

Approval of District's disbursements dated on or before January 21, 2016.

C. Financial Report

Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for December 31, 2015.

D. Consideration and Adopt Resolution No. 552 Directing SCI to Develop the FY 2016-2017 Engineer's Report for the Assessment District

Adopting the resolution will allow SCI to begin the process of developing an Engineer's Report for the Assessment District.

8. NEW ITEMS-DISCUSSION/ACTION

A. Consideration and Approval of Contract for Landscape Maintenance Services Between the District and Quality Landscape Care

The contract is for landscape maintenance services for 24 park sites.

Suggested Actions: A MOTION to approve the contract between the District and Quality Landscape Care for landscape maintenance services.

B. Consideration and Approval of Depositing District Funds into Multi-Bank Securities (MBS)

Approval will allow the District to deposit 30% of the Quimby Funds into a brokerage account with Multi-Bank Securities (MBS) for investment purposes.

Suggested Action: A MOTION to approve depositing District funds into Multi-Bank Securities (MBS).

C. Consideration and Approval of Resolution No. 553 to Create Fund 20 for the Assessment District

Setting up Fund 20 for the Assessment District will keep the Assessment Fund Balance separate from the General Fund Balance.

Suggested Action: A MOTION to approve Resolution No. 553 to create Fund 20 for the Assessment District.

D. Consideration and Approval of Mid-Year District Budget Revisions

Discussion regarding mid-year budget adjustments.

Suggested Action: A MOTION to approve mid-year adjustments to the District FY 2015-2016 budget.

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

A. Chairman Mishler

- B. Ventura County Special District Association/California Special District Association
- C. Santa Monica Mountains Conservancy
- D. Standing Committees – Finance, Personnel and Policy
- E. Foundation for Pleasant Valley Recreation and Parks
- F. 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 24. Please notify the General Manager 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.



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

Group: Roadrunners R/C Club

Date: January 8, 2016

One representative from your organization must attend the following PVRPD Board Meeting on:
Wednesday, February 3, 2016 at 6pm at Camrillo City Hall

OFFICERS	NAME	ADDRESS	DAY PHONE	CELL PHONE
President	William Robertson	5210 Beachcomber ST Oxnard		805-890-5983
Vice President	Lisa Robertson	5210 Beachcomber ST Oxnard		805-746-3289
Treasurer	Mike Evans	6500 Meadowglade Dr Moorparik		
Secretary	Wes Raven			

Number of participants last year: 60
 Projected number of participants upcoming year: 80

Changes Organization has made from previous year:
 * working with members of the club to engage them in the activities. Will have at least 2 charity events in 2016.
 Will be repaving the On Road track in 2016.

Comments for the PVRPD Board of Directors:

Primary Facility (ies) Used? Freedom Park
 What Time are Board Meetings Held? 6:30PM
 Where are Board Meetings Held? local restaurants
 When are new Board Members Elected? Nov-16
 When are new Board Members Installed? Jan-16

Pleasant Valley Recreation and Park District Liaison: Lanny Binney, Recreation Supervisor

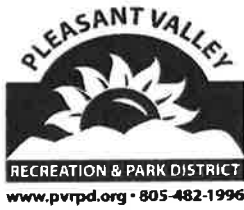
Please attach a copy of your By-Laws to this form. On file

Please Complete and Return the Annual Update and Financial Statement by January 12, 2016

Lanny Binney
 1605 E. Burnley Street, Camarillo, CA 93010
 Phone: 482-1996 x 17, Fax: 805-482-3468
 Form Completed by (print): Lisa Robertson Date 1-10-16

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

NAME OF ORGANIZATION		Roadrunners RC Club	
Last Year's Financial Statement		Proposed Budget	
Date: Jan 2015		From: Jan 2016	
Beginning Balance:	\$ 11,810.00	Beginning Balance:	\$ 9,983.00
(Include all accounts, i.e. savings and CDs)		(Include all accounts, i.e. savings and CDs)	
Revenue:		Revenue:	
Registration:	\$ -	Registration:	\$ -
Tournaments:	\$ 12,000.00	Tournaments: (races)	\$ 19,000.00
Fundraisers:	\$ 2,000.00	Fundraisers:	
Snack Bar:	\$ -	Snack Bar:	\$
Interest:	\$ -	Interest:	\$
Dues:	\$ 3,800.00	Dues:	\$ 4,200.00
Miscellaneous Income:	\$ -	Miscellaneous Income:	\$
Total Revenue	\$ 29,610.00	Total Revenue	\$ 33,183.00
Expenses:		Expenses:	
On Road Expense	\$ 3,180.00	On Road Expense	\$ 7,500.00
Advertising	\$ -	Advertising	\$ -
Off Road Expense	\$ 1,127.00	Off Road Expense	\$ 3,000.00
Equipment	\$ 800.00	Equipment	2000
Facility/Field Maint.		Facility/Field Maint.	\$
Insurance	\$ 1,200.00	Insurance	\$ 1,200.00
Internet (online registration)	\$ 175.00	Internet (online registration)	175
Licensing/Membership	\$ 225.00	Licensing/Membership	225
Maintenance (field/facility)	\$ 6,600.00	Maintenance (field/facility)	4100
Miscellaneous (trophies)	\$ 3,000.00	Miscellaneous (trophies)	3800
Equipment Repair	\$ 200.00	Equipment Repair	\$ 310.00
Comuper Repair	\$ -	Computer Repair	\$ -
Refunds	\$	Refunds	\$
Rentals (park)	\$ 2,400.00	Rentals (park)	\$ 2,400.00
School District	\$ -	School District	\$
Snack Bar Resale	\$ -	Snack Bar Resale	\$
Supplies	\$ 720.00	Supplies	\$ 1,200.00
Tournament Entries	\$ -	Tournament Entries	\$
Uniforms	\$ -	Uniforms	\$
Contingency	\$ -	Contingency	\$
Total Expense:	\$ 19,627.00	Total Expense:	\$ 25,910.00
Ending Balance:	\$ 9,983.00	Ending Balance:	\$ 7,273.00
<i>List Savings/CDs/Investments here:</i>		<i>List Savings/CDs/Investments here:</i>	
Savings Account	\$	Savings Account	\$
CD Account ___ month	\$	CD Account ___ month	\$
CD Account ___ month	\$	CD Account ___ month	\$
Investment Account	\$	Investment Account	\$
Other Account	\$	Other Account	\$
Total Other Accounts	\$	Total Other Accounts	\$
Checking + Other	\$	Checking + Other	\$



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

Date: December, 2015

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

Wednesday, October 1, 2014 Camarillo, Community Center Room 6, 1605 E. Burnley Street, Camarillo

OFFICERS	NAME	ADDRESS	DAY PHONE	CELL PHONE
President	Dona Stone-Fuller	2372 Parkway Dr, Camarillo, CA 93010	714-328-2390	714-328-2390
Vice President	Lisa Card	209 Riverdale Ct #547, Cam 93012	805-302-1896	805-302-1896
Secretary	Darlene Escobar	821 East Lemon Dr., Camarillo CA 93010	805-419-4111	805-338-0831
Treasurer	Julie Schermerhorn	731 Hunt Cir., Camarillo, CA 93012	818-282-6959	818-282-6959

Number of participants last year: 54
 Projected number of participants upcoming year: 57

Changes Organization has made from previous year: Facilities Improvements: a) professional spraying for spiders & vacuum webs, b) stripped & waxed floors, c) planning outdoor redesign & large play structure, d) contacted with Nature Explore to complete backyard design and facilitate Parent Workshop in Nov 2015, e) plumbing issues fixed (root systems and pipe under sink), f) installed skylights in both classrooms.

In addition, two Alumni (Eagle Scouts) came back to the Co-Op to earn their Eagle Badges by donating time and supplies to a) update our gardens by raising the herb, veggie & flower beds (3 raised vegetable garden beds).

Programming improvements: a) Hired a new Teacher to teach Toddler & Parent class, b) Updated and implemented Teacher evaluations, reviews and goal-setting processes, c) continue to do philanthropic work with St. Jude's Hospital, Trick or treat for UNICEF, and local charity for foster children Toy drive for Children's Services Auxiliary, and d) developed and evaluate Safety drill, e) completed Financial Review (plan for every 2 years) with CPA Diane Keifer.

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

Primary Facility (ies) Used? Liberty and Independence Buildings by Freedom Park

What Time are Board Meetings Held? 6:30 p.m., 3rd Monday of the month

Where are Board Meetings Held? Board member houses or local restaurants

When are new Board Members Elected? First week in May

When are new Board Members Installed? First week in June

Pleasant Valley Recreation and Park District Liaison: Amy Stewart, Recreation Services Manager

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

Please Complete and Return the Annual Update and Financial Statement by December 14, 2015 to:

Amy Stewart
 1605 E. Burnley Street, Camarillo, CA 93010
 Phone: 482-1996 x 21
 Fax: 805-482-3468

Form Completed by (print): Dona Stone-Fuller

Date September 1, 2015

Sign: _____

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

NAME OF ORGANIZATION Pleasant Valley Cooperative Preschool

Last Year's Financial Statement

7/1/14 - 6/30/15

Date: 6/30/2015
Beginning Balance: 1,884.97

Revenue:

Registration: 6,075.00
Donations: 763.00
Fundraisers: 9,502.79
Tuition: 73,972.69
Interest: 34.18
Dues: 1,997.50
Miscellaneous Income: 1,644.55
Total Revenue 93,989.71

Expenses:

Admin Expense \$
Advertising 398.80
Awards \$
Capital Exp (carpet)
Building Maintenance 613.74
Property Maintenance 903.00
Insurance 4,313.30
Internet (online registration) \$
Licensing/Membership
Miscellaneous 75.00
Paid Staff 71,203.72
Professional Services 3,792.92
Refunds \$
Rentals \$
School District \$
PVRPD Rent 5,500.00
Supplies 5,337.91
Utilities 689.62
Other: Events 1,231.80
Contingency \$
Total Expense: \$ 94,059.81

Ending Balance: \$ 2,352.33

List Savings/CDs/Investments here:

Savings Account 24,747.82
CD Account _12_month 20,150.44
CD Account ___month \$
Investment Account \$
Other Account
Total Other Accounts 44,898.26
Checking + Other 47,250.59

Proposed Budget

From: 7/1/2015 - 6/30/16
Beginning Balance: 2,352.33

Revenue:

Registration: 5,130.00
Donations: \$
Fundraisers: 8,000.00
Tuition: 80,300.00
Interest:
Dues: 2,289.00
Miscellaneous Income: 1,860.00
Total Revenue 97,579.00

Expenses:

Admin Expense \$
Advertising 700.00
Awards \$
Equipment \$
Building Maintenance 1,000.00
Property Maintenance
Insurance 4,815.00
Internet (online registration) \$
Licensing/Membership 300.00
Miscellaneous 100.00
Paid Staff 74,983.00
Professional Services 2,380.00
Refunds \$
Rentals \$
School District \$
PVRPD Rent 5,500.00
Supplies 5,038.00
Utilities 1,120.00
Other: Events 1,600.00
Contingency \$
Total Expense: \$ 97,536.00

Ending Balance: \$ 2,395.33

List Savings/CDs/Investments here:

Savings Account 24,747.82
CD Account __12__month 20,164.13
CD Account ___month \$
Investment Account \$
Other Account
Total Other Accounts 44,911.95
Checking + Other 47,307.28

**Pleasant Valley Recreation and Park District
Minutes of Regular Meeting
January 6, 2016**

1. CALL TO ORDER

Call to Order

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

2. PLEDGE OF ALLEGIANCE

Bob Cerasuolo led the pledge.

3. ROLL CALL

Roll Call

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

Absent:

ALSO PRESENT: General Manager Mary Otten, Administrative Services Manager Leonore Young, Park Services Manager Bob Cerasuolo, Administrative Analyst and Clerk of the Board Michele Kostenuik, Customer Service Representative and Recording Board Secretary Karen Roberts, Recreation Supervisors Lanny Binney and Jane Raab, Patty Rogozinski, Mark Williams, and Matthew Lorimer.

4. AMENDMENTS TO THE AGENDA

General Manager Mary Otten requested that Presentation Item 5.C. *Pleasant Valley Co-operative Preschool* be pulled from the agenda.

Chairman Mishler called for a motion. A motion was made by Director Magner and seconded by Director Malloy to approve the amended agenda.

**Motion to
Approve the
Amended
Agenda**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

Carried

5. PRESENTATIONS

A. District Highlights

Park Services Manager Bob Cerasuolo presented the highlights of the District's December/January activities, programs and special events. The Senior Center hosted an Adaptive Holiday Ball on December 11 and a Senior New Year's Dance on December 29 in the auditorium. Tax assistance will be available in the Senior Center beginning February 1. Through a grant the District will be expanding the trail at Camarillo Grove Park by 1¼ miles. The Christmas Parade was a success with Eddie Money as Grand Marshall and great weather. Upcoming in February will be a wildlife show at Camarillo Grove Park and a Try A Tri Kid's Triathlon at the Aquatics Center.

B. Camarillo Cosmos Youth Track Club

Recreation Supervisor Lanny Binney introduced the Cosmos president, Mark Williams who presented the organization's annual update. The Cosmos Track Club is a recreational organization with about 277 children, ages 6-13. Mr. Williams mentioned that the group advertises through the District and schools and that they partner with both Adolfo Camarillo and Rio Mesa High Schools as a feeder system for their programs. The Cosmos have incorporated and focused on personal records for fun and individual improvement. Mr. Williams is working with the Oxnard Union School District regarding track rental rates and Chairman Mishler offered staff's assistance if needed.

C. Pleasant Valley Co-operative Preschool
Pulled.

6. PUBLIC COMMENT

Chairman Mishler accepted one speaker card from Administrative Analyst and Clerk of the Board Michele Kostenuik. Matthew Lorimer thanked the District for the parks and the continuing maintenance. Mr. Lorimer mentioned that he picks up food from Trader Joe's every Friday and is able to feed over 2,400 people including some seniors at the Pleasant Valley Senior Center. Mr. Lorimer thanked the Senior Center staff for their assistance and also recognized a senior who benefitted from the regular food donations but recently passed away, Violet Adele Brisbane.

7. CONSENT AGENDA

- A. Minutes for Regular Meeting December 3, 2015
- B. Warrants, Accounts Payable & Payroll thru December 21, 2015
- C. Financial Report

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

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

**Motion to
Approve the
Consent Agenda**

Carried

8. NEW ITEMS – DISCUSSION/ACTION

A. Consideration and Approval of Agreement Between the District and Patty Rogozinski for the Operation of the Freedom Park Arena

Recreation Supervisor Lanny Binney presented an agreement with Patty Rogozinski and Freedom Park Arena to run youth and adult roller hockey leagues at Freedom Park. Discussion included non-exclusive usage, replacement of rink flooring, flooring types, staining versus painting, multiple sport usage, pricing information, mid-year project bid, a slow build-up of programs, lighting costs, and maintenance.

