

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

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
November 5, 2020**

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

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

- 1. You may observe the PVPRD Board meeting via live broadcast on the Local Government Channels – Spectrum Channel 10 and Frontier Channel 29.**
- 2. The meeting will also be live streamed on YouTube at:
<https://www.youtube.com/channel/UCCjEyMW3h472YEO9gI3Qgig>**
- 3. Public Comment options:**
 - a. Email – If you wish to make a comment on a specific agenda item, please submit your comment via email by 3:00 pm on Wednesday, November 5, 2020 to the Recording Board Secretary at kroberts@pvrpd.org. The Recording Board Secretary will print your email, distribute copies to all Board members prior to the meeting and the Chair will read the emailed comments aloud.**
 - b. Phone – You may call the PVRPD office at 805-482-1996, ext. #101 by 3:00 pm on Wednesday, November 5, 2020 and provide your name, your phone number and your item of interest. Board staff will call you on November 5 during the time for general Public Comments which is usually around 6:05 pm or at the appropriate time for a comment pertaining to a specific agenda item to allow you to state your comments.
OR**
 - c. Phone - You can call in and simply listen to the meeting or you have the opportunity to make a public comment through the open line which can be accessed by dialing the following numbers:
Dial-in: 1-415-655-0001
Access code: 126 920 9317#**

6:00 P.M.

REGULAR MEETING

NEXT RESOLUTION #664

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. AMENDMENTS TO THE AGENDA - This is the time and place to change the order of the agenda, delete, or add any agenda item(s) and to remove any consent agenda items for discussion.**

5. PRESENTATIONS

A. Habitat Conservation Fund Grant 1st Year Report

6. PUBLIC COMMENT - In accordance with Government Code Section 54954.3, the Board reserves this time to hear from the public. If you would like to make comments about a matter within the Board's subject matter jurisdiction but not specifically on this agenda, in accordance with California law, the Board will listen, note the comments, and may bring the comments back up at a later date as an agenda item for discussion. Speakers will be allowed three minutes to address the Board. **(Please note the options available to provide public comment listed above for this meeting.)**

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

A. Minutes for Special Board Meetings of October 1 and 14, 2020 and Regular Board Meeting of October 7, 2020

Approval receives and files minutes.

B. Warrants, Accounts Payable & Payroll

District's disbursements dated on or before October 23, 2020.

C. Financial Reports

Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for September 2020.

D. Consideration and Adoption of Resolution No. 662 Requesting a Loan from the Capital Account to the General Fund Account

Staff is requesting the Board to approve a temporary loan from Capital to the General Fund to help cover payroll and accounts payable expenses until the tax apportionment is received.

E. Consideration and Approval of Regular Board Meeting Dates for 2021

The dates for the 2021 Regular Board Meetings which meet at Camarillo's City Hall Council Chambers are presented for approval.

8. NEW ITEMS – DISCUSSION/ACTION

A. Review and Approval of 2021 Part Time Salary Schedule with Minimum Wage Impact

The State of California is currently in the sixth year of a seven-year plan to gradually increase minimum wage.

Suggested Action: A MOTION to Approve the updated salary schedule.

B. Recommendation of Alternative 1 or 6 Regarding Phase 1 of the Arneill Ranch Park Renovation Project and Approval of Resolution No. 663

Staff is presenting two alternatives for consideration for Phase 1 of the Arneill Ranch Park Renovation Project. If Alternative 6 is selected, a budget adjustment not to exceed \$1,100,000 will be considered.

Suggested Action: It is recommended the Board discuss the merits of both Alternatives and provide staff with recommendation and approval for Alternative 1 or 6. If Alternative 6 is selected, then a MOTION to approve Resolution No. 663 is needed, authorizing a budget adjustment of \$350,000 to increase the total Arneill Ranch Park renovation project budget not to exceed \$1,100,000.00.

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

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

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

11. ADJOURNMENT

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

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

**Pleasant Valley Recreation and Park District
Administrative Building, Room #6
Minutes of Special Meeting
October 1, 2020**

1. CALL TO ORDER

The special meeting of the Board of Directors of the Pleasant Valley Recreation and Park District was called to order at 5:03 p.m. by Chair Magner.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

All present. Colin Tanner, legal counsel for PVRPD was also present via Zoom.
Also Present: General Manager Mary Otten, Recreation Services Manager Eric Storrie, Human Resources Specialist Kathryn Drewry, and Customer Service Lead/Recording Board Secretary Karen Roberts.

4. ADOPTION OF AGENDA

Agenda accepted as presented.

5. OPEN COMMUNICATION/PUBLIC FORUM

No comments.

6. CLOSED SESSION

A. Conference with Legal Counsel – Existing Litigation

The District Board conducted a closed session, pursuant to Government Code section 54956.9(d)(1), to confer with legal counsel regarding litigation to which the District is a party. The title of such litigation is as follows: *Pleasant Valley Recreation & Park District and Service Employees International Union Local 721*; Public Employment Relations Board Case Number Case No. LA-CE-1378-M. There was nothing to report.

7. ADJOURNMENT

Chair Magner adjourned the meeting at 5:53 pm.

Respectfully submitted,

Approval,

**Karen Roberts
Recording Secretary**

**Elaine Magner
Chair**

**Pleasant Valley Recreation and Park District
Camarillo City Hall Council Chambers
Minutes of Regular Meeting
October 7, 2020**

5:00 p.m. Workshop – Quarterly Financial Update

Administrative Services Manager Leo Young reviewed the District's cash projections for July-December 2020. If the District receives no Tax Apportionment in December, the ending cash balance is projected to be approximately \$378,000. District budgeting has been conservative and managers looked at reductions and potential budget changes due to COVID-19. With revenues reduced, part-time employees were cut and a full-time position is being left vacant. The cost of insurance liability has gone up along with the cost of the election fee this year. Cash projections will be brought back again in November.

Bev Dransfeldt of Camarillo thanked staff for their increase in transparency by setting up the regular board meetings for livestreaming. She requested the justification of why a full-time position was essentially given the golden handshake during the pandemic while board members still continued to collect their per board meeting stipend and meals. Ms. Dransfeldt inquired about car allowances and cell phone allowances for some employees and the justification for increasing the water budget while employees were furloughed or cut. She also asked why there was a decision to reduce the maintenance fees that community service organization usually pay in a normal year by 50%.

Jordan Roberts of Camarillo questioned why the Legal Services line item was reduced from \$100,000 to \$90,000.

The workshop ended at 5:28 p.m.

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Director Mishler led the pledge.

3. ROLL CALL

All present.

Also Present: General Manager Mary Otten, Administrative Services Manager Leonore Young, Park Services Manager Bob Cerasuolo, Recreation Services Manager Eric Storrie, Administrative Analyst/Clerk of the Board Anthony Miller, Customer Service Lead/Recording Board Secretary Karen Roberts, Administrative Analyst Jessica Puckett, Recreation Supervisor Macy Trueblood, Recreation Specialist Connor Soudani, and Park Supervisors Nick Marienthal and Brandon Lopez.

4. AMENDMENTS TO THE AGENDA

General Manager Mary Otten provided an update regarding the June to December 2020 Quarterly Finances. As of July 1, 2020, there was \$3.2 million in cash. With limited revenues, there is now \$1.6 million in cash. The projected cash balance in December is expected to be \$377,000. Staff will bring back the updated cash projections in November.

Chair Magner called for a motion. A motion was made by Director Mishler and seconded by Director Dixon to approve the agenda.

Voting was as follows:

Ayes: Mishler, Dixon, Kelley, Malloy, Magner

Noes:

Absent:

**Motion to
Approve
Agenda as
Presented**

Motion: Carried

Carried

5. PRESENTATIONS

A. District Highlights

Recreation Supervisor Macy Trueblood presented the District Highlights for October. Beginning October 5, there will be multiple Virtual Runs offered through the District. Outside Bingo will start October 14 and is already waitlisted. Food Distribution is continuing at the Senior Center on Friday mornings. Halloween in the Park will be a free drive-thru event on October 31 from 5pm to 8pm. A new marquee was installed at the Community Center and the Pitts Ranch Park basketball court was resurfaced. The Community Center (Room 7) will be an In-Person Voting Location and a Ballot Drop-Off Location from October 31 through Nov 3. Santa will have his mailbox at the Community Center this year beginning November 30 through December 15, so it is time to write your Letters to Santa.

6. PUBLIC COMMENTS

Recording Board Secretary Karen Roberts read aloud an email from Audra Seldeen with the Las Posas Trails Committee. Ms. Seldeen thanked the Long Range Planning Committee for holding the recent meeting at the Las Posas Equestrian Park so that everyone could walk the trail and view the challenges and possible solutions.

Jordan Roberts of Camarillo thanked the board for the District's first livestreamed meeting which will increase accessibility and transparency. Mr. Roberts addressed PERB's (Public Employee Relations Board) finding that the District's employee bargaining failed to meet and confer in good faith and interfered with the protected rights of the employees. He stated that the District does not value the professionalism of its employees and wants employees to be at will. Mr. Jordan stated that Director Malloy commented during the evening's Quarterly Financial Update that the next step he sees is cutting employees. With better ways to recover costs, the District has wasted staff time for the last three years and the legal services budget has increased from \$48,000 to \$90,000. Mr. Roberts asked for an end to the ballooning legal services budget, unfair labor practices, bad faith bargaining, and taxpayer waste. He also asked about the lack of response to his question on why the

line item for legal services was reduced from \$100,000 to \$90,000. General Manager Mary Otten replied that the entire budget process is spread over four different workshops in the spring to see where the District can save money. The legal budget is just not for personnel, but also for other agreements and contracts with groups that the District works with like Miracle League. Next year, the legal services budget will go up because of possible legal issues in dealing with property rights along the Las Posas Equestrian Trail. Director Kelley requested that Mr. Roberts state the whole record when mentioning that Director Malloy in reference to limited revenues said that he sees the next step as cutting employees. Mr. Kelley stated that Director Malloy said he did not want to cut employees, but he said that it would be the next step if things got worse.

Bev Dransfeldt, a Camarillo constituent, District employee and candidate for the District Board stated that in the 5:00 p.m. Quarterly Financial Update, she asked questions that were not addressed or even acknowledged. Ms. Dransfeldt stated that she has never been treated so poorly before in a public capacity. She would like to know how to receive an honest and direct answer. Director Mishler stated that anyone from the community can call him and he will meet with them so that he can educate or inform them of any District topic.

7. CONSENT AGENDA

- A. Minutes for Regular Board Meeting of September 2, 2020 and Special Board Meeting of September 12, 2020
- B. Warrants, Account Payable & Payroll
- C. Financial Reports
- D. Community Service Organization Report and Annual Approval

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

**Motion to
Approve
Consent
Agenda**

Voting was as follows:

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

Noes:

Absent:

Carried

Motion: Carried

8. NEW ITEMS - DISCUSSION/ACTION

A. Consideration of and Approval of the 2020 Camarillo Christmas Parade: Santa Hits the Road

Recreation Specialist Connor Soudani presented a proposal for holding the 2020 Christmas Parade: Santa Hits the Road. It would contain a 7-vehicle convoy with a board member, a city council member, entertainment and Santa Claus. The parade would run for 5 nights from 6 p.m. to 9 p.m. on December 14-18 with a different route throughout the City and District each night. Staff will present this idea to City Council if approved.

Discussion included: concerns about incomplete route or missed coverage; young children and the lateness of the hours proposed; law enforcement involvement; advertising;

nighttime cold and darkness versus a day parade; and participation levels. Board members suggested alternatives including: creating a holiday display at the Community Center for people to drive through and then retaining the displays for use in other years; having Santa available on Saturdays at the park; a one day holiday drive-thru similar to how the Halloween event will be held; or combining the 5 convoys and routes in one day throughout the City. Discussion regarding these suggestions included: trying to eliminate increased chances for gatherings; a one day drive through at the Community Center shown as too large and too long; keeping Santa safe from those who want to touch him; the need for a feel good event for the community; certain sections of the District which cannot be easily accessed because of the steepness, narrowness or busyness of the roads; the difficulty in trying to compete with larger Christmas displays within the City; obtaining involvement from the City and various partners on the varying ideas; need for City Council's input since the City will provide \$10,000 in funding for a parade; staff's use of an app called *Glympse* which community members will be able to use on their phones to track Santa's whereabouts along the routes; the assistance of Cumulus Media who can help the District market to specific targets of the community due to zip code, etc.; and kids staying up for the flyover with Santa's helicopter and the Holiday Train.

Chair Magner tabled the item and requested that staff bring back additional concepts.

B. Consideration and Approval of a Professional Services Agreement with Lauterbach & Associates, Architects Inc. for the Design and Construction Plans for Community Center Kitchen Remodel

Park Services Manager Bob Cerasuolo presented the remodel of the Community Center kitchen as a potential project which would meet the requirements for the expenditure of Quimby funds. The kitchen was built in 1969 and is in need of repair for proper operation and usage for any special events, social gatherings, or meetings. One possible concept for the remodel would be to include a teaching kitchen by opening up the adjacent room #1. Discussion included: replacement of appliances; warming kitchen versus a full commercial kitchen; experience of Lauterbach & Associates Inc. with commercial kitchens; chance of asbestos in the one wall to be remodeled; and the lack of a community kitchen in Camarillo.

Chair Magner called for a motion. A motion was made by Director Mishler and seconded by Director Dixon to approve and authorize the General Manager to enter into a professional services agreement between the District and Lauterbach & Associates, Architects Inc. for the design and construction plan documents for the Community Center Kitchen remodel.

Motion to Approve Agrmt for Design Docs for the CC Kitchen

Voting was as follows:

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

Noes:

Absent:

Carried

Motion: Carried

C. Consideration and Approval of Request for Proposal Specifications for Landscape Maintenance of the Pleasant Valley Fields Sports Complex

Park Services Manager Bob Cerasuolo presented proposed specifications for an RFP for landscape maintenance at the Pleasant Valley Fields Sports Complex. Fertigation has been set up now and the softball fields and restroom cleaning have been included in these

specifications. Discussion included: responsibility for picking up loose trash; need for more than one bidder for competitive pricing; District request of soil sample analysis twice a year; checking coverage of sprinklers; and field dedicated equipment and monthly updates.

