall be entitled to

compensation for all services rendered prior to the effective date of the notice of termination or suspension and for any services authorized by District thereafter in accordance with the Schedule of Compensation, or such as may be approved by District, except as provided in Section 7.5. In event of termination, or suspension, without cause pursuant to this Section, there is no need to provide opportunity to cure pursuant to Section 7.3.

7.3 Default of Consultant and Opportunity to Cure. In the event that Consultant is in default under the terms of this Agreement, District shall not have any obligation or duty to continue compensating Consultant for any work performed after the date of default. Instead, District may give notice to Consultant of the default and the reasons for the default. The notice shall include the timeframe in which Consultant may cure the default. This timeframe is presumptively ten (10) days, but may be extended, or reduced, if circumstances warrant, as determined by District. During the period of time that Consultant is in default, District shall hold all invoices and shall, when the default is cured, proceed with payment on the invoices, without liability for interest. In the alternative, District may, in its sole discretion, elect to pay some or all of the outstanding invoices during the period of default. If Consultant does not cure the default by conclusion of noticed timeframe, District may immediately both terminate this Agreement with notice to Consultant as well as pursue the remedy in Section 7.4, without prejudice to any other remedy to which District may be entitled at law, in equity or under this Agreement. Any failure on the part of District to give notice of Consultant's default shall not be deemed to result in a waiver of District's legal rights or any rights arising out of any provision of this Agreement.

7.4 Termination for Default of Consultant. If termination is due to the failure of Consultant to fulfill its obligations under this Agreement, District may, after compliance with the provisions of Section 7.3, take over the work and prosecute the same to completion by contract or otherwise, and Consultant shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that District shall use reasonable efforts to mitigate such damages), and District may withhold any payments to Consultant for the purpose of set-off or partial payment of the amounts owed District therefor.

7.5 Retention of Funds. Consultant hereby authorizes District to deduct from any amount payable to Consultant (whether or not arising out of this Agreement) (i) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate District for any losses, costs, liabilities, or damages suffered by District, and (ii) all amounts for which District may be liable to third parties, by reason of Consultant's acts or omissions in performing or failing to perform Consultant's obligation under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by Consultant, or any indebtedness shall exist which shall appear to be the basis for a claim of lien, District may withhold from any payment due, without liability for interest because of such withholding, an amount sufficient to cover such claim. The failure of District to exercise such right to deduct or to withhold shall not, however, affect the

obligations of Consultant to insure, indemnify, and protect District as elsewhere provided herein.

7.6 Waiver. Waiver by any Party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by any Party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision or a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by District of any work or services by Consultant shall not constitute a waiver of any of the provisions of this Agreement. No delay or omission in the exercise of any right or remedy by a non-defaulting Party on any default shall impair such right or remedy or be construed as a waiver. Any waiver by either Party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement. Consultant acknowledges and agrees that any actual or alleged failure on the part of District to inform Consultant of non-compliance with any requirement of this Agreement imposes no additional obligations on District nor does it waive any rights hereunder. Payment to Consultant for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Consultant.

7.7 Rights and Remedies are Cumulative. Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the Parties are cumulative and the exercise by either Party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other Party.

7.8 Legal Action. In addition to any other rights or remedies, either Party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement. Notwithstanding any contrary provision herein, Consultant shall file a statutory claim pursuant to Government Code sections 905 *et seq*. and 910 *et seq*., in order to pursue a legal action under this Agreement.

7.9 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, whether legal or equitable, shall be entitled to reasonable attorneys' fees. Attorneys' fees shall include attorneys' fees on any appeal, and a Party entitled to attorneys' fees shall be entitled to all other reasonable costs for investigating such action, consultants' fees, taking depositions and discovery and all other necessary costs the court allows which are incurred in such

litigation. Such fees and costs shall be enforceable whether or not such action is prosecuted to judgment.

ARTICLE 8. INDIVIDUAL LIABILITY, CONFLICTS AND NON-DISCRIMINATION

8.1 Non-liability of District Officers and Employees. No officer or employee of District shall be personally liable to Consultant, or any successor in interest, in the event of any default or breach by District or for any amount which may become due to Consultant or to its successor, or for breach of any obligation of the terms of this Agreement.

8.2 Conflict of Interest. Consultant covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of District or which would in any way hinder Consultant's performance of services under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor without the express written consent of District. Consultant agrees to at all times avoid conflicts of interest or the appearance of any conflicts of interest with the interests of District in the performance of this Agreement. District, in its sole discretion, shall determine the existence of a conflict of interest and may terminate this Agreement in the event such a conflict of interest exists upon sending Consultant written notice describing the conflict. No officer or employee of District shall have any financial interest, direct or indirect, in this Agreement nor shall any such officer or employee participate in any decision relating to this Agreement which affects their financial interest or the financial interest of any corporation, partnership or association in which they are, directly or indirectly, interested, in violation of any State statute or regulation. 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.

8.3 Covenant Against Discrimination. Consultant covenants that, by and for itself, its heirs, executors, assigns, and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry or other protected class in the performance of this Agreement. Consultant shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry or other protected class.

ARTICLE 9. MISCELLANEOUS PROVISIONS

9.1 Notices. Any notice or other communication either Party desires or is required to give to the other Party or any other person in regards to this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mailing in the United

States Mail, certified mail, postage prepaid, return receipt requested, in the case of District addressed to District at Pleasant Valley Recreation and Park District, 1605 Burnely Street, Camarillo, California 93010, and in the case of Consultant, to the person(s) at the address designated on the cover page of this Agreement. Either Party may change its address by notifying the other Party of the change of address in writing. Notice shall be deemed communicated at the time personally delivered or in seventy-two (72) hours from the time of mailing if mailed as provided in this Section.

9.2 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, headings used, or any other rule of construction which might otherwise apply.

9.3 Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, and such counterparts shall constitute one and the same instrument.

9.4 Integration; Amendment. This Agreement including the attachments hereto is the entire, complete and exclusive expression of the understanding of the Parties as to the Agreement. It is understood that there are no oral agreements between the Parties hereto affecting this Agreement, and this Agreement supersedes and cancels any and all prior and contemporaneous negotiations, arrangements, agreements and understandings, if any, between the Parties, concerning this Agreement, and none shall be used to interpret this Agreement. No amendment to or modification of this Agreement shall be valid unless made in writing and approved by Consultant and by District.

9.5 Severability. Should a portion of this Agreement be declared invalid or unenforceable by a judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining portions of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the Parties unless the invalid provision is so material that its invalidity deprives either Party of the basic benefit of their bargain or renders this Agreement meaningless.

9.6 No Undue Influence. Consultant declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of District in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of District has or will receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section shall be a material

breach of this Agreement entitling District to remedies in Section 7.4 and any and all remedies at law or equity.

9.7 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) entering into this Agreement does not violate any provision of any other agreement to which said Party is bound. This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the Parties.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date and year first-above written.

DISTRICT:

Pleasant Valley Recreation and Park District

By: _____
Mary Otten, General Manager
Date:

CONSULTANT:

By: _____
Name: Click or tap here to enter text.
Title: Click or tap here to enter text.
Date:

By: _____
Name: Click or tap here to enter text.
Title: Click or tap here to enter text.
Date:

CONSULTANT:

Two corporate officer signatures required when Consultant is a corporation, with one signature required from each of the following groups: 1) Chairperson of the Board, President or any Vice President; and 2) Secretary, any Assistant Secretary, Chief Financial Officer or any Assistant Treasurer. (Cal. Corp. Code § 313.) Appropriate attestations shall be included as may be required by the bylaws, articles of incorporation or other rules or regulations applicable to Consultant's business.

EXHIBIT "A"

SCOPE OF SERVICES

I. Consultant will perform the following Services:

Click or tap here to enter text.

II. In addition to any other requirements of this Agreement, during performance of the Services, Consultant will keep the District appraised of the status of performance by delivering the following status reports:

Click or tap here to enter text.

III. All work product is subject to review and acceptance by the District, and must be revised by the Consultant without additional charge to the District until found satisfactory and accepted by District.

IV. Consultant will utilize the following personnel to accomplish the Services:

Click or tap here to enter text.

EXHIBIT "B"

SPECIAL REQUIREMENTS
(Superseding Contract Boilerplate)

Click or tap here to enter text.

EXHIBIT "C"

SCHEDULE OF COMPENSATION

I. District will compensate Consultant for the Services performed upon submission of a valid invoice. Each invoice is to include

A. Line items for all personnel describing the work performed, the number of hours worked, and the hourly rate.

B. Line items for all materials and equipment properly charged to the Services.

C. Line items for all other approved reimbursable expenses claimed, with supporting documentation.

D. Line items for all approved subcontractor labor, supplies, equipment, materials, and travel properly charged to the Services.

II. The total compensation for all Services shall not exceed the Contract Sum as provided in the Cover Page of this Agreement.

III. Consultant's billing rates for any hourly Services are attached as Exhibit C-1. In connection with the services provided pursuant to the terms of this Agreement, District will pay Consultant upon District's receipt of a written invoice provided by Consultant no more than monthly. District will pay Consultant for work completed, billed in increments of six minutes (0.1 hours), not to exceed the Contract Sum. The District will reimburse the Consultant for reasonable out-of-pocket expenses related to performing services on behalf of the Client that are approved in advance in writing by the District such as mileage, copies, binding costs, postage, parking, travel, and lodging expenses as part of the not to exceed Contract Sum. To receive reimbursements, the Consultant must provide the District with a receipt and a description of the expense incurred along with the invoice. No mark up on expenses may be added.

EXHIBIT "D"

SCHEDULE OF PERFORMANCE

I. Consultant shall perform Services as set forth in Exhibit A.

II. Consultant shall deliver the following tangible work products to the District by the following dates.

Click or tap here to enter text.

III. The Department Contact may approve extensions for performance of the Services in accordance with Section 3.2.

EXHIBIT E

INSURANCE REQUIREMENTS

Pleasant Valley Recreation and Park District (PVRPD) requires evidence of insurance coverage documents, for the duration of any agreement term, a minimum of thirty (30) days prior to an agreement effective date or event, if specified.

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than Click or tap to enter text per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability**: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than $1,000,000 per accident for bodily injury and property damage.
3. **Workers' Compensation**: as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than $1,000,000 per accident for bodily injury or disease.
4. **Professional Liability (Errors and Omissions):** Insurance appropriates to the Contractor's profession, with limit no less than $2,000,000 per occurrence or claim, $2,000,000 aggregate. (If applicable – see footnote next page)

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

The District, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection

with such work or operations. Coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

Primary Coverage

For any claims related to this contract, the Contractor's insurance coverage shall be primary and non-contributory and at least as broad as ISO CG 20 01 12 19 as respects the District, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it. This requirement shall also apply to any Excess or Umbrella liability policies.

Umbrella or Excess Policy

The Contractor may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. The Umbrella or Excess policies shall be provided on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying Commercial General Liability insurance.

Notice of Cancellation

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the District.

Waiver of Subrogation

Contractor hereby grants to District a waiver of any right to subrogation which any insurer of said Contractor may acquire against the District by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the District has received a waiver of subrogation endorsement from the insurer.

Self-Insured Retentions

Self-insured retentions must be declared to and approved by the District. The District may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or District.

Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the District.

Claims Made Policies (applicable only to professional liability)
If any of the required policies provide claims-made coverage:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.

2. Insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.

3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

Verification of Coverage

Contractor shall furnish the District with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause All documents are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Special Risks or Circumstances

District reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT

TO: **BOARD OF DIRECTORS**

FROM: **MARY OTTEN, GENERAL MANAGER**
By: Alison Bohorquez, Administrative Analyst

DATE: **September 2, 2026**

SUBJECT: **CONSIDERATION AND APPROVAL OF REQUEST FOR PROPOSALS FOR DISTRICT-WIDE PRINTER SERVICES AND EQUIPMENT SOLUTIONS**

BACKGROUND

The District currently utilizes four printers throughout its facilities and leases one high-volume copier located at the Community Center Administration Building. This equipment supports daily District operations, including administrative functions, registration services, financial processing, reports, agendas, program materials, and customer service activities. The District's current copier lease is scheduled to expire on December 14, 2026, making this an appropriate time to evaluate future service and equipment needs. The District currently owns several smaller office printers and is seeking to evaluate its current equipment, service needs, and future printing and copying requirements to identify the most efficient and cost-effective solution moving forward.

ANALYSIS

Staff has prepared a Request for Proposals ("RFP") to solicit proposals from qualified vendors for district-wide printer services and equipment solutions. The RFP is structured to allow vendors to propose several service options, including maintenance services for existing District-owned equipment, maintenance and supply management services, and a full-service managed print solution that includes equipment leasing.

As the current copier lease approaches expiration, the proposed RFP will provide the District with an opportunity to evaluate its overall printing and copying needs, available service models, equipment options, and pricing structures from qualified vendors. This competitive process will help ensure the District identifies the most efficient and cost-effective solution, meet operational needs while providing reliable equipment and service.

The RFP is scheduled to be released on September 7, 2026, with proposals due on October 9, 2026. Staff anticipates evaluating proposals in October and completing the selection process in November, with a recommended agreement presented to the Board on November 4, 2026.

The RFP process does not commit the District to any particular service model or equipment solution. Following the proposal review process, staff will evaluate all submissions and return to the Board with a recommended agreement for consideration and approval.

FISCAL IMPACT
There is no fiscal impact associated with this action.

RECOMMENDATION
It is recommended that the Board review and approve the RFP for District-Wide Printer Services and Equipment Solutions.

STRATEGIC PLAN COMPLIANCE
Meets 2021-2026 Strategic Plan Goal

- 1.5: Adopt new time and cost saving information technologies to improve efficiencies of District and IT operations.

ATTACHMENTS

1) Printing RFP (10 pages)

PLEASANT VALLEY RECREATION & PARK DISTRICT

REQUEST FOR PROPOSALS

FOR

DISTRICT-WIDE PRINTER SERVICES AND EQUIPMENT SOLUTIONS

RFP RELEASE DATE:

Monday, September 7th, 2026

PROPOSALS DUE:

Friday, October 9th, 2026

No Later Than 5:00 PM PDT

DELIVER PROPOSALS TO:

ADMINISTRATIVE OFFICE

PLEASANT VALLEY RECREATION & PARK DISTRICT

Attn: Alison Bohorquez

1605 E. Burnley Street, Camarillo, CA 93010

Phone: (805) 482-1996

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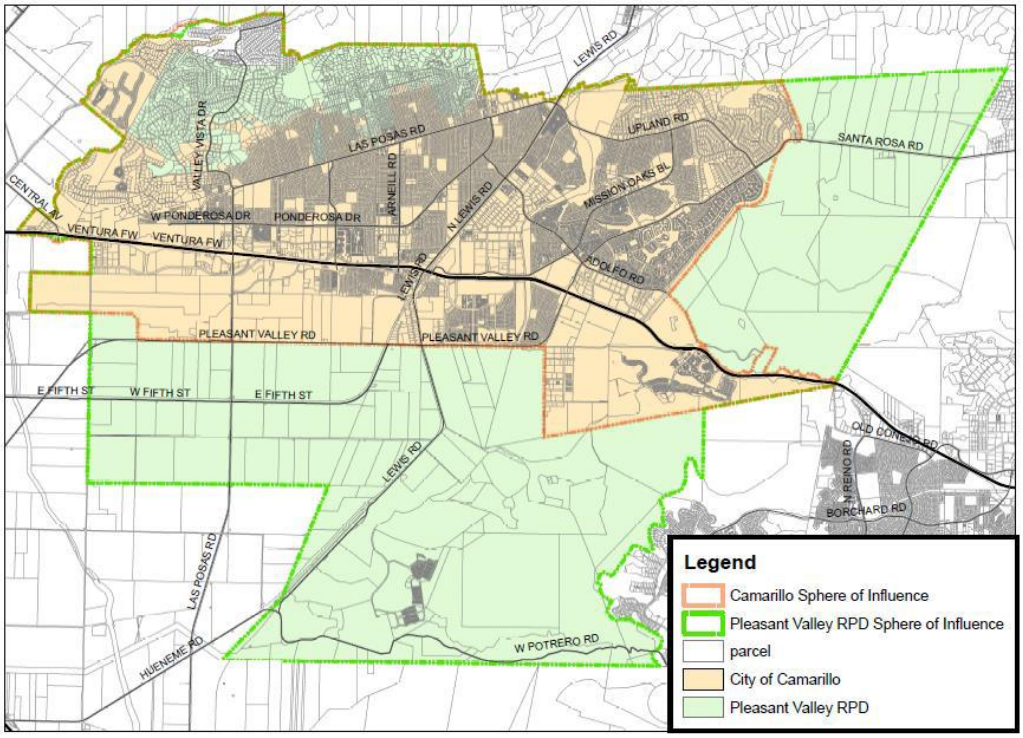
Introduction

The Pleasant Valley Recreation and Park District ("District") is issuing this Request for Proposals ("RFP") from qualified firms to provide printer-related services across multiple District facilities. The District is seeking proposals for maintenance services, supplies, and equipment solutions, including leasing options for high-volume printer equipment.

District Background

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 Camarillo community to provide quality programs, parks and facilities that could be enjoyed by everyone. The District is located in and around the city of Camarillo, 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 59 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 and pickleball courts, a running track, walking paths, premier soccer fields, hiking trails, picnic pavilions, children's play equipment, and barbeque areas. The City of Camarillo, incorporated in 1964, is a separate entity from the District, however, they do add recreational and cultural service value and amenities to the community by owning two small parks, a trail system and full-service library that it operates independently of the District.

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



Project Goal

The goal of this project is to evaluate and implement a cost-effective, reliable, and scalable printer services program across the District. The District is seeking flexible solutions that may include maintenance-only services, full-service printer support (including supplies), and/or equipment leasing options.

The selected vendor should provide high-quality service, minimize downtime, and support efficient day-to-day operations across multiple facilities.

Project Scope

The District is seeking proposals from qualified vendors to provide managed print services across multiple District facilities. Services should include printer maintenance, repair, supplies, and equipment leasing.

The District operates out of the following facilities: Community Center Park Administration Building, Community Center Park Senior Center, Pleasant Valley Aquatic Center (Pool), and the Park Office at Freedom Park.

The District currently owns several small office printers located at each site and leases one high-volume copier located at the Community Center Administration Building. The District is evaluating service delivery models to determine the most efficient and cost-effective approach for managing these assets.

Equipment Inventory (Current State)
District-Owned Equipment

- One (1) printer located at the Community Center
- One (1) printer located at the Senior Center
- One (1) printer located at the Aquatic Center
- One (1) printer located at the Park Office (final inclusion subject to confirmation)

Leased Equipment

- One (1) high-volume copier located at the Community Center

Vendor Requirements:

- A Service Level Agreement (SLA) that guarantees service response and systems performance.
- A level of service excellence with recognition by manufacturer or industry analyst.
- Managed Printer Service (MPS) Certifications and processes to effectively manage and support laser printers and MFPs.
- Local Dispatch for service requests and parts supplies inventory

Base Proposal: Maintenance Services

The Base Proposal shall include maintenance and support services for all District-owned printer equipment.
Services shall include, but are not limited to:

- Preventative maintenance and routine service
- Repair services including labor and replacement parts

- Troubleshooting and technical support
- Service Level Agreements (SLAs) outlining response and resolution times
- On-site service and support as needed
- Optional reporting on service history and equipment performance

This option assumes the District may independently purchase or retain existing equipment and is seeking a qualified vendor to maintain and support those assets.

Alternate Proposal#1: Supplies and Maintenance

Alternate Proposal #1 shall include all services outlined in the Base Proposal, in addition to full supply management.
Services shall include:

- Maintenance and repair services as described in the Base Proposal
- Provision and installation of toner
- Provision of other printer or copier related supplies
- Monitoring of supply levels (if available)
- Pricing structured as:
    - Cost-per-print (black & white and color), or
    - Bundled monthly service model

Vendors shall clearly identify all costs associated with supplies and service, including any minimum usage requirements or overage charges.

Alternate Proposal #2: Supplies, Maintenance, and Equipment Leasing

Alternate Proposal #2 shall include a full-service managed print solution that includes all services outlined in Alternate Proposal #1, plus equipment leasing.
Services shall include:

- Maintenance, repair, and supplies services as described in the Alternate Proposal #1
- Lease of one (1) high-volume copier for the Community Center
- Delivery, installation, and configuration of equipment
- Ongoing maintenance, repair, and technical support
- Equipment replacement or upgrade options during the lease term (if available)
- Usage tracking and reporting (if available)

Vendors shall provide detailed lease terms, including:

- Lease duration options (e.g., 3-year, 5-year)
- Monthly lease costs
- Cost-per-print structure (if applicable)
- End-of-term options (buyout, upgrade, return, etc.)

Minimum System Requirements – Equipment Leasing:

- Copy print speed - a minimum of 51 pages per minute for color and 55 for black and white
- Single-pass duplex scanning speed - up to 100 images per minute
- Document Feeder Capacity - a minimum of 150 sheets
- Booklet stapler finisher with 2/3 hole-punching and tri-fold capability
- Minimum of 4 paper sources, including the bypass tray
- Minimum standard RAM capacity - 8GB
- Minimum standard storage capacity - 256 GB

- Handle paper sizes 3-7/8" x 5-1/2" up to 12" x 18"
- Handle paper stock 14lb to 140lb index
- Postscript and PCL printing
- Advanced box for documentation collaboration - 15GB
- Standard media USB interface for scanning, printing, and PDF printing
- Ethernet network interface
- Supports environment initiatives, Energy Star Qualified
- Envelope Feeder

Submission Requirements

Interested proposers must submit five (5) copies, plus an electronic version (PDF or Microsoft Word format) of the proposal on or before the deadline containing the following information to the District to be considered a viable candidate for this contract. Proposals shall not exceed 25 pages including any attachments (staff resumes do not count toward the page limit). Any proposal that does not contain the information outlined below shall not be considered.

1. **Transmittal Letter to the Selection Committee**
    a. The proposal must contain a transmittal letter, signed by an official authorized to commit the firm to the representations, commitments and statements contained in both the proposal and contracts. This should include the name, mailing address, email address, and phone number of the firm's primary contact person for the proposal. Firm advertising, brochures, and other promotional material should not be included.
2. **Description and Qualifications of the Firm**
    a. A description of the firm's organizational structure, the jurisdiction in which the firm is organized and date of such organization. In addition, provide a description of the firm's qualifications and experience on projects of similar nature to those described in the proposal as well as projects/clients where consultant has performed as an extension of staff.
3. **Staffing**
    a. Provide an organizational chart identifying: 1) the project manager for the work; 2) each key person who would be assigned to carry out the work, and their respective roles in performing the work. Provide a separate description of the experience and qualifications of such manager and key persons, including a summary of experience on similar projects to those described in this proposal. Resumes should be included for all key individuals as an appendix to the submittal.
        i. The District must approve changes to key personnel committed to work on the project subsequent to award of contract.
4. **References**
    a. A list of no more than three (3) references for the proposer and no more than three (3) references for any subconsultants, if proposed, including the names, addresses and telephone numbers of recent clients, preferably other public agencies and a listing of the specific projects and key individuals that have participated in them. Include the dollar amount related to the participation. Identify how much experience the firm and sub consultant, if needed, has had with public agencies.

b. A minimum of two (2) examples of past work completed within the last five (5) years that represent the type of work requested in this RFP. Examples can be representative of projects with References or from separate completed projects. Please provide a brief description of these selected projects including when the project began, its current status, a description of the proposer's role/involvement in the project, and any specific information on how the community was responsive to the project.

5. **Scope of Work**
   a. A clear and concise statement of the proposer's understanding of the nature and extent of the services required.
   b. Description of the firm's approach to providing services, including methodology for maintenance, repair, supply management, and equipment leasing (if applicable).
   c. Description of Service Level Agreements (SLAs), including response times, resolution times, and escalation procedures.
   d. Description of any tools or systems used to track service calls, monitor equipment, or provide usage reporting.
6. **Project Budget & Other Financial Information**
   a. Proposals must clearly separate pricing for the Base Proposal and each Alternate Proposal. The proposer shall furnish the financial information requested below. If submitted by a consortium, a joint venture, a partnership, or by an individual, it shall be signed by an individual authorized to bind the firm making the proposal.
      i. A firm must include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the firm or in which the firm has been judged guilty or liable within the last five (5) years.
      ii. If there is no negative history to disclose, the firm must affirmatively state in its proposal that there is no negative history to report.
      iii. A detailed description of services and pricing structure for all proposed solutions, including an itemization of services and associated costs. This should include pricing for the Base Proposal (Maintenance Only), Alternate Bid #1 (Supplies and Maintenance), and Alternate Bid #2 (Supplies, Maintenance, and Equipment Leasing). Include descriptions of service, cost-per-print (if applicable), and any service components included in each option.
      iv. A schedule of hourly rates to be charged for extra work if required during the course of the contract.
      v. A disclosure of all personal, professional or financial relationships with any officer and/or employee of the District.

Evaluation Criteria

The objective is to choose the proposal that offers the highest quality services and will achieve the project's goals and objectives within a reasonable budget. While cost is important, other factors are also significant and the District may not select the lowest cost proposal.

All proposals submitted in response to this RFP will be evaluated by a committee in accordance with the objectives mentioned above and the following criteria with a given point value listed below.

Selection Criteria—RFP	Points Available
Understanding of Scope of Work and Proposed Approach	**25**
Cost and Pricing Structure (including Base and Alternate Bids)	**15**
Demonstrated Experience in Providing Similar Services	**25**
Qualifications and Experience of Key Staff	**20**
References & Past Performance	**15**
Total Points Available Per Proposal	**100**

Total scores will be tabulated, and the highest ranked firm will enter into negotiations. If the District requests presentations by short-listed offerors, committee members may revise their initial scores based upon additional information and clarification received in this phase. Please note that presentations have not been scheduled and are not anticipated at this time. However, if the District elects to set up interviews and your firm is invited to give a presentation to the committee, notice will be given with a set date.

Firm Selection & Notification

The issuance of this RFP is the first step in the process that will eventually lead to the execution of an agreement with the most qualified firm. Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP.

The successful Consultant to whom work is awarded shall, within 30 days of Board approval, enter into a contract with the District for the work in accordance with the specifications and shall furnish all required documents necessary to enter into said contract.

The District reserves the right to enter into a contract without further discussion of the submitted proposal. Therefore, the proposal should be initially submitted on the most favorable terms the proposer can offer.

The District reserves the right to accept and or withdraw the RFP in whole or in part, at any time and for any reason and or request additional information from all proposers. Submission of a proposal confers no rights upon a proposer and does not obligate the District in any manner. 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.

Each proposer, by submitting a proposal, agrees that if the District accepts its proposal, such proposer will furnish all items and services upon the terms and conditions in this RFP and subsequent contract. Proposals that do not meet the mandatory requirements set forth in this RFP will be considered non-compliant. Proposers may be disqualified, and the proposal may be rejected by the District for any of, but not limited to, the following reasons:

- Failure to properly respond to the RFP;
- Evidence of collusion among the proposers submitting the proposals;
- Failure to comply with the specification requirements of the RFP.

Contract Requirements

The District plans to use the attached Pleasant Valley Recreation & Park District Professional Services Agreement. Consultants with significant concerns about the sample agreement should not submit on this RFP.

The top ranked firm will be notified in writing and will be asked to meet and submit their prospective scope of services and refine their fee (to be broken down by tasks). If after negotiation and consideration, the District is unable to reach an acceptable agreement with the top-ranked firm, they will terminate negotiations with the top-ranked firm and, at their sole discretion, may: enter into negotiations with the second-ranked firm; withhold the award for any reason; elect not to proceed with any of the proponents; or re-solicit new Proposals.

Estimated Selection & Approval Schedule

Request for Proposals Open	September 7, 2026
Optional Walk Through – 10:00 am	September 18, 2026
Questions/Clarifications Due	September 24, 2026
Answers Provided by	October 2, 2026
Deadline for Proposals	October 9, 2026
Evaluation of Proposals	October 12-15, 2026
Announce Decision	November 4, 2026
Contract Negotiations	November 2026
Target Equipment Switch-Out Date	December 14, 2026

**The District reserves the right to revise the above schedule.*

Questions

Upon release of this RFP, all Consultant communications concerning the RFP should be directed to Alison Bohorquez, Administrative Analyst via the contact information listed below. Unauthorized contact regarding this RFP with any other District employees may result in disqualification. Any oral communications will be considered unofficial and non-binding with the District. Consultants should rely only on written statements by Ms. Bohorquez.

Name:	Alison Bohorquez, Administrative Analyst
Address:	Pleasant Valley Recreation & Park District
	1605 E. Burnley Street, Camarillo, CA 93010
Email:	abohorquez@pvrpd.org

Submittal Instructions

Proposals must be received no later than 5:00 p.m. PDT on Friday, October 9, 2026.

Proposals shall be mailed or hand delivered to:

Pleasant Valley Recreation & Park District
Attn: Alison Bohorquez
1605 E. Burnley Street
Camarillo, CA 93010

The proposals shall be in a sealed envelope or box and clearly labeled with the Consultant's name, address, and "Printer Services RFP."

PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT

TO: **BOARD OF DIRECTORS**

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

DATE: **September 2, 2026**

SUBJECT: **CONSIDERATION AND APPROVAL OF A ONE-YEAR AGREEMENT WITH AGAPE TENNIS ACADEMY, LLC FOR A PICKLEBALL PROGRAMMING OPERATOR**

SUMMARY

Agape Tennis Academy, LLC was awarded a three-year agreement on May 3, 2023, upon the completion of a Request for Proposal process for pickleball programming. Agape has successfully fulfilled the agreement, and Staff is recommending the Board of Directors authorize the General Manager to enter into a new one-year agreement with Agape Tennis Academy, LLC, to continue to provide Pickleball programming. Staff capacity currently cannot meet the community demand for instructional programming; therefore, to ensure that players of all ages, abilities, and socioeconomic levels are provided for, Staff seeks to continue to utilize a contract operator to provide programming.

BACKGROUND

Pleasant Valley Recreation & Park District ("District") has been offering Pickleball programming to the public since 2016. The program started as a free, drop-in program, three days a week at Freedom Park Gymnasium. In 2017, the District worked to provide temporary dual-use courts at Bob Kildee Community Park ("Bob Kildee"). Due to the growth and demand for increased programming, in May of 2018, the Board approved the resurfacing of all tennis courts at Bob Kildee to include the conversion of two (2) tennis courts to four (4) dedicated pickleball courts and one (1) tennis court to a dual-use tennis/pickleball court. The new courts allowed the District to begin hosting open play and contracted instructor programming at Bob Kildee. In the summer of 2019, the Recreation Department offered adult pickleball lessons and league play. Due to COVID conditions in 2020, there was an increase in outdoor sports to include pickleball and tennis.

With the increase in demand for additional courts and the demolition of Freedom Park Gymnasium by the Oxnard Union High School District, the District initiated an Ad Hoc Committee to address the concerns and increased needs of the pickleball and tennis communities in November 2020. At the April 7, 2021, Board meeting, based on the recommendations of the Ad Hoc committee, the Board approved the conversion of one (1) tennis court at both Springville Park and Pitts Ranch Park to dual-use tennis/pickleball courts and the creation of a pilot program at Bob Kildee to give pickleball priority playing time to better manage the high volume of players.

With popularity and demand for pickleball continuing to grow locally, regionally, and nationally, the Board approved a budget allocation of $1.4M in Quimby Fees on June 2, 2021, for the creation of a pickleball complex at Freedom Park ("Complex"). Final complex designs were approved by the Board on July 7, 2022. The District continues to work with the City of Camarillo and County of Ventura Airports to gain approval for the Complex.

During this process, the District has also worked closely with the Camarillo Pickleball Association and other members of the community to provide input on both designs for the future Complex, current pickleball programming, and facilitated rentals for the organization.

Due to all of the aforementioned growth, changes, and community demand, on January 4, 2023, the Board approved an RFP for a Pickleball Programming Operator and awarded the bid to the sole applicant, Agape Tennis Academy, LLC ("Agape") on May 3, 2023, for a three-year agreement with a possible two-year extension. Agape has successfully been providing programs, clinics, and events per the agreement since the approval in May 2023.

ANALYSIS

Agape has been the primary contract operator for the District of pickleball programming and events since the agreement was approved in 2023. In that time, Agape consistently provided ongoing programs, clinics, and leagues at the courts at Bob Kildee Community Park, Springville Park, and Pitts Ranch Park, and long-time Camarillo instructor Mike Ashley was promoted to Director of Pickleball for Agape. Mike has worked to provide a balanced schedule that provides the community with programs while also keeping courts available for open play and for outside organizations such as Camarillo Pickleball Association to conduct events, too.

Looking Ahead

The 2023 agreement with Agape included an option for a two-year extension before the contract expires. As expected, when the District approved the initial agreement, several changes to pickleball court availability are forthcoming. Four new dedicated courts will open at Ran Rancho Park, and six additional dedicated courts will open when Phase 1 of the Freedom Park Pickleball Complex is completed. Bringing these additional courts and a complex dedicated exclusively to pickleball online creates an opportunity to adjust programming and operations in anticipation of these changes.

Knowing these changes are forthcoming, both Staff and Agape Tennis Academy are proposing a new one-year agreement with a possible two-year extension. The agreement will allow Agape to continue providing pickleball programming to the community while giving flexibility to both the District and Agape to prepare for the increase in courts at Ran Rancho and Freedom Park. Staff and Agape will explore the best format needed closer to the opening of the Pickleball Complex at Freedom Park. The District will have the option to execute the two-year extension or create an entirely different agreement, if desired.

As a Contract Operator, the District is still requiring Agape to carry insurance while operating on District property to include Worker's compensation insurance as they employ staff to teach lessons and Sexual Molestation and Abuse insurance (SAM). In accordance with Public Resources Code Section 5164 and Penal Code Section 1110533, the District is requiring the Contract Operator to fingerprint and/or perform adequate background screening *(LiveScan*, for example) for all

staff/coaches/volunteers associated with the operation as required by all applicable laws, at the Contract Operator's sole expense. Agape will be required to provide an annual financial statement. Agape would also be responsible for minor court maintenance with their programming to include prepping courts for use, which will decrease staff time at the courts but increase the efficiency of minor court beautification.

The District is excited to continue working with Agape Tennis Academy, LLC to provide the community with a variety of pickleball programs and events while also earning additional needed revenue.

FISCAL IMPACT

The new agreement is consistent with the 2023-2026 agreement consisting of a flat monthly rate with a $50 year-over-year escalator, and a percentage of Gross Revenue with a 0.5% year-over-year escalator. For Tournaments & Events, the District would receive 10% of Gross Revenue.

- Initial Agreement
  - Year 1 - $450 Flat monthly + 6.5% Gross Revenue

- Possible Extended Agreement
  - Year 4 - $500 Flat monthly + 7% Gross Revenue
  - Year 5 - $550 Flat monthly + 7.5% Gross Revenue

- Tournaments & Events – 10% Gross Revenue

STRATEGIC PLAN COMPLIANCE

Meets 2021-2026 Strategic Plan Goal and Strategies:

- **1.1.B**: Develop sustainable funding sources for implementation of the Strategic Plan, deferred maintenance, priority projects, and on-going operations.
- **1.3**: Identify additional sources of revenue to reduce the reliance on property tax.
- **3.1**: Renovate and modernize existing parks and recreation facilities.

RECOMMENDATION

It is recommended that the Board review and authorize the General Manager to enter into a one-year agreement with Agape Tennis Academy, LLC for the operation of pickleball programming on all District properties.

ATTACHMENTS

1) Contract Operator Agreement – Agape Tennis Academy, LLC (22 pages)
2) COI – Agape Tennis Academy, LLC (16 pages)

PROFESSIONAL SERVICES AGREEMENT BETWEEN THE PLEASANT VALLEY RECREATION & PARK DISTRICT AND AGAPE TENNIS ACADEMY, LLC

This Agreement is made and entered into, effective upon completion of signatures by both parties between the PLEASANT VALLEY RECREATION & PARK DISTRICT ('District"), a public agency, and AGAPE TENNIS ACADEMY, LLC ("Operator").

RECITALS

WHEREAS, following District's Request for Proposal process, the District desires to contract with the Operator for Pickleball Programming ("Programming").

WHEREAS, Operator 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.** Operator will perform the professional services required to complete programming for the District as described in the Scope of Work Pickleball Programming attached as Attachment A and incorporated by reference herein.

All work and services by Operator will be performed in a diligent and professional manner.

Operator 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 Operator's Proposal, this Agreement, or any reports or documents prepared here within.

Operator agrees to undertake the discrete tasks outlined in Attachment A only upon consultation with and authorization from the District's General Manager and Recreation Services Manager.

As further described in Attachment A, Operator's services include:

1. Programming Leagues, Round Robins, Group & Private Lessons
2. Programming will occur on District Property
3. Programming schedule will be approved by the District to ensure there are still open court/play times for the community.

2. **Term of Agreement.** The term of this Agreement shall be one (1) year, commencing upon the signature of the contract, and terminating one (1) year

after. The parties may meet to discuss the potential of a two (2) year extension 180 days prior to the expiration of the one-year agreement.

3. Independent Contractor Relationship.

1. It is expressly understood between the parties that no employee/employer relationship is intended, the relationship of Operator to District being that of an independent contractor. District shall not be required to make any payroll deductions or provide Workers' Compensation Insurance coverage or health benefits to Operator.

2. Operator 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. Operator will supply all tools and instruments required to perform its services under this Agreement.

3. Pursuant to this Agreement, Operator is rendering professional services only and any payments made to it are compensation solely for such services as it may render and recommendations it may make in the performance of services.

4. Nothing contained in this Agreement shall be construed as creating a partnership or joint venture between the parties, and nothing in this Agreement shall be construed as creating a relationship of principal and agent. Operator shall have no right to obligate District in any manner whatsoever.

5. All personnel employed in connection with Operator's use and operation of District property shall be employees of Operator, and they shall have no employment relationship with District. Operator shall be solely responsible for all matters concerning the employment of such individuals, including, but not limited to, the hiring, promoting, supervision, training, discharge, and compensation of such personnel. Operator shall be solely responsible for establishing policies and procedures relating to the employment of such personnel.

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

4. Compliance with Laws. Operator 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 Operator's work,

including but not limited to those relating to copyright, trademark, or other intellectual property matters.

5. **Licenses, Permits, Fees, and Assessments.** Operator 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. Operator shall have the sole obligation to pay for any fees, assessments, and taxes, including applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Operator'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.

6. **Acknowledgement of Relationship.** Operator 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 Operator under this Agreement, or any information made available to Operator by District, shall not be revealed, disseminated or made available by Operator to any person or entity other than District without the prior written consent of District, unless otherwise required by subpoena or applicable law.

7. **Fees to Be Charged.** The fees charged to the public shall be generally consistent with charges made by similar facilities in Ventura County and Southern California. Operator must provide District with a fee schedule and notice of any fee changes thirty (30) days in advance of the proposed implementation of revised fees.

8. **Direct Cost Services.** Operator is solely responsible for all costs associated with services and/or equipment provided or used on District property for programming. Any services need to be approved by the District. Examples of such services could include: portable restrooms, extra trash cans, staffing, etc. The District is not fiscally responsible for direct cost services.

9. **Maintenance of Facility.** The parties acknowledge and agree that it is critically important that the Facility, including all improvements, equipment and fixtures located thereon or used in connection with the Facility, be maintained by District in good, safe and sanitary condition and repair throughout the term of this Agreement. Operator shall on a daily basis remove and dispose of (in a proper manner acceptable to District) trash and debris from the courts that is a direct result of Operators programming.

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

11. **Insurance and Indemnity.**

    1. **Liability Insurance:** Operator shall procure and maintain throughout the term of this Agreement Commercial General Liability insurance in a form

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

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

3. **Workers Compensation & Employer Liability Insurance:** The District requires the Operator to carry Workers Compensation & Employer Liability Insurance coverage with limits of no less than $ 1 Million per accident. The Workers Compensation policy will also need to include a waiver of subrogation with respect to the District.

4. **Sexual Abuse and Molestation (SAM) Coverage:** The District requires the Operator to contain SAM coverage.

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

12. Use of photographs and video. Operator consents to and grants the District the right, without fees, to make and use videotape/digital, etc. recordings and still photographs of programs, classes, and competitions of participants

spectators (including minor children), employees and volunteers. Operator waives any right to review or approve the finished product or the use to which it may be applied.

13. Payment to District.

1. Operator shall pay District monthly in proportion to the programming performed plus reimbursable expenses and charges for additional services within five (5) days after the end of month exception of any disputed amounts which shall be withheld until resolution of the dispute. Payment terms are further described in Attachment C.

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

14. Assistance by District. District agrees to provide to Operator available information of relevance to Operator's work, including all data and documents pertaining to Programming. District pledges to work cooperatively with Operator and render all reasonable assistance toward completion of Operator's work.

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

16. No Assignment. This Agreement is a personal service contract and work hereunder will not be delegated or assigned by Operator to any person or entity without the advance written consent of the District. Operator will not employ any subcontractors for its work.

17. Safety:

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

2. Promptly upon Operator obtaining knowledge thereof, a statement describing all significant occurrences and circumstances (including significant personal

injury to or death of any Programming patron, spectator, bystander, or third party) affecting the programming or its operation, and all occurrences and circumstances affecting in any manner District's rights under this Agreement, shall be given to District. Without limiting the foregoing, Operator shall promptly notify District in writing of a claim or the commencement of any legal actions or proceedings affecting, or relating to, the Operator, the Facility, or the operations of Operator under this Agreement. In addition to the reports and records described in this paragraph and elsewhere in this Agreement, Operator at its sole expense shall furnish to District such further information concerning the operation and management, that may be requested from time to time by District. Operator will submit a completed Accident/Incident Report (Attachment D – Accident/Incident Report) for any participants, spectators, volunteers, judges/referees or paid staff that may result in any claims against the District within 72 hours of the accident/incident.

3. Operator will develop, submit, and implement an Inclement Weather and Emergency Action Plan (Attachment "E") that gives directions to Operator staff, officials, members, and community members at the District Property. It should include but not be limited to what to do during a storm, natural disaster or situation that may put some or all individuals in harm's way. These documents will be given to the District on an annual basis and/or each time this agreement is renewed as a reference to have on file. These documents will also be required to stay with Operator while they are conducting programming on District property.

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

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

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

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

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

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

To the District
Pleasant Valley Recreation and Park District
1605 E. Burnley Street
Camarillo, California 93010
Attention: General Manager
motten@pvrpd.org
805-482-1996 x114

To the Operator
Agape Tennis Academy, LLC
c/o Amy Pazahanick
8 Gema
San Clemente, CA 92672
amy@agapetennisacademy.com
678-333-5934

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

21. **Assignment.** The rights and obligations of the Operator shall not be assigned or transferred in any manner, either voluntarily or by operation of law, unless District specifically approves such assignment in writing. Violation of this provision is grounds for immediate termination of this Agreement by the

District. District without prior consent of Operator may assign District's rights under this Agreement.

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

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

24. **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.

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

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

27. **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.

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

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

corresponding article of this Agreement.

30. **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

31. **Additional Provisions.** Operator agrees that no full-time employee of District shall be employed by its firm during the period that this Agreement is in effect.

32. **Termination of Contract.** Operator specifically acknowledges and agrees that the District may at any time during the term of this Agreement terminate Operator's services with or without cause, and without penalty, at the completion of any phase of Operator's services as set forth in Attachment A. Any termination or any special instructions hereunder from District shall be made in writing. In the event this Agreement is terminated, all data, specifications, documents and information generated by Operator in connection with the Project shall be delivered to District and may be used by District. Copies of these materials may be retained by Operator.

33. **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.

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

35. **Conflict of Interest.** Operator warrants that it has not paid or given and will not pay or give any third-party money or other consideration for obtaining this Agreement. Operator will comply with all conflict-of-interest laws and regulations.

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

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

38. **Alcohol and Drugs.** At no time shall Operator or any persons thereof sell, give away, or allow the consumption of alcohol, tobacco, or drugs on property of District. If Operator would like to host an event with the consumption of alcohol operator will need expressed written consent from the General Manager or designee.

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

40. **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.

41. **Attachments**

1. Attachment A – Scope of Work Pickleball Programming & Hours
2. Attachment B – Insurance Requirements
3. Attachment C – Compensation
4. Attachment D – Accident/Incident Report
5. Attachment E – Operators Emergency Action Plan
6. Attachment F – Operators Letter for Livescan
7. Attachment G – Operators proof of Workers Compensation Insurance

(Signatures Continue on last page after Attachments)

Attachment A

Programming

- Beginner Clinics
  - Learn the basic skills, rules, scoring, court positioning, strategies, and shot selection.
  - Classes can be held up to seven days a week depending on level of interest and sign-ups.

- Intermediate Clinics
  - Advanced skill development on techniques as well as drills to help improve every area of the court. Prior experience with shots, strokes, and tournament experience
  - Classes can be held four days a week depending on level of interest and sign-ups.

- Advance Clinics
  - Recommended for 3.5 – 4.0 level players, tournament experience.
  - Classes can be held three days a week depending on level of interest and sign-ups.

- Live Ball
  - Can be held three days a week depending on level of interest and sign-ups.

- Pickleball Leagues
  - Typically, 4 to 8-weeks
  - Can be held two days a week depending on level of interest and sign-ups.

- Private & Group Lessons
  - Recommended for players, partners, or groups looking for individual instruction. Concentrated on strategy, and area dictated by the player.
  - Can be held seven days a week depending on level of interest and sign-ups.

- Tournaments/Events
  - Tournaments and events may be held a minimum of three (3) times per year but no more than five (5) unless approved by the Districts General Manager or designee.

Attachment B

PLEASANT VALLEY RECREATION & PARK DISTRICT

INSURANCE CERTIFICATE AND ENDORSEMENT REQUIREMENTS

Pleasant Valley Recreation & Park District (PVRPD) requires a **Certificate of Insurance** (**COI**) for your event naming PVRPD as additionally insured. The COI must be received by the District no later than **30** days prior to your event.

Along with the insurance certificate, a separate **Endorsement Page** must be provided naming PVRPD as **additionally insured**. The Cancellation Clause should read as follows: "Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named."

Minimum liability limits are $2,000,000 per occurrence

THE INSURANCE CERTIFICATE SHOULD NOTE THE FOLLOWING INFORMATION:

- Date of event (if no specific date, then insurance can be kept on file and be good for the life of the policy)
- Location of event
- Name of your organization/business/group

The following information should be typed in the "Certificate Holder" section:

Additionally Insured:
Pleasant Valley Recreation and Park District
1605 E. Burnley Street
Camarillo, CA 93010

Please mail/deliver or FAX to:
PVRPD
1605 E. Burnley Street
Camarillo, CA 93010
FAX: (805) 482-3468

Additional Insured Endorsement
Certificates of Insurance without endorsements do not protect the additionally insured (in this case, PVRPD). An endorsement is required because, as noted on an insurance certificate: "This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy."

This separate Endorsement Page will need to list:

- Policy number
- Wording that states "This endorsement changes the policy"
- Wording that states "This endorsement modifies insurance provided under the following: Commercial General Liability Coverage Part: SCHEDULE

- Name of Person or Organization that is being Additionally Insured:
  Pleasant Valley Recreation and Park District
  1605 E. Burnley St
  Camarillo, CA 93010

Additional Info to Note: The OPERATOR will need to agree to abide by the following:

A. General liability insurance: the OPERATOR shall procure and maintain, for the duration of the use period contemplated herein, commercial general liability insurance with coverage at least as broad as Insurance Services Office Form CG 00 01, in an amount not less than $2,000,000 per occurrence, $4,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. If alcohol is sold during the permitted activity, coverage must include full liquor liability

B. Such insurance shall name PLEASANT VALLEY RECREATION AND PARK DISTRICT, its officers, employees, agents, and volunteers as additional insureds prior to the use of the facility. The OPERATOR shall file certificates of such insurance with the DISTRICT, which shall be endorsed to provide thirty (30) days' notice to the DISTRICT of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, the DISTRICT may deny access to the facility.

Attachment C

Compensation

- Initial Agreement
    - Year 1 - $450 Flat monthly + 6.5% Gross Revenue

- Possible Extended Agreement
    - Year 2 - $500 Flat monthly + 7% Gross Revenue
    - Year 3 - $550 Flat monthly + 7.5% Gross Revenue

- Tournaments & Events – 10% Gross Revenue

* "Gross Revenue" means the total amount received by Operator for participation in any programming set forth in Attachment A.

Attachment D

Pleasant Valley
Recreation and Park District
1605 E. Burnley Street, Camarillo, CA 93010
Phone: (805) 482-1996 Fax: (805) 482-3468 www.pvrpd.org

ACCIDENT REPORT

Date of Report: _____

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

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

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

Date of Accident: _____ Time: _____ Facility: Community Center Autitourium

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

Disposition: Home: _____ Hospital (Name): _____

Doctor: _____ Other: _____ Taken By: _____

Ambulance Service (Name): _____

Description of Injury: _____

_____

_____

Part(s) of Body Injured: _____

_____

Description of Accident: _____

_____

Describe First-Aid Administered: _____

_____

Witnesses

Name: _____ Phone: (_____) _____

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

Name: _____ Phone: (_____) _____

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

Name: _____ Phone: (_____) _____

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

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

Report completed by: _____ Title: _____ Date: _____

Supervisor Signature: _____ Date: _____

General Manager Signature: _____ Date: _____

Risk Manager Signature: _____ Date: _____

Fillable document will be provided to Operator via email

Pleasant Valley Recreation and Park District

INCIDENT REPORT

(All reports due in office within 24 hours)

Location Name:_____ Date:_____

Time incident occurred (or possible time span):_____

Name of individual (if known):_____ Age:_____

Address:_____ Phone:_____

Nature of incident (give detailed description):_____

What damage resulted? Describe:_____

Did you witness the incident?_____ Any other witnesses? Name(s):_____

Describe action taken:_____

Recommendations:_____

Costs: Labor $:_____ Material $:_____

Person reporting:_____ Date:_____

*Office follow-up:*_____

Fillable document will be provided to Operator via email

Attachment E

Operators Emergency Action Plan

Emergency Action Plan

This guide is intended to delineate roles and outline the protocol to be followed should an emergency occur. Situations when 911 should be called are:

- a person has lost consciousness
- it is suspected that a person may have a neck or back injury
- a person has an open fracture (bone has punctured through the skin)
- a person is in cardiac distress
- severe heat exhaustion or suspected heat stroke
- severe bleeding that cannot be stopped
- a person is not breathing

Chain of Command

Agape's CEO and the contract's Principal-in-Charge, Amy Pazahanick, will serve as the primary Agape emergency contact. The hierarchical list of Agape leadership members for contact in an emergency situation are listed below. Agape and all staff members agree to comply fully with any emergency personnel or first responders during any emergency situation and agree to notify designated District emergency contact(s) regarding any emergency situation as soon as is possible under the circumstances.

Amy Pazahanick - CEO
Director Mike Ashley – Head Professional Staff
Professionals

The highest person in the chain of command who is present at a scene will be the designated person in charge, or leader. That person is responsible for deciding whether or not to call 911, instructing others how they may be of help and will be the person who stays with the person until EMS arrives. Once it has been decided that EMS should be called, the following protocol should be followed:

EMERGENCY ACTION PLAN

1. The highest person on the chain of command will be the leader, and will stay with the person at risk to monitor the person's condition and administer necessary first aid. If possible, someone else on the chain of command should also stay and assist. The District should be notified that there is an emergency situation

2. The highest person on the chain of command will make the call to EMS or will designate another person to make the call. EMS should be told what the emergency is, the condition of the person and how to get to where the person is. Also, tell EMS that someone will meet them at the closest intersection to aid in directing the ambulance.

Providing Information:

1. Name, location, telephone number of caller
2. Nature of emergency
3. Number of individuals affected
4. Condition of individual(s)
5. First aid treatment initiated by first responder
6. Specific directions as needed to locate the emergency scene
7. Other information as requested by dispatcher
8. Do not hang up the phone until the dispatcher hangs up first!
9. Report back to the scene and state that the ambulance has been called & is on the way.
10. Go to the designated area, wait for the ambulance, and direct the EMT's to the scene.

3. The leader will send runners to all intersections between where the person at risk is located and to direct the ambulance to the person. The runners should stay in their positions and wave the ambulance through the proper turns.

4. The leader will designate another person to attempt contact with the person's family.

5. The person at risk is taken to the nearest hospital if necessary

To manage any medical emergencies, Agape employees are certified in CPR and use of AEDs (automated external defibrillator). Agape will maintain fully-stocked first aid kits. We emphasize employee training to reduce accident rates and provide a safe environment for staff customers alike. If emergency care is needed we follow the guidelines below:

Emergency Care

1. Is the scene safe? Always secure the scene to be safe. If the scene is not safe and poses a danger, stay away and call for help. Be sure not to add to the complications of the current situation.

2. Don't panic, remain calm. Insecurity can be contagious and will be sensed by the person, as well as others. Remaining calm will reassure the person and bystanders that the situation is under control. Thus, assisting in keeping the person calm and allow for a more efficient emergency operation.

3. Wear protective barriers such as gloves. If the person at risk is bleeding, or if there is blood at the scene and you are unsure of its origin, latex gloves must be worn. This will prevent the transmission of blood borne pathogens. No matter what the situation, there is always time to put on a pair of gloves.

Primary Survey

- Assess ABC's (airway, breathing, circulation)
- Level of consciousness
- Rule out life threatening situations if the person has an obstructed airway and is not breathing or does not have a pulse, 911 should be activated immediately. At this point the first responder should begin the necessary steps for rescue breathing and/or CPR. If the person is conscious and alert, you may assume that they have an open airway and a pulse. At this point you should begin the secondary survey. However, always assess ABC's prior to initiation of secondary survey.

II. Secondary Survey

- Gather specific information about the injury from the person
- Assess vital signs and symptoms:
  - blood pressure
  - pulse
  - reaction to light
  - skin temperature
  - bleeding
  - skin color
  - bruising
  - sweating
- More detailed evaluation of the injury

III. The Unconscious Person

- Note the body position and determine the level of consciousness and responsiveness
- Airway, breathing, and circulation should be established immediately
- Always suspect head or neck injury in the unconscious person
- Never remove a helmet until neck and spine injury has been ruled out
- Immediately, cut away or remove facemask to perform CPR
- If the person is prone, they should be log rolled onto a spine board
- Maintain life support until emergency medical personnel arrive

IV. Caring for Shock

Signs and Symptoms

➔ Moist, pale, cool, clammy skin
➔ Weak, rapid pulse
➔ Rapid, shallow breathing
➔ Decreased blood pressure
➔ Disorientation
➔ Irritability, restlessness, or excitement

➔ Extreme thirst

Management of Shock

➔ Maintain body temperature

➔ Elevate the feet and legs eight to twelve inches

❑ In case of suspected neck injury, do not move the person

❑ In case of suspected head injury, elevate the head and shoulders

❑ In case of leg fracture do not elevate leg until it has been splinted

➔ Reassure the person

➔ Attempt to prevent the person from observing his/her injury

Emergency Splinting

● When the scene is safe, any suspected fracture should always be splinted before the person is moved

● Appropriate splinting materials may include but are not limited to: rapid form vacuum immobilizer, appropriate anatomical splint, SAM splints, cardboard moving and transporting the injured person

● Placement on a spine board when appropriate

● Proper fitting of crutches when appropriate

Creating a sense of safety and security is paramount. We will take appropriate precautions to prevent injuries and to identify and correct potential safety hazards and will comply with all applicable ordinances and codes pertaining to safe storage of all equipment and materials and maintaining safe working spaces. Agape employees are trained and qualified to perform their duties as assigned and also receive safety training as part of Agape's onboarding and continuing education processes.

Attachment F

Operators Letter to Certify Background Check

Dear Pleasant Valley Recreation and Parks District,

Agape Tennis & Pickleball Academy does background checks on all staff members of the organization.

Thank you, Amy

Amy Pazahanick, Owner and CEO Agape
Tennis & Pickleball Academy
www.agapetennisacademy.com Cell:
(678) 333-5934
Inclusion. Diversity. Community.
Enriching people and communities through tennis and pickleball

In witness whereof, District and Operator have executed this Agreement on (date) 9/02/2026 at Camarillo, California.