Chairman Mishler called for a motion. A motion was made by Director Malloy and seconded by Director Magner to approve the agreement between the District and Freedom Park Arena Operator Patty Rogozinski.

**Motion to
Approve Agrmt
With Freedom
Park Arena**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

Carried

B. Board Committee Assignments

Chairman Mishler presented the following 2016 Board Committee assignments:

Standing Committees

Finance: Mark Malloy, Mike Mishler – Alternate: Neal Dixon

Foundation: Elaine Magner, Neal Dixon – Alternate: Mark Malloy

Liaison: Neal Dixon, Mike Mishler – Alternate: Mark Malloy

Long Range

Planning: Mike Mishler, Bob Kelley – Alternate: Neal Dixon

Personnel: Mark Malloy, Elaine Magner – Alternate: Bob Kelley

Policy: Bob Kelley, Mark Malloy – Alternate: Elaine Magner

Ad Hoc Committees

None

Outside Committees

SMMC: Mike Mishler

VCSDA: Elaine Magner

CSDA: Elaine Magner

C. Discussion Regarding Board Goal Setting

General Manager Mary Otten presented options for establishing a Board Retreat date. Chairman Mishler suggested beginning with a review of the District’s Strategic Five Year Plan. A weekday evening without additional training was recommended. Staff will survey the board members for the best available date.

9. INFORMATIONAL ITEMS

A. Chairman Mishler – Chairman Mishler mentioned the possibility of extending the District’s trail system to connect up with an old cattle trail concrete tunnel from 1936 on the edge of the canyon along the Conejo Grade and suggested that staff follow up with neighboring land owners.

B. Ventura County Special District Association/California Special District Association - Director Magner reported that the annual VCSDA meeting will be February 2nd. Annual Legislative Days will be held in May in Sacramento and Ms. Magner encouraged staff participation. The CSDA annual convention will be held in San Diego in October.

- C. Santa Monica Mountains Conservancy – Chairman Mishler stated that the SMMC meeting will be held next Monday, January 11. The next group of proposal presentations for the Prop 1 grant funding is due by the end of February.
- D. Standing Committees – Finance – Director Malloy stated that the District is doing well with lower water and electric bills. He commended the District in striving to attain the 32% mandated water savings since it is difficult to manage it without having the parks affected. Personnel – Director Magner stated that the committee is working on the personnel handbook so the MOU with SEIU and the current handbook are in line with each other.
- E. Foundation for Pleasant Valley Recreation and Parks – Director Dixon stated that the next meeting will be January 21st. Chairman Mishler mentioned that the creation of the Foundation was listed in the Camarillo’s top ten items for 2015 by *The Acorn*.
- F. General Manager’s Report – General Manager Otten acknowledged Director Magner’s last year as the 2015 Chairperson of the Board and presented a gavel to Director Magner. Ms. Otten mentioned that the District received the grant for fitness equipment (six pieces) which will be installed at Arneill Ranch Park in April. Staff will be attending a CRPS training session in Long Beach in March.

10. ORAL COMMUNICATIONS

Director Kelley congratulated Adolfo Camarillo High School on its football team’s success this past year. Mr. Kelley stated that the Oxnard High School District needs to have all the fields in shape including the practice fields behind the bleachers at the high school. Director Malloy acknowledged that changing the accounting system within the District will be challenging. Director Magner commended Coach Jeff Willard on receiving Southern California’s Football Coach of the Year award and thanked General Manager Otten for her acknowledgement. Director Dixon mentioned that his third year as a board director has been a good experience and he thanked the District staff for all of their hard work.

11. ADJOURNMENT

Chairman Mishler adjourned the meeting at 7:23 p.m.

Respectfully submitted,

Approval,

Karen Roberts
Recording Secretary

Mike Mishler
Chairman

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

TO: BOARD OF DIRECTORS

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

DATE: February 3, 2016

SUBJECT: FINANCE REPORT – DECEMBER 2015

RECOMMENDATION

It is recommended that the Board review and approve the Financial Statement for December 31, 2015.

ANALYSIS OF COMPARATIVE FINANCIAL THRU DECEMBER 31, 2015

Attached you will find the PVRPD Summary Financial Statement for the period of July 1, 2015 through December 31, 2015 with a year-to-date comparison for the period of July 1, 2014 through December 31, 2014.

REVENUES

Total revenue for the 6th month ending December 31, 2015 has decreased \$421,533 over the same period as last year. This decrease is primarily due to no Quimby Fees received this fiscal year along with increases in the following line items: 1) Facility Rentals have increased \$36,400 2) Increase in Donations \$22,233 3) Incentive Income increase by \$17,241 4) Tax Apportionment increased \$174,473. Revenue is up in comparison to prior year by \$194,177 if the Quimby Fee (\$615,709) revenue from prior year is removed. Actual revenues have reached 55.9% of the annual adopted budgeted.

EXPENDITURES

Personnel Expenditures increased for fiscal year 2015-2016 by \$3,243 in comparison to personnel expense for the same period as fiscal year 2014-2015. This is due to December having three pay periods. Payroll is currently 48.04% of budget or 1.96% below budget.

Service and Supply Expenditures have decreased \$149,179 in comparison to the same time period as last year. The decrease is primarily due to water and electrical expenses. Staff has been very diligent in keeping track of water usage for all parks, making sure the District is meeting the water reduction limits and we have seen some of the effects of El Nino with sporadic rain showers throughout the month. Electric is down in comparison to the same six months as last year also.

There has been no activity in Capital Expenditures for the 6th month of fiscal year 2015-2016.

FISCAL IMPACT

The District is under the approved budget by 6.88% and managers will continue to make a concerted effort to continue to spend under the adopted budget during this fiscal year to help build reserves.

RECOMMENDATION

It is recommended that the Board review and approve the Financial Statement for December 31, 2015.

ATTACHMENTS

- 1) District Unaudited Manager Version Financial Statement as of December 31, 2015
(2 pages)

**Pleasant Valley Recreation and Park District
PVRPD:SUMMARY(Unaudited) from Great Plains
Year to Date Comparison
Statement of Revenues and Expenditures
For the period July 1, 2015 through December 31, 2015**

Account	Current Month December	PREVIOUS Year To Date 2015	CURRENT Year To Date 2016	BUDGET TOTAL Adopted 7/1/15	BUDGET REMAINING	% Of Budget Used 60%
DISTRICT WIDE REVENUE						
Tax Apportionment	5110 3,196,353.76	3,051,765.64	3,226,238.64	5,625,055.00	2,398,816.36	57.35%
Supplemental Assess Roll	5240 57.75	51.04	57.75	188.00	110.25	34.38%
Assessment Income	5500 572,458.83	563,517.94	574,451.89	1,017,150.00	442,698.11	56.48%
Park Dedication Fees (Quimby Fee)	5400	615,709.00		-	-	0.00%
District Wide Revenue	3,768,870.34	4,231,043.62	3,800,748.28 (430,295.34)	6,642,373.00	2,841,624.72	57.22%
RECREATION AND PARK REVENUE						
Public Fees	5510 21,503.65	263,410.98	259,598.87	610,177.00	350,578.13	42.54%
Certification Income	5512			-	-	#DIV/0!
Public Passes	5520 3,927.50	39,738.14	37,564.38	71,217.00	33,652.62	52.75%
Facility Rentals	5530 27,658.26	114,625.55	151,049.83	252,069.00	101,019.17	59.92%
Veteran's Field Rental	5531 776.75	2,835.25	3,343.50	12,000.00	8,658.50	27.86%
BMX Track Rental	5532	750.00	1,480.00	3,300.00	1,820.00	44.85%
RC Track Rental	5533	1,200.00	600.00	2,400.00	1,800.00	25.00%
Roller Hockey Rink Rental	5534 950.00		8,750.00		(8,750.00)	0.00%
Facility Cleaning Fee	5505				-	#DIV/0!
Park Patrol Citations	5506 119.48	1,983.35	2,293.98	900.00	(1,393.98)	254.89%
Plan Check Fee	5507			100.00	100.00	0.00%
Dividends Pardec Prior Yrs	5460	9,093.00	11,477.00	14,200.00	2,723.00	80.82%
Cell Tower Income	5535 6,196.26	48,856.73	47,295.04	93,381.00	46,085.96	50.65%
Indemnity Income	5545			5,000.00	5,000.00	0.00%
Senior Dues	5550 160.00	659.00	1,029.00	1,800.00	771.00	57.17%
Senior Services Income	5515	1,430.00	1,770.00	2,200.00	430.00	80.45%
Activity Guide Income	5555 500.00	3,600.00	2,000.00	6,000.00	4,000.00	33.33%
Vending Commlsions	5525 42.74	177.30	569.24	940.00	370.76	60.56%
Banner Income	5562			900.00	900.00	0.00%
Donations	5570 4,763.00	76,715.51	98,948.49	92,350.00	(6,598.49)	107.15%
Donations for CIP Projects	5571			-	-	#DIV/0!
Grant - NRPA	5572	75,000.00		-	-	#DIV/0!
Other Misc. Income	5575 3,062.78	22,563.82	25,760.19	34,335.00	8,574.81	75.03%
Over/Under	5580	5.37		(96.00)	(96.00)	0.00%
Incentive Income	5585 15,672.18	1,758.06	18,999.53	17,075.00	(1,924.53)	111.27%
Reimbursement - ROPS	5600		425.00	138,000.00	135,575.00	0.31%
Other Interest Income	5310 1,133.59	2,583.63	2,794.47	5,573.00	2,778.53	50.14%
Recreation and Park Revenue	86,486.19	666,985.69	675,748.52	1,381,821.00	686,072.48	49.62%
TOTAL GENERAL FUND REVENUE	3,855,336.53	4,898,029.31	4,476,496.80 (421,532.51)	8,004,194.00	3,527,697.20	55.93%
GENERAL FUND EXPENDITURES						
Regular Wages	6100 235,029.02	1,052,054.95	1,005,847.06	2,173,808.00	1,167,958.94	46.27%
Overtime Wages	6101 343.58	6,069.59	4,461.53	17,182.00	12,700.47	26.00%
Part-Time Wages	6110 58,312.70	302,197.03	312,736.90	689,336.00	376,599.10	45.37%
Retirement	6120 41,318.83	263,432.39	188,635.15	373,844.00	185,208.85	50.46%
Part-Time 457 Pension	6121 135.22	1,352.20	811.32	4,100.00	3,288.68	19.79%
Employee Group Insurance	6130 52,539.77	145,886.62	173,340.59	283,043.00	109,702.41	61.24%
Worker's Compensation	6140 10,456.34	57,605.99	62,738.04	98,228.00	35,489.96	63.87%
Unemployment Insurance	6150	3,764.00		7,500.00	7,500.00	0.00%
PERS Unfunded Liability	6170 14,506.00		87,036.00	174,072.00	87,036.00	50.00%
Other Post Employee Benefit Exp	6181			-	-	0.00%
Personnel Expenditures	412,641.46	1,832,362.77	1,835,606.59 3,243.82	3,821,091.00	1,985,484.41	48.04%
Telephone	6210 1,150.40	8,534.74	6,904.21	18,792.00	11,887.79	36.74%
Internet Services	6220 502.00	3,161.95	2,937.00	10,488.00	7,551.00	28.00%
Pool Supplies	6310 51.80	3,448.15	6,893.60	15,000.00	8,106.40	45.96%
Janitorial Supplies	6320 8,499.98	24,302.23	27,383.46	46,100.00	18,716.54	59.40%
Kitchen Supplies	6330 6.43	396.75	211.53	1,395.00	1,183.47	15.16%
Food Supplies	6340 456.42	3,149.08	3,200.92	8,253.00	5,052.08	38.78%
Water Maint. & Service	6350 90.80	671.82	527.48	1,320.00	792.52	39.96%
Laundry/Wash Service	6360	179.75		350.00	350.00	0.00%
Janitorial Services	6370			3,000.00	3,000.00	0.00%
Medical Supplies	6380	270.18	365.03	1,745.00	1,379.97	20.92%
Insurance - Liability	6410	49,067.50	41,979.60	103,043.00	61,063.40	40.74%
Fuel	6510 2,386.13	22,938.08	18,579.49	48,000.00	31,420.51	34.54%
Vehicle Maintenance/Repair	6520 3,180.80	8,865.95	12,118.84	37,800.00	25,681.16	32.06%
Office Equipment & Repair	6530	(155.63)		1,175.00	1,175.00	0.00%
Computer Equip.-Maint./Repair	6540	3,907.84		5,248.00	5,248.00	0.00%
Bldg.Maintenance/Repair	6610 3,372.15	23,720.21	36,770.81	90,135.00	53,364.19	40.80%