Jordan Roberts asked about the increase of \$30,000 to the maintenance contract over the next couple of years. He inquired if the District is capable of providing its own field maintenance at PV Fields. General Manager Otten stated that the equipment the District would have to purchase would cost the District more than if we went out for an RFP. Mr. Jordan asked if the increase of the \$30,000 over the next few years was included and if there ever was an actual study of staff versus a contractor. Ms. Otten stated that just one of the larger mowers cost over \$100 thousand and that amount does not include any manpower or maintenance of the machine. There are over six to seven pieces of equipment out there on a regular basis and the blades have to be constantly sharpened. Director Malloy stated that contractors do not have their employees in CalPERS or other benefits, so their labor costs are substantially less and overall, the numbers were not even close. The last study was completed in approximately 2010 or 2012. Mr. Jordan suggested that people putting on the tournaments should be responsible for picking up their trash and the District and the city residents should not have to bear this additional cost in a contract. Also, Mr. Jordan supports moving ahead with the staff proposed parade from Item 8.A.

Chair Magner called for a motion. A motion was made by Director Mishler and seconded by Director Malloy to approve the request for proposal specifications for the maintenance of the Pleasant Valley Fields Sports Complex Landscaping.

Motion to Approve Specs for RFP for Landscape Maint. at PV Fields

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

Carried

D. Consideration and Approval to Extend the Landscape Maintenance Service Contract between the District and Natural Green Landscape Inc.

Park Supervisor Nick Marienthal presented a request to approve the extension of the landscape maintenance service contract with Natural Green Landscape Inc. Discussion included: commendation of Natural Green Landscape with a great working relationship; and fair competitive pricing based on the effects of minimum wage rates. Mr. Roberts inquired if the District has completed any analysis compared to in-house staff maintenance. Mr. Roberts also suggested that the District go out to bid because people should be making competitive bids during this time. General Manager Otten mentioned that a rough analysis was completed about 3 years ago and with the cost of the equipment and labor expenses, contract maintenance was less expensive. Director Mishler stated that he has noticed that the landscaping businesses have become busier during this time because people are home and wanting to get landscaping projects completed.

Chair Magner called for a motion. A motion was made by Director Malloy and seconded by Director Mishler to approve the extension of the landscape maintenance services contract between the District and Natural Green Landscape Inc. for two years.

Motion to Approve Natural Green Contract for 2 Years

Voting was as follows:

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

Noes:

Absent:

Carried

Motion: Carried

9. INFORMATIONAL ITEMS

A. Chair Magner – Chair Magner presented an update on the highlights of CSDA. There are over 1300 organizations throughout the state within CSDA including districts for irrigation, recreation and parks, cemetery, fire, police, health care, etc. which take advantage of CSDA's training, education and legislative advocacy. Over 5400 bills were reviewed from the state senate and over 4500 people were trained in 2020. All of the webinars in 2021 will be free for CSDA members.

B. Ventura County Special District Association/California Special District Association – VCSDA - Chair Magner stated that the group met last night and meets every 2 months.

C. Ventura County Consolidated Oversight Board – Director Mishler reported that the board met and are dealing with Oxnard who is behind in money for their projects. The cities will have an overview of their RDA next time.

D. Santa Monica Mountains Conservancy – Director Mishler reported that the state agency is short on money and they have to tighten their budget.

E. Standing Committees – Finance – Director Malloy stated that the committee worked on cash projection numbers and that they should not have to reduce the workforce, but they are watching everything very close. Liaison – Director Dixon reported no meeting. Long Range Planning – Director Malloy and Director Kelley reported that the committee met at the Las Posas Equestrian Park and walked the trail. There are numerous property owners along the trail, some steep areas, fences and trees which are falling down onto the trail. Access to the trail is blocked by the county's Flood Control (Watershed Protection) so that the horses and people cannot get through and the upper trail is not accessible by horse. The District will need to get the owners on board and maybe expand the trails with the trail committee's help. Personnel – Director Kelley stated that they discussed health benefits and compared prices. Policy – Director Dixon stated that they are progressing on the tournament policy.

F. Ad Hoc Committees – Miracle League – Director Malloy stated that there was no meeting. Ms. Otten stated that the group has attained an attorney and is reviewing agreements. Nexus Study – No meeting.

G. Foundation for Pleasant Valley Recreation and Parks – Chair Magner reported that the group is on hold.

H. General Manager's Report – General Manager Mary Otten reported there will be the 2nd phase of the audit towards the end of October. The Community Center will be a voting location for In Person Voting and Ballot Drop Off in Room #7 on October 31 through November 3. Recent county COVID related updates include moving from the purple tier to the less restrictive red tier. Fitness groups are allowed inside with 10% capacity and places of worship can move inside with 25% capacity or under 100 people. When the county moves to the orange tier, the District may be able to consider opening the pool. Pickleball courts were opened two years ago and the usage has increased to a point where the courts may have 50 people waiting to play at Bob Kildee Park. The District needs to look at pilot programs and form an ad hoc committee to take a look at solutions. Ms. Otten mentioned that the *Camarillo Acorn* contacted her this week about a letter that the District

received in May regarding a California Voting Rights Act violation from Attorney Kevin Shenkman. PVRPD had considered the subject of redistricting, but that was placed on hold due to the COVID-19 pandemic. Governor Newsom set in motion executive orders which suspended the time frame for important matters such as addressing moving elections from at-large to district based due to the difficulty in being able to have the community fully participate in the discussion. Mr. Shenkman recently lost an appeals case regarding redistricting in Santa Monica which may go to the Supreme Court and affect future cases. Chair Magner stated that Director Dixon and herself will be on a new Ad Hoc committee regarding pickleball.

10. ORAL COMMUNICATIONS

Director Kelley stated some of the streets of Camarillo such as Ponderosa Road are not wide enough for bikes and vehicles. The City should do an assessment or study before someone is hurt. Mr. Kelley also mentioned that during the time for public comments, the public can speak about items that are not on the agenda, but the board members will generally not respond to non-agendized items. The public can bring up questions and call the District or board members if they would like to pursue placing an item on future agendas. Director Kelley also wanted to clarify social media questions he has seen and stated that the title of Recreation Specialist at the District is an entry level position which does not require a ton of credentials. Director Mishler congratulated Chair Magner who is the CSDA executive committee vice president for 2021. Director Mishler thanked Recreation Services Manager Eric Storrie and staff for working on the tentative proposals with the school district and the Boys and Girls Club and for working with the City to help the community with child care. Mr. Mishler thanked staff for their work with the new digital marquee. Regarding the redistricting letter that the District received, Mr. Mishler stated that the new census is a variable that may have an impact on actions next year.

Director Dixon stated that the community should take a close look at the 12 ballot initiatives, because some are including provisions that are not related to the proposal. Director Malloy stated that the EIR document regarding the development at the Camarillo Springs Golf Course was released right before the City Council's triennial review and the new golf course is not even mentioned in the report, just the housing aspect. Two councilmembers are now against the project. Chair Magner thanked the board and staff for recognition of her new position with CSDA. She will address the organization's branding inconsistencies throughout the state. If a group is titled as a park and recreation organization or department, then it is listed as connected to a city or county. An organization listed as a recreation and park district is a special district. PVRPD is a recreation and park district which was established before the city came into being and has a separate board with 5 elected officials. Ms. Magner thanked Administrative Analyst Jessica Puckett for working on obtaining the extra pixel count for the new marquee because the corner looks great.

11. ADJOURNMENT

Chair Magner adjourned the meeting at 9:07 p.m.

Respectfully submitted,

**Karen Roberts
Recording Secretary**

Approval,

**Elaine Magner
Chair**

**Pleasant Valley Recreation and Park District
Administrative Building, Room #6
Minutes of Special Meeting
October 14, 2020**

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

All present. Colin Tanner, legal counsel for PVRPD was present via Zoom.

Also Present: General Manager Mary Otten, Recreation Services Manager Eric Storrie, Park Services Manager Bob Cerasuolo, Administrative Services Manager Leonore Young, Human Resources Specialist Kathryn Drewry, Customer Service Lead/Recording Board Secretary Karen Roberts, Recreation Supervisor Macy Trueblood and Recreation Specialist Connor Soudani.

4. ADOPTION OF AGENDA

Agenda accepted as presented.

5. OPEN COMMUNICATION/PUBLIC FORUM

Bev Dransfeldt, a Camarillo resident, District employee and candidate for the Pleasant Valley Recreation & Park District's Board of Directors called in to address concerns regarding last week's October 7 board meeting. Ms. Dransfeldt stated that she appreciated board members' information regarding their contact info and willingness to discuss any questions, however, she said that the email messages or phone calls are not made available to the general public. Ms. Dransfeldt stated that there is an issue with the District's transparency in that the directors knew that the letter regarding redistricting was served to the District but was never publicly mentioned. The three District incumbents running for this year knew they might be adversely affected in an election based on where they lived, but still ran. Also, Ms. Dransfeldt mentioned that there is a lack of respect between the board and employees and that the position of Recreation Specialist was called out and disrespected by a board member.

6. UNFINISHED BUSINESS - DISCUSSION/ACTION

A. Further Discussion and Consideration for the Approval of the 2020 Camarillo Christmas Parade: Santa Hits the Road

Connor Soudani, Recreation Specialist presented five 2020 Christmas Parade options for this year in response to the Board's request for additional ideas. Included options were:

1. 5-Night Parade– vehicle convoy time moved up from original 6pm to 9pm timeslot to 5:30pm to 8:30pm on December 14-18
2. Drive-Thru – lights and holiday display at the Community Center throughout December with Santa Visit on December 12 from 10am to 12pm
3. 1-Day Parade – December 12 from 8am to 6pm vehicle convoy, most condensed version of the parade
4. 2-Day Parade – December 12 & 13 or December 12 & 19 from 9am to 6pm
5. Plan for 2021 – refocus on non-Christmas Parade projects and apply for a Community Events Funding Grant with the City for next year.

Discussion included: current decorations and lights on hand; material and staff time to build Christmas displays; difficulty in competing with Gemini Street and peoples' home light displays; storage of large displays; Letters to Santa mailbox; option #5 as non-acceptable to the public; reliance on staff recommendations; advertising issues; incorporation of parks in routes; importance of Santa with the young kids; rotation of staff for 5-night option; option #3 considered as one of the better compromised options with community partner visibility during the day; need for vehicle convoy relay; police escort with no closure of streets; City's possible acceptance of options 1, 3, and 4 with current \$10,000 City funding or additional funding; possible issue with a long day and vehicle breakdowns; and the use of *Glympse* – an app for phones to track the convoy and Santa's arrival.

Directors Malloy, Mishler, Kelley and Magner favored Option #3 – 1-Day Parade and Director Dixon favored Option #1 – 5-Night Parade. Staff will reassess Option #3 and review the operational and collaborative involvement aspects of the option.

The Board recessed to closed session at 5:59 p.m.

7. CLOSED SESSION

A. Conference with Labor Negotiations

The Board conducted a closed session, pursuant to Govt. Code Section 54957.6, with the District's negotiators, Mary Otten, Kathryn Drewry, Eric Storrie and Board Counsel, regarding labor negotiations with the employee organization, SEIU Local 721. The Board reconvened at 6:23 p.m. with nothing to report.

8. NEW ITEMS – DISCUSSION/ACTION

A. Consideration and Approval of Resolution No. 618 to Accept, Adopt and Implement the Tentative Agreement and the Side Letter Agreement for a Successor Memorandum of Understanding between District and SEIU Local 721

General Manager Mary Otten reviewed the proposed changes to the SEIU MOU 2015-18 to be incorporated into a successor MOU. The updates included the term of agreement, retroactive COLA's, certification descriptions, on-call duty, uniform allowance, retroactive sick leave and medical benefits and acknowledgement of dispute over at-will designation. Ms. Otten also reviewed the Side Letter Agreement which addresses a deferral of the July

2020 COLA until July 2021 and a clarification on the employees who will be receiving the increased compensation and/or benefits.

Chair Magner called for a motion. A motion was made by Director Malloy and seconded by Director Mishler to Approve Resolution No. 618 and thereby accept, adopt and implement the Tentative Agreement and the Side Letter Agreement for a Successor Memorandum of Understanding reached between the authorized representatives of the District and SEIU Local 721.

Motion to Approve Reso 618, Tentative and Side Letter Agrmts for MOU with SEIU

Voting was as follows:

Ayes: Malloy, Mishler, Kelley, Dixon, Magner

Nays:

Absent:

Motion: Carried

Carried

9. ORAL COMMUNICATIONS

General Manager Mary Otten mentioned that the state and county is permitting outdoor gatherings to include up to 3 separate households, socially distanced, for a period up to 2 hours. Ms. Otten also mentioned that special districts are waiting on a California Voting Records Act ruling from the California Supreme Court regarding redistricting and at-large elections by November 16 of this year.

10. ADJOURNMENT

Chair Magner adjourned the meeting at 6:35 p.m.