"District":
Pleasant Valley Recreation and Park District,
a California Special District

_____
By: Mary Otten
Its: General Manager
Date: _____

ATTEST:

"Operator"
Agape Tennis Academy, LLC

_____

By: Amy Pazahanick
Its: Owner and CEO of Agape Tennis Academy, LLC
Date: _____

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 2/21/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Fulcro Insurance of Georgia, LLC
47 Perimeter Center East
Suite 100
Atlanta GA 30346

License#: 126840

CONTACT NAME: Ruth Martin
PHONE (A/C, No, Ext): 404-873-2536 **FAX (A/C, No):**
E-MAIL ADDRESS: rmartin@fulcroinsurance.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : LIO Insurance Company	40550
INSURER B : Insurance Company Of The West (icw)	27847
INSURER C : Allianz Global &Corp Specialty	35300
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Agape Tennis Academy, LLC
407 Linden Ave NE, Unit A
Atlanta GA 30308

AGAPTEN-01

COVERAGES **CERTIFICATE NUMBER:** 824256297 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [X] LOC X OTHER: SEXUAL ABUSE	Y	Y	LIO1100095167-00	2/1/2026	2/1/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG AGGREGATE LIMIT	$ 1,000,000 $ 1,000,000 $ 5,000 $ 1,000,000 $ 3,000,000 $ 2,000,000 $ 1,000,000
A	**AUTOMOBILE LIABILITY** [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS X HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			LIO1100095167-00	2/1/2026	2/1/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
A	[ ] **UMBRELLA LIAB** [X] OCCUR X **EXCESS LIAB** [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $			LIO1100095169-00	2/1/2026	2/1/2027	EACH OCCURRENCE AGGREGATE	$ 2,000,000 $ 2,000,000
B	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [ ] **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	Y	WGA 5075861 03	2/1/2026	2/1/2027	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
C A A	UPPER EXCESS LIABILITY PROFESSIONAL LIABILITY ACCIDENT & HEALTH			25ABEX0312 LIO1100095167-00 LIO1100096274-00	2/1/2026 2/1/2026 2/1/2026	2/1/2027 2/1/2027 2/1/2027	AGGREGATE LIMIT AGGREGATE LIMIT PER OCCURRENCE	3,000,000 1,000,000 50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Loc # 1, Bldg # 1, 1400 McConnell Drive, Decatur, GA, 30033
Loc # 2, Bldg # 1, 2125 Northside Dr. NW, Atlanta, GA, 30305
Loc # 3, Bldg # 1, 290 Chastain Park Avenue, Atlanta, GA, 30342
Loc # 4, Bldg # 1, 820 Beecher St. SW, Atlanta, GA, 30311
Loc # 5, Bldg # 1, 400 Park Dr. NE, Atlanta, GA, 30306
Loc # 6, Bldg # 1, 1125 Lena St., Atlanta, GA, 30314
Loc # 7, Bldg # 1, 16400 Brookhurst Street, Fountain Valley, CA, 92708
Loc # 8, Bldg # 1, 801 Hobson Way, Oxnard, CA, 93030
See Attached...

CERTIFICATE HOLDER

Pleasant Valley Recreation & Park District
1605 E Burnley Street
Camarillo CA 93010

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Janyra B

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AGENCY CUSTOMER ID: AGAPTEN-01

LOC #:

ADDITIONAL REMARKS SCHEDULE

AGENCY	NAMED INSURED
Fulcro Insurance of Georgia, LLC	Agape Tennis Academy, LLC 407 Linden Ave NE, Unit A Atlanta GA 30308
POLICY NUMBER	
CARRIER / NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

Loc # 9, Bldg # 1, 1030 Temple Ave, Camarillo, CA, 93010
Loc # 10, Bldg # 1, 218 Chastain Park Ave NW, Atlanta, GA, 30342
Loc # 11, Bldg # 1, 4075 Paces Ferry Rd NW, Atlanta, GA, 30327
Loc # 12, Bldg # 1, 2257 Bollingbrook Dr SW, Atlanta, GA 30311
Loc # 13, Bldg # 1, 2000 Holcomb Woods Pkwy, Roswell, GA 30076
Loc # 14, Bldg # 1, 880 Junipero Dr, Costa Mesa, CA 92626

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIME GENERAL LIABILITY ENHANCEMENT ENDORSEMENT

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

The following is a summary of the Limits of Insurance and additional coverages provided by this endorsement which apply in the event no other specific coverage is provided under this policy. If such specific coverage applies, the terms and conditions of that coverage are the sole coverage applicable under this policy, unless otherwise noted in this endorsement.

Coverage Applicable	Limit of Insurance	Page #
Damage to Premises Rented To You	$1,000,000	1
Expected Or Intended Injury – Property Damage	Included	1
Non-Owned Watercraft	Less than 58 feet	2
Supplementary Payments – Bail Bonds	$3,000	2
Supplementary Payments – Loss of Earnings	$1,000 per day	2
Employee Indemnification Defense Coverage	$25,000	2
Additional Insured – Broadened Named Insured	Included	2
Additional Insured – Grantor of Franchise	Included	2
Additional Insured – Managers, Landlords, or Lessors Of Premises	Included	2
Additional Insured – Lessor Of Leased Equipment – Automatic Status When Required In Lease Agreement With You	Included	3
Additional Insured – As Required By Contract	Included	3
Additional Insured – Leased Workers	Included	3
Transfer Of Rights Of Recovery Against Others To Us	Clarification	3
Liberalization	Included	3
Bodily Injury – Includes Mental Anguish	Included	3

A. Damage to Premises Rented to You

If Damage To Premises Rented To You is not otherwise excluded from this Coverage Part:

Paragraph **6.** of **SECTION III – LIMITS OF INSURANCE** is replaced by the following:
Subject to Paragraph **5.** above, the Damage To Premises Rented To You Limit of $1,000,000 is the most we will pay under **COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY** for damages because of "property damage" to any one premises, while rented to you, or in the case of damage by fire, lightning, explosion, smoke, or leakage from automatic fire protective systems or any combination thereof.

B. Expected or Intended Injury – Property Damage

Paragraph **a.** of **2. Exclusions** of **SECTION I – COVERAGES**, **COVERAGE A - BODILY INJURY AND PROPERTY DAMAGE LIABILITY** is replaced by the following**:**

Expected Or Intended Injury
"Bodily injury" or "property damage" expected or intended from the standpoint of the insured. This exclusion does not apply to "bodily injury" or "property damage" resulting from the use of reasonable force to protect persons or property.

C. Non-Owned Watercraft

Subparagraph **(2)(a)** of Paragraph **g. Aircraft, Auto or Watercraft** of **SECTION I – COVERAGES**, **COVERAGE A - BODILY INJURY AND PROPERTY DAMAGE LIABILITY** is amended to read as follows:

(2) A watercraft you do not own that is:

(a) Less than 58 feet long; and

(b) Not being used to carry persons or property for a charge;

This provision applies to any person, who with your consent, either uses or is responsible for the use of a watercraft. This insurance is excess over any other valid and collectible insurance available to the insured whether primary, excess or contingent.

D. Supplementary Payments

Paragraphs **1.b.** and **1.d.** of **SUPPLEMENTARY PAYMENTS – COVERAGES A AND B** are amended as follows:

1. The limit for the cost of bail bonds is increased from $250 to $3,000; and

2. The limit for actual loss of earnings is increased from $250 a day to $1,000 a day.

E. Employee Indemnification Defense Coverage

The following is added to **SUPPLEMENTARY PAYMENTS – COVERAGES A AND B**:

We will pay, on your behalf, defense costs incurred by an “employee” in a criminal proceeding. The most we will pay for any “employee” who is directly involved in a criminal proceeding is $25,000 regardless of the numbers of "employees," claims or “suits” brought or persons or organizations making claims or bringing “suits.”

F. Who Is An Insured

The following is added to Paragraph **2.** Of **SECTION II – WHO IS AN INSURED**:

Each of the following is also an insured**:**

a. Broadened Named Insured
Any organization and subsidiary thereof which you control and actively manage on the effective date of this Coverage Part. However, coverage does not apply to any organization or subsidiary not named in the Declarations as Named Insured, if they are also insured under another similar policy, but for its termination or the exhaustion of its limits of insurance.

b. As Required By Contract
Any person or organization where required by a written contract executed prior to the occurrence of a loss. Such person or organization is an additional insured for "bodily injury," "property damage" or "personal and advertising injury" but only for liability caused, in whole or in part, by the negligence of the named insured. The limits of insurance applicable to these additional insureds are the lesser of the policy limits or those limits specified in a contract or agreement. These limits are included within and not in addition to the limits of insurance shown in the Declarations.

c. Grantor of Franchise
Any person or organization with respect to their liability as the grantor of a franchise to you.

d. Managers, Landlords, or Lessors of Premises
Any person or organization with respect to their liability caused, in whole or in part, by the ownership, maintenance or use of that part of the premises leased or rented to you subject to the following additional exclusions:
This insurance does not apply to:
(1) Any “occurrence” which takes place after you cease to be a tenant in that premises; or
(2) Structural alterations, new construction or demolition operations performed by or on behalf of that person or organization.

e. Lessor of Leased Equipment – Automatic Status When Required in Lease Agreement With You

Any person or organization from whom you lease equipment when you and such person or organization have agreed in writing in a contract or agreement that such person or organization is to be added as an additional insured on your policy. Such person or organization is an insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization.

A person's or organization's status as an additional insured under this endorsement ends when their contract or agreement with you for such leased equipment ends.

With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after the equipment lease expires.

f. Leased Workers

At the First Named Insured's option, your leased workers.

G. Transfer Of Rights Of Recovery Against Others To Us

The following is added to Paragraph **8. Transfer Of Rights Of Recovery Against Others To Us** of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

Therefore, the insured can waive the insurer's rights of recovery prior to the occurrence of a loss, provided the waiver is made in a written contract.

H. Liberalization

The following is added to **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

Liberalization

If we revise this endorsement to provide more coverage without additional premium charge, we will automatically provide the additional coverage to all endorsement holders as of the day the revision is effective in your state.

I. Bodily Injury – Includes Mental Anguish

Paragraph **3.** of **SECTION V – DEFINITIONS** is replaced by the following:

"Bodily injury" means bodily injury, sickness or disease sustained by a person, and includes mental anguish resulting from any of these; and except for mental anguish includes resulting death.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED LOCATION(S) GENERAL AGGREGATE LIMIT

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Designated Location(s):
All
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. For all sums which the insured becomes legally obligated to pay as damages caused by "occurrences" under Section **I** – Coverage **A,** and for all medical expenses caused by accidents under Section **I** – Coverage **C,** which can be attributed only to operations at a single designated "location" shown in the Schedule above:

1. A separate Designated Location General Aggregate Limit applies to each designated "location", and that limit is equal to the amount of the General Aggregate Limit shown in the Declarations.

2. The Designated Location General Aggregate Limit is the most we will pay for the sum of all damages under Coverage **A,** except damages because of "bodily injury" or "property damage" included in the "products-completed operations hazard", and for medical expenses under Coverage **C** regardless of the number of:

a. Insureds;

b. Claims made or "suits" brought; or

c. Persons or organizations making claims or bringing "suits".

3. Any payments made under Coverage **A** for damages or under Coverage **C** for medical expenses shall reduce the Designated Location General Aggregate Limit for that designated "location". Such payments shall not reduce the General Aggregate Limit shown in the Declarations nor shall they reduce any other Designated Location General Aggregate Limit for any other designated "location" shown in the Schedule above.

4. The limits shown in the Declarations for Each Occurrence, Damage To Premises Rented To You and Medical Expense continue to apply. However, instead of being subject to the General Aggregate Limit shown in the Declarations, such limits will be subject to the applicable Designated Location General Aggregate Limit.

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B. For all sums which the insured becomes legally obligated to pay as damages caused by "occurrences" under Section **I** – Coverage **A,** and for all medical expenses caused by accidents under Section **I** – Coverage **C,** which cannot be attributed only to operations at a single designated "location" shown in the Schedule above:

1. Any payments made under Coverage **A** for damages or under Coverage **C** for medical expenses shall reduce the amount available under the General Aggregate Limit or the Products-completed Operations Aggregate Limit, whichever is applicable; and

2. Such payments shall not reduce any Designated Location General Aggregate Limit.

C. When coverage for liability arising out of the "products-completed operations hazard" is provided, any payments for damages because of "bodily injury" or "property damage" included in the "products-completed operations hazard" will reduce the Products-completed Operations Aggregate Limit, and not reduce the General Aggregate Limit nor the Designated Location General Aggregate Limit.

D. For the purposes of this endorsement, the **Definitions** Section is amended by the addition of the following definition:

"Location" means premises involving the same or connecting lots, or premises whose connection is interrupted only by a street, roadway, waterway or right-of-way of a railroad.

E. The provisions of Section **III** – Limits Of Insurance not otherwise modified by this endorsement shall continue to apply as stipulated.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NONCONTRIBUTORY – OTHER INSURANCE CONDITION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
LIQUOR LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

Primary And Noncontributory Insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

(1) The additional insured is a Named Insured under such other insurance; and

(2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

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LIO Insurance Company

COMMON POLICY DECLARATIONS

☒ **New** ☐ **Renewal**

Policy Number: LIO1100095167-00

Named Insured and Mailing Address: AGAPE TENNIS ACADEMY, LLC
578 East Ave NE
Atlanta, GA 30312

Brokerage Name and Address: Fulcro Insurance
47 Perimeter Center E Suite 100
Atlanta, GA 30346

☐ **Refer to Additional Named Insured Schedule if checked**

Policy Period: From 02/01/2026 **To** 02/01/2027 **at 12:01 A.M. standard time at your mailing address**

Business Description: LLC

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

COVERAGE PART	**PREMIUM**
General Liability	$13,765
Abuse	$3,055

Federal Terrorism Risk Insurance Act Coverage is:
☒ Included ☐ Excluded
If Included is checked above, the premium is included within the Coverage Part Premium shown above

Fees and Surcharges are ☐ Included ☒ Not Applicable If Included is checked above, refer to the Fees and Surcharges Schedule for description and breakdown		$0
	Total	**$16,820**

REFER TO THE POLICY FORMS AND ENDORSEMENTS SCHEDULE FOR ALL FORMS AND ENDORSEMENTS MADE A PART OF THIS POLICY AT THE TIME OF ISSUANCE.

CEO

President

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LIO Insurance Company
Policy Forms and Endorsements Schedule

Policy Number: LIO1100095167-00

Common Policy Forms

Form Number	Edition Date	Form Title
LI-MU-PJ-001	02 21	Policy Jacket
LI-MU-CD-001	09 22	Common Policy Declarations
LI-MU-SC-001	09 20	Policy Forms and Endorsements Schedule
LI-MU-SC-002	09 20	Schedule Of Locations
IL 00 03	09 08	Calculation Of Premium
IL 00 17	11 98	Common Policy Conditions
IL 00 21	09 08	Nuclear Energy Liability Exclusion Endorsement (Broad Form)
IL 02 62	02 24	Georgia Changes - Cancellation And Nonrenewal
IL 02 70	07 20	California Changes - Cancellation And Nonrenewal
IL 09 85	12 20	Disclosure Pursuant To Terrorism Risk Insurance Act

Commercial General Liability Coverage Part Forms

Form Number	Edition Date	Form Title
LI-MU-GD-001	09 20	Commercial General Liability Coverage Part Declarations
CG 00 01	04 13	Commercial General Liability Coverage Form
CG 00 69	12 23	Exclusion - Violation Of Law Addressing Data Privacy
CG 20 01	12 19	Primary And Noncontributory - Other Insurance Condition
CG 20 26	04 13	Additional Insured - Designated Person Or Organization
CG 20 26	12 19	Additional Insured - Designated Person Or Organization
CG 21 09	06 15	Exclusion - Unmanned Aircraft
CG 21 32	05 09	Communicable Disease Exclusion
CG 21 33	11 85	Exclusion - Designated Products
CG 21 47	12 07	Employment-Related Practices Exclusion
CG 21 49	09 99	Total Pollution Exclusion Endorsement
CG 21 53	01 96	Exclusion - Designated Ongoing Operations
CG 21 67	12 04	Fungi Or Bacteria Exclusion
CG 21 70	01 15	Cap On Losses From Certified Acts Of Terrorism
CG 21 96	03 05	Silica Or Silica-Related Dust Exclusion
CG 22 44	04 13	Exclusion - Services Furnished By Health Care Providers
CG 25 04	05 09	Designated Location(s) General Aggregate Limit
CG 40 28	09 22	Broad Abuse Or Molestation Exclusion
CG 40 35	12 23	Exclusion - Cyber Incident
LI-GA-GL-007	09 20	Auto-Hired, Non-Owned And Garagekeepers Legal Liability Endorsement - Georgia
LI-MU-GL-003	09 20	Exclusion - Asbestos Liability
LI-MU-GL-004	09 20	Exclusion - Lead Liability
LI-MU-GL-005	09 20	Subsidence Exclusion
LI-MU-GL-007	09 20	Auto-Hired-NonOwned-Garagekeepers Legal Liability Endorsement
LI-MU-GL-013	08 22	Total Liquor Liability Exclusion
LI-MU-GL-014	08 22	Waiver Of Liability And Release
LI-MU-GL-018	08 22	Prime General Liability Enhancement Endorsement
LI-MU-GL-020	08 22	Amateur Sports Amendatory Endorsement
LI-MU-GL-021	08 22	Traumatic Brain Injury Coverage Limitation
LI-MU-GL-022	08 22	Exclusion - Miscellaneous Activities And Devices
LI-MU-GL-039	02 23	Cancellation Notice To Scheduled Additional Insured
LI-MU-GL-116	08 23	Professional Liability Coverage - Sublimit

Sexual Abuse or Sexual Molestation Coverage Part Forms

Form Number	Edition Date	Form Title
LI-MU-AD-001	08 22	Sexual Abuse Or Sexual Molestation Liability Declarations
LI-MU-SA-001	08 22	Sexual Abuse Or Sexual Molestation Liability Coverage Form
LI-GA-SA-002	08 22	Georgia Amendatory Endorsement

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LIO Insurance Company

Schedule of Locations

Policy Number: LIO1100095167-00

Premises No.	Building No.	Address
1		1400 McConnell Dr, Decatur, GA 30033
2		2125 Northside Dr NW, Atlanta, GA 30305
3		290 Chastain Park Ave, Atlanta, GA 30342
4		820 Beecher Ct SW, Atlanta, GA 30311
5		400 Park Dr NE, Atlanta, GA 30306
6		1125 Lena St NW, Atlanta, GA 30314
7		215 Chastain Park Ave NW, Atlanta, GA 30342
8		4075 Paces Ferry Rd NW, Atlanta, GA 30327
9		2257 Bolling Brook Dr SW, Atlanta, GA 30311
10		16400 Brookhurst St, Fountain Valley, CA 92708
11		801 Hobson Way, Oxnard, CA 93030
12		1030 Temple Ave, Camarillo, CA 93010
13		2000 Holcomb Woods Pkwy, Roswell, GA 30076
14		880 Junipero Dr, Costa Mesa, CA 92626

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(Ed. 10-98)

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule, but this waiver applies only with respect to bodily injury arising out of the operations described in the Schedule where you are required by a written contract to obtain this waiver from us.

This endorsement shall not operate directly or indirectly to benefit anyone not named in the Schedule. The premium for this endorsement is shown in the Schedule.

Schedule

1. ( ) Specific Waiver

   Name of Person or Organization

   (X) Blanket Waiver

   Any person or organization for whom the named insured has agreed by written contract to furnish this waiver.

2. Operations:

3. Premium

   The premium charge for this endorsement shall be 2 percent of the premium developed on payroll in connection with work performed for the above person(s) or organization(s) arising out of the operations described.

4. Minimum Premium
5. Advance Premium

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective **02/01/2026** Policy No. **WGA 5075861 03** Endorsement No.

Insured **AGAPE TENNIS ACADEMY, LLC** Premium $ **INCL.**

Insurance Company **INSURANCE COMPANY OF THE WEST**

Countersigned By _____

(Ed. 8-00)

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT - BLANKET

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us).

The additional premium for this endorsement shall be **2** % of the total California Workers' Compensation premium otherwise due.

Schedule

Person or Organization	Job Description
ANY PERSON OR ORGANIZATION FOR WHOM THE NAMED INSURED IS REQUIRED UNDER WRITTEN CONTRACT TO FURNISH THIS WAIVER.	

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective **02/01/2026** Policy No. **WGA 5075861 03** Endorsement No.

Insured **AGAPE TENNIS ACADEMY, LLC** Premium $ **INCL.**

Insurance Company **INSURANCE COMPANY OF THE WEST**

Countersigned By _____

WC 99 06 34
(Ed. 8-00)

300 Conshohocken State Road
STE 235
West Conshohocken, PA 19428
(877) 546-7155

Lio Insurance Company

COMMERCIAL EXCESS LIABILITY DECLARATIONS

Policy Number:	LIO1100095169-00
Agent Name/Code:	Ruth Martin /
Named Insured:	AGAPE TENNIS ACADEMY, LLC

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE TO PROVIDE YOU WITH THE INSURANCE AS STATED IN THIS POLICY.

Excess Policy – Limits Of Insurance	
Each Occurrence Limit	$2,000,000
Aggregate Limit	$2,000,000
Other:	

Excess Policy – Premium				
Premium (including premium subject to audit)	**$** See Common Policy Declarations			
Audit Period (If Applicable)	☐	☐	☐	☐

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Endorsements Attached To The Excess Policy			
REFER TO THE POLICY FORMS AND ENDORSEMENTS SCHEDULE			
Schedule Of Controlling Underlying Insurance			
Commercial Auto Liability (Other Than Auto Dealers Liability)	**Company:**		
	Policy Number:		
	Policy Period:		
	Limits Of Insurance:		
	Each Accident	**$**	
Auto Dealers Liability	**Company:**		
	Policy Number:		
	Policy Period:		
	Limits Of Insurance:		
	Covered Autos Liability Each Accident	**$**	
	General Liability Bodily Injury And Property Damage Liability Each Accident	**$**	
	Personal And Advertising Injury	**$**	Any one person or organization
	Products And Work You Performed Aggregate	**$**	
	General Liability Aggregate	**$**	
	Acts, Errors Or Omissions Liability Aggregate	**$**	
Employers Liability	**Company:**		
	Policy Number: Insurance Company of the West		
	Policy Period: 2/1/2026 - 2/1/2027		
	Limits Of Insurance:		
	Bodily Injury By Accident Each Accident	**$**1,000,000	
	Bodily Injury By Disease Policy Limit	**$**1,000,000	
	Bodily Injury By Disease Each Employee	**$**1,000,000	

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General Liability	**Type Of Coverage:**	[X] **Occurrence**	[ ] **Claims-made**	
	Company:	LIO Insurance Company		
	Policy Number:	LIO1100095167-00		
	Policy Period:	02/01/2026 - 02/01/2027		
	Limits Of Insurance:			
	Each Occurrence	$1,000,000		
	Personal And Advertising Injury	$1,000,000	Any one person or organization	
	Products-completed Operations Aggregate	$2,000,000		
	General Aggregate	$3,000,000		
Other Coverages	**Type Of Coverage:**	[ ] **Occurrence**	[ ] **Claims-made**	
	Coverage Form:			
	Company:			
	Policy Number:			
	Policy Period:			
	Limits Of Insurance:			
Other Coverages	**Type Of Coverage:**	[ ] **Occurrence**	[ ] **Claims-made**	
	Coverage Form:			
	Company:			
	Policy Number:			
	Policy Period:			
	Limits Of Insurance:	**$**		
Other Coverages	**Type Of Coverage:**	[ ] **Occurrence**	[ ] **Claims-made**	
	Coverage Form:			
	Company:			
	Policy Number:			
	Policy Period:			
	Limits Of Insurance:	**$**		

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PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT

TO: **BOARD OF DIRECTORS**

FROM: **MARY OTTEN, GENERAL MANAGER**
By: Jessica A. Puckett, CPRE, Administrative Analyst and Matt Parker, Park Services Manager

DATE: **September 2, 2026**

SUBJECT: **CONSIDERATION AND APPROVAL OF FIRST AMENDMENT TO A PROFESSIONAL SERVICES AGREEMENT WITH JORDAN & BAIN LANDSCAPE ARCHITECTS INC. FOR THE DESIGN AND CONSTRUCTION PLANS AND UPDATE ON THE FREEDOM PARK PICKLEBALL COMPLEX**

SUMMARY
The District approved a professional services agreement in September 2025 with landscape architectural firm Jordan & Bain Landscape Architects, Inc. ("Jordan & Bain") to complete the unfinished design concepts and construction documents for Freedom Park Pickleball Complex left by the now permanently closed Lauterbach & Associates firm originally hired in 2021. Delays in City and County permitting continue to prolong the timeline of approval on the project and increase the work required of Jordan & Bain and associated subcontractors. A first amendment is being proposed for Jordan & Bain to cover the additional costs needed to complete all necessary permitting and take the project out to formal bid for construction.

BACKGROUND
Since 2020, the District has taken a variety of steps to address the needs of the pickleball community, with the largest step being the planning and design of a 16-court pickleball complex located on the former Freedom Pool site at Freedom Park.

On December 2, 2021, the Board of Directors allocated $1.4 million in Quimby funds for the design and construction of pickleball courts and approved a professional services agreement with Lauterbach & Associates Architects, Inc. ("Lauterbach") of Oxnard. Under this agreement, Lauterbach was tasked with designing the complex and preparing construction documents.

The District completed demolition of the former Freedom Pool in 2022 while Lauterbach contracted with five subconsultants to complete the design of the project. The original 2021 agreement with Lauterbach totaled $125,177. A second contract was approved on December 4, 2024, in the amount of $40,375 to address unforeseen circumstances. These included unanticipated coordination with Southern California Edison, development of a phasing concept, changes in stormwater requirements, relocation of a water line, and additional design elements.

Despite the project taking longer than anticipated to move through the formal permitting process, movement was occurring in March and April of 2025, indicating acceptance of the project was in sight. However, on April 28, 2025, the District received correspondence from principal owner Karl Lauterbach that the firm was closing immediately, thus prompting the need for a new architectural firm to finish the design, construction documents, and permitting process.

Jordan & Bain Landscape Architects, Inc. was formally hired by the District at the September 3, 2025, Board meeting for a total not-to-exceed contract amount of $120,390 with a termination date of June 30, 2027.

ANALYSIS

Since the unexpected closure of Lauterbach & Associates in April 2025, and the hiring of Jordan & Bain, the goal throughout this process has been to minimize further delays and ensure continuity of design while maintaining a high standard of quality to complete the project as soon as possible.

Jordan & Bain quickly got to work on completing the necessary documents for the complex. Their work started by beginning to address a 65-point listing of conditions for Public Works approval received in October 2024 when the project went through the Community Development—Planning Review process. This work included meetings with District staff and City of Camarillo Public Works and Community Development staff to work through various conditions. Revised plans were successfully submitted to the City of Camarillo's Building and Safety Department for the building permit review and permitting process on December 18, 2025. We began to receive comments from plan reviewers in the first week of April 2026.

Jordan & Bain received a comprehensive listing of conditions in the plan check review process requiring unanticipated additional surveying, assessment and coordination between District, City of Camarillo, and County of Ventura staff. This additional work was not expected by District staff nor Jordan & Bain but is necessary to obtain the required building permits for the project to proceed.

PROPOSAL – FIRST AMENDMENT TO CONTRACT

The Board approved a professional services contract with Jordan & Bain for a total not-to-exceed amount of $120,390 on September 3, 2025, with a termination date of June 30, 2027. To date, $103,938.68 of the $120,390 has been invoiced, leaving a remainder of $16,451.32. After reviewing the remaining listing of conditions to work through to obtain the required building permits, Jordan & Bain is requesting an additional $40,000 to complete the project; $10,000 for their time and work, and $30,000 for necessary revised plans and civil engineering subconsultant ECG Associates, Inc.

FEE BREAKDOWN for the proposal:

1. **Construction Document Phase by Landscape Architect**

a.	Updating AutoCAD Base Maps - Site Staking Plan	$	7,500.00
b.	Updating Electrical Eng.'s Plans w/ new AutoCAD Maps.....	$	500.00
c.	Meetings, emails, coor. efforts w/ City Staff, Consultants	$	2,000.00
TOTAL ARCHITECT FEES		**$**	**10,000.00**

2. Additional Fees for Consultants to Complete the Work:

a. Civil Engineer ECG Associates, Inc

Provide a required drainage report..……$	6,000.00
Provide a Stormwater Pollution Prevention Plan……$	5,000.00
Revise preliminary Sewer, Water Reports, Post-Construction Stormwater Management Plan…….……$	9,000.00
Coordination meetings and addressing addl. city comments…$	5,000.00
Time to address & coordinate remaining comments…….$	5,000.00

(Does not include possible temporary detention basin)
(Does not include regrading parking lot/moving low point & BMP outside of 20 ft. waterline easement)

TOTAL CONSULTANT FEES.....$ 30,000.00

TOTAL [First Amendment] ……..……...$ 40,000.00

PROJECT TIMELINE & EXPECTATIONS

The entire project team continues to communicate with the corresponding agencies to obtain necessary approvals on a daily to weekly basis; however, the additional conditions being required to gain final approval to build are adding delays to the project timeline. There's a multitude of moving parts with different requirements and timelines. For example, the District must obtain approvals from several outside agencies, such as the Ventura County Airport Land Use Commission, where the next meeting the project can be reviewed is not until October 2nd, and the City of Camarillo to coordinate water access.

These unanticipated conditions and required final approvals will push the projected timeline of going out to bid for construction to an estimated April 7, 2027, Board meeting approval. If we can meet that date and no other major unforeseen circumstances arise, construction is expected to take 8-12 months from the start of construction. In the case of additional unforeseen circumstances, Jordan & Bain predicts it could take up to 18 months to complete.

The Board may choose not to take the recommended action on this item. The only alternative action available is to allow Jordan & Bain to continue work on the project, expending the remaining $16,451.32 in funds and thus allow the contract to expire on June 30, 2027, before the project plans are completed, thus halting work on the project. This would require the District to initiate a Request for Proposal (RFP) for architectural services from a now third architectural firm to complete the design plans and subsequent construction plans for the project.

FISCAL IMPACT

The District allocated $1,400,000 from Quimby funds for this project; these funds were designated in the FY 2021-2022 Budget. To date, $737,534.29 has been expended on the project, including design/professional services, permitting, demolition, asbestos, and other project-related costs.

To complete the required permits, additional surveying of the project parcel was required. The District hired FJS Land Consulting at a cost of $4,500 to complete the surveying. If the first amendment to Jordan & Bain's contract is approved for an additional $40,000 and we consider the remaining $16,451.32 on their original contract plus the surveying costs, a total of $798,485.61 will be committed to the project. This will leave a remaining balance of $601,514.39 from the $1,400,000 project budget.

If the recommended first amendment is not approved, the fiscal impact could be significant due to the resulting project delays. Starting over with a new architectural firm would likely result in additional professional service costs, further delays, and could increase construction costs due to continued construction cost escalation.

STRATEGIC PLAN COMPLIANCE

Meets 2021-2026 Strategic Plan Goal and Strategy

- 3.1: Renovate and modernize existing parks and recreational facilities to ensure all parks provide an adequate range and supply of active leisure facilities to meet the growth and diversity in population, programming trends, and new design standards.

RECOMMENDATION

It is recommended the Board of Directors approve and authorize the General Manager to enter into a first amendment for $40,000 to the professional services agreement between the District and Jordan & Bain Landscape Architects, Inc. for the design and construction plans for the Freedom Park Pickleball Complex, for a contract total amount not to exceed $160,390.

ATTACHMENTS

1) First Contract Amendment – Jordan & Bain Landscape Architects, Inc. (4 pages)
2) Professional Services Agreement with Jordan & Bain - 2025 (27 pages)

FIRST AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES WITH THE PLEASANT VALLEY RECREATION AND PARK DISTRICT ("DISTRICT")

Project Name/Description ("**Project**"): Freedom Park Pickleball Complex Architectural Design

Consultant Name ("**Consultant**"): Jordan & Bain Landscape Architects, Inc.

Consultant Business Type: Corporation

Consultant Address: 459 N. Ventura Ave.; Ventura, CA 93001

Consultant Representative Name and Title ("**Consultant Representative**"): Paul Jordan, Principal

Consultant Representative Work Phone and Email: (805) 642-3641; paul@jordan-gilbert.com

Termination Date: June 30, 2027

Total Not-To-Exceed Contract Amount ("**Contract Sum**"): $ **160,390.00**

District Contact ("District Contact"): Matthew Parker, Park Services Manager

District Contact Work Phone and Email: (805) 482-1996, ext. 301

FIRST AMENDMENT TO CONTRACT SERVICES AGREEMENT
FOR FREEDOM PARK PICKLEBALL COMPLEX ARCHITECTURAL DESIGN

This FIRST AMENDMENT TO CONTRACT SERVICES AGREEMENT (the "First Amendment") is made and entered into this 2ND day of September 2026, by and between the **PLEASANT VALLEY RECREATION AND PARK DISTRICT**, a public agency ("District"), and **JORDAN & BAIN LANDSCAPE ARCHITECTS, INC.,** a California corporation (herein "Contractor").

RECITALS

WHEREAS, District and Contractor entered into that certain Agreement entitled "Agreement for Professional Services with the Pleasant Valley Recreation and Park District" (the "Agreement") on or about **September 4, 2025**; and

WHEREAS, it is the desire of the District and the Contractor to further amend the Agreement, as set forth in this First Amendment.

AGREEMENT

NOW, THEREFORE, it hereby agreed that the Agreement, as amended, is further amended in the following particulars only:

Total Not-to-Exceed Contract Amount ("Contract Sum"). The Contract Sum from the original agreement is increased from $120,390 to $160,390 as reflected on the updated cover page with this First Amendment.

ARTICLE 2. Effective September 2, 2026, the entire section of Exhibit C of the Agreement, entitled "Schedule of Compensation", is replaced with Exhibit C-1, which exhibit is incorporated herein by this reference as if set forth in full. All references to Exhibit "C" in the Agreement after the date of this First Amendment shall mean and refer to both Exhibit "C" and Exhibit "C-1".

SECTION 2. Except as expressly provided for in this First Amendment, all other provisions of the Agreement, as amended, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed and entered into this First Amendment as of the date first written above.

[Signatures on next Page]

DISTRICT:

By: _____
Mary Otten, General Manager

Date: _____

ATTEST:

_____
Jessica A. Puckett, Clerk of the Board

Date: _____

CONTRACTOR:

By: _____
Paul Jordan
Principal

By: _____
John J. Bain
Principal

Address: 459 N. Ventura Avenue
Ventura, California 93001

Date: _____

EXHIBIT "C-1"

SCHEDULE OF COMPENSATION

I. District will compensate Consultant for the Services performed upon submission of a valid invoice. Invoices shall be submitted at the first of each month for work completed in the prior month. Invoices shall include an updated schedule of values allocating the Contract Sum among the phases listed in the Scope of Work identified in Exhibit A of the original agreement executed on September 4, 2025, and the percentage of completion of each phase as of the end of the period covered by the invoice. Each invoice is to include

A. Line items for all personnel describing the work performed, the number of hours worked, and the hourly rate.

B. Line items for all materials and equipment properly charged to the Services.

C. Line items for all other approved reimbursable expenses claimed, with supporting documentation.

D. Line items for all approved subcontractor labor, supplies, equipment, materials, and travel properly charged to the Services.

II. The total compensation for all Services shall not exceed the Contract Sum as provided in the Cover Page of this First Amendment to the Agreement.

III. Consultant's billing rates for any hourly Services: In connection with the services provided pursuant to the terms of this Agreement, District will pay Consultant upon District's receipt of a written invoice provided by Consultant no more than monthly. District will pay Consultant for work completed, billed in increments of six minutes (0.1 hours), not to exceed the Contract Sum. The District will reimburse the Consultant for reasonable out-of-pocket expenses related to performing services on behalf of the Client that are approved in advance in writing by the District such as mileage, copies, binding costs, postage, parking, travel, and lodging expenses as part of the not to exceed Contract Sum. To receive reimbursements, the Consultant must provide the District with a receipt and a description of the expense incurred along with the invoice. No mark up on expenses may be added.

AGREEMENT FOR PROFESSIONAL SERVICES
WITH THE PLEASANT VALLEY RECREATION AND PARK DISTRICT
("DISTRICT")

Project Name/Description ("**Project**"): Freedom Park Pickleball Complex Architectural Design

Consultant Name ("**Consultant**"): Jordan & Bain Landscape Architects, Inc.

Consultant Business Type: Corporation

Consultant Address: 459 N. Ventura Ave.; Ventura, CA 93001

Consultant Representative Name and Title ("**Consultant Representative**"): Paul Jordan, Principal

Consultant Representative Work Phone and Email: (805) 642-3641; paul@jordan-gilbert.com

Termination Date: June 30, 2027

Total Not-To-Exceed Contract Amount ("**Contract Sum**"): $ 120,390.00

District Contact ("District Contact"): Matthew Parker, Park Services Manager

District Contact Work Phone and Email: (805) 482-1996, ext. 301

RECITALS

The District desires to contract with a Consultant to provide professional services as more further set forth herein.

The District circulated a Request for Quotes or Proposals for the above-described professional services.

Consultant submitted a proposal to District to provide the above-described professional services.

District Staff has reviewed all the proposals and after considering the demonstrated competence of Consultant, the professional qualifications of Consultant, and the fairness and reasonableness of Consultant's proposed cost, staff has determined that an agreement to provide the required services should be awarded to Consultant.

This project includes completion of a 16-court pickleball facility in the Freedom Park area in Camarillo. Included is the coordination with other Consultants for civil work, structural engineering, site lighting, plumbing and mechanical for a prefab restroom building.

The MNS Survey, updated to reflect the existing site conditions after a major pool and accessory building demo project will be used as a base sheet for the construction plans.

AGREEMENT FOR PROFESSIONAL SERVICES
WITH THE PLEASANT VALLEY RECREATION AND PARK DISTRICT
("DISTRICT")

THIS AGREEMENT FOR SERVICES ("**Agreement**") is made and entered into as of the effective on the date executed by the District by and between the Pleasant Valley Recreation and Park District ("**District**") and ("**Consultant**"). District and Consultant may be referred to individually as "**Party**" or collectively as "**Parties.**" In consideration of the mutual promises and covenants made by the Parties and contained herein and other consideration, the value and adequacy of which are hereby acknowledged, the Parties agree as follows:

ARTICLE 1. SERVICES OF CONSULTANT

1.1 **Scope of Services.** In compliance with all terms and conditions of this Agreement, Consultant shall provide those services specified in the "**Scope of Services**" attached hereto as Exhibit A and incorporated herein by this reference, which may be referred to herein as the "**services**" or "**work**" hereunder. As a material inducement to District entering into this Agreement, Consultant represents and warrants: a) it has the qualifications, experience, and facilities necessary to properly perform the Services required under this Agreement b) all services set forth in the Scope of Services will be performed in a competent and satisfactory manner; c) all materials used for services will be both of good quality as well as fit for the purpose intended; and, d) Consultant shall follow the highest professional standards and practices in performing the services required hereunder.

1.2 **Consultant's Proposal.** The Scope of Services shall include the scope of services or work included in Consultant's proposal or bid, which shall be incorporated herein by this reference as though fully set forth herein. In the event of any inconsistency between the terms of such proposal or bid, and this Agreement, the terms of this Agreement shall govern. No other terms and conditions from Consultant's proposal or bid, other than description of scope of services or work, shall apply to this Agreement, unless specifically agreed to by District in writing.

1.3 **Compliance with Law.** All services rendered hereunder shall be provided in accordance with all ordinances, resolutions, statutes, rules and regulations of District and any federal, State or local governmental agency having jurisdiction in effect at the time services are rendered. District, and its officers, employees and agents, shall not be liable at law or in equity for failure of Consultant to comply with this Section.

1.4 **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 and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for Consultant's performance of the services required by this Agreement, and shall

indemnify, defend and hold harmless District against any such fees, assessments, taxes, penalties or interest levied, assessed or imposed against District hereunder.

1.5 **Familiarity with Work.** By executing this Agreement, Consultant represents and warrants Consultant: a) has thoroughly investigated and considered services to be performed, b) has carefully considered how services should be performed, and c) fully understands the facilities, difficulties and restrictions attending performance of services under this Agreement.

1.6 **Software and Computer Services.** If the Scope of Services includes the provision and/or installation of any software, computer system, or other computer technology, Consultant represents and warrants that it is familiar with and/or has inspected District's current infrastructure, equipment, computer system and software and that the software, computer system, or other computer technology provided and/or installed by Consultant under this Agreement is compatible, and shall be fully functional, with such infrastructure, equipment, computer system and software of District. Consultant acknowledges that District is relying on this representation by Consultant as a material consideration in entering into this Agreement.

1.7 **Prevailing Wages.** If services include any "public work" or "maintenance work," as those terms are defined in California Labor Code section 1720 *et seq.* and California Code of Regulations, Title 8, section 16000 *et seq.*, and if the total compensation is $1,000 or more, Consultant shall pay prevailing wages for such work and comply with the requirements in California Labor Code section 1770 *et seq.* and 1810 *et seq.*, and all other applicable laws.

1.8 **Special Requirements.** Additional terms and conditions of this Agreement, if any, which are made a part hereof are set forth in the "Special Requirements" attached hereto as Exhibit B and incorporated herein by this reference. In the event of a conflict between the provisions of Exhibit B and any other provisions of this Agreement, the provisions of Exhibit B shall govern.

ARTICLE 2. COMPENSATION AND METHOD OF PAYMENT

2.1 **Contract Sum.** Subject to any limitations set forth in this Agreement, District agrees to pay Consultant the rates specified in the "Schedule of Compensation" attached hereto as **Exhibit C** and incorporated herein by this reference. The total compensation for all work, including reimbursement for actual expenses, shall not exceed the Contract Sum set forth above. Compensation may include reimbursement, for actual and necessary expenditures, if both are specified in the Schedule of Compensation, as well as approved by District in advance.

2.2 **Invoices.** Unless some other method of payment is specified in Exhibit C, Schedule of Compensation, in any month in which Consultant wishes to receive payment, no later than the first business day of such month, Consultant shall submit to District, in a form approved by District's Finance Director, an invoice for services rendered prior to the date of the invoice. By submitting an invoice for payment under this

Agreement, Consultant is certifying compliance with all provisions of this Agreement. Except as provided in Sections 7.3, 7.4 and 7.5, District shall pay Consultant for all expenses stated thereon which are approved by District pursuant to this Agreement generally within thirty (30) days, and District will use its best efforts to make payment no later than forty-five (45) days, from the submission of an invoice in an approved form. In the event any charges or expenses are disputed by District, the original invoice shall be returned by District to Consultant for correction and resubmission. Review and payment by District for any invoice provided by Consultant shall not constitute a waiver of any rights or remedies provided herein or any applicable law. Each invoice is to include (unless otherwise specified by District): 1) line items for all personnel describing the work performed, the number of hours worked, and the hourly rate; 2) line items for all materials and equipment properly charged to the Services; 3) line items for all other approved reimbursable expenses claimed, with supporting documentation; and 4) line items for all approved subcontractor labor, supplies, equipment, materials, and travel properly charged to the Services.

ARTICLE 3. PERFORMANCE SCHEDULE

3.0 Time of Essence. Time is of the essence in the performance of this Agreement.

3.1 Term. The Agreement shall commence and become effective upon the date executed by the District and will continue until the Termination Date. This Agreement may be extended for up to two, additional one-year periods upon the mutual agreement in writing of both parties.

Unless earlier terminated in accordance with Article 7 of this Agreement, this Agreement shall continue in full force and effect until completion of any ongoing services, which shall be no later than the Termination Date set forth above. Notwithstanding the foregoing, the Indemnification and Insurance provisions set forth in Article 5 shall survive the termination of this Agreement.

3.2 Schedule of Performance. Consultant shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed from District and shall perform all services within the time period(s) established in the "Schedule of Performance" attached hereto as **Exhibit D** and incorporated herein by this reference.

3.3 Force Majeure. The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of 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 District, if Consultant shall within ten (10) days of the commencement of such delay notify District in writing of the causes of the delay. District 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 District such delay is justified. District's determination shall be final and conclusive upon the Parties to this Agreement. In no event shall Consultant be entitled to recover damages against District for any delay in the performance of this Agreement, however caused, Consultant's sole remedy being extension of this Agreement pursuant to this Section.

ARTICLE 4. COORDINATION OF WORK

4.1 **Representative of Consultant.** The Consultant Representative is authorized to act on Consultant's behalf with respect to the work or services specified herein and to make all decisions in connection therewith. It is expressly understood that the experience, knowledge, capability and reputation of the representative was a substantial inducement for District to enter into this Agreement. Therefore, the representative shall be responsible during the term of this Agreement for directing all activities of Consultant and devoting sufficient time to personally supervise the services hereunder. For purposes of this Agreement, the representative may not be replaced nor may their responsibilities be substantially reduced by Consultant without the express written approval of District.

4.2 **District Contact.** The District Contact (or other person designated by the District's General Manager) shall be the primary person on behalf of District responsible for the administration of the Agreement. It shall be Consultant's responsibility to assure that the District Contact is kept informed of both the progress of the performance of the services as well as any decisions which must be made by District.

4.3 **Approvals from District.** District approvals or actions, pursuant to the authority of this Agreement, are to be made (unless otherwise specified) either by the District Contact, District General Manager or by their delegate as provided for in writing.

4.4 **Independent Contractor.** Neither District, nor any of its officers, employees or agents, shall have any control over the manner or means by which Consultant, or its officers, employees, agents or subcontractors, 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 shall not at any time or in any manner represent that it, or any of its officers, employees, agents or subcontractors, are officers, employees or agents 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. Consultant shall not incur or have the power to incur any debt, obligation or liability whatever against District, or bind District in any manner. Consultant represents and warrants that the personnel used to provide services to District pursuant to this Agreement shall at all times be under Consultant's exclusive control and direction. No District employee benefits shall be available to Consultant, its officers, employees, agents or subcontractors, in connection with the performance of this Agreement. District shall not be liable for compensation or indemnification to Consultant, its officers, employees, agents or subcontractors, for

injury or sickness arising out of performing services hereunder. In the event that Consultant or any officer, employee, agent, or subcontractor 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, to be classified as other than an independent contractor for District, then Consultant shall indemnify, defend, and hold harmless 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 District as a consequence of, or in any way attributable to, the assertion that Consultant, or any officer, employee, agent, or subcontractor Consultant used to provide services under this Agreement, is/are employees of District.

4.5 **Subcontracting or Assignment.** The experience, knowledge, capability and reputation of Consultant, its principals and employees were a substantial inducement for District to enter into this Agreement. Therefore, without express written approval of District, Consultant shall not contract with any other entity to perform in whole or in part services required hereunder without express written approval of District, and neither this Agreement nor any interest herein may be transferred or assigned. No approved transfer shall release Consultant, or any surety or insured of Consultant, of any liability hereunder without express written consent of District.

ARTICLE 5. INSURANCE AND INDEMNIFICATION

5.1 **Insurance Coverages.** Prior to commencement of any services under this Agreement, and without limiting Consultant's indemnification obligation to District, Consultant shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to District, for the duration of the Agreement, primary policies of insurance of the type and amounts set forth in the "Insurance Requirements" attached hereto as **Exhibit E** and incorporated herein by this reference.

5.2 **Indemnification.**

(a) General Obligations. Consultant agrees, to the full extent permitted by law, to indemnify, defend and hold harmless District and its elected and appointed officers, employees and agents (each an "**Indemnitee**" and collectively, "**Indemnitees**") against, and will hold and save them and each of them harmless from, whether actual or threatened, any and all actions, either judicial, administrative, arbitration or regulatory claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities (herein "**Claims or Liabilities**") that may be asserted or claimed by any person, firm or entity arising out of or in connection with the negligent performance of the work, operations or activities provided herein of Consultant, its officers, employees, agents, subcontractors, or invitees, or any individual or District for which Consultant is legally liable (each an "**Indemnitor**" and collectively, "**Indemnitors**"), or arising from Indemnitors' reckless or willful misconduct, or arising from Indemnitors' negligent performance of or failure to perform any term, provision, covenant or

condition of this Agreement, and in connection therewith: 1) Consultant will defend any action or actions filed or threatened in connection with any such Claims or Liabilities, or at option of Indemnitee(s) will reimburse and pay for all costs and expenses, including legal costs and attorneys' fees, incurred by Indemnitee(s) in connection therewith; and, 2) Consultant will promptly pay any judgment rendered against Indemnitee(s) for any such Claims or Liabilities, and will save and hold Indemnitee(s) harmless therefrom.

(b) Further Provisions. The indemnity obligation herein shall be binding on successors, assigns and heirs of Consultant and shall survive termination of this Agreement. Consultant shall incorporate similar indemnity agreements as provided herein with its subcontractors, and if Consultant fails to do so Consultant shall be fully responsible to indemnify District hereunder therefor. Failure of District and/or District Parties (collectively "District" for solely this Section 5.2(b)) to monitor compliance with any of the indemnification provisions herein shall not be a waiver hereof. The indemnification provisions herein do not apply to claims or liabilities occurring as a result of District's sole negligence or willful misconduct, but, to the fullest extent permitted by law, shall apply to claims and liabilities resulting in part from District's negligence, except that design professionals' indemnity hereunder shall be limited to claims and liabilities arising out of the negligence, recklessness or willful misconduct of the design professional. The indemnification provided herein includes Claims or Liabilities arising from any negligent or wrongful act, error or omission, or reckless or willful misconduct of Indemnitors in the performance of professional services hereunder. Payment of invoices by District is not a condition precedent to enforcement of the indemnity obligation herein. In the event of any dispute between Consultant and District, as to whether liability arises from the sole negligence or willful misconduct of District, Consultant will be obligated to pay for District's defense until such time as a final judgment has been entered adjudicating District as solely negligent or responsible for willful misconduct. Consultant will not be entitled in the absence of such a determination to any reimbursement of defense costs including but not limited to attorney's fees, expert fees and costs of litigation.

(c) Pursuant to the full language of California Civil Code §2782, Design Professionals agree to indemnify, including the cost to defend, District and its officers, officials, employees, and volunteers from and against any and all claims, demands, costs, or liability that arise out of, or pertain to, or relate to the negligence, recklessness, or willful misconduct of Design Professional and its employees or agents in the performance of services under this contract, but this indemnity does not apply to liability for damages arising from the sole negligence, active negligence, or willful acts of the District; and does not apply to any passive negligence of the District unless caused at least in part by the Design Professional. The District agrees that in no event shall the cost to defend charged to the Design Professional exceed that professional's proportionate percentage of fault. This duty to indemnify shall not be waived or modified by contractual agreement or acts of the parties.

5.3 **Professional Liability.** When the law establishes a professional standard of care for Consultant's services, to the fullest extent permitted by law, Consultant shall indemnify, defend and hold harmless Indemnitees against, and will hold and save them and each of them harmless from, whether actual or threatened, any and all Claims and Liabilities, consistent with all obligations provided for in this Section 5.3, to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission, or reckless or willful misconduct of Indemnitors in the performance of professional services under this Agreement.

ARTICLE 6. RECORDS, REPORTS AND RELEASE OF INFORMATION

6.1 **Records.** Consultant shall keep, and require subcontractors to keep, such ledgers, books of accounts, invoices, vouchers, canceled checks, reports, studies or other documents relating to the disbursements charged to District and services performed hereunder ("**books and records**") as shall be necessary to perform the services required by this Agreement and enable District to evaluate the performance of such services. Any and all such books and records shall be maintained in accordance with generally accepted accounting principles, shall be complete and detailed, and shall be readily accessible. District shall have full and free access to such books and records at all times during normal business hours of District, including the right to inspect, copy, audit and make records and transcripts. Such books and records shall be maintained for a period of three (3) years following completion of the services hereunder. District shall have access to such books and records in the event any audit is required. Consultant shall fully cooperate with District in providing access to any and all Consultant records and documents if a public records request is made and disclosure is required by law including but not limited to the California Public Records Act.

6.2 **Ownership of Documents.** All drawings, specifications, maps, designs, photographs, studies, surveys, data, notes, computer files, reports, records, documents and other materials ("**documents and materials**") prepared by Consultant, its officers, employees, agents and subcontractors in the performance of this Agreement shall be the property of District and shall be delivered to District upon request of District and/or upon the termination of this Agreement, and Consultant shall have no claim for further employment or additional compensation as a result of the exercise by District of its full rights of ownership, use, reuse, or assignment of the documents and materials hereunder. Consultant may retain copies of such documents and materials for its own use. Consultant shall have the right to use the concepts embodied therein. All subcontractors shall provide for assignment to District of any documents and materials prepared by them, and in the event Consultant fails to secure such assignment, Consultant shall indemnify District for all damages resulting therefrom. Moreover, with respect to any Consultant documents and materials that may qualify as "works made for hire" as defined in 17 U.S.C. § 101, such documents and materials are hereby deemed "works made for hire" for District.

6.3 **Confidentiality and Release of Information.** All information gained or work product produced by Consultant in its performance of this Agreement shall be

considered confidential, unless such information is in the public domain or already known to Consultant. Consultant shall not release or disclose any such information or work product to persons or entities other than District without prior written authorization from District. Consultant, its officers, employees, agents or subcontractors, shall not, without prior written authorization from District or unless requested by the District Attorney, voluntarily provide documents, declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant immediately gives District notice of such court order or subpoena. If Consultant, or any officer, employee, agent or subcontractor of Consultant, provides any information or work product in violation of this Agreement, then District shall have the right to reimbursement and indemnity from Consultant for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Consultant's conduct. As concerning, regarding or related to, in any way, this Agreement and the work performed thereunder: a) Consultant shall immediately notify District should Consultant, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party; b) District retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding; and, c) Consultant agrees to cooperate fully with District and to provide District with the opportunity to review any response to discovery requests provided by Consultant, however, this right to review any such response does not imply or mean the right by District to control, direct, or rewrite said response.

ARTICLE 7. ENFORCEMENT OF AGREEMENT AND TERMINATION

7.1 **California Law.** This Agreement shall be interpreted, construed and governed both as to validity and to performance of the Parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Ventura, State of California, or any other appropriate court in such county, and Consultant agrees to submit to the personal jurisdiction of such court in the event of such action. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Central District of California, in the County of Riverside, State of California.

7.2 **Suspension, or Termination, Prior to Expiration of Term.** This Section shall govern any termination of this Agreement except as specifically provided in Section 7.4 for termination for cause. District reserves the right to terminate or suspend this Agreement, or any portion hereof, at any time, for any reason, with or without cause, upon ten (10) days' notice to Consultant, except that where termination or suspension is due to the fault of Consultant, the period of notice may be such shorter time as determined by District. Upon receipt of any notice of termination or suspension, Consultant shall immediately cease all services hereunder, unless the notice provides otherwise, or except such as specifically approved by District. Upon submittal of an invoice consistent with Section 2.2, Consultant shall be entitled to

compensation for all services rendered prior to the effective date of the notice of termination or suspension and for any services authorized by District thereafter in accordance with the Schedule of Compensation, or such as may be approved by District, except as provided in Section 7.5. In event of termination, or suspension, without cause pursuant to this Section, there is no need to provide opportunity to cure pursuant to Section 7.3.

7.3 **Default of Consultant and Opportunity to Cure.** In the event that Consultant is in default under the terms of this Agreement, District shall not have any obligation or duty to continue compensating Consultant for any work performed after the date of default. Instead, District may give notice to Consultant of the default and the reasons for the default. The notice shall include the timeframe in which Consultant may cure the default. This timeframe is presumptively ten (10) days, but may be extended, or reduced, if circumstances warrant, as determined by District. During the period of time that Consultant is in default, District shall hold all invoices and shall, when the default is cured, proceed with payment on the invoices, without liability for interest. In the alternative, District may, in its sole discretion, elect to pay some or all of the outstanding invoices during the period of default. If Consultant does not cure the default by conclusion of noticed timeframe, District may immediately both terminate this Agreement with notice to Consultant as well as pursue the remedy in Section 7.4, without prejudice to any other remedy to which District may be entitled at law, in equity or under this Agreement. Any failure on the part of District to give notice of Consultant's default shall not be deemed to result in a waiver of District's legal rights or any rights arising out of any provision of this Agreement.

7.4 **Termination for Default of Consultant.** If termination is due to the failure of Consultant to fulfill its obligations under this Agreement, District may, after compliance with the provisions of Section 7.3, take over the work and prosecute the same to completion by contract or otherwise, and Consultant shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that District shall use reasonable efforts to mitigate such damages), and District may withhold any payments to Consultant for the purpose of set-off or partial payment of the amounts owed District therefor.

7.5 **Retention of Funds.** Consultant hereby authorizes District to deduct from any amount payable to Consultant (whether or not arising out of this Agreement) (i) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate District for any losses, costs, liabilities, or damages suffered by District, and (ii) all amounts for which District may be liable to third parties, by reason of Consultant's acts or omissions in performing or failing to perform Consultant's obligation under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by Consultant, or any indebtedness shall exist which shall appear to be the basis for a claim of lien, District may withhold from any payment due, without liability for interest because of such withholding, an amount sufficient to cover such claim. The failure of District to exercise such right to deduct or to withhold shall not, however, affect the

obligations of Consultant to insure, indemnify, and protect District as elsewhere provided herein.

7.6 **Waiver.** Waiver by any Party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by any Party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision or a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by District of any work or services by Consultant shall not constitute a waiver of any of the provisions of this Agreement. No delay or omission in the exercise of any right or remedy by a non-defaulting Party on any default shall impair such right or remedy or be construed as a waiver. Any waiver by either Party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement. Consultant acknowledges and agrees that any actual or alleged failure on the part of District to inform Consultant of non-compliance with any requirement of this Agreement imposes no additional obligations on District nor does it waive any rights hereunder. Payment to Consultant for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Consultant.

