

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

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
January 6, 2021**

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

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

- 1. You may observe the PVPRD Board meeting via live broadcast on the Local Government Channels – Spectrum Channel 10 and Frontier Channel 29.**
- 2. The meeting will also be live streamed on YouTube at:
<https://www.youtube.com/channel/UCCjEyMW3h472YEO9gI3Qgig>**
- 3. Public Comment options:**
 - a. Email – If you wish to make a comment on a specific agenda item, please submit your comment via email by 3:00 pm on Wednesday, January 6, 2021 to the Recording Board Secretary at kroberts@pvrpd.org. The Recording Board Secretary will print your email, distribute copies to all Board members prior to the meeting and the Chairman will read the emailed comments aloud.**
 - b. Phone – You may call the PVRPD office at 805-482-1996, ext. #101 by 3:00 pm on Wednesday, January 6, 2021 and provide your name, your phone number and your item of interest. Board staff will call you on January 6 during the time for general Public Comments which is usually around 6:05 pm or at the appropriate time for a comment pertaining to a specific agenda item to allow you to state your comments.
OR**
 - c. Phone - You can call in and simply listen to the meeting or you have the opportunity to make a public comment through the open line which can be accessed by dialing the following numbers:
Dial-in: 1-415-655-0001
Access code: 126 920 9317#**

6:00 P.M.

REGULAR MEETING

NEXT RESOLUTION #665

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

5. PRESENTATIONS

A. Holiday Events Recap

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

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

A. Minutes for Regular Board Meetings of December 3, 2020 and Special Board Meeting of December 4, 2020

Approval receives and files minutes.

B. Warrants, Accounts Payable & Payroll

District's disbursements dated on or before November 30, 2020.

C. Financial Reports

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

8. NEW ITEMS – DISCUSSION/ACTION

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

Four bids were received for landscape maintenance and janitorial services at Pleasant Valley Fields Sports Complex.

Suggested Action: A MOTION to Approve and award the contract agreement between the District and Brightview Landscape Services Inc. for landscape maintenance and janitorial services at Pleasant Valley Fields Sports Complex.

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

Investment options are provided for two certificates of deposit that are maturing in February 2021.

Suggested Action: A MOTION to Approve one of the following investment options:

1. Reinvest with Multi-Bank Securities, Inc (MBS). MBS could 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 CD's.
2. Move the funds to Pacific Western Bank with an interest rate of 0.04%. Funds in this account are liquid and can be used immediately if needed for Quimby projects.
3. Move the funds to Ventura County Pool with an interest rate of 0.69%. Funds in this account are liquid and can be used immediately if needed for Quimby projects.

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

A City planned subdivision project on Barry Street in Camarillo is eligible for Quimby fees to offset the potential impact of the new residents on the park system.

Suggested Action: A MOTION to Approve Resolution No. 664, accepting a Quimby fee in the amount of \$313,508 in-lieu of parkland in conjunction with the City's potential approval of the proposed development at 2800 Barry Street.

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

The current employee in this position is leaving employment with the District and there is a need to recruit for a part time mechanic position.

Suggested Action: A MOTION to Approve the job description and salary schedule for Part Time Restricted Mechanic.

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

The City has informed the District that the City Hall Council Chambers will not be available for the District's regularly scheduled board meeting on February 3, 2021.

Suggested Action: Discuss and either vote to change the February meeting date or direct staff to prepare a different location for February 3, 2021.

F. Board Goal Setting Discussion

Discussion is needed for the planning of the 2021 Board Goal Setting Workshop.

Suggested Action: Provide staff direction.

G. Board Committee Assignments

Chairman Malloy will present the Board Committee assignments for 2021.

Suggested Action: None.

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

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

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

11. ADJOURNMENT

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

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

**Pleasant Valley Recreation and Park District
Camarillo City Hall Council Chambers
Minutes of Regular Meeting
December 3, 2020**

1. CALL TO ORDER

The regular meeting of the Board of Directors of the Pleasant Valley Recreation and Park District was called to order at 6:04 p.m. by Chair Magner.

2. PLEDGE OF ALLEGIANCE

Director Mike Mishler led the pledge.

3. ROLL CALL

All present.

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

4. AMENDMENTS TO THE AGENDA

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

Voting was as follows:

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

Noes:

Absent:

**Motion to
Approve
Agenda**

Motion: Carried

Carried

5. PRESENTATIONS

A. Full Time Employee Recognition/Service Awards

Recreation Supervisor Macy Trueblood recognized Recreation Specialist Connor Soudani as the District's 2020 Full Time Employee of the Year. Mr. Soudani has put the needs of the community in the forefront even with limited resources and opportunities during the current pandemic. Park Services Manager Bob Cerasuolo recognized 4 individuals from the Parks Department with service awards - Dusty Faber (5 yr.), Joey Key (5 yr.), Michael Guerrero (10 yr.), and Clayton Rutkowski (10 yr.).

B. 2021 Programming Calendar

Recreation Services Manager Eric Storrie presented the proposed District programs for Senior Services, Aquatics, Sports, Outdoor Education & HCF Events, the Camarillo Community Band, Movies in the Park and the many Special Events that the District has in the works. Advanced planning for the programs allows for staff to be prepared should

current health orders become less restrictive within 2021 and opportunities start to open up for the District and the community.

6. PUBLIC COMMENTS

Matt Lorimer, formerly from Camarillo and now living in Texas, stated that he called in as an advocate for the senior population. Mr. Lorimer reminded the Board that he helped to start the food distribution at the senior center about 8 years ago. He said that the church in Simi Valley that used to provide food for the Friday food distribution is no longer able to assist and Mr. Lorimer expressed his concern that the District might not keep up the food distribution. Recreation Services Manager Eric Storrie stated that the District is working with Food Share to get the program running again with assistance from District employees and the City of Camarillo.

Recording Board Secretary Karen Roberts read aloud several emails that were received for public comments. The first email came from Dr. Manny Koch who requested that the Board build more lighted pickleball courts and adopt the current COVID-19 court rotation rules as permanent rules. He also requested that the 2 temporary courts at Bob Kildee Park be converted to permanent pickleball courts and that other parks be considered for more pickleball courts.

David Orr's email requested the above items and also a permanent opening between the caged courts and the other courts, the placement of a Lost and Found storage box at the courts, open communication with the Ad Hoc Committee and planning for future maintenance of the courts to repair cracks.

Mike Ashley stated that in addition to the above mentioned items above, he would like to see the pickleball court lighting improved. Mr. Ashley suggested that the District check out pickleball courts in Ventu Park in Newbury Park and at Rancho Simi Valley Park in Simi Valley since those parks have nice set-ups.

Trish Zakas asked that pickleball in Camarillo be treated on a par with tennis since there are now as many pickleball players but only 4 dedicated pickleball courts and 2 multiuse courts. Ms. Zakas would like to see signage on the Bob Kildee Park multiuse court that denotes priority of pickleball usage during prime use times of 7 a.m. to 11 a.m. and 5:30 p.m. to 9 p.m.

Patti Bayman's email also requested additional pickleball courts and the adoption of the COVID-19 court rotation rules.

General Manager Mary provided an update regarding pickleball. The District is currently fact finding for the Ad Hoc Committee and looking at the hours, best practices, drop-in play, rules and the cost of converting courts.

7. CONSENT AGENDA

- A. Minutes for Regular Board Meeting of November 5, 2020
- B. Warrants, Account Payable & Payroll

- C. Financial Reports
- D. Consideration and Approval of Request for Proposal for One New Fleet Vehicle
- E. Review and Approval of Surplus Supplies and Equipment List

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

Voting was as follows:

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

Noes:

Absent:

**Motion to
Approve
Consent
Agenda**

Motion: Carried

Carried

8. NEW ITEMS - DISCUSSION/ACTION

A. Consideration and Approval of the Plans for the Remodeling of the Community Center Kitchen

Park Services Manager Bob Cerasuolo presented design plans for the remodel of the Community Center Kitchen. The designs were prepared by Lauterbach & Associates, Architects, Inc. who also designed the community kitchen at the Camarillo Health Care District. Discussion included: preference of the folding, lockable partition between the proposed kitchen and room #1; adequate counterspace; careful selection of commercial grade appliances that will hold up to frequent and varying public use; Director Kelley's request to assist with appliance choice; and the need to include the ventilation hood which is in good shape as part of the bidding process just in case.

Chair Magner called for a motion. A motion was made by Director Malloy and seconded by Director Mishler to approve the design plans for the remodeling of the Community Center Kitchen.

Voting was as follows:

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

Noes:

Absent:

**Motion to
Approve
CC Kitchen
Design Plans**

Motion: Carried

Carried

B. Recognize Board Chair and Current Board Members

General Manager Otten thanked Chair Magner for her leadership and having to deal with all of the COVID-19 rules and changes this past year. Chair Magner stated that it was a very trying time for the District and the Board with a major impact on the District, staff and finances. She thanked the board members for their commitment to the General Manager, to staff and to the community. The new Board will be working closely with Administrative Services Manager Leonore Young and the General Manager to stay stable this next year. Ms. Magner thanked Directors Dixon and Mishler for their efforts and accomplishments and wished them the best in their future endeavors.

Director Malloy thanked Director Mishler for his passion to community service and called him the “Eveready Bunny of Community Service”. Director Mishler assisted with AYSO when they were having financial issues and attended the District’s board meetings before joining the District Board. His technical expertise saved the District money with lower electrical rates, water savings, addressing Quimby fees and communicating with the City. Director Malloy stated that Director Dixon brought a caring and compassionate side to the Board that had not been present. Director Dixon jumped in to help start the Foundation and the Party for the Parks fundraisers and was the voice of reason during the pandemic.

Director Kelley stated that he was sad to see Directors Dixon and Mishler leave and that they would be hard to replace. Director Mishler spent hours researching so that the Board could make the right choices and Director Dixon brought a different point of view to the Board, challenging others to reexamine. Director Kelley stated that the challenges for the District continue to be an unfair distribution of taxpayer money along with the limited amount of revenue the District is currently receiving.

Director Mishler thanked the staff, fellow board members and the local volunteers that make Camarillo great. Mr. Mishler is proud of the fact that PVRPD is the only special district in the county that has televised meetings. When he and Director Dixon started on the Board 8 years ago, there were major budget problems but since then, the District has managed to provide extensive upgrades to most of the facilities and parks. Communication with the City has improved and the District has been working with numerous government agencies and local user groups to improve the quality of community life. Chair Magner stated that Director Mishler will stay on with the Ventura County Consolidated Oversight Board as a private citizen.

9. INFORMATIONAL ITEMS

A. Chair Magner – No report.

B. Ventura County Special District Association/California Special District Association – VCSDA - Chair Magner reported that there was a meeting on Tuesday night regarding information on the Cares Act funding and the possible reimbursements for COVID-19 related expenses. The CSDA Field Coordinator spoke to the group about the process that Kern County went through to receive funds. Local groups should check in with Ventura County to see if there is any money left which has to be received and used by the end of this year. CSDA – Chair Magner attended numerous Zoom meetings for 2021 planning.

C. Ventura County Consolidated Oversight Board – Director Mishler reported that there was a meeting on November 18th and he passed out a one page summary handout regarding the activity of the successor agencies.

D. Santa Monica Mountains Conservancy – Director Mishler reported attending a Zoom meeting. The National Park system has received funding from Congress for fire damaged areas, but the State Park system has not received anything yet.

E. Standing Committees – Finance – Director Malloy reported that October was a busier spending month because of a principal payment on PV Fields and 3 payrolls. Revenues are still down, but the District will not have to borrow from its Capital Account as there should be a cash balance if everyone tightens their fiscal belts. Liaison – Director Dixon reported that there was no meeting. Long Range Planning – Director Kelley reported that the trails committee attended the meeting at the Las Posas Equestrian Park which Administrative Analyst Anthony Miller set up. Mr. Kelley also mentioned that the Camarillo Airport is not interested in swapping out the old Freedom Park pool property for property adjacent to the BMX track at Freedom. Director Malloy added that the new management at the airport

is not as community oriented as before and they would like to expand the airport. Personnel – Director Magner reported that the meeting has been rescheduled for later in the month. Policy – Director Dixon stated that there was no meeting.

F. Ad Hoc Committees - Miracle League - General Manager Otten stated that the draft agreement should go back to the Liaison Committee before it comes back to the full board.

- Nexus Study - Ms. Otten stated that there is a prepared draft and the District should have something in the next 3 weeks Pickleball – Director Dixon reported no new meeting.

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

H. General Manager’s Report – Ms. Otten updated all with Governor Newsom’s regional stay at home order. If there is less than 15% ICU availability, then gatherings are prohibited, and playground equipment must be shut down and District signage will need to be changed. The state will reassess after a 3-week period. Outdoor recreation facilities like dog parks and skateparks, etc. will remain open, but social distancing is still in place and outdoor sports like tennis should be singles only or just within one’s household play. Some legislative bills upcoming are AB2107 - Securitized Limited Obligation Notes, in which the District could borrow if needed and levy land if a revenue source is indicated; AB922 – regarding the Brown Act and social media where a board member would not be allowed to “like” another board members comments, etc.; SB1159 is related to Covid illness and workers comp extending liability to 2023; AB685 is regarding notifications of employees within 24 hrs of potential exposures to fall in line with OSHA’s new standards and imminent hazard protection. AB 5 – Worker Status, Independent Contractors – updates to exemptions, business to business contracting relationships, etc. AB1 – Youth athletics, California Youth Football Act outlines restrictions of full contact practices per week and increases medical training for football coaches, etc.

10. ORAL COMMUNICATIONS

Director Dixon stated that eight years ago when he first ran for the Board, he thought a resume of years of coaching AYSO, baseball, sports fundraisers, etc. would help him qualify. Dr. Dixon said that he came to realize that the current board members are amazing community servants. They were responsible for establishing PV Fields and Freedom Park as premier sports fields. The parks and dog parks are some of the best around because the Board was committed to them. Director Dixon stated that there is no other public servant like Director Mishler because he digs into problems like no one else. Dr. Dixon thanked the staff for their dedication and professionalism. He stated that he was disappointed that he wasn’t re-elected and congratulated the two new incoming board members. Dr. Dixon thanked his wife, Janet for supporting him and helping him to make the world a better place. He stated that he received almost 13,000 votes from people who know that he is a good man with honest intentions and no special interests. Dr. Dixon did not spend much money on the election, but yet he only lost by a small percentage. He thanked everyone and expressed appreciation of his time with the District. Director Kelley commended Director Dixon on his comments.