Respectfully submitted,

Approval,

**Karen Roberts
Recording Secretary**

**Elaine Magner
Chair**

Pleasant Valley Recreation and Park District
Finance Report
September 2020

	Date	Amount	
Accounts Payables:	09/2020	\$ 257,431.44	
	Total	\$ 257,431.44	
Payroll (Total Cost):			
	9/3/2020	\$ 122,221.42	
	9/17/2020	\$ 119,297.67	
	Total	\$ 241,519.09	
Outgoing: Online Payments			
	9/8/2020	\$ 33,609.10	CALPERS- Health Insurance
	9/8/2020	\$ 1,839.36	The Hartford
	9/8/2020	\$ 479.55	VSP- Vision Insurance
	9/8/2020	\$ 568.26	Aflac
	9/3/2020	\$ 14,434.96	CALPERS- Ret.- PR 09/03/2020
	9/8/2020	\$ 2,220.96	The Guardian
	9/17/2020	\$ 14,240.67	CALPERS- Ret.- PR 09/17/20
	Total	\$ 67,392.86	
	Grand Total	\$ 566,343.39	

CASH REPORT

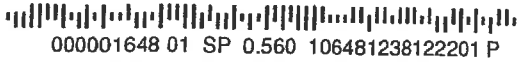
	9/30/2020 Balance	9/30/2019 Balance	
Restricted Funds			
Debt Service - Restricted	\$ 126,742.44	\$ 242,771.26	
457 Pension Trust Restricted	\$ 54,360.40	\$ 67,131.46	
Quimby Fee - Restricted	\$ 142,719.91	\$ 211,564.33	
Multi-Bank Securities Restricted	\$ 415,421.14	\$ 661,107.82	
Ventura County Pool - Restricted	\$ 4,564,632.49	\$ 4,072,817.79	
FCDP Checking	\$ 21,539.61	\$ 21,004.04	
Total	\$ 5,325,415.99	\$ 5,276,396.70	
Semi-Restricted Funds			
Assessment	\$ 805,471.76	\$ 555,291.64	
Capital Improvement	\$ 225,202.58	\$ 31,028.70	
Capital - Vehicle Replacement	\$ 79,843.80	\$ 50,843.80	
Capital - Designated Project	\$ 16,397.94	\$ 16,397.94	
LAIF - Capital	\$ 2,161,410.24	\$ 2,706,443.03	
Contingency - Dry Period	\$ 361,000.00	\$ 271,000.00	
Contingency - Computer	\$ 15,000.00	\$ 10,000.00	
Contingency - Repair/Oper/Admin	\$ 50,000.00	\$ 30,000.00	
Total	\$ 3,714,326.32	\$ 3,671,005.11	
Unrestricted Funds			
Contingency	\$ 12,182.77	\$ 516,197.47	
LAIF/Cal Trust - Contingency	\$ 1,160,998.82	\$ 92,821.77	
General Fund Checking	\$ 62,064.12	\$ 279,797.79	
Total	\$ 1,235,245.71	\$ 888,817.03	
Total of all Funds	\$ 10,274,988.02	\$ 9,836,218.84	\$ 438,769.18

	10/15/2020 Balance	10/31/2019 Balance	
Restricted Funds			
Debt Service - Restricted	\$ 126,742.44	\$ 242,883.12	
457 Pension Trust Restricted	\$ 115,940.47	\$ 67,148.57	
Quimby Fee - Restricted	\$ 142,719.91	\$ 145,914.03	
Multi-Bank Securities Restricted	\$ 415,421.14	\$ 660,764.48	
Ventura County Pool - Restricted	\$ 4,564,632.49	\$ 4,072,817.49	
FCDP Checking	\$ 21,539.61	\$ 20,915.61	
Total	\$ 5,386,996.06	\$ 5,210,443.30	
Semi-Restricted Funds			
Assessment	\$ 787,725.28	\$ 33,567.24	
Capital Improvement	\$ 214,037.81	\$ 30,533.35	
Capital - Vehicle Replacement	\$ 79,843.80	\$ 50,843.80	
Capital - Designated Project	\$ 16,397.94	\$ 16,397.94	
LAIF - Capital	\$ 2,161,410.24	\$ 2,317,443.03	
Contingency - Dry Period	\$ 361,000.00	\$ 271,000.00	
Contingency - Computer	\$ 15,000.00	\$ 10,000.00	
Contingency - Repair/Oper/Admin	\$ 50,000.00	\$ 30,000.00	
Total	\$ 3,685,415.07	\$ 2,759,785.36	
Unrestricted Funds			
Contingency	\$ 12,182.77	\$ 246,219.28	
LAIF/Cal Trust - Contingency	\$ 590,998.83	\$ 93,902.66	
General Fund Checking	\$ 256,175.52	\$ 353,218.26	
Total	\$ 859,357.12	\$ 693,340.20	
Total of all Funds	\$ 9,931,768.25	\$ 8,663,568.86	\$ 1,268,199.39

P.O. BOX 6343
FARGO ND 58125-6343

ACCOUNT NUMBER
STATEMENT DATE 09-22-2020
AMOUNT DUE \$5,224.08
NEW BALANCE \$5,224.08

PAYMENT DUE ON RECEIPT



000001648 01 SP 0.560 106481238122201 P

PLEASANT VALLEY REC PRK
ATTN LEO YOUNG
1605 E BURNLEY ST
CAMARILLO CA 93010-4524

AMOUNT ENCLOSED
\$

Please make check payable to "U.S. Bank"

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

000522408 000522408

Leo Young

tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY

PLEASANT VALLEY REC	Previous Balance	Purchases And Other Charges	Cash Advances	Cash Advance Fees	Late Payment Charges	Credits	Payments	New Balance
Company Total	\$2,676.49	\$5,241.24	\$0.00	\$0.00	\$0.00	\$17.16	\$2,676.49	\$5,224.08

CORPORATE ACCOUNT ACTIVITY

Post Date	Transaction Date	Reference Number	Transaction Description	Amount
09-11	09-11	747982602550000000000011	PAYMENT - 2384 00000 A	2,676.49 PY
TOTAL CORPORATE ACTIVITY				\$2,676.49 CR

NEW ACTIVITY

Post Date	Transaction Date	Reference Number	Transaction Description	Amount
08-27	08-27	24492150240637131645142	JOB POSTING SUBSCRIP. HTTPSWWW.NEOG CA	900.00
08-27	08-27	24137460242001179837008	USPS KIOSK 0511589551. CAMARILLO CA	16.50
09-02	09-02	24327430247387900149260	MARIE CALLENDERS CAMARILLO CA	44.71
09-08	09-08	24692160252100864898224	J2 *METROFAX 888-929-4141 CA	9.95
09-11	09-11	24231680256837000548863	SMART AND FINAL 400 CAMARILLO CA	22.88
TOTAL ACTIVITY				\$1,360.39

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	STATEMENT DATE 09/22/20	DISPUTED AMOUNT .00	PREVIOUS BALANCE	2,676.49
AMOUNT DUE 5,224.08		PURCHASES & OTHER CHARGES	5,241.24	
		CASH ADVANCES	.00	
SEND BILLING INQUIRIES TO: U.S. Bank National Association U.S. Bancorp Purchasing Card Program P.O. Box 6335 Fargo, ND 58125-6335		CASH ADVANCE FEES	.00	
		LATE PAYMENT CHARGES	.00	
		CREDITS	17.16	
		PAYMENTS	2,676.49	
		ACCOUNT BALANCE	5,224.08	



Company Name: PLEASANT VALLEY REC PRK
Corporate Account Number:
Statement Date: 09-22-2020

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-14	09-13	24431050257045000021674	NOAH'S-ONLINE CATERING 180-022-4356 CO	
09-21	09-20	24430990264400816007301	MSFT * E0700C9ASU MSBILL.INFO WA	20.98
09-21	09-20	24430990264400816007376	MSFT * E0700C9KGQ MSBILL.INFO WA	25.87
09-21	09-20	24430990264400816007442	MSFT * E0700C9CDG 800-842-7676 WA	287.50
09-21	09-18	24755420262172622402680	CA SECRETARY OF STATE WEB 916-6951338 CA	12.00
				20.00

NICK MARIENTHAL	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$152.75	\$0.00	\$152.75

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-02	08-31	24316050245548596046703	SHELL OIL 57442710604 CAMARILLO CA	
09-11	09-09	24316050254548607040743	SHELL OIL 57442710604 CAMARILLO CA	49.09
09-18	09-16	24316050261548603053030	SHELL OIL 57442710604 CAMARILLO CA	53.18
				50.48

BRANDON LOPEZ	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$95.92	\$0.00	\$95.92

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-25	08-24	24015170237003146372985	76 - UP0688 CAMARILLO CA	
09-14	09-11	24015170255001557322447	76 - UP0688 CAMARILLO CA	46.90
				49.02

MICHAEL CRUZ	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$479.39	\$0.00	\$479.39

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-27	08-26	24431060240400644000015	BIG 5 SPORTING GOODS 429 CAMARILLO CA	
08-27	08-25	24692160239200963583111	THE HOME DEPOT 1012 CAMARILLO CA	93.18
08-31	08-27	24692160241100327924934	THE HOME DEPOT 1012 CAMARILLO CA	243.65
09-04	09-02	24610430247010190692270	THE HOME DEPOT #1012 CAMARILLO CA	84.78
				57.78

JOSEPH KEY	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$72.19	\$0.00	\$72.19

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-14	09-11	24610430256010189676142	THE HOME DEPOT #1012 CAMARILLO CA	72.19

JOHN FLETCHER	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$301.32	\$0.00	\$301.32



Company Name: PLEASANT VALLEY REC PRK
Corporate Account Number:
Statement Date: 09-22-2020

NEW ACTIVITY

Post Date	Transaction Date	Reference Number	Transaction Description	Amount
9-31	08-27	24610430241010189672008	THE HOME DEPOT #1012 CAMARILLO CA	
9-02	08-31	24610430245010190726815	THE HOME DEPOT #1012 CAMARILLO CA	15.99
9-04	09-02	24610430247010190691827	THE HOME DEPOT #1012 CAMARILLO CA	108.49
9-10	09-08	24610430253010190669832	THE HOME DEPOT #1012 CAMARILLO CA	25.57
				151.27

MICHAEL GUERRERO	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$17.16	\$362.10	\$0.00	\$344.94

Post Date	Transaction Date	Reference Number	Transaction Description	Amount
9-02	09-01	24040830245900015700022	CHAPIN EQUIPMENT RENTAL OXNARD CA	163.38
9-04	09-02	74765790247030032314474	THOMPSON BUILDING MATERIA CAMARILLO CA	17.16 CR
9-04	09-02	24610430247010190686942	THE HOME DEPOT #1012 CAMARILLO CA	148.01
9-04	09-02	24765790247030032314461	THOMPSON BUILDING MATERIA CAMARILLO CA	50.71

ROBERT A CERASUOLO	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$2,417.18	\$0.00	\$2,417.18

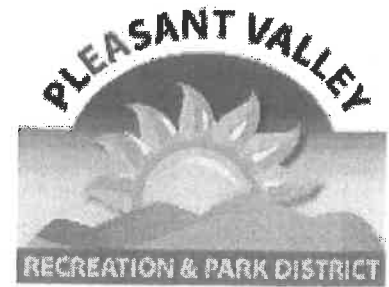
Post Date	Transaction Date	Reference Number	Transaction Description	Amount
-28	08-26	24323040240299900053715	BIG BRAND TIRE AND SERVI CAMARILLO CA	736.14
-28	08-26	24323040240299900053798	BIG BRAND TIRE AND SERVI CAMARILLO CA	344.01
-10	09-08	24323040253296700053865	BIG BRAND TIRE AND SERVI CAMARILLO CA	535.92
-10	09-09	24431060254206902900058	CARMEN AUTO REPAIR CAMARILLO CA	307.00
-10	09-09	24431060254206902900066	CARMEN AUTO REPAIR CAMARILLO CA	46.75
-11	09-10	24431060255206902000114	CARMEN AUTO REPAIR CAMARILLO CA	118.50
-18	09-14	24717070261029011136165	FORD OF VENTURA VENTURA CA	26.40
-22	09-21	24431060266206902100051	CARMEN AUTO REPAIR CAMARILLO CA	180.25
-22	09-21	24755420265262652279368	BUFFUMS SAFE LOCK SERVIC CAMARILLO CA	122.21