7.7 **Rights and Remedies are Cumulative.** Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the Parties are cumulative and the exercise by either Party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other Party.

7.8 **Legal Action.** In addition to any other rights or remedies, either Party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement. Notwithstanding any contrary provision herein, Consultant shall file a statutory claim pursuant to Government Code sections 905 *et seq.* and 910 *et seq.*, in order to pursue a legal action under this Agreement.

7.9 **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, whether legal or equitable, shall be entitled to reasonable attorneys' fees. Attorneys' fees shall include attorneys' fees on any appeal, and a Party entitled to attorneys' fees shall be entitled to all other reasonable costs for investigating such action, consultants' fees, taking depositions and discovery and all other necessary costs the court allows which are incurred in such

litigation. Such fees and costs shall be enforceable whether or not such action is prosecuted to judgment.

ARTICLE 8. INDIVIDUAL LIABILITY, CONFLICTS AND NON-DISCRIMINATION

8.1 **Non-liability of District Officers and Employees.** No officer or employee of District shall be personally liable to Consultant, or any successor in interest, in the event of any default or breach by District or for any amount which may become due to Consultant or to its successor, or for breach of any obligation of the terms of this Agreement.

8.2 **Conflict of Interest.** Consultant covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of District or which would in any way hinder Consultant's performance of services under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor without the express written consent of District. Consultant agrees to at all times avoid conflicts of interest or the appearance of any conflicts of interest with the interests of District in the performance of this Agreement. District, in its sole discretion, shall determine the existence of a conflict of interest and may terminate this Agreement in the event such a conflict of interest exists upon sending Consultant written notice describing the conflict. No officer or employee of District shall have any financial interest, direct or indirect, in this Agreement nor shall any such officer or employee participate in any decision relating to this Agreement which affects their financial interest or the financial interest of any corporation, partnership or association in which they are, directly or indirectly, interested, in violation of any State statute or regulation. 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.

8.3 **Covenant Against Discrimination.** Consultant covenants that, by and for itself, its heirs, executors, assigns, and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry or other protected class in the performance of this Agreement. Consultant shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry or other protected class.

ARTICLE 9. MISCELLANEOUS PROVISIONS

9.1 **Notices.** Any notice or other communication either Party desires or is required to give to the other Party or any other person in regards to this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mailing in the United

States Mail, certified mail, postage prepaid, return receipt requested, in the case of District addressed to District at Pleasant Valley Recreation and Park District, 1605 Burnely Street, Camarillo, California 93010, and in the case of Consultant, to the person(s) at the address designated on the cover page of this Agreement. Either Party may change its address by notifying the other Party of the change of address in writing. Notice shall be deemed communicated at the time personally delivered or in seventy-two (72) hours from the time of mailing if mailed as provided in this Section.

9.2 **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, headings used, or any other rule of construction which might otherwise apply.

9.3 **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original, and such counterparts shall constitute one and the same instrument.

9.4 **Integration; Amendment.** This Agreement including the attachments hereto is the entire, complete and exclusive expression of the understanding of the Parties as to the Agreement. It is understood that there are no oral agreements between the Parties hereto affecting this Agreement, and this Agreement supersedes and cancels any and all prior and contemporaneous negotiations, arrangements, agreements and understandings, if any, between the Parties, concerning this Agreement, and none shall be used to interpret this Agreement. No amendment to or modification of this Agreement shall be valid unless made in writing and approved by Consultant and by District.

9.5 **Severability.** Should a portion of this Agreement be declared invalid or unenforceable by a judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining portions of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the Parties unless the invalid provision is so material that its invalidity deprives either Party of the basic benefit of their bargain or renders this Agreement meaningless.

9.6 **No Undue Influence.** Consultant declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of District in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of District has or will receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section shall be a material

breach of this Agreement entitling District to remedies in Section 7.4 and any and all remedies at law or equity.

9.7 **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) entering into this Agreement does not violate any provision of any other agreement to which said Party is bound. This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the Parties.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date and year first-above written.

DISTRICT:

Pleasant Valley Recreation and Park District

By: Mary Otten
Mary Otten Sep 4, 2025 09:17:36 PDT)

Mary Otten, General Manager

Date: Sep 4, 2025

CONSULTANT:

By: Paul Jordan

Name: Paul Jordan
Title: Principal, Landscape Architect #1443
Date: Aug 26, 2025

By: John J Bain

Name:John J. Bain
Title: Principal, Landscape Architect #3193
Date: Aug 26, 2025

CONSULTANT:

Two corporate officer signatures required when Consultant is a corporation, with one signature required from each of the following groups: 1) Chairperson of the Board, President or any Vice President; and 2) Secretary, any Assistant Secretary, Chief Financial Officer or any Assistant Treasurer. (Cal. Corp. Code § 313.) Appropriate attestations shall be included as may be required by the bylaws, articles of incorporation or other rules or regulations applicable to Consultant's business.

EXHIBIT "A"

SCOPE OF SERVICES

I. Consultant will perform the following Services:

1. CONSTRUCTION DOCUMENT PHASE BY LANDSCAPE ARCHITECT
a. Site Staking Plan
1)Update and revise the existing site plan prepared by others to include the removal of the sunken court area and setting the competition court at grade with bleachers.
2) Update the staking plan with the new prefab restroom building and moving it to the east to allow for the over excavation as per the geotechnical report.
3) Revise the main entry gate to a simpler design with pilasters, ornamental gates, and a simplified overhead trellis.
4) Move the trash enclosure to the east to allow for over excavation and simplify the roof structure to a sloped metal roof.
5) Review the court layouts to create space for the water line to be installed under grade and not under the slab for most of the way.
6) Show the trench drains locations with detail references.
7) Show detail references for all site construction items.

b. Prefab Restroom Location – coordinate the correct location for the restroom with the Public Restroom Company and add detail section on the plans showing the over excavation and compaction required by the geotechnical report. Provide location dimension of the restroom building on the staking plan.

c. Fencing Plan – prepare a separate fencing and gate plan showing layout with footing locations and detail references.

d. Main Entrance Feature – prepare an enlarged scale elevation and plan of the entry structure compete with footing and steel details which will be coordinated with the structural engineer.

e. Trash Enclosure Plan – prepare an enlarged scale elevation and plan of the trash enclosure complete with wall footings and a sloped standing seam steel roof with roof framing which will be coordinated with the Structural Engineer.

f. Site Furnishing Plan – site furnishing plan with model numbers for benches, trash receptacles, and other site amenities.

g. Landscape Architectural Plans
1) Revise planting plans.
2) Revise irrigation plans.

3) Prepare details and specifications for the landscape work.

2. COORDINATION WITH CONSULTANTS
After the District approves the revised site plan, Jordan & Bain will coordinate with the other retained Consultants to revise their work to comply with the new site plan and design revisions as follows:

a. Provide an overall phasing plan with instruction to prepare plans that only show phase one work and any other work related items that occur in future phases.

b. Coordination with Structural Engineer – provide a new layout and design for the main entry feature, add footing and details on the construction detail sheet with reference to the structural details, provide a new layout and details for the trash enclosure with references to the structural engineering drawings.

c. Coordination with the Mechanical/Plumbing Engineer – provide a new base plan with the corrected building footprint for preparing the updated mechanical plan.

d. Coordination with the Civil Engineer – provide revised site plans for coordination and revision of finish grades that are required by the revised work:

a. Task 1-Improvement Plans: title sheet, demolition plan, grading plan, sewer plan, water plan, storm drain plan, sections sheet, details plan.

b. Task 2-Reports: drainage report, SWPP, erosion control plan.

c. Task 3-Construction phase services.

SERVICES NOT INCLUDED: Extensive site inspection work that would be required for this project scope

II. In addition to any other requirements of this Agreement, during performance of the Services, Consultant will keep the District appraised of the status of performance by delivering the following status reports:

Click or tap here to enter text.

III. All work product is subject to review and acceptance by the District, and must be revised by the Consultant without additional charge to the District until found satisfactory and accepted by District.

IV. Consultant will utilize the following personnel to accomplish the Services:

After the District approves the revised site plan, Jordan & Bain will coordinate with the other retained Consultants to revise their work to comply with the new site plan and design revisions as follows:

a. Provide an overall phasing plan with instruction to prepare plans that only show phase one work and any other work related items that occur in future phases.

b. Coordination with Structural Engineer – provide a new layout and design for the main entry feature, add footing and details on the construction detail sheet with reference to the structural details, provide a new layout and details for the trash enclosure with references to the structural engineering drawings.

c. Coordination with the Mechanical/Plumbing Engineer – provide a new base plan with the corrected building footprint for preparing the updated mechanical plan.

d. Coordination with the Civil Engineer – provide revised site plans for coordination and revision of finish grades that are required by the revised work:

a. Task 1-Improvement Plans: title sheet, demolition plan, grading plan, sewer plan, water plan, storm drain plan, sections sheet, details plan.

b. Task 2-Reports: drainage report, SWPP, erosion control plan.

c. Task 3-Construction phase services.

EXHIBIT "B"

SPECIAL REQUIREMENTS
(Superseding Contract Boilerplate)

None included.

EXHIBIT "C"

SCHEDULE OF COMPENSATION

I. **District will compensate Consultant for the Services performed upon submission of a valid invoice. Invoices shall be submitted at the first of each month for work completed in the prior month. Invoices shall include an updated schedule of values allocating the Contract Sum among the phases listed in the Scope of Work identified in Exhibit A and the percentage of completion of each phase as of the end of the period covered by the invoice. Each invoice is to include**

A. Line items for all personnel describing the work performed, the number of hours worked, and the hourly rate.

B. Line items for all materials and equipment properly charged to the Services.

C. Line items for all other approved reimbursable expenses claimed, with supporting documentation.

D. Line items for all approved subcontractor labor, supplies, equipment, materials, and travel properly charged to the Services.

II. **The total compensation for all Services shall not exceed the Contract Sum as provided in the Cover Page of this Agreement.**

III. **Consultant's billing rates for any hourly Services are attached as Exhibit C-1.** In connection with the services provided pursuant to the terms of this Agreement, District will pay Consultant upon District's receipt of a written invoice provided by Consultant no more than monthly. District will pay Consultant for work completed, billed in increments of six minutes (0.1 hours), not to exceed the Contract Sum. The District will reimburse the Consultant for reasonable out-of-pocket expenses related to performing services on behalf of the Client that are approved in advance in writing by the District such as mileage, copies, binding costs, postage, parking, travel, and lodging expenses as part of the not to exceed Contract Sum. To receive reimbursements, the Consultant must provide the District with a receipt and a description of the expense incurred along with the invoice. No mark up on expenses may be added.

EXHIBIT "D"

SCHEDULE OF PERFORMANCE

I. Consultant shall perform Services as set forth in Exhibit A.

II. Consultant shall deliver the following tangible work products to the District by the following dates.

Construction Document Phase: no later than December 31, 2025
Consultant Work/Coordination: through project completion, as needed.

III. The Department Contact may approve extensions for performance of the Services in accordance with Section 3.2.

EXHIBIT E

INSURANCE REQUIREMENTS

Pleasant Valley Recreation and Park District (PVRPD) requires evidence of insurance coverage documents, for the duration of any agreement term, a minimum of thirty (30) days prior to an agreement effective date or event, if specified.

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than $2,000,000 per occurrence, $4,000,000 aggregate. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability**: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than $1,000,000 per accident for bodily injury and property damage.
3. **Workers' Compensation**: as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than $1,000,000 per accident for bodily injury or disease.
4. **Professional Liability (Errors and Omissions):** Insurance appropriates to the Contractor's profession, with limit no less than $2,000,000 per occurrence or claim, $2,000,000 aggregate. (If applicable – see footnote next page)

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

The District, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed

by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. Coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

Primary Coverage

For any claims related to this contract, the Contractor's insurance coverage shall be primary and non-contributory and at least as broad as ISO CG 20 01 12 19 as respects the District, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it. This requirement shall also apply to any Excess or Umbrella liability policies.

Umbrella or Excess Policy

The Contractor may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. The Umbrella or Excess policies shall be provided on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying Commercial General Liability insurance.

Notice of Cancellation

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the District.

Waiver of Subrogation

Contractor hereby grants to District a waiver of any right to subrogation which any insurer of said Contractor may acquire against the District by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the District has received a waiver of subrogation endorsement from the insurer.

Self-Insured Retentions

Self-insured retentions must be declared to and approved by the District. The District may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or District.

Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the District.

Claims Made Policies (applicable only to professional liability)
If any of the required policies provide claims-made coverage:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.

2. Insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.

3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

Verification of Coverage

Contractor shall furnish the District with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause All documents are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Special Risks or Circumstances

District reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

att.2.PVRPD Professional Services Agreement Final (1042383.2) (002)

Final Audit Report 2025-09-04

Created:	2025-08-26
By:	Jennifer Strain (jstrain@pvrpd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA35O3_joYUavzwtGc3H86BSv5qEiHN19A

"att.2.PVRPD Professional Services Agreement Final (1042383.2) (002)" History

Document created by Jennifer Strain (jstrain@pvrpd.org)
2025-08-26 - 6:35:10 PM GMT

Document emailed to paul@jordan-gilbert.com for signature
2025-08-26 - 6:36:54 PM GMT

Email viewed by paul@jordan-gilbert.com
2025-08-26 - 7:33:37 PM GMT

Signer paul@jordan-gilbert.com entered name at signing as Paul J Jordan
2025-08-26 - 7:34:26 PM GMT

Document e-signed by Paul J Jordan (paul@jordan-gilbert.com)
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Document emailed to Jay Bain (john@jordan-gilbert.com) for signature
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Signer Jay Bain (john@jordan-gilbert.com) entered name at signing as John J Bain III
2025-08-26 - 7:37:05 PM GMT

Document e-signed by John J Bain III (john@jordan-gilbert.com)
Signature Date: 2025-08-26 - 7:37:07 PM GMT - Time Source: server

Document emailed to motten@pvrpd.org for signature
2025-08-26 - 7:37:15 PM GMT

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Signer motten@pvrpd.org entered name at signing as Mary Otten
2025-09-04 - 4:17:34 PM GMT

Document e-signed by Mary Otten (motten@pvrpd.org)
Signature Date: 2025-09-04 - 4:17:36 PM GMT - Time Source: server

Agreement completed.
2025-09-04 - 4:17:36 PM GMT

Adobe Acrobat Sign

PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT

TO: **BOARD OF DIRECTORS**

FROM: **MARY OTTEN, GENERAL MANAGER**
By: Matthew Parker, Park Services Manager

DATE: **September 2, 2026**

SUBJECT: **CONSIDERATION AND ADOPTION OF RESOLUTION NO. 815 APPROVING THE BID AWARD FOR CONSTRUCTION AND RESOLUTION NO. 816 APPROVING THE CONTRACT AWARD FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE FREEDOM PARK WEST RESTROOM/SNACK BAR RENOVATION PROJECT**

SUMMARY
Upon the review and evaluation of all submissions, Staff recommends awarding the Freedom Park West Restroom/Snack Bar Renovation construction contract to Sierra North Construction Inc. for a base contract amount of $887,897.53 plus a 10% construction contingency of $88,789.75, for a total not-to-exceed amount of $976,687.28. Staff also recommends the award of the Construction Management Services contract to Balfour Beatty Construction for a not-to-exceed amount of $155,460. Additional Quimby funding will be required to complete the project.

Approval of both contracts will require an additional $709,295.28 in Quimby funding to complete the project. If only the construction contract is approved, an additional $544,135.28 in Quimby funding will be required.

BACKGROUND
The Freedom Park West Restroom/Snack Bar was constructed in 1981 and requires renovation to address aging infrastructure, and lack of compliance in accessibility, building code, and food service requirements. In February 2025, the Board awarded BOA Architecture a contract for design services. Following review of renovation and replacement options, the Board directed staff to proceed with a comprehensive renovation of the existing facility rather than full replacement due to cost.

BOA Architecture subsequently completed the construction documents and coordinated required agency reviews. Ventura County Environmental Health approved the snack bar plans in February 2026, the City of Camarillo approved the plans in March 2026, and the building permit was issued in April 2026 following revisions to accommodate the required electrical upgrades for the new snack bar equipment. With design and permitting complete, the project is now ready to proceed to construction.

ANALYSIS

The District has chosen to make a large investment in renovating the restrooms and snack bar at Freedom Park. The building serves as a vital hub for the Freedom Park West end and the associated users of the baseball fields, Radio Controlled RC track, and Freedom Dog Park. The Snack Bar provides a critical source of on-going annual revenue for Camarillo PONY Baseball, a District Community Service Organization (CSO). The building is over 40 years old, which tends to bring unique challenges whenever construction renovations take place.

Staff's top priority is to ensure the renovation is conducted with a high level of attention focused on cost-efficiency and quality of work to provide accuracy and expediency in preparation for Spring opening day on March 5, 2027.

Staff recommendations are based on the applicable solicitation requirements, responsiveness and responsibility of the bidders, qualifications, and relevant project experience, project understanding, interview performance where applicable, and cost.

A. Construction Bid

The District issued a Request for Bids (RFB) for construction of the Freedom Park West Restroom/Snack Bar Renovation Project and received bids from four construction firms, as shown below. Staff reviewed the submitted bid documents and determined that Sierra North Construction, Inc., was the lowest responsive and responsible bidder.

Contractor	Base Bid
Sierra North Construction, Inc.	$ 887,897.53
Ardalan Construction Company, Inc.	$ 946,600.00
BKM Office Environments – Construction Division	$ 949,991.00
CalTec Corp.	$ 949,991.00

Staff recommends awarding the construction contract to Sierra North Construction, Inc. for a base contract amount of $887,897.53, plus a 10% construction contingency of $88,789.75, for a total amount not-to-exceed $976,687.28. It is important to note that Sierra North Construction, Inc. did not submit a list of subcontractors with their bid and have confirmed that all work will be done with in-house staff, with the exception of a one half of one percent allowance ($4,439.49) per Public Contract Code 4104,4106, and 4107(c).

The 10% contingency is recommended to provide the District with adequate flexibility to address unforeseen conditions or other construction-related issues that may arise during renovation of the existing 1981 structure. Contingency funds would only be used as necessary and in accordance with the contract and District procedures.

B. Construction Management Services

The District issued a Request for Qualifications (RFQ) for Construction Management Services and received Statements of Qualifications (SOQs)from three firms. Following staff's review of the SOQs, two firms were determined to be qualified and were invited to participate in interviews on July 30, 2026:

1. **Balfour Beatty Construction**
2. **H.W. Lochner, Inc.**

Both firms demonstrated the qualifications and experience necessary to effectively provide construction management services for the project. Each firm presented a qualified project team with extensive project management experience and a strong background in managing complex construction projects.

Each firm submitted a sealed cost proposal at the time of its interview. Staff reviewed the cost proposals following completion of both interviews:

Firm	Proposed Cost
Balfour Beatty Construction	$ 155,460
H.W. Lochner, Inc.	$ 420,442

Based on staff's evaluation of the SOQs, interview presentations, proposed project teams, relevant construction management experience, understanding of the project, and proposed cost, Staff recommends selecting Balfour Beatty Construction to provide Construction Management Services for an amount not to exceed $155,460.

Balfour Beatty's proposal includes $5,000 for preconstruction services, which are not anticipated to be necessary at this stage of the project, and $19,420 for an additional month of construction management services as a schedule contingency. The proposed amount represents a not-to-exceed maximum; however, Balfour Beatty will bill the District only for services actually rendered and as-needed. Accordingly, the District would not be obligated to expend the full $155,460 if the additional services or scheduled contingency are not required. This structure provides the District with flexibility to address unforeseen schedule or project management needs while maintaining control over the actual cost of Construction Management Services.

The construction contract provides Sierra North Construction, Inc. with 135 working days to complete the project. Construction Management Services will provide the District with professional oversight throughout construction, including coordination with Sierra North Construction, project scheduling and schedule monitoring, inspection coordination and documentation, review of submittals and payment requests, quality control, project documentation, coordination with the BOA Architect and District staff, change order review, and assistance with project closeout.

The need for dedicated construction management oversight is particularly important given the nature of the project. The Freedom Park West facility was constructed in 1981, and renovation of an existing facility can present unforeseen conditions that are not readily identifiable during design. The project also involves coordination of multiple trades, plumbing and electrical upgrades, accessibility and building code requirements, food service improvements, and coordination with regulatory agencies. Construction Management Services will provide a critical additional layer of professional oversight to help identify and address potential issues

early, maintain project schedule and cost controls, and ensure that construction is completed in accordance with the approved plans and specifications.

Staff reviewed the proposed scopes of services and confirmed that Balfour Beatty Construction's proposal includes the services necessary to meet the District's construction management needs and project requirements.

As part of Staff's due diligence, references were contacted regarding Balfour Beatty Construction's performance on comparable projects. Representatives from Ventura Unified School District (VUSD), as well as Jordan & Bain Landscape Architects and Play & Park Structures, provided positive feedback regarding Balfour Beatty's professionalism, communication, project management capabilities, and ability to effectively coordinate complex construction projects. The references consistently expressed confidence in Balfour Beatty's expertise and approach to project management.

Based on Staff's evaluation of qualifications, interview presentation, proposed project team, relevant experience, project understanding, reference checks, and cost proposal, Staff recommends Balfour Beatty Construction as the Construction Management Services provider for the Freedom Park West Restroom/snack Bar renovation project.

FISCAL IMPACT

The project was originally allocated $500,000 from the Quimby Fund in the Fiscal Year 2023-2024 Budget. Of this amount, $68,200 was committed to design services to BOA Architecture. BOA has invoiced for $41,052 for this project at this time, leaving $27,148 in committed funds. The Fiscal Year 2026-2027 budget for this project is $450,000.

The fiscal impact of the two potential contract award scenarios is shown below:

	Option 1 – *Construction* + *Construction Management*	**Option 2 – Construction Only**
Construction	$ 976,687.28	$ 976,687.28
Construction Management	$ 155,460.00	—
Remaining Project Cost	$ 1,132,147.28	$ 976,687.28
Remaining Design Costs	$ 27,148.00	$ 27,148.00
Total Project Cost	**$ 1,159,295.28**	**$ 1,004,135.28**
Fiscal Year 2027 Allocation	$ 450,000	$ 450,000
Additional Quimby Funding Required	$ 709,295.28	$ 554,135.28

If the Board approves the construction contract, Resolution 815 will need to be adopted to increase the Quimby budget for the additional construction costs. If the Board also approves the construction management contract, Resolution 816 will also need to be adopted to increase the Quimby budget to include the construction management costs.

RECOMMENDATION

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 815, approving the award and authorizing the General Manager to enter into a construction contract with Sierra North Construction, Inc. for Freedom Park West Restroom/Snack Bar Renovation to Sierra North Construction, Inc. for $887,897.53, plus a 10% construction contingency of $88,789.75, for a total not-to-exceed amount of $976,687.28; AND
2. Adopt Resolution No. 816, approving the award and authorizing the General Manager to enter into a professional services contract with Balfour Beatty Construction for Construction Management Services of the Freedom Park West Restroom/Snack Bar Renovation for a total not-to-exceed amount of $155,460.

ATTACHMENTS

1) Sierra North Inc. Bid submittal (54 pages)
2) Resolution No. 815 (1 page)
3) Balfour Beatty Statement of Qualifications (23 pages)
4) Balfour Beatty proposal (2 pages)
5) Balfour Beatty Agreement (22 pages)
6) Resolution No. 816 (1 page)

BID FORM

FIRM NAME: Sierra North Construction Inc.

POINT OF CONTACT: Sara Tsusaki, Director of Operations

ADDRESS: 300 N. Central Ave., Ste 101, Glendale, CA 91203

TELEPHONE NUMBER: 323-784-4347

FAX NUMBER: N/A

FOR THE

FREEDOM PARK RESTROOM / SNACK BAR RENOVATION PROJECT

SPEC NO. FWRR.09.26.27

FISCAL YEAR 2026-2027

PLEASANT VALLEY RECREATION & PARK DISTRICT

BID FOR THE

FREEDOM PARK RESTROOM / SNACK BAR RENOVATION PROJECT

SPEC NO. FWRR.09.26.27

TO THE PLEASANT VALLEY RECREATION & PARK DISTRICT:

This Bid is submitted in accordance with the advertised "Notice Inviting Sealed Bids" to perform all work and improvements therein described, and to furnish all labor and materials, equipment and incident insurance necessary therefor, in accordance with the specifications therefor known as **"FREEDOM PARK RESTROOM / SNACK BAR RENOVATION PROJECT, SPEC NO. FWRR.09.26.27"** which are on file in the office of the Parks of the Pleasant Valley Recreation & Park District.

Definition of Terms (for a complete definition of terms, see Standard Specifications for Public Works Construction, 2021 Edition):

CY .....Cubic yard
EA .....Each
LF .....Linear foot
LS .....Lump sum
SF .....Square foot
SY .....Square yard
TON .....Ton

The undersigned Bidder hereby proposes and agrees to enter into a contract to perform the work and improvements therein mentioned to the satisfaction of and under the supervision of the Parks of the Pleasant Valley Recreation & Park District, duly appointed for said work in the matter of the construction and installation of **"FREEDOM PARK RESTROOM / SNACK BAR RENOVATION PROJECT, SPEC NO. FWRR.09.26.27",** for the sum set forth in the following schedule:

NOTE: The estimated quantities shown herein are approximate and to be used only for comparison of bids. Payment for quantities will be made for actual materials used on the job and based on the unit costs shown below. The District reserves the right to increase or decrease the amount of any quantity shown and to delete all or any item from the contract.

BID BOND

(10% of the Bid Amount)

KNOW ALL MEN BY THESE PRESENTS that we Sierra North Construction Inc. as Principal, hereinafter referred to as "Contractor" and American Contractors Indemnity Company as Surety, are held and firmly bound unto the Pleasant Valley Recreation & Park District, hereinafter called the "District," in the sum of Ten Percent of the Total Amount of the Bid Dollars ($ 10%), for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents. The conditions of this obligation are such that whereas the Contractor submitted to the District a certain Bid, attached hereto and hereby made a part hereof, to enter into a contract in writing for the Freedom Park Restroom / Snack Bar Renovation Project

and will furnish all required certificates of insurance and bonds as required by the Contract.

NOW, THEREFORE, if said Bid shall be rejected; or in the alternate, if said Bid is accepted, and the Contractor (i) executes and delivers a contract in the prescribed form of the Agreement, (ii) delivers certificates evidencing that the required insurance is in effect, (iii) executes and delivers Performance and Payment Bonds in the forms prescribed, and (iv) in all other respects performs the agreement created by the acceptance of said Bid, then this obligation shall be void; otherwise this obligation shall remain in full force and effect, it being expressly understood and agreed that the liability of the Surety for any and all default of the Contractor hereunder shall be the amount of this obligation as herein stated. In the event suit is brought upon this bond by District and judgment is recovered, Surety shall pay all costs incurred by District in said suit, including a reasonable attorney's fee to be fixed by the court.

The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall in no way be impaired or affected by an extension of the time within which the District may accept such a bid; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the above-bound parties have executed this instrument under their several seals this 22nd day of July, 2026, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

ATTEST:

Sierra North Construction Inc.
(Contractor)

300 North Central Avenue, Suite 101
(Address)

Glendale, CA 91203

(By)

CEO.
(Title)

ATTEST:

American Contractors Indemnity Company
(Surety)

801 S. Figueroa St., Suite 700
(Address)

Los Angeles, CA 90017

(By)

Patricia Zenizo, Attorney-in-Fact
(Title)

(To be filled in by Surety):

The rate of premium on this bond is $ NA per thousand.

The total amount of premium charged is $ NA

NOTARY PUBLIC ATTACH CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

TOKIO MARINE HCC

POWER OF ATTORNEY

AMERICAN CONTRACTORS INDEMNITY COMPANY TEXAS BONDING COMPANY
UNITED STATES SURETY COMPANY U.S. SPECIALTY INSURANCE COMPANY

KNOW ALL MEN BY THESE PRESENTS: That American Contractors Indemnity Company, a California corporation, Texas Bonding Company, an assumed name of American Contractors Indemnity Company, United States Surety Company, a Maryland corporation and U.S. Specialty Insurance Company, a Texas corporation (collectively, the "Companies"), do by these presents make, constitute and appoint:

PIETRO MICCICHE or PATRICIA ZENZIO of LOS ANGELES, CALIFORNIA

its true and lawful Attorney(s)-in-fact, each in their separate capacity if more than one is named above, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver **any and all bonds, recognizances, undertakings or other instruments or contracts of suretyship to include riders, amendments, and consents of surety, providing the bond penalty does not exceed** _____ *****FIVE MILLION***** _____ Dollars (***$5,000,000.00***).

This Power of Attorney shall expire without further action on January 31st 2028. This Power of Attorney is granted under and by authority of the following resolutions adopted by the Boards of Directors of the Companies:

Be it Resolved, that the President, any Vice-President, any Assistant Vice-President, any Secretary or any Assistant Secretary shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

Attorney-in-Fact may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements or indemnity and other conditional or obligatory undertakings, including any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts, and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be binding upon the Company as if signed by the President and sealed and effected by the Corporate Secretary.

Be it Resolved, that the signature of any authorized officer and seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signature or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached.

IN WITNESS WHEREOF, The Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 31st day of January 2024.

AMERICAN CONTRACTORS INDEMNITY COMPANY, TEXAS BONDING COMPANY, UNITED STATES SURETY COMPANY, U.S. SPECIALTY INSURANCE COMPANY

By: _____
Daniel P. Aguilar, Vice President

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Los Angeles

On this 31st day of January 2024, before me, D. Littlefield, a notary public, personally appeared Daniel P. Aguilar, Vice President of American Contractors Indemnity Company, Texas Bonding Company, United States Surety Company and U.S. Specialty Insurance Company who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (seal)

D. LITTLEFIELD
Notary Public - California
Los Angeles County
Commission # 2478570
My Comm. Expires Jan 31, 2028

I, Kio Lo, Assistant Secretary of American Contractors Indemnity Company, Texas Bonding Company, United States Surety Company and U.S. Specialty Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Los Angeles, California this 22 day of July 2026

Bond No. BB
Agency No. 3057

Kio Lo, Assistant Secretary

HCCSMANPOA02/2024

visit tmhcc.com/surety for more information

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT **CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Los Angeles)

On July 22, 2026 *Date* before me, Pietro Daniel Micciche, Notary Public *Here Insert Name and Title of the Officer*,

personally appeared Patricia Zenizo *Name(s) of Signer(s)*,

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

PIETRO DANIEL MICCICHE
Notary Public - California
Los Angeles County
Commission # 2505284
My Comm. Expires Nov 24, 2028

Signature _____
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____ Document Date: _____

Number of Pages: _____ Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____
Signer Is Representing: _____

Signer's Name: _____
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____
Signer Is Representing: _____

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ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Los Angeles)

On July 20, 2026 before me, Laurel Pavone, Notary Public
(insert name and title of the officer)

personally appeared Russell Beilby,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

LAUREL PAVONE
COMM. # 2516751
NOTARY PUBLIC • CALIFORNIA
LOS ANGELES COUNTY
Comm. Exp. MAY 6, 2029

Signature _____ (Seal)

PLEASANT VALLEY RECREATION & PARK DISTRICT

FREEDOM PARK RESTROOM / SNACK BAR RENOVATION PROJECT
SPEC NO. FWRR.09.26.27

BID SCHEDULE

THE FOLLOWING SCHEDULE OF VALUES IS ONLY A LIMITED LIST AND MAY NOT CAPTURE ALL ITEMS IN THE CONSTRUCTION DOCUMENTS						
ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT COST	TOTAL ITEM AMOUNT	DRAWING SHEET
1.	MOBILIZATON, DEMOLITION, INSURANCE AND BONDS	1	LS	1	$ 69,000.00	
2.	CONCRETE SLAB	1	LS	1	$ 60,000.00	A1.0, A4.1
3.	DETECTABLE WARNING DOMES	1	LS	1	$ 11,000.00	A4.1
4.	METAL ROOF DORMER, METAL AWNING, METAL LOUVERS, & METAL GATE	1	LS	1	$ 55,000.00	A2.0, A3.0, A4.0, A4.1
5.	MISCELLANEOUS CARPENTRY	1	LS	1	$ 20,000.00	A4.0
6.	METAL FLASHING, AND ROOF REPAIR	1	LS	1	$ 23,000.00	A2.0, A3.0, A4.0, A4.1
7.	WINDOWS, DOORS & DOOR FRAMES WITH HARDWARE, ROLL-UP DOORS, AND SOLATUBES	1	LS	1	$ 82,000.00	A1.0, A3.0, A4.0, A4.1
8.	PATCHING OF PLASTER & GYP BOARD @ WALLS	1	LS	1	$ 20,000.00	A1.0, A2.0, A3.0
9.	PRESSURE WASH INTERIOR & EXTERIOR AND PAINTING OF BUILDING, AND CAULKING	1	LS	1	$ 44,000.00	A1.0, A3.0
10.	CONCRETE POLISH AT RESTROOMS FLOORS	1	LS	1	$ 17,000.00	A1.0, A2.0
11.	SELECTED FLOOR AREAS WITH NEW QUARRY TILE AT CONCRETE FLOOR AND NEW QUARRY BASE TILE WORK, COMPLETE WITH GROUT AND SEALING	1	LS	1	$ 52,500.00	A1.0, A2.0
12.	RESTROOMS WALLS PORCELAIN TILE, COMPLETE WITH GROUT AND SEALING	1	LS	1	$ 42,000.00	A3.0, A4.0
13.	ALL RESTROOM ACCESSORIES, AND RESTROOM SIGNAGES	1	LS	1	$ 35,000.00	A1.0, A3.0, A4.0

THE FOLLOWING SCHEDULE OF VALUES IS ONLY A LIMITED LIST AND MAY NOT CAPTURE ALL ITEMS IN THE CONSTRUCTION DOCUMENTS						
ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT COST	TOTAL ITEM AMOUNT	DRAWING SHEET
14.	ALL RESTROOM SOLID PHENOLIC PARTITION SYSTEMS	1	LS	1	$ 37,000.00	A1.0, A3.0
15.	ALL NEW KITCHEN EQUIPMENT & LOCKERS	1	LS	1	$ 35,000.00	A1.0, A2.0, A3.0
16.	SUPPLY FAN	1	LS	1	$ 28,000.00	A2.0, A3.0
17.	ALL PLUMBING FIXTURES, REQUIRED BACK SUPPORTS, VENTING PIPES, SUPPLY PIPES, AND ACCESSORIES	1	LS	1	$ 92,000.00	A1.0, A3.0, A4.0
18.	SERVICE, ELECTRICAL PANELS, TRANSFORMER, BREAKER, POWER, SWITCHING, DISTRIBUTION, OCCUPANCY SENSORS, INTERIOR & EXTERIOR LIGHT FIXTURES, DATA & COMMUNICATION CONDUITS,	1	LS	1	$ 123,000.00	A1.0, A2.0, A3.0, ELECT. SHEETS
19.	**AND EVERYTHING NOT INCLUDED IN THE ABOVE LIST**				$ 42,397.53	
20.						
21.						
22.						
TOTAL BID AMOUNT IN FIGURES					$ 887,897.53	

TOTAL BID AMOUNT IN WORDS Eight Hundred Eighty-Seven Thousand Eight Hundred Ninety-Seven Dollars and Fifty-Three Cents

Bidder's Signature _____ Title President / CEO

Company Name Sierra North Construction Inc. Date August 6, 2026

IN CASE OF DISCREPANCY BETWEEN THE WORDS AND FIGURES, THE WORDS SHALL PREVAIL.

Quantities provided for the Freedom Park Restroom and Snack Bar Building Accessibility Improvements, are approximate numbers. The contractor shall verify quantities by means of construction drawings and site visit to verify measurements. These numbers herein are provided for contractor convenience.

RESOLUTION OF CONSTRUCTION CLAIMS

(To Be Executed By Bidder and Submitted With Bid)

When a Public Works claim is made to the District, the District will conduct a reasonable review of the claim and, within 45 days, provide the claimant with a written statement identifying what portion of the claim is disputed and what portion is undisputed and both parties shall work to resolve the claim as by Public Contract Code 9204. (A copy of Section 9204 may be found in the Special Provisions, under "Resolution of Construction Claims").

Additionally, in all Public Works claims, which may arise between the Contractor and the District which do not exceed the sum of three hundred seventy-five thousand dollars ($375,000), the requirements of California Public Contract Code, Section 20104 through 20104.6, inclusive, shall apply. (A copy of said Code Sections may be found in the Special Provisions, under "Resolution of Construction Claims of $375,000 or Less".) Said Code Sections shall apply for the purpose of filing claims and civil actions for claims as defined in Section 20104 of the Public Contract Code.

The bidder's signature is required to verify he/she has reviewed the Code Sections.

Sierra North Construction Inc.
Bidder Name

Russell Beilby, President / CEO

Signature of Bidder

Dated 8/6/2026

INFORMATION REQUIRED OF BIDDERS

The bidder is required to supply the following information.
(Additional sheets may be attached if necessary.)

(1) Address: 300 N Central Ave., Ste 101, Glendale, CA 91203

(2) Telephone: 323-784-4347

(3) Type of Firm: Corporation
(Individual, Partnership, or Corporation)

(4) Contractor's State License Classification 1080411 Expiration date 9/30/2026

(5) Corporate organized under the laws of the State of: California

(6) Is 51% or more of the business owned by: American Indian ( ), Asian ( ), Black ( ), Hispanic ( ), Female ( ), Other (Specify) No.

(7) List the names and addresses of all members of the firm, or names and titles of all officers of the corporation.

Russell Beilby, Chief Executive Officer, 2120 State Hwy 49 S, Mariposa, CA 95338
Morgan Beilby, Chief Financial Officer / Vice President, 2120 State Hwy 49 S, Mariposa, CA 95338
Mario Laguerenne, Vice President, 7632 Chisholm Ave, Van Nuys, CA 91406
Sara Tsusaki, Secretary, 16948 S Denker Ave, Gardena, CA 90247

(8) Number of years of experience as a Contractor in construction work. 5

(9) List at least three (3) completed similar projects completed in the last 36 months:

Contract Amount	Class of Work	Date Completed	Name, Contact, Address and Telephone No. of Client
$335,200.00	ADA Restroom Renovation / Plumbing Renovation	July 2026	Upland Unified School District Robyn Wilson, Director of maintenance, Operations / Construction 1428 W. 9th Street, Upland, CA 91786 (909) 949 - 7880
Contract Amount	Class of Work	Date Completed	Name, Contact, Address and Telephone No. of Client
$ 129,320.00	Interior Renovation / Concrete Restoration	April 2026	California Department of Transportation (Caltrans) Kae Saechin, Contract Analyst 100 S. Main Street, Los Angeles, CA 90012 (916) 662-9665
Contract Amount	Class of Work	Date Completed	Name, Contact, Address and Telephone No. of Client
$ 110,284.94	ADA Restroom Renovation & Flooring	July 2026	California Department of Transportation (Caltrans) Tim Murphy 28820 North the Old Road, Valencia, CA 91355 (213) 897 - 1200

(10) List the name of the person who inspected the site of the proposed work for your firm:
Date of Inspection: 6/23/2026
Mario Laguerenne

(11) If requested by the District, the Bidder shall furnish a notarized financial statement, financial data, or other information and reference sufficiently comprehensive to permit an appraisal of Bidder's current financial condition.

(12) List the name and address of all **subcontractors who will perform work** in or about the project and indicate what part of the work will be done by each such Subcontractor.

NAME: N/A
ADDRESS: N/A
LICENSE NO. & CLASS: N/A
WORK TO BE PERFORMED: N/A

NAME: N/A
ADDRESS: N/A
LICENSE NO. & CLASS: N/A
WORK TO BE PERFORMED: N/A

NAME: N/A
ADDRESS: N/A
LICENSE NO. & CLASS: N/A
WORK TO BE PERFORMED: N/A

NAME: N/A
ADDRESS: N/A
LICENSE NO. & CLASS: N/A
WORK TO BE PERFORMED: N/A

NAME: N/A
ADDRESS: N/A
LICENSE NO. & CLASS: N/A
WORK TO BE PERFORMED: N/A

List the name and address of **Major Equipment Suppliers** who will provide equipment or major components for the project.

NAME: PN Supply
ADDRESS: P.O. Box# 32748, Long Beach, CA 90802
EQUIPMENT TO BE PROVIDED: All construction materials, equipment, fixtures, and related project supplies as required for the work.

NAME: _____
ADDRESS: _____
EQUIPMENT TO BE PROVIDED: _____

NAME: _____
ADDRESS: _____
EQUIPMENT TO BE PROVIDED: _____

NAME: _____
ADDRESS: _____
EQUIPMENT TO BE PROVIDED: _____

NAME: _____
ADDRESS: _____
EQUIPMENT TO BE PROVIDED: _____

(13) The Contractor shall furnish the following information concerning bid depository or registry services used in obtaining subcontractor bid figures for this Bid. Additional sheets may be attached if necessary.

A. Were bid depository or registry services used in obtaining subcontractor bid figures in order to compute your bid? Yes ( ) No ☒

B. If the answer to "A." is "Yes," forward a copy of the rules of each bid depository you used in the preparation of this Bid.

C. Did you have any source of subcontractor bids other than bid depositories? Yes ( ) No ☒

D. Has any person or group threatened you with subcontractor boycotts, union boycotts, or other sanctions to attempt to convince you to use the services or abide by the rules of one or more bid depositories? Yes ( ) No ☒

E. If the answer to "D" is "Yes", please explain the following details:

(a) Date: _____

(b) Name of person or group: _____

(c) Job involved (if applicable): _____

(d) Nature of threats: _____
_____
_____
_____
_____

(e) Additional comments: _____
_____
_____
_____
_____

(TO ACCOMPANY BID)

In accordance with Public Contracting Code Section 10162, the bidder shall complete, under penalty of perjury, the following questionnaire:

QUESTIONNAIRE

Has the bidder, any officer of the bidder, or any employee of the bidder who has a proprietary interest in the bidder, ever been disqualified, removed, or otherwise prevented from bidding on or completing a Federal, State, or local government project because of a violation of law or a safety regulation?

Yes _____ No X

If the answer is yes, explain the circumstances in the following space:

Note: This questionnaire constitutes a part of the Bid, and a signature on the Bid shall be constituted a signature on this questionnaire.

CONTRACTOR LICENSE AFFIDAVIT

STATE OF CALIFORNIA)
COUNTY OF Los Angeles **) ss.**

Russell Beilby, being first duly sworn, deposes
Name

and says that he or she is Director of Operations of Sierra North Construction Inc.,
Title **Name of Firm**

the party making the foregoing bid, is a licensed Contractor, a duly authorized partner of a Joint Venture which holds a license as a Partnership, or a duly authorized principal and/or representative of a Corporation which holds a license as a Corporation, and that he or she understands the information shown below shall be included with the bid, and understands that any bid not containing this information, or if this information is subsequently proven to be false, shall be considered non-responsive and shall be rejected by the Pleasant Valley Recreation & Park District.

1080411 , B-General
Contractor's State License Number and Classification

9/30/2026
License Expiration Date

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Subscribed at: Glendale, Los Angeles , CA
(City and County, State)

on August 6, 20 26.

Signature

1080411, B- General
State License Number and Classification

300 N Central Ave., Ste 101	Glendale	CA	91203
Street Address	City	State	Zip Code

Telephone Number 323- 784-4347

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA)
) ss.
COUNTY OF_____)

On 8/6, 2026 before me, Joe Pavone, a Notary Public, personally appeared Russell Beilby, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(Seal)

JOE PAVONE
COMM. # 2453748
NOTARY PUBLIC * CALIFORNIA
LOS ANGELES COUNTY
COMM. EXP. JULY 29, 2027

NONCOLLUSION DECLARATION TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

The undersigned declares:

I am the President / CEO of Sierra North Construction Inc., the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on July 20, 2026 [date], at ~~Glendale~~ Glendale [city], CA [state].

ADDENDUM NO. 1

FREEDOM PARK RESTROOM / SNACK BAR RENOVATION PROJECTSPEC NO. FWRR.09.26.27
June 18, 2026

This Addendum form is a part of the Contract Documents for the above-identified project and modifies the original Specifications and Contract Documents, as noted on the following pages. Portions of the Contract, not specifically mentioned in this Addendum, remain in force. All trades affected shall be fully advised of these changes, deletions, and additions.

The proposal due date is 12:00pm on Wednesday, July 22, 2026

Matthew Parker
Matthew Parker
Park Services Manager
Pleasant Valley Recreation and Park District

PROPOSER'S CERTIFICATE

I acknowledge receipt of all two (2) pages of this Addendum No. 1 and accept the aforementioned.

Proposer's Signature

06-06-26
Date

THIS DOCUMENT TO BE SIGNED AND SUBMITTED WITH PROPOSAL

FREEDOM PARK RESTROOM / SNACK BAR RENOVATION PROJECTSPEC NO. FWRR.09.26.27

June 18, 2026

ADDENDUM NO. 1

The following additions and/or corrections shall become a part of the Contract Documents and Specifications for the above-named project. When submitting a proposal for the project, this Addendum shall be acknowledged, and ***a signed copy of the Addendum shall be included in the proposal package.***

Changes or clarifications are noted are BOLD and UNDERLINED

I. GENERAL

The proposer is directed to make the following corrections, deletions, and/or additions to the contract documents and contract drawings heretofore dispensed to him for the above project, and to note proposer's receipt of this addendum by number on the attached ***Addenda Acknowledgement Form***:

II. MODIFICATIONS TO PREVIOUS ADDENDA

N/A

III. PROPOSAL AND CONTRACT REQUIREMENT REVISIONS

1. **Typo correction for the date for the Mandatory Informational Pre-Bid Meeting located in paragraph four (4) of page A-1 of the original Request For Bids (RFB)**

The date originally written into the RFP for the Mandatory Informational Pre-Bid Meeting was incorrect and was posted as Tuesday, June 22, 2026, at 10:00 A.M.

The following is to replace paragraph four (4) of page (A-1) of the RFB with the corrected the Mandatory Informational Pre-Bid Meeting date:

MANDATORY INFORMATIONAL PRE-BID MEETING:
There will be a Mandatory Informational Pre-Bid meeting on Tuesday, June 23, 2026, at 9:00 A.M., at Freedom Park (Baseball fields parking lot), 275 W. Pleasant Valley Road, Camarillo, CA 93010.

ADDENDUM NO. 2

Freedom Park Restroom/ Snack Bar Renovation Project
Spec No.FWRR.09.26.27

July 20, 2026

This Addendum form is a part of the Contract Documents for the above-identified project and modifies the original Specifications and Contract Documents, as noted on the following pages. Portions of the Contract, not specifically mentioned in this Addendum, remain in force. All trades affected shall be fully advised of these changes, deletions, and additions.

The proposal due date is 12:00 PM on August 7, 2026.

Matthew Parker
Park Services Manager
Pleasant Valley Recreation and Park District

PROPOSER'S CERTIFICATE

I acknowledge receipt of all two (2) pages of this Addendum No.2 and accept the aforementioned.

Proposer's Signature

08-06-26.
Date

THIS DOCUMENT TO BE SIGNED AND SUBMITTED WITH PROPOSAL

Freedom Park Restroom/ Snack Bar Renovation Project
Spec No.FWRR.09.26.27

July 17, 2026

ADDENDUM NO. 2

The following additions and/or corrections shall become a part of the Contract Documents and Specifications for the above-named project. When submitting a proposal for the project, this Addendum shall be acknowledged, and ***a signed copy of the Addendum shall be included in the proposal package.***

Changes or clarifications are noted are BOLD and UNDERLINED

I. GENERAL

The proposer is directed to make the following corrections, deletions, and/or additions to the contract documents and contract drawings heretofore dispensed to him for the above project, and to note proposer's receipt of this addendum by number on the attached ***Addenda Acknowledgement Form***:

II. MODIFICATIONS TO PREVIOUS ADDENDA

N/A

III. Bid Due Date

- **The current bid due date has been changed from July 22,2026 at 12:00 PM to August 7, 2026, at 12:00 PM.**

When submitting a proposal for the project, this Addendum shall be acknowledged, and a signed copy of the Addendum shall be included in the proposal package.

ADDENDUM NO. 3

Freedom Park Restroom/ Snack Bar Renovation Project
Spec No.FWRR.09.26.27

July 29, 2026

This Addendum form is a part of the Contract Documents for the above-identified project and modifies the original Specifications and Contract Documents, as noted on the following pages. Portions of the Contract, not specifically mentioned in this Addendum, remain in force. All trades affected shall be fully advised of these changes, deletions, and additions.

The proposal due date is 12:00 PM on August 7, 2026.

Matthew Parker
Matthew Parker
Park Services Manager
Pleasant Valley Recreation and Park District

PROPOSER'S CERTIFICATE

I acknowledge receipt of all thirty two (32) pages of this Addendum No.3 and accept the aforementioned.

Proposer's Signature

08-06-26
Date

THIS DOCUMENT TO BE SIGNED AND SUBMITTED WITH PROPOSAL

Freedom Park Restroom/ Snack Bar Renovation Project
Spec No.FWRR.09.26.27

July 22, 2026

ADDENDUM NO. 3

The following additions and/or corrections shall become a part of the Contract Documents and Specifications for the above-named project. When submitting a proposal for the project, this Addendum shall be acknowledged, and ***a signed copy of the Addendum shall be included in the proposal package.***

Changes or clarifications are noted are BOLD and UNDERLINED

I. GENERAL

The proposer is directed to make the following corrections, deletions, and/or additions to the contract documents and contract drawings heretofore dispensed to him for the above project, and to note proposer's receipt of this addendum by number on the attached ***Addenda Acknowledgement Form***:

II. MODIFICATIONS TO PREVIOUS ADDENDA

N/A

III. PLAN AND SPECIFICATION REVISIONS AND/OR CLARIFICATIONS

1. **Added specifications for the cooling shutters (Attached – Exhibit A pages 5-11)**
2. **Construction plan clarification markup summary (Attached -Exhibit B – pages 12-20)**
3. **Construction plan RFI callout (Attached - Exhibit C – pages 21-32)**

IV. RFI's

1. **Question:** Is the PVRPD utilizing a project Labor Agreement (PLA)?

   Answer: NO

2. **Question:** Is the Construction Management Consultant required to maintain a List of Pre-Qualified Contractors?

   Answer: NO

3. **Question:** Can the Consultant utilize Procore Management Software for this project, or does PVRPD stipulate the use of specific Construction Management Software?

   Answer: No specific CM software specified. Yes, Procore can be used.

4. **Question:** Will PVRPD require the Construction Management Consultant to

provide a Labor Compliance officer?

Answer: NO

5. **Question:** Will PVRPD require the Construction Management Consultant to provide Professional Services, e.g., Engineering, MEP, and Environmental testing?

   Answer: Yes, PVRPD will expect and depend on the Construction Management Consultants to provide recommendations for the required or necessary Professional Services from either in-house staff or outside vendors and provide cost estimates to PVRPD staff.

6. **Question:** Did the PVRPD perform a camera video recording of the existing waste and sewer lines? If so, can you please share the Video?

   Answer: Yes, the video identifies significant deterioration of the 4" iron sewer lateral line that needs to be replaced with plastic sewer pipe and requires saw cutting pavement (plastic mainline connection approximately 25' from building). The Video can be viewed and downloaded from the District's Website https://www.pvrpd.org/request-for-proposals-bids

7. **Question:** Please provide clarification regarding the provisions for emergency power. We have sent this question to the architect for clarification and will send out a formal RFI response.

   Answer: For rooms having (1) required exit minimum and with egress path of travel less than 75' to their respective exits, emergency lighting is not required.

V. OTHER PLANS AND DOCUMENTS AVAILABLE FOR REVIEW AND DOWNLOAD AT https://www.pvrpd.org/request-for-proposals-bids

1. **Revised Plans**
2. **As-Built Drawings**
3. **THE UPDATED PLANS ARE DOWNLOADABLE FROM THE DISTRICT WEBSITE ALONG WITH THE RESPONCES TO THE RFI's**

IV. DISCLAIMER OF ACCURACY AND USE OF REFERENCE DATA

A. Status of information: The 1982 As-Built Drawings provided in Appendix A are the property of the Owner and are furnished solely as existing background information. The Owner and Architect do not warrant, guarantee, or represent that these historical record drawings reflect the exact, actual, or current field conditions of the existing facility.

B. Contractor Responsibility: The Contractor shall use these drawings for general information and reference purposes only. The Contractor is strictly responsible for field-verifying all existing dimensions, structural elements, utility

locations, and elevations prior to bidding, ordering materials, or commencing work.

C. Limitation of Liability: Discrepancies between the reference as-built drawings and actual field conditions shall not form the basis for a claim for additional compensation, extra work, or an extension of contract time.

When submitting a proposal for the project, this Addendum shall be acknowledged, and a signed copy of the Addendum shall be included in the proposal package.

Exhibit A

DOCUMENT 00 0110
TABLE OF CONTENTS

INTRODUCTORY INFORMATION

Document 000100 - Cover Page
Document 000101 - Project Directory
Document 000110 - Table of Contents

SCHEDULE, CLAUSES AND ATTACHMENTS, AND SOLICITATION REQUIREMENTS
~~Issued separately by the District~~
- Appendix A: Reference As-Built Drawings for Existing Building (For Reference Only)

TECHNICAL SPECIFICATIONS

DIVISION 1 – GENERAL REQUIREMENTS
Section 01 1000 Summary of Work
Section 01 2513 Product Substitution Procedures
Section 01 2976 Progress Payment Procedures
Section 01 3113 Project Coordination
Section 01 3119 Project Meetings
Section 01 3300 Submittal Procedures
Section 01 3543 Environmental Procedures
Section 01 4000 Quality Requirements
Section 01 5000 Temporary Facilities and Controls
Section 01 6000 Product Requirements
Section 01 7300 Execution
Section 01 7329 Cutting and Patching
Section 01 7419 Construction Waste Management Disposal
Section 01 7704 Closeout Procedures and Training
Section 01 7836 Warranties

DIVISION 2 – EXISTING CONDITIONS
Section 02 4119 - Selective Structure Demolition

DIVISION 3 – CONCRETE
Section 03 1000 - Concrete Forming Accessories
Section 03 2000 - Concrete Reinforcement
Section 03 3000 - Cast-In-Place Concrete

DIVISION 4 – MASONRY
Section 04 0514 - Masonry Mortaring-Grouting
Section 04 2200 - Concrete Unit Masonry

DIVISION 5 – METALS
Section 05 5000 - Metal Fabrication

DIVISION 6 – WOOD, PLASTICS, AND COMPOSITES
Section 06 1000 - Rough Carpentry

DOCUMENT 00 0110
TABLE OF CONTENTS

DIVISION 7 – THERMAL AND MOISTURE PROTECTION
Section 07 1000 - Damproofing
Section 07 2600 - Vapor Barriers
Section 07 2719 - Plastic Sheet Air Barriers
Section 07 6000 - Flashing and Sheet Metal
Section 07 9200 - Joint Sealants

DIVISION 8 – OPENINGS
Section 08 1113 - Hollow Metal Doors and Frames
Section 08 3300 - Coiling Shutters
Section 08 6250 - Tubular Daylighting Device
Section 08 7100 - Door Hardware
Section 08 9000 – Louvers and Vents

DIVISION 9 – FINISHES
Section 09 2900 - Gypsum Board
Section 09 3000 - Tile
Section 09 9113 - Exterior Painting
Section 09 9123 - Interior Painting

DIVISION 10 – SPECIALTIES
Section 10 1400 - Signage
Section 10 2115 - Toilet Compartments
Section 10 2813 - Toilet Accessories

DIVISION 11 – EQUIPMENT
Section 11 4000 - Food Service Equipment and Fixtures

DIVISION 12 – FURNISHINGS – N/A
DIVISION 13 – SPECIAL CONSTRUCTION – N/A
DIVISION 14 – CONVEYING EQUIPMENT – N/A
DIVISION 21 – FIRE SUPPRESSION – N/A

DIVISION 22 – PLUMBING
Section 22 0500 - Common Work Results for Plumbing
Section 22 0513 - Basic Plumbing Materials Method
Section 22 1116 – Domestic Water Piping
Section 22 1319 - Sanitary Waste Piping Specialties
Section 22 4000 - Plumbing Fixtures

DIVISION 23 – HEATING, VENTILATING, AND AIR CONDITIONING (HVAC)
Section 23 7433 - Filtered Supply Fan

DIVISION 25 – INTEGRATED AUTOMATION – N/A

DOCUMENT 00 0110
TABLE OF CONTENTS

DIVISION 26 – ELECTRICAL
Section 26 0000 - Electrical
Section 26 0529 - RIB-Hangers and Supports for Electrical Systems
Section 26 0533.13 - RIB-Conduit for Electrical Systems
Section 26 0533.16 - RIB-Boxes for Electrical Systems
Section 26 0553 - RIB-Identification for Electrical Systems
Section 26 2416 - RIB-Panelboards
Section 26 2816.16 - RIB-Enclosed Switches
Section 26 0500 - Common Work Results for Electrical
Section 26 0513 - Basic Electrical Materials and Methods
Section 26 0519 - Low Voltage Wires
Section 26 2200 - Low Voltage Transformer
Section 26 2726 - Wiring Device Details
Section 26 5000 - Lighting

DIVISION 27 – COMMUNICATIONS – N/A
DIVISION 28 – ELECTRONIC SAFETY AND SECURITY – N/A
DIVISION 31 – EARTHWORK – NOT USED – N/A

DIVISION 32 – EXTERIOR IMPROVEMENTS
Section 32 1313 - Concrete Paving
Section 32 1726 – Detectable Warning

DIVISION 33 – UTILITIES – N/A

END OF DOCUMENT

SECTION 08 3300
COILING SHUTTERS

PART 1 - GENERAL

1.1 SECTION INCLUDES

A. Overhead coiling counter shutters. (Model 6522)

1.2 RELATED SECTIONS

A. Section 06 1000 - Rough Carpentry.

B. Section 09 9013 - Exterior Painting.

C. Section 09 9023 - Interior Painting.

D. Section 26 0500 - Common Work Results for Electrical.

1.3 REFERENCES

A. ASTM International (ASTM):
   1. ASTM A480/A480M - Standard Specification for Flat-Rolled Stainless and Heat-Resisting Steel Plate, Sheet, and Strip.
   2. ASTM A653/A653M - Standard Specification for Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process.
   3. ASTM A666 - Standard Specification for Austenitic Stainless Steel Sheet, Strip, Plate, and Flat Bar.