11. ADJOURNMENT

Chair Magner adjourned the meeting at 8:03 p.m.

Respectfully submitted,

Karen Roberts
Recording Secretary

Approval,

Mark Malloy
Chairman

**Pleasant Valley Recreation and Park District
Administrative Building, Room #6
Minutes of Special Meeting
December 4, 2020**

1. CALL TO ORDER

The special meeting of the Board of Directors of the Pleasant Valley Recreation and Park District was called to order at 4:17 p.m. by Chair Magner.

2. PLEDGE OF ALLEGIANCE

Leonore Young led the pledge.

3. ROLL CALL

All present. Magner welcomed the new Board members, Director Dransfeldt and Director Roberts.

Also Present: General Manager Mary Otten, Recreation Services Manager Eric Storrie, Park Services Manager Bob Cerasuolo, Administrative Services Manager Leonore Young, Administrative Analyst/Clerk of the Board Anthony Miller and Customer Service Lead/Recording Board Secretary Karen Roberts.

4. ADOPTION OF AGENDA

Agenda accepted as presented.

5. PUBLIC COMMENT

None.

6. NEW ITEMS

A. Reorganization of the District Board

i. Nominations for the Position of Board Chair

Chair Magner opened the floor for nominations for the 2021 Board Chair position and then called for a motion. A motion was made by Director Dransfeldt and seconded by Director Kelley to approve Director Malloy as Chair for the calendar year 2021.

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

**Motion to
Approve
Malloy as 2021
Chair**

Carried

ii. Nominations for the Position of Vice Chair

Chair Wagner opened the floor for nominations for the 2021 Board Vice Chair position. A motion was made by Director Roberts and seconded by Director Dransfeldt to approve Director Dransfeldt as Vice Chair for the calendar year 2021.

A motion was made by Director Malloy and seconded by Chair Wagner to approve Director Kelley as Vice Chair for the calendar year 2021.

Chair Wagner requested that the roll be called for the nomination of Director Dransfeldt for the position of Vice Chair.

Voting was as follows:

Ayes: Roberts, Dransfeldt

Noes: Kelley, Malloy, Chair Wagner

Absent:

Motion: Failed

**Motion to
Approve
Dransfeldt as
2021 Vice
Chair**

Failed

Chair Wagner requested that the roll be called for the nomination of Director Kelley for the position of Vice Chair.

Voting was as follows:

Ayes: Malloy, Chair Wagner, Kelley

Noes: Dransfeldt, Roberts

Absent:

Motion: Carried

**Motion to
Approve
Kelley as 2021
Vice Chair**

Carried

iii. Nominations for the Position of Secretary

Chair Wagner opened the floor for nominations for the 2021 Board Secretary position. A motion was made by Director Roberts and seconded by Director Dransfeldt to approve Director Dransfeldt as Secretary for the calendar year 2021.

A motion was made by Director Malloy and seconded by Director Kelley to approve Chair Wagner as Secretary for the calendar 2021.

Hearing no other nominations, Chair Wagner closed the nominations for Secretary. Director Dransfeldt requested a discussion before voting. Director Roberts stated that succession planning is important to consider since there will be a District election in 2 years which may be a district-based election and the Board may need directors who live in different districts.

Chair Wagner requested that the roll be called for the nomination of Director Dransfeldt for the position of Secretary.

Voting was as follows:

Ayes: Roberts, Dransfeldt, Kelley

Noes: Malloy, Chair Wagner

Absent:

Director Kelley stated that he misspoke and meant to say “No”. Chair Magner requested that the roll be called for the nomination of Chair Magner for the position of Secretary.

Voting was as follows:

Ayes: Malloy, Kelley, Chair Magner

Noes: Dransfeldt, Roberts

Absent:

Director Roberts asked if it was allowed for a director to change a vote after another director voted. There was discussion about not being able to hear the roll properly because of people wearing face masks. Director Roberts requested that the roll be read back.

Chair Magner called for a recess at 4:27pm and resumed the meeting at 4:36pm.

General Manager Mary Otten stated that since there was a 3-2 vote for Director Dransfeldt, a director on the winning side (Roberts, Dransfeldt, Kelley) could rescind the vote. There would have to be a second and then a new vote could be taken. Ms. Otten stated that as it stood, Ms. Dransfeldt would be Secretary with a 3-2 vote. The 2nd roll call for Chair Magner as Secretary would not be valid because there was already a 3-2 vote.

Director Kelley stated that it was hard to hear what was being presented for vote and he thought he was voting for Chair Magner for Secretary and that it was clear to everyone present. A motion was made by Director Kelley to reconsider and seconded by Director Malloy. Chair Magner asked if there was any discussion. Discussion included assumptions that Director Kelley thought everyone present would know how he wanted to vote and the fact that Dransfeldt was being voted on first since she was nominated first.

Chair Magner requested that the roll be called for the motion to reconsider.

Voting was as follows:

Ayes: Kelley, Malloy, Chair Magner

Noes: Dransfeldt, Roberts

Absent:

Motion: Carried

**Motion to
Reconsider**

Carried

Director Kelley suggested that the information provided by Ms. Otten regarding procedures for a mistaken vote was more than was needed and Ms. Otten stated that if the roll call was complete, then the steps needed to be taken.

Chair Magner stated that the original vote for Director Dransfeldt for Secretary was now withdrawn and asked for any new nominations for the position of Secretary. A motion was made by Director Roberts and seconded by Director Dransfeldt to approve Director Dransfeldt as Secretary.

Since Chair Magner's nomination for Secretary was still present, the nomination took precedence for voting. Chair Magner requested that the roll be called for the nomination of Chair Magner for the position of Secretary.

Voting was as follows:

Ayes: Malloy, Kelley, Chair Magner

Noes: Dransfeldt, Roberts

Absent:

Motion: Carried

**Motion to
Approve
Magner as
2021 Secretary**

Carried

7. ADJOURNMENT

Chair Magner adjourned the meeting at 4:46 pm.

Respectfully submitted,

Approval,

**Karen Roberts
Recording Secretary**

**Mark Malloy
Chairman**

Pleasant Valley Recreation and Park District
 Finance Report
 November 2020

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

CASH REPORT

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

	12/10/2020 Balance	12/31/2019 Balance	
Restricted Funds			
Debt Service - Restricted	\$ 126,750.91	\$ 364,102.24	
457 Pension Trust Restricted	\$ 115,948.15	\$ 60,817.66	
Quimby Fee - Restricted	\$ 50,996.23	\$ 89,021.42	
Multi-Bank Securities Restricted	\$ 415,421.14	\$ 660,764.48	
Ventura County Pool - Restricted	\$ 4,579,196.91	\$ 5,152,610.38	
FCDP Checking	\$ 21,539.61	\$ 21,888.62	
Total	\$ 5,309,852.95	\$ 6,349,204.80	
Semi-Restricted Funds			
Assessment	\$ 205,531.04	\$ 801,480.38	
Capital Improvement	\$ 264,506.64	\$ 30,556.87	
Capital - Vehicle Replacement	\$ 79,843.80	\$ 60,843.80	
Capital - Designated Project	\$ 16,397.94	\$ 16,397.94	
LAIF - Capital	\$ 2,166,183.28	\$ 2,834,190.80	
Contingency - Dry Period	\$ 361,000.00	\$ 361,000.00	
Contingency - Computer	\$ 15,000.00	\$ 15,000.01	
Contingency - Repair/Oper/Admin	\$ 50,000.00	\$ 50,000.00	
Total	\$ 3,158,462.70	\$ 4,169,469.80	
Unrestricted Funds			
Contingency	\$ 12,208.59	\$ 76,197.01	
LAIF/Cal Trust - Contingency	\$ 94,682.30	\$ 2,063,909.74	
General Fund Checking	\$ 265,212.94	\$ 251,567.99	
Total	\$ 372,103.83	\$ 2,391,674.74	
Total of all Funds	\$ 8,840,419.48	\$ 12,910,349.34	\$ (4,069,929.86)

MBS – Multi Bank Securities

MBS - US Treasury Type	July 9 2019	August 12 2019	Sept 12 2019	Oct 9 2019	Nov 12 2019	Dec 11 2019	Jan 15 2020	Feb 11 2020	March 10 2020
US 3 Month	2.148%	1.927%	1.870%	1.630%	1.540%	1.525%	1.527%	1.515%	.386%
US 6 Month	2.065%	1.875%	1.840%	1.635%	1.532%	1.522%	1.525%	1.485%	.368%
US 1 Year	1.932%	1.702%	1.755%	1.542%	1.515%	1.500%	1.490%	1.430%	.325%
US 2 Year	1.886%	1.575%	1.720%	1.449%	1.652%	1.636%	1.558%	1.423%	.404%
US 3 Year	1.835%	1.503%	1.685%	1.402%	1.679%	1.655%	1.707%	1.401%	.472%
US 5 Year	1.857%	1.484%	1.645%	1.389%	1.723%	1.664%	1.783%	1.421%	.514%
	April 6 2020	May 12 2020	June 9 2020	July 8 2020	August 10 2020	Sept 8 2020	October 8 2020	Nov 10 2020	Dec 7 2020
US 3 Month	.093%	.102%	.155%	.137%	.088%	.105%	.090%	.087%	.073%
US 6 Month	.137%	.123%	.175%	.148%	.110%	.117%	.105%	.095%	.085%
US 1 Year	.150%	.138%	.175%	.143%	.123%	.123%	.120%	.115%	.097%
US 2 Year	.264%	.169%	.204%	.159%	.121%	.135%	.147%	.181%	.143%
US 3 Year	.337%	.218%	.251%	.183%	.133%	.160%	.187%	.246%	.197%
US 5 Year	.444%	.351%	.404%	.301%	.218%	.269%	.333%	.452%	.389%

Ventura County Pool

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

• Rates are determined at the end of the month

Local Agency Investment Fund (LAIF)

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

Cal Trust

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

Bank Reconciliation

Board Audit

User: fsantos
 Printed: 12/08/2020 - 8:08AM
 Date Range: 11/01/2020 - 11/30/2020
 Systems: 'AP'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 10 General Fund				
Department: 00 Non Departmentalized				
23906	CBS STUDIOS INC. NCIS-18	CBS STUDIOS: SECURITY DEP. RE	11/05/2020	211.00
23917	SAMOYED CLUB OF AMERICA	SAMOYED CLUB OF AMERICA: SI	11/05/2020	300.00
Total for Department: 00 Non Departmentalized				511.00
Department: 03 Recreation				
0	US BANK	US BANK: CALCARD STATEMEN	11/06/2020	9.99
0	ELEONORA CORTINA	E.CORTINA: INSTRUCTOR FEES/Z	11/20/2020	373.10
0	KATLYN SIMBER-CLICKENER	K.SIMBER: MILEAGE REIMBURSI	11/06/2020	30.16
0	PATRICIA J. BOLLAND	P.BOLLAND: INSTRUCTOR FEES/	11/05/2020	695.50
23910	LINDA GOFF	L.GOFF: WATER EXERCISE PASS I	11/05/2020	50.00
23914	BRYAN MONKA	B.MONKA: INSTRUCTOR FEES/M:	11/05/2020	1,430.65
Total for Department: 03 Recreation				2,589.40
Department: 04 Parks				
0	ARAMSCO INC.	ARAMSCO: JANITORIAL SUPPLIE	11/05/2020	3,197.99
0	CITY OF CAMARILLO	CITY OF CAM: WATER SERVICE/L	11/04/2020	29,638.34
0	CITY OF CAMARILLO	CITY OF CAM: WATER SERVICE/ I	11/23/2020	27,720.05
0	CULLIGAN OF SYLMAR	CULLIGAN WATER: 10/2020 BOTT	11/05/2020	14.90
0	SOCAL GAS COMPANY	SOCAL GAS CO: GAS SERV./PV FI	11/05/2020	662.77
0	SOUTHERN CALIF EDISON COMP.	SCE: POWER SERVICE/SPANISH H	11/04/2020	3,717.71
0	SOUTHERN CALIF EDISON COMP.	SCE: POWER SERVICE/PV FIELDS	11/05/2020	1,372.57
0	SOUTHERN CALIF EDISON COMP.	SCE: POWER SERVICE/FOOTHILL	11/23/2020	5,954.34
0	UNITED SITE SERVICES OF CA IN	UNITED SITE SERVICES: TEMP RR	11/05/2020	199.57
0	UNITED SITE SERVICES OF CA IN	UNITED SITE SERV: TEMP. RR RE	11/19/2020	113.77
0	US BANK	US BANK: CALCARD STATEMEN	11/06/2020	2,249.44
0	WEX BANK	WEX: 10/2020 FUEL PURCHASES	11/05/2020	3,349.58
0	MICHAEL GUERRERO	M.GUERRERO: PANTS REIMBURS	11/05/2020	150.00
0	MICHAEL GUERRERO	M.GUERRERO: ADDITIONAL \$ 10	11/06/2020	10.00
23904	B & B DO IT CENTER	B&B: WASP & HORNET KILLER/H	11/05/2020	40.80
23908	CITY OF OXNARD-CITY TREASUR	CITY OF OXNARD: WASTE DISPO	11/05/2020	31.80
23909	COASTAL PIPCO IRRIGATION INC	COASTAL PIPCO: VALVE BOX & C	11/05/2020	871.78
23912	KASTLE KARE	KSTLEKARE: GOPHER CLEAN OI	11/05/2020	150.00
23913	M & B SERVICES INC.	M&B: HYDROJET SEWER LINE/CI	11/05/2020	1,160.00
23915	NAPA AUTO PARTS	NAPA AUTO PARTS: OIL FILTER/SI	11/05/2020	144.07
23918	SITEONE LANDSCAPE SUPPLY LL	SITEONE: IRRIGATION SUPPLIES/	11/05/2020	434.04
23919	THOMPSON BUILDING MATERIAI	THOMPSON BLDG. MAT.: MATERJ	11/05/2020	1,179.76
23920	VENTURA COUNTY STAR	VC STAR: BIDS FOR LANDSCAPIN	11/05/2020	107.58
23924	AMERICAN RESOURCE RECVY	AMERICAN RESOURCE RECVY: 1	11/19/2020	947.39
23925	B & B DO IT CENTER	B&B: PACKAGE EXPRESS/B/KILD	11/19/2020	119.48
23927	CAMROSA WATER DISTRICT	CAMROSA: WATER SERVICE/ENC	11/19/2020	18,782.12
23928	COUNTY OF VENTURA	COUNTY OF VENTURA: ENVIRON	11/19/2020	797.80
23929	CRESTVIEW MUTUAL WATER CO.	CRESTVIEW MUTUAL WATER: W/	11/19/2020	54.00
23930	EMG HOLDINGS, LLC	EMG HOLDINGS LLC: 45 CASES C	11/19/2020	4,837.50
23932	KASTLE KARE	KASTLE KARE: PROTECTA LP RA	11/19/2020	330.00
23934	M & B SERVICES INC.	M&B SERVICES: UNCLOGGED FL	11/19/2020	255.00
23935	NUTRIEN AG SOLUTIONS	NUTRIEN AG SOLUTIONS: FERTH	11/19/2020	42,252.21
23936	RAIN MASTER IRRIGATION SYST.	RAIN MASTER IRRG. SYS.: BILL P	11/19/2020	568.10