Department: 00000 Total: \$5,224.08
 Division: 00000 Total: \$5,224.08

Bank Reconciliation

Board Audit

User: fsantos
 Printed: 10/02/2020 - 9:09AM
 Date Range: 09/01/2020 - 09/30/2020
 Systems: 'AP'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 10 General Fund				
Department: 00 Non Departmentalized				
23832	CAPRI	CAPRI:2020/2021 - 2ND QTR. WOR	09/10/2020	65,728.35
Total for Department: 00 Non Departmentalized				65,728.35
Department: 03 Recreation				
0	BEVERLY DRANSFELDT	B.DRANSFELDT: MILEAGE REIMI	09/10/2020	4.64
0	CHERYL PETERSON	C.PETERSON: MILEAGE REIMBUI	09/11/2020	6.96
0	CONNOR SOUDANI	C.SOUDANI: MILEAGE REIMBUR	09/10/2020	34.22
0	CONNOR SOUDANI	C.SOUDANI: MILEAGE REIMBUR	09/24/2020	7.54
0	DEBRA GREENWOOD	D.GREENWOOD: INSTRUCTOR FE	09/10/2020	240.50
0	DENISE CLERIC	D.CLERIC: MILEAGE REIMBURSN	09/10/2020	4.64
0	DYLAN GUNNING	D.GUNNING: MILEAGE REIMBUR	09/11/2020	2.90
0	KATLYN SIMBER-CLICKENER	K.SIMBER: MILEAGE REIMBURSI	09/10/2020	8.12
0	MACY TRUEBLOOD	M.TRUEBLOOD: MILEAGE REIME	09/10/2020	5.80
0	PATRICIA J. BOLLAND	P.BOLLAND: INSTRUCTOR FEES/	09/10/2020	585.00
0	Stephanie McClure	S.MCCLURE: MILEAGE REIMBUR	09/11/2020	8.12
0	Stephanie McClure	S.MCCLURE: MILEAGE REIMBUR	09/24/2020	5.80
23815	CANON SOLUTIONS AMERICA IN	CANON: MAINTENNACE CARTRI	09/10/2020	116.89
23818	BARBARA GINGRASS	B.GINGRASS- REISSUE OF CK.# 2:	09/10/2020	136.00
23819	CLIFTON G. GORE JR.	C.GORE: INSTRUCTOR FEES/TAI (09/10/2020	1,235.00
23823	NATIONAL ACADEMY OF ATHLET	NATIONAL ACADEMY OF ATHLET	09/10/2020	33.60
23826	PARKER-ANDERSON LEARNING (PARKER ANDERSON: INSTRUCTC	09/10/2020	140.00
23828	BRIAN SMALLWOOD	B.SMALLWOOD: INSTRUCTOR FE	09/10/2020	156.00
23839	AMERICAN RED CROSS	AMERICAN RED CROSS: ADULT &	09/24/2020	240.00
23853	CRYSTAL DEMATE	C.DEMATE: REFUND DUE TO COV	09/25/2020	136.00
Total for Department: 03 Recreation				3,107.73
Department: 04 Parks				
0	CITY OF CAMARILLO	CITY OF CAM.:WATER SERV/NAN	09/03/2020	16,534.26
0	CULLIGAN OF SYLMAR	CULLIGAN WATER: 08/2020 SERVI	09/09/2020	28.80
0	DAKTRONICS, INC.	DAKTRONICS: MARQUEE FOR TH	09/21/2020	23,450.54
0	SOCAL GAS COMPANY	SOCAL GAS CO.:GAS SERVICE/FR	09/03/2020	49.26
0	SOUTHERN CALIF EDISON COMP.	SCE: POWER SERVICE/FREEDOM	09/03/2020	1,172.03
0	SOUTHERN CALIF EDISON COMP.	SCE: POWER SERVICE/MEL VINCI	09/09/2020	1,846.45
0	SOUTHERN CALIF EDISON COMP.	SCE: POWER SERVICE/B.KILDEE)	09/11/2020	3,707.79
0	SOUTHERN CALIF EDISON COMP.	SCE: POWER SERVICE/CAM GROV	09/24/2020	124.16
0	SPRINT	SPRINT: CELL PHONE BILL- 7/12/2	09/01/2020	113.00
0	US BANK	US BANK: CALCARD CHARGES- &	09/11/2020	1,792.59
0	WEX BANK	WEX BANK: 08/2020 FUEL PURCH	09/02/2020	3,671.74
0	JESSE GOMEZ	J.GOMEZ: PANTS REIMBURSEME	09/24/2020	145.14
23810	AGRI-TURF DISTRIBUTING LLC	AGRITURF: HERBICIDE/SHOP	09/10/2020	930.44
23812	ASTRA INDUSTRIAL SERVICES IN	ASTRA IND.: CV/RV RUBBER KIT/	09/10/2020	154.35
23813	B & B DO IT CENTER	B&B: SUPPLIES FOR MARQUEE S	09/10/2020	98.55
23814	BATTERIES PLUS BULBS 320	BATTERIES+BULBS: 6V BATTERY	09/10/2020	27.78
23816	CITY OF CAMARILLO	CITY OF CAMARILLO: WATER SE.	09/10/2020	11,584.23
23817	CRESTVIEW MUTUAL WATER CO.	CRESTVIEW WATER: SERVICE FO	09/10/2020	54.00
23820	KASTLE KARE	KASTLEKARE: GOPHER CLEAN-C	09/10/2020	535.00
23821	M & B SERVICES INC.	M&B SERVICES: HYDROJET STOF	09/10/2020	375.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
23822	NAPA AUTO PARTS	NAPA AUTO REPAIR: CORE DEPO:	09/10/2020	340.46
23825	PACIFIC TENNIS COURTS	PACIFIC TENNIS COURTS: COLOR	09/10/2020	3,975.00
23827	RAIN MASTER IRRIGATION SYST	RAIN MASTER IRRIGATION: BILL	09/10/2020	568.10
23829	TURF STAR INC.	TURSTAR: V-BELT & GEARBOX A	09/10/2020	57.73
23830	UNITED SITE SERVICES OF CA IN	UNITED SITE SERVICES: TEMP.RI	09/10/2020	199.57
23834	W & S SERVICES	W&S: SEWER SERVICE/FREEDOM	09/10/2020	536.01
23836	COASTAL PIPCO IRRIGATION INC	COASTAL PIPCO:EPOXIED SADDI	09/22/2020	328.14
23837	AIRWORKS SOLUTIONS INC.	AIRWORKS: POOL HEATER-RESE'	09/24/2020	125.00
23838	AIRWORKS SOLUTIONS INC.	AIRWORKS: HVAC REPLACEMEN	09/24/2020	13,200.00
23840	AMERICAN RESOURCE RECVY	AMERICAN RES. RECVY: 8/20/20	09/24/2020	947.39
23842	CAMROSA WATER DISTRICT	CAMROSA WATER DIST:SERV. FO	09/24/2020	24,619.08
23843	CUSTOMS SIGNS, INC.	CUSTOM SIGNS, INC.: BALANCE	09/24/2020	8,821.04
23845	KASTLE KARE	KASTLEKARE: GOPHER CLEANO	09/24/2020	150.00
23846	MCELROY OVERHEAD DOOR CO.	MCELROY OVERHEAD DOOR: RC	09/24/2020	150.00
23847	NASON'S LOCK & SAFE INC.	NASON'S LOCK & SAFE: LOCK-IR	09/24/2020	1,421.28
23848	THOMPSON BUILDING MATERIA	THOMPSON BLDG. MAT.: MATER	09/24/2020	384.38
23850	TURF STAR INC.	TURFSTAR: TORO MOWER PARTS	09/24/2020	1,693.50
23854	PACIFIC TENNIS COURTS	PACIFIC TENNIS CT.: BASKETBAI	09/25/2020	3,975.00

Total for Department: 04 Parks

127,886.79

Department: 05 Administration

0	ALESHIRE & WYNDER LLP	ALESHIRE & WYNDER, LLP: 8/202	09/24/2020	7,369.50
0	CULLIGAN OF SYLMAR	CULLIGAN WATER: 08/2020 BOTT	09/03/2020	78.50
0	DIGITAL DEPLOYMENT	DIGITAL DEPLOYMENT: 09/2020 \	09/07/2020	300.00
0	US BANK	US BANK: CORR. PERIOD- PURCF	09/11/2020	603.16
0	CHERYL PETERSON	C.PETERSON: POSTAGE REIMBUF	09/11/2020	3.85
23811	ALLCONNECTED, INC.	ALLCONNECTED: 09/2020 CLOUD	09/10/2020	1,174.00
23818	BARBARA GINGRASS	B.GINGRASS- REISSUE OF CK.# 2:	09/10/2020	4.00
23831	ADVANTAGE TELECOM/A+WIREL	ADVANTAGE TELECOM: 09/2020 1	09/10/2020	1,517.51
23833	KONICA MINOLTA	KONICA MINOLTA: 08/2020 MAIN'	09/10/2020	856.98
23844	J. THAYER COMPANY	J.THAYER: CORRECTION TAPE	09/24/2020	134.05
23849	DAVID TORFEH	D.TORFEH: INSTRUCTOR FEES/IN	09/24/2020	50.00
23852	DIGITAL ASSURANCE CERTIFICA	DAC: ANNUAL CERTIFICATION R	09/25/2020	2,500.00
23853	CRYSTAL DEMATE	C.DEMATE: REFUND DUE TO COV	09/25/2020	4.00

Total for Department: 05 Administration

14,595.55

Total for Fund:10 General Fund

211,318.42

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 20 Assessment Fund				
Department: 00 Non Departmentalized				
0	US BANK	US BANK: CORR. PERIOD- PURCE	09/11/2020	280.74
23824	NATURAL GREEN LANDSACAPES	NATURAL GREEN LANDSCAPE: 0	09/10/2020	15,698.41
23841	BRIGHTVIEW LANDSCAPE SERVI	BRIGHTVIEW: 09/2020 LS MAINTI	09/24/2020	26,383.87
23851	WEST COAST ARBORISTS INC.	WCA: GRID PRUNNING/CHARTER	09/24/2020	3,750.00
Total for Department: 00 Non Departmentalized				46,113.02
Total for Fund:20 Assessment Fund				46,113.02

Grand Total

257,431.44

MBS – Multi Bank Securities

MBS - US Treasury Type	May 8 2019	June 10 2019	July 9 2019	August 12 2019	Sept 12 2019	Oct 9 2019	Nov 12 2019	Dec 11 2019	Jan 15 2020
US 3 Month	2.399%	2.215%	2.148%	1.927%	1.870%	1.630%	1.540%	1.525%	1.527%
US 6 Month	2.388%	2.128%	2.065%	1.875%	1.840%	1.635%	1.532%	1.522%	1.525%
US 1 Year	2.295%	1.961%	1.932%	1.702%	1.755%	1.542%	1.515%	1.500%	1.490%
US 2 Year	2.297%	1.904%	1.886%	1.575%	1.720%	1.449%	1.652%	1.636%	1.558%
US 3 Year	2.264%	1.874%	1.835%	1.503%	1.685%	1.402%	1.679%	1.655%	1.707%
US 5 Year	2.287%	1.915%	1.857%	1.484%	1.645%	1.389%	1.723%	1.664%	1.783%
	Feb 11 2020	March 10 2020	April 6 2020	May 12 2020	June 9 2020	July 8 2020	August 10 2020	Sept 8 2020	October 8 2020
US 3 Month	1.515%	.386%	.093%	.102%	.155%	.137%	.088%	.105%	.090%
US 6 Month	1.485%	.368%	.137%	.123%	.175%	.148%	.110%	.117%	.105%
US 1 Year	1.430%	.325%	.150%	.138%	.175%	.143%	.123%	.123%	.120%
US 2 Year	1.423%	.404%	.264%	.169%	.204%	.159%	.121%	.135%	.147%
US 3 Year	1.401%	.472%	.337%	.218%	.251%	.183%	.133%	.160%	.187%
US 5 Year	1.421%	.514%	.444%	.351%	.404%	.301%	.218%	.269%	.333%

Ventura County Pool

Investment Name	April 2019	May 2019	June 2019	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019
Ventura County Pool	2.677%	2.686%	2.707%	2.639%	2.563%	2.497%	2.363%	2.259%	2.089%
	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020
Ventura County Pool	2.02%	1.995%	1.887%	1.796%	1.604%	1.451%	1.293%	1.103%	.958%

• Rates are determined at the end of the month

Local Agency Investment Fund (LAIF)

Investment Name	April 2019	May 2019	June 2019	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019
Local Agency Investment Fund (LAIF)	2.445%	2.449%	2.428%	2.379%	2.341%	2.280%	2.190%	2.150%	2.043%
	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020
Local Agency Investment Fund (LAIF)	1.967%	1.912%	1.787%	1.648%	1.363%	1.217%	.920%	.784%	.685%

Cal Trust

Investment Name	April 2019	May 2019	June 2019	July 2019	August 2019	September 2019	October 2019	November 2020	December 2019
Cal Trust	2.32%	2.29%	2.27%	2.26%	2.03%	2.00%	1.77%	1.56%	1.52%
	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020
Cal Trust	1.50%	1.50%	.79%	.27%	.15%	.10%	.07%	.004%	.09%

Pleasant Valley Recreation & Park District
 FY 19-20 Investments Summary
 30-Sep-20

	Purchase Date	Maturity Date	Purchase Price	Market Price	Accrued Interest	Est. Annual Income	Est. Yield	Cur. Market Value	Int. Received Since Inception
MBS Investments:									
Goldman Sachs Bk USA New York CTF Dep A	2/10/2016	2/10/2021	200,000.00	100.7530	544.93	3,900.00	1.93%	201,506.00	17,555.35
Everbank Jacksonville Fla	2/12/2016	2/12/2021	200,000.00	100.6140	456.44	3,400.00	1.68%	201,228.00	15,304.65
MBS Investments Total			400,000.00			7,300.00		402,734.00	32,860.00

MBS Interest Summary	FY 15-16 Interest	FY 16-17 Interest	FY 17-18 Interest	FY 18-19 Interest	FY 19-20 Interest	2020-2021 Q1 Interest	2020-2021 Q2 Interest	2020-2021 Q3 Interest	2020-2021 Q4 Interest	2020-2021 YTD Interest	Int. Received Since Inception
CD- YTD Dividends and Interest	1,340.13	17,007.34	15,772.56	11,342.53	10,003.48	3,640.00				3,640.00	59,106.04

	Q1 Interest	Q2 Interest	Q3 Interest	Q4 Interest	Current Qtr. Interest Rate	2020-2021 YTD Interest Earned	Ending Cash Balance Per GL
LAIF:	\$ -					\$ -	3,829,510.24

Ventura County Pool & CALTRUST	Q1 Interest	Q2 Interest	Q3 Interest	Q4 Interest	Current Qtr. Interest Rate	2020-2021 YTD Interest Earned	Ending Cash Balance Per GL
County Pool Restricted -0241	\$ -					\$ -	4,564,632.49
CALTRUST & County Unrestricted- 0240	\$ 55.64					\$ 55.64	307.80

Pacific Western Bank Accounts	Q1 Interest	Q2 Interest	Q3 Interest	Q4 Interest	Current Qtr. Interest Rate	2020-2021 YTD Interest Earned	Ending Cash Balance Per GL
457 Pension Assessment District	\$ 5.89					\$ 5.89	54,360.40
Capital	\$ 88.40					\$ 88.40	805,471.76
Contingency	\$ 17.13					\$ 17.13	321,444.32
Debt Service	\$ 3.34					\$ 3.34	12,182.77
Quimby	\$ 12.78					\$ 12.78	126,742.44
	\$ 21.22					\$ 21.22	142,719.91

Total Invested Balance Including MBS 10,260,006.13

Interest Earnings Summary	Q1 Interest	Q2 Interest	Q3 Interest	Q4 Interest	2020-2021 YTD Interest Earned
Total Dividends and Interest	3,844.40	-	-	-	\$ 3,844.40

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

TO: BOARD OF DIRECTORS

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

DATE: November 5, 2020

SUBJECT: FINANCE REPORT SEPTEMBER 2020

RECOMMENDATION

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

ANALYSIS OF COMPARATIVE FINANCIALS THROUGH SEPTEMBER 30, 2020

The District's Statements of Revenues and Expenditures for the period of July 1, 2020 through September 30, 2020 with a year-to-date comparison for the period of July 1, 2019 through September 30, 2019 are attached. The percentage rate used for the 2020-2021 fiscal year budget is 25% for Period 3 of the fiscal year.

REVENUES

Total revenue for the 3rd month ending September 30, 2020 for Fund 10 (General Fund) has an overall decrease of \$588,562 in comparison to fiscal year 2019-2020. The variance from prior year is made up of decreases in 1) Hill Fire Revenue (\$156,693), 2) Public Fees (\$131,930), 3) ROPS (\$114,028) and various other line items that are also reflected from prior years. Excluding the Hill Fire Payment, the decreases in a majority of the revenue line items are due to COVID-19 which will have a major impact on the FY2020-2021 budget. Unfortunately, the impacts of COVID-19 will continue to be challenging and will be a constant source in the decreased amount of revenue for this fiscal year. Staff will continue to monitor and adjust the budget as needed and keep the Board updated.

Total revenue for the 3rd month ending September 30, 2020 for Fund 20 (Assessment District) is at 0.50% of budget. This is normal for the Assessment District as the Assessment District does not receive any significant revenue until the tax apportionment is received in December.

For Fund 30, the Park Dedication Fund's only revenue activity for the first quarter of the fiscal year is interest earnings.

EXPENDITURES

Personnel Expenditures have decreased by \$77,712 for fiscal year 2020-2021 in comparison to personnel expenses for the same time last year. Even though most of the personnel line items

reflect a decrease in comparison to prior year, the increase in the CalPERS Unfunded Liability (\$84,747) in comparison to last fiscal year offset the amount of the comparison for September.

Service and Supply Expenditures for Fund 10 have decreased \$168,091 in comparison to the same time as last year. Most of the expense accounts are exhibiting a decrease in comparison to prior year, which are 1) Hill Fire (\$64,011), 2) Reserve Buckets Lines #7970 thru #7975 (\$33,750) and various other expense line items.

Fund 20 is at 20% in Personnel and 24% in Service and Supplies.