B. Consult factory for projects requiring Buy American requirements for American Recovery and Reinvestment Act, Build America Buy America Act or American Iron and Steel Certification

1.4 SUBMITTALS

A. Submit under provisions of Section 01 3000 - Administrative Requirements.

B. Shop Drawings: Indicate opening dimensions and required tolerances, jamb connection details, anchorage spacing, hardware locations, installation details, and special conditions.

C. Product Data: Provide information on components, application, hardware and accessories.

D. Samples for Initial Selection: Provide manufacturer's finish charts showing full range of colors and textures available for units with factory applied finishes:
   1. Include similar samples of accessories involving color selection.

E. Samples for Verification: Provide for each type of exposed finish on the following components in manufacturer's standard sizes:
   1. Curtain slats.

F. Closeout Submittals: Operation and maintenance data.

1.5 QUALITY ASSURANCE

A. Company specializing in the manufacturing of products specified in this section and with a minimum of five years' experience.

B. Installer Qualifications: Installer shall be authorized and qualified to install overhead door systems on the type and scope of project specified.

C. Source Limitations: Provide overhead coiling doors from one manufacturer for each type of door. Provide operators and other accessories from source acceptable to overhead coiling door manufacturer.

1.6 DELIVERY, STORAGE, AND HANDLING

A. Store products in manufacturer's unopened packaging until ready for installation.

B. Store and dispose of all materials in accordance with federal, state, and local laws.

1.7 PROJECT CONDITIONS

A. Maintain environmental conditions (temperature, humidity, and ventilation) within limits recommended by manufacturer for optimum results. Do not install products under environmental conditions outside manufacturer's recommended limits.

1.8 WARRANTY

A. Provide an original of the manufacturer's limited warranty against manufacturing defects and product workmanship.
   1. 5-year limited warranty to be free from defects in materials and workmanship from date of manufacture.
   2. Spring wire is warranted for 1 year.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. Acceptable Manufacturer: C.H.I. Overhead Doors, which is located at: 1485 Sunrise Dr.; Arthur, IL 61911; Toll Free Tel: 800-677-2650; Fax: 800-738-5006; Email:aia@chiohd.com; Web: http://www.chiohd.com

B. Requests for substitutions will be considered in accordance with the provisions of Section 01 6000 - Product Requirements.

2.2 OVERHEAD COILING COUNTER SHUTTERS

A. Performance Requirements:
   1. Operation: 20 cycles per day for shutter assembly including operator.

B. Model 6522 as manufactured by C.H.I. Overhead Doors.

SECTION 08 3300
COILING SHUTTERS

1. Curtain: Flat faced, full width, interlocking roll formed slats. Individual slat profile is 1-1/2 x 1/2 inch (38 x 13 mm).
   a. Slat Material: Exterior Slat Material: 22-gauge, 0.028 inch (0.72 mm) polyester painted (G90 coating) galvanized steel.
   b. Door Size (92x56): Standard up to 14 ft 4 inches (4369 mm) x 8 ft 4 inches (2540 mm). Consult with C.H.I. up to 16 ft 0 inches (4877 mm) wide or 9 ft 0 inches (2743 mm) tall.
   c. End Locks: Nylon, attached to every other slat to act as wearing surface and prevent lateral movement.
2. Head Plate: Minimum 11-gauge, 0.114 inch (2.90 mm) rectangular steel plate. Precision sealed ball bearings supporting drive side axle. Headplate covers to match hood.
3. Barrel Assembly:
   a. Barrel: Steel pipe sized for maximum deflection under full load to not exceed 0.03 inch (0.76 mm) per 1 ft (305 mm) of span. Welded rings or threaded lugs to barrel assembly for curtain attachment.
   b. Springs: Tension assembly supported in barrel by precision ball bearings. Curtain weight counterbalanced by oil tempered, helically wound torsion springs, grease packed and mounted on steel torsion shafts with cast spring plug.
4. Hood: Square hood for structural rigidity and aesthetic appeal. Fits within head plates with intermediate supports as required.
   a. Material: 24-gauge, 0.022 inch (0.57 mm) polyester painted (G90 coating) galvanized steel
      1) Finish: To match curtain interior.
5. Locking Mechanism:
   a. Handle throw cylinder lock
6. Weather Seal:
   a. Bottom astragal
   b. Rubber hood baffle
   c. Jamb brush seal
   d. Header brush seal
7. Mounting:
   a. Face of wall and above lintel.
8. Jamb Construction:
   a. Solid Masonry: Anchor bolt fasteners.
9. Operation:
   a. Manual Awning crank.
      1) Shutter Operation Speed: 8 to 12 inches per second.
      2) Operator Location:
         a) Internally mounted in barrel.
      3) Control Station Mounting:
         a) Control Station Mounting: NEMA 1 Surface. Interior.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine substrates, areas, and conditions for compliance with requirements for substrate construction and other conditions affecting performance of the work.

B. Examine locations of electrical connections.

C. Proceed with installation only after all unsatisfactory conditions have been corrected.

3.2 INSTALLATION

A. Install shutter assembly in accordance with manufacturer's instructions.

B. Anchor to adjacent construction without distortion or stress.

C. Fit and align shutter assembly including hardware, plumb, level and square to ensure smooth operation.

3.3 ADJUSTING

A. Adjust hardware and moving parts so that doors operate smoothly throughout full operating range.

B. Adjust seals to provide a tight fit around the entire perimeter.

3.4 DEMONSTRATION

A. Demonstrate proper operation to Owner.

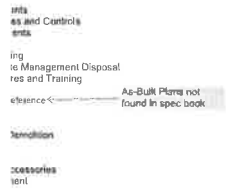
B. Perform fire door and shutter drop tests in presence of Owner or owner's representative. Require signature for manufacturer supplied drop test form.

END OF SECTION

Exhibit B-1

Project Specifications_Freedom Park Bldg. Renovation_BOA_5-12-2026.pdf Markup Summary

dkuykendall (11)



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Author: dkuykendall
Date: 7/10/2026 10:48:45 AM
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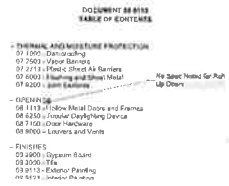
As-Built Plans not found in spec book

Provided as-built drawings to owner with disclaimer note to be included in their front end.



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Page Label: 4
Author: dkuykendall
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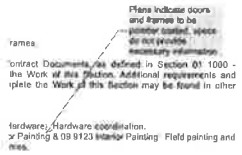
No Spec Noted for Roll Up Doors

Provided new roll up door spec section 08 3300.



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Author: dkuykendall
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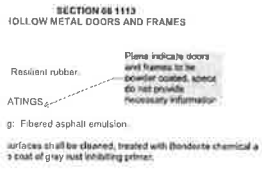
Plans indicate doors and frames to be powder coated, specs do not provide necessary information

See revised detail 20/A4.0 and updated Finish Material Schedule on sheet A2.0.



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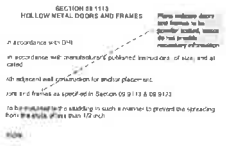
Plans indicate doors and frames to be powder coated, specs do not provide necessary information

See revised detail 20/A4.0 and updated Finish Material Schedule on sheet A2.0.



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Plans indicate doors and frames to be powder coated, specs do not provide necessary information

See revised detail 20/A4.0 and updated Finish Material Schedule on sheet A2.0.

Subject: Contractor
Page Label: 175
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Date: 7/10/2026 2:24:32 PM
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Door schedule indicates to provide lever

See updated door schedule noting to provide a mortise lock & pull handle.

Exhibit B-2

Subject: Contractor
Page Label: 175
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Door Schedule indicates to provide a kick plate

See updated door schedule; kick plate has been removed as it is not needed.

Subject: Contractor
Page Label: 176
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Date: 7/10/2026 2:27:59 PM
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Door Schedule indicates to provide a kick plate

See updated door schedule; kick plate has been removed as it is not needed.

Subject: Contractor
Page Label: 176
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Date: 7/10/2026 2:29:06 PM
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Door Schedule indicates to provide a kick plate

See updated door schedule; kick plate has been removed as it is not needed.

Subject: Contractor
Page Label: 176
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Date: 7/10/2026 2:31:38 PM
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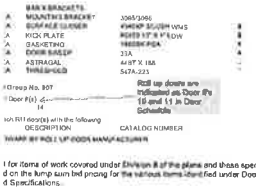
Door Schedule does not indicate to provide Kick Plate

See updated door schedule noting kick plate.



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Roll up doors are indicated as Door #'s 10 and 11 in Door Schedule

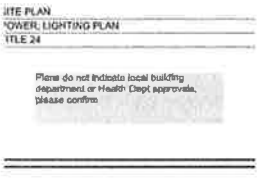
See revised door schedule on sheet A1.0 to show roll-up doors as No. 13 & 14.

Exhibit B-3

BBC Cursory Review
7-10-26

PLANS_Construction Bid Set_Freedom Park Bldg. Renovation_BOA_5-13-2026.pdf Markup Summary

dkuykendall (41)



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Page Label: T1.0 - TITLE SHEET, VICINITY MAP, SCOPE OF WORK
Author: dkuykendall
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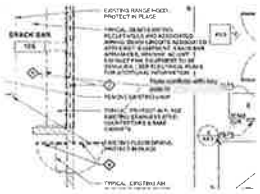
Plans do not indicate local building department or Health Dept approvals, please confirm

Approved noted plans reside with owner.



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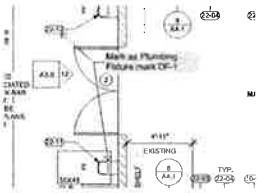
Note conflicts with key note N

See updated plan. Note removed.



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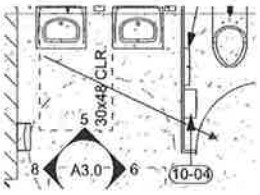
Mark as Plumbing Fixture mark DF-1

Provided see updated plan.



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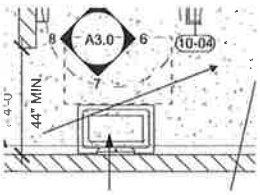

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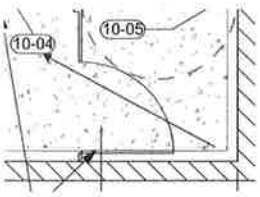
Page Label: A1.0 - DEMOLITION / RENOVATION PLANS
Author: dkuykendall
Date: 7/10/2026 1:18:23 PM
Status:
Color:
Layer:
Space:

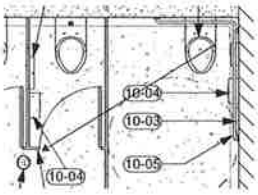
Provided see updated plan.



Subject: Arrow
Page Label: A1.0 - DEMOLITION / RENOVATION PLANS
Author: dkuykendall
Date: 7/10/2026 1:19:16 PM
Status:
Color:
Layer:
Space:

Provided see updated plan.

Exhibit B-4



Subject: Arrow
Page Label: A1.0 - DEMOLITION / RENOVATION PLANS
Author: dkuykendall
Date: 7/10/2026 1:18:35 PM
Status:
Color:
Layer:
Space:

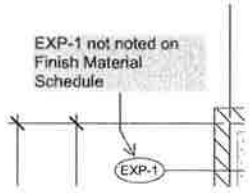
Provided see updated plan.

See revised demolition keynote #2

Subject: Contractor
Page Label: A1.0 - DEMOLITION / RENOVATION PLANS
Author: dkuykendall
Date: 7/10/2026 1:18:55 PM
Status:
Color:
Layer:
Space:

Indicate floor to slope to FD

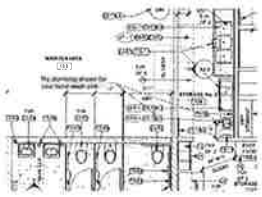
Provided see updated plan.



Subject: Contractor
Page Label: A1.0 - DEMOLITION / RENOVATION PLANS
Author: dkuykendall
Date: 7/10/2026 1:22:28 PM
Status:
Color:
Layer:
Space:

EXP-1 not noted on Finish Material Schedule

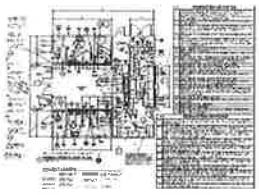
Finish tag removed from plan.



Subject: Contractor
Page Label: A1.0 - DEMOLITION / RENOVATION PLANS
Author: dkuykendall
Date: 7/10/2026 1:37:19 PM
Status:
Color:
Layer:
Space:

No plumbing shown for new hand wash sink

See revised keynote 22-14



Subject: Contractor
Page Label: A1.0 - DEMOLITION / RENOVATION PLANS
Author: dkuykendall
Date: 7/10/2026 2:07:14 PM
Status:
Color:
Layer:
Space:

All existing plumbing piping is exposed in MTC Room and appears to be in bad shape, is the intent to replace all exposed piping with new or re-use and modify as needed for new plumbing fixtures?

See revised demolition keynote #2

Subject: Image
Page Label: A1.0 - DEMOLITION / RENOVATION PLANS
Author: dkuykendall
Date: 7/10/2026 1:57:03 PM
Status:
Color:
Layer:
Space:

See revised demolition keynote #2

Exhibit B-5

Type text here

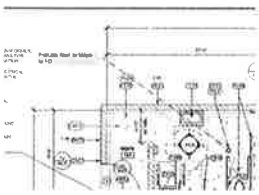
Subject: Image
Page Label: A1.0 - DEMOLITION / RENOVATION PLANS
Author: dkuykendall
Date: 7/10/2026 1:57:06 PM
Status:
Color:
Layer:
Space:

See revised demolition keynote #2

Subject: Contractor
Page Label: A1.0 - DEMOLITION / RENOVATION PLANS
Author: dkuykendall
Date: 7/10/2026 2:03:05 PM
Status:
Color:
Layer:
Space:

No spec or equipment key note found for new air curtains

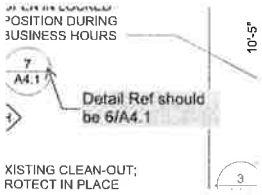
See revised keynote 08 03 with model numbers.



Subject: Contractor
Page Label: A1.0 - DEMOLITION / RENOVATION PLANS
Author: dkuykendall
Date: 7/10/2026 2:05:30 PM
Status:
Color:
Layer:
Space:

Indicate floor to slope to FD

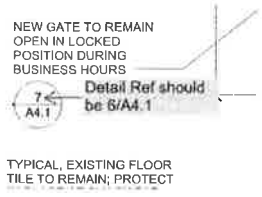
See updated plan.



Subject: Contractor
Page Label: A1.0 - DEMOLITION / RENOVATION PLANS
Author: dkuykendall
Date: 7/10/2026 2:10:27 PM
Status:
Color:
Layer:
Space:

Detail Ref should be 6/A4.1

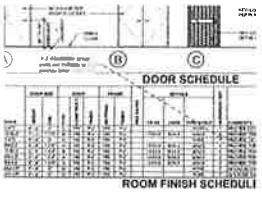
See updated plan.



Subject: Contractor
Page Label: A1.0 - DEMOLITION / RENOVATION PLANS
Author: dkuykendall
Date: 7/10/2026 2:10:43 PM
Status:
Color:
Layer:
Space:

Detail Ref should be 6/A4.1

See updated plan.

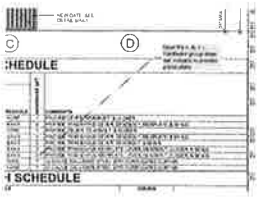


Subject: Contractor
Page Label: A1.0 - DEMOLITION / RENOVATION PLANS
Author: dkuykendall
Date: 7/10/2026 2:30:36 PM
Status:
Color:
Layer:
Space:

3 -Hardware group does not indicate to provide lever

See updated door schedule.

Exhibit B-6



Subject: Contractor
Page Label: A1.0 - DEMOLITION / RENOVATION PLANS
Author: dkuykendall
Date: 7/10/2026 2:30:19 PM
Status:
Color:
Layer:
Space:

Door #'s 4, 6, 7 - Hardware group does not indicate to provide a kick plate

See updated door schedule.

Subject: Contractor
Page Label: A1.0 - DEMOLITION / RENOVATION PLANS
Author: dkuykendall
Date: 7/10/2026 2:32:37 PM
Status:
Color:
Layer:
Space:

Door # 5 hardware group indicates to provide kick plate

See updated door schedule.

Subject: Contractor
Page Label: A1.0 - DEMOLITION / RENOVATION PLANS
Author: dkuykendall
Date: 7/10/2026 2:44:37 PM
Status:
Color:
Layer:
Space:

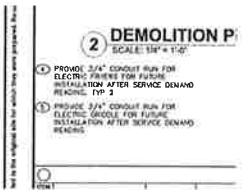
Model GH door operator appears to require power. Elect Plans do not indicate added circuits

No power required. See updated keynote.

Subject: Contractor
Page Label: A1.0 - DEMOLITION / RENOVATION PLANS
Author: dkuykendall
Date: 7/10/2026 3:08:37 PM
Status:
Color:
Layer:
Space:

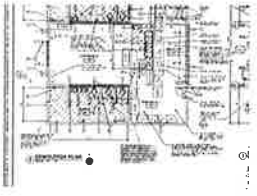
Items # 6 and # 7 - Electrical plans (notes 4 & 5 Power Plan E2.1)appear to indicate to provide conduit runs only for future installation after service demand reading, confirm if conductors and outlets are to be installed under this scope

See updated electrical plans.



Subject: Snapshot
Page Label: A1.0 - DEMOLITION / RENOVATION PLANS
Author: dkuykendall
Date: 7/10/2026 3:08:33 PM
Status:
Color:
Layer:
Space:

See updated electrical

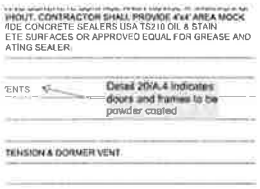


Subject: Contractor
Page Label: A1.0 - DEMOLITION / RENOVATION PLANS
Author: dkuykendall
Date: 7/10/2026 3:10:57 PM
Status:
Color:
Layer:
Space:

All existing plumbing piping is exposed in MTC Room and appears to be in bad shape, is the intent to replace all exposed piping with new or re-use and modify as needed for new plumbing fixtures? Ref Demo Note # 3

See demolition keynote #2

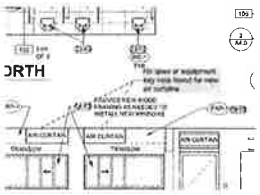
Exhibit B-7



Subject: Contractor
Page Label: A2.0 - DEMOLITION & RENOVATION REFLECTIVE CEILING PLAN
Author: dkuykendall
Date: 7/10/2026 2:53:43 PM
Status:
Color:
Layer:
Space:

Detail 20/A.4 indicates doors and frames to be powder coated

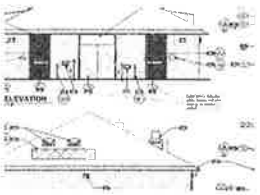
See revised note on P-2 for powder coating metal gates only and to match color of P-2.



Subject: Contractor
Page Label: A3.0 - INTERIOR ELEVATION, SECTIONS, SCHEDULES
Author: dkuykendall
Date: 7/10/2026 2:04:27 PM
Status:
Color:
Layer:
Space:

No spec or equipment key note found for new air curtains

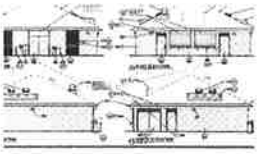
See updated keynote 08-03 for air curtains.



Subject: Contractor
Page Label: A3.0 - INTERIOR ELEVATION, SECTIONS, SCHEDULES
Author: dkuykendall
Date: 7/10/2026 3:20:04 PM
Status:
Color:
Layer:
Space:

Detail 6/A4.1 indicates gates, frames and wire mesh to be powder coated

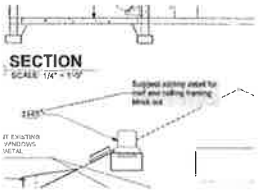
See revised detail notes on 6/A4.1.



Subject: Contractor
Page Label: A3.0 - INTERIOR ELEVATION, SECTIONS, SCHEDULES
Author: dkuykendall
Date: 7/10/2026 3:21:42 PM
Status:
Color:
Layer:
Space:

Detail 20/A4.0 indicates doors, frames and louvers to be powder coated, typ.

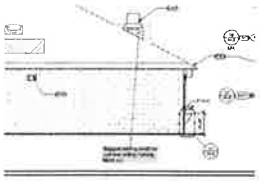
See revised detail 20/A4.0 and Finish Material Schedule on sheet A2.0.



Subject: Contractor
Page Label: A3.0 - INTERIOR ELEVATION, SECTIONS, SCHEDULES
Author: dkuykendall
Date: 7/10/2026 3:24:52 PM
Status:
Color:
Layer:
Space:

Suggest adding detail for roof and ceiling framing block out

See updated keynote.



Subject: Contractor
Page Label: A3.0 - INTERIOR ELEVATION, SECTIONS, SCHEDULES
Author: dkuykendall
Date: 7/10/2026 3:25:07 PM
Status:
Color:
Layer:
Space:

Suggest adding detail for roof and ceiling framing block out

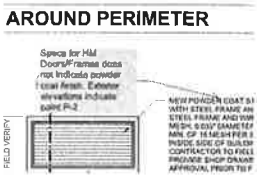
See updated keynote.

Exhibit B-8

Subject: Contractor
Page Label: A3.0 - INTERIOR ELEVATION, SECTIONS, SCHEDULES
Author: dkuykendall
Date: 7/10/2026 3:25:20 PM
Status:
Color:
Layer:
Space:

Suggest adding detail for roof & ceiling framing block out

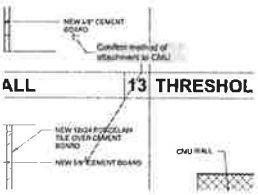
See updated Keynote



Subject: Contractor
Page Label: A4.0 - DETAILS - DORMER VENT, LOUVERS, TOILET ACCESSORIES, SIGNAGE, & TILE
Author: dkuykendall
Date: 7/10/2026 2:52:23 PM
Status:
Color:
Layer:
Space:

Specs for HM Doors/Frames does not indicate powder coat finish. Exterior elevations indicate paint P-2

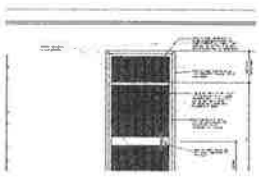
See updated notes; paint P-2 provides reference to powder coat and match color of P-2.



Subject: Contractor
Page Label: A4.0 - DETAILS - DORMER VENT, LOUVERS, TOILET ACCESSORIES, SIGNAGE, & TILE
Author: dkuykendall
Date: 7/10/2026 3:27:18 PM
Status:
Color:
Layer:
Space:

Confirm method of attachment to CMU

See updated notes on details 13 & 14 of sheet A4.0.



Subject: Contractor
Page Label: A4.1 - ENLARGED SITE PLAN, METAL GATE, SHEET METAL CANOPY, & SOLATUBE DETAILS
Author: dkuykendall
Date: 7/10/2026 3:18:12 PM
Status:
Color:
Layer:
Space:

Exterior elevations indicate paint P-2

See revised detail notes.

Subject: Contractor
Page Label: 7
Author: dkuykendall
Date: 7/13/2026 8:24:16 AM
Status:
Color:
Layer:
Space:

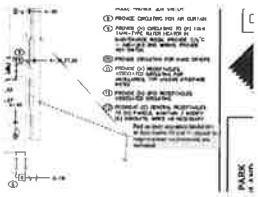
Is conduit run to include conductors as well?

Yes; conductor sizes identified accordingly

Subject: Snapshot
Page Label: 11
Author: dkuykendall
Date: 7/10/2026 2:56:34 PM
Status:
Color:
Layer:
Space:

Concur; circuits added accordingly for Air Curtains

Exhibit B-9



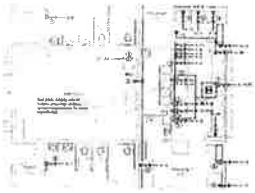
Subject: Contractor
Page Label: 11
Author: dkuykendall
Date: 7/10/2026 2:55:25 PM
Status:
Color:
Layer:
Space:

Roll up door operators Model GH at door marks 10 and 11 appear to require power no provisions are indicated

Concur; circuits added accordingly for Air Curtains

Subject: Snapshot
Page Label: 11
Author: dkuykendall
Date: 7/10/2026 2:56:42 PM
Status:
Color:
Layer:
Space:

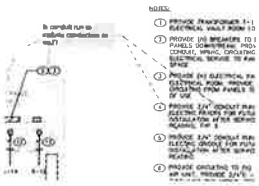
Concur; circuits added accordingly for Air Curtains



Subject: Contractor
Page Label: 11
Author: dkuykendall
Date: 7/10/2026 2:58:19 PM
Status:
Color:
Layer:
Space:

Arch plans indicate new air curtains at serving windows, appears no provisions for power are indicated

Concur; circuits added accordingly for Air Curtains



Subject: Contractor
Page Label: 11
Author: dkuykendall
Date: 7/10/2026 3:01:55 PM
Status:
Color:
Layer:
Space:

Is conduit run to include conductors as well?

Yes; conductor sizes added to note 4 and 5 accordingly

Subject: Contractor
Page Label: 11
Author: dkuykendall
Date: 7/13/2026 8:26:17 AM
Status:
Color:
Layer:
Space:

Is conduit run to include conductors as well?

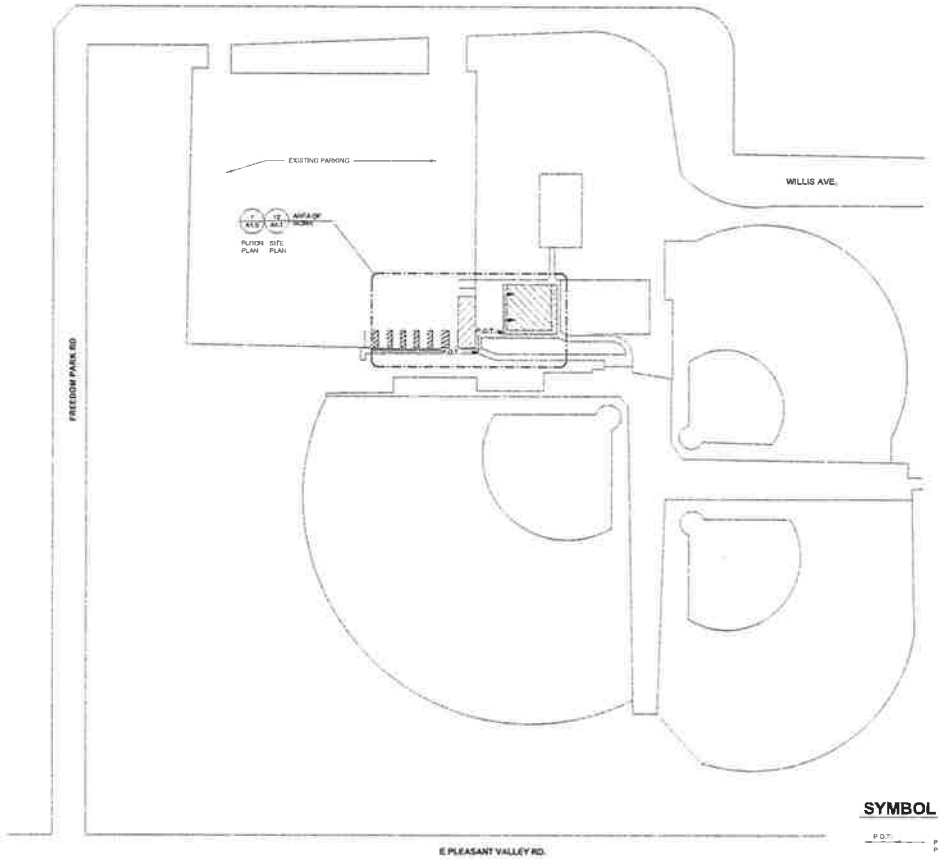
Yes; conductor sizes added to note 4 and 5 accordingly

FREEDOM PARK RESTROOM AND SNACK BAR BUILDING ACCESSIBILITY IMPROVEMENTS

PLEASANT VALLEY RECREATION AND PARK DISTRICT

275 E PLEASANT VALLEY RD, CAMARILLO, CA 93010

Exhibit C-1 RFI - Callout



PATH OF TRAVEL

NOTE P.O.T. P.O.T. P.O.T.

ACCESSIBLE PATH OF TRAVEL (P.O.T.) SHALL NOT EXCEED 5% MAX SLOPE AT WALKWAYS WITH 2% MAX CROSS SLOPE

11 SITE PLAN

SCALE: 1" = 30'-0"

SYMBOL LEGEND

P.O.T. — P.O.T. ACCESSIBLE PATH OF TRAVEL

DETAIL NUMBER / SHEET NUMBER

SECTION LETTER / SHEET NUMBER

ELEVATION LETTER / ELEVATION NUMBER / SHEET NUMBER

ROOM NAME / ROOM NUMBER

DOOR NUMBER

RENOVATION KEYNOTE

DEMOLITION KEYNOTE

FINISH KEYNOTE

GENERAL NOTES 6

1. CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS PRIOR TO COMMENCING WORK, REPORTING ANY DISCREPANCIES TO THE DESIGNER.
2. WRITTEN DIMENSIONS SHALL HAVE PRECEDENCE OVER SCALED DIMENSIONS ON THE DRAWINGS.
3. GENERAL CONTRACTOR TO BE RESPONSIBLE FOR ALL DEMOLITION IN PREPARATION FOR NEW WORK.
4. PATCH, RESTORE, AND REFINISH ALL AREAS DAMAGED BY THE CONSTRUCTION WORK AND DEMOLITION.
5. REPAIR ALL TRANSITIONAL AREAS BETWEEN EXISTING AND NEW WORK DUE TO DEMOLITION.
6. PROTECT EXISTING CONSTRUCTION FINISHES, ADJACENT PROPERTY, PLANTING AND TREES. PROTECT THE WORK FROM RAIN AND OTHER NATURAL ELEMENTS. REPAIR, REFINISH, OR REPLACE ANY ITEMS DAMAGED DURING CONSTRUCTION.
7. NEW AND EXISTING WALLS/CEILING SURFACES SHALL BE PAINTED WHERE NOTED. SCRAPE, SAND, AND REMOVE ALL EXISTING LOOSE PAINT PER MANUFACTURER'S SPEC. AND PREPARE SURFACES FOR NEW PRIMER & PAINT. CONTRACTOR SHALL BE AWARE OF THE LEAD-BASED REPORT INCLUDED IN THE SPECIFICATIONS AND INCLUDE THE REMEDIATION AS DIRECTED.
8. COORDINATE W/ ENGINEER PRIOR TO DEMOLITION FOR ITEMS TO BE SALVAGED.
9. UTILITY SERVICES: CONTRACTORS AND SUB-CONTRACTORS SHALL CONFIRM LOCATIONS OF UTILITIES AND NOTIFY ALL PERSONS WORKING ON SITE OF EXISTING UTILITIES. CONTRACTOR SHALL LOCATE AND IDENTIFY ACTIVE UTILITY SERVICES AND TEMPORARY DE-ACTIVATE THEM WHEN THEY CONSTITUTE A HAZARD. LOCATION OF GAS, ELECTRIC AND WATER METERS TO CONFORM WITH UTILITY COMPANY REQUIREMENTS.
10. REGARDING DEMOLITION, CAP ALL EXISTING UTILITIES & PREPARE FOR NEW WORK AS REQUIRED.
11. CONTRACTOR SHALL PROVIDE TEMPORARY TOILET IN ACCORDANCE WITH LOCAL ORDINANCES IF NO EXISTING TOILET AVAILABLE ON SITE.
12. THE CONTRACTOR IS RESPONSIBLE FOR COMPLYING WITH ALL GOVERNING BLDG. CODES AND CITY ORDINANCES.
13. ALL WORKMANSHIP AND MATERIALS SHALL CONFORM TO THE LATEST EDITION OF THE VENTURA COUNTY OR LOCAL CODES AND ORDINANCES.
14. CONTRACTOR SHALL BE AWARE OF THE LIMITED PRELIMINARY MICROBIAL ASSESSMENT REPORT * MOLD CONTAINING- MATERIALS REPORT IN THE SPECIFICATIONS AND INCLUDE THE REMEDIATION AS DIRECTED.
15. CONTRACTOR SHALL BE AWARE OF THE ASBESTOS CONTAINING MATERIALS REPORT IN THE SPECIFICATIONS AND INCLUDE THE REMEDIATION AS DIRECTED.
16. CONTRACTOR CAN PROVIDE "OR APPROVED EQUAL" MANUFACTURER FOR ALL NAMED MANUFACTURERS.

PROJECT DIRECTORY 1

OWNER
PLEASANT VALLEY RECREATION AND PARK DISTRICT (PVRPD)
CONTACT: MATTHEW PARKER, PARK SERVICES MANAGER
P: (805)482-1555
E: MPARKER@PVRPD.ORG

ARCHITECT
BOA ARCHITECTURE
1511 COLA AVENUE
LONG BEACH, CA 90813
CONTACT: MATTHEW LOK NG, ARCHITECT
LEO APTEKA, PROJECT MANAGER
P: 562-912-7900
E: LOK.NG@BOAARCHITECTURE.COM

ELECTRICAL ENGINEER
ENGINEERING DESIGN ANALYSIS INC
18901 TALBERT AVENUE, SUITE 200
FOUNTAIN VALLEY, CA 92708
CONTACT: KEVIN FRIEDMAN
P: 714-913-4360

BUILDING DATA 7

ASSESSOR ID NO	232-0-030-145
LOT SIZE:	1474810 (33.857 ACREAGE)
NO. OF STORIES	1 STORIES
OCCUPANCY GROUP	B
CONSTRUCTION TYPE	ASSUMED TYPE II
FIRE SPRINKLERS	NO
TOTAL SQ.FT:	1,586 SF
AREA TO BE RENOVATED	959 SF
USE OF BUILDING	PUBLIC RESTROOM / CONCESSION STAND

APPLICABLE CODES 2

APPLICABLE STATE CODES W/ CITY OF CAMARILLO AMENDMENTS

CALIFORNIA BUILDING CODE	2022
CALIFORNIA MECHANICAL CODE	2022
CALIFORNIA PLUMBING CODE	2022
CALIFORNIA ELECTRICAL CODE	2022
CALIFORNIA ENERGY CODE	2022
CALIFORNIA GREEN BUILDING STANDARDS CODE	2022

FEDERAL STANDARDS

ADA STANDARDS	2010

ABBREVIATIONS 8

&	AND	I.D.	INSIDE DIAMETER
∠	ANGLE	INSUL	INSULATION
@	AT	INT	INTERIOR
℄	CENTERLINE	JAN	JANITOR
⌀	DIAMETER OR ROUND	JT	JOINT
⊥	PERPENDICULAR	KIT	KITCHEN
#	POUND OR NUMBER	LAM	LAMINATE
ACC.	ACCESSIBLE	LAV	LAVATORY
A/C	AIR CONDITIONING	LT	LIGHT
ACOUS	ACOUSTICAL	MAX	MAXIMUM
A.D.	AREA DRAIN	M.C.	MEDICINE CABINET
ADJ.	ADJUSTABLE	MECH	MECHANICAL
AL	ALUMINUM	MEMB	MEMBRANE
APPROX	APPROXIMATE	MTL	METAL
ARCH	ARCHITECTURAL	MFR	MANUFACTURER
ASPH	ASPHALT	MIN	MINIMUM
A.T.	ACOUSTICAL TILE	MISC	MISCELLANEOUS
BD.	BOARD	M.O.	MASONRY OPENING
BITUM	BITUMINOUS	MTD	MOUNTED
BLDG.	BUILDING	MRB	MOISTURE RESISTANT-GYP BD
BLK	BLOCK	MULL	MULLION
BM	BEAM	MWO	MICROWAVE OVEN
BOT	BOTTOM	N	NORTH
CAB	CABINET	N.I.C.	NOT IN CONTRACT
C.B.	CATCH BASIN	NO	NUMBER
CEM	CEMENT	NOM	NOMINAL
CER	CERAMIC	N.T.S.	NOT TO SCALE
C.I.	CAST IRON	O/	OVER
CLG.	CEILING	OBS	OBSCURE
CLKG	CAULKING	O.C.	ON CENTER
CLR.	CLEAR	O.D.	OUTSIDE DIAMETER
CMU	CONCRETE MASONRY UNIT	OFF	OFFICE
COL	COLUMN	OPNG	OPENING
CONC.	CONCRETE	OPP	OPPOSITE
CONN	CONNECTION	P.A.	PLANTER AREA
CONST.	CONSTRUCTION	PRCST	PRECAST
CONT.	CONTINUOUS	PL	PLATE
C.T.	CERAMIC TILE	P. LAM.	PLASTIC LAMINATE
CTR	CENTER	PLAS	PLASTER
DBL	DOUBLE	PLYWD	PLYWOOD
DEPT	DEPARTMENT	PR	PAIR
D.F.	DRINKING FOUNTAIN	PT	POINT
DIA.	DIAMETER	Q.T.	QUARRY TILE
DET	DETAIL	R	RISER
DIM	DIMENSION	RAD	RADIUS
DISP	DISPENSER	R.D.	ROOF DRAIN
DN	DOWN	REF	REFERENCE
DR	DOOR	REFR	REFRIGERATOR
DS	DOWNSPOUT	REINF	REINFORCED
DWG	DRAWING	REQ'D	REQUIRED
E	EAST	RESIL	RESILIENT
EA	EACH	RM	ROOM
EL	ELEVATION	R.O.	ROUGH OPENING
ELEC	ELECTRICAL	REDWD	REDWOOD
EL EV	ELEVATOR	S	SOUTH
EMER	EMERGENCY	Sc	SOLID CORE
ENCL	ENCLOSURE	SCHED	SCHEDULE
EQ	EQUAL	SECT	SECTION
EQPT	EQUIPMENT	SH	SHELF
(E) OR EXIST	EXISTING	SHR	SHOWER
EXPO	EXPOSED	SHT	SHEET
EXP	EXPANSION	SIM	SIMILAR
E.J.	EXPANSION JOINT	SPEC	SPECIFICATION
EXT	EXTERIOR	SQ	SQUARE
F.A.	FIRE ALARM	S.STL	STAINLESS STEEL
F.D.	FLOOR DRAIN	S.SK	SERVICE SINK
FND	FOUNDATION	STA	STATION
F.E.	FIRE EXTINGUISHER	STD	STANDARD
F.E.C.	FIRE EXTINGUISHER CABINET	STL	STEEL
FIN	FINISH	STOR	STORAGE
FL	FLOOR	STRUC	STRUCTURAL
FLASH	FLASHING	SUSP	SUSPENDED
FLUOR	FLUORESCENT	SYM	SYMMETRICAL
F.O.C.	FACE OF CONCRETE	TRD	TREAD
F.O.F.	FACE OF FINISH	T.B.	TOWEL BAR
F.O.S.	FACE OF STUD	T.C.	TOP OF CURB
FPRF	FIREPROOF	TEL	TELEPHONE
FT	FOOT OR FEET	T&G	TONGUE AND GROOVE
FTG	FOOTING	THK	THICK
FURR	FURRING	T.P.	TOP OF PAVEMENT
GA	GAUGE	TV	TELEVISION
GALV	GALVANIZED	T.W.	TOP OF WALL
G.D	GARBAGE DISPOSAL	TYP	TYPICAL
G.I.	GALVANIZED IRON	UNF	UNFINISHED
GL	GLASS	U.N.O.	UNLESS OTHERWISE NOTED
GND	GROUND	W	WEST
GR	GRADE	UR	URINAL
GYP.	GYPSUM	VERT	VERTICAL
H.B.	HOSE BIB	VEST	VESTIBULE
H.C.	HOLLOW CORE	W	WEST
HDWD	HARDWOOD	W/	WITH
HDWE	HARDWARE	W.C.	WATER CLOSET
HM	HOLLOW METAL	WD	WOOD
HORIZ	HORIZONTAL	W/O	WITHOUT
HR	HOUR	WP	WATERPROOF
HT	HEIGHT	WSCT	WAINSCOT
		WT	WEIGHT
		W.I.	WROUGHT IRON

SCOPE OF WORK 3

SCOPE OF WORK

INTERIOR:
PROVIDE RESTROOM REPAIR/REMODEL AND ADA COMPLIANCE LIMITED TO THE AREA OF WORK; NEW PLUMBING FIXTURES, NEW RESTROOM ACCESSORIES. NEW FLOORING. REPLACEMENT OF LIGHTS WITH NEW LED LIGHTING FIXTURES, AND NEW RESTROOM SIGNAGE. NEW GATES AND DOORS WITH COMPLIANT DOOR HARDWARE.

PROVIDE THE SNACK BAR REPAIR/REMODEL WITH NEW COUNTER TOPS, NEW ROLL UP DOORS, NEW SLIDING SERVICE WINDOWS, NEW DOORS. REPLACEMENT OF LIGHTS WITH NEW LED LIGHTING FIXTURES, NEW PLUMBING FIXTURES AND REPLACEMENT OF NON-COMPLIANT KITCHEN EQUIPMENT.

EXTERIOR:
SITE: REPLACE NON-COMPLIANT WALKWAY WITH A COMPLIANT PATH OF TRAVEL TO THE BUILDING ENTRANCES FROM ARRIVAL POINTS.
BUILDING: PROVIDE NEW METAL CANOPY ON ROOF, NEW SOLAR TUBES, NEW DORMER VENTS, NEW MAKE-UP AIR, POWER WASH ALL EXTERIOR WALLS AND PROVIDE NEW PAINT FINISH.

VICINITY MAP 4

SHEET INDEX

T1.0	TITLE SHEET, VICINITY MAP, SCOPE OF WORK
A1.0	DEMOLITION / RENOVATION PLANS
A2.0	DEMOLITION & RENOVATION REFLECTIVE CEILING PLAN
A3.0	INTERIOR ELEVATION, SECTIONS, SCHEDULES
A4.0	DETAILS - DORMER VENT, LOUVERS, TOILET ACCESSORIES, SIGNAGE, & TILE
A4.1	ENLARGED SITE PLAN, METAL GATE, SHEET METAL CANOPY, & SOLATUBE DETAILS
E1.0	LEGEND, SCOPE OF WORK, DRAWING INDEX, SWITCHGEAR ELEVATION, PANEL SHEDULE
E1.1	SINGLE LINE DIAGRAM
E1.2	PROJECT NOTES
E2.0	SITE PLAN
E2.1	POWER, LIGHTING PLAN
E3.0	TITLE 24

Plans do not indicate local building department or Health Dept approvals, please confirm

Approved noted plans reside with owner.

BBC Comment Review 7-16-25

BOA Architecture Interiors Planning
1511 Cola Ave. Long Beach, CA 90813 Tel. 562-912-7900

FREEDOM PARK RESTROOM AND SNACK BAR BUILDING ACCESSIBILITY IMPROVEMENTS
275 E PLEASANT VALLEY RD, CAMARILLO, CA 93010

Designed: LA
CAD Dwg: M
Architect: LOK
Engineer: KEA
Checked: KEA
Date Issued: 6/5/25
Job Number: 1911

C Rev:

Comments:

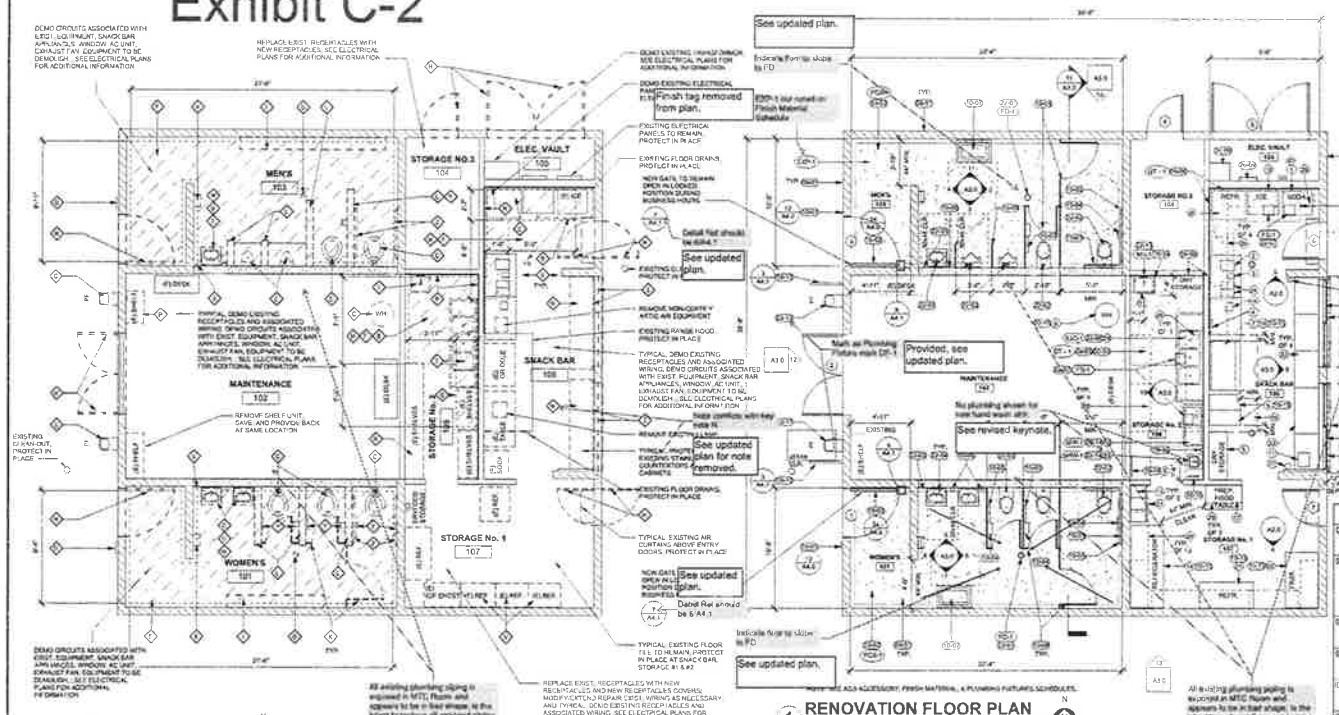
EDWARD J. APTEKA No. C-26860 REGISTERED PROFESSIONAL ENGINEER STATE OF CALIFORNIA

- TITLE SHEET, VICINITY MAP, SCOPE OF WORK

T1.0

416/518

Exhibit C-2



2 DEMOLITION PLAN

SCALE: 1/4" = 1'-0"

1 RENOVATION FLOOR PLAN

SCALE: 1/4" = 1'-0"

PROJECT LEGEND

DOOR LEGEND

EQUIPMENT LIST

DOOR SCHEDULE

ROOM FINISH SCHEDULE

DEMOLITION KEYNOTES

A	TYPICAL REMOVE EXISTING APPLIANCES AND KITCHEN ACCESSORIES AS NEEDED TO DO THE IMPROVEMENTS WORK UNDER THIS CONTRACT AND STORE ON A SECURE STORAGE PROVIDED BY THE CONTRACTOR ON SITE FOR RE-INSTALLATION PER RENOVATION PLAN. PROVIDE TO OWNER ANY APPLIANCES OR ACCESSORIES THAT ARE NOT TO BE RE-INSTALLED.
B	REMOVE EXISTING FLOOR SINK AND PREPARE FOR NEW TYPE, SEE PLUMBING FIXTURE SCHEDULE.
C	REMOVE EXISTING PLUMBING FIXTURE AND ASSOCIATED FITTINGS, CAP UTILITY LINES BELOW WALL/FLOOR SURFACES AS REQUIRED. RECONNECT PIPING TO NEW FIXTURES SHOWN ON RENOVATION PLAN. PATCH AND REPAIR IMPACTED WALL/FLOOR SURFACES.
D	REMOVE EXISTING ROOM ID SIGNAGE FROM WALL AND PREPARE SURFACE FOR NEW PAINT.
F	SAWCUT AND REMOVE PORTIONS OF EXISTING CONCRETE SLAB FOR NEW CONNECTIONS, SUCH AS SEWER, ELECTRICAL AND PROVIDE NEW TRENCHING AREA FOR UNDERGROUND PLUMBING, ELECTRICAL AND FOR NEW WORK. VERIFY EXTENT OF REMOVAL IN FIELD.
H	REMOVE EXISTING METAL DOOR AND METAL FRAME.
I	REMOVE EXISTING WOOD BENCH.
J	REMOVE EXISTING ROLL-UP DOOR, TRACKS, WINDOWS, TRIMS, AND PREPARE FOR NEW WORK.
K	REMOVE EXISTING TOILET PARTITION SYSTEM AND PREPARE FOR NEW WORK.
L	SAWCUT AND REMOVE PORTION OF EXISTING CMU PARTITION WALL AND ATTACHED ACCESSORIES. PATCH AND REPAIR IMPACTED WALL/FLOOR SURFACES.
M	REMOVE EXISTING FLOOR TILE. PREPARE AREA FOR NEW WORK.
N	REMOVE EXISTING BUILT IN COUNTER/SHELF AND ASSOCIATED FRAMING/SUPPORTS AND PREPARE FOR NEW WORK.
O	REMOVE EXISTING FLOOR DRAIN AND PREPARE FOR NEW TYPE.
P	REMOVE EXISTING WALL SHELF. PATCH AND REPAIR IMPACTED WALL/FLOOR SURFACES.
Q	REMOVE EXISTING MULTIPLE METAL TIER STORAGE SHELF UNIT.
R	REMOVE EXISTING QUARRY COVE BASE WALL TILE AND SUBSTRATE ONLY AS NEEDED AT IMPROVEMENT AREA TO ACCOMODATE NEW WORK.
S	REMOVE EXISTING HOSE BIB AND PREPARE FOR NEW TYPE.
T	REMOVE EXISTING SINK AND ASSOCIATED FITTINGS. CAP UTILITY LINES BELOW WALL/FLOOR SURFACES AS REQUIRED. SAVE SINK FIXTURE, AND PREPARE FOR RE-INSTALLATION PER RENOVATION FLOOR PLAN. PATCH AND REPAIR IMPACTED WALL/FLOOR SURFACES.
U	REMOVE EXISTING WALL MOUNTED MIRROR.
V	TYPICAL REMOVE NON-CENTIFIED REFRIGERATORS AS DIRECTED BY THE HEALTH DEPARTMENT.
W	REMOVE EXISTING SOAP DISPENSER.
X	REMOVE EXISTING HAND DRYER.
Y	REMOVE EXISTING TOILET PAPER DISPENSER OR SANITARY NAPKIN DISPOSAL.
Z	REMOVE EXISTING GRAB BAR.