Check No.	Vendor/Employee	Transaction Description	Date	Amount
23937	SITEONE LANDSCAPE SUPPLY LL	SITEONE: IRRIGATION SUPPLIES/	11/19/2020	147.91
23938	W & S SERVICES	W&S: SEWER SERVICE/PARK OFF	11/19/2020	536.01
Total for Department: 04 Parks				152,098.38
Department: 05 Administration				
0	ALESHIRE & WYNDER LLP	ALESHIRE & WYNDER: 10/2020 LI	11/19/2020	4,288.96
0	CULLIGAN OF SYLMAR	CULLIGAN WATER: 10/2020 BOTT.	11/05/2020	64.00
0	DIGITAL DEPLOYMENT	DIGITAL DEPLOYMENT: 11/2020 V	11/05/2020	300.00
0	US BANK	US BANK: CALCARD STATEMEN1	11/06/2020	2,457.26
0	Stephanie McClure	S.MCCLURE: 10/2020 MILEGAE RI	11/05/2020	7.54
23902	ADVANTAGE TELECOM/A+WIREL	ADVANTAGE TELECOM: 11/2020 I	11/05/2020	655.99
23903	ALLCONNECTED, INC.	ALLCONNECTED: 11/2020 NETWC	11/05/2020	1,174.00
23905	BAY ALARM	BAY ALARM: MONITORING SERV	11/05/2020	330.00
23907	CITY OF CAMARILLO- CASHIER	CITY OF CAMARILLO: BD. MTG.-1	11/05/2020	175.50
23911	J. THAYER COMPANY	J.THAYER: DESK & WALL CALEN	11/05/2020	123.16
23922	ADVANTAGE TELECOM/A+WIREL	ADVANTAGE TELECOM: 11/2020 1	11/06/2020	851.71
23926	DAVID M. BROWN	D.BROWN: INSTRUCTOR FEES/WI	11/19/2020	50.00
23931	J. THAYER COMPANY	J,THAYER: TAPE LABELS & AA B/	11/19/2020	55.20
23933	KONICA MINOLTA	KONICA MINOLTA: 10/2020 BIZHU	11/19/2020	672.29
Total for Department: 05 Administration				11,205.61
Total for Fund:10 General Fund				166,404.39

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 20 Assessment Fund				
Department: 00 Non Departmentalized				
23916	NATURAL GREEN LANDSACAPES	NATURAL GREEN LANDSCAPE: 1	11/05/2020	15,698.41
Total for Department: 00 Non Departmentalized				15,698.41
Total for Fund:20 Assessment Fund				15,698.41

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 30 Park Dedication Fund				
Department: 00				
23921	WITHERS & SANDGREN, LTD.	WITHERS & SANGREN: DESIGN S	11/05/2020	6,180.00
Total for Department: 00				6,180.00
Total for Fund:30 Park Dedication Fund				6,180.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
		Grand Total		188,282.80

**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: January 6, 2021

SUBJECT: FINANCE REPORT NOVEMBER 2020

RECOMMENDATION

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

ANALYSIS OF COMPARATIVE FINANCIALS THROUGH NOVEMBER 30, 2020

The District's Statements of Revenues and Expenditures for the period of July 1, 2020 through November 30, 2020 with a year-to-date comparison for the period of July 1, 2019 through November 30, 2019 are attached. The percentage rate used for the 2020-2021 fiscal year budget is 42% for Period 5 of the fiscal year.

REVENUES

Total revenue for the 5th month ending November 30, 2020 for Fund 10 (General Fund) has an overall decrease of \$561,351 in comparison to fiscal year 2019-2020. The variance from prior year is made up of decreases in 1) Public Fees (\$155,759), 2) Rental (\$114,742), 3) ROPS (\$114,028), 4) Donations (\$60,629), 5) Contract Classes – Public Fees (\$59,699) and various other line items that are also reflected from prior years. Unfortunately, the impacts of COVID-19 will continue to be challenging and will be a constant source of a reduction in revenue for this fiscal year. Staff will continue to monitor and adjust the budget as needed and keep the Board updated. The Board will see any necessary budget adjustments at the February 2021 Board meeting.

Total revenue for the 5th month ending November 30, 2020 for Fund 20 (Assessment District) is at 0.96% of budget. This is normal for the Assessment District as the Assessment District does not receive any significant revenue until the tax apportionment is received in December.

For Fund 30, the Park Dedication Fund had interest earnings only from Pacific Western Bank which was \$5.30. Ventura County Pool (the Pool) interest is reported quarterly and the District will have the next interest earnings from the Pool after December 31, 2020.

EXPENDITURES

Personnel Expenditures have decreased by \$41,566 for fiscal year 2020-2021 in comparison to personnel expenses for the same time last year. The variance is primarily due to decreases in 1) Part-Time Salaries (\$215,950) and 2) Workers Comp (\$43,006) and increases in 1) Employee

Insurance (\$106,079), 2) PERS Unfunded (\$84,747) and Full-Time Salaries (\$13,553). The increases in Employee Insurance and Full-Time Salaries are due to the retroactive pay for SEIU employees received in November.

Services and Supplies Expenditures for Fund 10 have decreased \$476,601 in comparison to the same time as last year. The primary accounts showing a decrease in comparison to last fiscal year are 1) Hill Fire (\$248,840), 2) Instructor Services (\$38,077), 3) Building Repair (\$24,275), 4) Electric (\$23,519), 5) Active Net Charges (\$19,222) and various other expense line items, keeping in mind that 81% of the services and supplies expenditures are showing decreases.

Fund 20 is at 44% in Personnel and 36% in Service and Supplies.

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

The capital projects in Fund 10 (General Fund) are at 43% and continue to move forward. Fund 30 (Park Dedication Fees) has had limited activity in the Capital Improvement Projects.

FISCAL IMPACT

Overall, the financials show the District is under the approved budget for Fund 10 by 5.6% and under the approved budget for Fund 20 by 5.5%.

RECOMMENDATION

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

ATTACHMENTS

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

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

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Tax Abort - Cur Year Secure	5110-5240	\$ (93,638.84)	\$ (123,705.21)	\$ (165,299.25)	\$ (6,481,869.00)	\$ (6,316,569.75)	2.55%
Interest Earnings	5310	\$ (18.58)	\$ (33,154.36)	\$ (12,981.31)	\$ (36,030.00)	\$ (23,048.69)	36.03%
Hill Fire 2018	5465	\$ (219,884.01)	\$ (156,693.01)	\$ (219,884.01)	\$ -	\$ 219,884.01	0.00%
Park Patrol Citations	5506	\$ -	\$ (2,076.26)	\$ (1,100.00)	\$ (2,434.00)	\$ (1,334.00)	45.19%
Contract Classes-Public Fees	5510	\$ (1,792.00)	\$ (80,683.60)	\$ (20,984.75)	\$ (147,695.00)	\$ (126,710.25)	14.21%
Public Fees	5511	\$ (282.25)	\$ (165,350.85)	\$ (9,592.25)	\$ (224,783.00)	\$ (215,190.75)	4.27%
Public Fees-Entrv Fees	5520	\$ -	\$ (25,465.76)	\$ (2,019.00)	\$ (29,809.00)	\$ (27,790.00)	6.77%
Vending Concessions	5525	\$ -	\$ (2,525.50)	\$ -	\$ (732.00)	\$ (732.00)	0.00%
Rental	5530	\$ (20,585.50)	\$ (165,279.56)	\$ (50,538.00)	\$ (253,856.00)	\$ (203,318.00)	19.91%
Cell Tower Revenue	5535	\$ (5,059.33)	\$ (42,254.55)	\$ (40,549.95)	\$ (91,704.00)	\$ (51,154.05)	44.22%
Parking Fees	5540	\$ (833.39)	\$ (7,569.68)	\$ (3,262.99)	\$ (7,261.00)	\$ (3,998.01)	44.94%
Activity Guide Revenue	5555	\$ (50.00)	\$ (13,060.00)	\$ (50.00)	\$ (13,500.00)	\$ (13,500.00)	0.37%
Sponsorships	5558	\$ -	\$ (1,800.00)	\$ -	\$ -	\$ -	0.00%
Staffing Cost Recovery	5563	\$ (252.00)	\$ (12,504.75)	\$ (5,785.00)	\$ (31,285.00)	\$ (25,500.00)	18.49%
Special Event Permits	5564	\$ (200.00)	\$ (100.00)	\$ (300.00)	\$ -	\$ 300.00	0.00%
Security Services Recovery	5566	\$ -	\$ (1,450.00)	\$ -	\$ -	\$ -	0.00%
Donations	5570	\$ -	\$ (95,629.50)	\$ (35,000.00)	\$ (36,000.00)	\$ (1,000.00)	97.22%
Grants	5573	\$ -	\$ (23.65)	\$ -	\$ -	\$ -	0.00%
Other/Purchase Discount Tak	5575	\$ (943.50)	\$ (38,987.53)	\$ (12,596.00)	\$ (44,082.00)	\$ (31,486.00)	28.57%
Credit Card Processing Fee	5576	\$ (42.93)	\$ (512.93)	\$ (31.31)	\$ -	\$ 31.31	0.00%
Cash Over/Under	5580	\$ -	\$ (55.00)	\$ (40.00)	\$ -	\$ 40.00	0.00%
Incentive Income	5585	\$ (17.96)	\$ (686.12)	\$ (103.19)	\$ (1,300.00)	\$ (1,196.81)	7.94%
Reimbursement - ROPS	5600	\$ -	\$ (188,584.61)	\$ (74,556.06)	\$ (125,000.00)	\$ (50,443.94)	59.64%
Reimb-Needs Assessment/LP	5605	\$ -	\$ (75,482.17)	\$ (17,610.38)	\$ -	\$ 17,610.38	0.00%
Revenue		\$ (343,600.29)	\$ (1,233,634.60)	\$ (672,283.45)	\$ (7,527,340.00)	\$ (6,855,056.55)	8.93%
YTD Comparison				\$ 561,351.15			
Expense							
Full Time Salaries	6100	\$ 236,906.59	\$ 926,389.16	\$ 939,942.35	\$ 2,358,728.00	\$ 1,418,785.65	39.85%
Overtime Salaries	6101	\$ 1,707.17	\$ 13,270.90	\$ 5,714.61	\$ 32,490.00	\$ 26,775.39	17.59%
Car Allowance	6105	\$ 830.74	\$ 4,569.07	\$ 4,569.07	\$ 10,800.00	\$ 6,230.93	42.31%
Cell Phone Allowance	6108	\$ 1,024.14	\$ 6,293.00	\$ 5,844.21	\$ 14,610.00	\$ 8,765.79	40.00%
Part-Time Salaries	6110	\$ 12,354.28	\$ 285,975.40	\$ 70,025.72	\$ 434,696.00	\$ 364,670.28	16.11%
Retirement	6120	\$ 44,534.21	\$ 157,436.74	\$ 165,076.48	\$ 417,223.00	\$ 252,146.52	39.57%
457 Pension	6121	\$ -	\$ 6,260.49	\$ 6,173.32	\$ 7,445.00	\$ 1,271.68	82.92%
Deferred Compensation	6125	\$ 354.92	\$ -	\$ 1,952.06	\$ -	\$ (1,952.06)	0.00%
Employee Insurance	6130	\$ 85,309.02	\$ 49,570.92	\$ 155,649.55	\$ 293,733.00	\$ 138,083.45	52.99%
Workers Compensation	6140	\$ 15,034.42	\$ 67,586.90	\$ 24,581.32	\$ 146,655.00	\$ 122,073.68	16.76%
Unemployment Insurance	6150	\$ 9,556.00	\$ 633.00	\$ 9,556.00	\$ 3,400.00	\$ (6,156.00)	281.06%
Loan - Pension Obligation	6160	\$ 21,395.17	\$ 104,387.50	\$ 106,975.83	\$ 256,742.00	\$ 149,766.17	41.67%
PERS Unfunded Liability	6170	\$ -	\$ 349,318.00	\$ 434,065.00	\$ 434,065.00	\$ -	100.00%
Personnel		\$ 429,006.66	\$ 1,971,691.08	\$ 1,930,125.52	\$ 4,410,587.00	\$ 2,480,461.48	43.76%
YTD Comparison				\$ (41,565.56)			
Telephone/Internet	6210	\$ 1,680.57	\$ 7,775.31	\$ 8,152.79	\$ 16,596.00	\$ 8,443.21	49.13%
Internet Services	6220	\$ 1,474.00	\$ 21,416.78	\$ 7,400.00	\$ 27,135.00	\$ 19,735.00	27.27%
IT Infrastructure	6230	\$ -	\$ 115.85	\$ 58.01	\$ 2,000.00	\$ 1,941.99	2.90%
Computer Hardware/Software	6240	\$ -	\$ 1,367.64	\$ 4,151.53	\$ 10,040.00	\$ 5,888.47	41.35%
Pool Chemicals	6310	\$ -	\$ 1,709.16	\$ 741.00	\$ 8,250.00	\$ 7,509.00	8.98%
Janitorial Supplies	6320	\$ 1,985.93	\$ 17,566.70	\$ 11,851.85	\$ 53,400.00	\$ 41,548.15	22.19%
COVID - Supplies	6321	\$ 1,985.33	\$ -	\$ 2,383.50	\$ -	\$ (2,383.50)	0.00%
Kitchen Supplies	6330	\$ -	\$ 190.56	\$ -	\$ 900.00	\$ 900.00	0.00%
Food Supplies	6340	\$ -	\$ 1,073.72	\$ -	\$ 6,320.00	\$ 6,320.00	0.00%
Water Maint & Service	6350	\$ -	\$ 396.22	\$ 277.95	\$ 1,239.00	\$ 961.05	22.43%
Laundry/Wash Service	6360	\$ -	\$ 34.00	\$ -	\$ 880.00	\$ 880.00	0.00%
Insurance Liability	6410	\$ -	\$ 71,100.50	\$ 104,042.00	\$ 149,311.00	\$ 45,269.00	69.68%
Equipment Maintenance	6500	\$ -	\$ -	\$ -	\$ 400.00	\$ 400.00	0.00%
Fuel	6510	\$ 2,873.19	\$ 18,585.20	\$ 17,489.79	\$ 50,400.00	\$ 32,910.21	34.70%
Vehicle Maintenance	6520	\$ 527.96	\$ 6,464.72	\$ 9,549.71	\$ 35,400.00	\$ 25,850.29	26.98%
Office Equipment Maintenance	6530	\$ -	\$ -	\$ 116.89	\$ -	\$ (116.89)	0.00%
Building Repair	6610	\$ 1,779.91	\$ 32,939.49	\$ 8,664.44	\$ 88,000.00	\$ 79,335.56	9.85%
HVAC	6620	\$ -	\$ 735.02	\$ 2,382.14	\$ 8,820.00	\$ 6,437.86	27.01%
Playground Maintenance	6630	\$ -	\$ 18,030.73	\$ -	\$ 40,000.00	\$ 40,000.00	0.00%
Hill Fire 2018	6640	\$ -	\$ 248,839.54	\$ -	\$ -	\$ -	0.00%
Grounds Maintenance	6710	\$ 6,497.80	\$ 27,574.60	\$ 20,772.06	\$ 86,220.00	\$ 65,447.94	24.09%
Tree Care	6719	\$ 498.07	\$ 8,625.00	\$ 498.07	\$ 30,000.00	\$ 29,501.93	1.66%
Park Amenities - Assess	6722	\$ -	\$ 2,785.65	\$ -	\$ -	\$ -	0.00%
Contracted Pest Control	6730	\$ 100.00	\$ 740.00	\$ 460.00	\$ 3,000.00	\$ 2,540.00	15.33%
Rubbish & Refuse	6740	\$ -	\$ 32,988.92	\$ 25,568.32	\$ 77,006.00	\$ 51,437.68	33.20%
Vandalism/Theft	6750	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
Memberships	6810	\$ -	\$ 12,420.26	\$ 11,885.00	\$ 13,696.00	\$ 1,811.00	86.78%
Office Supplies	6910	\$ 211.44	\$ 7,251.67	\$ 1,232.21	\$ 17,585.00	\$ 16,352.79	7.01%
Postage Expense	6920	\$ -	\$ 11,464.43	\$ 537.65	\$ 19,000.00	\$ 18,462.35	2.83%
Advertising Expense	6930	\$ -	\$ 1,710.60	\$ 900.00	\$ 6,240.00	\$ 5,340.00	14.42%
Printing Charges	6940	\$ -	\$ 4,552.70	\$ 3,162.32	\$ 13,338.00	\$ 10,175.68	23.71%
ActiveNet Charges	6950	\$ 1,214.72	\$ 24,536.36	\$ 5,314.57	\$ 52,542.00	\$ 47,227.43	10.11%
Adopt Redev/Collection Fees	6960	\$ -	\$ -	\$ -	\$ 481,576.00	\$ 481,576.00	0.00%
Minor Furn Fixture & Equip	6980	\$ -	\$ 605.73	\$ 604.57	\$ 1,134.00	\$ 529.43	53.31%
Comm Hardware/Software Exp	6990	\$ -	\$ 59.96	\$ -	\$ -	\$ -	0.00%