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

The capital projects in Fund 10 (General Fund) are at 31% with the Community Center Marquee project being completed. Fund 30 (Park Dedication Fees) have begun as the Community Center Kitchen project is in the beginning stage.

FISCAL IMPACT

Overall, the financials show the District is under the approved budget for Fund 10 by 2.44% and Fund 20 by 1.41%.

RECOMMENDATION

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

ATTACHMENTS

- 1) Financial Statement of Revenues and Expenditures as of September 30, 2020 Fund 10
(2 pages)
- 2) Financial Statement of Revenue and Expenditures as of September 30, 2020 Fund 20
(1 page)
- 3) Financial Statement of Revenue and Expenditures as of September 30, 2020 Fund 30
(1 page)

General Ledger
Fund 10 General Ledger
September 2020 25%

Description	Account	Period	Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue								
Tax Apport - Cur Year Secured	5110	\$	-	\$ -	\$ -	(6,481,869.00)	\$ (6,481,869.00)	0.00%
Tax Apport - Prior Year Sec	5130	\$	(46,212.67)	\$ (20,775.68)	\$ (46,212.67)	-	\$ 46,212.67	0.00%
Tax Deeded Sales	5150	\$	(4.49)	\$ -	\$ (4.49)	-	\$ 4.49	0.00%
Interest Earnings	5310	\$	(4,409.00)	\$ (8,853.61)	\$ (4,486.93)	(36,030.00)	\$ (31,543.07)	12.45%
Hill Fire 2018	5465	\$	-	\$ (156,693.01)	\$ -	-	\$ -	0.00%
Park Patrol Citations	5506	\$	(205.00)	\$ (714.25)	\$ (989.00)	(2,434.00)	\$ (1,445.00)	40.63%
Contract Classes-Public Fees	5510	\$	(8,982.00)	\$ (57,669.05)	\$ (15,223.00)	(147,695.00)	\$ (132,472.00)	10.31%
Public Fees	5511	\$	-	\$ (140,684.98)	\$ (8,755.00)	(224,783.00)	\$ (216,028.00)	3.89%
Public Fees-Entry Fees	5520	\$	-	\$ (16,820.26)	\$ (2,019.00)	(29,809.00)	\$ (27,790.00)	6.77%
Vending Concessions	5525	\$	-	\$ (2,383.60)	\$ -	(732.00)	\$ (732.00)	0.00%
Rental	5530	\$	(5,339.75)	\$ (97,375.38)	\$ (12,877.00)	(253,856.00)	\$ (240,979.00)	5.07%
Cell Tower Revenue	5535	\$	(11,609.03)	\$ (23,525.96)	\$ (27,748.88)	(91,704.00)	\$ (63,955.12)	30.26%
Parking Fees	5540	\$	(510.00)	\$ (6,422.98)	\$ (1,508.95)	(7,261.00)	\$ (5,752.05)	20.78%
Dues	5550	\$	-	\$ 50.00	\$ -	-	\$ -	0.00%
Activity Guide Revenue	5555	\$	-	\$ (10,160.00)	\$ -	(13,500.00)	\$ (13,500.00)	0.00%
Sponsorships	5558	\$	-	\$ (1,800.00)	\$ -	-	\$ -	0.00%
Staffing Cost Recovery	5563	\$	-	\$ (10,535.75)	\$ (5,155.00)	(31,285.00)	\$ (26,130.00)	16.48%
Special Event Permits	5564	\$	(100.00)	\$ (100.00)	\$ -	-	\$ -	0.00%
Security Services Recovery	5566	\$	-	\$ (1,300.00)	\$ -	-	\$ -	0.00%
Donations	5570	\$	-	\$ (70,410.50)	\$ (35,000.00)	(36,000.00)	\$ (1,000.00)	97.22%
Grants	5573	\$	-	\$ (20.75)	\$ -	-	\$ -	0.00%
Other/Purchase Discount Taken	5575	\$	(644.00)	\$ (28,331.82)	\$ (10,962.49)	(44,082.00)	\$ (33,119.51)	24.87%
Credit Card Processing Fee	5576	\$	(11.33)	\$ (363.15)	\$ 18.67	-	\$ (18.67)	0.00%
Cash Over/Under	5580	\$	(25.00)	\$ (50.00)	\$ (40.00)	-	\$ 40.00	0.00%
Incentive Income	5585	\$	(19.99)	\$ (644.20)	\$ (64.47)	(1,300.00)	\$ (1,235.53)	4.96%
Reimbursement - ROPS	5600	\$	-	\$ (188,584.61)	\$ (74,556.06)	(125,000.00)	\$ (50,443.94)	59.64%
Reimb-Needs Assessment/LPA	5605	\$	-	\$ (7,587.00)	\$ (17,610.38)	-	\$ 17,610.38	0.00%
Revenue		\$	78,072.26	\$ 851,756.54	\$ 263,194.65	\$ 7,527,340.00	\$ 7,264,145.35	3.50%
YTD Comparison					\$ (588,561.89)			
Expense								
Full Time Salaries	6100	\$	167,807.97	\$ 470,452.93	\$ 447,538.40	2,358,728.00	\$ 1,911,189.60	18.97%
Overtime Salaries	6101	\$	1,132.58	\$ 7,127.70	\$ 2,643.52	32,490.00	\$ 29,846.48	8.14%
Car Allowance	6105	\$	811.39	\$ 2,492.22	\$ 2,492.22	10,800.00	\$ 8,307.78	23.08%
Cell Phone Allowance	6108	\$	1,049.65	\$ 3,275.00	\$ 3,186.42	14,610.00	\$ 11,423.58	21.81%
Part-Time Salaries	6110	\$	11,647.59	\$ 195,012.72	\$ 42,444.72	434,696.00	\$ 392,251.28	9.76%
Retirement	6120	\$	28,943.99	\$ 83,287.79	\$ 76,929.96	417,223.00	\$ 340,293.04	18.44%
457 Pension	6121	\$	87.17	\$ 6,086.15	\$ 6,086.15	7,445.00	\$ 1,358.85	81.75%
Deferred Compensation	6125	\$	1,064.76	\$ -	\$ 1,064.76	-	\$ (1,064.76)	0.00%
Employee Insurance	6130	\$	19,246.27	\$ 15,755.53	\$ 50,540.23	293,733.00	\$ 243,192.77	17.21%
Workers Compensation	6140	\$	9,613.29	\$ 39,242.70	\$ 25,794.87	146,655.00	\$ 120,860.13	17.59%
Unemployment Insurance	6150	\$	-	\$ -	\$ -	3,400.00	\$ 3,400.00	0.00%
Loan - Pension Obligation	6160	\$	21,395.17	\$ 62,633.00	\$ 64,185.50	256,742.00	\$ 192,556.50	25.00%
PERS Unfunded Liability	6170	\$	-	\$ 349,318.00	\$ 434,065.00	434,065.00	\$ -	100.00%
Personnel		\$	262,799.83	\$ 1,234,683.74	\$ 1,156,971.75	\$ 4,410,587.00	\$ 3,253,615.25	26.23%
YTD Comparison					\$ (77,711.99)			
Telephone/Internet	6210	\$	1,652.41	\$ 4,600.94	\$ 4,841.45	16,596.00	\$ 11,754.55	29.17%
Internet Services	6220	\$	1,474.00	\$ 7,860.40	\$ 4,452.00	27,135.00	\$ 22,683.00	16.41%
IT Infrastructure	6230	\$	-	\$ -	\$ 58.01	2,000.00	\$ 1,941.99	2.90%
Computer Hardware/Software	6240	\$	325.37	\$ 1,367.64	\$ 3,846.50	10,040.00	\$ 6,193.50	38.31%
Pool Chemicals	6310	\$	-	\$ 914.00	\$ 741.00	8,250.00	\$ 7,509.00	8.98%
Janitorial Supplies	6320	\$	6,667.93	\$ 7,821.23	\$ 6,667.93	53,400.00	\$ 46,732.07	12.49%
COVID - Supplies	6321	\$	-	\$ -	\$ 398.17	-	\$ (398.17)	0.00%
Kitchen Supplies	6330	\$	-	\$ 83.95	\$ -	900.00	\$ 900.00	0.00%
Food Supplies	6340	\$	-	\$ 118.05	\$ -	6,320.00	\$ 6,320.00	0.00%
Water Maint & Service	6350	\$	56.75	\$ 205.67	\$ 199.05	1,239.00	\$ 1,039.95	16.07%
Laundry/Wash Service	6360	\$	-	\$ -	\$ -	880.00	\$ 880.00	0.00%
Insurance Liability	6410	\$	-	\$ 71,100.50	\$ 104,042.00	149,311.00	\$ 45,269.00	69.68%
Equipment Maintenance	6500	\$	-	\$ -	\$ -	400.00	\$ 400.00	0.00%
Fuel	6510	\$	3,520.18	\$ 9,462.35	\$ 10,946.75	50,400.00	\$ 39,453.25	21.72%
Vehicle Maintenance	6520	\$	4,883.89	\$ 3,140.21	\$ 6,364.37	35,400.00	\$ 29,035.63	17.98%
Office Equipment Maintenance	6530	\$	-	\$ -	\$ 116.89	-	\$ (116.89)	0.00%
Building Repair	6610	\$	781.59	\$ 13,919.36	\$ 4,851.31	88,000.00	\$ 83,148.69	5.51%
HVAC	6620	\$	-	\$ 735.02	\$ 2,382.14	8,820.00	\$ 6,437.86	27.01%
Playground Maintenance	6630	\$	-	\$ 6,942.97	\$ -	40,000.00	\$ 40,000.00	0.00%
Hill Fire 2018	6640	\$	-	\$ 64,011.58	\$ -	-	\$ -	0.00%
Grounds Maintenance	6710	\$	1,614.00	\$ 18,505.71	\$ 12,635.47	86,220.00	\$ 73,584.53	14.65%
Tree Care	6719	\$	-	\$ 8,625.00	\$ -	30,000.00	\$ 30,000.00	0.00%
Park Amenities - Assess	6722	\$	-	\$ 2,785.65	\$ -	-	\$ -	0.00%
Contracted Pest Control	6730	\$	150.00	\$ 660.00	\$ 360.00	3,000.00	\$ 2,640.00	12.00%
Rubbish & Refuse	6740	\$	4,336.74	\$ 16,440.61	\$ 19,305.00	77,006.00	\$ 57,701.00	25.07%
Vandalism/Theft	6750	\$	-	\$ -	\$ -	1,000.00	\$ 1,000.00	0.00%
Memberships	6810	\$	-	\$ 4,350.00	\$ 4,080.00	13,696.00	\$ 9,616.00	29.79%
Office Supplies	6910	\$	220.89	\$ 4,342.85	\$ 688.67	17,585.00	\$ 16,896.33	3.92%
Postage Expense	6920	\$	516.50	\$ 5,925.49	\$ 537.65	19,000.00	\$ 18,462.35	2.83%
Advertising Expense	6930	\$	900.00	\$ 105.00	\$ 900.00	6,240.00	\$ 5,340.00	14.42%