Account	Current Month December	PREVIOUS	CURRENT	BUDGET	BUDGET	% Of Budget	
		Year To Date 2015	Year To Date 2016	TOTAL Adopted 7/1/15	REMAINING	Used 50%	
Bldg. Eqpt. Maint./Repair	6620	185.00	1,845.91	2,036.56	10,800.00	8,763.44	18.86%
Improvements/Maintenance	6630		7,875.00	2,201.36	24,500.00	22,298.64	8.99%
Incidental Costs-Assessment	6709		15,075.02	15,348.25	27,500.00	12,151.75	55.81%
Grounds Maintenance	6710	2,489.44	19,660.46	24,814.03	95,180.00	70,365.97	26.07%
Contracted Landscaping Services	6720	30,418.00	188,791.73	164,347.54	395,900.00	231,552.46	41.51%
Contracted Pest Control	6730		701.07		2,000.00	2,000.00	0.00%
Rubbish & Refuse	6740	4,916.10	27,849.28	28,189.02	51,100.00	22,910.98	55.16%
Vandalism/Theft	6750		-	4,784.70		(4,784.70)	#DIV/0!
Memberships & Dues	6810	5,729.75	10,918.00	7,346.25	12,272.00	4,925.75	59.86%
Office Supplies	6910	(1,304.22)	8,243.99	8,779.56	23,897.00	15,117.44	36.74%
Postage/Freight & Express Mail	6920	40.00	11,331.34	11,938.30	23,600.00	11,661.70	50.59%
Advertising	6930	185.00	4,592.25	2,328.32	16,590.00	14,281.68	14.03%
Printing Charges	6940	883.28	6,525.55	4,627.72	17,516.00	12,888.28	26.42%
Bank & ActiveNet Charges	6950	576.12	21,163.78	22,099.41	38,020.00	15,920.59	58.13%
Approp.-Redev./Collection Fees (est)	6960	30,507.67	195,850.00	183,046.00	368,092.00	183,046.00	50.00%
Minor Furniture Fixtures & Equipment	6980	261.23	392.64	2,810.30	4,070.00	1,259.70	69.05%
Computer Hardware/Software	6990		25,125.54	232.93	18,852.00	18,619.07	1.24%
Fingerprint Fees-HR	7010	138.00	776.00	802.00	1,705.00	903.00	47.04%
Fire & Safely Inspection Fees	7020		2,465.30		5,088.00	5,088.00	0.00%
Business Permit & License Fees	7030	157.00	2,172.83	1,925.61	4,825.00	2,899.39	39.91%
State License Fee	7040		512.50	220.00	-	(220.00)	0.00%
Legal Services	7110	4,878.00	7,843.00	16,733.67	73,815.00	57,081.33	22.67%
Typeset & Print Services	7115	11,675.44	22,884.17	23,604.59	50,700.00	27,095.41	46.56%
Instructor Services/Payment	7120	13,198.44	88,532.22	84,368.32	139,186.00	54,817.68	60.62%
PERS Administrative Fees	7125	221.01	563.79	1,186.06	1,249.00	62.94	94.96%
Audit Services	7130		910.00	5,500.00	10,950.00	5,450.00	50.23%
Medical & Health Services-HR	7140	275.00	1,020.00	1,645.00	2,500.00	855.00	65.80%
Security Services	7150		2,054.47	2,315.52	4,586.00	2,270.48	50.49%
Entertainment Services	7160		700.00	556.79	1,950.00	1,393.21	28.55%
Business-Services	7180	6,163.09	25,902.28	32,569.40	72,268.00	39,698.60	45.07%
Umpire&Referee Services	7190	230.00	870.00	820.00	1,900.00	1,080.00	43.16%
Publications & Subscriptions	7210	149.06	951.65	3,121.16	3,616.00	494.84	86.32%
Rents & Leases-Equipment	7310	848.68	8,106.17	11,800.71	31,360.00	19,559.29	37.63%
Building/Field Leases and Rentals	7320		702.00	5.00	8,628.00	8,623.00	0.06%
Aquatic Supplies	7410		583.28	948.19	1,910.00	961.81	49.84%
Classroom Supplies	7420		2,914.65	1,257.37	6,705.00	5,447.63	18.75%
Bingo Supplies	7430	908.12	3,063.34	3,730.68	7,500.00	3,769.32	49.74%
Sporting Goods	7440	109.84	3,709.56	2,709.55	10,029.00	7,319.45	27.02%
Art & Craft Supplies	7450		1,546.62	1,097.72	3,230.00	2,132.28	33.99%
Training Supplies	7460		741.57		3,650.00	3,650.00	0.00%
Camp Supplies	7470			447.51	700.00	252.49	63.93%
Small Tools	7510	793.66	3,149.34	4,091.59	16,500.00	12,408.41	24.80%
Uniforms	7610	228.07	6,227.12	2,072.61	11,285.00	9,212.39	18.37%
Safely Clothing & Supplies	7620		3,522.38	3,288.04	8,415.00	5,128.96	39.07%
Conference & Seminars	7710		1,800.00	4,066.21	15,195.00	11,128.79	26.76%
Out of Town Travel	7720		2,365.68	2,675.94	16,784.00	14,108.06	15.94%
Private Vehicle Mileage	7730	121.91	1,465.43	1,301.23	4,903.00	3,601.77	26.54%
Transportation Charges	7740		390.00		1,200.00	1,200.00	0.00%
Special Events	7750	(300.00)	9,928.66	11,474.72	19,320.00	7,845.28	59.39%
Tuition/Book Reimbursement	7760			161.00	165.00	4.00	97.58%
Gas	7810	1,855.07	7,803.29	8,613.08	29,693.00	23,079.92	22.27%
Water	7820	62,949.80	434,225.27	350,558.65	829,628.00	479,067.35	42.28%
Electricity	7830	17,852.54	133,634.75	101,795.54	264,450.00	162,654.46	38.49%
Awards & Certificates	7910	2,805.57	7,865.99	8,198.21	17,995.00	9,796.79	45.56%
Meals & Entertainment	7920		1,464.84	1,167.76	2,800.00	1,632.24	41.71%
Employee Morale	7930	415.46	718.07	971.01	3,450.00	2,478.99	28.15%
Cost to Issue Side Fund Loan	6971		807.38		-	-	#DIV/0!
Cost to Issue COP's	6970		4,135.28		-	-	#DIV/0!
Loan Payment Pension Obligation (est)	6160	18,747.75	109,800.00	112,486.50	224,973.00	112,486.50	50.00%
COP Debt - PV Fields (est)	7950	61,585.08	360,750.00	389,510.50	739,021.00	389,510.50	50.00%
Service and Supply Expenditures		300,570.87	1,967,779.04	1,818,599.66 (149,179.38)	4,173,558.00	2,354,958.34	43.57%
Capital Expenditures	8400		24,101.45		454,000.00	454,000.00	0.00%
LWCF Grant	8401		27,240.11				
NRPA Grant	8402		61,567.77				
Equipment/Facility Replacement	8420		26,446.70		25,000.00	25,000.00	0.00%
Parking Lot Repair-Assessment	6718				-	-	#DIV/0!
Tree Care-Assessment	6719		4,322.00		-	-	#DIV/0!
Playground Replacement- Assess	6721		1,809.00		-	-	#DIV/0!
Park Amenities- Assess	6722		1,329.84		-	-	#DIV/0!
Facility Replacement	6723				-	-	#DIV/0!
Capital Expenditures		-	146,816.67	-	479,000.00	479,000.00	0.00%
TOTAL GENERAL FUND EXPENDITURES		713,212.33	3,946,958.68	3,654,206.25	8,473,649.00	4,819,442.75	43.12%

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

TO: BOARD OF DIRECTORS

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

DATE: February 3, 2016

SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION NO. 552 DIRECTING SCI CONSULTING GROUP TO PREPARE AN ENGINEER'S REPORT FOR THE FY 2016-2017 ASSESSMENT DISTRICT

RECOMMENDATION

It is recommended the Board approve Resolution No. 552, directing SCI Consulting Group to prepare the FY 2016-2017 Engineer's Report.

BACKGROUND

SCI Consulting Group was retained in 2001 by the District to prepare and file a report. The report was to include: estimate of costs; a diagram for the assessment district; and an assessment to cover the estimated costs of the improvements pursuant to the provisions of the Landscaping and Lighting Act of 1972 and Article XIID of the California Constitution. The Assessment District was formed to provide adequate revenues for park maintenance services as well as for expanding and improving park facilities to meet the growing demand placed on the parks.

ANALYSIS

The Engineer's Report is prepared annually to establish the budget for the services that would be funded by the proposed fiscal year. The FY 2016-2017 projects will determine the benefits received from the park maintenance and improvements by property within the Park District and the method of assessment apportionment to lots and parcels within the Park District. Specifically, the Engineer's Report with input from District staff will reflect the projects, staffing and funding allocation for the upcoming fiscal year. The Board will then have the opportunity to review the proposed report and budget.

FISCAL IMPACT

The FY 2016-2017 special assessment funds will be dedicated to the debt service for the Certificates of Participation (COP) sold as the funding source for the Village at the Park Sports Complex, the Park Services Manager's expenses, tree maintenance program, parking lot repair, and miscellaneous park projects.

RECOMMENDATION

It is recommended that the Board approve Resolution No. 552 directing SCI Consulting Group to prepare the FY 2016-2017 Engineer's Report.

ATTACHMENT

- 1) Resolution No. 552 (2 pages)

RESOLUTION NO. 552

**A RESOLUTION DIRECTING PREPARATION OF THE ENGINEER'S REPORT
FOR FISCAL YEAR 2016-17 FOR THE
PARK MAINTENANCE AND RECREATION IMPROVEMENT DISTRICT
FOR THE
PLEASANT VALLEY RECREATION AND PARK DISTRICT**

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

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

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

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

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

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

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

PASSED AND ADOPTED this 3rd day of February, 2016 by the following vote:

AYES :

NOES:

ABSENT:

ABSTAIN:

MIKE MISHLER, CHAIRMAN
PLEASANT VALLEY RECREATION AND PARK DISTRICT

ATTESTED:

MARK MALLOY, SECRETARY
PLEASANT VALLEY RECREATION AND PARK DISTRICT

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Matt Parker, Park Supervisor

DATE: February 3, 2016

**SUBJECT: APPROVAL AND AWARD OF THE CONTRACT
AGREEMENT BETWEEN THE DISTRICT AND
QUALITY LANDSCAPE CARE FOR LANDSCAPE
MAINTENANCE SERVICES**

RECOMMENDATION

It is recommended that the Board approve and award the contract agreement between the District and Quality Landscape Care for landscape maintenance services.

BACKGROUND

Board direction has steered staff to evaluate the most cost effective way to provide landscape maintenance services for the District. Staff focused on the trend of expanding the utilization of contractual services in the park grounds maintenance department for regular programmed day-to-day maintenance. This approach will continue to augment support of the District's in-house staff and provides additional opportunities for specialized maintenance tasks while minimizing the overall operating expense.

In November 2013, staff initiated a two year contract with an original budget of \$126,600 for landscape maintenance services with Quality Landscape Care at twenty four (24) District sites. By utilizing a blend of in-house and contractual staff the District has been able to increase both service delivery and quality of standard maintenance in the parks.

In November 2015, the contract with Quality Landscape Care expired. At that time an agreement between the District and Quality Landscape Care was made to continue landscape services on a month to month basis until a new contract was awarded.

Currently, the District's maintenance contract requires the contractor to maintain the turf, trees, and shrubs, clean walkways, and empty trash cans. This service is provided on a weekly basis, Monday through Friday. Additionally, the contractor provides chemicals as needed for weed control. Staff evaluated the current contract and initiated a number of modifications to better suit the District's maintenance needs. The modified contract, which calls for weekly maintenance services, along with two alternatives were then utilized in the Request for Proposal (RFP) process.

The RFP requested that contractors provide a cost breakdown for the following:

1. A basic weekly turf maintenance service (mowing, weed whipping, edging and hardscape blowing only) at all twenty four (24) designated District sites identified in exhibit "B", excluding Freedom Park, Pleasant Valley Fields and the Las Posas Equestrian Center. 16/64

2. Alternate Bid Condition #1: Reduce service levels to a bi-weekly turf maintenance service (mowing, weed whipping, edging and hardscape blowing only) for RFP identified sites.
3. Alternate Bid Condition #2: Alternate #2 includes all items identified in the Specific Conditions of Section 2 of the RFP, Landscape Maintenance Service, Exhibit "A" Maintenance Specifications for All Designated Areas, for the twenty four (24) park sites identified in Exhibit "B". This Alternate Bid #2 option is a higher level weekly service which is more in line with our previous Landscape Maintenance contract. It includes: mowing, edging, planter and shrub detail, litter control and weed abatement.

On Monday, December 21, 2015 at 4:00 pm the District closed the RFP submission period and took receipt of six (6) RFP submittals for landscape services. Staff reviewed the proposals and determined that Showscapes Inc, Quality Landscape Care, and Valley Crest Landscape Maintenance were the top three submittals.

ANALYSIS

After completing the RFP package review and reference checks, staff scheduled interview meetings with the representatives from Showscapes Inc, Quality Landscape Care, and Valley Crest Landscape Maintenance. The interviews were designed to allow the contractors an opportunity to provide background information on the company and their perspective on the various service levels. The interviews also allowed District staff an opportunity to field series of questions for the contractors.

The interview and review of the final proposal, reference check, and insurance documents identify Quality Landscape Care as the recommended contractor for the level of service requested. During the interview staff explained the contractual performance requirements, five day notice triggers, and non-compliance actions. Michael Robinson of Quality Landscape Care assured staff that he was confident in his company's ability to supply the services indicated at the prices identified. At the close of the meeting, staff reiterated the performance requirements and the District's expectations in completing those requirements.

Further, staff is recommending the Board's consideration for the selection of Quality Landscape Care's Alternate Bid Condition #2 submittal. This approach will free up additional staff hours and will allow the Park Department staff the opportunity to pursue a number of in-house turf renovation and construction projects.

If the Board decides to award this contract, current contractual landscape service would increase to include full service as identified in exhibit A of the Landscape RFP to the 24 identified park sites including Bob Kildee, Community Center Park, Mission Oaks and Camarillo Grove Parks, whereas only twenty (20) parks received increased service with four (4) parks (Bob Kildee, Community Center, Mission Oaks, and Camarillo Grove) only receiving a basic "mow, blow and go" turf maintenance service.

The FY 2015-2016 Parks Operating Budget identifies \$398,600.00 in the Professional Services Landscape Maintenance line item. Of this amount, staff had allocated \$126,600 which was \$10,550 per month for the Quality Landscape Care contract. The contract being proposed would be \$12,330 per month which is an increase of \$1,780 per month and a total of \$7,120 for the remainder of the fiscal year.

FISCAL IMPACT

The FY 2015-2016 Parks Operating Budget identifies \$398,600.00 in the Professional Services Landscape Maintenance line item. There is no fiscal impact to the budget this fiscal year as there was funding allocated due to the contract expiring. Staff had anticipated an increase to this contract.

RECOMMENDATION

It is recommended that the Board approve the contract between the District and Quality Landscape Care for landscape maintenance services as identified in Alternate Bid Condition #2 of the Landscape RFP.

ATTACHMENTS

- 1) Quality Landscape Care Contract (34 pages)

**CONTRACT FOR LANDSCAPE MAINTENANCE
SERVICES AS IDENTIFIED IN RFP NO. PVRPD- 2015 - 11**

This Contract for Landscape Maintenance Services (“Contract”) is made and entered into in the County of Ventura, State of California, this February 8, 2016, by and between the Pleasant Valley Recreation and Park District, a Special District (“District”), and Quality Landscape Care (“Contractor”)

WHEREAS, The District desires to hire Contractor to perform landscape maintenance services specified herein; and

WHEREAS, Contractor represents that Contractor and/or Contractor’s personnel have the qualifications and experience to properly perform such services;

NOW, THEREFORE, District and Contractor hereby agree as follows:

1. Scope of Services

Contractor shall furnish District with landscape maintenance services for landscape maintenance, as more particularly set forth in Exhibit A attached hereto and incorporated by this reference in full herein.

2. Method of Performing Services

Subject to the terms and conditions of this Contract, Contractor shall perform the services in the method, detail, and means of performing the services as set forth in Exhibit A.

3. Standard of Performance

- a. All work shall be completed in a competent manner according to standard practices of the industry. All persons engaged in the work, including subcontractors, will be considered as employees of the Contractor. The Contractor will be held responsible for their work. The District will deal directly with and make all payments to the Contractor.
- b. The subcontracting of any or all of the work to be done will in no way relieve the Contractor of any part of responsibilities under the contract.
- c. Periods of performance may be extended if the facts as to the cause of delays justify such extension in the opinion of the General Manager.

4. Nonexclusive Services

This Contract shall not be interpreted to prevent or preclude Contractor from rendering any services for Contractor's own account or to any other person or entity as Contractor in its sole discretion shall determine. Contractor agrees that performing such services will not materially interfere with services to be performed for the District.