RENOVATION KEYNOTES

03-02	NEW 4" THICK CONCRETE SLAB WITH #4 REBARS 18" O.C. BOTH WAYS, OVER 1" SAND OVER 15 MIL VISQUEEN OVER 2" SAND. WALKWAY SLOPE TO BE 1% MIN. AND 2% MAX. UNLESS OTHERWISE NOTED. SEE DETAIL 19/A4.0.
08-03	NEW 84"x42" DRIVE THRU ANODIZE ALUMINUM SLIDER WINDOW & TRANSOM BY QUICKSERV OR EQUAL TO BE INSTALLED IN EXISTING OPENING OF 84"x48" OPENING. WINDOW TO PROVIDE 1/4" CLEAR TEMPERED GLASS LOW-E, SELF-CLOSE SLIDER, WITH SERVICE OPENING UNDER 432 SQUARE INCHES PROVIDED WITH AN AIR CURTAIN ABOVE TO OPERATE AUTOMATIC WHENEVER THE WINDOW IS OPEN. CONTRACTOR TO EXTEND POWER, LOW VOLTAGE, TO EXISTING ELECTRICAL PANEL WITH 20 AMP DEDICATED CIRCUIT AND TO FIELD VERIFY SIZE.
08-05	NEW 26 GAUGE GALVANIZE STEEL WITH CORRUGATED CURTAIN, 92" WIDE X 58" HIGH ROLL-UP DOOR WITH METAL TRACKS, DOOR OPERATOR MODEL OH, AND DOOR ACCESSORIES. PROVIDED IN 22-GAUGE STEEL, MODEL C.H.I. 6500 SERIES RIGID-UP DOOR OR APPROVED EQUAL.
08-01	PRESSURE WASH EXISTING INTERIOR & EXTERIOR WALLS AND SURFACES DAMAGED BY NEW WORK. SCRAPE OFF ANY UNSTABLE PAINT, PATCH AND REPAIR ANY DAMAGED SURFACES AND PREPARE SURFACES FOR NEW FINISHES PER PLAN.
09-04	NEW 16 GUAGE STAINLESS STEEL COUNTERTOP OVER 3/4" COX PLYWOOD MOUNTED AT 34" MAX. HEIGHT ABOVE FINISH FLOOR; ALL JOINTS TO BE WELDED, SEAMLESS, & FLUSH. PROVIDED WITH DIAGONAL METAL KNEE BRACES AND ATTACHED TO EXISTING CMU.
09-03	NEW QUARRY TILE OVER NEW SLOPED SUBSTRATE. SEE FINISH MATERIAL SCHEDULE. SLOPE 1% MINIMUM OR 2% MAXIMUM PERMISSIBLE TO FLOOR DRAIN. COMPLY WITH TILE COUNCIL OF NORTH AMERICA INSTALLATION METHOD F121-07.
09-05	NEW MATCHING WALL QUARRY BASE TILE OVER NEW 5/8" CEMENT BOARD, 4" MINIMUM HEIGHT, BROWNED WITH A BOLD GROUT. SEE FINISH MATERIAL SCHEDULE.
10-01	NEW TACTILE ROOM ID SIGNAGE FOR RESTROOMS AT NEW LOCATION ON WALL. PROVIDE NEW TITLE 24 AND ADA-COMPLYING RESTROOM SIGNAGE. PATCH AND REPAIR WALL FINISHES AND SUBSTRATES MATERIALS DAMAGED BY INTROFIT WORK TO MATCH ADJACENT FINISH.
10-02	NEW GRAPHIC SIGNAGE ON ENTRY DOOR TO RESTROOM. PROVIDE 12" DIA. CIRCLE AT WOMEN'S RESTROOM AND TRIANGLE AT MENS RESTROOM. COLOR OF GEOMETRIC SIGNS SHALL CONTRAST VISUALLY WITH THE DOOR COLOR.
10-03	NEW ONE-PIECE GRAB BAR (42"x24"), 1-1/2" OUTSIDE DIAMETER, STAINLESS STEEL FINISH, MOUNT TOP OF GRAB BAR 34" ABOVE FINISH FLOOR.
10-04	NEW TOILET PAPER DISPENSER, STAINLESS STEEL FINISH.
10-05	NEW SEAT COVER DISPENSER, STAINLESS STEEL FINISH. MOUNT TOP OF DISPENSER AT 40" MAXIMUM.
10-06	NEW SOAP DISPENSER, STAINLESS STEEL FINISH. MOUNT TOP OF DISPENSER AT 40" MAXIMUM.
10-07	NEW WALL MOUNTED BABY CHANGING STATION. PROVIDE 30"x48" CLEAR FLOOR SPACE FRONT OF TABLE. DESIGN OF HANDLES AND CONTROLS (OPERABLE WITH ONE HAND, WITHOUT TIGHT GRASPING, PINCHING, OR TWISTING OF THE WRIST) REQUIRED FORCE NOT TO EXCEED 5 LBS. PROVIDE STATION MOUNTED WITH TOP AT 36" MAXIMUM AND KNEE SPACE 27" MINIMUM ABOVE FINISH FLOOR AND TOE SPACE BENEATH 11" MIN. TO 25" MAX.
10-09	NEW SOLID PHENOLIC TOILET PARTITIONS. SEE FINISH MATERIAL SCHEDULE.
10-09	NEW SOLID PHENOLIC URINAL PARTITIONS @ 22" DEEP. SEE FINISH MATERIAL SCHEDULE.
10-12	PROVIDE NEW 1-1/2" DIAMETER STAINLESS STEEL WALL TO FLOOR DRINKING FOUNTAIN GRAB BAR TO SUPPORT LOADS OF 250 POUNDS.
10-14	PROVIDE NEW BROOM RACK BY REGENCY, MODEL 600MBR24 OR APPROVED EQUAL.
10-15	PROVIDE NEW OR EXISTING EQUIPMENT AND ANY NECESSARY HOOKUP, POWER, ETC. SEE LIST FOR MODEL AND ADDITIONAL INFORMATION.
10-16	NEW WALL MOUNTED STAINLESS STEEL PAPER TOWEL DISPENSER, BOBRICK 262 OR APPROVED EQUAL.
22-01	NEW FLOOR DRAIN WITH CLEAN-OUT. FLOOR SLOPES NOT TO EXCEED 1/4" IN ANY DIRECTION.
22-02	NEW WALL MOUNTED PORCELAIN WATER CLOSET WITH CONCEAL FLUSHOMETER W/ PUSH BUTTON. SEE PLUMBING FIXTURE SCHEDULE.
22-03	NEW WALL MOUNTED PORCELAIN URINAL WITH CONCEAL FLUSHOMETER W/ PUSH BUTTON. SEE PLUMBING FIXTURE SCHEDULE.
22-04	NEW WALL MOUNTED PORCELAIN LAVATORY WITH METER FAUCET AND PIPE INSULATION TO FULLY COVER DRAIN/WATER PIPES AND EXPOSED SHARP/ABRASIVE SURFACES UNDER THE LAVATORY WITH A WHITE PVC LAV SHIELD. SEE PLUMBING FIXTURE SCHEDULE.
22-05	NEW HOSE BIB TO MATCH EXISTING ONE AND SECURE EXISTING SUPPLY PIPE TO EXISTING BUILDING WALL.
22-06	RE-INSTALL EXISTING 3 BOWL COMPARTMENT SINK "EVEREST" W/ 2 DRAIN BOARDS & METAL KICKPLATE. PROVIDE NEW CEMENT & DRAINBOARD PROVIDED 2 MIN. OF 19W18X12 INCH DEPTH; PROVIDE NEW PLUMBING FITTINGS FOR DRAINAGE, AND NEW SUPPLY LINES TO EXISTING FAUCET. INK TO DRAIN INTO NEW FLOOR SINK WITH A MINIMUM 1" AIR GAP.
22-07	NEW FLOOR SINK TO BE FLUSH WITH CONCRETE FINISH FLOOR. SEE PLUMBING FIXTURE SCHEDULE.
22-11	ADJUST THE HEIGHT OF THE DRINKING FOUNTAIN TO PROVIDE 36" MAXIMUM HIGH BUBBLER ABOVE FINISH FLOOR. PROVIDE OR REPLACE ANY NEW WATER/DRAIN LINES NEEDED AND FITTINGS.
22-12	ADJUST THE HEIGHT OF THE DRINKING FOUNTAIN TO PROVIDE 38" MINIMUM TO 43" MAXIMUM HIGH BUBBLER ABOVE FINISH FLOOR. PROVIDE OR REPLACE ANY NEW WATER/DRAIN LINES NEEDED AND FITTINGS.
22-13	RE-INSTALL EXISTING MOP SINK AT SAME LOCATION. PROVIDE NEW P-TRAP, SUPPLY LINES, AND ATTACHMENT HARDWARE AS NEEDED. PROVIDE NEW FAUCET WITH APPROVED VACUUM BREAKER. SEE PLUMBING FIXTURE SCHEDULE.
22-14	NEW SINK, PROVIDE NEW P-TRAP, SUPPLY LINES, AND ATTACHMENT HARDWARE AS NEEDED. SEE EQUIPMENT & PLUMBING FIXTURE SCHEDULE.
22-15	NEW ELECTRIC WATER HEATER, ATTACHED TO EXISTING METAL SEISMIC STRAPS AND PROVIDE ALL REQUIRED SUPPLY LINES, CONNECTIONS, POWER, AND HARDWARE AS NEEDED. SEE PLUMBING FIXTURE SCHEDULE.
26-08	NEW ELECTRICAL TRANSFORMER. SEE ELECTRICAL PLANS FOR ADDITIONAL INFORMATION.
26-09	NEW ELECTRICAL PANELS AND BREAKERS. SEE ELECTRICAL PLANS FOR ADDITIONAL INFORMATION.

BOA Architecture Interiors Planning
1511 Cola Ave. Long Beach, CA 90813 Tel. 562-912-7900

REEDOM PARK
ESTROOM AND
CK BAR BUILDING
ACCESSIBILITY
MPROVEMENTS
ET VALLEY RD, CAMARILLO, CA 93010

See revised keynote 08 03 with model numbers.

No spec or equipment key notes found for some symbols

Model (5H) door operator appears to require power. Exist. Plans do not indicate added circuits.

No power required. See updated keynote.

Designed: LA
CAD Drafted: MP
Reviewed: BA
Checked: PWM
Date Issued: 5/17/18
Job Number: 1615

OWNER:

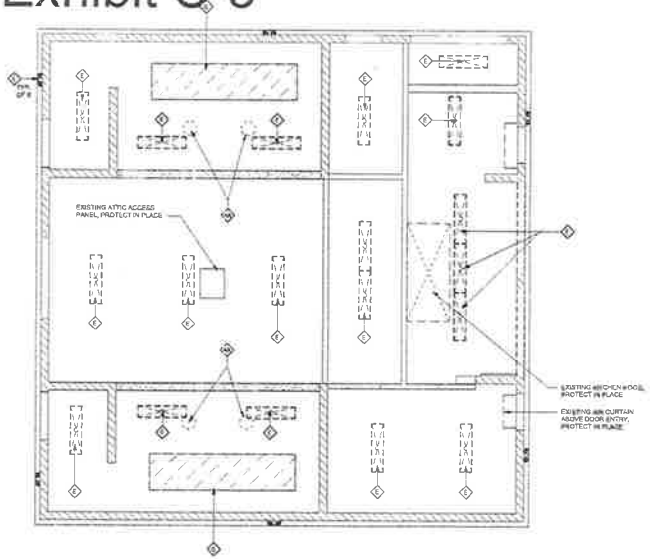
CONSULTANT:

DEMOLITION / RENOVATION PLANS

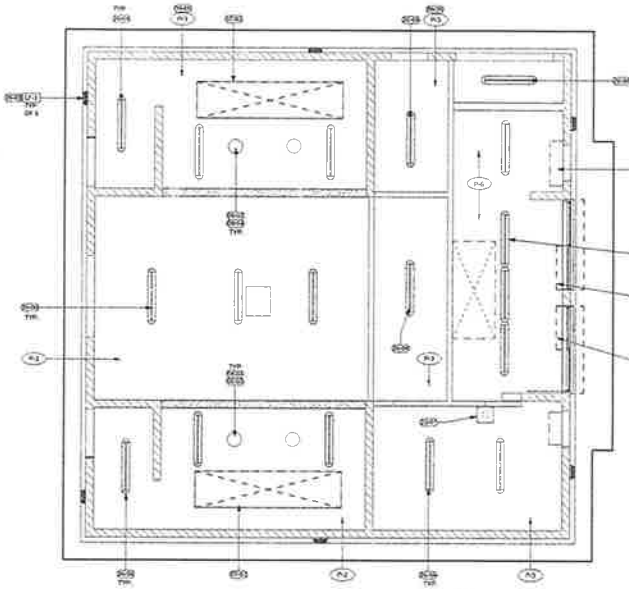
A1.0

4-17-518

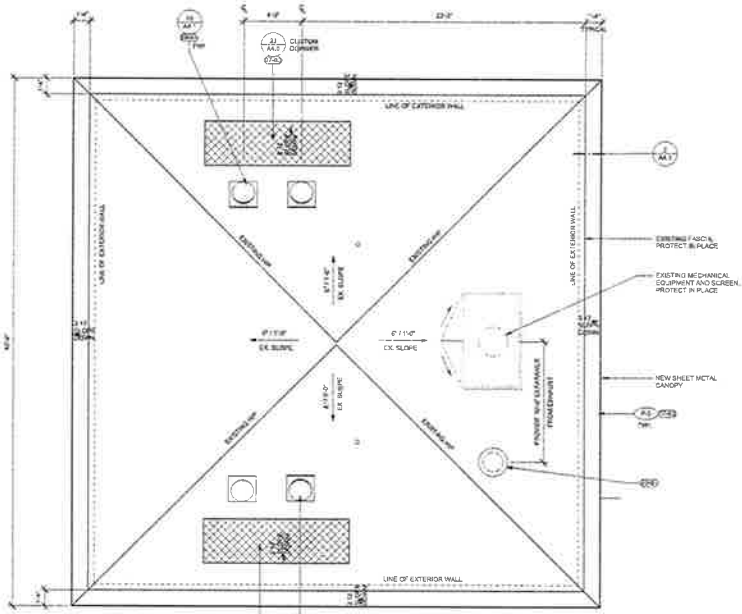
Exhibit C-3



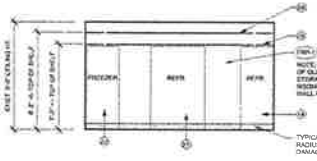
1 **DEMOLITION REFLECTIVE CEILING PLAN**
SCALE: 1/4" = 1'-0"



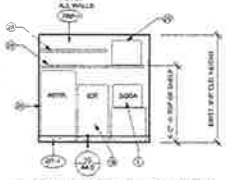
2 **RENOVATION REFLECTIVE CEILING PLAN**
SCALE: 1/4" = 1'-0"



3 **ROOF PLAN**
SCALE: 1/4" = 1'-0"



4 **STORAGE RM. 1 - SOUTH**
SCALE: 1/4" = 1'-0"



5 **SNACK BAR - NORTH**
SCALE: 1/4" = 1'-0"

VENTILATION AREA

EXISTING FLOOR AREA = 614 PER MECHANICAL CODE 402.7
MEN'S: 232 SF x 6% = 13.9 SF
WOMEN'S: 220 SF x 6% = 13 SF
PROVIDING 12'-0" WIDE x 1'-0" HIGH OPENING = 12 SF OF NATURAL VENTILATION ON EACH DORMER VENT

DEMOLITION KEYNOTES

AA	SAWCUT DRYWALL, PLYWOOD, AND REMOVE ALL NECESSARY ROOFING TO ACCOMODATE NEW SOLAR TUBE WORK.
E	REMOVE EXISTING ELECTRICAL LIGHT FIXTURE, SWITCHES, ETC. AND PREPARE FOR NEW ELECTRICAL WORK.
G	REMOVE EXISTING METAL SCREEN AT CEILING/ROOF AND PREPARE FOR NEW WORK. PATCH CEILING OPENING WALL AS NEEDED.

RENOVATION KEYNOTES

06-02	PROVIDE DOUBLE 2x BLOCKING BETWEEN ROOF RAFTERS AT EACH END OF THE SOLATUBE WITH A 1/2" PLYWOOD ATTACHED TO UNDERSIDE OF ROOF RAFTERS.
07-02	NEW 26 GAUGE GALVANIZE SHEET METAL ROOF OVERHANG CANOPY PAINTED PER FINISH MATERIAL SCHEDULE PROVIDE TOP & BOTTOM #10 x 1-1/2" TRUSSRP METAL-TO-WOOD SELF-PIERCING SCREWS AT 18" O.C. INTO EXISTING 2X10 WOOD FASCIA.
07-03	PROVIDE NEW CUSTOM SHEET METAL ROOF DORMER VENT, CONTRACTOR TO VERIFY SIZE, AND PROVIDE SHOP DRAWINGS PRIOR TO FABRICATION.
08-04	NEW 14" SOLAR TUBES TO BE INSTALLED AT ROOF PER MANUFACTURE RECOMMENDATION. LOCATE IN BETWEEN EXISTING ROOF RAFTERS AND PROVIDE NEW BLOCKING. SEE ROOF PLAN FOR LOCATION.
09-06	NEW MATCHING WALL QUARRY BASE TILE OVER NEW 5/8" CEMENT BOARD, 4" MINIMUM HEIGHT. SHOWN/ID WITH BOLD LINE ON RENOVATION PLAN. SEE FINISH MATERIAL SCHEDULE.
23-01	NEW SUPPLY FAN COOK KSP 1305 OR EQUAL. PROVIDED WITH ROOF CURB, MERV 13 FILTER, AND STANDARD MESH FILTER W/ MANUFACTURE FILTER BOX/RACK HARDWARE. EXTEND POWER FROM A SPARE BREAKER FROM THE EXISTING ELECTRICAL PANEL AND PROVIDE CONDUIT, CABLE, ETC. FOR AN INTERLOCKING SWITCH FROM THE EXISTING KITCHEN EXHAUST HOOD.
26-04	NEW SURFACE MOUNTED LED LIGHT FIXTURE LOCATED PER RENOVATION REFLECTED CEILING PLAN. PROVIDE LIGHT BULBS TO BE SHIELDED, COATED, OR SHATTER RESISTANT (S AREAS WHERE FOOD IS PREPARE, AND WHERE UNPACKAGED FOOD, AND CLEAN UTENSILS, AND LIMENS, ARE STORED.
26-05	NEW SURFACE MOUNTED WALL PACK LED VANDAL RESISTANT LIGHT FIXTURES TO MATCH EXISTING SIZE AT EXISTING LOCATION (FIELD VERIFY)
26-07	NEW SURFACE MOUNTED AIR CURTAIN, EXTEND POWER, ELECTRICAL WIRES WITH CONDUITS FROM ADJACENT J-BOX.

DEMOLITION NOTES

1. CAP ALL EXISTING UTILITIES & PREPARE FOR NEW WORK AS REQUIRED.
2. PROVIDE ALL LABOR, MATERIAL, AND EQUIPMENT NECESSARY TO COMPLETE DEMOLITION WORK AS INDICATED ON DRAWINGS AND SPECIFICATIONS AND AS REQUIRED TO ACCOMMODATE NEW CONSTRUCTION.
3. PATCH, REPAIR, AND RESTORE ALL AREAS DAMAGED BY THE DEMOLITION WORK AND DEMOLITION TO MATCH CONDITION OF ADJACENT UNDISTURBED SURFACES.
4. REMOVE FROM THE SITE ALL MATERIAL RESULTING FROM THE DEMOLITION WORK IN SUCH A MANNER AS TO AVOID CREATING A NUISANCE. DISPOSE OF ALL MATERIALS FROM THE SITE ON A DAILY BASIS AT NO ADDITIONAL COST TO THE OWNER.
5. DISPOSE OF ALL MATERIAL RESULTING FROM THE DEMOLITION WORK IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS, INCLUDING THOSE GOVERNING NOISE, DUST, AND DIRT CONTROL, DISPOSAL OF HAZARDOUS MATERIALS; AND REQUIREMENTS OF THE LOCAL AIR QUALITY MANAGEMENT DISTRICT.

RENOVATION NOTES

A. ELECTRICAL / MECHANICAL EQUIPMENT AND DUCTS REINSTALL AND PROPERLY RECONNECT EXISTING DUCTWORK, SWITCHES, THERMOSTATS, AND OTHER EXISTING ELEC./MECH., EQUIPMENT AND DEVICES REMOVED DURING THE WORK BUT NOT INDICATED TO BE REMOVED. REINSTALL ONLY EQUIPMENT AND DEVICES THAT ARE IN GOOD CONDITION. DISCARD EQUIPMENT AND DEVICES THAT ARE NOT IN CONDITION AT LEAST AS GOOD AS EXISTED BEFORE REMOVAL, AND PROVIDE NEW EQUIVALENT EQUIPMENT AND DEVICES. NEW EQUIPMENT AND DEVICES SHALL EXACTLY MATCH THOSE REMOVED IN TYPE, SIZE, FINISH, CONFIGURATION, AND OPERATING CHARACTERISTICS, UNLESS NOTED OTHERWISE. ALL INSTALLATION SHALL MEET CURRENT BUILDING CODE.

B. PROVIDE NEW MATERIALS TO MATCH EXISTING UNDISTURBED WORK FOR CLOSING OF OPENINGS, REPAIRS, AND RENOVATION. NEW FINISH MATERIALS AND SUBSTRATES TO MATCH EXISTING SHALL BE THE SAME TYPES, SIZES, QUALITIES, AND COLORS AS EXISTING ADJACENT MATERIAL. REPAIR ALL DAMAGED OR DEFACED FLOOR, WALL, AND CEILING FINISHES ASSOCIATED WITH THESE ALTERATIONS.

C. THE CONTRACTOR/SUB-CONTRACTOR SHALL SUBMIT THE PLANS TO THE FIRE DEPARTMENT FOR DEFERRED APPROVAL. USE THE EXISTING EQUIPMENT WHERE POSSIBLE.

D. WHERE EXISTING PLUMBING VENT PIPES ARE REMOVED FROM THE ROOF AND NEW ONES ARE INSTALLED THE CONTRACTOR SHALL PATCH AND REPAIR THE ROOF. THE PATCHING AND REPAIR SHALL BE DONE USING A SUB-CONTRACTOR EXPERIENCED WITH ROOFING IN GENERAL AND ROOFING REPAIRS.

E. FLOOR COVERING MATERIALS SHALL COMPLY WITH ASTM STANDARD E-648, AND HAVING A SPECIFIC OPTICAL DENSITY SMOKE RATING NOT TO EXCEED 450 PER ASTM E 662, CBC 804.4

FINISH MATERIAL SCHEDULE

ITEM No.	MATERIAL	* MANUFACTURE	COLOR/MODEL NO.	NOTES
FRP-1	FIBERGLASS REINFORCE PLASTIC PANELS	MARLITE	SMOOTH GLOSS FINISH, COLOR TO BE SELECTED BY OWNER	PROVIDE NEW FRP TO EXTEND FROM TOP OF COVE BASE TO FULL WALL HEIGHT AT SNACK BAR, STORAGE ROOM #1, STORAGE ROOM #2, AND AT SINKS AREA WALLS EXCEPT AT THE EXHAUST HOOD LOCATION. PROTECT IN PLACE EXISTING STAINLESS STEEL PANEL.
GB-1	GYP BOARD	USG	MOISTMAT II & MOLD RESISTANT TYPE	5/8" THICK GYP BD. SHALL BE SMOOTH FINISH TO MATCH ADJACENT SURFACES
PC-1	POLISH CONCRETE SEALER (GREASE AND MOISTURE RESISTANT)	CONCRETE SEALERS USA	TBD BY ARCHITECT	PATCH AND REPAIR EXISTING CONCRETE SURFACE AND PROVIDE A MAXIMUM OF 200 GRIT POLISH THROUGHOUT. CONTRACTOR SHALL PROVIDE FIVE AREA MOCK UP FOR APPROVAL. PROVIDE CONCRETE SEALERS USA TS210 OIL & STAIN PROTECTOR FOR CONCRETE SURFACES OR APPROVED EQUAL, FOR GREASE AND ACID RESISTANT PENETRATING SEALER.
P-1	SEMI-GLOSS PAINT	DUNN-EDWARD	ARCHITECT TO SELECT	INTERIOR WALLS
P-2	SEMI-GLOSS PAINT	DUNN-EDWARD	ARCHITECT TO SELECT	DOOR, DOOR FRAME, & VENTS
P-3	SEMI-GLOSS PAINT	DUNN-EDWARD	MATCH EXISTING	CEILING
P-4	SEMI-GLOSS PAINT	DUNN-EDWARD	MATCH EXISTING	EXTERIOR CMU WALLS
P-5	SEMI-GLOSS PAINT	DUNN-EDWARD	MATCH EXISTING ROOF COLOR	METAL ROOF CANOPY EXTENSION & SOFFITS ABOVE
PL-1	LAMINATE	WILSONART	ARCHITECT TO SELECT	BASE CABINETS
PT-1	PORCELAIN TILE	DAL TILE	ARCHITECT TO SELECT	WALL 12 X 24 TILE
QT-1	QUARRY TILE	DAL TILE	ARCHITECT TO SELECT	MATCH EXISTING 6" HIGH TILE (4" MIN. HEIGHT), WITH 3/8" RADIUS AT THE FLOOR, WALL & COUNTER JUNCTURE. SEE DETAIL 15/A4.0
SS-1	SOLID SURFACE	CUSTOM FAB	STAINLESS STEEL FINISH	SEE DETAIL 17/A4.0 FOR MORE INFO

Detail 20/A4.0 indicates doors and frames to be powder coated

SEE REVISED NOTE ON P-2 FOR POWDER COATING METAL GATES ONLY AND TO MATCH COLOR OF P-2.

NOTE: *CHOICE ABOVE MANUFACTURE OR APPROVED EQUAL OR BETTER PROVIDE ALL EXISTING AND NEW WALLS FINISHES TO BE SMOOTH, NON-ABSORBENT, EASILY CLEANABLE, AND DURABLE AT THE SNACK BAR, STORAGE #1, AND STORAGE #2.

FINISH MATERIAL NOTES

1. UNLESS SPECIFICALLY INDICATED OTHERWISE, PRODUCTS SCHEDULED INDICATE QUALITY STANDARD REQUIRED, BUT ARE NOT INTENDED TO LIMIT COMPETITION LISTED COLORS AND FINISHES LISTED FOR COLOR AND FINISH REQUIRED, EXCEPT FOR PRODUCTS NOTED AS "OWNER'S STANDARD" APPROVED FINAL PRODUCTS MAY BE SUBMITTED FOR OWNER REPRESENTATIVE'S REVIEW AND APPROVAL. CONTRACTOR SHALL REQUEST APPROVAL FROM OWNER TO USE OR SUBSTITUTE ENVIRONMENTALLY PREFERABLE PRODUCTS AND RECYCLED PRODUCTS.
2. COLORS AND FINISHES SHALL MATCH SAMPLES AVAILABLE FOR VIEW BY CONTRACTOR AT OWNER'S REPRESENTATIVES PROJECT SITE OFFICE. ARCHITECT IS SOLE JUDGE OF COLOR AND FINISH MATCH.
3. WHERE "MATCH EXISTING" IS INDICATED, PROVIDE NEW MATERIAL AS NECESSARY TO PATCH OR EXTEND EXISTING MATERIAL. UNLESS AN EXCEPTION IS SPECIFICALLY NOTED, NEW MATERIAL SHALL MATCH EXISTING IN TYPE, MATERIAL SIZE, COLOR AND PATTERN.
4. WHERE CONTRACT DOCUMENTS REQUIRE COLOR MATCH, BUT EXISTING COLORS HAVE FADED OR CHANGED, OR WHERE COLOR MATCH IS IMPOSSIBLE BECAUSE MATCH COLORS ARE NOT AVAILABLE, OR WHERE COLOR MATCH IS NOT ACCEPTABLE TO OWNER'S REPRESENTATIVE, PROVIDE NEW MATERIALS THAT ARE SIMILAR TO EXISTING MATERIALS AND ACCEPTABLE TO OWNER'S REPRESENTATIVE.
5. WHERE CONTRACT DOCUMENTS REQUIRE COLOR MATCH BUT EXISTING COLORS NAME IS UNKNOWN, MATCH COLORS AS NEARLY AS PRACTICABLE BY FIELD COMPARISON. ARCHITECT IS SOLE JUDGE OF COLOR MATCH ACCURACY. MISMATCHED COLORS WHERE MATCH IS REQUIRED WILL BE REJECTED.

ADA NOTES

TOILET AND BATHING ROOM CLEARANCES

I. COAT HOOKS SHALL BE LOCATED WITHIN ONE OF THE REACH RANGES SPECIFIED IN SECTION 118-308. SHELVES SHALL BE LOCATED 40" MINIMUM AND 48" MAXIMUM ABOVE THE FINISH FLOOR. PER 118-603.4

J. DOOR SHALL NOT SWING INTO THE CLEAR FLOOR SPACE OR CLEARANCE REQUIRED FOR ANY FIXTURE, OTHER THAN THE DOOR TO THE ACCESSIBLE WATER CLOSET COMPARTMENT. A DOOR IN ANY POSITION, MAY ENCROACH INTO THE TURNING SPACE BY 12" MAXIMUM. PER 118-603.2.3

WATER CLOSETS AND TOILET COMPARTMENTS

J. THE WATER CLOSET SEATS SHALL NOT BE IMPELLING THE RETURN TO A LIFTED POSITION. SEATS SHALL BE AT HIGH MAXIMUM. PER 118-604.4

K. FLUSH CONTROLS SHALL BE HAND OPERATED OR AUTOMATIC HAND OPERATED FLUSH CONTROLS SHALL COMPLY WITH SECTION 118-309.4. OPERATION EXCEPT THEY SHALL BE LOCATED 44" MAXIMUM ABOVE THE FLOOR. FLUSH CONTROLS SHALL BE LOCATED ON THE OPEN SIDE OF THE WATER CLOSET. PER 118-604.6

L. TOILET PAPER DISPENSER SHALL NOT BE OF A TYPE THAT CONTROLS DELIVERY OR THAT DOES NOT ALLOW CONTINUOUS PAPER FLOW. PER 118-604.7

GRAB BARS

J. THE SPACE BETWEEN THE GRAB BARS AND PROJECTING OBJECTS BELOW AND AT THE ENDS SHALL BE 1 1/2" MINIMUM. THE SPACE BETWEEN THE GRAB BAR AND PROJECTING OBJECTS ABOVE SHALL BE 12" MINIMUM. PER 118-609.5

K. GRAB BARS AND ANY WALL OR OTHER SURFACES ADJACENT TO THE GRAB BAR SHALL BE FREE OF SHARP AND ABRASIVE ELEMENTS AND SHALL HAVE ROUNDED EDGES. PER 118-609.3

L. GRAB BARS SHALL NOT ROTATE IN THEIR FITTINGS. PER 118-609.6

ELECTRICAL LEGEND

MARK	SYMBOL	DESCRIPTION	MANUFACTURER AND MODEL No.	NOTES
S-1	S	EXISTING SWITCH		
R-1		EXISTING OUTLET		
LF-1		SURFACE MOUNTED, 54" LENGTH, LINEAR L.E.D. LIGHT FIXTURE	VAP LINEAR ROUGH SERVICE, LED, LITHONIA LIGHTING OR APPROVED EQUAL	ALL INTERIOR ROOMS
LF-2		SURFACE MOUNTED, 13"SP WALL PACK, LE D, VANDAL RESISTANT LIGHT FIXTURE	TWP42 LED VANDAL RESISTANT LED WALL LUMINAIRE, LITHONIA LIGHTING OR APPROVED EQUAL	EXTERIOR WALLS
MA-1		MAKE UP AIR		

BOA Architecture Interiors Planning
1511 Cota Ave. Long Beach, CA 90813 Tel. 562-912-7900

FREEDOM PARK RESTROOM AND SNACK BAR BUILDING ACCESSIBILITY IMPROVEMENTS
275 EL PASEANT VALLEY RD, CAMARILLO, CA 93010

Designer:	HI
Checked:	HI
Job Number:	1505
Engineer:	MA
Client:	HPRD
Date Issued:	9/15/16
Job Number:	1507

Client:

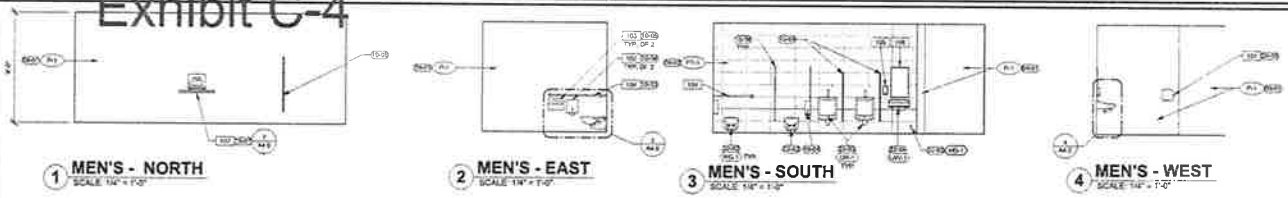
Consultant:

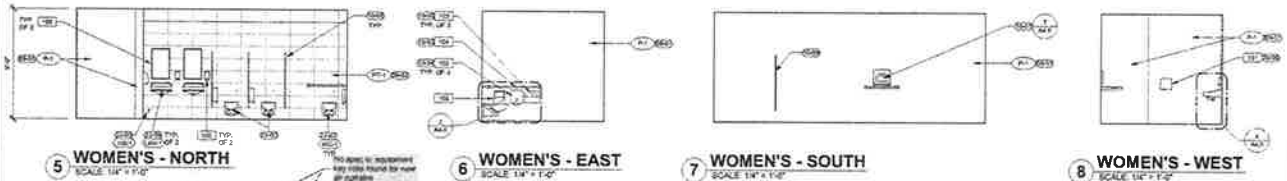
- DEMOLITION & RENOVATION REFLECTIVE CEILING PLAN

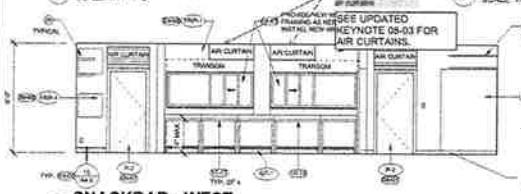
A2.0

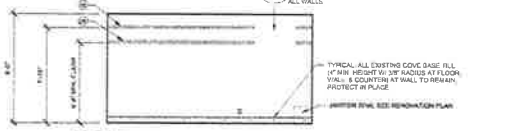
4/18/518

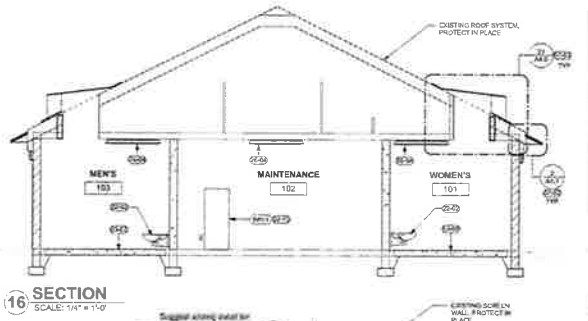
Exhibit C-4

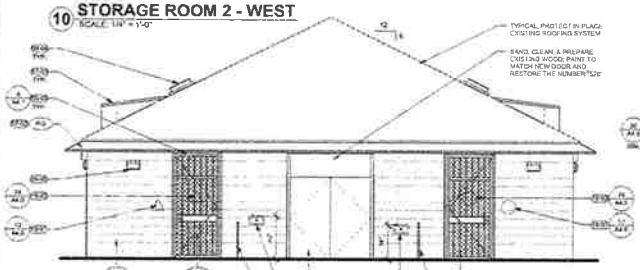


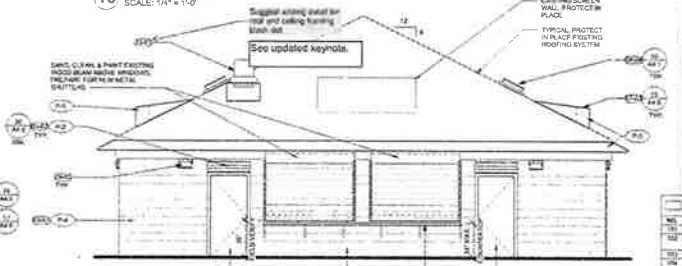


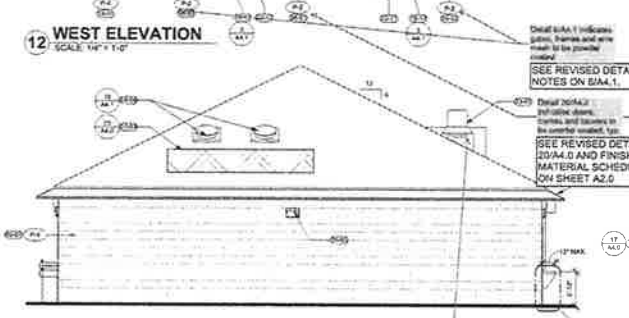


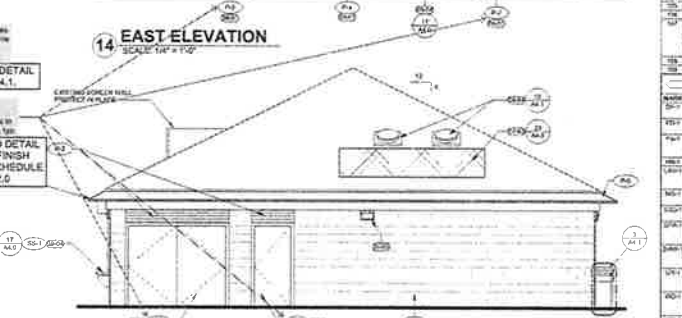












RENOVATION KEYNOTES

03-02	NEW 4" THICK CONCRETE SLAB WITH #4 REBARS 18" O.C. BOTH WAYS, OVER 1" SAND OVER 15 MIL VISQUEEN OVER 2" SAND. WALKWAY SLOPE TO BE 1% MIN. AND 2% MAX. UNLESS OTHERWISE NOTED. SEE DETAIL 1/A4.E.
03-02	NEW POWDER COAT STEEL LOUVER PANEL. PROVIDE INSIDE OF BUILDING NEW T-304 STAINLESS STEEL FRAME AND WIRE MESH, 16x16 MESH, 0.035" DIAMETER WIRE, PROVIDING MIN. OF 16 MESH PER SQUARE INCH. PAINT PER MATERIAL SCHEDULE.
03-03	NEW POWDER COAT 3/4" #9 EXPANDED STEEL WIRE MESH SECURITY PANEL WITH FRAME AND WITH T-304 STAINLESS STEEL FRAME AND WIRE MESH, 16x16 MESH, 0.035" DIAMETER WIRE, PROVIDING MIN. OF 16 MESH PER SQUARE INCH. PAINT PER MATERIAL SCHEDULE.
07-02	NEW 20 GAUGE GALVANIZE SHEET METAL ROOF OVERHANG CANOPY PAINTED PER FINISH MATERIAL SCHEDULE PROVIDE TOP & BOTTOM 2x10 x 1-1/2" TRUSRP METAL-TO-WOOD SELF-PIERCING SCREWS AT 16" O.C. INTO EXISTING 2X10 WOOD FASCIA.
07-03	PROVIDE NEW CUSTOM SHEET METAL ROOF SCRIMER VENT. CONTRACTOR TO VERIFY SIZE, AND PROVIDE SHOP DRAWINGS PRIOR TO FABRICATION.
08-01	NEW DOOR AND DOOR FRAME, AND HARDWARE. SEE DOOR SCHEDULE.
08-02	NEW HOLLOW METAL GATE AND HOLLOW METAL DOOR FRAME. MAIN GATE IS TO REMAIN OPEN IN THE LOCK POSITION DURING BUSINESS HOURS. PROVIDE NEW DOOR HARDWARE PER DOOR SCHEDULE. CONTRACTOR TO PROVIDE SHOP DRAWINGS FOR REVIEW PRIOR TO FABRICATION.
08-03	NEW 84"x42" DRIVE THRU ANODIZE ALUMINUM SLIDER WINDOW & TRANSOM BY QUICKSERV OR EQUAL TO BE INSTALLED IN EXISTING OPENING OF 84"x48" OPENING. WINDOW TO PROVIDE 1/4" CLEAR TEMPERED GLASS LOW-E, SELF-CLOSE SLIDER, WITH SERVICE OPENING UNDER 433 SQUARE INCHES. PROVIDED WITH AN AIR CURTAIN ABOVE TO OPERATE AUTOMATIC WHENEVER THE WINDOW IS OPEN. CONTRACTOR TO EXTEND POWER, LOW VOLTAGE, TO EXISTING ELECTRICAL PANEL WITH 20 AMP DEDICATED CIRCUIT AND TO FIELD VERIFY SIZE.
08-04	NEW 14" SOLAR TUBES TO BE INSTALLED AT ROOF PER MANUFACTURE RECOMMENDATION. LOCATE IN BETWEEN EXISTING ROOF RAFTERS AND PROVIDE NEW BLOCKING. SEE ROOF PLAN FOR LOCATION.
09-01	PRESSURE WASH EXISTING INTERIOR & EXTERIOR WALLS AND SURFACES DAMAGED BY NEW WORK. SCRAPE OFF ANY UNSTABLE PAINT. PATCH AND REPAIR ANY DAMAGED SURFACES AND PREPARE SURFACES FOR NEW FINISHES PER PLAN.
09-02	NEW WALL TILE OVER NEW 5/8" CEMENT BOARD. SEE MATERIAL SCHEDULE & INTERIOR ELEVATIONS.
09-04	NEW 16 GUAGE STAINLESS STEEL COUNTERTOP OVER 3/4" CDX PLYWOOD MOUNTED AT 34" MAX. HEIGHT ABOVE FINISH FLOOR; ALL JOINTS TO BE WELDED, SEAMLESS, & FLUSH. PROVIDED WITH DIAGONAL METAL KNEE BRACES AND ATTACHED TO EXISTING CMU.
09-06	NEW MATCHING WALL QUARRY BASE TILE OVER NEW 5/8" CEMENT BOARD. 4" MINIMUM HEIGHT. SHOWNED WITH BOLD LINE ON RENOVATION PLAN. SEE FINISH MATERIAL SCHEDULE.
09-08	NEW FIBER GLASS REINFORCE PANEL (FRP) SYSTEM TO EXTEND FROM TOP OF COVED BASE TILE TO FULL HEIGHT WALL OVER EXISTING OR NEW 5/8" HIGH IMPACT & WATER RESISTANT GYP BOARD PROVIDED AT THE SNACK BAR ROOM, STORAGE ROOM #1 & #2.
10-01	NEW TACTILE ROOM ID SIGNAGE FOR RESTROOMS AT NEW LOCATION ON WALL. PROVIDE NEW TITLE 24 AND ADA-COMPLYING RESTROOM SIGNAGE. PATCH AND REPAIR WALL FINISHES AND SUBSTRATES MATERIALS DAMAGED BY RETROFIT WORK TO MATCH ADJACENT FINISH.
10-02	NEW GEOMETRIC SIGNAGE ON ENTRY DOOR TO RESTROOM. PROVIDE 12" DIA. CIRCLE AT WOMEN'S RESTROOM AND TRIANGLE AT MEN'S RESTROOM. COLOR OF GEOMETRIC SIGNS SHALL CONTRAST VISUALLY WITH THE DOOR COLOR.
10-03	NEW ONE-PIECE GRAB BAR (42"x54"), 1-1/2" OUTSIDE DIAMETER, STAINLESS STEEL FINISH, MOUNT TOP OF GRAB BAR 34" ABOVE FINISH FLOOR.
10-04	NEW TOILET PAPER DISPENSER, STAINLESS STEEL FINISH.
10-05	NEW SEAT COVER DISPENSER, STAINLESS STEEL FINISH. MOUNT TOP OF DISPENSER AT 40" MAXIMUM.
10-07	NEW WALL MOUNTED BABY CHANGING STATION. PROVIDE 30"x48" CLEAR FLOOR SPACE FRONT OF TABLE. DESIGN OF HANDLES AND CONTROLS (OPERABLE WITH ONE HAND, WITHOUT TIGHT GRASPING, PINCHING, OR TWISTING OF THE WRIST) REQUIRED FORCE NOT TO EXCEED 5 LBS. PROVIDE STATION MOUNTING HEIGHT IN THE DOWN POSITION 34" MAXIMUM AND KNEE SPACE 27" MINIMUM ABOVE FINISH FLOOR AND TOE SPACE BENEATH 17" MIN. TO 25" MAX.
10-08	NEW SOLID PHENOLIC TOILET PARTITIONS. SEE FINISH MATERIAL SCHEDULE.
10-09	NEW SOLID PHENOLIC TOILET PARTITIONS @ 27" DEEP. SEE FINISH MATERIAL SCHEDULE.
10-12	PROVIDE NEW 1-1/2" DIAMETER STAINLESS STEEL WALL TO FLOOR DRIWOND FOUNTAIN GRAB BAR TO SUPPORT LOADS OF 250 POUNDS.
10-17	PROVIDE NEW STAINLESS STEEL TABLE; 34" MAXIMUM HEIGHT FROM FINISH FLOOR WITH 4" HIGH SPLASH. MODEL: AERO 27GBX2436 OR APPROVED EQUAL
10-18	PROVIDE NEW STAINLESS STEEL TABLE; 34" MAXIMUM HEIGHT FROM FINISH FLOOR WITH 4" HIGH SPLASH. MODEL: AERO 27GBX2448 OR APPROVED EQUAL.
22-02	NEW WALL MOUNTED PORCELAIN WATER CLOSET WITH CONCEAL FLUSHOMETER W/ PUSH BUTTON. SEE PLUMBING FIXTURE SCHEDULE.
22-03	NEW WALL MOUNTED PORCELAIN URINAL WITH CONCEAL FLUSHOMETER W/ PUSH BUTTON. SEE PLUMBING FIXTURE SCHEDULE.
22-04	NEW WALL MOUNTED PORCELAIN LAVATORY WITH METER FAUCET AND PIPE INSULATION TO FULLY COVER DRAIN/WATER PIPES AND EXPOSED SHARP/ABRASIVE SURFACES UNDER THE LAVATORY WITH A WHITE PVC LAV SHIELD. SEE PLUMBING FIXTURE SCHEDULE.
22-05	NEW HOSE BIB TO MATCH EXISTING ONE AND SECURE EXISTING SUPPLY PIPE TO EXISTING BUILDING WALL.
22-11	ADJUST THE HEIGHT OF THE DRINKING FOUNTAIN TO PROVIDE 38" MAXIMUM HIGH BUBBLER ABOVE FINISH FLOOR. PROVIDE OR REPLACE ANY NEW WATER/DRAIN LINES NEEDED AND FITTINGS.
22-12	ADJUST THE HEIGHT OF THE DRINKING FOUNTAIN TO PROVIDE 36" MINIMUM TO 43" MAXIMUM HIGH BUBBLER ABOVE FINISH FLOOR. PROVIDE OR REPLACE ANY NEW WATER/DRAIN LINES NEEDED AND FITTINGS.
22-15	NEW ELECTRIC WATER HEATER, ATTACHED TO EXISTING METAL SEISMIC STRAPS AND PROVIDE ALL REQUIRED SUPPLY LINES, CONNECTIONS, POWER, AND HARDWARE AS NEEDED. SEE PLUMBING FIXTURE SCHEDULE.
23-01	NEW CURBLY 3 AN COOK KSP 1200 OR EQUAL, PROVIDED WITH ROOF CURB, MERV 13 FILTER, AND STANDARD MESH FILTER W/ MANUFACTURE FILTER SIZE ROCK HARDWARE-EXTEND POWER FROM A SPARE BREAKER FROM THE EXISTING ELECTRICAL PANEL AND PROVIDE CONDUIT, CABLE, ETC. FOR AN INTERLOCKING SWITCH FROM THE EXISTING KITCHEN EXHAUST HOOD.
26-04	NEW SURFACE MOUNTED LED LIGHT FIXTURE LOCATED PER RENOVATION REFLECTED CEILING PLAN. PROVIDE LIGHT BULBS TO BE SHIELDED, COATED, OR SHATTER RESISTANT @ AREAS WHERE FOOD IS PREPARE AND WHERE UNPACKAGED FOOD, AND CLEAN UTENSILS, AND LINENS, ARE STORED.
26-05	NEW SURFACE MOUNTED WALL PACK LED VANDAL RESISTANT LIGHT FIXTURES TO MATCH EXISTING SIZE AT EXISTING LOCATION (FIELD VERIFY).
26-06	NEW SURFACE MOUNTED HAND DRYER. EXTEND ELECTRICAL WIRES FROM ADJACENT ABOVE.

ACCESSORY SCHEDULE

NO.	EQUIP.	MANUF.	COLOR/MODEL NO.
101	Mirror, Surface Mounted ADA Type	BOBRICK OR APPROVED EQUAL	B-747 x36 Same Size
102	SEAT-COVER DISPENSER	BOBRICK OR APPROVED EQUAL	Stainless steel
103	SEAT-COVER DISPENSER	MIDDLEBY MARSHALL	NSD
104	Mop Rack, 24" Long	Bobrick Washroom Equipment, Inc.	B-5837
105	Partition Mounted Soap Dispenser	MANUAL SOAPS	AA-SOAP-CODX-BULK-155
106	Bobrick B-254 Surface Mounted Sanitary Napkin Disposal	Bobrick Washroom Equipment, Inc.	B-254
107	CANOPY Provide canopy ceiling hung with rear mounting. Made of polypropylene with antibacterial Biocote protection, white colour. Hinged, with integrated smoke absorber for safe opening and closing, nylon safety hooks on both sides, and a slide dispenser for single-use paper towels or napkins sized up with maximum width 200 mm. Certified according to EN 14237:2003 and EN 1 60/1-2, including mounting material and 20 stainless screw inserts.	KWC Grace AC3	10.8697.DHP
108	Bobrick B-742-1836 Classic Frame Series	Bobrick Washroom Equipment, Inc.	B-295 1836
109	Bobrick B-242 Classic Series Surface Mounted Paper Towel Dispenser	Bobrick Washroom Equipment, Inc.	B-242

PLUMBING FIXTURE SCHEDULE

MARK	TYPE	DESCRIPTION
SK-1	DRINKING	EXISTING DRINKING FOUNTAIN. ADJUST HEIGHT FOR ONE OF TO BE AT 34" HIGH AND THE OTHER AT 36" HIGH FINISH FLOOR. PROVIDE ALL MISSING FITTINGS, WATER LINES, AND DRAIN LINES.
FD-1	FLOOR DRAIN	2.5" WIDTH TO 3" LENGTH, 7" LONG, 3" WIDE, 3" DEEP, WITH DUCT SHEET ROOT, ROUND TYPE, FINISH ADJUSTABLE STAINLESS GRATE WITH CLEANOUT FRONT AND RACK DOUBLE DRAINAGE FLANGE, WEEP HOLES, 3" HUBLESS, FLANGE WITH TRAP PRIMER CONNECTION.
FS-1	FLOOR SINK	PROVIDE 18" SQUARE FLOOR SINK WITH DUCTILE IRON GRATE. TRAP WEIGHT CONNECTOR. AT LEAST HALF EXPOSED WITHIN 18 FEET OF THE EQUIPMENT. DRAIN LINES NEED TO BE AT LEAST 6 INCHES OFF THE FLOOR AND 12 INCH AWAY FROM WALLS. EACH FLOOR SINK NEEDS TO BE INSTALLED FLUSH WITH THE FINISH FLOOR.
HB-1	HOSE BIB	ACORN #131
LAV-1	LAVATORY	MAXIMUM STANDARD LUSSERAC WALL-HUNG LAVATORY, WITHOUT OVERFLOW, FURNISH IN WHITE, STANDARD FAUCETS 3861.4CP/ARBO 50 OR MOUNTED IT FIELD CUTTERS WITH 4 TOLD BATCH MIL FAUCET, 0.5 GPM MANUAL PUSH KNOB AERATING SPRAY, PROVIDE FOR ADA ACCESSIBILITY
MS-1	MOP SINK	EXISTING MOP SINK, MEDICAL GAAS, AND PEDESTALS WITH NEW FITTINGS. PROVIDED WITH WALL MOUNTED WITH AN APPROVED VACUUM BREAKER.
CUST SINK COMPARTMENT	SINK	EXISTING 3 COMPARTMENT SINK AND SINK FAUCET, REMOVE, EXIST, AND REINSTALL WITH NEW FITTINGS. PROVIDE DRAINAGE TO DRAIN TO FLOOR SINK.
SINK-1	SINK FIXED WITH	PROVIDE 10 GAUGE STAINLESS STEEL COMPARTMENT SINK WITH 1 DRAINBOARDS 18"x 18"x14" BOWL, 1 RIGHT DRAINBOARD & BACKSPLASH, MOUNTED WITH SELF LEVELING BOLTS, 1.5 GPM WALL MOUNTED DOUBLE WRIST HANDLE UTILITY FAUCET W/ BRASS HANDLES
SINK-2	SINK HAND WASH	EMERGENCY STAINLESS STEEL WALL MOUNTED HAND SINK, 10 GAUGE TYPE 304 STAINLESS STEEL, UNDERCOAT SOUND COATING WITH 3 HOLE STANDARD, 4" SHALLOW, ASH, WHP FAUCETS #8 HEAVY DUTY 4 INCH CENTERS ADD, AND COLD WATER METERING, SINK FAUCET, 2.2 GPM AERATOR, 1-3/4" HANDLE, PROVIDE HOT WATER METERING PUSH
VR-1	URINAL	AMERICAN STANDARD PARKWINDOW FLOWISE 6355.003.415.020 OPEN FRONT TOP SPUD URINAL AND SENSOR-OPERATED URINAL FLUSH VALVE, MODEL 6063EM-0.5 SEC, VITREOUS CHINA, ULTRA HIGH EFFICIENCY URINAL SYSTEM, AND HALF FLOOR ROTATION, 3/4" INLET SPUD, OUTLET CONNECTION TUBULAR, 0.5 GPF, DIAMETER INCLUDED, OPERATING PRESSURE RANGE OF 20-70 PSI
WC-1	WATER CLOSET	AMERICAN STANDARD MADISON / CRITIC 16-1.0 " HEIGHT ELONGATED FLUSHOMETER TOILET, WHITE, SEE LISTED HANDICAPPED INSTALLATION, FLOOR MOUNT FLUSHOMETER VALVE TOILET, VITREOUS CHINA 1-1 / 2PT 4L, WITH CONCEALED FLUSHOMETER WITH PUSH BUTTON DIA OPEN SIDE OF 2740-1, 0.1GPF TOTAL FLUSH VALVE WITH 1 1/2 GPF, MODEL 1117.28
WH-1	WATER HEATER	RHEEM EA50-12 ELECTRIC WATER HEATER, 47 GALLON TANK TYPE WITH 208H-3PH 12 KW FIRING ELEMENT, PUMP/ON WITH TIME SYSTEM MONITING, INTERNAL POWER AND CONTROL CIRCUIT PUMPING, MAGNETIC CONTRACTORS, 120V CONTROL CIRCUIT TRANSFORMER, MANIFOLDEN THERMOSTAT WITH MANUAL RESET WITH LIMIT.

NOTE: ALL FLOOR SINKS NEED TO BE AT LEAST HALF-EXPOSED OR BE IN LINE WITH THE FRONT FACE OF ELEVATED FREESTANDING EQUIPMENT, AND WITHIN 15 FEET OF THE CONDENSATE-PRODUCING EQUIPMENT. DRAIN LINES NEED TO BE AT LEAST 6 INCHES OFF THE FLOOR AND 12 INCH AWAY FROM WALLS. EACH FLOOR SINK NEEDS TO BE INSTALLED FLUSH WITH THE FINISHED FLOOR.

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FREEDOM PARK
RESTROOM AND
SNACK BAR BUILDING
ACCESSIBILITY
IMPROVEMENTS
215 E PLEASANT VALLEY RD, CAMARILLO, CA 93010

Suggest adding detail for roof & ceiling framing block out.
See updated keynote.

Designed: LA
CAD Draft: TM
Architect: LM
Engineer: RM
Client: RM
Date: 04/19/18
Job Number: FPR

Client:

Consultant:

INTERIOR ELEVATION NOTIONS, SCHEDULES

A3.0

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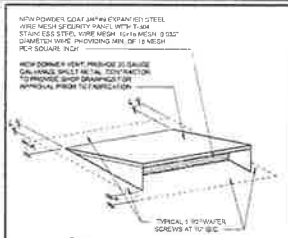
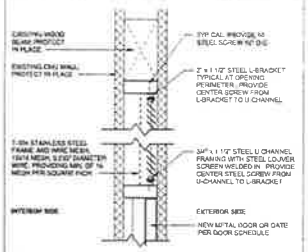
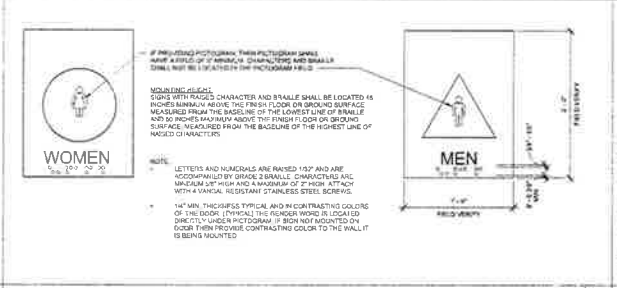
4/19/18



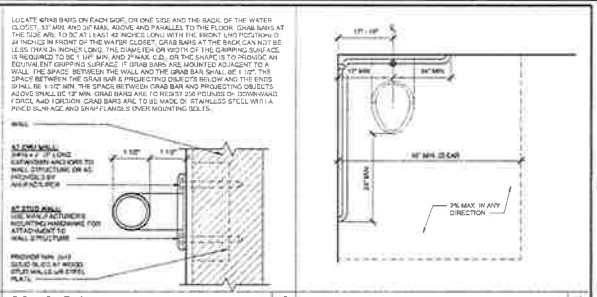
DORMER VENT AXO | 26



METAL SCREEN LOUVER | 21

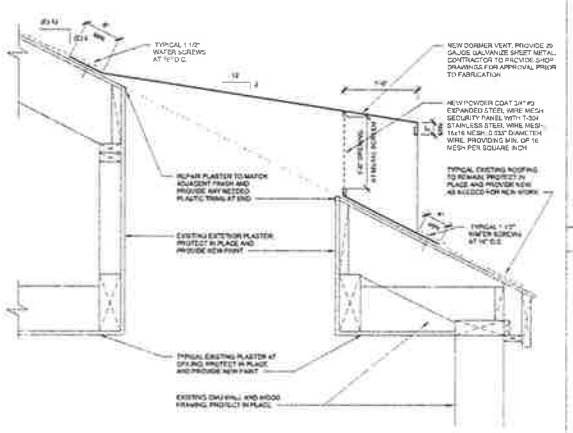


RESTROOM I.D. SIGN - ENLARGED | 11

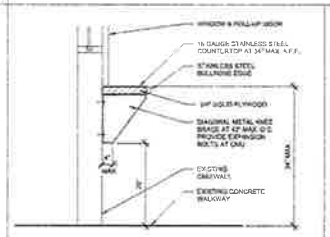


GRAB BAR | 6

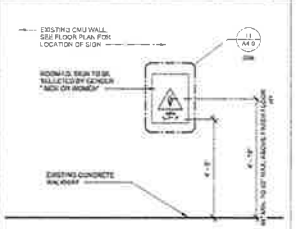
ACCESS. R.R. STALL | 1



DORMER VENT | 23



S.S. COUNTER | 17



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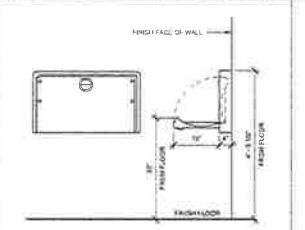
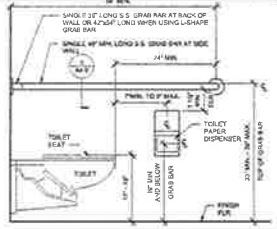
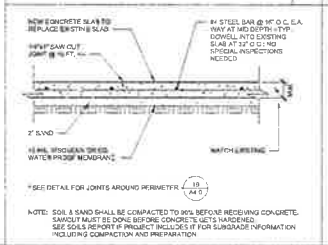


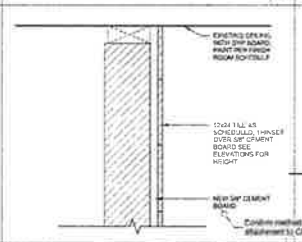
CHANGING STATION | 7



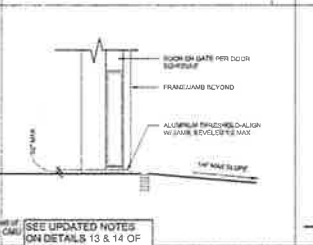
WATER CLOSET | 2



CONCRETE SLAB | 18

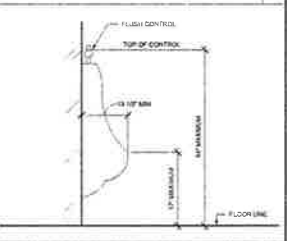


TILE AT UPPER WALL | 13

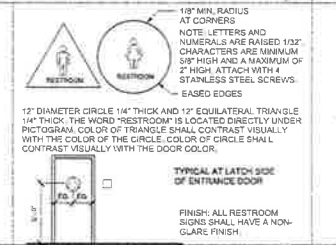


THRESHOLD | 8

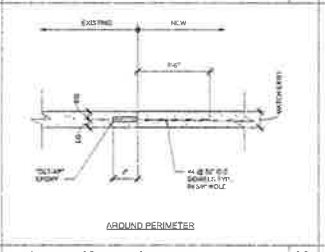
SEE UPDATED NOTES ON DETAILS 13 & 14 OF SHEET A4.0.