General Ledger
Fund 10 General Ledger
September 2020 25%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Printing Charges	6940	\$ 362.46	\$ 2,564.43	\$ 1,763.20	\$ 13,338.00	\$ 11,574.80	13.22%
ActiveNet Charges	6950	\$ 905.13	\$ 18,269.98	\$ 2,845.60	\$ 52,542.00	\$ 49,696.40	5.42%
Approp Redev/Collection Fees	6960	\$ -	\$ -	\$ -	\$ 481,576.00	\$ 481,576.00	0.00%
Minor Furn Fixture & Equip	6980	\$ 271.36	\$ 529.80	\$ 529.80	\$ 1,134.00	\$ 604.20	46.72%
Comp Hardware/Software Exp	6990	\$ -	\$ 29.98	\$ -	\$ -	\$ -	0.00%
Fingerprint Fees (HR)	7010	\$ -	\$ 192.00	\$ -	\$ 2,560.00	\$ 2,560.00	0.00%
Fire & Safety Insp Fees	7020	\$ -	\$ -	\$ -	\$ 2,975.00	\$ 2,975.00	0.00%
Permit & Licensing Fees	7030	\$ -	\$ 250.00	\$ -	\$ 6,350.00	\$ 6,350.00	0.00%
State License Fee	7040	\$ -	\$ 852.50	\$ 657.50	\$ 800.00	\$ 142.50	82.19%
Legal Services	7110	\$ -	\$ 13,346.82	\$ 8,642.00	\$ 90,000.00	\$ 81,358.00	9.60%
Typeset and Print Services	7115	\$ -	\$ 14,019.45	\$ -	\$ 36,300.00	\$ 36,300.00	0.00%
Instructor Services	7120	\$ 1,070.40	\$ 27,977.93	\$ 5,773.00	\$ 97,138.00	\$ 91,365.00	5.94%
PERS Admin Fees	7125	\$ 93.24	\$ 72.18	\$ 280.35	\$ 2,110.00	\$ 1,829.65	13.29%
Audit Services	7130	\$ 2,100.00	\$ -	\$ 2,100.00	\$ 20,175.00	\$ 18,075.00	10.41%
Medical & Health Svcs (HR)	7140	\$ -	\$ 602.50	\$ 400.00	\$ 5,500.00	\$ 5,100.00	7.27%
Security Services	7150	\$ -	\$ 225.00	\$ 907.50	\$ 3,700.00	\$ 2,792.50	24.53%
Entertainment Services	7160	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
Business Services	7180	\$ 3,148.13	\$ 26,106.03	\$ 26,410.74	\$ 70,114.00	\$ 43,703.26	37.67%
Umpire/Referee Services	7190	\$ -	\$ 419.00	\$ -	\$ -	\$ -	0.00%
Subscriptions	7210	\$ -	\$ 533.90	\$ 167.52	\$ 4,299.00	\$ 4,131.48	3.90%
Rents & Leases - Equip	7310	\$ -	\$ 6,946.79	\$ 199.57	\$ 23,500.00	\$ 23,300.43	0.85%
Event Supplies	7410	\$ -	\$ 391.74	\$ -	\$ 2,280.00	\$ 2,280.00	0.00%
Supplies	7420	\$ -	\$ 370.94	\$ -	\$ 3,200.00	\$ 3,200.00	0.00%
Bingo Supplies	7430	\$ -	\$ 1,565.42	\$ -	\$ 3,600.00	\$ 3,600.00	0.00%
Sporting Goods	7440	\$ 93.18	\$ 106.75	\$ 93.18	\$ 5,300.00	\$ 5,206.82	1.76%
Arts and Craft Supplies	7450	\$ -	\$ 18.85	\$ -	\$ 5,575.00	\$ 5,575.00	0.00%
Training Supplies	7460	\$ -	\$ 210.00	\$ -	\$ 1,600.00	\$ 1,600.00	0.00%
Small Tools	7500	\$ -	\$ 1,449.18	\$ -	\$ 6,000.00	\$ 6,000.00	0.00%
Safety Supplies	7510	\$ -	\$ 3,274.64	\$ -	\$ 3,310.00	\$ 3,310.00	0.00%
Uniform Allowance	7610	\$ 145.14	\$ 496.35	\$ 439.86	\$ 10,240.00	\$ 9,800.14	4.30%
Safety Clothing	7620	\$ -	\$ 531.64	\$ 500.18	\$ 4,854.00	\$ 4,353.82	10.30%
Conference&Seminar Staff	7710	\$ -	\$ 8,072.90	\$ 500.00	\$ 11,564.00	\$ 11,064.00	4.32%
Conference&Seminar Board	7715	\$ -	\$ 60.00	\$ -	\$ 2,575.00	\$ 2,575.00	0.00%
Conference&Seminar Travel Exp	7720	\$ -	\$ 1,800.38	\$ -	\$ 4,345.00	\$ 4,345.00	0.00%
Out of Town Travel Board	7725	\$ -	\$ -	\$ -	\$ 3,231.00	\$ 3,231.00	0.00%
Private Vehicle Mileage	7730	\$ 52.20	\$ 411.68	\$ 86.42	\$ 1,684.00	\$ 1,597.58	5.13%
Buses/Excursions	7750	\$ -	\$ 4,336.94	\$ -	\$ 2,950.00	\$ 2,950.00	0.00%
Tuition/Book Reimbursement	7760	\$ -	\$ 543.75	\$ -	\$ -	\$ -	0.00%
Utilities - Gas	7810	\$ 22.58	\$ 2,892.96	\$ 1,993.29	\$ 29,715.00	\$ 27,721.71	6.71%
Utilities - Water	7820	\$ 41,732.03	\$ 221,712.63	\$ 260,155.90	\$ 865,373.00	\$ 605,217.10	30.06%
Utilities - Electric	7830	\$ 7,305.47	\$ 40,137.17	\$ 25,893.39	\$ 220,000.00	\$ 194,106.61	11.77%
Airport Assessment Exp	7840	\$ -	\$ 14,235.00	\$ -	\$ 14,000.00	\$ 14,000.00	0.00%
Awards and Certificates	7910	\$ 240.00	\$ 5,124.53	\$ 240.00	\$ 11,670.00	\$ 11,430.00	2.06%
Meals for Staff Training	7920	\$ 88.57	\$ 279.35	\$ 134.28	\$ 3,560.00	\$ 3,425.72	3.77%
Employee Morale	7930	\$ -	\$ 60.48	\$ -	\$ -	\$ -	0.00%
COP Debt - PV Fields	7950	\$ -	\$ -	\$ -	\$ 229,760.00	\$ 229,760.00	0.00%
Reserve Vehicle Fleet	7970	\$ -	\$ 2,500.00	\$ -	\$ -	\$ -	0.00%
Reserve Computer Fleet	7971	\$ -	\$ 1,250.00	\$ -	\$ -	\$ -	0.00%
Reserve Dry Period	7973	\$ -	\$ 22,500.00	\$ -	\$ -	\$ -	0.00%
Reserve Repair/Oper/Admin	7975	\$ -	\$ 7,500.00	\$ -	\$ -	\$ -	0.00%
Admin Fee/CC Refund 2020	8112	\$ -	\$ -	\$ 11,576.84	\$ -	\$ (11,576.84)	0.00%
Services and Supplies		\$ 84,730.14	\$ 708,795.75	\$ 540,704.48	\$ 3,114,335.00	\$ 2,573,630.52	17.36%
YTD Comparison				\$ (168,091.27)			

Capital							
Equip/Facility Replacement	8420	\$ -	\$ -	\$ -	\$ 30,000.00	\$ 30,000.00	0.00%
Sr/Community Rec Facility	8422	\$ -	\$ 7,270.00	\$ -	\$ -	\$ -	0.00%
Valle Lindo Restroom/Pavilion	8444	\$ -	\$ 652.14	\$ -	\$ -	\$ -	0.00%
Mtr Enclosur-Encnt,Fhill,Adolf	8456	\$ -	\$ 7,843.00	\$ -	\$ -	\$ -	0.00%
Pitts Ranch Park Pavilion	8458	\$ -	\$ 28,776.74	\$ -	\$ -	\$ -	0.00%
LPA Architects-CC/Gym/Sr Ctr	8463	\$ -	\$ 19,448.99	\$ -	\$ -	\$ -	0.00%
Arnell Ranch Park Renovation	8464	\$ -	\$ 30,779.13	\$ -	\$ -	\$ -	0.00%
Community Center Marquee	8468	\$ 2,224.35	\$ -	\$ 2,224.35	\$ 8,552.39	\$ 6,328.04	26.01%
PVAC Pool Heater	8470	\$ -	\$ 23,930.00	\$ -	\$ -	\$ -	0.00%
P.V. Fields Painting II	8473	\$ -	\$ 13,690.00	\$ -	\$ -	\$ -	0.00%
Switches and Servers	8474	\$ 5,187.00	\$ -	\$ 29,642.96	\$ 30,772.00	\$ 1,129.04	96.33%
Turf Grinder	8475	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
Pitts Ranch BB Crt Repaint	8476	\$ 3,975.00	\$ -	\$ 7,950.00	\$ 8,000.00	\$ 50.00	99.38%
PV Fields Painting West End	8477	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
Fertilizer Injector System	8478	\$ 4,487.90	\$ -	\$ 5,243.38	\$ 60,000.00	\$ 54,756.62	8.74%
Inflatable System	8479	\$ -	\$ -	\$ -	\$ 5,500.00	\$ 5,500.00	0.00%
HVAC Administration Bldg	8481	\$ 13,200.00	\$ -	\$ 13,200.00	\$ 14,520.00	\$ 1,320.00	90.91%
Capital		\$ 29,074.25	\$ 132,390.00	\$ 58,260.69	\$ 187,344.39	\$ 129,083.70	31.10%

Total Expenses		\$ 347,529.97	\$ 1,943,479.49	\$ 1,697,676.23	\$ 7,524,922.00	\$ 5,827,245.77	22.56%
YTD Comparison				\$ (245,803.26)			

General Ledger
Fund 20 Assessment District Fund
September 2020 25%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Interest Earnings	5310	\$ (27.12)	\$ (458.48)	\$ (88.40)	\$ (500.00)	\$ (411.60)	17.68%
Assessment Revenue	5500	\$ (5,852.92)	\$ (22,168.85)	\$ (5,852.92)	\$ (1,184,957.00)	\$ (1,179,104.08)	0.49%
Revenue		\$ (5,880.04)	\$ (22,627.33)	\$ (5,941.32)	\$ (1,185,457.00)	\$ (1,179,515.68)	0.50%
YTD Comparison				\$ 16,686.01			
Expense							
Full Time Salaries	6100	\$ 1,430.56	\$ 2,582.80	\$ 3,691.52	\$ 18,262.00	\$ 14,570.48	20.21%
Retirement	6120	\$ 235.13	\$ 395.90	\$ 604.45	\$ 3,130.00	\$ 2,525.55	19.31%
Employee Insurance	6130	\$ 231.17	\$ 591.75	\$ 582.43	\$ 3,606.00	\$ 3,023.57	16.15%
Workers Compensation	6140	\$ 141.55	\$ 275.13	\$ 362.27	\$ 1,753.00	\$ 1,390.73	20.67%
Personnel		\$ 2,038.41	\$ 3,845.58	\$ 5,240.67	\$ 26,751.00	\$ 21,510.33	19.59%
YTD Comparison				\$ 1,395.09			
Services and Supplies							
Incidental Costs - Assess	6709	\$ -	\$ 10,449.72	\$ 10,676.01	\$ 34,256.00	\$ 23,579.99	31.17%
Tree Care	6719	\$ -	\$ -	\$ 3,750.00	\$ 67,500.00	\$ 63,750.00	5.56%
Contracted LS Services	6720	\$ 42,082.28	\$ 90,997.58	\$ 126,246.84	\$ 505,036.00	\$ 378,789.16	25.00%
Park Amenities - Assess	6722	\$ -	\$ -	\$ 929.12	\$ 17,500.00	\$ 16,570.88	5.31%
ActiveNet Charges	6950	\$ -	\$ -	\$ -	\$ 60.00	\$ 60.00	0.00%
Approp Redev/Collection Fees	6960	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	0.00%
COP Debt - PV Fields	7950	\$ 43,796.67	\$ 129,358.50	\$ 131,390.00	\$ 525,560.00	\$ 525,560.00	0.00%
Expense		\$ 85,878.95	\$ 230,805.80	\$ 272,991.97	\$ 1,152,912.00	\$ 1,011,310.03	23.68%
YTD Comparison				\$ 42,186.17			
Total Expenses		\$ 87,917.36	\$ 234,651.38	\$ 278,232.64	\$ 1,179,663.00	\$ 1,032,820.36	23.59%
YTD Comparison				\$ 43,581.26			

General Ledger
Fund 30 Quimby Fee Fund
September 2020 25%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Interest Earnings	5310	\$ (7.03)	\$ (15,459.22)	\$ (21.22)	\$ (38,800.00)	\$ (38,778.78)	5.00%
MBS Interest Earnings	5320	\$ -	\$ (4,638.94)	\$ (3,640.00)	\$ -	\$ 3,640.00	0.00%
Park Dedication Fees	5400	\$ -	\$ (92,200.46)	\$ -	\$ -	\$ -	0.00%
Revenue		\$ (7.03)	\$ (112,298.62)	\$ (3,661.22)	\$ (38,800.00)	\$ (35,138.78)	9.44%
YTD Comparison				\$ 108,637.40			
Expense							
ActiveNet Charges	6950	\$ -	\$ 48.00	\$ -	\$ -	\$ -	0.00%
Services and Supplies		\$ -	\$ 48.00	\$ -	\$ -	\$ -	0.00%
YTD Comparison				\$ (48.00)			
Capital							
Valle Lindo Restroom/Pavilion	8444	\$ -	\$ 92,967.03	\$ -	\$ -	\$ -	0.00%
Freedom Baseball Fields	8459	\$ -	\$ 2,933.64	\$ -	\$ -	\$ -	0.00%
Mej Vincent Park Restrooms	8460	\$ -	\$ 4,609.00	\$ -	\$ -	\$ -	0.00%
Nancy Bush Slab I	8461	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Arnell Ranch Park Renovation	8464	\$ -	\$ -	\$ -	\$ 750,000.00	\$ 750,000.00	0.00%
PVAC Restroom & Shower	8469	\$ 35,107.69	\$ 432.14	\$ 35,249.13	\$ 84,401.39	\$ 49,152.26	41.76%
Turf Grinder	8475	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Community Center Kitchen	8480	\$ -	\$ -	\$ -	\$ 250,000.00	\$ 250,000.00	0.00%
Capital		\$ 35,107.69	\$ 100,941.81	\$ 35,249.13	\$ 1,084,401.39	\$ 1,049,152.26	3.25%

Date Received	Amount	Amount Earmarked	Developer	Development Case #	Amount Expended	Balance	Allocation Date
7/31/2014	\$ 615,709.00	\$ 720,600.00	AMLI Residential	Springville (RPD-173)	\$ 615,709.00	\$ -	7/31/2019
1/31/2015	\$ 2,250,489.70	\$ 2,250,489.70	Fairfield LLC		\$ 1,562,610.25	\$ 687,879.45	1/31/2020
8/8/2016	\$ 2,649,209.00	\$ -	Comstock/Elacora Mission Oaks		\$ 189,887.74	\$ 2,459,321.26	8/8/2021
8/10/2016	\$ 474,353.00	\$ 629,500.00	KB Homes		\$ 230,159.82	\$ 244,193.18	8/10/2021
6/7/2018	\$ 21,612.25	\$ -	Crestview		\$ -	\$ 21,612.25	6/7/2023
6/27/2018	\$ -	\$ -	Aldersgate Construction		\$ 146,682.55	\$ -	REFUNDED
3/6/2019	\$ 35,242.00	\$ -	Habitat for Humanity		\$ -	\$ 35,242.00	3/6/2024
9/12/2019	\$ -	\$ -	Aldersgate Construction		\$ 92,200.46	\$ -	REFUNDED
11/21/2019	\$ 1,264,500.00	\$ -	Shea Homes		\$ -	\$ 1,264,500.00	11/21/2024
Total	\$ 7,311,114.95	\$ 3,600,589.70			\$ 2,837,249.82	\$ 4,712,748.14	

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

TO: BOARD OF DIRECTORS

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

DATE: November 5, 2020

**SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION
NO. 662 REQUESTING A LOAN FROM THE CAPITAL
ACCOUNT TO THE GENERAL FUND ACCOUNT**

SUMMARY

Staff is requesting the Board to approve a temporary loan from Capital to the General Fund to help cover payroll and accounts payable expenses until the tax apportionment is received. This request is only precautionary as the District appears to have enough cash to handle all payroll and accounts payable invoices until the tax apportionment is received, which should be between December 20th – December 26th.

BACKGROUND

Staff continues to be prudent while managing the District's annual fiscal year budgets. Though the District's revenues have improved in years past, this year is different due to the COVID-19 pandemic. Beyond a variety of fees and charges that serve as revenue, the primary source of revenue is property taxes and it is unclear at this time what the tax apportionment will look like as the pandemic has put many citizens into economic hard times.

The District receives the property taxes in two increments during the months of April and December. In the past, these two payments have been sufficient to cover the District expenses from April through December and January through March. For the month of December, the District may need to borrow funds from the District's Capital account which will include a payment to cover any interest earnings the capital account may lose due to the loan. The interest rate would be the equivalent to what the Capital account is currently earning at Pacific Western Bank; currently the Capital account earns interest at 0.04%. Once the December tax apportionment is received, the loan will be repaid back to the Capital account with interest. It is anticipated the loan would be no more than a 10-day loan if needed.

ANALYSIS

Staff is requesting a not to exceed amount of \$200,000 from the capital account to sufficiently operate for the remainder of the calendar year and prior to receiving the December property tax increment. This temporary loan, if needed, will provide funds for personnel costs and operations (services and supplies) and will not force the District to borrow funds from the District's bank as it had to do in the past.