5. Coordination of Services

All services are to be coordinated with the Park Services Manager or designee ("Park Services Manager") and shall be performed under the general direction of the General Manager.

6. Place of Work

Contractor shall perform the services provided for in this Contract at all sites identified in RFP exhibits B and shall be executed as Alternate Bid Condition #2 as identified in Exhibit C Alternate Bids, B.2 Alternate Bid #2.

7. Correction of Errors

Contractor agrees to correct, at its expense, all errors which may be disclosed during review of Contractor's services. Should Contractor fail to make such corrections in a reasonably timely manner, such corrections shall be made by District, and the cost thereof shall be paid by Contractor.

8. Time for Performance

All services performed under this Contract shall be completed pursuant to the schedule provided in Exhibit A (Landscape Maintenance Proposal) attached hereto and incorporated by this reference in full herein.

9. Principal in Charge

Contractor hereby designates **Mr. Michael Robinson** as its principal-in-charge and person responsible for necessary coordination with Park Services Manager or designee.

10. Permits, Licenses, Certificates

Contractor, at Contractor's sole expense, shall obtain and maintain during the term of this Contract, all City, State and Federal permits, licenses, and certificates required in connection with the performance of services under this Contract, including a City of Camarillo business license.

Contractor shall be required to possess a State of California C-27 Landscape Contractor's license and a California Department of Pesticide Regulation pesticide applicators/operators

certificate in the appropriate categories prior to signing a written agreement with the District.

Contractor shall be required to possess a City of Camarillo Business License prior to signing a written agreement with the District.

11. District's Responsibility

District shall cooperate with Contractor as may be reasonably necessary for Contractor to perform its services. Park Services Manager agrees to provide direction to Contractor as requested regarding particular project requirements.

12. Term of Contract

The term of the contract shall be two (2) years, February 8, 2016, and ending February 2, 2018. The starting date of February 8, 2016 is pending final approval by the District.

Option to Extend for Good Performance: The District may, at its option, and with the approval of the Contractor, extend the period of the agreement for an additional 12 months. Contractor shall be notified in writing by the District Park Services Manager of the District's intention to extend the contract period at least ninety (90) calendar days prior to the expiration of the contract. Any price increases or decreases shall be negotiated at time of contract extension.

13. Cancellation

The District reserves the right to cancel this contract at any time if the Contractor fails to provide adequate service or comply with specifications by giving the Contractor fourteen (14) days written notice of its intent to do so.

14. Default

If Contractor defaults in its performance of any provision contained in this Contract Agreement, it shall be lawful for District to exercise any and all remedies which may be available to District pursuant to law, and it shall be lawful for District to exercise any and all remedies granted to District pursuant to this Contract Agreement. Each and every covenant and Agreement contained herein to be kept and performed by Contractor is expressly made a condition of this Contract Agreement, and upon the breach thereof, if not remedied by Contractor, District may exercise any and all rights of termination of this Contract Agreement. In the event District determines that Contractor has defaulted in any of its obligations under this Agreement, District shall deliver to Contractor a written notice advising Contractor of the provisions of this Agreement in which it is in default. The notice may also serve as notification that Contractor shall have a right to remedy its defaults in performance of its obligations under this Agreement in accordance with the provisions of this paragraph. If Contractor defaults in the performance of any other obligation under this Agreement, Contractor shall have a period of ten (10) days within which to remedy such default. If Contractor does not remedy a default in its obligations under this Contract Agreement pursuant to the remedy provisions provided above, all rights terminate upon delivery to Contractor of a notice of termination by the District.

15. Compensation

District agrees to pay Contractor for the services provided under this Contract in the amounts, or at the rates provided in **Exhibits "F"** attached hereto and incorporated by this reference in full herein.

a. Final Pricing

Year One - -\$12,330.00 per month.
Total first year-\$147,960.00

Year Two - \$12,330.00 per month.
Total second year-\$147,960.00

b. Contract # LM2015-11, Submittal Form D

The undersigned hereby accepts the Final Pricing amounts as identified in **Section # 15 Compensation.**

Signature

Signature

Contractor agrees that payment by District shall not constitute nor be deemed a release of the responsibility and liability of Contractor or its employees, subcontractors, agents and sub-Contractors for the accuracy and competency of the information provided and/or services performed hereunder, nor shall such payment be deemed to be an assumption of responsibility or liability by District for any defect or error in the services performed by Contractor, its employees, subcontractors, agents and sub-Contractors.

16. Prevailing Wages

This contract is for maintenance services of a recurring nature. Therefore, prevailing wages are NOT required for this contract.

17. Records

Contractor shall provide Park Services Manager or designee with a completed Request for Taxpayer Identification Number and Certification, as issued by the Internal Revenue Service.

If any sales tax is due for services performed by Contractor or materials or products provided to the District by Contractor, Contractor shall pay the sales tax. District shall not reimburse Contractor for sales taxes paid by Contractor.

18. Method of Payment

District agrees to pay Contractor monthly upon satisfactory completion of the services and upon submission by Contractor of an invoice delineating the services performed, in a form satisfactory to Park Services Manager or designee. The invoice shall identify services by project as specified by Park Services Manager or designee.

Contractor agrees to maintain current monthly records, books, documents, papers, accounts and other evidence pertaining to the services performed and costs incurred. Such items shall be adequate to reflect the time involved and cost of performing the services. Contractor shall provide Park Services Manager with copies of payroll distribution, receipted bills and other documents requested for justification of the invoice.

19. Responsibility for Expenses

All expenses incident to the performance of services under this Contract shall be borne by the Contractor, including, but not limited to rent, vehicle, and travel, entertainment and promotion, general liability and health insurance, workers' compensation insurance, and all compensation and benefits of employees or agents engaged by Contractor. Contractor shall, at its own cost and expense, supply all personal property necessary or appropriate to perform the services provided for under this Contract, including, but not limited to any personal property used by employees and agents of Contractor in the performance of such services.

20. Non-Appropriation of Funds

Payments to be made to Contractor by District for services performed within the current fiscal year are within the current fiscal budget and within an available, unexhausted and unencumbered appropriation of District. In the event District does not appropriate sufficient funds for payment of Contractor's services beyond the current fiscal year, this Contract shall cover payment for Contractor's services only up to the conclusion of the last fiscal year in which District appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

21. Maintenance and Inspection of Records

Contractor agrees that District or its auditors shall have access to and the right to audit and reproduce any of Contractor's relevant records to ensure that District is receiving all services to which District is entitled under this Contract or for other purposes relating to the Contract. Contractor shall maintain and preserve all such records for a period of at least three years after the expiration of this Contract, or until an audit has been completed and accepted by District. Contractor agrees to maintain all such records in District or to promptly reimburse District for all reasonable costs incurred in conducting the audit at a location other than in District, including but not limited to expenses for personnel, salaries, private auditor, travel, lodging, meals and overhead.

22. Confidentiality of Information

Any documents and materials given to or prepared or assembled by Contractor under this Contract shall be confidential and shall not be made available to any third person or organization by Contractor without prior written approval of the Park Services Manager or designee.

23. Indemnity

The Contractor hereby agrees to defend at his own cost and to indemnify and hold harmless the Pleasant Valley Recreation and Park District, its officers, agents, and employees, from and against any and all liability, damages, costs, losses, claims, and expenses, howsoever caused, resulting directly or indirectly from or connected with the performance of the Contract (including but not limited to such liability, costs, damage, loss, claim, or expense arising from the death or injury to an agent or employee of the Contractor, subcontractor, or the Pleasant Valley Recreation and Park District, or loss of, damage to, or destruction of the property of Contractor, subcontractor, or of the Pleasant Valley Recreation and Park District, or of any agent or employee of the Contractor, subcontractor, or of the Pleasant Valley Recreation and Park District), except where such liability, damages, costs, losses, claims or expenses are caused solely by the negligent or wrongful acts of the Pleasant Valley Recreation and Park District, its agents or employees, in connection with the general supervision or direction of the work to be performed hereunder. The Contractor in addition to the foregoing, specifically shall indemnify and save harmless the Pleasant Valley Recreation and Park District, any and all of the Pleasant Valley Recreation and Park District's officers, agents, and employees, from any liability by reason of California safe place statutes or similar provisions pertaining to the work place or safety of materials or equipment supplied by the Pleasant Valley Recreation and Park District or others at the direction of the Pleasant Valley Recreation and Park District and used in the performance of the work hereunder.

The Contractor shall comply with all of the provisions of the Workmen's Compensation Insurance and Safety Acts of the State of California, the applicable provisions of Division 4 and 5 of the California Labor Code and all amendments thereto; and all similar State or Federal acts or laws applicable; and shall indemnify and hold harmless the Pleasant Valley Recreation and Park District from and against all claims, demands, payments, suits, actions, proceedings and judgments of every nature and description, including attorney's fees and costs, presented,

brought or recovered against the Pleasant Valley Recreation and Park District, for or on account of any liability under any of said Acts which may be incurred by reasons of any work to be performed under this Contract.

Workers' Compensation Insurance and Comprehensive Liability Insurance (bodily injury, personal injury and property damage) including automobiles and including liability assumed by Contract, is to be procured and maintained at the sole expense of Contractor during the performance of any work or activities under this contract. The insurer shall agree to waive all rights and subrogation against the District, its officers, officials, employees, representatives, and volunteers for losses arising from work performed by the contractor for the District.

Such policies of insurance shall provide that thirty (30) days advance notice of any reduction or cancellation of coverage shall be provided to the Pleasant Valley Recreation and Park District, and the Comprehensive Liability Insurance shall name the Pleasant Valley Recreation and Park District as an insured with respect to liability of any nature arising out of or incidental to the performance of his Contract, and shall further provide that the protection afforded the Pleasant Valley Recreation and Park District shall be primary insurance protection and not contributing with any other valid and collectible insurance of the Pleasant Valley Recreation and Park District. Written proof of said insurance shall be furnished to the Pleasant Valley Recreation and Park District by the successful proposer.

The Contractor shall indemnify the Pleasant Valley Recreation and Park District, its officers, agents, and employees from all loss, damage, liability, cost, and expense to which any such parties may be put by reason of any negligent or wrongful act or omission on the part of the Contractor's employees engaged in the work to be done hereunder in supervising the erection or installation of any apparatus which may be required by or incidental to performance of this contract.

INSURANCE: Contractor shall carry, and shall require all of his subcontractors to carry insurance in limits or amounts not less than the following:

Contractor shall procure and maintain for the duration of the contract the following insurance coverage's and limits against claims for injuries to persons or damage to property, which may arise from or in connection with the performance of the work covered by this agreement by the Contractor, his agents, representatives, employees or subcontractors:

<u>COVERAGE PER OCCURRENCE</u>	<u>ISO FORM</u>	<u>COMBINED SINGLE LIMIT</u>
Comprehensive General Liability	GL 00 02 01 73 Rev	\$3,000,000
or		
Broad Form General Liability	GL 04 04 05 81	\$3,000,000
Business Auto	CA 00 01 01 87	\$1,000,000
Workers' Compensation		Statutory Limit
• Including Employers' Liability And Waiver of Subrogation		\$1,000,000

Contractor shall provide Additional Insured Endorsements for General Liability & Auto coverage's and endorsements or other proof of coverage for the following specific coverage's:

- Environmental hazards, collapse, and underground property coverage;
- Contractual liability; and
- Products and completed operations.

Combined single limit per occurrence shall include coverage for bodily injury, personal injury, and property damage for each accident.

If Commercial General Liability insurance or other form with a general aggregate limit is used, the policy shall be endorsed such that the general aggregate limit shall apply separately to this contract and a copy of the endorsement provided to the District.

Policies of subcontractor shall be subject to the same requirements and provisions outlined above applying to Contractor.

Contractor shall require his subcontractors to afford the same degree of indemnification to the Pleasant Valley Recreation and Park District that is required of Contractor, and shall incorporate identical indemnity provisions in all contracts between Contractor and his subcontractors.

Each insurance policy required by this subsection shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits, except after thirty (30) days written notice by certified mail, return receipt requested, has been given to:

Pleasant Valley Recreation and Park District
ATTN: PARK OFFICE
1605 E Burnley Street
Camarillo, CA 93010

Contractor shall furnish to the District certificates of Liability Insurance and endorsements duly authenticated, given evidence of insurance coverages required in the contract and other evidence of or copy of policy as may be reasonably required by the District from time to time. The insurance shall be placed with insurers with the current year Best's Key Rating Guide of not less than A:VII where A = Excellent and VII = \$50,000,000 thru \$100,000,000. The insurer must be a "California Admitted" carrier.

All subcontractors employed on the work referred to in these Terms and Conditions shall meet the insurance requirements set forth for contractor. Contractor shall furnish certificates of insurance and endorsements for each subcontractor at least five (5) days prior to the subcontractor entering the job site, or contractor shall furnish the District an endorsement

including all subcontractors as insured under its policy. Self-insured contractor will provide equivalent documentation and proof of coverage naming the District, as outlined above.

24. Insurance

Contractor shall obtain and maintain during the performance of any services under this Contract the insurance coverage as specified in **Section 23, Indemnity and Insurance Requirements**, attached hereto and incorporated herein by this reference, issued by a company satisfactory to the District, unless the District waives, in writing, the requirement that Contractor obtain and maintain such insurance coverage. Maintenance of proper insurance coverage by Contractor is a material element of this Contract. Contractor's failure to maintain or renew insurance coverage or to provide evidence of renewal may be considered as a material breach of this Contract.

25. Independent Contractor

District and Contractor agree that in the performance of the services, Contractor shall be, and is; an independent contractor, and that Contractor and its employees are not employees of District. Contractor has and shall retain the right to exercise full control over the employment, direction, compensation and discharge of all persons assisting Contractor. Contractor shall be solely responsible for, and shall save District harmless from, all matters relating to the payment of Contractor's employees, agents, subcontractors and sub-Contractors, including compliance with social security requirements, Federal and State income tax withholding and all other regulations governing employer-employee relations. Contractor acknowledges that Contractor and Contractor's employees are not entitled to receive from District any of the benefits or rights afforded employees of District, including but not limited to reserve leave, sick leave, vacation leave, holiday leave, compensatory leave, Public Employees Retirement System benefits, or health, life, dental, short term & long-term disability and workers' compensation insurance benefits.

26. Contractor Not Agent

Except as Park Services Manager may specify in writing, Contractor, and its agents, employees, subcontractors and sub-Contractors shall have no authority, expressed or implied, to act on behalf of District in any capacity, as agents or otherwise, or to bind District to any obligation.