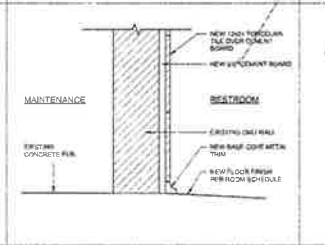
URINAL | 3



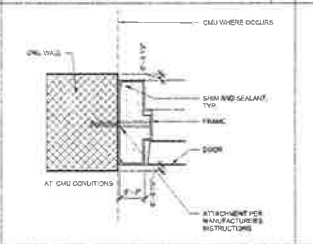
RESTROOM DOOR SIGN | 24



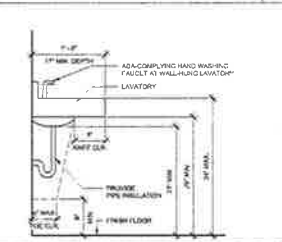
AROUND PERIMETER | 19



TILE AT WALL | 14

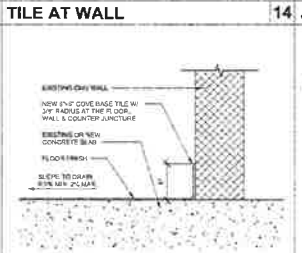


JAMB TO CMU | 9

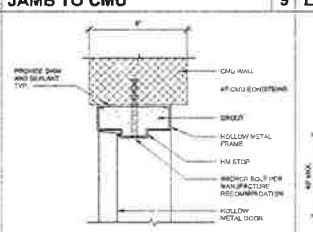


LAVATORY | 4

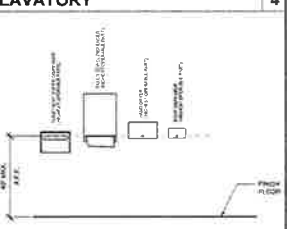
METAL LOUVER @ DOOR | 20



BASE TILE | 15



HEAD JAM TO CMU | 10



MOUNTING HT. | 5

Exhibit C-5

420/518

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FREEDOM PARK
RESTROOM AND
SNACK BAR BUILDING
ACCESSIBILITY
IMPROVEMENTS

3755 E PLEASANT VALLEY RD, CAMARILLO, CA 93010

Designed: LA
CAD Draft: RM
Architect: EEK
Engineer: PMW
Date Issue: 3/15/16
Job Number: 1501

Client:

Consultant:

- RETAILS - DORMER VENT, LOUVERS, TOILET ACCESSORIES, SIGNAGE, & TILE

A4.0

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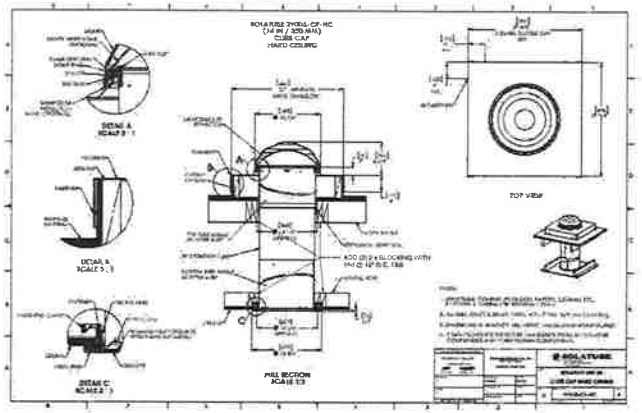
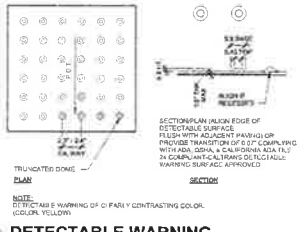
Exhibit C-6

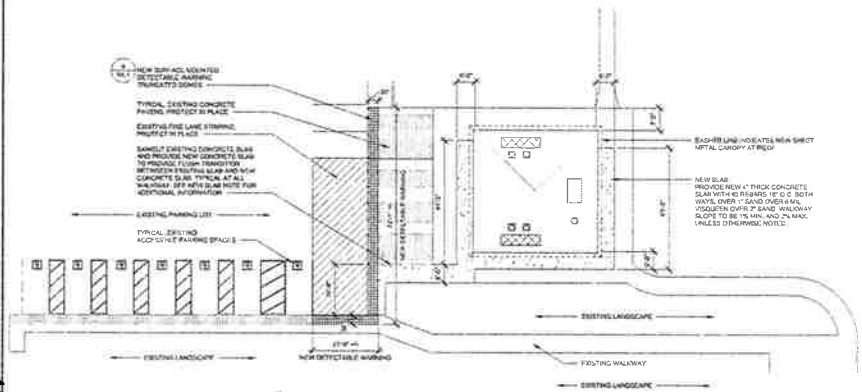


10 SOLATUBE 290 DS
SCALE: 1" = 1'-0"

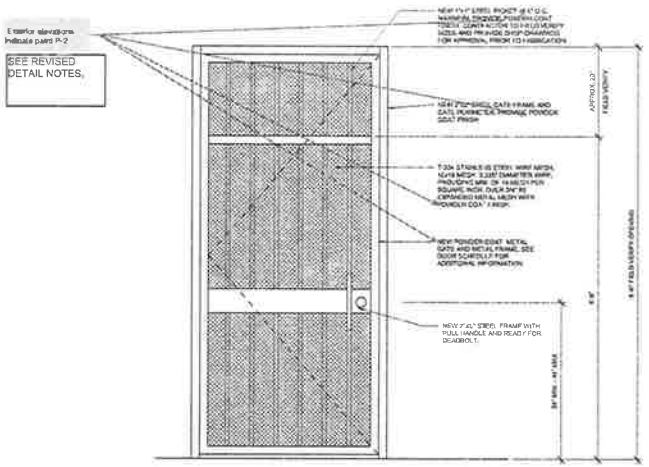


NOTE:
DETECTABLE WARNING OF CONTRASTING COLOR (COLOR: YELLOW)

9 DETECTABLE WARNING
SCALE: 1" = 1'-0"

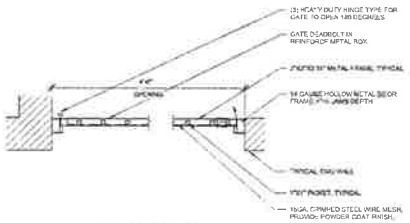


12 ENLARGED SITE PLAN
SCALE: 1/16" = 1'-0"

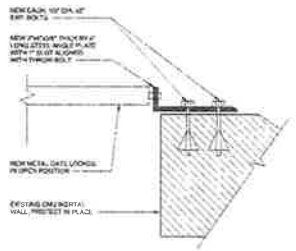


NOTE: INSTALLING 1/2" x 8" LONG @ + 24" O.C. ALL THREAD EPOXY EMBED INTO WALL INSTALLING STAINLESS STEEL DOOR FRAME AND STAINLESS STEEL DOOR

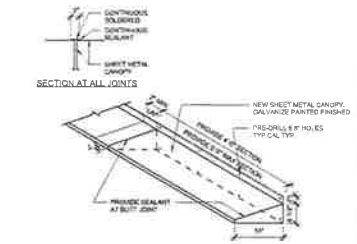
6 METAL GATE WITH SCREEN MESH
SCALE: 1" = 1'-0"



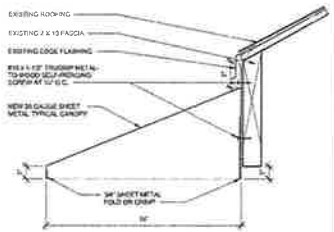
7 GATE HARDWARE
SCALE: 1" = 1'-0"



8 LATCH DETAIL
SCALE: 6" = 1'-0"

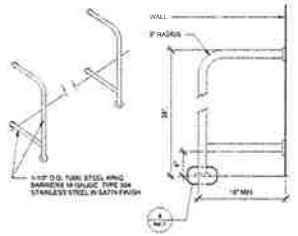


1 SHEET METAL CANOPY ISO.
SCALE: 3/4" = 1'-0"

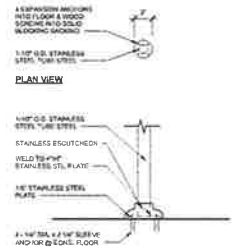


SEE DETAIL A4.1 FOR ADDITIONAL INFORMATION

2 SHEET METAL CANOPY
SCALE: 3" = 1'-0"



3 WING BARRIERS
SCALE: 1" = 1'-0"



4 RAIL TUBE ATTACHMENT
SCALE: 1 1/2" = 1'-0"

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FREEDOM PARK
RESTROOM AND
SNACK BAR BUILDING
ACCESSIBILITY
IMPROVEMENTS
270 E PLEASANT VALLEY RD, CAMARILLO, CA 93010

Designed: LA
CAD Drawn: RM
Architect: LDK
Engineer: EAA
Client: PVRD
Date Issue: 3/15/18
Job Number: 3313

Client:

Consultant:

- ENLARGED SITE PLAN,
- METAL GATE, SHEET
- METAL CANOPY, &
- SOLATUBE DETAILS

A4.1

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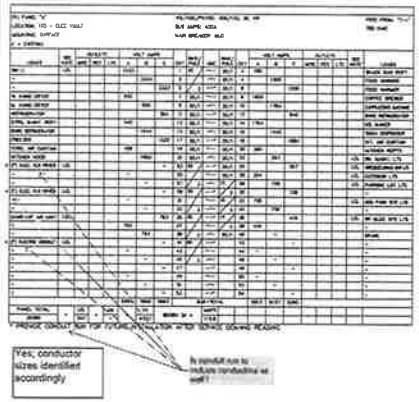
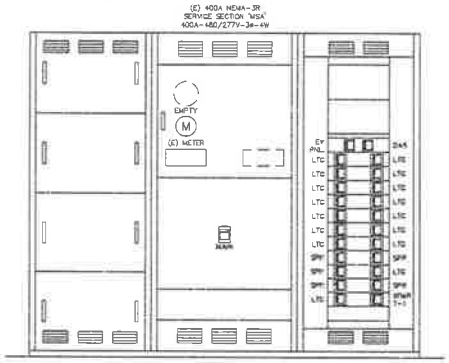
Exhibit C-7



PANEL SCHEDULE

CONTRACTOR SHALL VERIFY EXISTING CONDITION / CONFIGURATION OF SWITCHGEAR PRIOR TO INSTALLATION OF (N) BREAKER, TRANSFORMER, ASSOCIATED SERVICES DOWNSTREAM



SWITCHGEAR ELEVATION

LEGEND

SYMBOL	DESCRIPTION
	LIGHT FIXTURE, EXIT, SINGLE FACED, UNIVERSAL MOUNTED WITH DIRECTIONAL ARROWS
	LIGHT FIXTURE, EXIT, DOUBLE FACED, UNIVERSAL MOUNTED WITH DIRECTIONAL ARROWS
	LIGHT FIXTURE, EXIT
	DUPLEX RECEPTACLE, 20A, 120V, +15" AFF TO BOTTOM OF BOX OR AS NOTED; C= INDICATES CPU; I= INDICATES ISOLATED GROUND
	Strike emblem RECEPTACLE at top 18" OF TOP OF SHOW OR HOOD
	DEDICATED EQUIPMENT RECEPTACLE, 20A, 120V
J	JUNCTION BOX, 4" x 1-1/2" SQUARE; TYP, UNO
J	JUNCTION BOX, WALL MOUNTED, 4" x 1-1/2" SQUARE; TYP, UNO
PS	PHOTO SENSOR FOR AUTOMATIC DAYLIGHT CONTROL
OS	OCCUPANCY SENSOR
S	SWITCH, SINGLE (+48" UNO TO TOP OF BOX) X = DESIGNATED LUMINARIES CONTROLLED BY SWITCH
Sa	SWITCH, MULTIPLE (+48" UNO TO TOP OF BOX) a = SWITCH ONE, b = SWITCH TWO
Sx	OVERRIDE SWITCH - TIMED, 2 HOUR MAXIMUM OVERRIDE
S3	SWITCH, 3-WAY (+48" UNO TO TOP OF BOX)
S4	SWITCH, 4-WAY (+48" UNO TO TOP OF BOX)
Sx	SWITCH: K=KEY OPERATED P=PILOT SWITCH D=DIMMING — M=MANUAL MOTOR T=TIMER I=ILLUMINATED
S	DISCONNECT SWITCH; RATINGS AS NOTED
F	FUSED DISCONNECT SWITCH; RATING AS NOTED
MS	MANUAL MOTOR STARTER
A-1,3,5	HOME RUN TO PANEL BOARD "A" CIRCUITS 1, 3, 5
	PANEL BOARD
A 9B	LIGHTING FIXTURE DESIGNATION; TYPE A; 9B VA
A	DENOTES PANELBOARD / SWITCHBOARD "A"
T/C TC	PROGRAMMABLE TIME CLOCK
LINETYPE	
	CONDUIT CONCEALED IN WALL OR CEILING, SIZE AS NOTED
	CONDUIT BELOW FLOOR ON GRADE OR IN SLAB, SIZE AS NOTED
	CONDUIT EXPOSED, SIZE AS NOTED
T	TELEPHONE SYSTEM CONDUIT; 3/4"C OR AS NOTED
A - 1	BRANCH CIRCUIT
	CONDUIT TURNED
	CONDUIT TURNED UP OR TOWARD OBSERVER
	CONDUIT TURNED DOWN OR AWAY FROM OBSERVER
	CIRCUIT BREAKER
	1/3" TICK MARKS INDICATE QUANTITY OF #12 AWG CONDUCTORS UNO; NO MARKS INDICATES 2 #12; LARGE SLASH DENOTES NEUTRAL, SLASH WITH DOT DENOTES CODE SIZED GROUND
#C	MARK COUNT INDICATES QUANTITY, CONDUCTOR, SIZE AS NOTED
ABBREVIATIONS	
(E)	EXISTING
(N)	NEW
C.O	CONDUIT ONLY FOR FUTURE CONNECTION; 3/4" OR AS NOTED

SCOPE OF WORK

1. MAINTAIN (E) 400A-480/277V-3ø-4W BUILDING ELECTRICAL SERVICE MSA
2. PROVIDE (N) 112.5kVA STEP-DOWN TRANSFORMER "T-1", TO INCLUDE ASSOCIATED BREAKER, CIRCUITING; PROVIDE (N) PANEL A DOWNSTREAM OF SECONDARY SIDE OF TRANSFORMER
3. PROVIDE ELECTRICAL SERVICES (BREAKERS, CONDUIT, FEEDERS) FROM BUILDING ELECTRICAL SERVICE TO PANEL ON SITE AND IN SPACE
4. PROVIDE CIRCUITING TO SNACK BAR EQUIPMENT, HVAC, PLUMBING, LIGHTING, RECEPTACLES, AND ANCILLARIES
5. PROVIDE TITLE 24 COMPLIANT LIGHTING AND LIGHTING CONTROLS

DRAWING INDEX

E1.0	LEGEND, SCOPE OF WORK, DRAWING INDEX, SWITCHGEAR ELEVATION, PANEL SCHEDULE
E1.1	SINGLE LINE DIAGRAM
E1.2	PROJECT NOTES
E2.0	SITE PLAN
E2.1	POWER, LIGHTING PLAN
E3.0	TITLE 24

CONTRACTOR SHALL VERIFY AVAILABILITY OF ALL UTILITIES PRIOR TO INITIATION OF CONSTRUCTION

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1511 Cota Ave. Long Beach, CA 90813 Tel. 562-912-7000

FREEDOM PARK RESTROOM AND SNACK BAR BUILDING ACCESSIBILITY IMPROVEMENTS
375 E PLEASANT VALLEY RD, CAMARILLO, CA 93010

Designer: LA
CAD Draft: dm
Architect: MM
Engineer: -
Client: PWUM
Date Issue: 2-Feb
Job Number: 1709

Client:

Consultant:

- LEGEND, SCOPE OF WORK, DRAWING INDEX, SWITCHGEAR ELEVATION, PANEL SCHEDULES

E1.0

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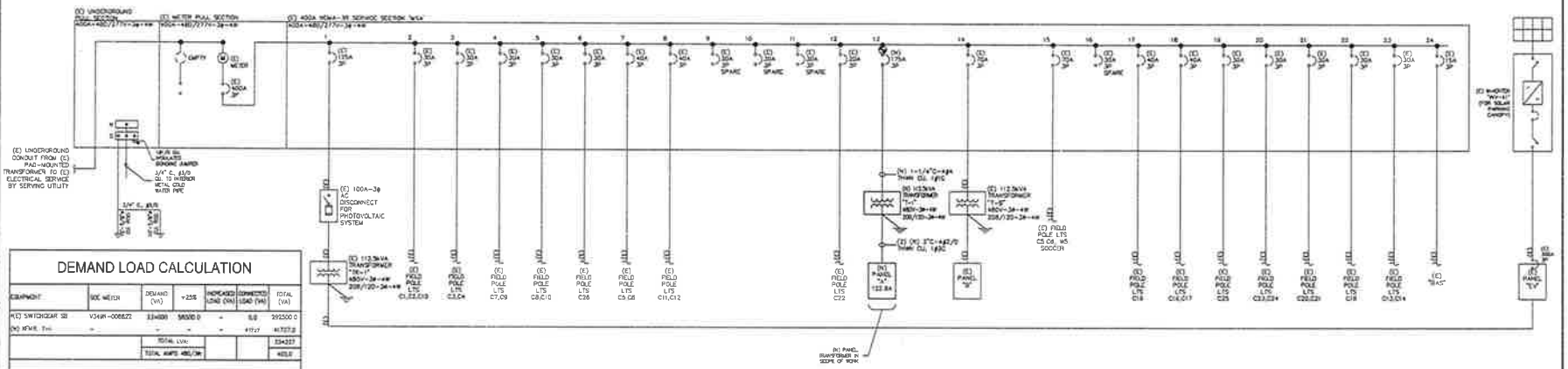
CONTRACTOR SHALL VERIFY EXISTING CONDITION / CONFIGURATION OF SWITCHGEAR PRIOR TO INSTALLATION OF (N) BREAKER, TRANSFORMER, ASSOCIATED SERVICES DOWNSTREAM



DEMAND LOAD CALCULATION

EQUIPMENT	SDC METER	DEMAND (VA)	+25%	INCREASED LOAD (VA)	CONNECTED LOAD (VA)	TOTAL (VA)
(E) SWITCHGEAR SB	V34M-0068Z2	334000	58500.0	-	0.0	392500.0
(N) MTHR. TRF.	-	-	-	-	41727	41727.0
		TOTAL LVA:				334227
		TOTAL AMPS 480/3ph				402.0

SINGLE LINE DIAGRAM

NOT USED

BOA
Architecture
Interiors
Planning
1511 Cota Ave. Long Beach, CA 90813 Tel. 562-912-7900

FREEDOM PARK RESTROOM AND SNACK BAR BUILDING ACCESSIBILITY IMPROVEMENTS
311 E PLEASANT VALLEY RD. CAMARILLO, CA 93010

Designer: LA
CAD Draft: RR
Architect: Lon.
Engineer:
Client: PVRPD
Date Issued: 2-4-2021
Job Number: 3153

Owner:
Consultant:

- SINGLE LINE DIAGRAM
-
-

E1.1

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PROJECT NOTES

1. GENERAL
   a. ADMINISTRATIVE
      1) BASIS OF WORK
         a. SCOPE OF WORK SHALL BE AS IDENTIFIED HEREIN. THESE DRAWINGS ON SHEET E-1.1 FOR COMPLETE AND OPERABLE FACILITY AND INSTALLATION.
         b. ALL WORK SHALL COMPLY WITH THE FOLLOWING CODES AS ADOPTED AND AS AMENDED BY THE INSPECTING AUTHORITY:
            i) CALIFORNIA BUILDING CODE (2022).
            ii) CALIFORNIA ELECTRICAL CODE (2022)
            iii) CALIFORNIA MECHANICAL CODE (2022)
            iv) CALIFORNIA PLUMBING CODE (2022).
            v) CALIFORNIA ADMINISTRATIVE CODE – TITLE 24 (2022).
            vi) CALIFORNIA FIRE CODE (2022)
            vii) AMENDMENTS AS ADOPTED BY LOCAL AUTHORITIES.
         c. ALL EQUIPMENT AND HARDWARE SHALL BE PROVIDED FOR LISTED INSTALLATIONS AND APPLICABLE INDUSTRY STANDARDS. A COPY OF THE EVALUATION REPORT AND/OR CONDITIONS OF LISTING SHALL BE MADE AVAILABLE AT THE JOB SITE.
         d. ALL TERMS CITED HEREIN LEND TO THE ELECTRICAL CONTRACTOR, WHETHER ACTING AS A PRIME CONTRACTOR OR AS A SUB CONTRACTOR HEREINAFTER, THE ELECTRICAL CONTRACTOR IS REFERRED TO AS THE CONTRACTOR, AND REQUIREMENTS OF THESE NOTES SHALL DIRECT SAID CONTRACTOR TO ACCOMPLISH TASKS AS CITED HEREIN.
      2) CONTRACTURAL OBLIGATIONS
         a. PURCHASE AND MAINTAIN CERTIFICATIONS OF INSURANCE WITH RESPECT TO WORKMAN'S COMPENSATION, PUBLIC LIABILITY AND PROPERTY DAMAGE FOR THE UNITS AS REQUIRED BY LAW. INITIATE, MAINTAIN AND SUPERVISE ALL SAFETY PRECAUTIONS IN CONNECTION WITH THE WORK.
         b. APPLY FOR AND OBTAIN ALL NECESSARY CONSTRUCTION PERMITS REQUIRED BY ALL APPLICABLE BUILDING CODES AND REGULATORY REQUIREMENTS OF CITY AND STATE. FOR CONTRACTOR'S EXPENSE OF SECURING PERMITS (AS AGREED TO), SUBMIT TO OWNER FOR REIMBURSEMENT OF COST OF PERMITS AND ASSOCIATED FEES AS CHARGED BY CITY (AND / OR ASSOCIATED JURISDICTIONS)
         c. PROVIDE A LIST OF SUBCONTRACTORS TO ARCHITECT PRIOR TO THE START OF WORK
      3) SCHEDULE
         a. DURING PRICING PERIOD, CONFIRM IN WRITING THE APPROXIMATE ON-SITE DELIVERY DATES FOR ALL CONSTRUCTION MATERIALS AS REQUIRED BY THE CONSTRUCTION DOCUMENTS AND NOTIFY OWNER'S REPRESENTATIVE IN WRITING OF ANY POSSIBLE CONSTRUCTION DELAYS AFFECTING OCCUPANCY THAT MAY ARISE DUE TO THE UNAVAILABILITY OF SPECIFIED PRODUCTS.
         b. UPON SUBMITTAL OF THE FINAL CONSTRUCTION COSTS, SUBMIT A SPECIFIC CONSTRUCTION SCHEDULE INDICATING THE REQUIRED CONSTRUCTION TIME FOR ALL SUBCONTRACTORS AND CONTRACTOR'S WORK.
         c. ORDER ALL MATERIALS IN TIME TO MAINTAIN THE APPROVED CONSTRUCTION SCHEDULE. SUBSTITUTIONS MAY BE CONSIDERED DUE TO THE CONTRACTOR'S DELAY IN ORDERING SPECIFIED LONG LEAD ITEMS. ALL SUBSTITUTION MUST BE APPROVED IN WRITING BY THE OWNER'S REPRESENTATIVE PRIOR TO ANY ORDER PLACEMENT OR PURCHASE. ANY SUBSTITUTION INSTALLED WITHOUT APPROVAL WILL BE REJECTED AND REPLACED AT CONTRACTOR'S EXPENSE.
         d. PROVIDE HARDWARE RATED FOR REQUIRED KAIC PROTECTION. IN EVENT FAULT CURRENT CALCULATIONS ARE NOT PROVIDED ON PLANS, VERIFY KAIC RATING REQUIREMENTS PRIOR TO BIDDING SO AS TO SECURE CORRECT BREAKER RATINGS (ET AL).
         e. ACCOUNT FOR ADDITIONAL OFFSETS, FITTINGS, HARDWARE, ET AL AS NECESSARY TO ACCOMMODATE REQUIREMENTS FOR FIELD CONDITIONS AND COORDINATION BETWEEN DISCIPLINES
         f. INCLUDE ALL NECESSARY LABOR, TRANSPORTATION AND EQUIPMENT NECESSARY TO INSTALL SUCH WORK.
         g. ACCOUNT FOR ANY AND ALL OVERTIME COSTS.
      4) SUBMITTALS
         a. SHALL SUBMIT SHOP DRAWINGS, AND / OR DESCRIPTIVE DATA AND SAMPLES OF ALL EQUIPMENT, FIXTURES, HARDWARE, FINISHES, MILLWORK, ET AL FOR APPROVAL BY THE ARCHITECT PRIOR TO INSTALLATION.
         b. ADDITIONAL REQUIREMENTS FOR SUBMITTAL INFORMATION IS PROVIDED HEREINAFTER.
      5) RECEIVING AND STORAGE
         a. RECEIVE, STORE AND SECURE ALL EQUIPMENT, FIXTURES, HARDWARE, FINISHES, MILLWORK, ET AL ON SITE OR AS OTHERWISE ARRANGED FOR BY CONTRACTOR.
      6) GUARANTEE
         a. PROVIDE ONE YEAR GUARANTEE TO CONTRACTOR ON PARTS AND LABOR EXCEPT AS OTHERWISE SPECIFIED HEREIN

2. PRODUCTS
   A. GENERAL
   B. EQUIPMENT
      1) PROVIDE ALL EQUIPMENT WITH COPPER BUSS BARS AND WINDINGS UNLESS SPECIFICALLY NOTED TO OWNER'S REPRESENTATIVE IN WRITING.
   C. HARDWARE
      1) PROVIDE ALL HARDWARE WITH COPPER BUSS BARS AND WINDINGS UNLESS SPECIFICALLY NOTED TO OWNER'S REPRESENTATIVE IN WRITING.
      2) PROVIDE ALL CONDUCTORS SHALL BE COPPER, MINIMUM SIZE #12 AWG CONDUCTOR #10 AWG AND SMALLER SHALL BE SOLID. CONDUCTOR #8 AWG AND LARGER SHALL BE STRANDED. CONDUCTOR SHALL HAVE THWN INSULATION.
      3) ALL CIRCUITING THROUGHOUT SHALL BE INSTALLED IN EMT UNLESS OTHERWISE SPECIFICALLY ALLOWED. CONTRACTOR MAY INSTALL MC CABLE IN PARTITION WALLS AND PLENUM SPACES, FOR WRITTEN REQUEST AND RESPONSE IN WRITING FROM OWNER'S REPRESENTATIVE AND AS ALLOWED BY JURISDICTION HAVING AUTHORITY. MC CABLE FOR ISOLATED CIRCUITES SHALL HAVE TWO (2) SEPARATE GROUNDING CONDUCTORS.
      4) ALL CONNECTIONS TO DEVICES SHALL BE TAPED WITH SCOTH 33 ELECTRICAL TAPE.

3. EXECUTION
   A. GENERAL
      1) DOCUMENTATION
         a. ALL ABBREVIATIONS USED ON DRAWINGS ARE CONSIDERED TO BE CONSTRUCTION STANDARDS. IF THE CONTRACTOR HAS QUESTIONS REGARDING THEIR EXACT MEANING, OWNER'S REPRESENTATIVE SHALL BE NOTIFIED FOR CLARIFICATION.
         b. DRAWINGS ARE DIAGRAMMATIC IN NATURE, AND DO NOT ACCOUNT FOR EVERY ASPECT OF INSTALLATION AS NECESSARY TO ACCOMMODATE FIELD CONDITIONS. CONTRACTOR SHALL CHECK CONTRACT DOCUMENTS, FIELD CONDITIONS, DIMENSIONS, AND SCALES FOR ACCURACY AND CONFIRMING THAT WORK IS BUILDABLE AS SHOWN FOR A COMPLETE AND OPERABLE AND OPERATIONAL INSTALLATION PRIOR TO PROCEEDING WITH CONSTRUCTION. CONTRACTOR TO REVIEW AND BECOME FAMILIAR WITH ALL EXISTING CONDITIONS PRIOR TO COMMENCING WORK.
         c. ANY CONDITIONS NOT DOCUMENTED ON THESE DRAWINGS OR OBSERVED TO BE DIFFERENT THAN THOSE SHOWN ON THE DRAWINGS ARE TO BE REPORTED TO THE OWNER'S REPRESENTATIVE PRIOR TO COMMENCING WORK.
         d. DO NOT SCALE DRAWINGS. IF THERE ARE ANY QUESTIONS REGARDING THESE OR OTHER COORDINATION ISSUES, THE CONTRACTOR SHALL CLARIFY WITH OWNER'S REPRESENTATIVE PRIOR TO PROCEEDING WITH WORK IN QUESTION OR RELATED WORK.
         e. VERIFY ALL DIMENSIONS SHOWN ON DRAWINGS BY FIELD MEASUREMENTS BEFORE COMMENCING WORK. CHECK ALL UNITS AND LEVELS INDICATED. IMMEDIATELY REPORT DISCREPANCIES TO THE OWNER'S REPRESENTATIVE FOR CORRECTION AND ADJUSTMENT. PROVIDE PROPER FIT AND ATTACHMENT OF ALL PARTITIONS AND CONSTRUCTION MATERIALS
         f. ALL DIMENSIONS NOTED "MINIMUM", "CLEAR", OR "VERIFY" ARE TO BE CONFIRMED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. ANY VARIANCES ARE TO BE REPORTED TO THE ARCHITECT IMMEDIATELY FOR RESOLUTION. "SIMILAR" MEANS COMPARABLE CHARACTERISTICS FOR THE TERMS NOTED. VERIFY DIMENSIONS AND ORIENTATION ON PLAN. NOTED DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALED ONES.
         g. ADVISE OWNER'S REPRESENTATIVE OF ALL CONFLICTS THAT EXIST AT THE LOCATIONS OF ALL OF THE MECHANICAL, TELEPHONE, ELECTRICAL, LIGHTING, PLUMBING AND SPRINKLER EQUIPMENT (TO INCLUDE ALL PIPING, DUCTWORK AND CONDUITS) AND SHALL PROVIDE OWNER'S REPRESENTATIVE WITH ALL REQUIRED CLEARANCES FOR INSTALLATION AND MAINTENANCE OF THE ABOVE EQUIPMENT.
         h. KEEP A PROJECT RECORD SET CONSISTING OF DRAWINGS MARKING ALL CHANGES TO THE ORIGINAL DRAWINGS THROUGHOUT THE COURSE OF THE PROJECT. DELIVER "MARKED-UP" REPRODUCIBLE COPY TO OWNER'S REPRESENTATIVE AT THE COMPLETION OF THE PROJECT.
      2) STANDARD OF CARE
         a. REVIEW AND BECOME FAMILIAR WITH ALL EXISTING CONDITIONS PRIOR TO COMMENCING WORK. ANY CONDITIONS NOT DOCUMENTED ON THESE DRAWINGS OR OBSERVED TO BE DIFFERENT THAN THOSE SHOWN ON THE DRAWINGS ARE TO BE REPORTED TO THE ARCHITECT PRIOR TO COMMENCING WORK.
         b. IF ANY MATERIALS OR PRODUCTS ARE INSTALLED WITHOUT FIRST PROVIDING THE REQUIRED SUBMITTALS OR SHOP DRAWINGS FOR APPROVAL, THOSE MATERIALS OR PRODUCTS ARE SUBJECT TO BEING REMOVED AND CORRECTLY REINSTALLED AT FULL COST TO THE CONTRACTOR
         c. WORK SHALL BE COMMENSURATE TO FINISHED CONDITIONS WITHIN SPACE AND / OR STRUCTURE, AND / OR TO STANDARDS ESTABLISHED IN COMMENSURATE TERMS.
         d. NO WORK DEFECTIVE IN CONSTRUCTION OR QUALITY OR DEFICIENT IN ANY REQUIREMENTS OF THE DRAWINGS OR NOTES, WILL BE FOUND ACCEPTABLE IN CONSEQUENCE OF THE OWNER'S OR ARCHITECT'S FAILURE TO DISCOVER OR POINT OUT DEFECT AND REPRODUCIBLES DURING CONSTRUCTION. DEFECTIVE WORK REVEALED WITHIN THE TIME REQUIRED BY GUARANTEES SHALL BE REPLACED BY WORK CONFORMING WITH THE INTENT OF THE CONTRACT. NO PAYMENT, EITHER PARTIAL OR FINAL, SHALL BE CONSTRUED AS AN ACCEPTANCE OF DEFECTIVE WORK OR IMPROPER MATERIALS
         e. WORK WHICH CREATES NOXIOUS ODORS SHALL BE PERFORMED AT A TIME OF AGREEABLE WITH AND COORDINATED THROUGH THE OWNER'S REPRESENTATIVE AND PER JURISDICTIONAL/GOVERNMENTAL REQUIREMENTS.
         f. PROVIDE AN EMERGENCY POWER SOURCE FOR EXIT AND EXIT WAY ILLUMINATION.
         g. KEEP ALL BUILDING AREAS CLEAN AND FREE OF ACCUMULATED DIRT AND DEBRIS. AT THE COMPLETION OF CONSTRUCTION, REMOVE ANY SURPLUS MATERIALS, DEBRIS AND EQUIPMENT.
      3) COORDINATION OF CONSTRUCTION EFFORT
         a. ORDER ALL MATERIALS IN TIME TO MAINTAIN THE APPROVED CONSTRUCTION SCHEDULE.
         b. COORDINATE SCHEDULE WITH ALL CONTRACTORS, OWNER'S VENDORS, AND PARTIES INSTALLING ITEMS NOT IN CONTRACT AND ITEMS PROVIDED BY OTHERS.
         c. ONE CONTRACTOR SHALL COORDINATE SCHEDULE FOR ALL SUBCONTRACTORS, OWNER'S VENDORS, AND PARTIES INSTALLING ITEMS NOT IN CONTRACT AND ITEMS PROVIDED BY OTHERS.
         d. THE CONTRACTOR SHALL ORDER MATERIALS IN TIME TO MAINTAIN THE APPROVED CONSTRUCTION SCHEDULE.
         e. COORDINATE INSTALLATION OF ALL WORK FOR THE LAYOUT AND EXACT LOCATION OF ALL CEILINGS AND WALLS AND PARTITIONS, OPENINGS FOR DOORS AND WINDOWS, LIGHT FIXTURES, ELECTRICAL / TELEPHONE OUTLETS AND LIGHT SWITCHES, HVAC EQUIPMENT AND HARDWARE, PLUMBING EQUIPMENT AND FIXTURES AND HARDWARE AND SERVICES WITH ALL CONTRACTORS.
         f. COORDINATE INSTALLATION OF ALL WORK BY THE OWNER'S VENDORS (I.E. SITE / CIVIL / UTILITIES, SIGNAGE, FIRE / LIFE SAFETY, DATA CABLING, SECURITY SYSTEM, AUDIO VISUAL, ET AL) WITH OTHER TRADES
         g. COORDINATE INSTALLATION OF ALL WORK BY SUBCONTRACTORS FOR THE LAYOUT AND EXACT LOCATION OF ALL CEILINGS AND WALLS AND PARTITIONS, OPENINGS FOR DOORS AND WINDOWS, LIGHT FIXTURES, ELECTRICAL / TELEPHONE OUTLETS AND LIGHT SWITCHES, HVAC EQUIPMENT AND HARDWARE, PLUMBING EQUIPMENT AND FIXTURES AND HARDWARE AND SERVICES WITH OWNER'S REPRESENTATIVE IN THE FIELD
         h. COORDINATE INSTALLATION OF ALL WORK BY THE OWNER'S VENDORS (I.E. SITE / CIVIL / UTILITIES, SIGNAGE, FIRE / LIFE SAFETY, DATA CABLING, SECURITY SYSTEM, AUDIO VISUAL, ET AL) WITH OTHER TRADES
         i. THE CONTRACTOR SHALL COORDINATE THE INSTALLATION OF ITEMS NOT IN CONTRACT AND ITEMS PROVIDED BY OTHERS WITH OTHER TRADES REPRESENTATIVE.
      4) PLACEMENT OF EQUIPMENT AND HARDWARE
         a. ALL DIMENSIONS NOTES "CLR" ARE CLEAR AND ARE NOT ADJUSTABLE WITHOUT APPROVAL FROM ARCHITECT.
         b. ALIGN PARTITIONS ADJACENT TO BASE BUILDING COLUMNS OR WALL WITH THE FACE OF FINISHED COLUMN SURFACE, UNLESS NOTED OTHERWISE.
         c. DIMENSIONS ARE NOT ADJUSTABLE WITHOUT REVIEW BY ARCHITECT UNLESS NOTED OTHERWISE.
         d. ARRANGE AND PLACE ALL FRAMING MEMBERS TO PERMIT INSTALLATION OF PIPE, CONDUITS, AND DUCTWORK WITH MINIMAL CUTTING. ALL NECESSARY CUTTING, BLOCKING, BRACING, SUPPORTING AND REPAIRING SHALL BE APPROVED BY ARCHITECT.
         e. ARRANGE AND PLACE CEILING MOUNTED FIXTURES AND HARDWARE PER THE REFLECTED CEILING PLAN PROVIDED AS PART OF THE ARCHITECTURAL PLANS.
         f. ACCESS TO AND CLEARANCE AROUND ALL EQUIPMENT AND HARDWARE AS REQUIRED BY CODE AND BY EQUIPMENT MANUFACTURER.
         g. PROVIDE ACCESS PANELS IN LOCATIONS AS REQUIRED FOR HARDWARE REQUIRING ACCESS.
         h. COORDINATE INSTALLATION WITH OTHER TRADES AS TO EQUIPMENT AND HARDWARE ASSOCIATED WITH RESPECTIVE TRADES FOR NECESSARILY CONDUIT AND WIRING AND SENSORS AND CONTROLS.
      5) INTEGRITY OF CONSTRUCTION
         a. X-RAY SLABS AND WALLS IN LOCATIONS OF PENETRATIONS PRIOR TO SAWCUTTING OR CORING.
         b. MAINTAIN AND / OR MODIFY AND / OR PROVIDE NEW STRUCTURAL CONSTRUCTION, ANCHOR AND BRACE EQUIPMENT, HARDWARE, ASSEMBLIES, ELEMENTS OF CONSTRUCTION, ET AL AS REQUIRED BY CODE.
         c. PROVIDE INSTALLATIONS PLUMB AND CRAFTSMAN LIKE, TO PROVIDE FOR MAXIMUM CLEARANCES AND MINIMUM IMPOSITION, AND COMMENSURATE WITH EXISTING CONDITIONS AND / OR GRADE OF CONSTRUCTION OF OVERALL JOB.
         d. DO BORE OR NOTCH STRUCTURAL ELEMENTS WITHOUT WRITTEN AUTHORIZATION FROM ARCHITECT.
         e. PROVIDE EQUIPMENT, HARDWARE, AND TREATMENTS WHERE NEW INSTALLATIONS PENETRATE NEW OR EXISTING RATED ELEMENTS OF CONSTRUCTION.
         f. MAINTAIN AND / OR MODIFY AND / OR PROVIDE NEW FIRE SUPPRESSION AND FIRE ALARM SYSTEMS AS REQUIRED BY CODE.
   B. EQUIPMENT
      1) INSTALL EQUIPMENT AND ASSOCIATED COMPONENTS AND ELECTRICAL SYSTEMS IN ACCORDANCE WITH REQUIREMENTS OF EQUIPMENT MANUFACTURER.
   C. HARDWARE
      1) PROVIDE ALL NECESSARY SUPPORTS, FASTENERS, BLOCKING AND BACKING AS REQUIRED TO INSTALL ELECTRICAL SYSTEM. ELECTRICAL SYSTEMS SHALL BE GROUNDED.
      2) PROVIDE HARDWARE RATED FOR REQUIRED KAIC PROTECTION. IN EVENT FAULT CURRENT CALCULATIONS ARE NOT PROVIDED ON PLANS, CONTRACTOR SHALL VERIFY KAIC RATING REQUIREMENTS PRIOR TO PROCUREMENT AND INSTALLATION SO AS TO SECURE CORRECT BREAKER RATINGS (ET AL).
      3) INSTALL ALL SWITCHES AND THERMOSTATS SHOWN AT +48" ABOVE FINISH FLOOR UNLESS OTHERWISE NOTED ON PLAN. ALL HEIGHTS ARE GIVEN FROM TOP TO FINISH FLOOR TO CENTERLINE OF OTHER PLATE MOUNTED VERTICALLY LENGTHWISE, WHEN MORE THAN ONE SWITCH IS REQUIRED AT THE SAME LOCATION, GANG AND FINISHED WITH A ONE PIECE COVER PLATE. PROVIDE BARRIERS AS REQUIRED FOR DIFFERENT VOLTAGE AND PHASE AS REQUIRED
      4) INSTALL WALL MOUNTED TELEPHONE AND ELECTRICAL OUTLETS +16" ABOVE FLOOR UNLESS OTHERWISE NOTED. UNLESS NOTED OTHERWISE, ALL OUTLET HEIGHTS ARE GIVEN FROM FINISH FLOOR TO CENTERLINE OF LOWER PLUG.
      5) OFFSET ALL OUTLETS SHOWN BACK-TO-BACK IN PARTITIONS THE MINIMUM DIMENSION REQUIRED (WITHOUT TOUCHING) TO AVOID BACK TO BACK INSTALLATIONS. DO NOT LOCATED OUTLETS BACK TO BACK IN FIRE RATED WALLS.
      6) ALL CONDUITS AND JUNCTION BOXES CONCEALED IN FINISHED AREAS SHALL BE REVIEWED BY OWNER'S REPRESENTATIVES PRIOR TO CONCEALMENT AND FINISH TREATMENTS.
      7) PROVIDE RECEPTACLES IN CONCEALED SPACES AND ON ROOFTOP AS REQUIRED IN VICINITY OF HVAC EQUIPMENT IN ATTIC SPACES. PROVIDE GFCI CONFIGURATIONS AS NECESSARY.
      8) PROVIDE SHOW WINDOW LIGHTING RECEPTACLES AT STOREFRONT / WINDOWS ADJACENT TO PUBLIC WAY.
      9) ALL COVER PLATES AND SWITCH PLATES SHALL BE THE SAME FINISH THROUGHOUT THE BUILDING, UNLESS NOTED OTHERWISE AS SELECTED BY THE ARCHITECT.
      10) VERIFY DOOR SWINGS PRIOR TO INSTALLATION OF LIGHT SWITCHES.
      11) INSTALL ALL EXPOSED CONDUIT WITH A VISIBLE FINISHED PRODUCT CONSENSURATE WITH FACILITY AND GRADE OF INSTALLATION. EXPOSED CONDUIT LAYOUTS MUST BE APPROVED BY THE OWNER'S REPRESENTATIVE PRIOR TO BEGINNING WORK
      12) PROVIDE PULL STRINGS FROM OUTLETS TO CEILING SPACE. PROVIDE MULTIPLE PULL STRINGS ACCORDINGLY.
      13) MAINTAIN CONTINUITY OF EXISTING GROUTING FOR EQUIPMENT AND HARDWARE MAINTAINED AS PART OF THIS PROJECT. THE CONTRACTOR SHALL TRACE ALL EXISTING CIRCUITS IN THE AREA OF CONSTRUCTION BACK TO SOURCE.
   C. PANELS
      1) LOCATE NO ELECTRICAL PANELS WITHIN FIRE RATED CORRIDORS.
   D. LIGHTING
      1) FURNISH AND INSTALL ALL NEW FIXTURES AND FIXTURE LAMPS
      2) LIGHT FIXTURES, LENSES, ETC., SHALL BE NEW AND ABSOLUTELY FREE OF DEFECTS. ANY AND ALL DAMAGE, DENTED, OR DEFECTIVE EQUIPMENT WILL BE REJECTED.
      3) LIGHTING FIXTURES SHALL BE INDIVIDUALLY SUPPORTED FROM STRUCTURAL FRAMING MEMBERS ABOVE.
      4) PROVIDE LIGHTING AND ASSOCIATED SWITCHING IN CONCEALED SPACES AS REQUIRED IN VICINITY OF HVAC EQUIPMENT IN ATTIC SPACES.
      5) EMERGENCY LIGHTING SHALL BE PROVIDED GIVING A MINIMUM VALUE OF ONE FOOT CANDLE AT FLOOR LEVEL.
   E. CONTROLS
      1) ELECTRICAL PANELS SHALL NOT BE LOCATED WITHIN FIRE RATED CORRIDORS.
   F. SPECIALTIES
      1) CONNECT EXIT SIGNS TO AN EMERGENCY ELECTRIFIED POWER SYSTEM (STORAGE BATTERIES, UNIT EQUIPMENT, OR AN ON-SITE GENERATOR SET) OR AN APPROVED SELF-LUMINOUS SYSTEM THAT PROVIDES CONTINUOUS ILLUMINATION INDEPENDENT OF THE EXTERNAL POWER SOURCE TO ENSURE THAT THE EXIT SIGNS ARE ILLUMINATED AT ALL TIMES
   G. ACCEPTANCE
      1) IDENTIFY AND LABEL CIRCUITING FOR ALL EQUIPMENT AND HARDWARE WITH ENGRAVED ACRYLIC WHITE ON BLACK ADHESIVE LABELS
      2) REPAIR OR REPLACE ANY DAMAGED CONSTRUCTION ADJACENT TO WORK PROVIDED UNDER THIS SCOPE OF WORK.
      3) EQUIPMENT AND HARDWARE SHALL BE IDENTIFIED VIA ENGRAVED ACRYLIC WHITE ON BLACK ADHESIVE LABELS, MANUFACTURED PIPE LABELS, CIRCUIT TAGS AND COMPLETED PANEL SCHEDULE (AS CARDS, ET AL.
      4) AT THE COMPLETION OF THE INSTALLATION TEST EQUIPMENT AND HARDWARE FOR AND DEMONSTRATE TO OWNER'S REPRESENTATIVE'S PROPER OPERATION, AND MAKE ADJUSTMENTS AS REQUIRED. DELIVER VALIDATED CERTIFICATES, WARRANTIES AND GUARANTEES FOR NEW EQUIPMENT TO OWNER'S REPRESENTATIVE.
      5) MAINTAIN ONE SET OF REPRODUCIBLE DRAWINGS OF "AS-BUILT" CONDITIONS AND AT THE COMPLETION OF THE PROJECT SHALL SUBMIT SAME TO THE ARCHITECT
      6) TERMS CITED HEREIN ARE REFLECTIVE OF OR IN ADDITION TO REQUIREMENTS FOR COMPLIANCE OF INSTALLATION TO APPLICABLE CODES. SUBMIT TO OWNER'S REPRESENTATIVE FOR APPROVAL OF DEVIATION FROM SAID TERMS

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2151 E PLEASANT VALLEY RD, CAMARILLO, CA 93010

Client:
Consultant:

Designer: LA
CAD Draft: BM
Architect: LM
Engineer:
Date Sheet: 7/2025
Date Revised: 8-4-2025
Job Number: 2510

PROJECT NOTES

E1.1

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SITE PLAN

SCALE: 1/32"=1'-0"

NORTH

E2.0

SITE PLAN

Client:

Consultant:

Designer: LA
CAD Drafr: RB
Architect: LGK
Engineer: -
Client: PVRPD
Date Issue: 3-4-2020
Job Number: 3103

FREEDOM PARK RESTROOM AND SNACK BAR BUILDING ACCESSIBILITY IMPROVEMENTS
275 E PLEASANT VALLEY RD, CAMARILLO, CA 93010

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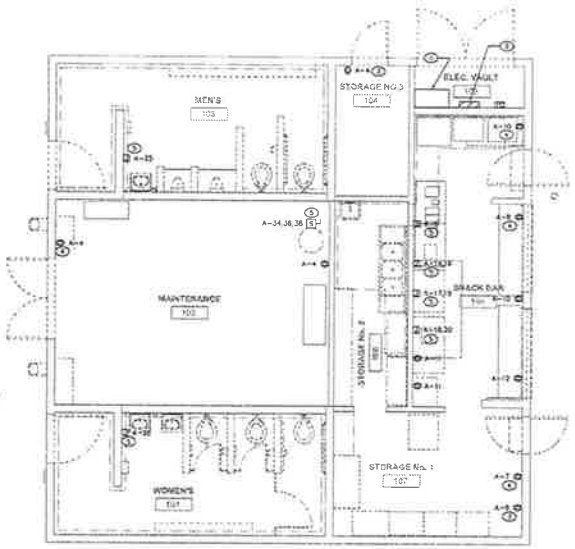


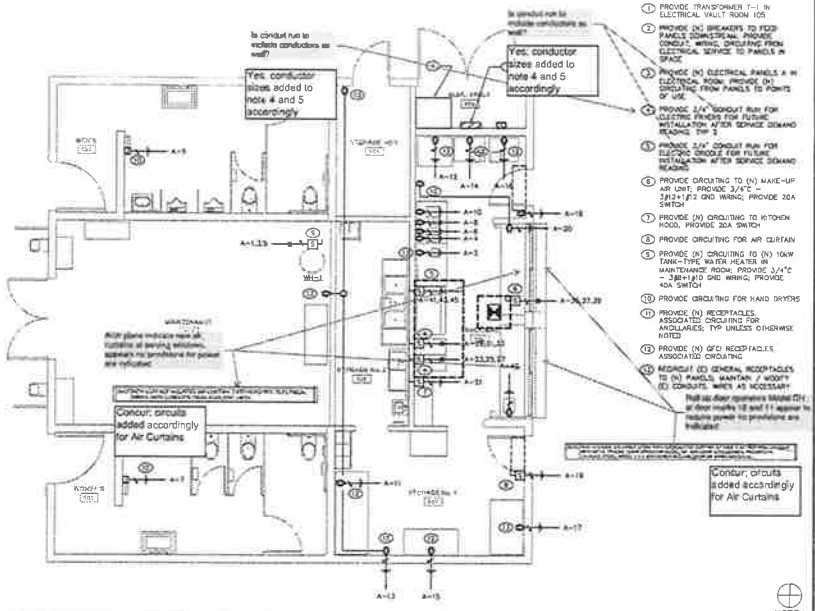
NOTES:

1. DEMO (E) TRANSFORMER T-A IN ELECTRICAL VAULT ROOM 105
2. DEMO (E) ELECTRICAL PANELS IN SPACE; DEMO (E) CIRCUITING FROM PANELS TO POINTS OF USE UNLESS OTHERWISE NOTED
3. REPLACE (E) RECEPTACLES WITH (N) RECEPTACLE AND (N) RECEPTACLE COVERS; MODIFY / EXTEND / REPAIR (E) WIRING AS NECESSARY AND PREPARE FOR RECIRCUITING TO (N) PANELS
4. DEMO (E) RECEPTACLES AND ASSOCIATED WIRING; TYP UNLESS OTHERWISE NOTED
5. DEMO (E) CIRCUITING ASSOCIATED WITH (E) EQUIPMENT. SNACK BAR APPLIANCES WINDOW AC UNIT, EXHAUST FANS. EQUIPMENT TO BE DEMOLISHED BY GENERAL CONTRACTOR

NORTH

DEMOLITION POWER PLAN

SCALE: 1/4"=1'-0"



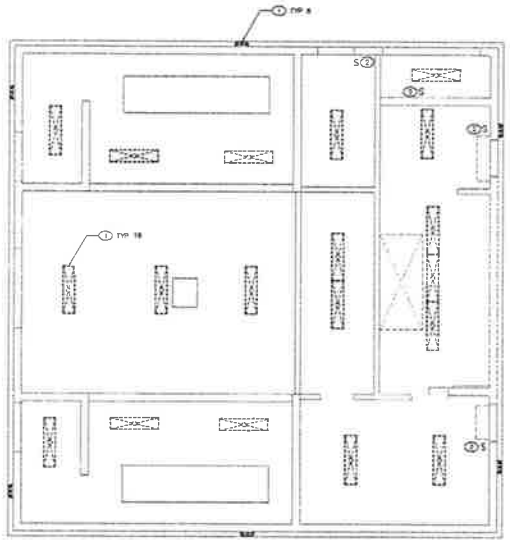
NOTES:

1. PROVIDE TRANSFORMER T-1 IN ELECTRICAL VAULT ROOM 105
2. PROVIDE (N) BREAKERS TO FEED PANELS DOWNSTREAM. PROVIDE CONDUIT, WIRING, CIRCUITING FROM ELECTRICAL SERVICE TO PANELS IN SPACE
3. PROVIDE (N) ELECTRICAL PANELS A IN ELECTRICAL ROOM; PROVIDE (N) CIRCUITING FROM PANELS TO POINTS OF USE
4. PROVIDE 2/4" CONDUIT RUN FOR ELECTRIC RANGES FOR FUTURE INSTALLATION AFTER SERVICE DEMAND READING. TYP 3
5. PROVIDE 2/4" CONDUIT RUN FOR ELECTRIC CHARGE FOR FUTURE INSTALLATION AFTER SERVICE DEMAND READING
6. PROVIDE CIRCUITING TO (N) MAKE-UP AIR UNIT; PROVIDE 3/4"C – 3#12+1#12 GND WIRING; PROVIDE 20A SWITCH
7. PROVIDE (N) CIRCUITING TO KITCHEN HOOD, PROVIDE 20A SWITCH
8. PROVIDE CIRCUITING FOR AIR CURTAIN
9. PROVIDE (N) CIRCUITING TO (N) 10kW TANK-TYPE WATER HEATER IN MAINTENANCE ROOM; PROVIDE 3/4"C – 3#8+1#10 GND WIRING; PROVIDE 40A SWITCH
10. PROVIDE CIRCUITING FOR HAND DRYERS
11. PROVIDE (N) RECEPTACLES, ASSOCIATED CIRCUITING FOR ANCILLARIES; TYP UNLESS OTHERWISE NOTED
12. PROVIDE (N) GFCI RECEPTACLES, ASSOCIATED CIRCUITING
13. RECIRCUIT (E) GENERAL RECEPTACLES TO (N) PANELS; MAINTAIN / MODIFY (E) CONDUITS, WIRES AS NECESSARY

NORTH

RENOVATION POWER PLAN

SCALE: 1/4"=1'-0"



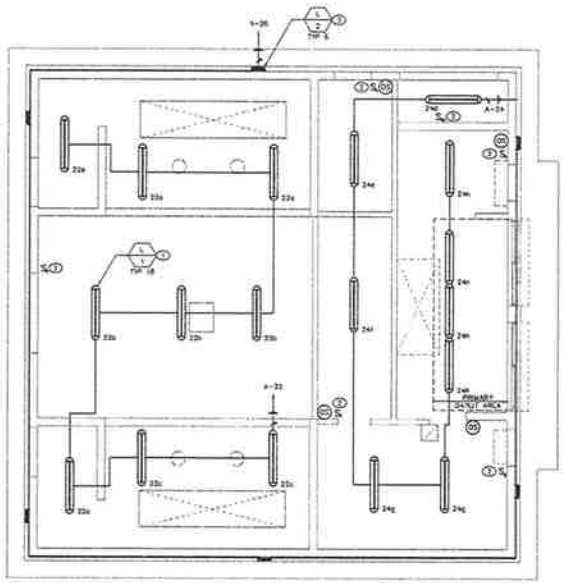
NOTES:

1. DEMO (E) LED LIGHT FIXTURES AND ASSOCIATED CIRCUITING WITHIN AREA OF WORK
2. (E)x9 (E) SWITCH

NORTH

DEMOLITION LIGHTING PLAN

SCALE: 1/4"=1'-0"



NOTES:

1. NEW LED LIGHT FIXTURES; INSTALL NEW CONDUIT, WIRE, AND CIRCUIT
2. NEW SWITCH WITH OCCUPANCY SENSOR AS IDENTIFIED HEREIN
3. PROVIDE (N) EXTERIOR LIGHT FIXTURES AND ASSOCIATED CIRCUITING

DAYLIGHT CONTROL NOT REQUIRED FOR ROOMS WITH LESS THAN 120 WATTS CUMMULATIVELY IN PRIMARY DAYLIT AREA AND SECONDARY DAYLIT AREA

NORTH

RENOVATION LIGHTING PLAN

SCALE: 1/4"=1'-0"

BOA Architecture Interiors Planning
1511 Cota Ave. Long Beach, CA 90813 Tel. 562-912-7900

FREEDOM PARK RESTROOM AND SNACK BAR BUILDING ACCESSIBILITY IMPROVEMENTS
3215 E PLEASANT VALLEY RD, CAMARILLO, CA 93010

Designer: LA
CAD Drafter: DA
Reviewer: -
Engineer: -
Client: PVPD
Date Issue: 24-xxx
Job Number: 315

Client:

Consultant:

POWER, LIGHTING PLAN

E2.1

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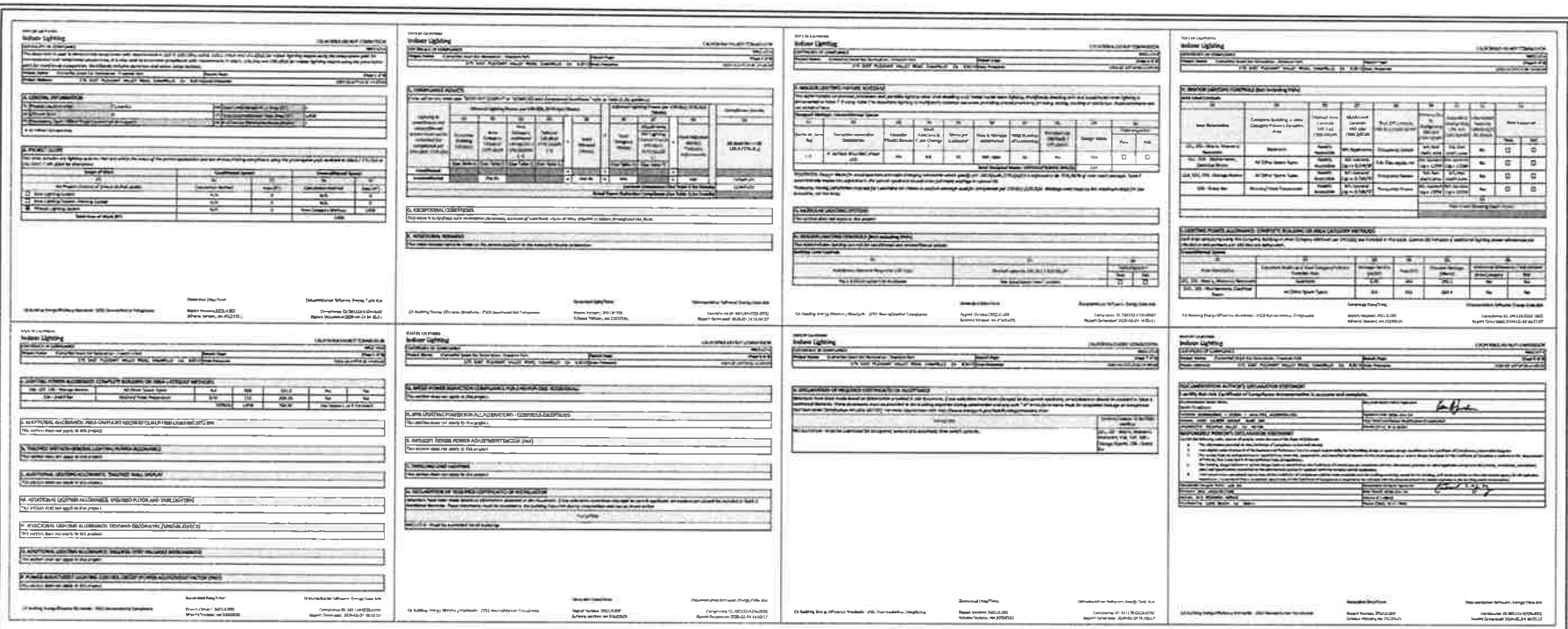


LIGHTING FIXTURE SCHEDULE

SYMBOL	TYPE	DESCRIPTION	TOTAL WATTS	LAMP NO.	LAMP WATTS	LAMP TYPE	V/PH	BALLAST	REMARKS
	L 1	LITHONIA 54" LINEAR, CEILING MOUNT LED LNLP-48000LM-FST-MD-MVOLT-GZ 10-25K-80CRI	33	1	33	LED	120/1	STANDARD	SURFACE MOUNT
	L 2	LITHONIA VANDAL RESISTANT LED WALL PACK WPX7-LED-ALO-40K-MVOLT-DDBXD	54	1	54	LED	120/1	STANDARD	SURFACE MOUNT

NOTES:
1. ALL FIXTURE BALLASTS SHALL BE U.L. APPROVED AND CERTIFIED PER CEC 2-5314 (b).
2. ALL MOUNTING HEIGHTS SHALL BE VERIFIED WITH ARCHITECTURAL DRAWINGS.
3. EXIT SIGNS SHALL NOT BE USED AS JUNCTION BOXES.
4. GENERAL LIGHTING OVERRIDE SWITCH SHALL OPERATE FOR A MAXIMUM OF 3 HOURS.
5. ALL LIGHTING CONTROL EQUIPMENT SHALL BE APPROVED BY THE CALIFORNIA ENERGY COMMISSION AND BE LISTED IN THE APPLIANCE EFFICIENCY DATABASE (TO INCLUDE PHOTOCELLS, PHOTOSENSORS ETC.)