Included with this staff report is the cash projection thru December 31, 2020. This projection does not include the property tax apportionment that is scheduled to be received at the end of December 2020. The cash flow attached is of October 29, 2020 when the reports were prepared for the November 5, 2020 agenda packet. Staff is confident there is adequate cash on hand to cover the payroll and services and supplies if the projections hold true. The request for the loan is precautionary only as to secures funds in the event of a major catastrophic event or the property tax apportionment is delayed.

Based on the December property tax payment history, the District will be able to reimburse the Capital Account in January 2021.

FISCAL IMPACT

The fiscal impact to the General Fund will be for the interest paid to the Capital Account of approximately \$2.20 if the entire \$200,000 is borrowed from the Capital Account.

RECOMMENDATION

It is recommended that the Board adopt Resolution No. 662 directing staff to loan funds from the Capital Account to the General Fund Account to cover payroll and accounts payable expenditures for the last month of calendar year 2020.

ATTACHMENT

- 1) Resolution No. 662 (1 page)
- 2) Cash Projection (1 page)

RESOLUTION NO. 662

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT
REQUESTING A 10-DAY TEMPORARY LOAN FROM THE CAPITAL
FUND TO THE GENERAL FUND CHECKING**

WHEREAS, the Board of Directors of the Pleasant Valley Recreation and Park District (“District”) is a local public agency, operating pursuant to its principal act set forth in California Public Resources Code Section 5780 et seq.; and

WHEREAS, the District Board of Directors (“Board”) desires to authorize the Capital Fund to temporarily loan the General Fund an amount not to exceed \$200,000 for District operations, pending receipt of tax revenues in December 2020: and

WHEREAS, the General Fund will pay an interest rate equivalent to the current interest rate the Capital account is earning at Pacific Western Bank for the actual amount of funds borrowed.

PASSED AND ADOPTED by the Board of Directors of Pleasant Valley Recreation and Park District this 5th day of November 2020, by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

Elaine Magner, Chair, Board of Directors
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

Attested:

Mike Mishler, Secretary
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

Cash Projections July-December 2020

	Month 0 (Actual)	July 2020 (Actual)	August 2020 (Actual)	Sept 2020 (Actual)	Oct 2020 (Actual)	Nov 2020 (Projected)	Dec 2020 (Projected)
Beginning Cash Balance	\$ 3,242,360	\$ 3,242,360	\$ 2,463,114	\$ 1,979,687	\$ 1,672,737	\$ 1,142,910	\$ 853,263
Cash Inflows							
Revenue		\$ 262,067	\$ 57,942	\$ 78,072	\$ 37,753	\$ 99,142	\$ 14,418
Total Cash Inflows		\$ 262,067	\$ 57,942	\$ 78,072	\$ 37,753	\$ 99,142	\$ 14,418
Cash Outflows							
Accounts Payable		\$ 288,009	\$ 169,507	\$ 153,231	\$ 230,560	\$ 153,398	\$ 219,752
Payroll		\$ 319,239	\$ 243,753	\$ 231,791	\$ 337,020	\$ 235,391	\$ 235,391
PERS Unfunded Liab		\$ 434,065					
PERS Loan			\$ 128,109				
Total Cash Outflows		\$ 1,041,313	\$ 541,369	\$ 385,022	\$ 567,580	\$ 388,789	\$ 455,143
Net Cash Flows		\$ (779,246)	\$ (483,427)	\$ (306,950)	\$ (529,827)	\$ (289,647)	\$ (440,725)
Ending Cash Balance	\$ 3,242,360	\$ 2,463,114	\$ 1,979,687	\$ 1,672,737	\$ 1,142,910	\$ 853,263	\$ 412,538

Beginning Cash Balance Includes: Starting General Fund, Contingency Funds and Dry Period Funds

** Variances in October, November and December are projected Unsecured and Supplemental Property Taxes District is to receive

**Secured Property Tax Payment is not factored into spreadsheet, Staff has budgeted \$2,878,209 for December.

** December Apportionment typically received between 12/20/2020 - 12/28/2020

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

TO: BOARD OF DIRECTORS

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

DATE: November 5, 2020

**SUBJECT: CONSIDERATION AND APPROVAL OF REGULAR
BOARD MEETING DATES FOR 2021**

RECOMMENDATION

It is recommended the Board review and approve the dates for the Regular Board Meetings for calendar year 2021.

BACKGROUND

The meeting dates for the new year are traditionally reviewed at the December meeting. However, this year there are **two** scheduling conflicts that staff believes should be addressed earlier to allow for necessary accommodations. Typically, the Board meets the first Wednesday every month at the City Hall Council Chambers. Due to scheduling conflicts, the District is not able to reserve Council Chambers the first Wednesday in **November or December**. Staff have identified **that the following day, Thursday, for November and December is available**. Staff is recommending the Board meet the **following Thursday for November and December**. The City has confirmed that the listed dates are compatible with the City Hall Council Chambers **2021** schedule.

It is recommended the Board review all the meeting dates and make recommendations for any additional changes due to holidays and/or conflicts.

RECOMMENDATION

It is recommended the Board review and approve the dates for the Regular Board Meetings for calendar year 2021.

ATTACHMENTS

- 1) Board of Directors Regular Meeting Dates 2021 Calendar (1 page)

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
BOARD OF DIRECTOR MEETING DATES
CITY OF CAMARILLO, CITY HALL COUNCIL CHAMBERS
601 CARMEN DRIVE, CAMARILLO
(UNLESS OTHERWISE NOTED)**

2021 DATES

- Wednesday, January 6, 6:00pm
- Wednesday, February 3, 6:00pm
- Wednesday, March 3, 6:00pm
- Wednesday, April 7, 6:00pm
- Wednesday, May 5, 6:00pm
- Wednesday, June 2, 6:00pm
- Wednesday, July 7, 6:00pm
- Wednesday, August 4, 6:00pm (*tentative, Board usually in recess for August*)
- Wednesday, September 1, 6:00pm
- Wednesday, October 6, 6:00pm
- Thursday, November 4, 6:00pm
- Thursday, December 2, 6:00pm

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

TO: BOARD OF DIRECTORS

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

DATE: November 5, 2020

**SUBJECT: REVIEW AND APPROVAL OF 2021 PART TIME
SALARY SCHEDULE WITH MINIMUM WAGE IMPACT**

BACKGROUND

The Pleasant Valley Recreation and Park District staff completes an annual review of the State of California minimum wage increase and how it relates to our positions and salary schedule. The State of California is currently in the sixth year of a seven year plan to gradually increase minimum wage. Minimum wage will increase to \$14.00 per hour on January 1, 2021; this range started at \$10.00 in 2016 and is projected to increase to \$15.00 in 2022. At that point, it will continue to rise each year by the lesser of 3.5 percent and the rate of change in the averages of the most recent July 1 to June 30 period for the United States Bureau of Labor Statistics nonseasonally adjusted US Consumer Price Index for Urban Wage Earners and Clerical Workers.

ANALYSIS

In 2021, the following classifications will be impacted by the change in the state's minimum wage:

	2020 Current Rates		2021 Proposed Rates	
OFFICE ASSISTANT	\$13.00	\$14.64	\$14.00	\$14.64
HUMAN RESOURCES GENERALIST	\$14.25	\$16.97	\$14.25	\$16.97
ADMINISTRATIVE SERVICE WORKER	\$13.00	\$50.00	\$14.00	\$50.00
RECREATION LEADER	\$13.00	\$14.03	\$14.00	\$14.03
SENIOR LEADER	\$13.65	\$18.30	\$14.70	\$18.30
LIFEGUARD	\$13.65	\$15.75	\$14.70	\$15.75
AQUATIC CENTER ASSISTANT MANAGER	\$15.03	\$18.27	\$16.17	\$18.27

PARK RANGER	\$23.12	\$27.54	\$23.12	\$27.54
LANDSCAPE/CUSTODIAN I	\$13.00	\$13.37	\$14.00	\$14.00
LANDSCAPE/CUSTODIAN II	\$13.00	\$15.82	\$14.00	\$15.82

FISCAL IMPACT

The Part Time employees can work a maximum of 960 hours per fiscal year. The District currently has 82 part time employees who fall under the proposed minimum wage increases. Since this increase will only impact 6 months of the fiscal year, the increase determined for 480 hours is \$41,000 which has been calculated into this year's fiscal budget.

RECOMMENDATION

It is recommended that the Board review and approve the updated salary schedule.

ATTACHMENTS

- 1) 2021 Part Time Salary Schedule (1 page)



PART TIME SALARY SCHEDULE

(TEMPORARY, SEASONAL, AND RESTRICTED)

	2020 Current Rates		2021 Proposed Rates	
OFFICE ASSISTANT	\$13.00	\$14.64	\$14.00	\$14.64
HUMAN RESOURCES GENERALIST	\$14.25	\$16.97	\$14.25	\$16.97
ADMINISTRATIVE SERVICE WORKER	\$13.00	\$50.00	\$14.00	\$50.00
RECREATION LEADER	\$13.00	\$14.03	\$14.00	\$14.03
SENIOR LEADER	\$13.65	\$18.30	\$14.70	\$18.30
LIFEGUARD	\$13.65	\$15.75	\$14.70	\$15.75
AQUATIC CENTER ASSISTANT MANAGER	\$15.03	\$18.27	\$16.17	\$18.27
PARK RANGER	\$23.12	\$27.54	\$23.12	\$27.54
LANDSCAPE/CUSTODIAN I	\$13.00	\$13.37	\$14.00	\$14.00
LANDSCAPE/CUSTODIAN II	\$13.00	\$15.82	\$14.00	\$15.82

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

TO: BOARD OF DIRECTORS

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

DATE: November 5, 2020

**SUBJECT: RECOMMENDATION OF ALTERNATIVE 1 OR 6
REGARDING PHASE 1 OF THE ARNEILL RANCH
PARK RENOVATION PROJECT AND APPROVAL OF
RESOLUTION NO. 663**

SUMMARY

The Pleasant Valley Recreation and Park District developed a community driven design plan for the renovation of Arneill Ranch Park in August 2019. A state grant was sought to fund the implementation of this design however, the project was not awarded any State funding. Withers & Sandgren Ltd., the same firm that developed the renovation design, was retained to develop phased plans for the implementation of the project. Phase 1 was designed to establish a foundation for the rest of the master plan however, to completely achieve this goal, a significant change in the budget may need to be made or a scaling back of the Phase 1 scope.

BACKGROUND

Arneill Ranch Park was developed in 1980 as a five-acre park. It is home to fitness stations, an age 3 to 12 play structure, restroom, uncovered picnic tables, and the city's only non-school running/walking track open to the public. This park sits between Arneill Drive and Sweetwater Ave and has twenty-four available parking spaces. The park serves as the District's "fitness-focused" park and is one of the District's most passively used parks. Arneill Ranch Park provides space for practices, dog walking, recreational walking, picnic rentals, and District programming.

During the January 2019 District Board meeting, staff was directed to pursue options for the redesign of Arneill Ranch Park considering its continued maintenance issues regarding the restroom, track, and irrigation system. District staff recognized that the renovation of Arneill Ranch Park would address a top need of the District, as defined in the 2018 Senior and Community Recreation Center Facility Needs Assessment. Accordingly, staff broached the topic of pursuing Proposition 68 grant funding for the renovation of qualifying District parks. It was determined that the Park site was eligible for grant funding from the Statewide Park Program ("SPP"), a grant program funded by the passage of Proposition 68 in June 2018.

On April 15, 2019, the District Board approved a Request for Proposals for Architectural Design Services which would develop a renovation plan in accordance with the guidelines set out within the Statewide Park Program (SPP). On May 1, 2019, Withers & Sandgren Ltd. were selected to create a park design to be submitted to the SPP. That process was completed and in August 2019 the grant application was submitted. Although the design met all the requirements of the program, the project was not selected for funding by the Office of Grants and Local Services. However, due to the pressing need for renovation, Withers & Sandgren Ltd. was again selected to develop plans for a phased construction of the plan submitted in September 2020.

These options were presented to the Finance Committee in October 2020, where they were referred to the full Board with more information requested regarding long-term cost implications of Alternative 1 and more specific rebate information regarding Alternative 6.

ANALYSIS

Through a series of meetings, staff and the architect identified several challenges presented by the scope of this phase, the potential impact of ADA regulations, and budgetary limitations. The architect was directed to develop a phase which included as much work as possible that would then not need to be altered or affected by future construction phases. A series of five different alternatives were presented to staff which were discussed and boiled down to a sixth plan (named Alternative 6 here) and one of the original plans which is being brought to the Board for discussion.

Both plans presented seek to address the same issues, primarily fixing the infrastructure within the park. Alternative 1 does not go as far as Alternative 6 when it comes to the rehabilitation of the park and may cost the District more and cause certain tasks to be re-done.

	Alternative 1	Alternative 6
Demolition	✓ Revisions Needed	✓
Grading	✓ Revisions Needed	✓
Construction	✓	✓
Landscaping	✓ Revisions Needed	✓
Irrigation	✓ Revisions Needed	✓
ADA Improvements	None	✓
Future Phase Prep	Additional Expense	None Necessary

Alternative 6 was developed to provide the District with as complete of a “baseline” as possible to facilitate the construction of the rest of the master plan. However, it is expected to cost approximately \$882,742.29, which is over the \$750,000 budgeted for the project. Additionally, this is exacerbated as ADA upgrades are expected to be required, which would push the approximate total cost of this phase to \$1,060,823.25.

Alternative 1 is purposely limited in scope to maintain the original budget and is estimated to cost approximately \$735,244.05. However, while it does not include the same items as listed above in Alternative 6, it also does not include any substantial re-landscaping, fitness station site prep, or clearance of stations from the inside of the track. While the irrigation is completed, that lack of landscaping and fitness station work will require “re-doing” certain irrigation layouts and removing a substantial amount of turf later. Additionally, the lack of landscape improvements and feature improvements would not allow the District to apply for funds through the Metropolitan Water District’s “Be Water Wise” program. While this option does fall within the original budget, it may also increase the total cost of the project over the life of the renovation.

The following table outlines an estimate of the additional costs that would be incurred if Alternative 1 is selected to bring it to the same state as Alternative 6 and be prepared for future work.