27. Conflict of Interest

Contractor shall promptly inform Park Services Manager of any contract, arrangement, or interest that Contractor may enter into or have during the performance of this Contract that may conflict with District's interests. This requirement includes contracts and arrangements with manufacturers, suppliers, contractors or other clients whose interests might be served by the services performed under this Contract and Contractor's or Contractor's clients' interest in land that might be affected by the services. Contractor shall take such measures as are necessary in the performance of this Contract to prevent actual or appearances of conflicts of interest.

28. Assignability of Contract

Contractor agrees that this Contract contemplates personal performance by Contractor and is based upon a determination of Contractor's personnel's unique competence, experience and specialized knowledge. Assignments of any or all rights, duties, or obligations of Contractor under this Contract will be permitted only with the express written consent of Park Supervisor Matthew Parker, which consent may be withheld for any reason.

29. Successors and Assigns

Contractor and District agree that this Contract shall be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns of Contractor and District.

30. Fair Employment Practices

Contractor agrees that, during the performance of this Contract, Contractor and any other parties with whom Contractor may subcontract shall adhere to equal opportunity employment practices to assure that applicants and employees are treated equally and are not discriminated against because of their race, color, religion, ancestry, national origin, disability, sex, marital status, age, or any other status protected by law.

Contractor agrees that all persons employed by Contractor shall be treated equally by Contractor without regard to or because of race, color, religion, ancestry, national origin, disability, sex, marital status, age, or any other status protected by law, and in compliance with all antidiscrimination laws of the United States of America, the State of California, County of Ventura, and City of Camarillo.

Contractor agrees to state in all of its solicitations or advertisements for applicants for employment that all qualified applicants shall receive consideration for employment without regard to their race, color, religion, ancestry, national origin, disability, sex, marital status, age, or any other status protected by law.

Contractor shall provide Districts staff with access to and, upon request by Park Services Manager or designee, provide copies to Park Services Manager of all of Contractor's records pertaining or relating to Contractor's employment practices, to the extent such records are not confidential or privileged under State or Federal law.

31. Force Majeure

Contractor and District agree that neither District nor Contractor shall be responsible for delays or failures in performance resulting from acts beyond the control of either party. Such acts shall include, but not be limited to acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations imposed after this Contract was executed, fire, communication line failures, earthquakes, or other disasters.

32. Time of Essence

Contractor and District agree that time is of the essence in regard to performance of any of the terms and conditions of this Contract.

33. Covenants and Conditions

District and Contractor agree that the construction and interpretation of this Contract and the rights and duties of District and Contractor hereunder shall be governed by the laws of the State of California.

34. Compliance with Laws

Contractor agrees to comply with all City, State, and Federal laws, rules, and regulations, now or hereafter in force, pertaining to the services performed by Contractor pursuant to this Contract.

35. Severability

District and Contractor agree that the invalidity in whole or in part of any provision of this Contract shall not void or affect the validity of any other provision.

36. Waiver

District and Contractor agree that no waiver or a breach of any provision of this Contract by either Contractor or District shall constitute a waiver of any other breach of the same provision or any other provision of this Contract. Failure of either District or Contractor to enforce at any time, or from time to time, any provision of this Contract, shall not be construed as a waiver of such provision or breach.

37. Counterparts

District and Contractor agree that this Contract may be executed in two or more counterparts, each of which shall be deemed an original.

38. Arbitration

Contractor and District agree that in the event of any dispute with regard to the provisions of this Contract, the services rendered or the amount of Contractor's compensation, the dispute may be submitted to arbitration upon the mutual Contract of the parties, under such procedures as the parties may agree upon, or, if the parties cannot agree, then under the Rules of the American Arbitration Association.

39. Expenses of Enforcement

Contractor and District agree that the prevailing party's reasonable costs, attorneys' fees (including the reasonable value of the services rendered by the District's legal Counsel Office) and expenses, including investigation fees and expert witness fees, shall be paid by the non-prevailing party in any dispute involving the terms and conditions of this Contract.

40. Authority to Execute

District acknowledges that the person executing this Contract has been duly authorized by the District to do so on behalf of District.

Contractor acknowledges that the person executing this Contract has been duly authorized by Contractor to do so on behalf of Contractor.

41. Notices

Any notices to Contractor may be delivered personally or by mail addressed to:

**Mycol, Inc. dba Quality Landscape Care
Attention: Michael Robinson
P.O Box 635
Ventura, CA 93002
T: (805) 658-1838
F: (805) 658-1848**

Any notices to District may be delivered personally or by mail addressed to:

**Pleasant Valley Recreation and Park District
Attention: Park Office, Matthew Parker
480 Skyway Drive
Camarillo, California 93010**

42. Amendment

District and Contractor agree that the terms and conditions of the Contract may be reviewed or modified at any time. Any modifications to this Contract, however, shall be effective only when agreed to in writing by both Park Services Manager or designee and Contractor.

43. Entire Contract

District and Contractor agree that this Contract and the accompanying attachments constitutes the entire Contract of the parties regarding the subject matter described herein and supersedes all prior communications, Contracts, and promises, either oral or written.

**Pleasant Valley Recreation and Park District
1605 E. Burnley St.
Camarillo, California 93010**

**Mycol, Inc. dba Quality Landscape Care
2719 Beene Road
Ventura, CA 93003**

Signed By: _____

**Mary Otten
General Manager**

Signed By: _____

**Michael Robinson
Owner/Operator**

LANDSCAPE MAINTENANCE SERVICES
EXHIBIT "A"

MAINTENANCE SPECIFICATIONS
FOR ALL DESIGNATED AREAS

GENERAL CONDITIONS

1. It is the intent of these specifications to present and maintain all areas as outlined in a clean, orderly and thrifty manner for public use. As described in this document, the term "Park Services Manager" shall mean the Park Services Manager or the Park Services Manager designated representative.

2. **OBLIGATIONS OF THE CONTRACTOR**

The Contractor, at their sole cost and expense, shall perform all labor and services and furnish all the materials, tools, equipment, supplies, transportation, utilities, as necessary for the performance of the scheduled work in accordance with these specifications. Unscheduled work, except for an emergency situation, shall be authorized by the Park Services Manager and shall be performed by the Contractor who then shall be compensated by the District on a time and material basis or by competitive bid. The time and material schedule submitted by the Contractor shall be a part of any agreement.

3. **WORKMANSHIP**

The Park Services Manager may exercise such control of the work as is required to safeguard the interests of the Pleasant Valley Recreation & Park District and private property.

4. **SAFETY**

The Contractor shall plan and conduct the work in a manner that will safeguard its employees and all persons from injury in accordance with CAL OSHA regulations and shall take precautions required by all other applicable governmental regulations and shall strictly comply with all safety laws and regulations applicable to its work.

5. **INTERFERENCE**

The Contractor shall conduct the work required in such a manner as to cause the least amount of interference to the public and the general operations of the

District.

6. WORK SCHEDULES

All work schedules of the Contractor shall conform to all applicable District procedures and practices and designed in a manner to provide the desired level of service. All work schedules shall be approved in advance by the Park Services Manager and may be modified at any time by him. No additional costs shall be incurred by the District for any work schedule modifications, which does not increase frequencies. The Contractor shall provide a monthly work schedule showing days of week when each site is to be serviced. A copy of the specifications and work schedules shall be made available to maintenance workers. A copy shall be kept on site or in the crew vehicle at all times. Contractor shall adjust work schedules to meet frequency specifications during periods of inclement weather and legal holidays. This schedule shall be approved by the Park Services Manager

7. LIABILITY FOR DAMAGES

The Contractor shall be fully responsible for any and all damage done to District property that results from the Contractor's operations. This shall include, but not be limited to, the repair, removal and replacement, at Contractor's expense, of shrubs, trees, vines, turf grass, groundcover or other landscape items that are lost or damaged due to negligence in pest and disease control practices; and/or due to improper watering, fertilizing, herbicide damage, or lack of proper maintenance and operations. This shall also include any damage done to buildings, fences and other improvements due to Contractor's negligence. The Park Services Manager shall determine negligence. The District shall be responsible for replacing any plant material that has died as a result of acts of vandalism or theft.

8. PROTECTION AND SECURITY OF WORK SITES

The Contractor shall be responsible for the protection and securing of certain work sites. This may include opening and closing of said sites. The Contractor shall obtain the necessary keys from the Park Services Manager for use in securing all gates and locks associated with said sites.

9. RESPONSE TO INQUIRIES, CALLS AND EMERGENCY SITUATIONS

The Contractor shall be required to respond immediately 24/7 (within 30 minutes) to any inquiries, telephone calls, and emergency situations emanating from District staff. The Contractor shall have the ability to be contacted by cellular telephone or paging service from Contractor's office whenever such situations occur.

Should the Contractor fail to respond to emergency situations within 30 minutes, the District will, at its sole discretion, correct or have corrected the emergency. Any costs incurred by the District will be subtracted from the Contractor's monthly compensation. Fallen tree limbs, broken glass or obstructions on pavement causing potential hazardous conditions, malfunctioning controllers, valves or otherwise unscheduled running of water are considered examples of emergency situations.

10. WORK DEFICIENCIES AND CORRECTIONS

A. All work deficiencies of Contractor shall be corrected within five (5) days of oral or written notification from the District. Should the scheduled work activity frequencies be less than five days, the schedule of work to be performed shall take precedence and the notice of non-conformance repair reduced accordingly. Written notification may be e-mailed, hand delivered or post mailed. As soon as the Contractor has corrected the listed deficiencies, the Contractor shall notify the Park Services Manager and request inspection of the corrective work. Deficiencies listed in the notice of deficiency shall not be considered as having been corrected until the Park Services Manager has inspected the site to verify that the listed deficiencies have been corrected and has approved the corrective work in writing.

- i. Failure to correct the deficiencies listed in the notice of deficiency within five (5) days may, in the District's sole discretion, result in action being taken by the District, including, but not limited to, (a) correcting the deficiency (using the District's own work force and/or by contracting out) and deducting any associated costs incurred thereby from the total monthly compensation due the Contractor; (b) deletion of site(s) from the Contract and reducing the corresponding compensation; (c) contracting with another Contractor to perform the maintenance and other services required of the Contractor for the remainder of the term of the Contract with respect to the site where the deficiencies exist and deducting from the Contractor's total compensation under the contract any costs that The District pays or becomes obligated to pay the new Contractor, including expenses The District incurs over and above the monthly rate bid by the Contractor for that site; (d) terminating the agreement; (e) deduct from total monthly compensation prorated daily payment for each day the work has not been completed after notification of work deficiency and/or (f) taking any other action and exercising any other legal remedy available to District under law. Exercise of any one remedy by the District does not preclude The District from exercising any

other remedies modified herein or by law.

- ii. Three (3) notices of work deficiencies by the contractor shall be **Grounds for Termination** of the contract or the removal of the site from the contract.

- B. In the event a notification for non-compliance has been issued, all payment for services shall be discontinued for the site on a pro-rated basis until the site is brought into compliance.

11. INCLEMENT WEATHER

During periods of inclement weather the contractor shall maintain his workforce on the job site. If contractor's crew cannot complete normal scheduled maintenance tasks, contractor shall deduct from the monthly billings all regularly scheduled maintenance tasks for all days that landscape maintenance services are not performed. Contractor shall not be compensated for inclement weather days not worked. Mowing schedules shall be adjusted to complete all mowing within the week scheduled.

SPECIFIC CONDITIONS

LITTER CONTROL

1. All areas, including drainage inlets, pipes and paved areas, shall be kept free of all leaf debris, trimmings, grass cuttings, and litter, including broken glass or other such debris. Debris shall not be blown into streets or onto adjoining properties. The District shall provide trash receptacles no larger than 55 gallon in size at various locations for the proper disposal of litter. The Contractor shall be responsible for emptying these containers on the day(s) scheduled for maintenance. All individual trash receptacles shall be maintained in a clean, safe and sanitary condition at all times.

2. **MATERIALS TO BE PROVIDED BY THE CONTRACTOR**

The Contractor, at their its own cost and expense, shall furnish all necessary equipment, supplies, and materials of good quality and in the amounts necessary to fulfill these specifications and to accomplish an acceptable and professional level of maintenance. These supplies and materials shall include, but not be limited to:

- a. All necessary gas, oil and parts for all equipment.
- b. All necessary pesticides including: fertilizers, herbicides, insecticides, fungicides and rodenticides.
- c. All necessary horticultural supplies.
- d. Trashcan liners.

3. IRRIGATION

The Contractor shall be responsible for notifying the Park Services Manager whenever damage or failure occurs to any part of the irrigation system, controllers, backflow devices, remote control valves, or other irrigation delivery components located on the premises of the various work sites. The District shall have the responsibility to repair damages to the irrigation system not caused by the Contractor. The District may request repair of irrigation systems and their parts on a time, equipment and material basis.

All replacement parts shall be with same model/type. Substitutes must have prior approval from the Park Services Manager.

4. PEST MANAGEMENT

A. Upon the District's request, the Contractor shall be responsible for the control and elimination of weeds, insects, rodents, pests and diseases negatively affecting plant material or causing an unsafe physical environment on a time, equipment and material basis unless identified otherwise with in EXHIBIT "A" Specific Conditions.

B. Integrated Pest Management (IPM)

It is the intent of the District to minimize the use of chemical pest control. To meet this intent, the Contractor shall develop an Integrated Pest Management Plan (IPM). This plan shall be submitted within ninety (90) days of the start of maintenance. The IPM plan shall contain the following components:

- Identify and implement cultural practices that will assist in controlling pest problems, i.e. aerification, thatching, pruning, fertilization, and irrigation schedules that do not enhance conditions conducive to pest growth.
- The evaluation of the common pest problems and a sustainable long-term management plan to eliminate, or manage them at an acceptable level.
- Damage thresholds that will be used to determine pest control methods and establish when pesticide use will be acceptable.
- Identify a monitoring program that will provide information related to pest populations to more effectively monitor, identify, and establish control methods.

C. Chemical Pesticide Application

The Contractor shall possess all permits and licenses required by the State of California, Department of Pesticide Regulation, prior to the application of any pesticide. Copies of all state licenses and permits to apply pesticides shall be provided to the District prior to beginning any pest control operations. These shall include, but not be limited to, state licensed certified applicator, licensed state Agricultural Pest Control Advisor written recommendation(s), county monthly use reports, and state Agricultural Pest Control Business License/maintenance gardener. Any pesticide used shall be listed on the State of California, Department of Pesticide Regulation approved list and submit all pesticide use reports to the Ventura County Agricultural Commissioner. Restricted materials, if used, shall be used and possessed only in accordance with a permit issued by the Ventura County Agricultural Commissioner. The Contractor shall notify the Park Services Manager three days prior to application of pesticides. All applications of pesticides shall be made under the direct control of a licensed pesticide operator/applicator. Upon completion of the application, the Contractor shall submit to the Park Services Manager a copy of all monthly pesticide use reports. An indication dye shall be used when applying any pesticide.