LIGHTING FIXTURE SCHEDULE

TITLE 24

Architecture
Interiors
Planning
BOA
1511 Cota Ave. Long Beach, CA 90813 Tel: 562-912-7900

FREEDOM PARK
RESTROOM AND
SNACK BAR BUILDING
ACCESSIBILITY
IMPROVEMENTS
3TH E PLEASANT VALLEY RD, CAMARILLO, CA 93010

Designed: LA
CAD Draft: RB
Architect: LOS
Engineer: -
Client: -
Date: 4-4-18
Job Number: 1713

Sheet:

Consultant:

TITLE 24

E3.0

These drawings and specifications, as instruments of service, are the exclusive property of the Architect and the same may not be used, in whole or in part, for any other project without the Architect's written permission. Visitors to these plans and specifications shall comply with this notice and shall be responsible for any violation of copyright or other proprietary rights.

RESOLUTION NO. 815

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT, APPROVING AND ADOPTING A BUDGET ADJUSTMENT FOR THE QUIMBY FUND FOR FISCAL YEAR 2026-2027

WHEREAS, on September 4, 2024, the Board approved Resolution No. 778 finding the inhabitants of the Shea Homes development would reasonably be served by improvements at Freedom Park; and

WHEREAS, the final Budget for FY 2026-2027 was approved by the Pleasant Valley Recreation and Park District Board on July 1, 2026; and

WHEREAS, the Quimby Fund Budget for FY 2026-2027 included $450,000 for the Freedom Park ADA Restroom project; and

WHEREAS, Staff have presented the expected construction costs and remaining design costs for the Freedom Park ADA Restroom project to be $1,004,135.28; and

WHEREAS, the Board has approved the construction contract and necessary increase in Quimby funding for the project,

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The 2026-2027 Budget is adjusted to increase the Quimby Fund budget by $554,136 to be spent on the Freedom Park ADA Bathroom Project (Account 8529), for a total budget of $1,004,136 for the Fiscal Year.

2. The General Manager is authorized to make expenditures conforming with this adjustment.

PASSED AND ADOPTED by the Board of Directors of Pleasant Valley Recreation and Park District on this 2nd day of September 2026 by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

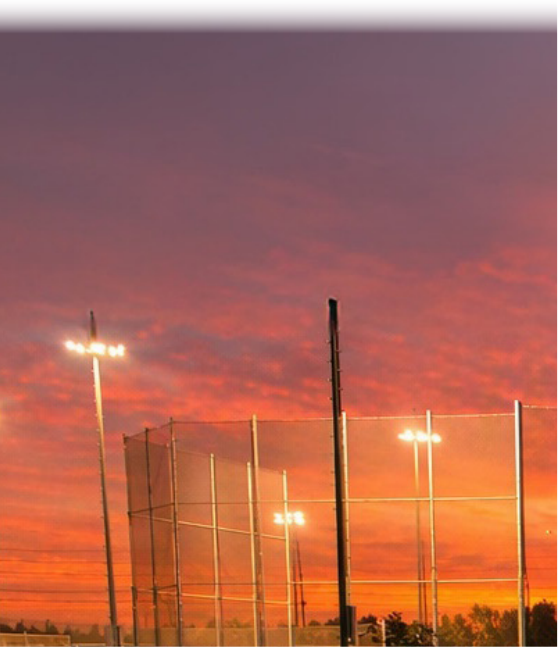
_____
Robert Kelley, Chair, Board of Directors
Pleasant Valley Recreation and Park District

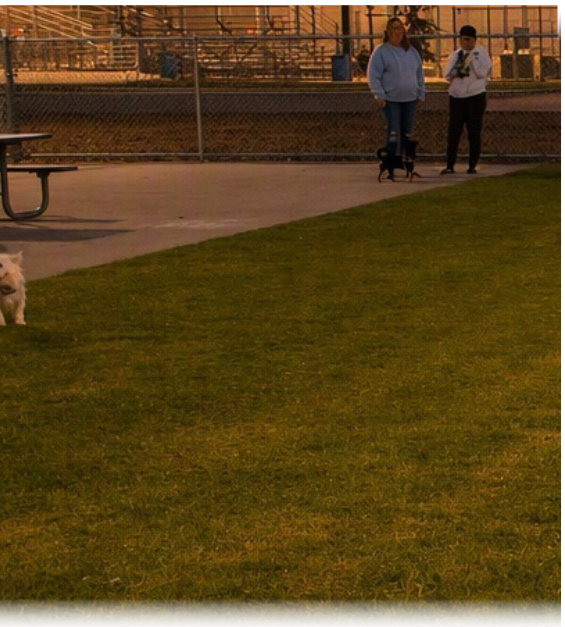
ATTESTED:

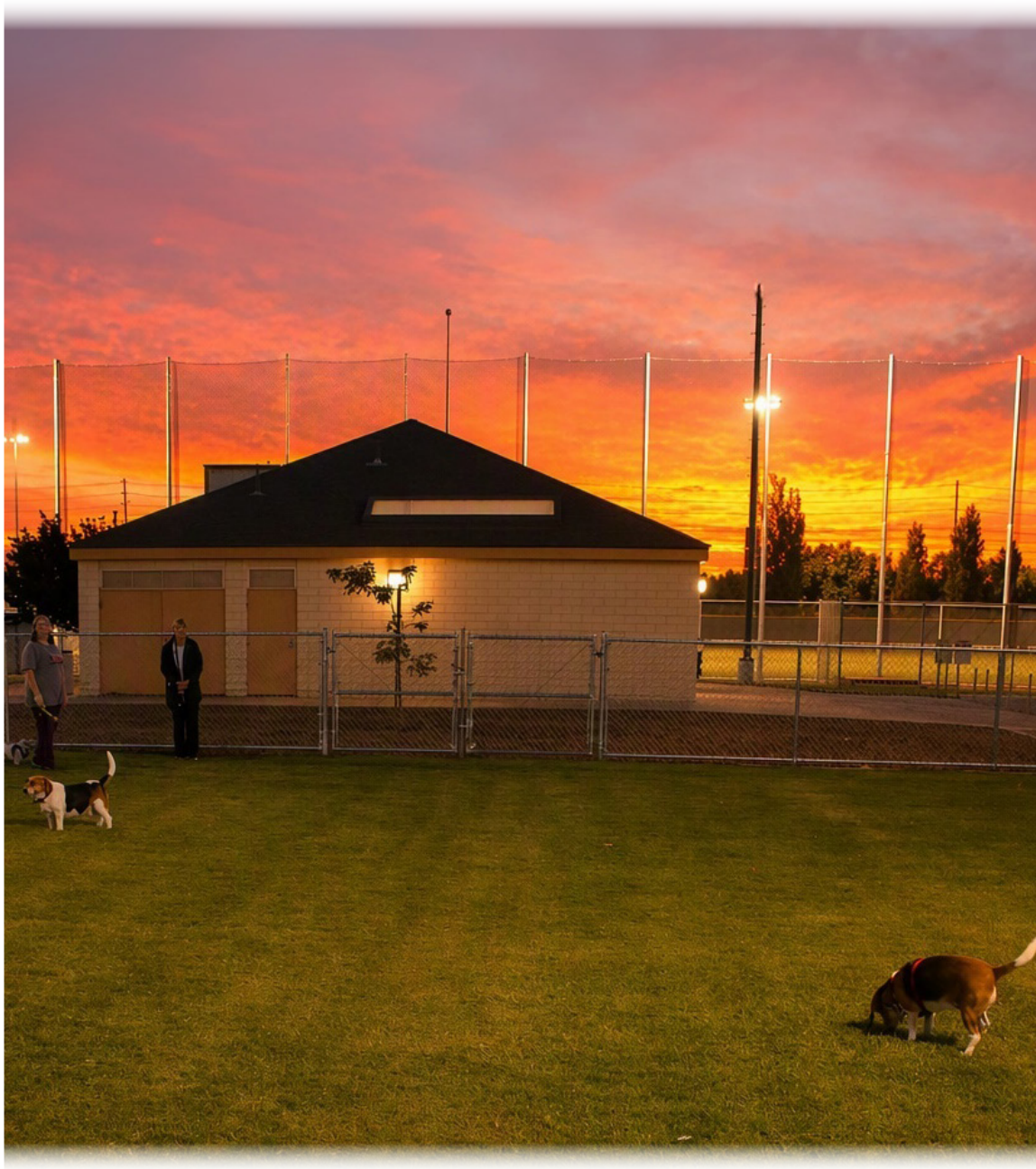
_____
David Schlangen, Secretary, Board of Directors
Pleasant Valley Recreation and Park District

Balfour Beatty

300 E. Esplanade Drive, #1220
Oxnard, CA 93036
o. 805.919.0027
e. alert@balfourbeattyus.com







PLEASANT VALLEY RECREATION & PARK DISTRICT

Attention: Matthew Parker, Park Services Manager
1605 E. Burnley Street, Camarillo, CA 93010
Request for Qualifications for Construction Renovations of the Freedom Park Restroom and Snack Bar Facility
July 15, 2026 | 12:00 pm

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Balfour Beatty's Office Located in Ventura!

LETTER OF INTEREST

July 15, 2026

Attention: Matthew Parker,
Park Services Manager
Pleasant Valley Recreation & Park District
1605 E. Burnley Street,
Camarillo, CA 93010

Balfour Beatty

300 E. Esplanade Drive,#1220
Oxnard, CA 93036
p. (805) 919-0027
e. alert@balfourbeattyus.com
CA License No. 979126

Subject: **Notice Inviting Qualifications for Project Management for Construction Renovations of the Freedom Park and Snack Bar Facility**

Dear Mr. Parker,

In the spirit of Pleasant Valley Recreation & Park District in close partnership with your community to make your parks the heart of togetherness and a place where families grow, friendships thrive and wellness begins we are pleased to submit our Statement of Qualifications to provide Construction Management Services for the renovations of the existing restroom and snack bar facility at Freedom Park.

Balfour Beatty is a full-service construction management, lease-leaseback, design-build, and general contracting firm that has specialized in the construction of public works and educational facilities for 43 successful years. Our Ventura County office has maintained long-term trusted relationships with local public agencies, educational clients, non-profit clients, and local trade contractors for 25 years.

Our highlighted Project Team noted below all live locally and have unsurpassed construction management experience, planning, developing, managing and delivering 100's of projects for many local public agency clients. They understand the importance of assisting PVRPD and the selected General Contractor in obtaining success with the delivery of the project to benefit the community and all involved stakeholders.

Keith Henderson - Sr Project Manager has been a lead Bond Program Construction Manager for Rio School District, Ventura USD, Oak Park USD and Las Virgenes USD. *Keith has established a respected reputation for collaboration, cooperation, and support with many of our shared trade contractors so they are able to successfully complete projects without obstacles.*

Joe Wandolowski - Sr Superintendent has been the cornerstone for numerous high-profile projects including the New Del Sol High School and Channel Islands High School Aquatic Center for Oxnard UHSD and Nordhoff High School Aquatic Center and Stadium Bleacher Replacement projects for Ojai USD. *Joe also brings a unique benefit to the project as a youth baseball coach where he spends a significant amount of time at Freedom Park and understands how the Park operates and is utilized by the various community activities.*

Dayana Flores Reyes – Project Engineer started with us as an intern while attending Cal Poly San Luis Obispo, for several years as an intern and now as a fulltime teammate, Dayana has assisted several of our teams providing Construction Management services for Oak Park USD, Hueneme Elementary School District and Ventura USD.

With a proven track record of success and client satisfaction, we feel our Team is an excellent fit for this opportunity, and we commit to bringing proactive solutions and a positive lets work together approach to the project.

Sincerely,
Balfour Beatty Construction, LLC

Emily Kay *
President – California
mobile: (310) 429-2652
email: ekay@balfourbeattyus.com

Dennis Kuykendall
Director – Ventura
mobile: (805) 574-9131
email: dkuykendall@balfourbeattyus.com

Tab A

Firm Information

A. Firm Information

Firm Name, Address, and Contact Information

Balfour Beatty Construction, LLC
300 E. Esplanade Drive, #1220 Oxnard, CA 93036
(805) 574-9131

Organizational Structure **SEE CHART**

★ PRIMARY CONTACTS

PLEASANT VALLEY RECREATION & PARK DISTRICT

BOA ARCHITECTURE

LOCAL AGENCIES HAVING JURISDICTION

Balfour Beatty

Years in Business

With **43 years of California building experience and 25 years of experience in Ventura County**, our team understands how to deliver community-focused public projects with care, accountability, and local insight not only as construction managers but also as general contractors. For the **Freedom Park Restroom and Snack Bar Renovations project**, we will bring proactive collaboration, communication and commitment, strong agency coordination experience, and disciplined oversight all while respecting the ongoing use of the Park to help PVRPD deliver a **safe, accessible, and successful** facility improvement for the community.

Tab B

Relevant Experience

B. Relevant Experience

Description of at least 3–5 similar projects completed within the last five (5) years that represent the type of work requested in this RFQ

EP Foster Elementary School Annex Modernization Project

VENTURA UNIFIED SCHOOL DISTRICT

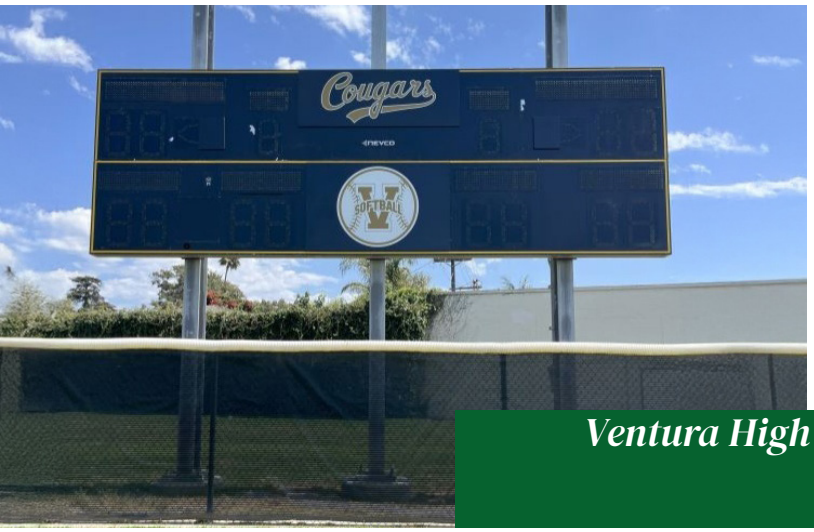
Location: **1440 N Olive St Ventura, CA**

Construction Value: $5,833,088.00

Scope: Modernization of the existing Annex Building, including general building improvements and renovations, associated site work, accessibility upgrades, mechanical, plumbing, electric, low voltage, and fire alarm upgrades. Building now serves the after-school program with gymnasium, teaching kitchen, classroom spaces, conference room, restrooms and music play room.

Role of Firm: VUSD Facilities Department Construction Management Services

Client Reference: Jason McIlhaney, Ventura USD Facilities Planner. Jason@McIlhaney@venturausd.org 805-289-7981 ext 1012



Ventura High School Varsity Site Softball Improvements

VENTURA UNIFIED SCHOOL DISTRICT

Location: **2 N Catalina St Ventura, CA**

Construction Value: $991,624.11

Scope: Renovation of existing softball field, including new scoreboard, new dugout, fencing, hardscape and softscape improvements, and compliant path of travel upgrades..

Role of Firm: VUSD Measure H Bond - Program Management and Construction Management Services

Client Reference: Ryan Hughes, Ventura USD Bond Program Manager, Ryan.Hughes@venturausd.org, 805-901-9620

B. Relevant Experience

Description of at least 3–5 similar projects completed within the last five (5) years that represent the type of work requested in this RFQ

Simi Valley High School Kitchen Conversion

SIMI VALLEY UNIFIED SCHOOL DISTRICT

Location: **5400 Cochran St, Simi Valley, CA 93063**

Construction Value: $6,347,954.00

Scope: Interior and partial exterior demolition of an existing classroom building to structure. Repurpose and renovate as a new full service high school prep and serving kitchen.

Role of Firm: Lease- Leaseback Contractor Including Preconstruction Services

Client Reference: Pedro Avila - Director of Facilities and Planning, Simi Valley USD pedro.avila@simivallyusd.org 805/306-4500 x4401

City of Moorpark New Library (in progress)

CITY OF MOORPARK

Location: **83 High Street Moorpark, CA**

Construction Value: $27,183,000

Scope: Construction of a new 17,272 sq. ft. library, parking lot, and associated improvements located at 83 High Street, and the demolition of the existing 7,900 sq. ft. library located at 699 Moorpark Avenue. Facilities within the library will include book collections for early childhood, children, teens, and adults. The facility will have multi-purpose rooms, study and work areas, and a Friends of the Library area.

Role of Firm: Construction Management Services including Preconstruction Services

Client Reference: CITY OF MOORPARK Jessica Sandifer - Deputy Parks and Recreation Director 323 Science Drive | Moorpark, CA 930210 P: 805.517.6225 | e: jsandifer@moorparkca.gov

B. Relevant Experience

Description of at least 3–5 similar projects completed within the last five (5) years that represent the type of work requested in this RFQ

Ojai USD Nordoff High School & Junior High School Stadium Bleachers

(in progress)

OJAI UNIFIED SCHOOL DISTRICT

Location: **1401 Maricopa Hwy, Ojai, CA 93023**

Construction Value: $4,856,868

Scope: New Home Side 1255 seat grandstands and press box, site infrastructure, electrical and athletic lighting, irrigation, and landscaping improvements

Role of Firm: Construction Management Services including Preconstruction Services

Client Reference: OJAI UNIFIED SCHOOL DISTRICT Kelly Haslam - Bond Project Coordinator703 El Paseo Rd Ojai, CA 9302 p: (805) 640-4300 I e: khaslam@ojaiusd.org

Additional Relevant Experience

Ventura Unified School District Measure E (2022 to present) $434.5 million Facilities and Infrastructure Bond Program and Construction Management Services.

Las Virgenes Unified School District Measure S (2022 to present) $340 million Facilities and Infrastructure Bond Program and Construction Management Services.

Rio School District Measure G (2014): $38.5 million, Measure L (2018): $59.2 million, Measure H (2022 to present): A $72 million Facilities and Infrastructure Bond Program and Construction Management Services.

Oak Park Unified School District Measure R (2008) $29.4 million, Measure S (2016 to present): $60 million Facilities and Infrastructure Bond Program and Construction Management Services.

Hueneme Elementary School District Measure B (2018): $34.2 million, Measure C (2024): $53.7 million Facilities and Infrastructure Bond Program and Construction Management Services.

Tab C

Project Team

C. Project Team

SKILLS & EXPERTISE

Years of Experience

39

Education

Associate Certificate, Architectural Drafting, Phoenix Institute of Technology

Construction Management, Cal Poly Pomona

Registrations/Certifications

- Safety Trained Supervisor (STS)
- Zero Harm Safety Training
- CPR/AED & First Aid Certified

DENNIS KUYKENDALL

Director – Ventura

PROJECT ROLE

Dennis Kuykendall has over 39 years of experience in the construction industry, as well as experience in the architectural field. Dennis brings a unique understanding of the design process combined with proven leadership, strong management skills, and the ability to effectively communicate at all levels of project planning and construction. Dennis will spearhead collaboration and efficiency throughout the life of the project. He will support the team, ensuring they meet and exceed all District expectations related to cost, schedule, customer service, and quality delivering a successful project that Pleasant Valley and Recreation Park District can be proud of!

RELEVANT PROJECT EXPERIENCE

Ojai Unified School District
- Nordoff High School Stadium Bleachers
- Nordhoff High School Aquatic Center
- Measure J Facilities Improvement Bond Program | 2014-2018

Oxnard Union High School District
- Del Sol High School Campus
- Channel Islands High School Aquatic Center

Oxnard School District
- Rose Avenue K-5 Campus

Oak Park Unified School District
- Measure R and S Facilities Improvement Bond Program | 2008-Current

Rio School District
- Rio Del Sol K-8 STEAM Academy 1
- Measure G, H and L Facilities Improvement Bond Program | 2014-Current

Hueneme Elementary School District
- Measure B & C Facilities Improvement Bond Program | 2017-Current

Simi Valley Unified School District
- Royal High School Modernization
- Simi Valley High School New Multipurpose Room and Kitchen

Ventura Unified School District
- Measure E Facilities Improvement Bond Program | 2022-Current

Las Virgenes Unified School District
- Measure S Facilities Improvement Bond Program

City of Moorpark
- New City Library

National Disaster Search Dog Foundation *Non-Profit Experience!*
- National Training Center- Santa Paula CA

Heart of Los Angeles (HOLA) *Non-Profit Experience!*
- Heart of LA Arts and Recreation Center- Santa Paula CA

C. Project Team

KEITH HENDERSON

Senior Project Manager

PROJECT ROLE

Keith has 51 years of experience in the construction industry, including extensive work with public agencies and community-focused facilities such as park improvements, restroom upgrades, and concession buildings. His background includes both field supervision as a superintendent and project management, equipping him with the ability to quickly resolve issues while collaborating closely with the District and maintaining alignment with project goals. As Senior Project Manager, Keith is responsible for overall project oversight and leadership of the integrated team through pre-construction, construction, and closeout. He provides schedule and budget management, leads coordination and weekly meetings, produces monthly reports, and oversees submittals, RFIs, change orders, and pay applications while ensuring compliance with ADA and public works requirements. He will maintain clear communication with District staff and stakeholders, proactively manage risks, and ensure the project is successfully delivered on time and within budget.

RELEVANT PROJECT EXPERIENCE

Rio School District
- Measure G, H, and L Facilities Improvement Bond Program

Las Virgenes Unified School District
- Measure S Facilities Improvement Bond Program

Ventura Unified School District
- Measure E Facilities Improvement Bond Program | 2022-Current
- PM/CM Services
- EP Foster Elementary School Annex Modernization Project

Hueneme Elementary School District
- Measure B Facilities Improve. Bond Program

Oak Park Unified School District
- Measure R & S Facilities Improvement Bond Program | 2008-Current
- High School Replacement
- Needs Assessment/Master Planning

Mesa Unified School District
- Mesa Union School Modernization

SKILLS & EXPERTISE

Years of Experience

51

Education
- Certification, Project/ Construction Management University of California, San Diego

Registrations/Certifications
- Qualified SWPPP Practitioner
- OSHA 30-Hour Training
- Zero Harm Safety Training
- First Aid / CPR Training
- Safety Trained Supervisor, Construction (STSC)

C. Project Team

JOE WANDOLOWSKI,
QSP, STS, CISEC

Senior Superintendent

PROJECT ROLE

Joe Wandolowski is a seasoned Senior Superintendent with over 35 years of construction experience ranging from education, hospitality, entertainment, and residential. He enjoys tackling challenging projects and delivering quality work exceeding client's expectations. Joe is a strong advocate in mentoring the next generation of foreman and superintendents. As Senior Superintendent, Joe will oversee all field operations, engaging and communicating daily with our trade partners, conducting pull-planning sessions, safety meetings, ensuring schedule milestones are met, implementing Balfour Beatty's Zero Harm Safety Program, and quality control. He will actively engage with the District, architect, and the team during preconstruction, developing the project budget and schedule to ensure your project is delivered on time, within budget, and exceeds your goals – with the highest focus on student safety.

SKILLS & EXPERTISE

Years of Experience

35

Education

Rio Hondo Carpenter Apprenticeship, Camarillo, CA

Registrations/Certifications

- Qualified SWPPP Practitioner (QSP) Certification
- Certified Inspector of Sediment & Erosion Control (CISEC)
- Safety Trained Supervisor (STS)
- OSHA 30-Hour Construction Safety Training
- CPR/AED & First Aid Certified
- Construction Health & Safety Technician (CHST)
- ACI Flatwork Technician
- Zero Harm Safety Training

RELEVANT PROJECT EXPERIENCE

Ojai Unified School District
- Nordhoff High School Aquatic Center

Oxnard Union High School District
- Del Sol High School Campus
- Channel Islands High School Aquatic Center

Project Experience with Previous Firms

Hollywood Park/MU4 (NFL Headquarters), Los Angeles, CA
- $153M | 434,000 SF | 8-story high-rise tower connected to a 2-story studio support facility. Responsible for coordination between SoFi Stadium, MU4 parking garage and all activities pertaining to construction in all phases

Nokia Center, Los Angeles, CA
- 7,100-seat venue (now the Peacock Theater) 14,000-SF performance area, 12,000 SF dedicated to VIP and hospitality areas

Staples Center, Los Angeles, CA
- 960,000 SF sports and entertainment facility (now the Crypto.com Arena)

City of Santa Monica
- Annenberg Community Beach House - 5-acre public beach front recreation complex

Los Angeles Community College District
- Mission College East Campus Complex - including outdoor amphitheatre and plaza
- Mission College Student Services & Administration Building

DAYANA FLORES-REYES

Project Engineer

PROJECT ROLE

Dayana brings a strong foundation in construction and architectural coordination, providing valuable insight into both the design and construction process. As Project Engineer, she combines technical expertise, strong organizational skills, and effective communication to support project planning and execution. She will help drive collaboration and efficiency throughout the Freedom Park Restroom and Snack Bar Renovation project, coordinating closely with the District, design team, and contractor. Dayana will support the team in meeting project goals related to cost control, schedule management, ADA compliance, quality, and stakeholder coordination—helping deliver a successful project that Pleasant Valley Recreation & Park District can be proud of.

RELEVANT PROJECT EXPERIENCE

Rio School District
- Rio School District Task Orders 2025

Hueneme Elementary School District
- Measure B Facilities Improvement Bond Program

Oak Park Unified School District
- Measure R & S Facilities Improvement Bond Program | 2008-Current

Ventura Unified School District
- Measure E Facilities Improvement Bond Program

SKILLS & EXPERTISE

Years of Experience

1

Education

B.S. Construction Management

California State Polytechnic University, San Luis Obspo

Registrations/Certifications

- OSHA 30-Hour Construction Safety Training
- CPR/AED & First Aid
- Certified
- Zero Harm Training
- CMIT

Tab D

Project Approach

D. Project Approach

OUR APPROACH

Our understanding of the Project is two-fold; A - Understanding the construction aspects of the Project within an occupied park setting and B - understanding the role as a Construction Manager working in partnership and collaboration with PVRPD and the selected General Contractor is critical to the successful delivery of the Project. As Construction Managers we have completed 100's of similar public works projects both under CUPCCAA and formal bid delivery methods within occupied campuses focusing on safety, schedule, site logistics and quality.

THE PROJECT

The construction renovations of the Freedom Park Restroom and Snack Bar Facility, originally designed in 1982, include the selected Option 1 scope of work indicated in current construction documents prepared by BOA Architecture;

- Interior demolition and renovation of restrooms to include ADA compliant upgrades
- Interior demolition and renovation of the snack bar / concession area
- Exterior prep and repaint and new roof dormer vents
- Associated utility connections and upgrades
- Site improvements and accessibility upgrades

We understand the construction documents, PVRPD Spec No FWRR.09.26.27, have been released for construction proposals with a bid deadline of July 22, 2026.

Award of both the construction contract and CM Services agreement is expected September 2, 2026. The construction timeline is noted as 135 working days, exclusive of maintenance periods. Any delay at the fault of the selected contractor is subject to $250 per day Liquidated Damages.

Cost Control

If the Project timeline allows, our goal is to ensure any potential cost or time impacts are mitigated during preconstruction services by providing a thorough constructability review and fully inclusive bid package. Value engineering is also an opportunity to enhance the project as a whole with suggested best solutions that ensure the Project remains within budget while meeting and exceeding goals for function and aesthetics.

Should there be any additional cost and/or time impact issues during the course of construction, our Team will evaluate and thoroughly vet all potential change order requests that are submitted by the General Contractor following a set evaluation process;

- Confirmation of response to project field directives and request for change proposals for deleted or added scope
- Review and validation of labor and material costs
- Conformance with project general and special conditions stipulating cost break down expectations as well as markup allowances for both the general and sub trade contractors.
- Review and validation of critical path contract time impacts and potential recovery options
- Review of alternate options that may provide same or better value at reduced cost and time impact
- Evaluation of impact on project contingency

All change orders found to be proper and necessary will then be presented to District Staff with a letter of recommendation requesting authorization for approval. The recommendation will include an outline of base contract amount, previously approved change orders, current change order value and overall adjusted

Schedule Management

Key to any successful project involves a well thought out plan of scheduling expectations and the tracking of progress. Using a critical path method (CPM) schedule gives everyone involved an idea of where the project must go, where it is going, and what is required to maintain the project milestones. Good scheduling procedures can eliminate problems due to production bottlenecks, facilitate the timely procurement of long-lead materials, and ensure the completion of a project on time. Our Team is well versed in numerous scheduling

programs and uses Oracle's Primavera P6 as its primary scheduling software program, in addition to employing a dedicated staff of schedulers. The development of a projects critical path involves the project team, identifying the phasing and key milestones required to meet the plan of the client. With the support of our in-house scheduling team, we will provide comprehensive reviews of all project schedules, and provide necessary recommendations and feedback to ensure projects stay on schedule.

As part of our process working with the General Contractor, our Team will review their detailed submittal and construction schedules for proper and timely procurement and Project sequencing. Should further schedule review or recovery be required we have the ability to support the General Contractor by performing pull planning sessions for recovery schedules. This process will include the District, the design teams and all General Contractor trade contract partners to streamline the schedule and coordinate the sequence of work and deliverables in the most efficient manner. This enables us to fully understand milestones, interdependent tasks, and coordinate the entire process. As a result, we identify areas to make the project more efficient and effective.

KEY SCHEDULING CONSIDERATIONS

- Understanding public use of the Park and planning for any potential schedule conflicts
- Materials and equipment procurement lead times
- Planning work to minimize site logistic issues
- Planning for material and equipment deliveries to mitigate conflicts with the Park operations and activities

Risk Mitigation

We see the largest risk for the Project as the safety of the public who use the various Park areas while construction is in progress. Our Team will partner with the PVRPD, the General Contractor and Park users to eliminate potential safety risks applying the following procedures;

(1) Prepare a site logistics plan to develop an understanding of site-specific risks and apply mitigation measures
(2) Maintain safe pedestrian & vehicular access around the project site
(3) ***BE A GOOD NEIGHBOR***, working diligently to ensure minimal disruption to the surrounding Park activities and uses;

- Freedom Dog Park immediately adjacent to the Project site
- The ballfields which are heavily used in the evenings and weekends
- Freedom Park R/C Car Tracks
- Freedom Park BMX Raceway
- Camarillo Outdoor Rink

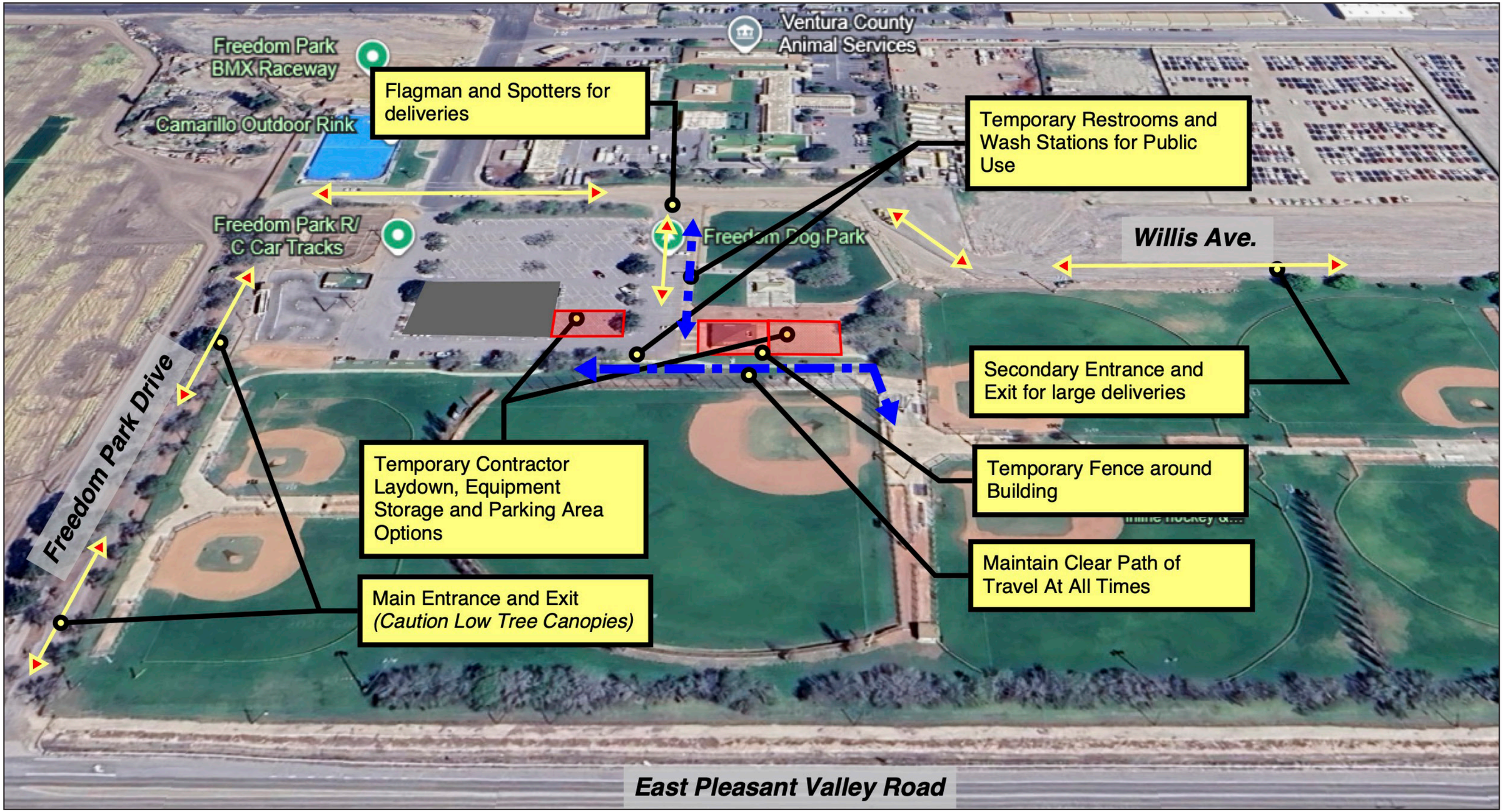
(4) Maintain continuous utility services & manage required utility interruptions/cutovers

Coordination with Public Agencies

We understand the requirements and complexities of public work project approvals and oversight, including those of local regulatory agencies. Having completed hundreds of projects in Ventura County, Balfour Beatty Construction has extensive experience and long-term relationships working with relevant state and local agencies, including:

- Pleasant Valley Recreation and Parks District Engineer(s)
- Local Agencies having jurisdiction
- Ventura County Health Department
- California Department of Toxic Substances Control (CDSC)
- South Coast Air Quality Management District
- OSHA and Cal OSHA
- City of Camarillo and Ventura County Storm Water Pollution Prevention Plans (SWPPP)
- Local and County Fire Departments
- Regional Water Quality Control Agency

Site logistics



Tab E

References

E. References

Minimum of three client references

In addition to the project references noted in section B. Relevant Experience please feel free to contact the following additional reference contacts;

1. **CITY OF MOORPARK**
Jessica Sandifer - Deputy Parks and Recreation Director
323 Science Drive
Moorpark, CA 93021
p: 805.517.6225
e: jsandifer@moorparkca.gov

2. **HUENEME ELEMENTARY SCHOOL DISTRICT**
Dr. Christine Walker, Superintendent
205 North Ventura Rd.
Port Hueneme, CA 93041
p: (805) 488-3588
e: cwalker@hueneme.org

3. **OAK PARK UNIFIED SCHOOL DISTRICT**
Maggie Bonilla - Director Facilities, Maintenance and Operations
5801 Conifer Street
Oak Park, CA 91377
p: (818) 735.3223
e: mbonilla@opusd.org

4. **OJAI UNIFIED SCHOOL DISTRICT**
Kevin Olson
Assistant Superintendent, Business
703 El Paseo Rd
Ojai, CA 93023
p: (805) 640-4300
e: kevin.olson@ojaiusd.org

5. **LAS VIRGENES UNIFIED SCHOOL DISTRICT**
Shawn Vudmaska - Construction Project Manager
4111 Las Virgenes Rd.
Calabasas, CA 91302
p: (818) 880-4000
e: svudmaska@lvusd.org

6. **RIO SCHOOL DISTRICT**
Veronica Rauschenberger, Superintendent
1800 Solar Drive
Oxnard, CA 93030
p: (805) 485-3111
e: vrauschenberger@rioschools.org

Tab F

Litigation History

F. Litigation

A firm must include in its submittal a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the firm or in which the firm has been judged guilty or liable within the last five (5) years.

Over the past 5 years, despite more than $6 billion in project revenue, the California Division of Balfour Beatty Construction has not been involved in any litigation, arbitration or mediation against a project owner, nor has it been terminated for cause under any construction contract. This is testament to our unwavering commitment to be your "Relentless Ally" and to the projects we are entrusted to build.

Thank you
for your
consideration.

Balfour Beatty Construction
Pleasant Valley Recreation and Park District
Freedom Park Restroom and Snack Bar Facility

PRECONSTRUCTION SERVICES - *If needed* **Lump Sum $ 5,000**

CONSTRUCTION PHASE SERVICES - Based on 135 working day duration. Services provided on an as needed basis

Approximate NTP Date	9/18/2026	
Approximate Completion Date	3/26/2027	*T&M Projected thru April 2027 for project delay contingency*
Calendar Days	189	
Months	6.3	

CONSTRUCTION PHASE	2026				2027							
STAFF POSITION	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	Total Est. Hours	Hourly Rate	Total Est. Labor	Est Monthly Cost
Project Executive/Director	8	8	8	8	8	8	8	8	64	$ 240	$ 15,360	$ 1,920
Sr. Project Manager	24	40	40	40	40	40	40	40	304	$ 230	$ 69,920	$ 8,740
Project Engineer	16	24	24	24	24	24	24	24	184	$ 110	$ 20,240	$ 2,530
Superintendent	16	24	24	24	24	24	24	24	184	$ 230	$ 42,320	$ 5,290
Project Accountant/Administrator	2	2	2	2	2	2	2	2	16	$ 70	$ 1,120	$ 140
Labor Total	**66**	**98**	**98**	**98**	**98**	**98**	**98**	**98**	**752**		**$ 148,960**	**$ 18,620**

Staffing Assumptions	**As Needed - Average Hours per month per Staff position**
Project Executive/Director	Avg 8 hours per mth - General project oversight, support and meetings
Project Manager	Avg 40 hours per mth - Construction administration, oversite, meetings, safety
Project Engineer	Avg 24 hours per mth - Submittals & RFI processing, meetings
Superintendent	Avg 24 hours per mth - Coordinate/oversee contractors, safety, schedule and logistics

The hourly rates stated include the following;
Base wage, labor burden, main office overhead and GL insurance, company vehicle (or) auto allowance, cell phone, iPad and laptop
NO TRAVEL OR STANDBY TIME CHARGED

CLOSEOUT PHASE **Lump Sum** ***Included***

Reimbursables will be provided at cost plus 5% handling fee with necessary back-up receipts
Estimated cost - Reprographic services if needed **$ 1,500**

TOTAL ESTIMATED FEE - N.T.E. **$ 155,460**

OPTIONAL SERVICES (If applicable)

• Additional inspection	Billed at stated hourly rates if beyond average monthly hours
• Extended construction duration	Billed at stated hourly rates if beyond 6 month duration
• Special inspections coordination	Billed at stated hourly rates if beyond average monthly hours

Balfour Beatty Construction
Pleasant Valley Recreation and Park District
Freedom Park Restroom and Snack Bar Facility
Hourly Rate Sheet

Staff Position	Hourly Rate
Principal In Charge (VP):	$ 250.00
Project Executive/Director	$ 240.00
Sr Project Manager	$ 230.00
Project Engineer:	$ 125.00
Superintendent:	$ 230.00
Assistant Superintendent	$ 175.00
Project Accountant/Administrator	$ 90.00
Chief Estimator	$ 225.00
Senior Estimator	$ 200.00
MEP Estimator	$ 135.00
Estimator	$ 135.00
Scheduling Manager	$ 195.00
Scheduler	$ 150.00
BIM Manager	$ 185.00
BIM Specialist	$ 130.00
Constructability Reviewer	$ 195.00
DSA Closeout Specialist	$ 145.00
Quality Control Manager	$ 150.00
Safety Manager	$ 165.00
Environmental Manager	$ 165.00

The hourly rates stated include the following;

Base wage, labor burden, main office overhead and GL insurance, company vehicle (or) auto allowance, cell phone, iPad and laptop

Reimbursables will be provided at cost plus 5% handling fee with necessary back-up receipts

AGREEMENT FOR GENERAL SERVICES
WITH THE PLEASANT VALLEY RECREATION AND PARK DISTRICT
("DISTRICT")

Project Name/Description ("**Project**"): Freedom Park Restroom / Snack Bar Renovation

Contractor Name ("**Contractor**"): Balfour Beatty Construction

Contractor Business Type: Limited Liability Company (LLC)

Contractor Address: 300 East Esplanade Drive, Suite 1220 Oxnard, CA 93036

Contractor Representative Name and Title ("**Contractor Representative**"): Dennis Kuykendall, Director

Contractor Representative Work Phone and Email: Office: (805)-983-1558 Cell: (805)-574-9131

Effective Start Date: September 7, 2026

Termination Date: April 30, 2026

Total Not-To-Exceed Contract Amount ("**Contract Sum**"): One Hundred, Fifty-Five Thousand, Four Hundred, and Sixty Dollars. ($155,460.00)

District Contact ("District Contact"):Matthew Parker

District Contact Work Phone and Email:(805)-482-1996 Ext. 301 / mparker@pvrpd.org

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RECITALS

The Distict desires to contract with a Contractor to provide services as more further set forth herein.

The District circulated a Request for Quotes or Proposals for the above-described services.

Contractor submitted a quote or proposal to Distirct to provide the above-described services.

District Staff has reviewed all the proposals and after considering the demonstrated competence of Contractor, the qualifications of Contractor, and the fairness and reasonableness of Contractor's proposed cost, staff has determined that an agreement to provide the required services should be awarded to Contractor.

AGREEMENT

THIS AGREEMENT FOR SERVICES ("**Agreement**") is made and entered into and effective on the date executed by the District by and between the Pleasant Valley Recreation and Park District ("**District**") and ("**Contractor**"). District and Contractor may be referred to individually as "**Party**" or collectively as "**Parties**." In consideration of the mutual promises and covenants made by the Parties and contained herein and other consideration, the value and adequacy of which are hereby acknowledged, the Parties agree as follows:

ARTICLE 1. SERVICES OF CONTRACTOR

1.1 **Scope of Services.** In compliance with all terms and conditions of this Agreement, Contractor shall provide those services specified in the "**Scope of Services**" attached hereto as Exhibit A and incorporated herein by this reference, which may be referred to herein as the "**services**" or "**work**" hereunder. As a material inducement to District entering into this Agreement, Contractor represents and warrants: a) it has the qualifications, experience, and facilities necessary to properly perform the Services required under this Agreement b) all services set forth in the Scope of Services will be performed in a competent and satisfactory manner; c) all materials used for services will be both of good quality as well as fit for the purpose intended; and, d) Contractor shall follow the highest professional standards and practices in performing the services required hereunder.

1.2 **Contractor's Proposal.** The Scope of Services shall include the scope of services or work included in Contractor's proposal or bid, which shall be incorporated herein by this reference as though fully set forth herein. In the event of any inconsistency between the terms of such proposal or bid, and this Agreement, the terms of this Agreement shall govern. No other terms and conditions from Contractor's proposal

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or bid, other than description of scope of services or work, shall apply to this Agreement, unless specifically agreed to by District in writing.

1.3 Compliance with Law. All services rendered hereunder shall be provided in accordance with all ordinances, resolutions, statutes, rules and regulations of District and any federal, State or local governmental agency having jurisdiction in effect at the time services are rendered. District, and its officers, employees and agents, shall not be liable at law or in equity for failure of Contractor to comply with this Section.

1.4 Licenses, Permits, Fees and Assessments. Contractor 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. Contractor shall have the sole obligation to pay for any fees, assessments and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for Contractor's performance of the services required by this Agreement, and shall indemnify, defend and hold harmless District against any such fees, assessments, taxes, penalties or interest levied, assessed or imposed against District hereunder.

1.5 Familiarity with Work. By executing this Agreement, Contractor represents and warrants Contractor: a) has thoroughly investigated and considered services to be performed, b) has carefully considered how services should be performed, and c) fully understands the facilities, difficulties and restrictions attending performance of services under this Agreement.

1.6 Software and Computer Services. If the Scope of Services includes the provision and/or installation of any software, computer system, or other computer technology, Contractor represents and warrants that it is familiar with and/or has inspected District's current infrastructure, equipment, computer system and software and that the software, computer system, or other computer technology provided and/or installed by Contractor under this Agreement is compatible, and shall be fully functional, with such infrastructure, equipment, computer system and software of District. Contractor acknowledges that District is relying on this representation by Contractor as a material consideration in entering into this Agreement.

1.7 Prevailing Wages. If services include any "public work" or "maintenance work," as those terms are defined in California Labor Code section 1720 *et seq.* and California Code of Regulations, Title 8, section 16000 *et seq.*, and if the total compensation is $1,000 or more, Contractor shall pay prevailing wages for such work and comply with the requirements in California Labor Code section 1770 *et seq.* and 1810 *et seq.*, and all other applicable laws.

ARTICLE 2. COMPENSATION AND METHOD OF PAYMENT

2.1 Contract Sum. Subject to any limitations set forth in this Agreement, District agrees to pay Contractor the rates specified in the "Schedule of Compensation"

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attached hereto as **Exhibit B** and incorporated herein by this reference. The total compensation for all work, including reimbursement for actual expenses, shall not exceed the Contract Sum set forth above. Compensation may include reimbursement, for actual and necessary expenditures, if both are specified in the Schedule of Compensation, as well as approved by District in advance.

2.2 **Invoices.** Contractor shall submit to District, in a form approved by District, an invoice for services rendered prior to the date of the invoice. By submitting an invoice for payment under this Agreement, Contractor is certifying compliance with all provisions of this Agreement. Except as provided in Sections 7.3, 7.4 and 7.5, District shall pay Contractor for all expenses stated thereon which are approved by District pursuant to this Agreement within thirty (30) days from the submission of an invoice in an approved form. In the event any charges or expenses are disputed by District, the original invoice shall be returned by District to Contractor for correction and resubmission. Review and payment by District for any invoice provided by Contractor shall not constitute a waiver of any rights or remedies provided herein or any applicable law. Each invoice is to include (unless otherwise specified by District): 1) line items for all personnel describing the work performed, the number of hours worked, and the hourly rate; 2) line items for all materials and equipment properly charged to the Services; 3) line items for all other approved reimbursable expenses claimed, with supporting documentation; and 4) line items for all approved subcontractor labor, supplies, equipment, materials, and travel properly charged to the Services.

ARTICLE 3. PERFORMANCE SCHEDULE

3.0 **Time of Essence.** Time is of the essence in the performance of this Agreement.

3.1 **Term.** The Agreement shall commence upon the Effective Date set forth above and will continue until the Termination Date.

Unless earlier terminated in accordance with Article 7 of this Agreement, this Agreement shall continue in full force and effect until completion of any ongoing services, which shall be no later than the Termination Date set forth above. Notwithstanding the foregoing, the Indemnification and Insurance provisions set forth in Article 5 shall survive the termination of this Agreement.

3.2 **Schedule of Performance.** Contractor shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed from District and shall perform all services within the time period(s) established in the "Schedule of Performance" attached hereto as **Exhibit C** and incorporated herein by this reference.

3.3 **Force Majeure.** The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of Contractor, including, but not restricted to, acts of God or

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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 District, if Contractor shall within ten (10) days of the commencement of such delay notify District in writing of the causes of the delay. District 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 District such delay is justified. District's determination shall be final and conclusive upon the Parties to this Agreement. In no event shall Contractor be entitled to recover damages against District for any delay in the performance of this Agreement, however caused, Contractor's sole remedy being extension of this Agreement pursuant to this Section.

ARTICLE 4. COORDINATION OF WORK

4.1 Representative of Contractor. The Contractor Representative is authorized to act on Contractor's behalf with respect to the work or services specified herein and to make all decisions in connection therewith. It is expressly understood that the experience, knowledge, capability and reputation of the representative was a substantial inducement for District to enter into this Agreement. Therefore, the representative shall be responsible during the term of this Agreement for directing all activities of Contractor and devoting sufficient time to personally supervise the services hereunder. For purposes of this Agreement, the representative may not be replaced nor may their responsibilities be substantially reduced by Contractor without the express written approval of District.

4.2 Department Contact for District. The District Contact (or other person designated by the District) shall be the primary person on behalf of District responsible for the administration of the Agreement. It shall be Contractor's responsibility to assure that the District Contact is kept informed of both the progress of the performance of the services as well as any decisions which must be made by District.

4.3 Independent Contractor. Neither District, nor any of its officers, employees or agents, shall have any control over the manner or means by which Contractor, or its officers, employees, agents or subcontractors, perform the services required herein, except as otherwise set forth herein. Contractor 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. Contractor shall not at any time or in any manner represent that it, or any of its officers, employees, agents or subcontractors, are officers, employees or agents of District. District shall not in any way or for any purpose become or be deemed to be a partner of Contractor in its business or otherwise or a joint venturer or a member of any joint enterprise with Contractor. Contractor shall not incur or have the power to incur any debt, obligation or liability whatever against District, or bind District in any manner. Contractor represents and warrants that the personnel used to provide services to District pursuant to this Agreement shall at all times be under Contractor's exclusive control and direction. No District employee benefits shall be available to

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Contractor, its officers, employees, agents or subcontractors, in connection with the performance of this Agreement. District shall not be liable for compensation or indemnification to Contractor, its officers, employees, agents or subcontractors, for injury or sickness arising out of performing services hereunder.

4.4 Subcontracting or Assignment. The experience, knowledge, capability and reputation of Contractor, its principals and employees were a substantial inducement for District to enter into this Agreement. Therefore, without express written approval of District, Contractor shall not contract with any other entity to perform in whole or in part services required hereunder without express written approval of District, and neither this Agreement nor any interest herein may be transferred or assigned. No approved transfer shall release Contractor, or any surety or insured of Contractor, of any liability hereunder without express written consent of District.

ARTICLE 5. INSURANCE AND INDEMNIFICATION

5.1 Insurance Coverages. Prior to commencement of any services under this Agreement, and without limiting Contractor's indemnification obligation to District, Contractor shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to District, for the duration of the Agreement, primary policies of insurance of the type and amounts set forth in the "Insurance Requirements" attached hereto as **Exhibit D** and incorporated herein by this reference.

5.2 <u>Indemnification.</u>

(a) General Obligations. Contractor agrees, to the full extent permitted by law, to indemnify, defend and hold harmless District and its elected and appointed officers, employees and agents (each an "**Indemnitee**" and collectively, "**Indemnitees**") against, and will hold and save them and each of them harmless from, whether actual or threatened, any and all actions, either judicial, administrative, arbitration or regulatory claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities (herein "**Claims or Liabilities**") that may be asserted or claimed by any person, firm or District arising out of or in connection with the performance of the work, operations or activities provided herein of Contractor, its officers, employees, agents, subcontractors, or invitees, or any individual or District for which Contractor is legally liable (each an "**Indemnitor**" and collectively, "**Indemnitors**"), and in connection therewith: 1) Contractor will defend any action or actions filed or threatened in connection with any such Claims or Liabilities, or at option of Indemnitee(s) will reimburse and pay for all costs and expenses, including legal costs and attorneys' fees, incurred by Indemnitee(s) in connection therewith; and, 2) Contractor will promptly pay any judgment rendered against Indemnitee(s) for any such Claims or Liabilities, and will save and hold Indemnitee(s) harmless therefrom.

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(b) Further Provisions. The indemnity obligation herein shall be binding on successors, assigns and heirs of Contractor and shall survive termination of this Agreement. Contractor shall incorporate similar indemnity agreements as provided herein with its subcontractors, and if Contractor fails to do so Contractor shall be fully responsible to indemnify District hereunder therefor. Failure of District and/or District Parties (collectively "District" for solely this Section 5.2(b)) to monitor compliance with any of the indemnification provisions herein shall not be a waiver hereof. Payment of invoices by District is not a condition precedent to enforcement of the indemnity obligation herein. In the event of any dispute between Contractor and District, as to whether liability arises from the sole negligence or willful misconduct of District, Contractor will be obligated to pay for District's defense until such time as a final judgment has been entered adjudicating District as solely negligent or responsible for willful misconduct. Contractor will not be entitled in the absence of such a determination to any reimbursement of defense costs including but not limited to attorney's fees, expert fees and costs of litigation.