	Alternative 1	Estimated Additional Cost
Demolition	✓ Revisions Needed	\$17,666.60
Grading	✓ Revisions Needed	\$18,142.80
Construction	✓	None
Landscaping	✓ Revisions Needed	\$116,302.00
Irrigation	✓ Revisions Needed	\$126,190.00
ADA Improvements	None	\$203,080.96
	Total Cost of "Redone" Work	\$160,999.40
	Total Cost of "New" Work	\$364,080.36
	Total Additional Costs w/Fees	\$585,357.57
	Total Combined Cost (Alt. 1 plus additional "Phase 2" costs)	\$1,282,505.57

FISCAL IMPACT

Seven hundred fifty thousand dollars (\$750,000) was budgeted within Fund 30 for the initial portion of this project and fees from RPD-194 (total \$2,649,209) were dedicated to fund the project. If the Board recommends Alternative 6, staff recommends a line item budget adjustment to \$1,100,000. Additionally, with approximately 50,000 sq. ft. of proposed turf removal in Alternative 6, a \$100,000 rebate may be applied for through the Metropolitan Water District's "Be Water Wise" program. This rebate would not apply if Alternative 1 is selected. Furthermore, a substantial amount of clearance work, site prep, and general labor may be performed by District staff, which could reduce the total cost of both Alternatives.

RECOMMENDATION

It is recommended that the Board discuss the merits of both Alternatives and provide staff with recommendation and approval for Alternative 1 or 6. If Alternative 6 is selected, then a MOTION to approve Resolution No. 663 is needed, authorizing a budget adjustment of \$350,000 to increase the total Arneill Ranch Park renovation project budget not to exceed \$1,100,000.00.

ATTACHMENTS

- 1) Arneill Ranch Park Renovation – Alternative 1 (1 page)
- 2) Arneill Ranch Park Renovation – Alternative 6 (1 page)
- 3) Arneill Ranch Park Renovation – Alternative 1 "Phase 2" Costs (1 page)
- 4) Arneill Ranch Park Final Concept Layout (1 page)
- 5) Resolution No. 663 (1 page)

Withers & Sandgren, Ltd

20948 Tulsa Street
 Chatsworth, CA 91311
 (818) 291-0200

10/30/2020

Arneill Ranch Park Renovation - Alternative 1 revised

(all new irrigation, turf, shrubs and new trees throughout park, no ADA upgrades)

Preliminary Opinion of Probable Costs

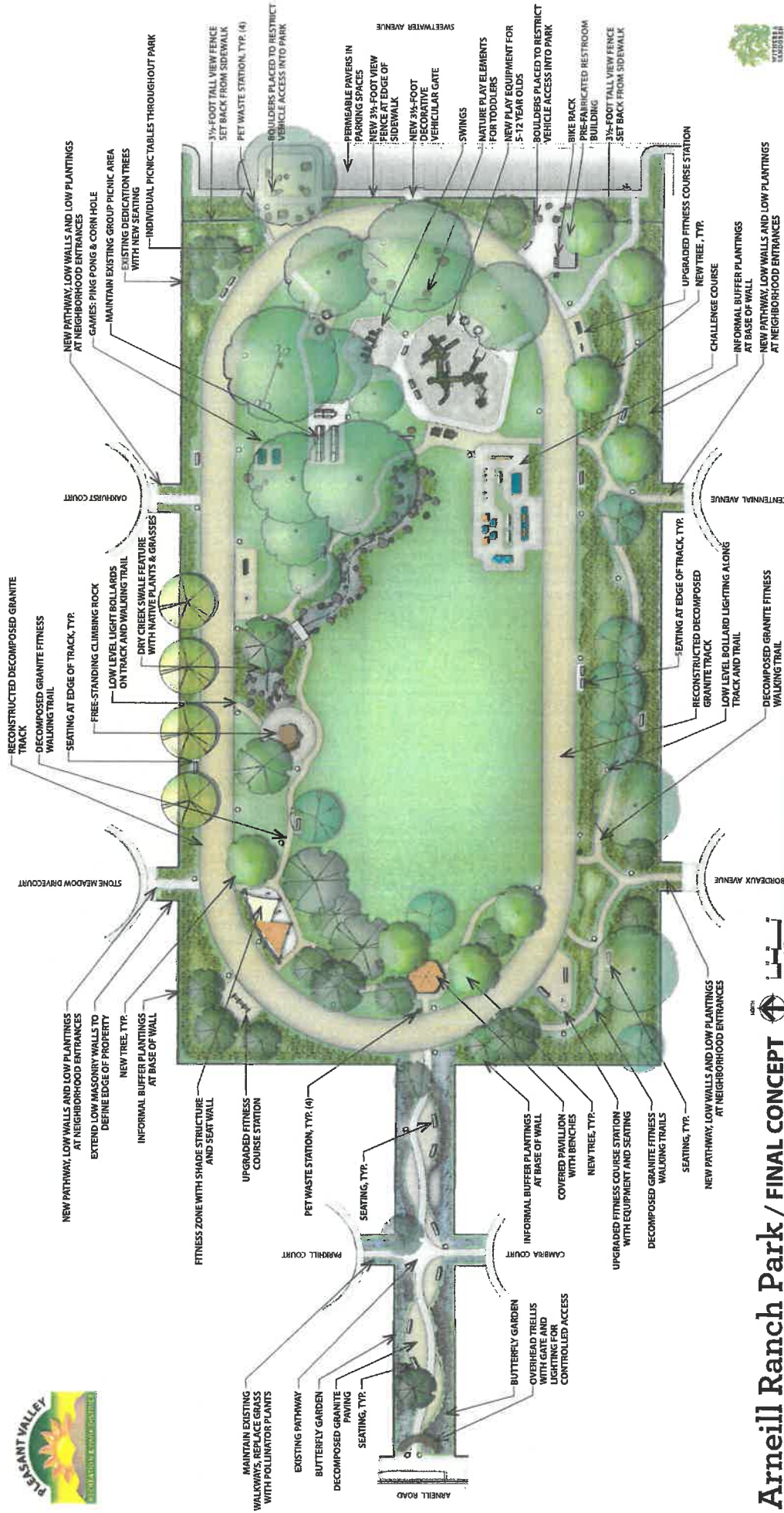
Item Description	Quantity	Unit	Unit Cost	Subtotal	Total
1.00 Demolition					
1.01 Site Clearing	130,452	SF	0.35	45,658.20	
					\$ 45,658.20
2.00 Grading					
2.01 Rough and Fine Grading	130,452	SF	0.35	45,658.20	
2.02 Erosion Control	130,452	SF	0.15	19,567.80	
					\$ 65,226.00
3.00 Construction and Site Furniture					
3.01 Adjust manhole cover	1	LS	4,000.00	4,000.00	
					\$ 4,000.00
4.00 Landscaping					
4.01 Shrubs	0	SF	2.00	0.00	
4.02 Trees (24" box)	12	EA	450.00	5,400.00	
4.03 Mulch	0	CY	30.00	0.00	
4.04 Site Preparation	130,452	SF	0.25	32,613.00	
4.05 Seeded turf	130,452	SF	0.10	13,045.20	
					\$ 51,058.20
5.00 Irrigation					
5.01 Irrigation inside of track	80,000	SF	2.00	160,000.00	
5.02 Irrigation outside of track	50,452	SF	2.50	126,130.00	
5.03 Master valve, flow sensor		allow		21,000.00	
					\$ 307,130.00
Consultant Fees					\$ 120,000.00
Subtotal					\$ 473,072.40
General Conds., Bonds, Insurance, Overhead & Profit (22%)					\$ 104,075.93
Total Fee					\$ 697,148.33

**Arneill Ranch Park Renovation - Alternative 6 revised
Preliminary Opinion of Probable Costs**

Item Description	Quantity	Unit	Unit Cost	Subtotal	Total
1.00 Demoliton					
1.01 Site Clearing	130,476	SF	0.35	45,666.60	
					\$ 45,666.60
2.00 Grading					
2.01 Rough and Fine Grading	130,476	SF	0.35	45,666.60	
2.02 Erosion Control	130,476	SF	0.15	19,571.40	
2.03 Site Preparation and turf repairs at stations inside of track	130,476	SF	0.25	32,619.00	
					\$ 97,857.00
3.00 Construction (outside of track)					
3.01 Decomposed granite surfacing for fitness stations	2,439	SF	5.00	12,195.00	
3.02 Flush 8" concrete curb for fitness stations	300	LF	16.00	4,800.00	
3.05 Concrete pads for benches outside of track	275	SF	10.00	2,750.00	
					\$ 19,745.00
4.00 Landscaping					
4.01 Shrubs	50,476	SF	2.00	100,952.00	
4.02 Trees (24" box)	12	EA	450.00	5,400.00	
4.03 Mulch	505	CY	30.00	15,150.00	
4.04 Seeded turf	80,000	SF	0.10	8,000.00	
					\$ 129,502.00
5.00 Irrigation					
5.01 All new Irrigation inside of track	80,000	SF	2.00	160,000.00	
5.02 All new irrigation outside of track	50,476	SF	3.00	151,428.00	
5.03 Master valve, flow sensor	allow			21,000.00	
					\$ 332,428.00
Consultant Fees					\$ 120,000.00
Subtotal					\$ 625,198.60
General Conds., Bonds, Insurance, Overhead & Profit (22%)					\$ 137,543.69
Total Costs					\$ 882,742.29
 Additional Optional Items					
6.01 Striping & ADA signage for parking	1	LS	4,000.00	4,000.00	
6.02 ADA parking lot upgrades	allow			20,000.00	
6.03 ADA upgrades to path of travel	allow			20,000.00	
6.04 ADA at other areas of park	allow			30,000.00	
6.05 Concrete paving at neighborhood entrances	1,164	SF	12.00	13,968.00	
6.06 Decomposed granite fitness trail outside of track	6,000	SF	5.00	30,000.00	
6.07 Mow strip for dg fitness trail outside of track	2,000	LF	14.00	28,000.00	
					\$ 145,968.00
Subtotal					\$ 32,112.96
General Conds., Bonds, Insurance, Overhead & Profit (22%)					\$ 178,080.96
Total Costs					\$ 1,060,823.25
Total Costs with Additional Optional Items					\$ 1,060,823.25

Arneill Ranch Park Renovation - Phase 2 costs (Alternative 1 built, Phase 2 to complete park to Alt 6)
Preliminary Opinion of Probable Costs

Item Description	Quantity	Unit	Unit Cost	Subtotal	Total
1.00 Demolition					
1.01 Site Clearing (removal of turf outside of track)	50,476	SF	0.35	17,666.60	
1.02 Removal of fitness stations (inside of track)	1	allow	3,000.00	3,000.00	
					\$ 20,666.60
2.00 Grading					
2.01 Fine Grading	50,476	SF	0.15	7,571.40	
2.02 Erosion Control	50,476	SF	0.15	7,571.40	
2.03 Site Preparation, grading, turf repair, stations inside of track	1,500	SF	2.00	3,000.00	
					\$ 18,142.80
3.00 Construction (outside of track)					
3.01 Decomposed granite surfacing for fitness stations	2,439	SF	5.00	12,195.00	
3.02 Flush 8" concrete curb for fitness stations	300	LF	16.00	4,800.00	
3.03 Concrete pads for benches outside of track	275	SF	10.00	2,750.00	
					\$ 19,745.00
4.00 Landscaping					
4.01 Shrubs (outside of track)	50,476	SF	2.00	100,952.00	
4.02 Trees (24" box) (done under Phase 1)	0	EA	450.00	0.00	
4.03 Mulch (outside of track)	505	CY	30.00	15,150.00	
4.04 Seeded turf (only in repair areas)	2,000	SF	0.10	200.00	
					\$ 116,302.00
5.00 Irrigation					
5.01 All new Irrigation inside of track (done in phase 1)	0	SF	2.00	0.00	
5.02 All new irrigation outside of track (convert to point source irrig)	50,476	SF	2.50	126,190.00	
5.03 Master valve, flow sensor (done in phase 1)	0			0.00	
					\$ 126,190.00
Subtotal					\$ 301,046.40
General Conds., Bonds, Insurance, Overhead & Profit (22%)					\$ 66,230.21
Consultant fees					\$ 15,000.00
Total Costs					\$ 382,276.61
 Additional Optional Items					
6.01 Striping & ADA signage for parking	1	LS	4,000.00	4,000.00	
6.02 ADA parking lot upgrades	allow			20,000.00	
6.03 ADA upgrades to path of travel	allow			20,000.00	
6.04 ADA at other areas of park	allow			30,000.00	
6.05 Concrete paving at neighborhood entrances	1,164	SF	12.00	13,968.00	
6.06 Decomposed granite fitness trail outside of track	6,000	SF	5.00	30,000.00	
6.07 Mow strip for dg fitness trail outside of track	2,000	LF	14.00	28,000.00	
					\$ 145,968.00
Subtotal					\$ 145,968.00
General Conds., Bonds, Insurance, Overhead & Profit (22%)					\$ 32,112.96
Consultant fees					\$ 25,000.00
Total Costs					\$ 203,080.96
Total Combined Cost (this sheet)					\$ 585,357.57
Phase 1 Cost					\$ 697,148.00
Total Cost with Phase 1 included					\$ 1,282,505.57



Arneill Ranch Park / FINAL CONCEPT

RESOLUTION NO. 663

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
PLEASANT VALLEY RECREATION AND PARK DISTRICT,
APPROVING A BUDGET ADJUSTMENT FOR PHASE 1 OF THE
ARNEILL RANCH PARK RENOVATION PROJECT**

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

WHEREAS, \$750,000 budgeted from Fund 30, Quimby Fees, for the purposes of funding Phase 1 of the Arneill Ranch Park Renovation Project, and

WHEREAS, the Arneill Ranch Park Renovation Project was determined to be eligible for funding through Quimby fees, and

WHEREAS, the Phase 1 of the Project is estimated to cost up to \$1,060,823.25, and

WHEREAS, the Board has considered the recommended amendment.

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

1. The 2020-2021 budgeted amount for the Arneill Ranch Park Renovation Project as identified in Fund 30 of the 2020-2021 Adopted Budget is increased to an amount not to exceed \$1,100,000 and is hereby approved and adopted effective November 5, 2020.
2. The General Manager is authorized to make expenditures conforming with this Budget Amendment.

PASSED AND ADOPTED by the Board of Directors of Pleasant Valley Recreation and Park District this 5th day of November 2020, by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

Elaine Magner, Chair
PVRPD Board of Directors

ATTESTED:

Mike Mishler, Secretary
PVRPD Board of Directors

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

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