5. WEED CONTROL

All fence lines, light standard bases, tree wells, buildings and structures shall be free of all weeds at all times. The contractor shall submit a schedule with a methods and/or products as recommended by a State of California Department of Pesticide Regulation and Agricultural Pest Control Advisor to ensure maximum control. All planter bed and hardscape areas shall be kept in a friable condition and free of weeds at all times. Weeds shall be treated or removed within two days of emergence. Weed control shall be based on the approved IPM program submitted to the District. Hand weeding by mechanical means shall be the preferred method for weed control.

6. PRUNING AND EDGING

The Contractor shall be responsible for the pruning of all shrubs and groundcover. Shrubs shall be pruned at least once a monthly. Pruning shall be

done according to the natural growth of each individual plant to maintain proper plant health by cutting out dead, diseased or injured wood; to control growth when an unshapely shrub might result. Pruning of certain shrubs in areas that restrict visibility of motorists shall be pruned by a method and on an as needed basis as determined by the Park Services Manager. All groundcover shall be edged as needed to prevent overgrowth on curb or sidewalk line. All plant growth shall be prevented from entering onto walkways, roadways, hard surface areas, and along fences and walls. Edging shall not be done by chemical methods. Every two years, mow ivy, hypericum or lantana type ground covers to four-inches above ground in order to renew growth, reduce woody appearance and provide density and attractiveness. Shrubs shall not be pruned or lifted at bases for the purpose of servicing planter areas. Shrubs which are improperly pruned shall be replaced by the contractor at their sole expense.

7. MOWING AND EDGING

The Contractor shall be responsible for mowing and edging *all turf grass area*. *Turf* grass shall be maintained and mowed at a height determined by specie as listed below:

Kikuyu grass	-3/4 - 1"
Bluegrass	- 1- 2"
Rye grass	- 1 -2"
Bermuda	-1/2-1"
Tall Fescue	- 2 - 3"

Mowing shall normally occur once a week during the growing season to maintain the proper height. No more than one-third (1/3) the leaf blade shall be cut at one time to maintain proper turf height(s). All turf grass shall be edged along sidewalks, paved and hard surface areas as necessary to prevent an overgrowth. Edging shall not be done by chemical methods. Weed whipping shall only be used around the base of trees in turf areas when tree guards are present and removal of soil does not occur around the base of the tree. All turf areas shall be cleaned of all debris prior to mowing operations.

8. TREE MAINTENANCE

Pruning and trimming of trees shall be limited to removal and disposal of any dead and/or broken branches and sucker growth located in or on the tree, and any branches hanging 10 feet or lower over sidewalks, pedestrian access areas or roadways within the parks.

9. ELECTRICAL SYSTEM LIGHTING

The Contractor shall be responsible for notifying the Park Services Manager whenever damage or failure occurs to any lighting fixture, luminaries, ballast, or bulb located on the premises of the various work sites. The District shall have the responsibility to repair damages to the lighting system not caused by the Contractor. The District may request repair of lighted park fixtures on a time, equipment and material basis.

10. VANDALISM AND THEFT

The District shall be responsible for costs arising from acts of vandalism and/or theft to District property, which has not been caused, by Contractor operations, Contractor, or their subcontractors employees. The Park Services Manager shall be notified immediately by the Contractor in regards to any committed acts of vandalism and theft. The Park Services Manager prior to repairs by the Contractor must verify vandalism. The District may request fence repair on a time and material basis.

11. MAINTENANCE INSPECTIONS

The Contractor shall meet on the site with the Park Services Manager or designee for periodic walkthrough inspections. Inspections shall be both visual and operational. The Park Services Manager or designee will schedule such meetings at the discretion of, and, in addition to the required inspections attended by the Contractor, a District representative will make regular routine inspections of sites. These site inspections may or may not be announced. Contractor attendance is not required at these inspections.

Any work deficiency corrections required as a result of either type of inspection shall be corrected under the terms of This Exhibit "A," General Conditions, Item 10, "Work Deficiencies and Corrections."

12. PET WASTE DISPOSAL DISPENSERS

The Contractor shall be responsible for notifying the Park Services Manager whenever damage or failure occurs to any pet waste dispensers.

13. GREEN WASTE

Green waste materials shall be diverted to a green waste recycling facility. Quarterly reports containing the amount in weight disposed shall be submitted to the Park Services Manager or designee.

14. SUPERVISOR

All on site supervisory personnel engaged in directing the work to be accomplished under this contract shall possess at least two (2) years recent satisfactory experience (within the past five (5) years) in landscape maintenance in a supervisory capacity for jobs similar in size to this contract. A supervisor, foreperson, lead, or lead worker must be on the jobsite each time work is performed under this contract. In addition, supervisors must speak, read, and write English, apply written rules and follow written instructions.

A detailed resume containing the information specified below must be submitted for approval prior to the assignment of any supervisors for this contract. Both new and replacement supervisors must meet these qualification standards.

- A. The full name of supervisor.
- B. The full name of the on-site foreperson, lead, lead worker or supervisor who speaks and understands English.
- C. A detailed description of the previous five (5) years employment history of the proposed supervisor.
- D. The name(s) and address (es) of the companies for whom the proposed supervisor worked for along with the name(s) and telephone number(s) of his/her immediate supervisor.
- E. Contractor will stipulate the Supervisor shall be vested with the authority to speak for the Contractor, and all notices, directions, and instructions given to the Supervisor shall be binding as if given to the Contractor.

15. IRRIGATION TECH

Irrigation techs who work on the Pleasant Valley Recreation and Park District's irrigation systems must be deemed competent by the Park Services Manager.

16. CERTIFIED PAYROLL RECORDS

Upon request in writing by the Pleasant Valley Recreation and Park District, the contractor shall, within five (5) working days, furnish a certified copy of the latest payroll period prior to the date of said request. This record shall reflect payments for all of the Contractor's employees working under this contract during the payroll period. The District may request copies of any or all such payrolls during the life of this contract.

17. BILLINGS

- A. All extra bills must be pre-approved in advanced on the District's work order form. Forms must be filled out, fully signed and attached to the invoices prior to payment.
- B. Monthly billing shall be submitted in triplicate.

EXHIBIT "B"

SITE LOCATIONS

The following list of areas represents the site locations:

- | | |
|---------------------------------|-------------------------------|
| 1. <u>Adolfo Park</u> | N. Adolfo/Alemendro |
| 2. <u>Arneill Ranch</u> | 1301 Sweetwater Avenue |
| 3. <u>Birchview</u> | 5564 Laurel Ridge Lane |
| 4. <u>Bob Kildee Park</u> | 1030 Temple Avenue |
| 5. <u>Calleguas Creek Park</u> | Avenida Valencia/Via Jacara |
| 6. <u>Camarillo Grove Park</u> | 6968 E. Camarillo Springs Rd. |
| 7. <u>Carmenita Park</u> | Carmen/Sevilla |
| 8. <u>Charter Oak Park</u> | 325 Charter Oak Drive |
| 9. <u>Community Center Park</u> | 1605 E. Burnley Street |
| 10. <u>Dos Caminos Park</u> | 2198 N. Ponderosa Road |
| 11. <u>Encanto Park</u> | Blanco/Encanto |
| 12. <u>Eldred Lokker Park</u> | 848 Vista Coto Verde |
| 13. <u>Foothill Park</u> | 1501 Cranbrook St |
| 14. <u>Heritage Park</u> | 1630 Heritage Trail |
| 15. <u>Laurelwood Park</u> | 2127 Dexter St. |
| 16. <u>Mission Oaks Park</u> | 5501 Mission Oaks Blvd. |
| 17. <u>Nancy Bush Park</u> | 1150 Bradford Avenue |
| 18. <u>Springville Park</u> | Tierra Santa/Via Zamora |

19. Pitts Ranch Park

1400 Flynn Road

20. Trailside Park

5462 Cherry Ridge Drive

21. Valle Lindo Park

889 Aileen Street

22. Woodcreek Park

1200 Woodcreek Road

23. Woodside Park

247 Japonica Avenue

24. Quito Park

7073 Quito Court

EXHIBIT "C"

SECTION 03 ALTERNATE BID PROCEDURES

A. ALTERNATE BID PROCEDURES

1. List price for each alternate in the bid schedule of work and prices.
2. The District shall determine which alternates are selected for inclusion in the Contract. The District reserves the right to select any, all, or none of the alternates. The selection of alternates shall not affect the selection of the lowest responsible bidder.
3. Alternates are described briefly in this section.
4. Coordinate alternates with related work to ensure that the work affected by each selected alternate is properly accomplished.
Award of the CONTRACT will be made based on funding identified in the budget process.

B. ALTERNATE BID ITEMS

1. Alternate No. 1 -
 - a. Alternate bid condition: Reduce service levels to a bi-weekly mowing, weed whipping, edging and hardscape blowing for sites identified in Exhibit "B".
2. Alternate No. 2 Alternate bid condition: Alternate No. 2 includes all items identified in the Specific Conditions of Section 2 Landscape Maintenance Service, Exhibit "A" Maintenance Specifications for All Designated Areas, for the sites identified in Exhibit "B".

CONTRACT AGREEMENT

SUBMITTAL FORM "A"

TO THE PLEASANT VALLEY RECREATION AND PARK DISTRICT:

I have personally visited the site as described in the attached EXHIBITS, and have review the contract shall maintenance criteria, as outlined in "MAINTENANCE SPECIFICATIONS FOR ALL DESIGNATED AREAS," Exhibit "A", and Exhibits "B", and Bid Alternate #2 Exhibit, "C", "E", Submittal Forms "B", and "D". I am acquainted with the premises and maintenance requirements to be contracted. I have read that request for proposal for Landscape Maintenance. I propose to perform maintenance services for the Pleasant Valley Recreation and Park District, California, as set forth in the attached EXHIBITS, to be paid in equal monthly payments. The term of this contract shall be for two (2) years, beginning February 8, 2016 and ending February 2, 2018. The starting date of February 8, 2016 is pending final acceptance by the District.

As evidence of my qualifications to merit the granting of a contract for said maintenance operations, I have completed and attached the Proposal Forms and the required Proposer's Data Information.

I agree to personally intervene to further establish my qualifications, if such an interview is deemed necessary.

In the event my proposal is accepted, I understand and agree:

1. That I will enter into an Agreement in the form on file in the District's Administrative Office.
2. That clerical, mathematical or other errors made in the postal will not act to void any agreement or relieve me from my obligations to in turn into it.
3. That I will provide the District with all necessary insurance coverage as stipulated. Said policy shall name the District as additional insured and shall meet all of the requirements set forth in the District's standard insurance certificate form.
4. That I will adhere to all requirements for licenses, permits, workers compensation insurance, and all other requirements of an employer and business in the Pleasant Valley Recreation Park District.

Mycol, Inc. dba Quality Landscape Care

Company Name

Signature

Date

Submittal Form "B"

(As outlined under Item #15 Compensation)

I propose to perform maintenance services for the Pleasant Valley Recreation and Park District, California, as set forth in the attached EXHIBITS, to be paid in equal monthly payments. Park sites identified within Exhibit, "B".

\$ 12,330.00

The undersigned hereby respectfully submits this proposal, including all required attachments.

Please Check One:

- Individual
- Partnership
- Joint Venture for Purposes of this Proposal
- Corporation

Signature Date

Signature Date

Title

Title

SUBMITTAL FORM "C"

Unscheduled Work Form

Irrigation Maintenance	Hourly Rate	\$ <u>39.50</u>
Landscape Maintenance	Hourly Rate	\$ <u>25.10</u>

Landscape Construction (remedial)

Unit Rate

1" Rain Bird GB series or like Brass Valve Installed w/box & lid	\$ <u>186.00</u>
1 1/2" Rain Bird GB series or like Brass Valve Installed w/box & lid	\$ <u>226.00</u>
2" Rain Bird GB series or like Brass Valve Installed w/box & lid	\$ <u>343.00</u>
One (1) gallon Shrub installed	\$ <u>10.75</u>
Five (5) Gallon Shrub installed	\$ <u>24.75</u>
Flat groundcover installed	\$ <u>20.00</u>
15 Gallon Tree installed	\$ <u>123.00</u>
24" Box Tree installed	\$ <u>250.00</u>
100' Trench 18" deep maximum pipe to 1" diameter	\$ <u>335.00</u>

All installed irrigation and plant material shall have a one (1) year guarantee for replacement.

Additional Services

Unit Rate

Fertilizer

Application of granular fertilizer for turf per acre	\$ <u>180.00</u>
Application of granular fertilizer for planter beds per 1,000 sf.	\$ <u>16.50</u>

Turf Aerification

Core aerification / per acre	\$ <u>550.00</u>
Solid tine / per acre	\$ <u>390.00</u>

Aerification shall be done with a power-driven or tractor-pulled aerifier using a 1/2" tine. All surface material shall be removed the same day as aerification.

Thatch Removal

Cost per acre. \$ 530.00

All grass clippings associated with this process shall be removed from the site and disposed of at the Contractor's expense.

Overseeding

Cost per acre. \$ 3900.00

Over-seeding with Stover's "sports elite" seed mixture and topdress with a seed topping material consisting of a 50% organic material and 50% screened topsoil shall be required at the contractor's expense. *NOTE: ALL MATERIALS SHALL BE APPROVED BY THE PARK SERVICES MANAGER PRIOR TO APPLICATION.

Topdressing

Cost per acre. \$ 1520.00

For bidding purposes topdressing shall consist of a "Divot Mix" from Peach Hill Soils or like material and shall be required at the contractor's expense. *NOTE: ALL MATERIALS SHALL BE APPROVED BY THE PARK SERVICES MANAGER PRIOR TO APPLICATION.

Additional Services

Unit Rate

Weed Control

Cost per 1,000 sf. \$ 28.00

Cost per acre \$ 480.00

Broadcast application of a selective herbicide for undesirable broadleaf and grassy weeds in turf grass.

Burrowing Rodent Control

• **Pocket Gophers**

Cost per acre \$ 300.00

• **Ground Squirrels**

Cost per acre \$ 300.00

Tennis Court Cleaning

Cost per tennis court \$ 75.00

Tennis Court cleaning shall include litter and debris removal followed by washing of the entire court surfacing with an approved water-broom, controlled nozzle court washing equipment.

SECTION 03

Alternate No. 02 Submittal Form D

I propose to perform maintenance services for the following areas as described in the "Alternate Bid Procedures," Exhibit "C," Alternate No.2. The following are monthly amounts and are to be paid to the proposer in equal monthly payments.