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

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Fingerprint Fees (HR)	7010	\$ -	\$ 1,162.00	\$ -	\$ 2,560.00	\$ 2,560.00	0.00%
Fire & Safety Inso Fees	7020	\$ -	\$ 2,616.95	\$ -	\$ 2,975.00	\$ 2,975.00	0.00%
Permit & Licensino Fees	7030	\$ -	\$ 1,946.57	\$ 797.80	\$ 6,350.00	\$ 5,552.20	12.56%
State License Fee	7040	\$ -	\$ 852.50	\$ 657.50	\$ 800.00	\$ 142.50	82.19%
Professional Services	7100	\$ -	\$ 1,084.13	\$ -	\$ -	\$ -	0.00%
Legal Services	7110	\$ -	\$ 18,495.69	\$ 18,010.96	\$ 90,000.00	\$ 71,989.04	20.01%
Tvneset and Print Services	7115	\$ -	\$ 14,019.45	\$ -	\$ 36,300.00	\$ 36,300.00	0.00%
Instructor Services	7120	\$ 1,740.65	\$ 48,389.52	\$ 10,312.43	\$ 97,138.00	\$ 86,825.57	10.62%
PERS Admin Fees	7125	\$ 81.15	\$ 1,243.73	\$ 950.47	\$ 2,110.00	\$ 1,159.53	45.05%
Audit Services	7130	\$ 5,000.00	\$ 5,100.00	\$ 7,100.00	\$ 20,175.00	\$ 13,075.00	35.19%
Medical & Health Svcs (HR)	7140	\$ -	\$ 2,002.50	\$ 400.00	\$ 5,500.00	\$ 5,100.00	7.27%
Security Services	7150	\$ 345.00	\$ 306.96	\$ 1,582.50	\$ 3,700.00	\$ 2,117.50	42.77%
Entertainment Services	7160	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
Business Services	7180	\$ 116.99	\$ 33,700.55	\$ 33,592.24	\$ 70,114.00	\$ 36,521.76	47.91%
Conversion Adjustment	7185	\$ -	\$ (52,050.17)	\$ -	\$ -	\$ -	0.00%
Umpire/Referee Services	7190	\$ -	\$ 669.00	\$ -	\$ -	\$ -	0.00%
Subscriptions	7210	\$ -	\$ 1,191.39	\$ 1,166.02	\$ 4,299.00	\$ 3,132.98	27.12%
Rents & Leases - Equio	7310	\$ -	\$ 8,223.93	\$ 912.05	\$ 23,500.00	\$ 22,587.95	3.88%
Event Supplies	7410	\$ -	\$ 529.98	\$ -	\$ 2,280.00	\$ 2,280.00	0.00%
Supplies	7420	\$ -	\$ 3,237.71	\$ -	\$ 3,200.00	\$ 3,200.00	0.00%
Binoo Supplies	7430	\$ -	\$ 2,809.84	\$ -	\$ 3,600.00	\$ 3,600.00	0.00%
Sporting Goods	7440	\$ -	\$ 2,533.80	\$ 93.18	\$ 5,300.00	\$ 5,206.82	1.76%
Arts and Craft Supplies	7450	\$ -	\$ 26.36	\$ -	\$ 5,575.00	\$ 5,575.00	0.00%
Trainino Supplies	7460	\$ -	\$ 210.00	\$ -	\$ 1,600.00	\$ 1,600.00	0.00%
Small Tools	7500	\$ -	\$ 1,541.06	\$ 582.64	\$ 6,000.00	\$ 5,417.36	9.71%
Safety Supplies	7510	\$ 84.88	\$ 3,274.64	\$ 214.88	\$ 3,310.00	\$ 3,095.12	6.49%
Uniform Allowance	7610	\$ -	\$ 6,889.19	\$ 599.86	\$ 10,240.00	\$ 9,640.14	5.86%
Safety Clothing	7620	\$ -	\$ 1,104.96	\$ 500.18	\$ 4,854.00	\$ 4,353.82	10.30%
Conference&Seminar Staff	7710	\$ -	\$ 12,368.29	\$ 1,046.32	\$ 11,564.00	\$ 10,517.68	9.05%
Conference&Seminar Board	7715	\$ -	\$ 230.00	\$ -	\$ 2,575.00	\$ 2,575.00	0.00%
Conference&Seminar Travel	7720	\$ -	\$ 3,808.87	\$ -	\$ 4,345.00	\$ 4,345.00	0.00%
Out of Town Travel Board	7725	\$ -	\$ 846.72	\$ -	\$ 3,231.00	\$ 3,231.00	0.00%
Private Vehicle Mileage	7730	\$ -	\$ 806.08	\$ 127.83	\$ 1,684.00	\$ 1,556.17	7.59%
Buses/Excursions	7750	\$ -	\$ 4,336.94	\$ -	\$ 2,950.00	\$ 2,950.00	0.00%
Tuition/Book Reimbursement	7760	\$ -	\$ 1,268.75	\$ -	\$ -	\$ -	0.00%
Utilities - Gas	7810	\$ 1,523.77	\$ 8,164.94	\$ 5,019.39	\$ 29,715.00	\$ 24,695.61	16.89%
Utilities - Water	7820	\$ 22,367.69	\$ 407,493.11	\$ 412,917.55	\$ 865,373.00	\$ 452,455.45	47.72%
Utilities - Electric	7830	\$ 8,501.95	\$ 75,535.69	\$ 52,017.02	\$ 220,000.00	\$ 167,982.98	23.64%
Airport Assessment Exo	7840	\$ -	\$ 14,235.00	\$ -	\$ 14,000.00	\$ 14,000.00	0.00%
Awards and Certificates	7910	\$ -	\$ 6,279.18	\$ 240.00	\$ 11,670.00	\$ 11,430.00	2.06%
Meals for Staff Trainino	7920	\$ -	\$ 783.19	\$ 377.88	\$ 3,560.00	\$ 3,182.12	10.61%
Emolovee Morale	7930	\$ -	\$ 60.48	\$ -	\$ -	\$ -	0.00%
COP Debt - PV Fields	7950	\$ 19,146.67	\$ 98,150.00	\$ 95,733.33	\$ 229,760.00	\$ 134,026.67	41.67%
Admin Fee/CC Refund 2020	8112	\$ -	\$ -	\$ 11,436.84	\$ -	\$ (11,436.84)	0.00%
Services and Supplies		\$ 79,737.67	\$ 1,329,136.50	\$ 904,585.24	\$ 3,114,335.00	\$ 2,209,749.76	29.05%
YTD Comparison				\$ (424,551.26)			
Capital							
Equio/Facility Replacement	8420	\$ -	\$ -	\$ -	\$ 30,000.00	\$ 30,000.00	0.00%
Sr/Community Rec Facility	8422	\$ -	\$ 7,270.00	\$ -	\$ -	\$ -	0.00%
Mtr Enclosur-Encnt.Fhill.Adoll	8456	\$ -	\$ 7,872.15	\$ -	\$ -	\$ -	0.00%
Pitts Ranch Park Pavilion	8458	\$ -	\$ 29,256.49	\$ -	\$ -	\$ -	0.00%
LPA Architects-CC/Gvm/Sr Ct	8463	\$ -	\$ 19,690.15	\$ -	\$ -	\$ -	0.00%
Arneill Ranch Park Renovatio	8464	\$ -	\$ 30,779.13	\$ -	\$ -	\$ -	0.00%
L.E.D. Light SorinavileTennis	8466	\$ -	\$ 8,185.32	\$ -	\$ -	\$ -	0.00%
Community Center Marouee	8468	\$ -	\$ -	\$ 3,997.52	\$ 8,552.39	\$ 4,554.87	46.74%
PVAC Pool Heater	8470	\$ -	\$ 23,930.00	\$ -	\$ -	\$ -	0.00%
Freedom Park ParkingLot&Sk	8472	\$ -	\$ 321.66	\$ -	\$ -	\$ -	0.00%
P.V. Fields Paintino II	8473	\$ -	\$ 13,690.00	\$ -	\$ -	\$ -	0.00%
Switches and Servers	8474	\$ -	\$ -	\$ 29,642.96	\$ 30,772.00	\$ 1,129.04	96.33%
Turf Grinder	8475	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
Pitts Ranch BB Crt Repaint	8476	\$ -	\$ -	\$ 7,950.00	\$ 8,000.00	\$ 50.00	99.38%
PV Fields Paintino West End	8477	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
Inflatable Svstem	8479	\$ -	\$ -	\$ -	\$ 5,500.00	\$ 5,500.00	0.00%
HVAC Administration Bldg	8481	\$ -	\$ -	\$ 13,200.00	\$ 14,520.00	\$ 1,320.00	90.91%
Expense		\$ -	\$ 140,994.90	\$ 54,790.48	\$ 127,344.39	\$ 72,553.91	43.03%

Total Expenses	\$ 508,744.32	\$ 3,300,827.58	\$ 2,834,710.77	\$ 7,524,922.00	\$ 4,690,211.23	37.67%
YTD Comparison			\$ (466,116.81)			

General Ledger
Fund 20 Assessment Fund
November 2020 42%

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

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

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Interest Earnins	5310	\$ (5.30)	\$ (30,980.92)	\$ (8,790.77)	\$ (38,800.00)	\$ (30,009.23)	22.66%
MBS Interest Earnins	5320	\$ -	\$ (5,314.54)	\$ (3,640.00)	\$ -	\$ 3,640.00	0.00%
Park Dedication Fees	5400	\$ -	\$ (1,356,700.46)	\$ -	\$ -	\$ -	0.00%
Revenue		\$ 5.30	\$ 1,392,995.92	\$ 12,430.77	\$ 38,800.00	\$ 26,369.23	32.04%
Expense							
ActiveNet Charges	6950	\$ -	\$ 95.00	\$ -	\$ -	\$ -	0.00%
Services and Supplies		\$ -	\$ 95.00	\$ -	\$ -	\$ -	0.00%
Capital							
Valle Lindo Restroom/Pavilio	8444	\$ -	\$ 289,327.58	\$ -	\$ -	\$ -	0.00%
Freedom Baseball Fields	8459	\$ -	\$ 41,232.23	\$ -	\$ -	\$ -	0.00%
Mel Vincent Park Restrooms	8460	\$ -	\$ 43,601.88	\$ -	\$ -	\$ -	0.00%
Arnell Ranch Park Renovatic	8464	\$ -	\$ -	\$ 6,180.00	\$ 1,100,000.00	\$ 1,093,820.00	0.56%
PVAC Restroom & Shower	8469	\$ -	\$ 19,132.14	\$ 35,249.13	\$ 84,401.39	\$ 49,152.26	41.76%
Fertilizer Injector System	8478	\$ -	\$ -	\$ 50,447.93	\$ 60,000.00	\$ 9,552.07	84.08%
Community Center Kitchen	8480	\$ -	\$ -	\$ -	\$ 250,000.00	\$ 250,000.00	0.00%
Capital		\$ -	\$ 393,293.83	\$ 91,877.06	\$ 1,494,401.39	\$ 1,402,524.33	6.15%