ARTICLE 6. RECORDS, REPORTS AND RELEASE OF INFORMATION

6.1 **Records.** Contractor shall keep, and require subcontractors to keep, such ledgers, books of accounts, invoices, vouchers, canceled checks, reports, studies or other documents relating to the disbursements charged to District and services performed hereunder ("**books and records**") as shall be necessary to perform the services required by this Agreement and enable District to evaluate the performance of such services. Any and all such books and records shall be maintained in accordance with generally accepted accounting principles, shall be complete and detailed, and shall be readily accessible. District shall have full and free access to such books and records at all times during normal business hours of District, including the right to inspect, copy, audit and make records and transcripts. Such books and records shall be maintained for a period of three (3) years following completion of the services hereunder. District shall have access to such books and records in the event any audit is required. Contractor shall fully cooperate with District in providing access to any and all Contractor records and documents if a public records request is made and disclosure is required by law including but not limited to the California Public Records Act.

6.2 **Ownership of Documents.** All drawings, specifications, maps, designs, photographs, studies, surveys, data, notes, computer files, reports, records, documents and other materials ("**documents and materials**") prepared by Contractor, its officers, employees, agents and subcontractors in the performance of this Agreement shall be the property of District and shall be delivered to District upon request of District and/or upon the termination of this Agreement, and Contractor shall have no claim for further employment or additional compensation as a result of the exercise by District of its full rights of ownership, use, reuse, or assignment of the documents and materials hereunder. Contractor may retain copies of such documents and materials for its own use. Contractor shall have the right to use the concepts embodied therein. All subcontractors shall provide for assignment

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to District of any documents and materials prepared by them, and in the event Contractor fails to secure such assignment, Contractor shall indemnify District for all damages resulting therefrom. Moreover, with respect to any Contractor documents and materials that may qualify as "works made for hire" as defined in 17 U.S.C. § 101, such documents and materials are hereby deemed "works made for hire" for District.

6.3 Confidentiality and Release of Information. All information gained or work product produced by Contractor in its performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Contractor. Contractor shall not release or disclose any such information or work product to persons or entities other than District without prior written authorization from District. Contractor, its officers, employees, agents or subcontractors, shall not, without prior written authorization from District or unless requested by the District Attorney, voluntarily provide documents, declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered "voluntary" provided Contractor immediately gives District notice of such court order or subpoena. If Contractor, or any officer, employee, agent or subcontractor of Contractor, provides any information or work product in violation of this Agreement, then District shall have the right to reimbursement and indemnity from Contractor for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Contractor's conduct. As concerning, regarding or related to, in any way, this Agreement and the work performed thereunder: a) Contractor shall immediately notify District should Contractor, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party; b) District retains the right, but has no obligation, to represent Contractor or be present at any deposition, hearing or similar proceeding; and, c) Contractor agrees to cooperate fully with District and to provide District with the opportunity to review any response to discovery requests provided by Contractor, however, this right to review any such response does not imply or mean the right by District to control, direct, or rewrite said response.

ARTICLE 7. ENFORCEMENT OF AGREEMENT AND TERMINATION

7.1 California Law. This Agreement shall be interpreted, construed and governed both as to validity and to performance of the Parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Ventura, State of California, or any other appropriate court in such county, and Contractor agrees to submit to the personal jurisdiction of such court in the event of such action.

7.2 Suspension, or Termination, Prior to Expiration of Term. This Section shall govern any termination of this Agreement except as specifically provided in Section

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7.4 for termination for cause. District reserves the right to terminate or suspend this Agreement, or any portion hereof, at any time, for any reason, with or without cause, upon ten (10) days' notice to Contractor, except that where termination or suspension is due to the fault of Contractor, the period of notice may be such shorter time as determined by District. Upon receipt of any notice of termination or suspension, Contractor shall immediately cease all services hereunder, unless the notice provides otherwise, or except such as specifically approved by District. Upon submittal of an invoice consistent with Section 2.2, Contractor shall be entitled to compensation for all services rendered prior to the effective date of the notice of termination or suspension and for any services authorized by District thereafter in accordance with the Schedule of Compensation, or such as may be approved by District, except as provided in Section 7.5. In event of termination, or suspension, without cause pursuant to this Section, there is no need to provide opportunity to cure pursuant to Section 7.3.

7.3 Default of Contractor and Opportunity to Cure. In the event that Contractor is in default under the terms of this Agreement, District shall not have any obligation or duty to continue compensating Contractor for any work performed after the date of default. Instead, District may give notice to Contractor of the default and the reasons for the default. The notice shall include the timeframe in which Contractor may cure the default. This timeframe is presumptively ten (10) days, but may be extended, or reduced, if circumstances warrant, as determined by District. During the period of time that Contractor is in default, District shall hold all invoices and shall, when the default is cured, proceed with payment on the invoices, without liability for interest. In the alternative, District may, in its sole discretion, elect to pay some or all of the outstanding invoices during the period of default. If Contractor does not cure the default by conclusion of noticed timeframe, District may immediately both terminate this Agreement with notice to Contractor as well as pursue the remedy in Section 7.4, without prejudice to any other remedy to which District may be entitled at law, in equity or under this Agreement. Any failure on the part of District to give notice of Contractor's default shall not be deemed to result in a waiver of District's legal rights or any rights arising out of any provision of this Agreement.

7.4 Termination for Default of Contractor. If termination is due to the failure of Contractor to fulfill its obligations under this Agreement, District may, after compliance with the provisions of Section 7.3, take over the work and prosecute the same to completion by contract or otherwise, and Contractor shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that District shall use reasonable efforts to mitigate such damages), and District may withhold any payments to Contractor for the purpose of set-off or partial payment of the amounts owed District therefor.

7.5 Retention of Funds. Contractor hereby authorizes District to deduct from any amount payable to Contractor (whether or not arising out of this Agreement) (i) any

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amounts the payment of which may be in dispute hereunder or which are necessary to compensate District for any losses, costs, liabilities, or damages suffered by District, and (ii) all amounts for which District may be liable to third parties, by reason of Contractor's acts or omissions in performing or failing to perform Contractor's obligation under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by Contractor, or any indebtedness shall exist which shall appear to be the basis for a claim of lien, District may withhold from any payment due, without liability for interest because of such withholding, an amount sufficient to cover such claim. The failure of District to exercise such right to deduct or to withhold shall not, however, affect the obligations of Contractor to insure, indemnify, and protect District as elsewhere provided herein.

7.6 Waiver. Waiver by any Party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by any Party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision or a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by District of any work or services by Contractor shall not constitute a waiver of any of the provisions of this Agreement. No delay or omission in the exercise of any right or remedy by a non-defaulting Party on any default shall impair such right or remedy or be construed as a waiver. Any waiver by either Party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement. Contractor acknowledges and agrees that any actual or alleged failure on the part of District to inform Contractor of non-compliance with any requirement of this Agreement imposes no additional obligations on District nor does it waive any rights hereunder. Payment to Contractor for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Contractor.

7.7 Rights and Remedies are Cumulative. Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the Parties are cumulative and the exercise by either Party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other Party.

7.8 Legal Action. In addition to any other rights or remedies, either Party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement. Notwithstanding any contrary provision herein, Contractor shall file a statutory claim pursuant to Government Code sections 905 *et seq*. and 910 *et seq*., in order to pursue a legal action under this Agreement.

7.9 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

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Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, whether legal or equitable, shall be entitled to reasonable attorneys' fees. Attorneys' fees shall include attorneys' fees on any appeal, and a Party entitled to attorneys' fees shall be entitled to all other reasonable costs for investigating such action, Contractors' fees, taking depositions and discovery and all other necessary costs the court allows which are incurred in such litigation. Such fees and costs shall be enforceable whether or not such action is prosecuted to judgment.

ARTICLE 8. INDIVIDUAL LIABILITY, CONFLICTS AND NON-DISCRIMINATION

8.1 Non-liability of District Officers and Employees. No officer or employee of District shall be personally liable to Contractor, or any successor in interest, in the event of any default or breach by District or for any amount which may become due to Contractor or to its successor, or for breach of any obligation of the terms of this Agreement.

8.2 Conflict of Interest. Contractor covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of District or which would in any way hinder Contractor's performance of services under this Agreement. Contractor further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor without the express written consent of District. Contractor agrees to at all times avoid conflicts of interest or the appearance of any conflicts of interest with the interests of District in the performance of this Agreement. District, in its sole discretion, shall determine the existence of a conflict of interest and may terminate this Agreement in the event such a conflict of interest exists upon sending Contractor written notice describing the conflict. No officer or employee of District shall have any financial interest, direct or indirect, in this Agreement nor shall any such officer or employee participate in any decision relating to this Agreement which affects their financial interest or the financial interest of any corporation, partnership or association in which they are, directly or indirectly, interested, in violation of any State statute or regulation. Contractor 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.

8.3 Covenant Against Discrimination. Contractor covenants that, by and for itself, its heirs, executors, assigns, and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry or other protected class in the performance of this Agreement. Contractor shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their

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race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry or other protected class.

ARTICLE 9. MISCELLANEOUS PROVISIONS

9.1 **Notices.** Any notice or other communication either Party desires or is required to give to the other Party or any other person in regards to this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, in the case of District addressed to Pleasant Valley Recreation and Park District, 1605 Burnely Street, Camarillo, California 93010, and in the case of Contractor, to the person(s) at the address designated on the cover page of this Agreement. Either Party may change its address by notifying the other Party of the change of address in writing. Notice shall be deemed communicated at the time personally delivered or in seventy-two (72) hours from the time of mailing if mailed as provided in this Section.

9.2 **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, headings used, or any other rule of construction which might otherwise apply.

9.3 **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original, and such counterparts shall constitute one and the same instrument.

9.4 **Integration; Amendment.** This Agreement including the attachments hereto is the entire, complete and exclusive expression of the understanding of the Parties as to the Agreement. It is understood that there are no oral agreements between the Parties hereto affecting this Agreement, and this Agreement supersedes and cancels any and all prior and contemporaneous negotiations, arrangements, agreements and understandings, if any, between the Parties, concerning this Agreement, and none shall be used to interpret this Agreement. No amendment to or modification of this Agreement shall be valid unless made in writing and approved by Contractor and by District.

9.5 **Severability.** Should a portion of this Agreement be declared invalid or unenforceable by a judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining portions of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the Parties unless the invalid provision is so material that its

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invalidity deprives either Party of the basic benefit of their bargain or renders this Agreement meaningless.

9.6 **No Undue Influence.** Contractor declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of District in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of District has or will receive compensation, directly or indirectly, from Contractor, or from any officer, employee or agent of Contractor, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section shall be a material breach of this Agreement entitling District to remedies in Section 7.4 and any and all remedies at law or equity.

9.7 **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) entering into this Agreement does not violate any provision of any other agreement to which said Party is bound. This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the Parties.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date and year first-above written.

DISTRICT:

Pleasant Valley Recreation and Park District

By: _____
Mary Otten, General Manager
Date:

CONTRACTOR:

By: _____
Name: Emily Kay
Title: President – California Division
Date:

By: _____
Name: Jared Wayne
Title: SVP & Chief Legal Officer
Date:

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CONTRACTOR:

Two corporate officer signatures required when Contractor is a corporation, with one signature required from each of the following groups: 1) Chairperson of the Board, President or any Vice President; and 2) Secretary, any Assistant Secretary, Chief Financial Officer or any Assistant Treasurer. (Cal. Corp. Code § 313.) Appropriate attestations shall be included as may be required by the bylaws, articles of incorporation or other rules or regulations applicable to Contractor's business.

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EXHIBIT "A"

SCOPE OF SERVICES

Contractor will perform the following Services:

Project Managemen Services for the Freedom Park Restroom / Snack Bar Renovation Project as identified on attached Exhibit B-1

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EXHIBIT "B"

SCHEDULE OF COMPENSATION

I. District will compensate Contractor for the Services performed upon submission of a valid invoice. Each invoice is to include

A. Line items for all personnel describing the work performed, the number of hours worked, and the hourly rate.

B. Line items for all materials and equipment properly charged to the Services.

C. Line items for all other approved reimbursable expenses claimed, with supporting documentation.

D. Line items for all approved subcontractor labor, supplies, equipment, materials, and travel properly charged to the Services.

II. The total compensation for all Services shall not exceed the Contract Sum as provided in the Cover Page of this Agreement.

III. Contractor's billing rates for Services are attached as Exhibit B-1. District will pay Contractor for hourly work completed, billed in increments of six minutes (0.1 hours), not to exceed the Contract Sum. The District may reimburse the Contractor for reasonable out-of-pocket expenses related to performing services on behalf of the District that are approved in advance in writing by the District such as mileage, copies, binding costs, postage, parking, travel, and lodging expenses as part of the not to exceed Contract Sum. To receive reimbursements, the Contractor must provide the District with a receipt and a description of the expense incurred along with the invoice. No mark up on expenses may be added.

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Exhibit B-1

Balfour Beatty Construction
Pleasant Valley Recreation and Park District
Freedom Park Restroom and Snack Bar Facility

PRECONSTRUCTION SERVICES - *If needed* **Lump Sum $ 5,000**

CONSTRUCTION PHASE SERVICES - Based on 135 working day duration. Services provided on an as needed basis

Approximate NTP Date	9/18/2026	
Approximate Completion Date	3/26/2027	*T&M Projected thru April 2027 for project delay contingency*
Calendar Days	189	
Months	6.3	

CONSTRUCTION PHASE	2026				2027							
STAFF POSITION	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	Total Est. Hours	Hourly Rate	Total Est. Labor	Est Monthly Cost
Project Executive/Director	8	8	8	8	8	8	8	8	64	$ 240	$ 15,360	$ 1,920
Sr. Project Manager	24	40	40	40	40	40	40	40	304	$ 230	$ 69,920	$ 8,740
Project Engineer	16	24	24	24	24	24	24	24	184	$ 110	$ 20,240	$ 2,530
Superintendent	16	24	24	24	24	24	24	24	184	$ 230	$ 42,320	$ 5,290
Project Accountant/Administrator	2	2	2	2	2	2	2	2	16	$ 70	$ 1,120	$ 140
Labor Total	**66**	**98**	**98**	**98**	**98**	**98**	**98**	**98**	**752**		**$ 148,960**	**$ 18,620**

Staffing Assumptions	**As Needed - Average Hours per month per Staff position**
Project Executive/Director	Avg 8 hours per mth - General project oversight, support and meetings
Project Manager	Avg 40 hours per mth - Construction administration, oversite, meetings, safety
Project Engineer	Avg 24 hours per mth - Submittals & RFI processing, meetings
Superintendent	Avg 24 hours per mth - Coordinate/oversee contractors, safety, schedule and logistics

The hourly rates stated include the following;
Base wage, labor burden, main office overhead and GL insurance, company vehicle (or) auto allowance, cell phone, iPad and laptop
NO TRAVEL OR STANDBY TIME CHARGED

CLOSEOUT PHASE **Lump Sum** ***Included***

Reimbursables will be provided at cost plus 5% handling fee with necessary back-up receipts
Estimated cost - Reprographic services if needed **$ 1,500**

TOTAL ESTIMATED FEE - N.T.E. **$ 155,460**

OPTIONAL SERVICES (If applicable)

• Additional inspection	Billed at stated hourly rates if beyond average monthly hours
• Extended construction duration	Billed at stated hourly rates if beyond 6 month duration
• Special inspections coordination	Billed at stated hourly rates if beyond average monthly hours

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Exhibit B-1

Balfour Beatty Construction
Pleasant Valley Recreation and Park District
Freedom Park Restroom and Snack Bar Facility
Hourly Rate Sheet

Staff Position	Hourly Rate
Principal In Charge (VP):	$ 250.00
Project Executive/Director	$ 240.00
Sr Project Manager	$ 230.00
Project Engineer:	$ 125.00
Superintendent:	$ 230.00
Assistant Superintendent	$ 175.00
Project Accountant/Administrator	$ 90.00
Chief Estimator	$ 225.00
Senior Estimator	$ 200.00
MEP Estimator	$ 135.00
Estimator	$ 135.00
Scheduling Manager	$ 195.00
Scheduler	$ 150.00
BIM Manager	$ 185.00
BIM Specialist	$ 130.00
Constructability Reviewer	$ 195.00
DSA Closeout Specialist	$ 145.00
Quality Control Manager	$ 150.00
Safety Manager	$ 165.00
Environmental Manager	$ 165.00

The hourly rates stated include the following;
Base wage, labor burden, main office overhead and GL insurance, company vehicle (or) auto allowance, cell phone, iPad and laptop

Reimbursables will be provided at cost plus 5% handling fee with necessary back-up receipts

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EXHIBIT "C"

SCHEDULE OF PERFORMANCE

I. Contractor shall deliver the following tangible work products to the District by the following dates:

Click or tap here to enter text.

II. The District Contact may approve extensions for performance of the Services in accordance with Section 3.2.

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EXHIBIT "D"

INSURANCE REQUIREMENTS

Pleasant Valley Recreation and Park District (PVRPD) requires evidence of insurance coverage documents, for the duration of any agreement term, a minimum of thirty (30) days prior to an agreement effective date or event, if specified.

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than $2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability**: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than $1,000,000 per accident for bodily injury and property damage.
3. **Workers' Compensation**: as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than $1,000,000 per accident for bodily injury or disease.
4. **Professional Liability (Errors and Omissions):** Insurance appropriates to the Contractor's profession, with limit no less than $2,000,000 per occurrence or claim, $2,000,000 aggregate. (If applicable)

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

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Additional Insured Status

The District, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. Coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

Primary Coverage

For any claims related to this contract, the Contractor's insurance coverage shall be primary and non-contributory and at least as broad as ISO CG 20 01 12 19 as respects the District, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it. This requirement shall also apply to any Excess or Umbrella liability policies.

Umbrella or Excess Policy

The Contractor may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. The Umbrella or Excess policies shall be provided on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying Commercial General Liability insurance.

Notice of Cancellation

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the District.

Waiver of Subrogation

Contractor hereby grants to District a waiver of any right to subrogation which any insurer of said Contractor may acquire against the District by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the District has received a waiver of subrogation endorsement from the insurer.

Self-Insured Retentions

Self-insured retentions must be declared to and approved by the District. The District may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or District.

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Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the District.

Claims Made Policies (applicable only to professional liability)
If any of the required policies provide claims-made coverage:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.

2. Insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.

3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

Verification of Coverage

Contractor shall furnish the District with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause All documents are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Special Risks or Circumstances

District reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

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RESOLUTION NO. 816

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT, APPROVING AND ADOPTING A BUDGET ADJUSTMENT FOR THE QUIMBY FUND FOR FISCAL YEAR 2026-2027

WHEREAS, on September 4, 2024, the Board approved Resolution No. 778 finding the inhabitants of the Shea Homes development would reasonably be served by improvements at Freedom Park; and

WHEREAS, the Board has adopted Resolution No. 815 which approved the necessary increase in Quimby funding for the construction portion of the Freedom Park ADA Restroom Renovation project for a total budget of $1,004,136 for Fiscal Year 2027; and

WHEREAS, Staff have presented to approve a construction management contract to oversee the construction portion of the Freedom Park ADA Restroom project at an additional cost of $155,460 for a total Fiscal Year 2027 cost of $1,159,295.28; and

WHEREAS, the Board has approved the construction management contract and necessary increase in Quimby funding for the project,

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The 2026-2027 Budget is adjusted to increase the Quimby Fund budget by $155,460 to be spent on the Freedom Park ADA Bathroom Project (Account 8529), for a total budget of $1,159,296 for the Fiscal Year.

2. The General Manager is authorized to make expenditures conforming with this adjustment.

PASSED AND ADOPTED by the Board of Directors of Pleasant Valley Recreation and Park District on this 2nd day of September 2026 by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

_____
Robert Kelley, Chair, Board of Directors
Pleasant Valley Recreation and Park District

ATTESTED:

_____
David Schlangen, Secretary, Board of Directors
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: Justin Kiraly, Assistant General Manager

DATE: **September 2, 2026**

SUBJECT: **CONSIDERATION OF DISCUSSION AND DECISION ON THE CURRENT RATES PAID BY EACH COMMUNITY SERVICE ORGANIZATION (CSO)**

BACKGROUND

In 2022, the District hired ClearSource Financial Consulting (ClearSource) to work alongside the District to conduct the first-ever Fee Study and Cost Recovery Analysis. As a result of this study, the District adopted a three-year fee schedule in 2022, effective for Fiscal Years 2023-2025. In June of 2026, the District adopted another three-year fee schedule. As part of the most recent fee schedule review, District Staff reviewed the current rates being paid by Community Service Organizations (CSOs).

Prior to the 2022 fee schedule, CSOs paid a flat annual fee and were provided as many field hours as requested. The Class 1 CSO rate per hour, per field/zone/lane was established in 2018 and approved by the Board as part of the 2022 fee schedule. To transition CSOs from the existing flat-fee structure to the established hourly rate, the District reviewed each CSO's average field usage during the two preceding years and the flat annual fee being paid. Based on this analysis, the District established comparable hourly rates for each CSO. The District and CSOs agreed to a gradual transition consisting of a $1 annual increase over the following three years. While this approach provided a gradual adjustment, the annual increases were not sufficient to bring any CSO to the Board-approved Class 1 rate. The Class 1 CSO hourly rate was subsequently reaffirmed by the Board in the June 2026 fee schedule and has not been increased since it was established in 2018. Currently, no CSO is paying the Board-approved Class 1 CSO rate.

ANALYSIS

The District currently partners with seven (7) CSOs that provide services to the community, including youth sports programs that the District does not directly offer: American Youth Soccer Organization (AYSO) Region 68, Eagles Soccer Club, Camarillo Pony Baseball Association (CPBA), Camarillo Youth Basketball Association (CYBA), Camarillo Girls Softball Association (CGSA), Camarillo Stingers Youth Football and Cheer (Stingers), and Pleasant Valley Swim Team (PVST).

The current rates being paid by each CSO and the 2018 Class 1-CSO rate from the 2022 study are:

CSO Group	Current Rate (Per Hour/Per Field)	Class 1 Rate (2018)
AYSO (Sport Parks Only)	$ 10.88	$ 20.00
Eagles	$ 13.50	$ 20.00
CPBA	In-Kind Field Maintenance	$ 20.00
CYBA	Staffing/Rental Costs	-
CGSA (Mission Oaks)	$ 4.49	$ 15.00
Stingers (Mission Oaks)	$ 4.00	$ 15.00
Stingers (Park Space)	$ 4.00	$ 5.00
PVST	$ 20 for facility	$ 42.00

Camarillo Pony Baseball does not currently pay for field use; instead, it provides in-kind field maintenance services valued at approximately $200,000 annually. Based on approximately 10,000 hours of annual field use, this in-kind contribution is equivalent to an estimated value of $20 per hour.

CYBA and the District have an agreement that allows CYBA to use Monte Vista Gym, with the District providing necessary staffing costs. CYBA pays for full costs of these services.

While AYSO and Eagles both use Pleasant Valley Fields, AYSO pays a lower rate than Eagles. The same is true for CGSA and Stingers when using Mission Oaks fields.

There is currently no planned increase in Fiscal Year 2026-2027 for any of the CSOs. To address the inconsistent charges for the same field usage, Staff would recommend that, starting January 1, 2027, AYSO would pay the same $13.50 rate as Eagles, and Stingers would pay the same $4.49 rate as CGSA based on the following analysis.

For the purpose of this analysis CPBA, and CYBA are not included. The payments collected and field/facility rental hours used for each remaining CSO from May 2025 to May 2026 are summarized below:

CSO Group	**May 2025-May 2026 Payments**	**May 2025-May 2026 Hours**
AYSO (Sport Parks Only)	$ 39,614	3,641.0
Eagles	$ 35,964	2,664.0
CGSA	$ 13,054	3,599.5
Stingers (Mission Oaks)	$ 980	245.0
Stingers (Park Space)	$ 2,610	652.5
PVST	$ 15,240	762.0
Total	**$ 107,462**	

If AYSO and Stingers have their rates increased on January 1, 2027, as discussed above, AYSO would see an estimated increase of $9,539, and Stingers would see an estimated increase of $440, assuming the same hourly usage for each facility/park space.

Staff would also recommend considering a three-year transition plan to gradually align all CSOs with the Class 1 rate by the beginning of Fiscal Year 2030. This three-year phased approach would allow organizations additional time to plan for the fee adjustments while creating a consistent fee structure.

Option 1: The proposed transition would be:

CSO Group	FY 28 Rate	FY 29 Rate	FY 30 Rate
AYSO	$15.66	$17.83	$20.00
Eagles	$15.66	$17.83	$20.00
CGSA	$8.00	$11.50	$15.00
Stingers (Mission Oaks)	$8.00	$11.50	$15.00
Stingers (Park Space)	$5.00	$6.00	$6.00
PVST	$27 for facility	$35 for facility	$42 for Facility

Compared with the hourly usage from May 2025 to May 2026, the CSOs would see the following year-over-year increases, assuming the same hourly usage each year:

CSO Group	Est 27-28 Increase from 26-27	Est 28-29 Increase from 27-28	Est 29-30 Increase from 28-29
AYSO*	$12,634	$7,901	$7,901
Eagles	$5,754	$5,781	$5,781
CGSA	$12.634	$12,598	$12,598
Stingers (Mission Oaks)*	$920	$858	$858
Stingers (Park Space)	$653	$653	$0.00
PVST	$5,334	$6,096	$5,334
Total	**$37,929**	**$33,886**	**$32,472**

**Accounts for the increase on Jan 1, 2027*

When the Board approved the CSO rates in 2022, and again this year, the intent was to gradually move current CSO rates toward the Board-approved rates, as the current rates do not yet meet those approved levels. The initial step in all options is to establish consistent rates for all groups using like facilities, ensuring that organizations are charged the same rate for comparable facility use.

The charts below illustrate the proposed three-year transition and compare the additional rate increases to the current minimum approach of increasing rates by $1 annually.

CSO Group	Est 27-28 Increase from planned 27-28	Est 28-29 Increase from planned 28-29	Est 29-30 Increase from planned 29-30
AYSO	$4,224	$8,484	$12,744
Eagles	$3,090	$6,207	$9,324
CGSA	$9,035	$18,034	$27,032
Stingers (Mission Oaks)	$615	$1,227	$1,840
Stingers (Park Space)	$0.00	$0.00	$0.00
PVST	$4,572	$9,906	$14,478
Total	**$21,536**	**$43,858**	**$65,418**

The reasons for these suggested fee increases are threefold.

1. **Align CSO rates with the District-adopted Fee Schedule.**
   Without a more aggressive increase, the CSOs will never catch up to what the fee schedule should be. The Class 1 rate has remained unchanged since 2018. Increasing the Class 1 rate before all CSOs are paying the rate would only exacerbate the problem.

2. **Promote equity and consistency among all CSOs.**
   Corrects for any discrepancies between current CSOs and/or with any potential new CSOs in the future. It would be unfair for some CSOs to pay the Class 1 rate for their agreement while others are not. It would also create problems should the District ever agree to new CSO agreements in the future, with no clear indication of what a new CSO rate should be.

3. **Support the District's increasing cost of providing and maintaining athletic fields.**
   The District continues to see significant increases in operating costs, particularly in Utilities (water being the highest cost), labor, materials, and field maintenance. Because most CSOs rely heavily on sports fields, there is an expectation that the District provide a high-quality playing facility, including healthy, green grass. Adjusting fees helps offset a portion of these increasing costs and supports the long-term sustainability of the District's athletic fields.

Option 2: Increase the amounts by a flat $2 per year until Fiscal Year 2030. This $2 per year approach would reduce the additional increases as compared to the three-year approach. This transition would be:

CSO Group	FY 28 Rate	FY 29 Rate	FY 30 Rate
AYSO	$15.50	$17.50	$19.50
Eagles	$15.50	$17.50	$19.50
CGSA	$6.50	$8.50	$10.50
Stingers (Mission Oaks)	$6.50	$8.50	$10.50
Stingers (Park Space)	$5.00	$6.00	$6.00
PVST	$22 for facility	$24 for facility	$26 for Facility

Compared with the hourly usage from May 2025 to May 2026, the CSOs would see the following year-over-year increases, assuming the same hourly usage each year:

CSO Group	Est 27-28 Increase from 26-27	Est 28-29 Increase from 27-28	Est 29-30 Increase from 28-29
AYSO*	$12,052	$7,282	$7,282
Eagles	$5,328	$5,328	$5,328
CGSA	$7,235	$7,199	$7,199
Stingers (Mission Oaks)*	$552	$490	$490
Stingers (Park Space)	$653	$653	$0
PVST	$1,524	$1,524	$1,524
Total	**$27,344**	**$22,476**	**$21,823**

**Accounts for the increase on Jan 1, 2027*

The charts below illustrate the proposed three-year transition and compare the additional rate increases to the current minimum approach of increasing rates by $1 annually.

CSO Group	Est 27-28 Increase from planned 27-28	Est 28-29 Increase from planned 28-29	Est 29-30 Increase from planned 29-30
AYSO	$3,641	$7,282	$10,923
Eagles	$2,664	$5,328	$7,992
CGSA	$3,635	$7,235	$10,834
Stingers (Mission Oaks)	$247	$492	$737
Stingers (Park Space)	$0	$0	$0
PVST	$762	$1,524	$2,286
Total	**$10,950**	**$21,861**	**$32,773**

Option 3: Increase the amounts equally over 4 years until the Class 1 rate is reached in Fiscal Year 2031. This approach would reduce the additional increases as compared to the three-year or $2 per year approach. This transition would be:

CSO Group	FY 28 Rate	FY 29 Rate	FY 30 Rate	FY 31 Rate
AYSO	$15.12	$16.74	$18.37	$20.00
Eagles	$15.12	$16.74	$18.37	$20.00
CGSA	$7.11	$9.74	$12.37	$15.00
Stingers (Mission Oaks)	$7.11	$9.74	$12.37	$15.00
Stingers (Park Space)	$5.00	$6.00	$6.00	$6.00
PVST	$25.50 for facility	$31 for facility	$36.50 for Facility	$42 for Facility

Compared with the hourly usage from May 2025 to May 2026, the CSOs would see the following year-over-year increases, assuming the same hourly usage each year:

CSO Group	Est 27-28 Increase from 26-27	Est 28-29 Increase from 27-28	Est 29-30 Increase from 28-29	Est 30-31 Increase from 29-30
AYSO*	$10,668	$5,898	$5,935	$5,935
Eagles	$4,316	$4,316	$4,342	$4,342
CGSA	$9,431	$9,467	$9,467	$9,467
Stingers (Mission Oaks)*	$702	$644	$644	$644
Stingers (Park Space)	$653	$653	$0	$0
PVST	$4,191	$4,191	$4,191	$4,191
Total	**$29,960**	**$25,169**	**$24,579**	**$24,579**

**Accounts for the increase on Jan 1, 2027*

The charts below illustrate the proposed four-year transition and compare the additional rate increases to the current minimum approach of increasing rates by $1 annually.

CSO Group	Est 27-28 Increase from planned 27-28	Est 28-29 Increase from planned 28-29	Est 29-30 Increase from planned 29-30	Est 30-31 Increase from planned 30-31
AYSO	$2,257	$4,515	$6,809	$9,103
Eagles	$1,652	$3,303	$4,982	$6,660
CGSA	$5,831	$11,698	$17,566	$23,433
Stingers (Mission Oaks)	$397	$796	$1,196	$1,595
Stingers (Park Space)	$0	$0	$0	$0
PVST	$3,429	$6,858	$10,287	$13,716
Total	**$13,566**	**$27,171**	**$40,839**	**$54,506**

Looking in more detail at District costs connected to the facilities these CSOs utilized, the following non-staffing direct costs were associated with each facility in Fiscal Year 2026:

Facility	Utilities (Water/Gas)	Services Contracts	Supplies	Direct FY 26 Costs	2 Year Increase
Pleasant Valley Fields	$237,009.00	$367,298.00	$29,522.00	$633,829.00	39.56%
Mission Oaks Park	$65,248.00	$15,096.00	$6,638.00	$86,982.00	-0.06%
Pleasant Valley Aquatic Center	$50,914.00	-	$6,629.00	$57,543.00	21.78%
Freedom Park Baseball Fields	$101,405.00	-	$12,093.00	$113,498.00	38.68%
Bob Kildee Baseball Fields	$31,750.00	*Provided in kind*	$5,945.00	$37,695.00	22.47%

In addition to the operating costs of Pleasant Valley Fields, the District makes roughly $750,000 in debt service payments for the COP through Fiscal Year 2037, after which time it averages roughly $667,000 until Fiscal Year 2046.

It is important for the Board to consider making further adjustments to the CSO rates to coincide with the 3 Year 2027-2029 Fee Schedule the Board passed in June 2026. District wide operating expenses, excluding any capital or debt service expenses, have seen a 2-year increase of over 13% since Fiscal Year 2024. While the 2027-2029 Fee Schedule has three 5% increases each year, the limited ability for the District to rent out the facilities the CSOs use requires further action when considering the CSO fees as well.

In addition to these operating expenses, the current CSO rates do not account for the District staff time required to administer, coordinate, prepare, inspect, maintain, open, and close, and otherwise support CSO use of these facilities. These staffing resources represent an additional cost to the District that is not reflected in the current CSO rates.

FISCAL IMPACT

If the Board were to approve the 3-year increases as proposed by Staff as Option 1 in this report, there would be an estimated increase in revenue of $21,536 in Fiscal Year 2028, $43,858 in Fiscal Year 2029, and $65,418 in Fiscal Year 2030.

STRATEGIC PLAN COMPLIANCE

Meets 2021-2026 Strategic Plan Goal

- **1.1**: Review costs, revenues, and subsidies for program and rentals through strategies:

RECOMMENDATION

It is recommended that the Board give Staff direction on how to bring all CSOs to the Class 1 rate.

ATTACHMENTS

1) None

PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT

TO: **BOARD OF DIRECTORS**

FROM: **MARY OTTEN, GENERAL MANAGER**
By: Matthew Parker, Park Services Manager

DATE: **September 2, 2026**

SUBJECT: **CONSIDERATION AND APPROVAL OF FINAL DESIGN REFINEMENT AND AUTHORIZATION TO PURCHASE EQUIPMENT FOR BOB KILDEE COMMUNITY PARK PLAYGROUND REPLACEMENT**

SUMMARY
At the July 2026 regular Board meeting, the Board selected a Play & Park Structures playground design concept and directed staff to incorporate Board feedback and return with a refined design for approval and purchase. Staff have completed the requested refinements, which include the addition of a traditional belt swing bay, two additional spinning/twirling components, and removal of the proposed standalone "flower" components, except for one flower incorporated into a music expression trio with a butterfly and bee. Staff recommends approval of the refined design and authorization to purchase the playground equipment for $217,848.22 no later than October 1, 2026, to retain current pricing and applicable grant funding discount and ensure compliance with the grant funding deadline.

BACKGROUND
Bob Kildee Community Park, located at 1030 Temple Avenue in Camarillo, is one of the District's oldest and most heavily utilized community parks. Established in 1969, the 13-acre park includes an aquatic center, skate park, athletic fields and courts, picnic areas, playgrounds, restrooms, and other community amenities. The park also serves users from the adjacent Boys & Girls Club and nearby kidSTREAM Children's Museum.

The existing playground, last replaced in 2011, is approximately 4,600 square feet and includes seven primary play components with pour-in-place rubber surfacing. The project would replace the aging playground equipment and expand the playground footprint to approximately 6,700 square feet to increase play capacity, accessibility, and inclusive play opportunities.

The Fiscal Year 2026/2027 Capital Improvement Program includes $550,000 for the Bob Kildee Community Park Playground Replacement Project.

ANALYSIS
At the July 2026 regular Board meeting, staff presented four conceptual playground designs developed by GameTime and Play & Park Structures. Following its review, the Board selected a Play & Park Structures design concept as the preferred option and directed staff to continue

working with the vendor to incorporate Board feedback and return with a refined design and recommendation for purchase at the September 2026 regular Board meeting.

Staff subsequently worked with Play & Park Structures to incorporate the Board's requested modifications. Only minor changes were necessary, and the overall design and configuration remain substantially consistent with the concept presented to the Board in July.

The following changes were incorporated into the refined design:

- **Traditional Belt Swings:** Revised one of the four swing bays to include traditional belt swings.
- **Spinning/Twirling Components:** Replaced the proposed standalone flower components with two additional spinning/twirling components, as directed by the Board. One flower incorporated into a three-piece music expression component consisting of a flower, butterfly, and bee.
- **Main Play Structure:** The main play structure from the original Option 1 presented to the Board in July remains the primary playground structure, consistent with the Board's direction.

The refinements address the Board's direction while maintaining the overall design, play value, and inclusive elements of the selected concept. The project will modernize an aging playground facility while increasing capacity, accessibility, and inclusive recreational opportunities for the community.

Playground Equipment Purchase

The District will purchase the playground equipment directly from Play & Park Structures. The equipment cost for the selected Play & Park Structures Option 1, as presented in the previous staff report, is: **$217,848.22**

The equipment cost includes freight, taxes, and applicable discounts identified in the vendor's proposal. The equipment purchase does not include plans, permits, demolition, installation, safety surfacing, or other construction-related costs. These items will be addressed separately through the project's subsequent procurement and construction process.

Pricing and Grant Funding Deadline

The current equipment pricing includes a grant funding discount that is contingent upon the purchase being placed before **October 1, 2026**. Play & Park Structures has advised that current pricing is scheduled to increase after **September 30, 2026**.

Approval at the September 2, 2026, Board meeting will allow staff sufficient time to complete the purchase process before the deadline and preserve the current pricing and applicable grant funding discount.

FISCAL IMPACT

The Fiscal Year 2026/2027 Capital Improvement Program includes **$550,000** for the Bob Kildee Community Park Playground Replacement Project. Funding is identified as follows:

Funding Source	Amount
Capital Improvement Fund 70	$300,000
Park Impact Fee Fund 40	$250,000
Total Project Budget	**$550,000**

The proposed playground equipment purchase of **$217,848.22** is within the approved project budget. No additional funding is requested at this time. Remaining project funds of $332,151.78 will be used for design, permitting, demolition, installation, safety surfacing, and other associated project costs.

STRATEGIC PLAN COMPLIANCE

Meets 2021-2026 Strategic Plan Goal and Strategy

- **3.1**: Renovate and modernize existing parks and recreation facilities to ensure all parks provide an adequate range and supply of active leisure facilities to meet the growth and diversity in population, programming trends, and new design standards.

RECOMMENDATION

It is recommended that the Board of Directors:

1. Approve the refined Play & Park Structures playground design incorporating the Board's direction from the July 2026 regular Board meeting; and

2. Authorize the purchase of playground equipment from Play & Park Structures in the amount of $217,848.22, with the purchase to be placed before October 1, 2026, to retain the current pricing, applicable grant funding discount, and compliance with the grant funding deadline.

ATTACHMENTS

1) Playground Renderings / Color (Blue/Red) - Castle Rock (11 pages)
2) Playground Renderings / Color (Lime/Orange) - Captive (11 pages)
3) Play and Park Structures Pricing Sheet (4 pages)

UPRIGHT BEIGE **ACCENT** AZURE **DECK** GRAY **PLASTIC** BLUE / RED **HDPE** RED **HDPE2C** AZURE & BLUE/WHITE **SHADE** NAVY

BOB KILDEE COMMUNITY PARK

CAMARILLO CA 93010

821-184862A

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Play & Park Structures of Central Coast CA
2390 C #170 Los Posas Rd.
Camarillo, CA, 93010
Phone: 661-964-7626
Fax:
Email:
kathy.wiggins@playandpark.com
Contact: Kathy Wiggins

Bob Kildee Community Park - Option 1

Pleasant Valley Recreation & Park District
Attn: Matthew Parker
1030 Temple Avenue
Camarillo, CA 93010
Phone: 805-432-1471

Quote Number: 821-184862A
Quote Date: 8/14/2026

Stock ID	Description	Quantity	Weight	Unit Price	Amount
RDU	CUSTOM SUPERMAX 2-5 STRUCTURE	1	6363.24	$117,232.00	$117,232.00
	71031 -- RING CLAMP ASSEMBLY	72			
	72159 -- SUPERMAX 10' x 10' SHADE 1'- 6'	1			
	71299 -- VERT LADDER 2'-8"/3'-4"	1			
	72236 -- 8' SENSORY RAMP WALL B	1			
	72200 -- 8' SENSORY RAMP WALL A	1			
	72244 -- 8' RAMP ONLY GROUND TO DECK	1			
	72207 -- SURGE EXIT SECTION	1			
	71671 -- SINGLE CASCADE ENTRANCE	1			
	71189 -- HORIZ LADDER 2'-0"	1			
	72096 -- LOOKOUT SPLIT ENTRY	3			
	71317 -- SINGLE U-HANDLE	1			
	60172 -- LARGE KICKPLATE-16"DECK	1			
	72078 -- CLOUDS ACTIVITY PANEL	1			
	71119 -- MAXCLIMB SUMMIT	1			
	71249 -- BENCH SEAT	1			
	YP479 -- BUDDY TABLE	1			
	60061 -- SMALL KICKPLATE-8"SPACE	4			
	60177 -- EXTRA LARGE KICKPLATE-32"	1			
	71019 -- TELESCOPE PANEL	1			
	71425 -- DRUM LINE	1			
	60645 -- DECK CURB	1			
	72168 -- RACECAR ROTOGEN PANEL	1			
	71385 -- BALCONY DECK	1			
	65280 -- Button Step 10"	2			
	65281 -- Button Step 20"	1			
	71038 -- TRIPLE ACTIVITY PANEL	1			
	7300 -- MAGNET PANEL	1			
	7202 -- ECHO CHAMBER ASSEMBLY	1			
	7201 -- MAZE ASSEMBLY	1			
	71001 -- TRIANGLE DECK	4			
	71338 -- HAND PEDALER	1			
	71680 -- DOUBLE VELOCITY 2'-8"	1			
	71464 -- SLIDE TRANSFER	1			
	71003 -- SEMI-HEX DECK	4			
	71017 -- RAMP DECK TO DECK	1			
	60949 -- 5"OD ALUM UPR 7' W/CAP	6			
	60178 -- 5"OD ALUM UPR 8' W/CAP	2			
	60956 -- 5"OD ALUM UPR 9'W/CAP	6			
	316414 -- 5"OD Upright 37 5/8" Lg. C/O	1			
	316418 -- 5"OD Upright 45 5/8" Lg. C/O	1			
	60059 -- 5"OD ALUM UPR 10'W/CAP	4			
	G60041 -- 13'POST W/O CAP GALV	1			
	71503 -- FLAT CAP PACKAGE	2			
RDU	CUSTOM 5-12 OLYMPUS TOWER	1	8342.36	$179,663.00	$179,663.00
	60178 -- 5"OD ALUM UPR 8' W/CAP	1			
	60948 -- 5"OD ALUM UPR 11' W/CAP	4			

	71001 -- TRIANGLE DECK	1			
	71031 -- RING CLAMP ASSEMBLY	24			
	71161 -- HORIZ LOOP LADDER ATTACH	1			
	71810 -- RANGE LINK 1 2'-8"/6'-0"	1			
	71884 -- 72" PARAGON CLIMBER	1			
	72005 -- Single Velocity Accelerator Slide8'	1			
	72021 -- SUMMIT CLIMBER 8' - 0"	1			
	72063 -- OLYMPIAN CLIMBER (3'-4",4'-0",4'-8")	1			
	72096 -- LOOKOUT SPLIT ENTRY	4			
	72294 -- Square Quake Zone	3			
	72295 -- Triangle Quake Zone	7			
	72297 -- Olympus Tower Upright Package	1			
	72298 -- Olympus Barrier 1 10'	1			
	72299 -- Olympus Barrier 2 10'	1			
	72300 -- Olympus Tower Transfer	1			
	72301 -- Olympus Climber 4' To 6'	1			
	72302 -- Olympus Climber 6'To 8'	1			
	72303 -- Olympus Climber 8' To 10'	1			
	72304 -- Olympus Climber 10' to 12'	1			
	72305 -- Olympus Sensory Wall	1			
	72307 -- Olympus Tower Roof	1			
	72308 -- Olympus Tower Balcony	1			
	72309 -- Olympus Tower Chimney	1			
	YP413 -- HALF SPHERE 14"	1			
	YP415 -- HALF SPHERE 20"	1			
	YP416 -- FULL SPHERE 20"	1			
	101308 -- Olympus 12' barrier	1			
	101313 -- Olympus 10' tube to open slide	1			
	103105 -- Olympus 12' tube slide	1			
RDU	CUSTOM COMBO SWINGS	1	1161	$26,010.00	$26,010.00
	65173 -- REFLECTIONS SELFIE SWING 5"	1			
	65180 -- TWEEN MATES SWING 5"	2			
	65182 -- CANTILEVER TOT SWING 5"	1			
	67565 -- 5"OD AADA ARCH SWIN A-A-B	1			
	67598 -- BELT SEAT PKG 5"OD	2			
	67854 -- 5"MADE-FOR-ME SEAT GV	1			
	68037 -- 5"OD STD ARCH SWING AAB	1			
	104280 -- PPS Saucer Combo	1			
65305	Inclusive Carousel	1	1406	$19,583.00	$19,583.00
65294	SWURV SPINNER	1	177	$2,790.00	$2,790.00
68043	SYNCHRO SPINNER	1	118	$1,914.00	$1,914.00
65193	NDS INCLUSIVE PLAY SIGN PKG	1	75	$0.00	$0.00
65192	NDS PLAY ON SIGN PKG	1	75	$0.00	$0.00
BFLY-O-IG	Orange Butterfly - (With Inground Mount Kit)	1	0	$1,540.00	$1,540.00
FWR-I-IG	Indigo Flower - (With Inground Mount Kit)	1	0	$1,744.00	$1,744.00
BEE-C-IG	Melody Bees, C Bells - (With Inground Mount Kit)	1	0	$1,612.00	$1,612.00
TD-IG-N	Tuned Drums - (Normal Height - With Inground Mount Kit)	1	0	$3,540.00	$3,540.00
P1SM-P6	CONNECTIONS BENCH, SM, POWDERCOATED	2	0	$1,616.00	$3,232.00

Total Weight: 17717.6

SubTotal: $358,860.00
OMNIA / CIA GRANT: $173,406.60
Estimated Freight: $18,949.45
Tax: $13,445.37
Total Amount: $217,848.22

Pricing OMNIA Partners Public Sector Contract #R220202._____
Please reference contract number on your purchase order made out to Play and Park Structures.

THIS QUOTATION IS SUBJECT TO POLICIES IN THE CURRENT PLAY & PARK STRUCTURES CATALOG AND THE FOLLOWING TERMS AND CONDITIONS. OUR QUOTATION IS BASED ON SHIPMENT OF ALL ITEMS AT ONE TIME TO A SINGLE DESTINATION, UNLESS NOTED, AND CHANGES ARE SUBJECT TO PRICE ADJUSTMENT. PURCHASES IN EXCESS OF $1,000.00 TO BE SUPPORTED BY YOUR WRITTEN PURCHASE ORDER MADE OUT TO PLAY & PARK STRUCTURES, C/O Play & Park Structures of Central Coast CA.

Pricing: f.o.b. factory, firm for 30 days from date of quotation.

Freight charges: Prepaid & added

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

Exclusions: unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions.

Acceptance of quotation:

Accepted By (printed): _____ P.O. No: _____

Signature: _____ Date: _____

Title: _____ Phone: _____

Purchase Amount: $217,848.22 E-mail: _____

Order Information

Bill to: Ship to:

Company: _____ Company: _____

Attn: _____ Attn: _____

Address: _____ Address: _____

City/State/Zip: _____ City/State/Zip: _____

Billing Contact: _____ Jobsite Contact: _____

Billing Phone: _____ Jobsite Phone: _____

Billing Email: _____ Jobsite Fax: _____

Enter desired color palette name: _____ OR

Enter desired color: Uprights ( ) Decks ( )

Accents ( ) Roofs/Tubes ( ) Slides/Panels ( )

Play & Park Structures of Central Coast CA

By: _____

Salesperson's signature

_____ _____

Salespersons's Signature Customer's Signature

PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT

TO: **BOARD OF DIRECTORS**

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

DATE: **September 2, 2026**

SUBJECT: **CONSIDERATION AND ADOPTION OF RESOLUTION NO. 817 NOMINATING A BOARD MEMBER TO FILL THE TERM OF 1/1/2027 – 12/31/2030 FOR THE REGULAR OR ALTERNATE SPECIAL DISTRICT MEMBER OF THE VENTURA COUNTY LOCAL AGENCY FORMATION COMMISSION**

BACKGROUND

LAFCo is an independent agency created by the State of California. LAFCos are responsible for reviewing and approving proposed jurisdictional boundary changes, including the annexation and detachment of territory to and/or from cities and most special districts, incorporations of new cities, formations of new special districts, and consolidations, mergers, and dissolutions of existing districts. In addition, LAFCos must review and approve contractual service agreements, conduct service reviews, and determine spheres of influence for each city and district. For special districts, LAFCo may initiate proposals involving consolidation, dissolution, establishing subsidiary districts, mergers, and reorganizations.

LAFCo is seeking an individual to serve in the capacity of the Special District Regular member or Alternate to fill a four-year term ending December 31, 2030. Alternate members only serve in the absence of a regular member.

LAFCo meets approximately ten times annually in Ventura, typically on the 3rd Wednesday of the month. Commissioners receive $50 per meeting and mileage reimbursement per the IRS Standard Mileage Rate to and from meetings.

ANALYSIS

The terms of LAFCo special district regular member Raul Avila and alternate member Mohammed A. Hasan will expire on December 31, 2026. As such, an appointment for each seat must be made for the subsequent four-year terms (January 1, 2027, through December 31, 2030) (Govt. Code § 56334). Pursuant to state law, LAFCo special district members are appointed by the independent special district selection committee, which consists of the presiding officer of the legislative body of each independent special district in the county (Govt. Code § 56332).

If Pleasant Valley Recreation and Park District wishes to nominate an individual to be a candidate for either the regular member or alternate member on LAFCo, the District must submit a nominating resolution and a candidate's statement or resume of no more than one page to Kai Luoma, Executive Officer at Ventura LAFCo, either by mail or email.

The deadline for submitting nominating resolutions and candidate statements/resumes is **5:00 p.m., Friday, October 2, 2026**. Any nomination after the deadline will not be considered.

FISCAL IMPACT

There is no anticipated fiscal impact on the District from this recommendation.

STRATEGIC PLAN COMPLIANCE

Meets 2021-2026 Strategic Plan Goal:

- **4.4.B**: Develop, maintain, and enhance relationships with other government agencies serving our community, such as but not limited to the County of Ventura, national and state parks, Pleasant Valley School District, Santa Monica Mountains Conservancy, City of Camarillo, California State Channel Islands, and Camarillo Health Care District.

RECOMMENDATION

It is recommended that the Board approve the consideration and adoption of Resolution No. 817 nominating a Board Member for the election of a Ventura LAFCo special district regular member or special district alternate member for the term beginning January 1, 2027, through December 31, 2030.

ATTACHMENTS

1) Reso. No. 817 - Nomination Resolution (1 page)
2) Cover Letter – 2026 Call for Nominations (2 pages)
3) Independent Special District's List 2026 (1 page)

RESOLUTION NO. 817

RESOLUTION OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT

NOMINATING [*NAME OF BOARD MEMBER*] **TO FILL THE TERM OF 1/1/2027 – 12/31/2030 FOR THE** [*REGULAR or ALTERNATE]* **SPECIAL DISTRICT MEMBER OF THE VENTURA LOCAL AGENCY FORMATION COMMISSION**

WHEREAS, the Executive Officer of the Ventura Local Agency Formation Commission (LAFCo) has notified the District of anticipated vacancies of a regular member and the alternate member on LAFCo for the four-year terms beginning January 1, 2027, and ending December 31, 2030. Pursuant to Government Code Section 56332(c), the LAFCo Executive Officer has issued a call for written nominations to fill the anticipated vacancies to each eligible district, and

WHEREAS, at the time and in the manner required by law, the Pleasant Valley Recreation and Park District Board met on September 2, 2026, to consider the call for nominations by the LAFCo Executive Officer.

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

1) [*NAME OF BOARD MEMBER*] is hereby nominated to fill the anticipated independent special district [*REGULAR or ALTERNATE*] member vacancy on the Ventura LAFCo for the four-year term beginning January 1, 2027, and expiring December 31, 2030.

2) The General Manager shall transmit a signed copy of this Resolution and a copy of the resume or candidate statement for [*NAME OF BOARD MEMBER]* to the Ventura LAFCo Executive Officer.

This resolution was adopted on September 2, 2026.

AYES _____

NOES _____

ABSTAINS _____

Dated: _____ _____

Chair, Robert E. Kelley

Pleasant Valley Recreation & Park District

VENTURA LOCAL AGENCY FORMATION COMMISSION
801 S. Victoria Avenue, Suite 301, Ventura, CA 93003
(805) 654-2576
ventura.lafco.ca.gov

CALL FOR NOMINATIONS
LAFCO SPECIAL DISTRICT
REGULAR MEMBER and ALTERNATE MEMBER

August 12, 2026

Chair of the Board
Pleasant Valley Recreation and Park District
1605 E. Burnley Street
Camarillo, CA 93010

RE: CALL FOR NOMINATIONS – Ventura LAFCo Special District Regular Member and Special District Alternate Member

Dear Chair of the Board:

The terms of LAFCo special district regular member Raul Avila and alternate member Mohammed A. Hasan will expire on December 31, 2026. As such, an appointment for each seat must be made for the subsequent four-year terms (January 1, 2027, through December 31, 2030) (Govt. Code § 56334). Pursuant to state law, LAFCo special district members are appointed by the independent special district selection committee, which consists of the presiding officer of the legislative body of each independent special district in the county (Govt. Code § 56332).

Pursuant to Govt. Code 56332(f), I have determined that a meeting of the committee for the purpose of selecting a regular and alternate member to LAFCo is not feasible due to the likelihood that a quorum will not be achieved. Thus, both the nominating process and the election itself will be conducted by mail (most special districts have consented to conducting the election via electronic mail).

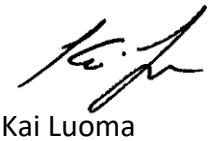
If your district wishes to nominate an individual to be a candidate for either the regular special district member or alternate special district member on LAFCo, please submit a nominating resolution (attached is a sample resolution for your use) and a candidate's statement and/or resume of no more than one page to Kai Luoma, Executive Officer, at Ventura LAFCo either by mail or via email (for those districts that have previously consented to email – see attached list).

The deadline for submitting nominating resolutions and candidate statements/resumes is 5:00 p.m., Friday, October 2, 2026. Any nomination submitted after the deadline will not be considered.

If at the end of the nominating period only one candidate for either position is nominated, that candidate shall be deemed appointed. If two or more candidates are nominated, LAFCo staff will prepare and deliver a ballot and voting instructions to each eligible district. For the election to be valid, a quorum of the 29 independent special districts must submit valid ballots.

Thank you for your attention to this matter. Please let me know if you have any questions or require additional information.

Sincerely,



Kai Luoma
Executive Officer

c: General Manager

VENTURA LOCAL AGENCY FORMATION COMMISSION
801 S. VICTORIA AVENUE, SUITE 301 • VENTURA, CA 93003
TEL (805) 654-2576 • FAX (805) 477-7101
WWW.VENTURA.LAFCO.CA.GOV

INDEPENDENT SPECIAL DISTRICTS IN VENTURA COUNTY

As of August 12, 2026

1. Bardsdale Public Cemetery District
2. Bell Canyon Community Services District
3. Blanchard/Santa Paula Library District*
4. Calleguas Municipal Water District*
5. Camarillo Health Care District*
6. Camrosa Water District*
7. Casitas Municipal Water District*
8. Channel Islands Beach Community Services District*
9. Conejo Recreation & Park District*
10. El Rancho Simi Public Cemetery District*
11. Fillmore-Piru Memorial District
12. Fox Canyon Groundwater Management Agency*
13. Hidden Valley Municipal Water District
14. Meiners Oaks Water District*
15. Ojai Valley Sanitary District*
16. Ojai Water Conservation District
17. Oxnard Drainage District No. 1
18. Oxnard Drainage District No. 2*
19. Oxnard Harbor District*
20. Piru Public Cemetery District*
21. Pleasant Valley County Water District
22. Pleasant Valley Recreation & Park District*
23. Rancho Simi Recreation & Park District*
24. Saticoy Sanitary District*
25. Triunfo Sanitation District*
26. United Water Conservation District*
27. Ventura County Resource Conservation District*
28. Ventura Port District*
29. Ventura River County Water District*

* Special Districts that have provided written consent to conduct the election via email as of August 12, 2026.