1. Adolfo Park		\$ 154.00
2. Arneill Ranch Park		\$ 178.00
3. Birchview Park		\$ 190.00
4. Bob Kildee Park		\$ 1039.00
5. Calleguas Creek Park		\$ 342.00
6. Camarillo Grove Park		\$ 117.00
7. Carmenita Park		\$ 74.00
8. Charter Oak Park		\$ 458.00
9. Community Center Park		\$ 323.00
10. Dos Caminos Park		\$ 179.00
11. Encanto Park		\$ 323.00
12. Foothill Park		\$ 147.00
13. Heritage Park		\$ 273.00
14. Laurelwood Park		\$ 210.00
15. Lokker Park		\$ 819.00
16. Mission Oaks Park		\$ 1296.00
17. Nancy Bush Park		\$ 227.00
18. Pitts Ranch Park		\$ 1071.00
19. Quito Park		\$ 425.00
20. Springville Park		\$ 384.00
21. Trailside Park		\$ 77.00
22. Valley Lindo Park		\$ 210.00
23. Woodcreek Park		\$ 218.00
24. Woodside Park		\$ 366.00

The undersigned hereby respectfully submits this proposal, including all required attachments.

Please Check One:

- Individual
- Partnership
- Joint Venture for Purposes of this Proposal
- Corporation

Signature

Signature

Date

Date

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

TO: BOARD OF DIRECTORS

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

DATE: February 3, 2016

**SUBJECT: CONSIDERATION AND APPROVAL OF DEPOSITING
DISTRICT FUNDS INTO MULTI-BANK SECURITIES
(MBS)**

RECOMMENDATION

It is recommended the Board approve depositing 30% of the Quimby Funds into a brokerage account with Multi-Bank Securities (MBS) for investment purposes.

BACKGROUND

During the January 2015 Finance Committee meeting staff was asked to contact and review Cal Trust's investment options. A representative from Cal Trust, Lyle Defenbaugh made a presentation to Mary Otten and Leonore Young. At the February 2015 Finance Committee meeting the Committee directed staff to look at other investment options. Staff met with Steve Hintz, County of Ventura Treasurer-Tax Collector and his staff and reviewed the Ventura County Pool Investment Plan. Staff also met with David Maccagnone and Peter Yanez of Multi-Bank Securities, Inc. and discussed their investment options for the District. The District currently invests 100% of its excess funds into Local Agency Investment Fund (LAIF).

At the April 1, 2015 Board Meeting the Investment Policy along with the investment options were presented to the Board. The Board adopted the Investment Policy and decided to review the short and long term investment options. During the August 2015 Finance Committee meeting, staff was asked to re-visit the three different investing companies and to prepare a comparison to be presented at the September 2015 Finance Committee meeting. At the September 2015 Finance Committee meeting, staff presented the three options to the Committee. The Committee reviewed all three options and decided the best options for the District at this time would be the Ventura County Pool and Multi-Bank Securities (MBS) due to a higher yield on investment. The Committee also asked staff to present the two choices at the November 5, 2015 Board Meeting. At the November 2015 Board Meeting the Honorable Steven Hintz, County of Ventura Tax Collector gave a presentation on the benefits of the Ventura County Pool. Peter Yanez with MBS was unable to attend due to another commitment. Resolutions #550 and #551 were also approved to allow staff to deposit funds into both the Ventura County Pool and MBS.

During the December 2015 Board Meeting the Board approved the District to invest the tax apportionment into the Ventura County Pool, however, wanted clarification as to if there were penalties if the District sold CD's prior to their maturity date. Staff contacted Mr. Peter Yanez from MBS. In the event that a buyer is available at a time the District attempted to sell the CD and it was prior to its maturity, the price at which the CD is sold may result in a return to the District that may differ from the yield that the CD would have earned had it been held to maturity. Since, the selling price for a CD in such circumstances would likely be based on a number of factors such as; interest rate movements, time remaining until maturity, and other market conditions and selling the CD in the secondary market, the District has the potential to receive less in sale proceeds than the original principal (par) amount of the CD or the estimated price on the account statement.

ANALYSIS

The District has been reviewing their investment options, looking at daily, short, medium and long term commitments. The length of time for the investment of the excess funds affects the rate of return. The District currently invests 100% of its excess funds into LAIF, earning an average of 0.22%. Currently, the District uses Pacific Western Bank for all of its funds for District operations and uses LAIF for the excess funds. The following is a list of accounts held at Pacific Western Bank: General Fund Checking, Contingency Funds, Capital Improvement Funds, Assessment District Funds, Debt Service Funds, 457 Pension Funds and Quimby Funds. The General Fund is a non-interest earning account which is used for paying District bills and for payroll. The remaining accounts are kept in separate accounts in order to keep the interest earnings (0.25%) separated and for tracking purposes.

The following accounts: Assessment, Debt Services and the 457 Funds are not considered excess funds as there is monthly activity in the account or a minimum amount kept in the accounts. For example the Debt Service Account is a place holder for the funds that come in with the tax apportionment that are designated to be set aside to make the debt service payments twice a year.

Multi-Bank Securities, Inc. (MBS) offers a different approach to investing than LAIF, Cal Trust or Ventura County Investment Pool or Pacific Western Bank. They use the "ladder method". The District could invest their funds with MBS and MBS would ladder the funds. For example if the District were to invest \$1,000,000, MBS then would purchase bonds in \$200,000 increments and the bonds would be for 0-60 months in 12 month increments, yet each bond would be at a different interest rate depending on the length of the bond. Each year when a bond became due, the District would have the option to either take the funds or roll the funds into another bond. By having five bonds going out 0-60 months, a laddered maturity strategy would look like the following: 1-Year at 0.65%, 2-Year at 1.25%, 3-Year at 1.60%, 4-Year at 2.00% and 5-Year at 2.30%. MBS can liquidate the bonds if the District needed the funds in an emergency. The funds would be available three business days after the sale of the CDs.

Staff is recommending that the MBS be viewed as the medium to long term investment options. In reviewing the funds, staff would like to invest no more than 30% of Quimby Fee Funds and a portion of the Capital Improvement Funds into MBS. The remaining funds would remain with

Pacific Western Bank. Attached is an investment matrix giving examples of what the District's investments would resemble.

Multi-Bank Securities (MBS)				
Medium and Long Term				
1 Year	\$245,000	0.65%	\$1,592.50	\$246,592.50
2 Years	\$245,000	1.25%	\$3,062.50	\$248,062.50
3 Years	\$245,000	1.60%	\$3,920.00	\$248,920.00
4 Years	\$245,000	2.00%	\$4,900.00	\$249,900.00
5 Years	\$200,000	2.30%	\$4,600.00	\$204,600.00
FDIC Insured up to \$250,000				

FINANCE COMMITTEE REVIEW

The Finance Committee met on September 30, 2015, reviewed and discussed the three investment options and chose the Ventura County Pool and Multi-Bank Securities (MBS) for the District to invest. The Finance Committee then asked staff to present the investment options at the November 5 Board Meeting. The Finance Committee met again on November 23, 2015 and directed staff to present the investment options at the December 3, 2015 Board Meeting so the District investments can take place with MBS.

FISCAL IMPACT

The fiscal impact would be earning a higher interest rate on the investment the District currently has, therefore increasing the cash in the excess funds.

RECOMMENDATION

It is recommended the Board approve investing 30% of the Quimby Funds into Multi-Bank Securities (MBS).

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

TO: BOARD OF DIRECTORS

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

DATE: February 3, 2016

**SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION
NO. 553 REQUESTING THE BOARD APPROVE THE
CREATION OF FUND 20 FOR THE ASSESSMENT
DISTRICT**

RECOMMENDATION

It is recommended that the Board approve Resolution No.553 directing staff to set up Fund 20 for the Assessment District in order to keep the Assessment Fund Balance separate from the General Fund Balance.

BACKGROUND

During the financial audit in October 2014 the auditing firm of Moss, Levy and Hartzheim requested a separate fund be set up for the Assessment District. During the discussion with the auditors it was explained the current financial software would be unable to handle the setup of a new fund. Again, during the October 2015 audit, staff was asked about securing the Assessment District its own fund. Staff was able to communicate to the auditing firm that the District purchased new financial software and a separate fund would be set up for the Assessment District.

In governmental accounting the resources of the government are accounted for in "funds". Funds are defined as an independent accounting entity with a self-balancing set of accounts. Funds are categorized into fund types each of which is associated with major services provided.

The District's primary fund is the General Fund. It provides the resources necessary to sustain the day-to-day activities to pay for administrative and operating expenses. The General Fund currently includes the Assessment District which is a Special Revenue Fund. The Special Revenue Fund is used to account for the proceeds of specific revenue sources such as the tax collected through the Assessment District.

Currently the District separates the Assessment Funds from the General Fund by keeping the Assessment Funds in a separate department and separate bank account. By keeping the Assessment Funds within the General Fund it is difficult for the audit as the Assessment Funds revenue and expenditures must be "pulled out" and figured separately from the General Fund. When you look at the audit this fiscal year as in years past you will see two columns, one is General Fund and the other is Special Revenue. Having the two funds will make the audit run

more smoothly and efficiently and the new accounting software will allow this transaction with ease.

ANALYSIS

By having the two funds the record keeping will be much easier for staff and the auditors and the District will be in practice with Generally Accepted Accounting Principles (GAAP) which are the uniform minimum standards to financial accounting and reporting.

FISCAL IMPACT

The fiscal impact to the General Fund will be a decrease in revenue and expense as the revenue and expenses are transferred to the Assessment Fund. Keep in mind the revenue and expenditures already “sit in” Department 470 which is the Assessment District, but Department 470 is in the General Fund. With the approval of Resolution 553, Department 470 will be moved to Fund 20.

RECOMMENDATION

It is recommended that the Board approve Resolution No. 553 directing staff to create Fund 20 for the Assessment District.

ATTACHMENT

- 1) Resolution No. 549 (1 page)

RESOLUTION NO. 553

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT
REQUESTING THE CREATION OF A SEPARATE FUND FOR THE ASSESSMENT
DISTRICT**

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 separate the Assessment District Funds from the General Fund by creating a separate fund: and

WHEREAS, the Assessment District Fund will be known as Fund 20.

PASSED AND ADOPTED by the Board of Directors of Pleasant Valley Recreation and Park District this 3rd day of February 2016, by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

Mike Mishler, Chairman, Board of Directors
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

Attested:

Mark Malloy, Secretary
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

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

TO: BOARD OF DIRECTORS

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

DATE: February 3, 2016

**SUBJECT: CONSIDERATION AND APPROVAL OF MID-YEAR
BUDGET REVISIONS**

RECOMMENDATION

It is recommended that the Board review and approve the mid-year budget revisions to the FY 2015–2016 Budget.

BACKGROUND

The Fiscal Year 2015-2016 Budget was approved July 1, 2015. The budget was developed by staff and reviewed and approved by the Board of Directors. The budget at mid-year is reviewed and analyzed by staff and the General Manager before going to the Board for any budget adjustment approvals. Budget revisions during the fiscal year are consistent with accounting practices and recommended by the District's auditors.

ANALYSIS

District Wide, the revenue is at 57.22%, up 7.22% from the budgeted 50% for mid-year. This is mainly due to receiving 7.35% more than budgeted at mid-year in Tax Apportionment. In comparison to the same time period as fiscal year 2014-2015, Tax Apportionment increased by \$174K and if this trend continues the District will exceed budgeted revenue.

Overall the District's expenses are running at 43.12% below the budgeted amount of 50% for mid-year. The General Fund Service & Supply expenditures are at 43.57% (a decrease of 6.43%) for the period ending December 31, 2015. Even though the District is doing well managing the expenses, there are a few line items that will need budget adjustments in both revenue and expenses. One of the budget adjustments is a decrease of \$76,860 in revenue. There are two main reasons for the decrease: 1) Grant funds show a decrease due to the timing of the grant reimbursement as the funds came in July 2015, however, per auditor mandate the funds were required to be booked back to fiscal year 2014-2015 and not 2015-2016 as originally budgeted and 2) Cancellation of the Farmers Market due to the drought conditions the State has been experiencing.

Overall expenses will be showing an increase of \$43,539. The reasons for the increase are: 1) Increase in Workers' Compensation, 2) Vandalism which a new budget line item was added due to the vandalism at District parks during this past summer, and 3) An increase in Employees' Medical Insurance. The District was still in negotiations when the budget was adopted. The budget was adopted with the assumption the employees would be contributing 50% toward their medical insurance. Once the Union contract was ratified the Union employees were responsible for 45% of the medical premium. The Board also allowed the medical contribution to go to 45% for all non-represented employees.

On the budget spreadsheet you will see a decrease in Computer Hardware/Software of \$10,000 and an increase of \$10,000 in Part Time Wages. This is a budget transfer only. When the budget was adopted in July 2015 there was a \$10,000 line item in Computer Hardware/Software for Springbrook implementation. The initial set up with Springbrook went very well however; the extraction of the data was very time consuming due to the age of the old software and complications which meant an increase in part time staffing hours.

As mentioned above the overall expenses at mid-year are below budget by 6.43% this is primarily due to the effort made by the Parks Department in monitoring utilities closely. Staff recommends not adjusting the utilities at this time as utilities tend to run higher during the spring and summer months.

Along with the mid-year budget adjustments previously mentioned there were a few others that had either no impact on the budget or a very small effect on the budget. These mid-year budget adjustments have been reviewed with the General Manager for approval.

Capital Outlay will have an increase of \$30,000 for the Greenfield Outdoor Fitness Equipment.

FISCAL IMPACT

Keeping in mind the changes that are mentioned above, the impact on the budget in fiscal year 2015-2016 is a decrease of \$119,559 in budget savings. The new total for mid-year went from \$9,545 in revenue over expenses to \$110,014 in expenses over revenue.

STAFF RECOMMENDATION

It is recommended that the Board review and approve the mid-year budget revisions to the FY 2015–2016 Budget.