Date Received	Amount	Amount Earmarked	Developer	Development Case #	Amount Expended	Balance	Allocation Date
7/31/2014	\$ 615,709.00	\$ 720,600.00	AMLI Residential	Springville (RPD-1)	\$ 615,709.00	\$ -	7/31/2019
1/31/2015	\$ 2,250,489.70	\$ 2,250,489.70	Fairfield LLC		\$ 1,613,058.18	\$ 637,431.52	1/31/2020
8/8/2016	\$ 2,649,209.00	\$ 1,100,000.00	Comstock/Elacora Mission Oaks		\$ 196,067.74	\$ 2,453,141.26	8/8/2021
8/10/2016	\$ 474,353.00	\$ 629,500.00	KB Homes		\$ 230,159.82	\$ 244,193.18	8/10/2021
6/7/2018	\$ 21,612.25	\$ -	Crestview		\$ -	\$ 21,612.25	6/7/2023
6/27/2018	\$ -	\$ -	Aldersgate Construction		\$ -	\$ -	REFUNDED
3/6/2019	\$ 35,242.00	\$ -	Habitat for Humanity		\$ -	\$ 35,242.00	3/6/2024
9/12/2019	\$ -	\$ -	Aldersgate Construction		\$ -	\$ -	REFUNDED
11/21/2019	\$ 1,264,500.00	\$ -	Shea Homes		\$ -	\$ 1,264,500.00	11/21/2024
Total	\$ 7,311,114.95	\$ 4,700,589.70			\$ 2,654,994.74	\$ 4,656,120.21	

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

TO: BOARD OF DIRECTORS

**FROM: MARY OTTEN, GENERAL MANAGER
By: Bob Cerasuolo, Park Services Manager**

DATE: January 6, 2021

**SUBJECT: CONSIDERATION AND APPROVAL OF BID AWARD
FOR THE LANDSCAPE MAINTENANCE AT
PLEASANT VALLEY FIELDS SPORTS COMPLEX**

SUMMARY

Since the opening of Pleasant Valley Fields in 2010, maintenance of the park has been handled through a contractor. A formal analysis of the costs to maintain the park was done during the initial opening of the facilities and can be discussed further as part of the analysis. This 55-acre sports park is one of the premier sports fields in Southern California with 34 playable acres to include soccer and softball fields.

BACKGROUND

Pleasant Valley Fields, opened in 2010, is a heavily used complex with a high level of wear and tear on the turf due to a high volume of games, practices, and tournaments along with storage space, snack bar and a formal meeting room. During the construction phase of the Pleasant Valley Fields Sports Complex, staff evaluated several scenarios to properly maintain the 55-acre sports complex. After determining the expenses required for staff hours and equipment needs, a decision was made to consider contract maintenance as a viable alternative. The initial evaluation identified contractual landscape maintenance of the site would result in a significantly lower cost to the District.

Upon the completion of the construction phase of Pleasant Valley Fields, at the regular board meeting of October 2009, the Board of Directors approved the Bid Specifications for Pleasant Valley Fields Landscape Maintenance and directed staff to initiate the Request for Proposal process for the landscape maintenance of the site. Proposals were due October 17th, 2009 and staff received six viable proposals. On November 6th, 2009, with the Ad-Hoc Committee, staff conducted interviews with the proposing landscape companies and Brightview (formally Valley Crest) was selected as the most qualified to carry out the landscape services for Pleasant Valley Fields. This decision was based on the company's experience, ability to "do the job," an understanding of turf management, and familiarity with turf equipment.

A special board meeting was held on November 17, 2009, where staff recommended the Board review and approve the Professional Services Agreement between the District and Brightview Landscape Inc. for the landscape maintenance services at Pleasant Valley Fields. The Board unanimously voted in favor to authorize the General Manager to enter into a professional service agreement with Brightview Landscape Inc.

This initial agreement had a term of three (3) years with extension options. The original agreement was then amended and extended again with Brightview in 2014 with the addition of restroom janitorial services and a 4% overall contract cost reduction.

At the December 7, 2017 Board meeting, staff recommended the District solicit Request for Proposals (RFP) to ensure the District was receiving the best benefits for the most competitive price. Staff placed an ad in the newspaper to notify prospective bidders that this service was going out to bid. Two (2) companies attended the required job walk but one (1) was disqualified for being late. Brightview was the sole bidder and was respectively awarded the contract.

Since this park's inception, it has been maintained within the District Park Landscape Maintenance Service Levels and Standards; the park is at a Maintenance Level One: State of the Art/Priority Work Standard which is the highest maintenance standard level. The park is held in high esteem by the sports community in Camarillo and Ventura County and as such comes with high expectations for superior service. The District has seen costs rise over the past ten (10) years and some of the rising costs are attributed to prevailing wage labor rates, state-required minimum wage increases, capital and chemical (fertilizer) costs. The District has seen a slight reduction in costs attributed to water (reclaimed) and electric rates (agricultural rates for pumps).

Brightview Landscape Services has been the sole lead park maintenance contractor at the park with a total of four different contracts throughout the years (2009-2012, 2012-2014, 2014-2017, 2017-2018 in month-to-month, and 2018-2021). The first year of the first contract was a total annual payment of \$209,880.00, and the last contract ending on February 28, 2021 at a total of \$316,606.44. Brightview is responsible for all turf maintenance and renovation, ballfield preparation, tree care, shrubs/pruning, hardscape management, irrigation, park amenities, janitorial services, and trash services at the park.

Remaining services at the park are provided either directly by the District or an independent contractor. The District provides bathroom soap and toilet paper for Brightview staff to install. West Coast Arborist is contracted for grid pruning of the trees on a seven-to-eight-year cycle.

YEAR IN CONTRACT	CONTRACT AMOUNT PER YEAR	EXTRAS - SOFTBALL FIELD SET-UP / TREE WORK YEARLY	TOTAL AMOUNT YEARLY
DEC 2012 NOV 2013	\$246,217	\$6,237	\$252,455
DEC 2013 NOV 2014	\$246,187	\$6,938	\$253,125
DEC 2014 NOV 2017 *negotiated a 4% price reduction plus cleaning the restrooms	\$236,521	\$9,375 * AVERAGE FOR 3 YEARS	\$245,896 *AVERAGE FOR 3 YEARS
MAR 2018/19	\$287,400	BASE PRICE	\$287,400
MAR 2019/20	\$301,530	BASE PRICE	\$301,530
MAR 2020/21	\$316,596	BASE PRICE	\$316,596

ANALYSIS

At the October 7, 2020 board meeting, the Board reviewed and approved the request for proposals for the Landscape Maintenance for Pleasant Valley Fields Sports Complex. On October 13, 2020 staff reached out to 10 landscape companies and ran an advertisement in the local newspaper for two (2) weeks to ensure the public and vendors knew about the request for proposals and to allow adequate time for vendors to respond. As part of this process, it was also stated there would be a mandatory pre-bid job walk.

The mandatory pre-bid job walk which took place on October 29, 2020 had seven (7) companies to include: Brightview, Stay Green, Enhanced Landscape, Western Golf, Gothic, Venco, and Showscapes. The job walk gave each agency representative the ability ask questions as it pertained to the facility and contract. At the close of the meeting staff reiterated the performance requirements, and the District's expectations in completing those requirements.

All bids were due on December 4, 2020 at 10:00 a.m. The District received four (4) bids as shown in the following table.

Vendor	Bid Amount
Brightview Landscape Services Inc.	\$912,612
Enhanced Landscape Management	\$987,955
Stay Green	\$1,305,600
Western Golf & Hospitality	\$1,592,977

Four proposals were received and evaluated by staff utilizing the following criteria:

1. Cost of services to be rendered
2. Similar Projects
3. Meet Certifications
4. Years in Business
5. Equipment List

This comparison resulted in staff recommending Brightview Landscape Services Inc. The proposal by Brightview Landscape, Inc. is included as Attachment 2. Their proposal successfully satisfied all the criteria set out in the RFP. Brightview offers the most competitive cost for the contract by more than \$75,000 from the next lowest bidder.

Staff required each bidder to provide a list of equipment that would be used at the park complex. Brightview provided one of the most extensive equipment lists of the bidders. Brightview owns an extensive landscape equipment fleet which allows them to procure equipment quickly rather than renting equipment that may not be available or maintained at the same level as owned equipment.

BIDDER QUALIFICATIONS

	Brightview Landscape Services Inc	Enhanced Landscape Management	Stay Green Inc.	Western Golf & Hospitality
Cost	\$912,612	\$987,955	\$1,305,600	\$1,592,977
Similar Projects	City of Westlake Village Community Park, City of Santa Barbara, County of Santa Barbara County Parks	City of Camarillo, Seabridge CFD, City of Ventura	City of Rancho Palos Verdes, City of Downey, City of Santa Clarita, City of Simi Valley, City of Burbank	Silver Lakes Sports Complex, Revere Golf Course, Heritage Ranch Gold & Country Club, Birch Hills Golf Course, Brea Creek Golf Course
Certifications	Yes	Yes	Yes	If awarded, will obtain CA State Contractor License
Years in Business	50+	38 yrs.	50 yrs.	35+
Equipment List	100+ Pieces of Equipment	5 Pieces of Equipment listed	16 pieces of Equipment	16 + pieces of Equipment
Staffing Capabilities	Ventura Only 82 FT Greater Ventura market 171	555	388 FT 2 PT	177 FT 279 PT 14 Temporary

Because of the experience Brightview has at the facility, they recognize the need to address the changing landscape as it matures. They have proposed the inclusion of eight (8) tree crew days to grid prune trees throughout the complex as part of their proposal. Pruning of trees is a costly yet necessary expense. Staff has received quotes of nearly \$30,000 for a one-time grid pruning of this facility. Continual pruning will help to minimize the amount of tree failures reducing safety hazards to the public.

After completing the RFP package review, staff scheduled and held an interview meeting with the representative from Brightview Landscape Services Inc. During the interview staff explained the contractual performance requirements, five-day notice triggers, and non-compliance actions. With the results of the interview and review of the final proposal, along with their long-standing partnership with the District since 2009 at Pleasant Valley Fields, staff recommends that the Board approve the contract agreement between Brightview Landscape Services Inc. for landscape maintenance and janitorial services at Pleasant Valley Fields.

ALTERNATIVES

The Board may choose to not take the recommended action on this item. The alternative actions available are:

- Reject all proposals and re-initiate the Request for Proposal (RFP) process for contractual services. This impact would be a time delay which would require Brightview to maintain the facility on a month-to-month basis of \$26,383.
- Allow the contract to expire and to initiate in-house maintenance of the site. This action would require the District to invest in both capital outlay for equipment as well as additional staffing. An analysis has been provided as part of Attachment 3 should the Board want to explore this option.

FISCAL IMPACT

If the Board approves and awards the contract to Brightview Landscape Services Inc. the total cost for the three (3) year term of the contract would be \$912,612 amortized over the term of the contract. The first year of the contract there will be a cost savings of \$52,842 due to the COVID-19 pandemic. There will be an increase after that and the overall contract will increase by 0.78%. The FY 2020-2021 Fund 20 Parks Operating Budget identifies \$503,784 in the Professional Services Landscape Maintenance line item for two (2) contracts. There would be approximately \$38,000 savings for the continuation of Contractual Maintenance Services in the FY 2020-2021 budget.

RECOMMENDATION

It is recommended that the Board approve and award the contract agreement between the District and Brightview Landscape Services Inc. for landscape maintenance and janitorial services at Pleasant Valley Fields Sports Complex.

ATTACHMENTS

- 1) Letter (2 pages)
- 2) Contract (65 pages)
- 3) Staffing Analysis (6 pages)

December 4, 2020

Bob Cerasuolo
Parks Services Manager
Pleasant Valley Recreation & Park District
1605E. Burnley St
Camarillo, CA 93010

Dear Mr. Cerasuolo,

Over the last eleven years we have come to think of ourselves as a part of the community and would be honored to continue service the community of Camarillo and Pleasant Valley Recreation District. We believe that there are many mutual benefits of continuing to work together by awarding BrightView the contract renewal. To show our continued partnership we have held our pricing steady despite the ever growing cost of doing business as well as have built in additional benefits to the community as part of the value proposition. We also understand the park will continue have limited usage at least through the Spring of 2021 due the continued effects of COVID, therefore we have decided to lower our first year pricing to reflect that limited usage by 15% compared to years two and three of the proposed contract.

Below I have laid out why we believe the District would be benefit by continuing our relationship, from both a service and financial standpoint.

- 1. A True Partner that you can rely on:** An important part of maintaining a beautiful landscape is having a Landscape Maintenance Team that proactively communicates with you to meet and exceed all of your landscaping goals. Over the last 11 years we have proven that the District Staff can trust our team to deliver great customer service. We have the industry leading tools to help us do so. By using our Quality Site Assessment tool we are able to communicate our current priorities and keep you informed.
- 2. Local presence:** With senior leadership living within the community, our yard located less than 15 minutes away and offices in Newbury Park and Ventura, we can ensure you that we will make it a priority to respond, address, and propose solutions at a moment's notice. Most importantly, we have the crews and resources available to help you during any times of emergency. This includes our maintenance crew as well as our Tree Care and Construction crews.
- 3. History on site and with the community:** With our team's history and working knowledge of the Park's landscape and seasonal need, this eliminates any ramp up period or interruptions in service from changing service providers. This knowledge is extremely important when it comes to the irrigation and especially the mainline/ pump system. Our team has the knowledge to quickly find, address and solve any issue that should arise. All this history will limit the amount of time the Park staff would need to dedicate to overseeing a new contractor allowing you to focus on other priorities. We believe our team has the working knowledge and skill to continue to improve the overall quality and appearance of the community.



- 4. **Change in Scope of work:** As the fields and surrounding landscape continues to mature their needs continue to change, over time BrightView has been proud to flexible and continue to partner with the community. This has included the addition of janitorial services during the week and coverage for tournament weekends. We would also be like to include 8 crew days of tree care services to prune the trees throughout the complex. This will help to minimize the amount of tree failures reducing safety hazards to the general public.
- 5. **Willingness to continue our partnership** As a partner and community member we are willing to invest back into the field by bringing in a sports turf consultant on an annual basis to provide recommendations on how to improve the playing surface prior to the sanding and over-seeding to ensure we are providing the best playing surface around. Lastly we want to show to dedication to the community by committing to donate up to \$1,000 annually to help sponsor community events held to the Village at the Park fields
- 6. **Depth of knowledge and experience:** BrightView brings a wealth of not only local experience to the fields, we also regional resources that are unmatched in the industry. Our west coast agronomist Dr. John Law has been integral in developing and always improving our agronomic plans throughout the years. We also have professional turf care specialist Murray Cook who is an expert in the field of turf can and is readily available to provide specific recommendations to improve the quality of the playing surface.

In summary, there are many benefits to continuing our partnership and we would be extremely proud to continue to service the Pleasant Valley Sports Fields.

Again, thank you for the business and partnership and we look forward to your consideration and response.

Sincerely,

Scott Godfrey
Vice President/General Manager

Lazaro Ramos
Branch Manager


x
Scott Godfrey
Vice President/General Manager

PLEASANT VALLEY RECREATION AND PARK DISTRICT
REQUEST FOR PROPOSALS
FOR
LANDSCAPE MAINTENANCE AND JANITORIAL SERVICES
FOR PLEASANT VALLEY FIELDS SPORTS COMPLEX
SPECIFICATION NO. 21-01



RFP RELEASE DATE:

OCTOBER 8, 2020

PROPOSALS DUE:

Friday, December 4, 2020

By 10:00 A.M.

DELIVER PROPOSALS TO:

Administrative Office

Pleasant Valley Recreation & Park District

1605 E. Burnley Street, Camarillo, CA 93010

Phone: (805) 482-1996

PLEASANT VALLEY RECREATION & PARK DISTRICT

NOTICE INVITING PROPOSALS FOR LANDSCAPE MAINTENANCE SERVICES AT PLEASANT VALLEY FIELDS

1.1 ANNOUNCEMENT

The Pleasant Valley Recreation and Park District (District) is soliciting proposals from qualified firms to provide all labor, services, materials, equipment, and to perform work for weekly landscape maintenance and janitorial services for Pleasant Valley Fields Sports Complex per the attached Proposal Terms and Conditions and Specifications.

1.2 PROCEDURES INVITING PROPOSALS

Submitted proposals shall comply with the procedures set forth in the GENERAL REQUIREMENTS of these documents.

The RFP documents may be obtained from the District's Administrative office located at 1605 E. Burnley St, Camarillo, California, (805) 482-1996, for a copy fee of \$.25 per page or on the District website for free at: www.pvrpd.org.

INSTRUCTIONS TO BIDDERS:

1. **SEALED** bids, addressed to District Pleasant Valley Recreation and Park District –1605 E. Burnley St. Camarillo California 93010, Attention: Bob Cerasuolo, Park Services Manager must be received at the above address no later than December 4, 2020 10:00 a.m. for furnishing all labor, materials, supplies, equipment, licensing, supervision and performing all work necessary for park maintenance at the specifications and standards in these bid documents.
 - Bids shall be submitted in sealed envelopes using the Proposal form furnished with this bid document.
 - Sealed envelopes shall be clearly marked on the outside as follows: **2021-2024 PV Fields Park Maintenance Bid** with the name of the submitting Vendor in the upper left-hand corner of the envelope.
2. Addendum. All questions must be emailed only and must be received by November 18, 2020, at 5:00 p.m. Only answers issued by Addenda will be binding. All addenda will be published / posted on the District Pleasant Valley Recreation and Parks website <https://www.pvrpd.org/>

3. Addenda to the specifications shall be considered part of the contract documents. Bidder shall acknowledge receipt of addenda on the Bid Proposal Form. Oral and other interpretations or clarifications will be without legal effect.
4. The District also reserves the right to waive all informalities and defects in the bids and the bidding process not involving price, time of submittal or changes in the work and to negotiate contract terms with the successful bidder. Discrepancies between the multiplication of units of work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. Discrepancies between words and figures will be resolved in favor of the words. In case of ambiguity or lack of clarity in stating the prices in the bid, the District reserves the right to consider the most advantageous bid thereof or to reject the bid.
5. The Contractor's bid shall include the sum total of the base bids, individual bid forms and unit prices as outlined in the Bid Tabulation Form.
6. All companies bidding on this project must include the information outlined in the **ITEMS TO BE INCLUDED IN BID SUBMITTAL CHECKLIST** such as performance bond, labor and material bond, statement of qualifications, list of subcontractors, list of equipment, references, list of proposed equipment, licenses, financial statements and other items requested in this bid document.
7. Any resulting contract is subject to Award of Bid and approval by the District Pleasant Valley Recreation and Park District Board of Directors. Contingent on Board approval, the contract period is February 20, 2021 through February 15, 2024. It is expected that Bidders will be notified of bid results within 20 days of bid receipt. Bid price must be valid for ninety (90) days.
8. **ANY ALTERATIONS, ADDITIONS OR DELETIONS, TO EITHER THE INSTRUCTIONS TO BIDDERS, OR THE PROPOSAL FORM SHALL CONSTITUTE THE BID(S) AS UNACCEPTABLE.**
9. Contractor is required to provide the District a performance bond in the full amount of the contract prior to the commencement of work, with premiums fully paid in advance by the contractor. The bonds will be on forms and drawn on sureties acceptable to the District and are included in the total project cost(s).

10. All bids shall be accompanied by a cashier's check, or certified check drawn upon a National or State bank, in the amount of 2% of the total bid amount of the contract, payable to the District, or a bid bond in the same amount, from a reliable surety company, as a guarantee that the bidder will enter into a contract.

1.3 SUBMISSION OF PROPOSALS

Requirements for the RFP are enclosed. To be considered in the selection process:

- Interested parties shall submit one (1) original and four (4) copies of their proposal no later than **Friday, December 4, 2020 at 10:00 a.m.**
- No late proposals will be accepted.
- Please note that the District offices are closed due to the COVID- 19 virus. The office hours are from 8:00 am to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. Please knock on the door or make an appointment for time delivered and we will stamp them.
- The original proposal shall be submitted in loose leaf format (unbound and unstapled). The four (4) copies of the proposal may be stapled. Proposals shall be submitted in a **SEALED** envelope to:

Pleasant Valley Recreation and Park District
Administrative Office
1605 E Burnley St., Camarillo, CA 93010

- Bids received after the above date and time will not be considered. **Please note that FAXED OR EMAILED RESPONSES WILL NOT BE ACCEPTED.**

1.4 FORM AND STYLE OF PROPOSALS

Proposals must be prepared on the forms provided with the PROPOSAL DOCUMENTS herein and must be in compliance with the GENERAL REQUIREMENTS described herein. Proposers shall not change the wording of the forms except as required by any Addendum issued by the District.

1.5 TERM OF A CONTRACT FOR SERVICES

The term of the contract will be for a three (3) year period from February 15, 2021 to the termination date of February 15, 2024 with the option to renew for up to a maximum of two (2) additional two (2)-year periods for a combined maximum of seven (7) years. The optional renewal shall be at the District's sole discretion. To exercise its extension option,

for the public good. The District also reserves the right to reject the proposal of any Proposer that has been delinquent or unfaithful in any former contract with the District. No Proposer may withdraw its proposal for a period of sixty (60) days after the date from the opening thereof. If the District cancels or revises this RFP all firms invited to participate in the process shall be notified in writing.

This RFP does not commit the District to award a contract, to defray any costs incurred in the preparation of the Proposal pursuant to this RFP, or to procure or contract for work.

All proposals submitted in response to this RFP become the property of the District and will ultimately become public records available for public review. The District reserves the right to request additional information or clarification during the evaluation process.

1.10 WAGES

Contractor shall ensure that all maintenance and other services provided pursuant to this Agreement are provided in accordance with all applicable laws and regulations relating to the payment of prevailing wages and in accordance with State of California Department of Industrial Relations General Prevailing Wage Determination for Landscape Maintenance [Craft: Landscape Irrigation, Maintenance, and Operations (IOC, 18A, 18C)] for Ventura County. Refer to <https://www.dir.ca.gov/oprl/dprevwagedetermination.htm> for detailed information. A copy of the current, General Prevailing Wage Determination for Landscape Maintenance is available at the Camarillo Parks office. Contractor further understands and agrees as follows:

- A. That the statutory provisions for penalties for failure to pay prevailing wages will be enforced (Labor Code §1775.) and the statutory provisions for penalties for failure to comply with state's wage and hour laws will be enforced. (Labor Code §1813.)
- B. That Contractor must comply with the statutory requirements relating to certified copies of payroll records, including the maintenance of the records, their certification, and their availability for inspection. (Labor Code §1776.)
- C. Contractor will comply with the statutory requirements relating to the employment of apprentices. (Labor Code §1777.5.)
- D. Eight hours' labor constitutes a legal day's work as described in Labor Code §1810.

- E. Contractor must secure the payment of workers' compensation to its employees as provided in Labor Code §1860 and §3700. In addition, the Contractor must sign and file a statutorily prescribed statement acknowledging its obligation to secure the payment of workers' compensation to its employees before beginning work. (Labor Code §1861.)
- F. Contractor acknowledges and agrees that should any third party, including but not limited to the Director of the Department of Industrial Relations, determine that Contractor has failed to pay the general prevailing wage rates of per diem wages and/or overtime and holiday wages required for any of the work provided hereunder, Contractor shall indemnify, defend, and hold the District harmless from any such determinations, or actions (whether legal, equitable or administrative in nature) or other proceedings, and shall assume all obligations and liabilities for the payment of such wages and for compliance with the provisions of prevailing wage law.

1.11 MANDATORY JOB WALK

There will be a mandatory job walk with the Park Services Manager and/or Designee on **Thursday October 29, 2020 at Pleasant Valley Fields Sports Complex** located at 200 Westpark Court, Camarillo, California 93012. All contractors shall meet promptly at **9:30 am** at the parking lot located at the western end of the park.

Proposers must participate in the walk-through inspection and familiarize themselves with any conditions that may affect performance and proposal prices. Any proposal received from a contractor that did not attend this walk-through meeting will be considered non-responsive and rejected.

1.12 SPECIAL REQUIREMENTS FOR WORK ON SCHOOL PREMISES

None. This project does not involve work on school premises.

1.13 CONTRACTOR'S EXAMINATION OF SITE

Each contractor shall carefully examine each site of the proposed work and the contract documents herein. It will be assumed that the contractor has investigated and is satisfied as to the conditions to be encountered; as to the character, quality, and quantity of the materials to be furnished; and as to the requirements of the contract and specifications.

1.14 EXECUTION OF CONTRACT; SUFFICIENCY OF INSURER AND SURETIES

The contractor to whom award is made shall execute a written contract with the District on the form agreement provided below and shall provide proof of all insurance and bonds as herein provided within fifteen (15) days from the date of written notice of the award.

All insurers and sureties must be rated A or better according to the most recent A.M. Best Co. Rating Guide. The selected contractor shall deliver, concurrently with execution of the agreement and delivery of said payment bond and performance bond, to the District the following documents:

(a) A copy of the "Certificate of Authority" of the Insurer or Surety issued by the Insurance Commissioner, which authorizes the Insurer or Surety to transact surety insurance in the State of California;

or

(b) A certificate from the Clerk of the County of Ventura that the "Certificate of Authority" of the Insurer or Surety has not been surrendered, revoked, canceled, annulled, or suspended or, in the event the "Certificate of Authority" of the Insurer or Surety has been suspended, that renewed authority has been granted.

Failure of contractor to deliver these documents by the time of execution of the agreement shall require the District to refrain from entering the agreement, as contractor will be deemed to have failed to ensure the sufficiency of the Insurer or Surety to the satisfaction of the District, as required by the provisions of the *Bond and Undertaking Law, Code of Civil Procedure 995.660*. Upon receipt of any bonds, the District shall contact the bond company to verify the bond's validity.

1.15 EMERGENCY INFORMATION

The names and telephone numbers of the contractor and its representatives shall be filed with the Department of Parks prior to beginning work to ensure contractor availability and response as required for emergency landscape repairs or remediation.

1.16 OTHER PERMITS, FEES, AND LICENSES

The Contractor shall, prior to the start of work, **possess a valid City of Camarillo business license, A D.I.R number, State of California C-27 landscape Contractor's license and a pesticide applicators/operators' certificate** for the duration of the contract.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
LANDSCAPE MAINTENANCE SERVICES at PLEASANT VALLEY FIELDS**

GENERAL REQUIREMENTS

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

1. Each proposer is required to become familiar with the Scope of Services, Technical Provisions and General Requirements of the services to be performed pursuant to the Contract Services Agreement. The District will assume that each proposer has investigated and is satisfied as to the conditions to be encountered, the character, quality and quantities of work to be performed, all work sites, and the materials and equipment to be furnished.
2. The undersigned fully understands the Scope of Services attached to the Contract Services Agreement and has checked carefully all words and figures inserted in his/her Proposal Documents and he/she further understands that the District will in no way be responsible for any errors or omissions in the preparation of the proposal.
3. Proposals shall be made on the forms (Proposal Documents) provided by the District. Each proposal shall be signed by an authorized representative of the proposer and shall guarantee compliance with all contract documents or, in the alternative, list any exceptions taken to the contract documents.
4. Complete proposals must be submitted to the District's Office located at 1605 E Burnley Street, Camarillo, California 93010 on or before the date and time specified in the Request for Proposals.
5. The fee proposal shall be submitted in a separate, sealed envelope.
6. Proposals shall include a list of cities, counties, or other public agencies for which the proposer has provided landscape maintenance services during the past **five (5) years**. Said list shall include the current name and telephone number of the proposer's contact person.

***NOTE:** A proposer must have a current (within past two (2) years) landscape maintenance service contract with a municipality or special park district of equivalent

size and equivalent landscape services *INCLUDING* specialized sports turf maintenance, and/or golf course maintenance to be deemed a qualified company.