ATTACHMENTS

- 1) District Wide Mid-Year Budget Summary Pages (3 pages)

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
2015-2016 ANNUAL BUDGET
DISTRICT WIDE SUMMARY**

Account Description	Actual REV/EXP 2013-2014	Final Budget 2014-2015	Actual REV/EXP 2014-2015	Original Budget 2015-2016	Budget/Transfer Adjustment Amount	Mid-Year Budget 2015-2016	Actual Through 12/31/15 2015-2016
5110-5230 Tax Apportionment	5,392,669.82	5,375,300.00	5,624,820.48	5,625,055.41	-	5,625,055.41	3,226,238.84
5240 Supplemental Assessment Roll	163.84	200.00	340.29	168.00	-	168.00	57.75
5500 Assessment Income	994,216.94	1,008,650.00	1,007,553.36	1,017,150.23	-	1,017,150.23	574,451.89
5400 Park Dedication Fees	-	-	-	-	-	-	-
5501 Land/Park Sale	-	-	2,866,198.70	-	-	-	-
DISTRICT WIDE REVENUE	6,387,050.60	6,384,150.00	9,498,912.83	6,642,373.64	-	6,642,373.63	3,800,748.28
5501 Prop 12 Fund-Income	-	-	-	-	-	-	-
5510 Public Fees	672,920.27	703,625.00	653,451.19	610,177.60	(5,560.50)	604,617.10	259,598.87
5512 CPR/FA Certification Income	-	-	-	-	-	-	-
5520 Public Passes	88,478.61	76,015.00	87,669.06	71,216.50	-	71,216.50	37,564.38
5530 Facility Rentals	288,543.71	290,015.00	297,035.73	269,768.74	(2,400.00)	267,368.74	165,223.33
5505 Facility Cleaning Fee	-	550.00	-	-	-	-	-
5506 Park Patrol Citations	3,599.27	900.00	4,842.30	900.00	-	900.00	2,293.98
5507 Plan Check Fee	-	100.00	-	100.00	-	100.00	-
5460 Prior Year Dividends from Pardec	34,210.00	17,100.00	37,511.00	14,200.00	-	14,200.00	11,477.00
5535 Cell Tower Income	101,636.46	93,370.00	100,211.83	93,380.88	-	93,380.88	47,295.04
5545 Insurance Indemnity Income	22,662.25	5,000.00	-	5,000.00	-	5,000.00	-
5550 Senior Dues	1,608.90	1,500.00	1,359.00	1,800.00	-	1,800.00	1,029.00
5515 Senior Services Income	1,256.31	2,200.00	1,630.00	2,200.00	-	2,200.00	1,770.00
5555 Activity Guide Income	6,365.00	6,000.00	5,700.00	6,000.00	-	6,000.00	2,000.00
5525 Vending Commissions	500.39	820.00	500.15	940.00	-	940.00	569.24
5502 Banner Income	-	-	-	900.00	-	900.00	-
5570 Donations	96,433.55	97,400.00	91,803.47	92,350.00	-	92,350.00	98,948.49
5571 Donations for CIP Projects	13,118.36	-	75,000.00	-	-	-	-
5575/5540 Other Misc Income	52,560.07	79,565.00	53,103.10	34,335.00	-	34,335.00	25,760.19
5580 Over/Under	(332.71)	-	6.47	(96.00)	-	(96.00)	-
5585 Incentive Income	18,438.35	18,250.00	18,859.13	17,075.00	-	17,075.00	18,999.53
5600 Reimbursement ROPS&Grant	123,745.34	75,000.00	222,418.81	136,000.00	(68,900.00)	67,100.00	425.00
5310-5320 Interest Income	5,889.62	6,300.00	6,867.81	5,573.00	-	5,573.00	2,794.47
RECREATION AND PARK FEES	1,531,633.75	1,473,710.00	1,657,989.05	1,361,820.72	(76,860.50)	1,284,960.22	675,748.52
TOTAL GEN FUND REVENUES	7,918,684.35	7,857,860.00	11,156,901.88	8,004,194.36	(76,860.50)	7,927,333.85	4,476,496.80
6100 Full-Time Wages	2,321,517.97	2,026,242.00	2,128,535.53	2,173,806.00	-	2,173,806.67	1,005,847.06
6101 Overtime Wages	20,139.49	16,950.00	10,546.29	17,162.00	-	17,162.00	4,461.53
6110 Part-Time Wages	633,404.87	686,999.00	615,034.69	689,336.00	8,357.00	697,693.16	312,736.90
6120 Retirement (Pers/SS/Medicare)	425,905.23	437,840.00	432,675.02	373,844.00	(24.00)	373,820.00	188,635.15
6121 457 Part-Time Pension	7,447.41	4,100.00	8,648.68	4,100.00	-	4,100.00	811.32
6130 Employee Health Insurance	358,850.59	299,800.00	268,794.73	283,043.00	14,000.00	297,043.00	173,340.59
6140 Workers Compensation	95,203.03	93,735.00	115,212.99	98,228.00	27,221.00	125,448.00	62,738.04
6150 Unemployment Insurance	8,025.00	7,500.00	5,329.00	7,500.00	-	7,500.00	-
6160 Loan Payment-Pension Obligation	132,883.01	219,600.00	120,136.24	399,045.00	-	399,044.50	112,486.50
6170 PERS Unfunded Liability	-	-	-	-	-	-	87,036.00
TOTAL PERSONNEL	4,003,376.60	3,792,566.00	3,704,913.17	4,046,064.00	49,554.00	4,095,617.33	1,948,093.09

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
2015-2016 ANNUAL BUDGET
DISTRICT WIDE SUMMARY**

Account Description	Actual REV/EXP 2013-2014	Final Budget 2014-2015	Actual REV/EXP 2014-2015	Original Budget 2015-2016	Budget/Transfer Adjustment Amount	Mid-Year Budget 2015-2016	Actual Through 12/31/15 2015-2016
6210 Telephone	15,488.18	18,800.00	18,607.27	18,792.00	-	18,792.00	8,904.21
6220 Internet Services	8,418.88	7,250.00	7,020.22	10,488.00	-	10,488.00	2,937.00
6310 Pool Supplies	12,729.39	15,000.00	7,845.53	15,000.00	-	15,000.00	8,893.60
6320 Janitorial Supplies	45,995.89	46,050.00	44,711.99	46,100.00	-	46,100.00	27,383.46
6330 Kitchen Supplies	1,338.63	2,050.00	1,421.09	1,395.00	-	1,395.00	211.53
6340 Food Supplies	5,394.51	8,895.00	6,004.62	8,253.00	-	8,252.50	3,200.92
6350 Water Maintenance Service	1,214.51	1,300.00	1,457.71	1,320.00	-	1,320.00	527.48
6360 Laundry/Wash Services	648.80		376.70	350.00	-	350.00	-
6370 Janitorial Services	14,572.00			3,000.00	-	3,000.00	-
6380 Medical Supplies	465.78	3,000.00	2,410.80	1,745.00	-	1,745.00	365.03
6410 Liability/Property Insurance	94,860.98	99,600.00	98,135.00	103,043.00	-	103,042.80	41,979.60
6510 Fuel	54,273.75	48,000.00	46,148.67	48,000.00	-	48,000.00	16,579.49
6520 Vehicle Maint/Repair	44,737.01	40,050.00	30,972.54	37,800.00	-	37,800.00	12,118.84
6530 Office Equip Maint/Repair	1,761.98	5,250.00	674.07	1,175.00	-	1,175.00	-
6540 Computer Equip Maint/Repair	8,743.85	9,650.00	4,145.19	5,248.00	-	5,247.99	-
6610 Building Maintenance/Repair	78,592.42	80,300.00	54,068.30	90,135.00	-	90,135.00	36,770.81
6620 Bldg. Equip Maint. Repair	5,260.14	10,800.00	10,552.84	10,800.00	-	10,800.00	2,036.56
6630 Improvements/Maint	7,635.12	14,500.00	9,835.57	24,500.00	-	24,500.00	2,201.36
6709 Incidental Costs	14,986.14	26,000.00	15,135.02	27,500.00	-	27,500.00	15,348.25
6710 Grounds Maint.	65,425.97	84,000.00	58,498.27	95,180.00	-	95,180.00	24,814.03
6720 Contracted Landscape Services	378,235.64	383,400.00	370,302.37	395,900.00	-	395,900.00	184,347.54
6730 Contracted Pest Control	875.00	2,000.00	761.07	2,000.00	-	2,000.00	-
6740 Rubbish & Refuse	58,265.64	55,100.00	56,579.65	51,100.00	-	51,100.00	28,189.02
6750 Vandalism/Theft					4,800.00	4,800.00	4,784.70
6810 Memberships & Dues	9,256.56	11,720.00	9,842.48	12,272.00	-	12,272.00	7,346.25
6910 Office Expense	15,831.85	19,800.00	21,370.42	23,897.00	-	23,896.50	8,779.56
6920 Postage/Freight/Mail Expense	22,625.66	24,200.00	18,153.16	23,800.00	-	23,600.00	11,938.30
6930 Advertising Expense	14,458.34	14,190.00	18,270.07	16,590.00	(700.00)	15,890.00	2,328.32
6940 Copy Machine Charges	19,884.96	19,050.00	14,756.73	17,516.00	-	17,516.44	4,627.72
6950 Bank/Activenet Charges	46,686.15	40,250.00	45,131.28	38,020.00	-	38,019.76	22,099.41
6960 Apportionment Collection Fees	425,843.00	391,700.00	316,861.11	366,092.00	-	366,092.00	183,046.00
6970 Cost to Issue COP's	-	24,800.00			-		-
6971 Cost to Issue Side Fund Loan		4,850.00			-		-
6980 Minor Office Equip. F.F & E	2,815.67	1,650.00	1,172.00	4,070.00	-	4,070.32	2,810.30
6990 Computer Hardware/Software	4,408.84	26,400.00	30,797.95	18,852.00	(10,000.00)	8,852.00	232.93
7010 Fingerprint Fees	1,872.00	1,700.00	2,217.00	1,705.00	-	1,705.00	802.00
7020 Fire Inspection Fees	2,519.85	5,075.00	2,768.26	5,088.00	-	5,088.00	-
7030 Business Permit & Licence Fee	5,340.95	4,450.00	4,053.24	4,825.00	-	4,825.00	1,925.61
7040 State Licences	97.50		512.50		-		220.00
7110 Legal Fees	66,540.77	75,300.00	43,249.91	73,815.00	-	73,815.00	16,733.67
7115 Typesetting & Printing Services	48,283.58	50,700.00	52,449.88	50,700.00	-	50,700.00	23,604.59
7120 Instructor Services	215,987.78	169,460.00	188,837.54	139,186.00	-	139,186.13	84,368.32
7125 Admin Fees	1,426.97	1,250.00	1,247.12	1,249.00	-	1,248.90	1,186.06
7130 Audit Services	9,525.00	10,700.00	9,625.00	10,950.00	-	10,950.00	5,500.00
7140 Medical & Health Services	2,910.00	2,400.00	3,945.00	2,500.00	-	2,500.00	1,645.00
7150 Security Services	5,390.39	4,450.00	4,335.52	4,586.00	-	4,586.43	2,315.52
7160 Entertainment Services	3,088.05	1,950.00	1,808.29	1,950.00	-	1,950.00	556.79
7180 Business Services	78,604.15	80,375.00	75,963.85	72,268.00	-	72,267.82	32,569.40
7190 Umpire/Referee Services	2,233.56	1,900.00	1,480.71	1,900.00	-	1,900.00	820.00
7210 Publication & Subscriptions	1,876.08	3,425.00	2,567.29	3,616.00	-	3,616.00	3,121.16
7310 Rents & Leases - Equipment	24,155.92	30,145.00	20,154.26	31,360.00	-	31,360.00	11,800.71
7320 Bldg./Field Leases & Rentals	14,611.00	13,200.00	11,175.28	8,628.00	-	8,628.00	5.00
7410 Aquatic Supplies	1,821.06	1,900.00	1,242.64	1,910.00	-	1,910.00	948.19
7420 Classroom Supplies	7,454.42	6,575.00	5,955.36	6,705.00	-	6,705.00	1,257.37
7430 Bingo Supplies	8,080.23	7,500.00	7,429.24	7,500.00	-	7,500.00	3,730.88
7440 Sporting Goods	9,087.74	10,700.00	10,219.07	10,029.00	-	10,029.00	2,709.55
7450 Arts & Crafts Supplies	2,950.48	2,385.00	2,317.45	3,230.00	-	3,230.00	1,097.72
7460 Training Supplies	1,584.33	3,300.00	1,612.01	3,650.00	-	3,650.00	-
7470 Camp Supplies	612.89	600.00	1,421.98	700.00	-	700.00	447.51
7510 Small Tools	14,517.14	16,500.00	12,405.21	16,500.00	-	16,500.00	4,091.59
7610 Uniform Allowance	4,743.34	11,115.00	10,733.89	11,285.00	-	11,285.00	2,072.81
7620 Safety clothing & Supplies	5,360.14	7,120.00	4,984.60	8,415.00	-	8,415.00	3,288.04
7710 Conference & Seminars	5,540.00	9,660.00	2,785.00	15,195.00	-	15,195.00	4,066.21
7720 Out-of-town Travel	5,140.32	14,785.00	4,590.99	16,784.00	-	16,783.75	2,675.94
7730 Private Vehicle Mileage	4,076.20	4,400.00	2,940.57	4,903.00	(115.00)	4,788.00	1,301.23
7740 Transportation Charges	727.00	1,250.00	390.00	1,200.00	-	1,200.00	-
7750 Excursions & Camp Trips	11,891.44	16,850.00	17,244.76	19,320.00	-	19,320.00	11,474.72

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
2015-2016 ANNUAL BUDGET
DISTRICT WIDE SUMMARY**

Account Description	Actual REV/EXP 2013-2014	Final Budget 2014-2015	Actual REV/EXP 2014-2015	Original Budget 2015-2016	Budget/Transfer Adjustment Amount	Mid-Year Budget 2015-2016	Actual Through 12/31/15 2015-2016
7780 Tuition/Book Reimbursement	-	750.00	515.57	165.00	-	165.00	161.00
7810 Utilities - Gas	31,285.09	31,000.00	22,487.14	29,893.00	-	29,693.40	6,613.08
7820 Utilities - Water	860,446.82	830,500.00	738,259.71	829,626.00	-	829,626.06	350,558.65
7830 Utilities - Electricity	287,775.74	267,375.00	246,159.81	264,450.00	-	264,450.00	101,795.54
7910 Awards & Certificates	16,912.28	18,000.00	12,750.92	17,995.00	-	17,995.00	8,198.21
7920 Meals & Entertainment	4,086.65	5,650.00	5,213.23	2,800.00	-	2,800.00	1,167.76
7930 Employee Moral	3,125.79	3,750.00	1,860.29	3,450.00	-	3,450.00	971.01
7950 Lease Payment- VATP	620,828.10	721,500.00	614,221.28	739,021.00	-	739,021.26	369,510.50
TOTAL SERVICES/ SUPPLIES	3,849,971.77	3,989,210.00	3,475,751.06	3,948,585.00	(6,015.00)	3,942,570.05	1,706,113.16
TOTAL OPERATIONAL EXPENDITURES	7,853,348.37	7,781,776.00	7,180,664.23	7,994,649.00	43,539.00	8,038,167.38	3,654,206.25
8400 Capital Outlay	29,968.60	318,000.00	32,859.36	454,000.00	30,000.00	484,000.00	-
8420 Equipment Replacement fund	-	25,000.00	-	25,000.00	-	25,000.00	-
TOTAL CAPITAL EXPENSES	29,968.60	343,000.00	32,859.36	479,000.00	30,000.00	509,000.00	-
TOTAL EXPENDITURES	7,883,316.97	8,124,776.00	7,213,523.59	8,473,649.00	73,539.00	8,547,167.38	3,654,206.25

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

- A. Chairman Mishler
- B. Ventura County Special District Association/California Special District Association
- C. Santa Monica Mountains Conservancy
- D. Standing Committees – Finance and Personnel
- E. Foundation for Pleasant Valley Recreation and Parks

- F. General Manager’s Report