7. Proposals shall include a list of ALL equipment that will be used for landscape maintenance used exclusively at Pleasant Valley Fields.
***NOTE: ALL TURF MOWERS ARE TO REMAIN AT PLEASANT VALLEY FIELDS.** The District will provide an area for staging equipment and vehicles used to perform all services required under the Agreement.
8. Proposals will be evaluated based on:
 - a. Qualifications of the Proposer
 - b. References
 - c. Proposed Fee - The District need not select the lowest cost proposal but may choose according to what is in the best interest of the District. Awards shall be made to the lowest responsive and responsible proposer whose proposal is determined to be the most advantageous to the District.
 - d. Completeness of the proposal and compliance with the required format.
 - e. Understanding of general park procedures and requirements as per the Public Contract Code, and any additional procedures explained during the Mandatory Job Walk.
 - f. Experience in landscape services for similar sized projects.
 - g. Experience and qualifications of the proposer, its work force members and stability of the firm.
9. Upon receipt of the submittals, the District may select the most qualified proposer in a "one- step" process or may conduct interview(s) with some of the proposers. The proposed fee shall be submitted under separate, sealed cover. The District may/will negotiate a final scope and fee with the most qualified contractor as determined by District staff in its sole discretion.
10. Upon completion of the evaluation and selection process, the District's Park Services Manager or designee will make a recommendation to the District Board of Directors regarding the award of the contract.
11. The District is not obligated to award a contract and reserves the right to reject all proposals.
12. Following the award of the contract, a Landscape Maintenance Services Agreement, substantially in the form attached hereto, shall be executed by and between the selected contractor and the District. Each proposer must review the attached Agreement carefully

as it contains many details and requirements not set forth in these General Requirements or elsewhere.

13. The undersigned shall execute the Landscape Maintenance Services Agreement and furnish the certificates of insurance after notice of acceptance of the proposal by the District and prior to commencing services.
14. The contract shall commence February 15, 2021 and end on February 15, 2024 with annual renewal options as described above.
15. The District desires a fair, equitable, competitive, and timely contract award. Therefore, from the time the District issues the Request for Proposals and until the District Board receives District Staff's recommendation for contract award, all contact with the District shall be through:

Bob Cerasuolo

Park Services Manager

Pleasant Valley Recreation and Park District

1605 E. Burnley St. Camarillo, CA 93010 Telephone: (805) 482-1996 ext. 301

bobc@pvirpd.org

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

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

1. General Requirements (signed)
2. Already have a D.I.R (Department of Industrial Relations) number
3. Proposal and Proposer's Certification(s)
4. List of Qualifications (References' List)
5. List of Equipment
6. Statement of Transition Plan

7. Faithful Performance Bond (see Bonding Requirements in Notice of Invitation of Proposals)
8. Labor and Material Bond
9. Financial Information
10. List of Subcontractors
11. Schedule of Holidays off

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

SIGNATURE:  Electronic Signatures Acceptable

DATE: 12/03/2020

NAME (PRINT): Scott Godfrey

TITLE: Vice President and General Manager.

COMPANY: BrightView Landscape Services.

COMPANY ADDRESS: 2064 Eastman Ave. Unit 104, Ventura, CA 93003.

DIR #: 561730.

CONTACT PERSON: Lazaro Ramos.

PHONE NUMBER: 805-585-9026.

EMAIL: Lazaro.ramos@BrightView.com.

(CHECKLIST ON NEXT PAGE)

PROPOSER'S CHECKLIST

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

General Requirements - <i>Signed</i>	✓
D.I.R. (Department of Industrial Relations) BV - Number 1000005364	✓
Proposal & Bid Tabulation Forms (Exhibit B)	✓
List of Qualifications Form (Exhibit C)	✓
List of Equipment Form (Exhibit D)	✓
Statement of Transition Plan (Exhibit E)	✓
Faithful Performance Bond (Exhibit F)	✓
Labor & Material Bond (Exhibit G)	✓
Financial Information (Exhibit I)	✓
List of Subcontractors – <i>if needed</i> (Exhibit J)	✓
Schedule of Holidays Off (format of your preference is acceptable)	✓

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

EXHIBIT "A"

**SCOPE OF WORK AND TECHNICAL PROVISIONS
FOR PROPOSAL FOR LANDSCAPE MAINTENANCE SERVICES**

The Landscape Maintenance Services contract will include services based on the outlined maintenance standards and specifications for a term of 36 months beginning on February 15, 2021 and ending February 15, 2024.

The undersigned hereby submits this Proposal for Landscape Maintenance Services and stipulates thereto as follows:

1.1 FAMILIARITY WITH AGREEMENT REQUIREMENTS

The undersigned declares that he/she has carefully examined the location of the proposed services and Scope of Services, that he/she has examined the General Requirements and [Sample] Contract Services Agreement of the Pleasant Valley Recreation and Park District and all related documents.

1.2 BASIC CONTRACT

The undersigned hereby proposes to furnish all labor, equipment, tools, and materials to do all work necessary to complete the landscape maintenance services in accordance with the Landscape Maintenance Agreement as shown in the Contract Services Agreement. The following are monthly amounts and are to be paid to the proposer in equal monthly payments.

SCOPE OF WORK

2.1 Contractor shall provide at his own cost and risk All labor, equipment, materials, supplies, tools, and transportation including but not limited to:

- Hauling
- Dumping
- Fertilizers
- Insecticides
- Brick Dust
- Chemicals
- Mulch
- Seed
- Chalk
- Cleaning the restrooms Seven (7) days a week.
- Wood Chips
- Decomposed Granite
- Irrigation Controller Batteries
- Herbicides
- And all other labor, equipment, materials, supplies, tools, and transportation needed to perform park, landscape, and associated facilities maintenance work as directed/described herein these contract documents.

2.2 Contractor shall perform all work necessary to complete the contract in a manner acceptable to the District. The areas to be maintained shall include but are not limited to the areas listed below:

- **Turf Management:** routine mowing, trimming, fertilization, watering, weed abatement.
- **Hardscape Management:** routine sweeping, litter and trash removal, and pressure washing, catch basins, storm drains, swale, driveway/aprons, sidewalk.
- **Shrub/Pruning & Groundcover areas:** routine weeding, cultivation, fertilization, weed abatement, and pruning.
- **Tree Care:** lifting limbs, grid pruning, removal.
- **Irrigation – Operation, Programming and Maintenance;** includes parts and labor for daily irrigation and repairs.
- **Ball-diamond Maintenance:** off season maintenance, pre-season rehabilitation, sports period maintenance.
- **Building/Restrooms:**
 - DAILY janitorial cleaning before 8:00 am at all three (3) restrooms.
 - Cleaning toilets/urinals and sinks, routine trash removal including trash bags, stocking supplies washing out 7 times weekly.
 - Toilet paper and hand soap will be provided by the owner for contractor to install.
- **Park Amenities:** trash receptacles, bollards, benches, drinking fountains, tables.

2.3 **MATERIALS, EQUIPMENT AND SUPPLIES TO BE PROVIDED BY CONTRACTOR**

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

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

- (a) All necessary top dressing, mulch, seed, water surfactants and humectants, fertilizers, herbicides, fungicides, herbicides, brick dust, wood chips, decomposed granite, chemicals, amendments, tree stakes, restroom stock, fasteners, rodent control devices, et cetera.
- (b) All parts necessary for the repair and proper maintenance of all irrigation systems.
- (c) All trash bags, (routine trash removal including trash bags and all

cleaning materials used for cleaning of the restrooms,) Toilet paper and hand soap will be provided by the owner for contractor to install

TECHNICAL PROVISIONS—PARKS MAINTENANCE SPECIFICATIONS

The desire and intent of the District is to maintain the landscaping and grounds maintenance for parks and facilities to achieve world-class conditions with little to no frustration on the part of the District or its residents.

The selected contractor will provide **MONTHLY REPORTS** documenting how the execution of the standards are being maintained at this level. To achieve this objective, the District submits these qualifying factors, inspection procedures, responsibilities/liabilities, and industry performance standards.

3.1 GENERAL STANDARDS AND PROCEDURES

- A. Contract payment will be **MONTHLY**, based on a detailed invoice provided to the District from the selected Contractor and submission of the required Monthly Report. The billing of services is on a per unit or per month price which are submitted as a total monthly price. Some services such as wasp/hornet treatment are not detailed and are included in the overall/total cost of the agreement.
- B. Work shall be conducted between 7:00 a.m. and 6:00 p.m., Monday through Sunday, with the exceptions of Tournaments and Special Events. On occasion the District may direct workflow or projects to be performed as to not to interfere with park and facility activities.
- C. Additions to the Contract, i.e. amenities are based on unit prices as agreed upon in the bid (refer to Supplemental Unit Price Form), the District will request a proposal for additional services and will add it to the contract, at their discretion.
- D. **Any measurements contained herein should only be used as an estimate.** Contractor is responsible for accurate measurement of the park, turf areas, landscape beds, volume of mulch etc. All potential bidders should examine areas included in this bid to ensure accurate measurements and price quotes.
- E. Contractor must ensure adherence to all Federal, State, and Local laws and regulations.
- F. Contractor will be required to provide proper and verifiable insurance in the amounts identified in the bid packet.
- G. Proper and verifiable licenses to include, but are not limited to:
 - i. State of California Licensed Pesticide Applicator
 - ii. State of California Licensed Arborist
 - iii. Reclaimed Water Training

- iv. Licenses shall be provided with the contract and not later than 10 days after an employee change has been made.

Copies of the certifications should be included in the bid submittal as supplemental information.

3.2 PARKS AND FACILITIES MAINTENANCE SCHEDULE

- A. Unless otherwise specified, Contractor shall provide a schedule for recurring (daily, weekly, monthly) grounds maintenance (mowing, trash, etc.). This schedule will be utilized to conduct random site checks to ensure adherence to specifications and expectations.
- B. For non-recurring (quarterly, bi-annually, annually, irregular schedule, as needed) grounds maintenance (fence cleaning, sign cleaning, etc.), Contractor shall submit a monthly work schedule that outlines work for the upcoming month no later than one-week prior the start of the month.
- C. Any variations to the schedule may arise due to the following issues:
 - i. Inclement weather conditions.
 - ii. Emergencies as designated by the District.
 - iii. Maintenance activities/noise may cause disruption
- D. If a variation to the schedule prevents work to be carried out, Contractor will be required to notify the District. The Contractor will be required to resume work as soon as possible in accordance with the annual schedule and contract specifications.
- E. Contractor will be provided various schedules maintained by the District as pavilion and sport fields' reservation schedules and program and special event schedules in order to schedule maintenance accordingly.

3.3 PARKS AND FACILITIES INSPECTIONS AND REPORTS

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

Inspection procedures:

- A. Daily reports (email and/or phone) are provided to the District when the Contractor becomes aware of acts of vandalism, safety issues, irrigation issues, etc. The primary point of contact for daily reports is the Parks Maintenance Manager or designee.
- B. Weekly site inspections (52 times a year). The Contractor shall perform weekly site inspections. Reports shall include verification of services performed, conditions of the park (i.e. turf appearance and health) and issues of concern. The Contractor and the District shall mutually agree as to the format of these weekly inspection reports.
- C. Monthly Report (12 times per year). The Contractor shall provide a monthly inspection for the site, which shall include the verification of services performed (time and date), and issues of concern (i.e.

irrigation issues, basis insects, turf damage, weeds, fungus, disease, vandalism, rodents, safety hazards and Acts of God). Contactor and District shall mutually agree as to the format of these monthly inspection reports. The monthly invoice shall not be processed without the Monthly Report.

- D. Additional reports are required to be made by the Contractor as conditions warrant.
- E. The contractor must be able to respond and communicate via electronic mail daily.

3.4 CONTRACTOR RESPONSIBILITIES/LIABILITIES:

- A. Contractor must ensure the public's safety when performing services.
- B. Contractor shall adhere to image standards - meaning each employee on site will be in a uniform (shirt, pants, and cap) and vehicles will be clean and marked with company name.
- C. Contractor shall behave and operate in an environmentally and professionally sound way as to not create damage or cause exposure by virtue of negligence or omission.
- D. Contractor shall ensure that equipment is properly maintained in accordance with the manufacturer's specifications and are maintained as to not endanger the operator or any person in the vicinity of operations.
- E. Contractor is responsible for repairing damage to the irrigation system caused by Contractor i.e. irrigation boxes being damaged or destroyed by mower blades.
- F. Contractor is responsible for damage to persons and property caused during the performance of contracted work.
- G. Emergency Services: Contractor shall provide the District with the names and telephone numbers of at least two (2) contacts who can be called by District representatives when emergency maintenance conditions occur. Such work shall be performed for additional compensation unless the emergency maintenance condition is created as a result of the Contractor's negligence. Emergency work will be compensated at the hourly rate established by this Agreement for extra work. The District shall call for such assistance only in the event of a genuine and substantial emergency. Upon notification by the District of emergency conditions, the Contractor shall arrive to the site and report status within one (1) hour and Contractor shall charge a maximum of one (1) hour personnel response time for any response to an emergency call requiring a representative of Contractor to travel to the District.
- H. All maintenance operations shall be performed by the approved contractor or sub-contractor. A list of sub-contractors shall be submitted with the bid.
- I. No live tree removal (including understory and shrubs in the existing

landscape or the surrounding “natural” area) shall take place without the permission (written or oral) of the District.

- J. Contractors must include a detailed **EQUIPMENT LIST** necessary to complete the work outlined in these specifications and submit with the bid and annual schedule.
- K. Contractor must include an organizational chart that identifies numbers of staff dedicated to this contract and their intended responsibilities.
- L. The Contractor will be held responsible for any damages to grass, trees, plants, shrubs, fences, walls, brick, pavers, glass, all weather turf, etc. that is caused by the Contractors errors or their failure to comply with the requirements of these specifications and will be assessed a fee. Tree and shrub values will be based on District’s assessment and/or appraisal in accordance with Council of Tree and Landscape Appraisers or other mutually agreeable source.
- M. Contractor is responsible for employing an in-house pesticide applicator or person dedicated to this service for the specific purpose of spraying properties and sites within this contract. Contractor is responsible for applying all chemicals in a safe manner consistent with the label directions and federal and state laws and regulations. Application rates and frequencies are determined by the manufacturer’s recommendations. Chemical mixing and application shall be supervised by a Licensed Pesticide Applicator. Records must be maintained according to applicable licensing regulatory body. *These records shall be provided to the District in the monthly reports.*
- N. Contractor is responsible for public notification when pesticides are to be applied 72 hours in advance. Notification as is to include when, what, where, and how much. Verification of completion is to be noted.
- O. A Pollution Prevention Plan shall be developed within the first sixty (60) days of execution of this Agreement to maintain compliance with industry best management practices for pollution prevention.
- P. If through inspection and verification, in the District’s opinion, work as defined by the specifications has been carried out to an insufficient standard, the work shall be carried out again by the Contractor without creating a backlog to other maintenance schedule and at the expense of the contractor.
- Q. In the event the contractor fails to accomplish any task under this scope of work, the District will provide reasonable notice to take corrective action. If the Contractor does not perform the service, the District may, at its option, cause the non-performed tasks to be accomplished through another source and deduct the cost of such from the amount normally due to the contractor for that monthly period based on the Unit Prices.
- R. Performance Bonds- Due no later than February 5, for the next contract year (3 bonds total).

3.5 TURF MANAGEMENT

- A. The District utilizes a detailed, proactive approach to turf management. Including but not limited to: soil amendment, fertilization, fertigation, pre and post-emergent herbicides, dethatching, aerating, proper mowing practices, etc.
- B. All Turf: these areas shall be inspected daily (7 days per week) for holes, wet spots, uneven surfaces, defective sprinklers and other hazards, and any required corrective action taken immediately.
- C. A soil test will be conducted twice a year around mid-April and mid-October of each contract year.
 - i. The results of the soil test will determine the development of the turf management program and the Turf Action Schedule.
 - ii. Soil should be tested for, but not limited to, soil PH, NO₃-N, Micronutrients, and Texture.
- D. Contractor shall provide a detailed comprehensive, environmentally sensitive **TURF ACTION SCHEDULE** using a synthetic and/or organic approach which outlines the application of fertilizer, insecticide, herbicide and disease control programs that maintains turf in a healthy, vigorous, growing condition with no weeds, disease or insect issues to create a dense crop of turf based on the intended use of the park.
 - i. The Turf Action Schedule shall be reviewed and mutually agreed to by the District prior to implementation.
 - ii. The Turf Action Schedule shall be due to the District no later than one month after the sample was taken of each contract year.
 - iii. Plan shall outline the chemical type, analysis, timeline for application, and intended application rates.
 - iv. All chemicals must be applied by or supervised by a licensed applicator in accordance with label directions.
- E. There are minimum standards and depending on use, weather, soil conditions additional fertilization may be warranted and shall be included in the base cost of the bid.
- F. Turf Fertilization: Pleasant Valley Fields Sports Complex primarily uses a liquid fertigation system to distribute fertilizer to the turf. Liquid fertilizer is applied to the turf daily. Application of formulas and rates shall be at a rate corresponding to climate, soil type and conditions, and cultural requirements of the turf species. The contractor is required to provide and deliver a pre-approved liquid fertilizer in advance to the site. The site is equipped with two (2), five hundred (500) gallon fertilizer tanks. The contractor shall maintain an adequate level of material in each tank at all times. The turf may require additional applications of fertilizers and/or additives accomplished using a rotary and/or drop spreader.

- G. Proper and necessary horticultural practices shall be used to achieve clean, green, and safe turf given the high visibility of the turf and landscape at these facilities.
- H. A string trimmer must be used in areas around buildings, fences, valve boxes, signs, rocks, light posts, etc. on a schedule that maintains a neat and professional appearance.
- I. An edger shall be used in all areas where grass and concrete meet to maintain a neat and professional appearance
- J. All turf is to be litter, debris, and hole free. Holes are defined as a depression where a community member may trip and are bare of grass.
- K. Sports Turf (Bermuda) shall be mowed approximately 104 times at a height of (5/8) inches per year (typically twice a week during growing season and one time a week during winter months) At Districts discretion. This mower shall be used only at Pleasant Valley Fields.
- L. Non-Sports Turf areas shall be cut with a reel mower to maintain a consistent year-round height of 2-3" for Tall Fescue. This mower shall be used only at Pleasant Valley Fields.
- M. Alternating mow patterns is a Requirement to reduce "tracking."
- N. The contractor is responsible to ensure a complete thorough removal of all debris and litter at the completion of all mowing occurrences to include clumping or piles of grass.
- O. Top Dressing shall be applied once per year with a mixture of 80% screened sand and 20% organic matter applied at a 1/4 inch deep.
 - i. Cycle 1- November
- P. Core aeration shall occur a minimum of three (3) times per year at a depth of 6" and then mat drag all cores throughout. Knife aeration shall be done eight (8) times a year.
 - i. Core aeration shall occur in the months below
 - 1. Cycle 1- April
 - 2. Cycle 2- June
 - 3. Cycle 3- November
- Q. Aerations are to be serviced with a PTO powered aeration attachment.
- R. Each aeration and top dress service cycle shall not exceed 2 weeks in total.
- S. Renovation: post-soccer season top dressing shall occur one (1) time per year on a schedule approved in advance by the Parks Services Manager. Topdressing material and rates shall be per agronomic recommendations consistent with soils analysis. Additionally, Turf renovation shall be performed on a spot basis as needed to eliminate excessive thatching or to rehabilitate worn areas.

- T. Thatch Removal: The Contractor shall be responsible for the removal and disposal of thatch build-up in the sod layer one (1) time per year. The Park Services Manager shall be notified with a written schedule one month prior to the date of thatch removal commencement. Thatch removal shall be performed with a power-driven thatching/verti-cutting knives. All grass clippings associated with this process shall be removed from the site and disposed of at the Contractor's expense. Over seeding and topdressing shall be required at the Contractors expense where thinning of sod has occurred. The Parks Services Manager shall determine the top-dressing and seed application rate.

3.6 HARDSCAPE MANAGEMENT

(routine sweeping, litter and trash removal, and pressure washing)

- A. Cracks in Hardscape areas – apply herbicide as needed to control weeds in hardscaped areas, i.e. interior pathways of parks, parking lots, snack bar courtyard.
- B. Decomposed Granite- apply Herbicide to ensure a weed free decomposed granite area (paths, trails, etc.).
- C. Wasp/Hornet Control– shall occur as needed on and around the exterior of park buildings and restrooms to control wasp/hornets. Raid Wasp and Hornet Spray or an approved equal shall be used. Wasp control is an included cost and is not detailed out in the Individual Park Pricing Forms.
- D. Blowing- Removal of debris by blowing from parking lots, internal park pathways, play structures, and other hardscapes (parking areas and walkways) and softscape areas (i.e. decomposed granite)
- E. Unless identified otherwise below will occur fifty-two times (52) per year weekly.
- F. Playgrounds Safety Fall Surfacing- Maintain a level, debris free and safe play areas by way of raking, removing litter, spot treating weeds/grasses under swing sets, play equipment and general play area 104 times per year-two times per week (Monday, Friday).

3.7 INSECTICIDE SPECIFICATIONS

- A. The insecticide program shall maintain turf free of insects which includes, but not limited to, mole crickets, army worms, sod web worms, fire ants, cutter ants, grubs, chinch bugs and other invasive damaging insects year-round.
- B. The Turf Action Schedule should figure in Preventative applications as well as reactive applications. Insecticides will be figured into the base bid.

3.8 HERBICIDE SPECIFICATIONS

- A. The herbicide program shall maintain weed free which includes, but not

limited to, other invasive crop damaging weeds.

- B. The re-entry restriction or time interval is 24 hours from time of application for all herbicides.
- C. A Pre- Emergent herbicide shall be applied a minimum of two (2) times per year according to the label, however the first application shall be made no later than March 15 of each contract year.
- D. Post emergent applications should be proactive based on weekly inspection findings, preferably contractor would have an in-house applicator rather than subcontracting this service.
- E. Herbicide cost should be figured into the base bid.
- F. All chemicals must be applied by or supervised by a licensed applicator in accordance with label directions.

3.9 DISEASE CONTROL SPECIFICATIONS

- A. The disease control program shall maintain turf that is free of diseases which includes, but is not limited to, Poa, Horseweed, Crabgrass, Pythium fungus, root fungus and other crop damaging diseases. Preventative applications as well as reactive applications should be included in the base bid.

3.10 PARK PROCEDURES

- A. Proper and necessary horticultural practices shall be used to achieve clean, green, and safe turf given the high visibility of the turf and landscape at these facilities.
- B. All turf is to be litter, debris, and hole free. Holes are defined as a depression where a community member may trip and are bare of grass.
- C. A string trimmer must be used in areas around buildings, fences, valve boxes, signs, rocks, light posts, etc. on a schedule that maintains a neat and professional appearance.
- D. An edger shall be used in all areas where grass and concrete meet to maintain a neat and professional appearance
- E. Any clumping or piles of grass is to be raked, mulched, or removed in order to keep a clean, green, and safe appearance. The contractor is responsible to ensure a complete thorough removal of all debris and litter at the completion of all mowing occurrences.

3.11 PRUNING

- A. Pruning of non-native, indigenous species shall create a uniformly dense plant. Selectively thin and tip back annually. Prune to enhance natural branching effect of plants. Do not change shape of shrubs by pruning.
- B. Only experienced personnel with proper abilities shall do pruning.

A-10

Relative sizes and shapes of the respective shrubs shall be appropriate for the type and location and consistent throughout the park.

- C. Contractor shall prune regularly, as required. Remove dead wood and aesthetically balance the planting following basic horticultural practices. All suckers and undesired growth shall be removed immediately. Tree and shrub branches should be pruned a minimum of 3' from all structures, buildings, light poles, AC units, fences, walkways, etc.
- D. Tree and shrub branches should be pruned and maintained a minimum of 3' from all structures, buildings, light poles, fences, AC units, walkways, etc.
- E. Broken or hanging limbs greater than 7' feet or will impede pedestrian/vehicle passage shall be removed immediately.
- F. Pruning of formal shrub planting is minimal and shall be completed on as needed to result in a smooth, manicured appearance, at no additional cost.
- G. Low branches and sucker sprouts are to be removed as necessary throughout the year.
- H. Small or young trees are to be pruned (trained) during the fall and winter season.
- I. "Natural" areas are to remain in their natural native conditions with the exception of visibility and safety related pruning. Included in natural areas are those areas where selective trimming has been done to enhance view corridors and safety. Trimming of woody vegetation in parking lot, picnic areas, and play areas shall be conducted on an as needed basis to ensure limbs/foliage are at least eight feet high and two feet off of each side of the respective amenities
- J. Tree stakes will be maintained to achieve their intended purpose. Stakes shall be removed one year after the installation of a tree or shrubs, even if the tree/shrub was installed by another contractor.
- K. All debris from pruning shall be removed from the site and disposed of at the contractor's cost.

3.12 MULCHING

- A. Non-colored Native Hardwood Mulch, at least double ground and aged, shall be applied at rate of 3" depth at all landscaped beds and other areas as required. Natural areas are not to be mulched.
- B. Mulch shall be installed 4 inches to 6 inches away from on root flare or root collar of tree. "Volcano" mulch rings are not acceptable.
- C. Mulch shall NOT be installed within 12 inches of any building.

3.13 LANDSCAPED BEDS

- A. All landscape beds shall remain free of litter, debris, and *weeds*. *Weeds*

sprayed with herbicide must be manually removed after brown out. All Landscape beds at the facility shall be hand weeded on a monthly basis (12 times per year)

- B. "Natural" areas are to remain in their natural native conditions with the exception the removal of dead wood.
- C. Trimming/Deadheading of formal bed plantings and ground covers shall be performed on an as needed basis at Pleasant Valley Fields facilities to achieve a smooth, manicured appearance within established boundaries. Any necessary restructuring shall be reviewed and mutually approved by the by the District and the contractor. Only experienced personnel with proper abilities shall do trimming/deadheading. Relative sizes and shapes of the respective shrubs shall be appropriate for the type and location and consistent throughout the property. Excess vertical growth of ground cover shall be pruned back in order to maintain a neat ground cover bed. Excess horizontal growth shall be pruned at a minimum of 14" from building foundations.
- D. Shrubs of color (flowers, foliage, fruit) are to be pruned for maximum beauty at Pleasant Valley Fields. This means to prune color after color fades.

3.14 IRRIGATION

- A. A licensed irrigator(s) shall provide inspections to the irrigation systems.
- B. Sprinkler heads, spray patterns, and controllers shall be inspected on a weekly basis during the irrigation season. Adjustments to heads shall be made at no additional cost to the District. Weekly inspections reports shall be submitted with the monthly invoice.
- C. Breaks, leaks, and malfunctions of unknown and uncontrollable sources will be repaired by the contractor. Missing or damaged valve box lid replacements are to be replaced by the contractor as a high priority due to safety issues.
- D. Cost for material, supplies and equipment for repairs will be billed at cost plus an additional mark-up percentage as identified in the bid tabulation. A verification of cost of materials (wholesale price) shall be provided for any and all materials, supplies and equipment.
- E. Vandalism or accidental damage not caused by the Contractor shall be reported immediately to the District. Upon approval of the District, Contractor shall provide the labor and materials necessary to repair the damage at an additional expense to the District.
- F. All irrigation repairs will be made with Rainbird and Hunter products (or an approved equal).
- G. Emergency calls regarding broken or malfunctioning sprinkler heads, lines or controllers shall be answered immediately by the Contractor if a condition exists in which water is running freely or in which the District

A-12

requests immediate attention for safety reasons.

- H. Contractor shall notify the District of system malfunction via email or phone call within 24 hours of the problem.
- I. Contractor shall assist the District with as needed system shutdowns due to random events, natural disasters, or related events. This service is included in overall contract price
- J. Contractor will be responsible for the programming, maintenance, and repairs on the specific irrigation zones and programs per applicable facility and park. Irrigation controllers will be shared with the Sports field Mowing Contractor. Ownership of Repairs to the Controller will be at the discretion of the District.

3.15 JANITORIAL SERVICES

- A. Restrooms to be cleaned daily.
- B. All surfaces in restrooms to be disinfected and wiped down daily.
- C. Floors to be mopped with disinfectant daily.
- D. Paper products and soap to be stocked as needed.
- E. Walls to be wiped down and disinfected as needed
- F. Graffiti and vandalism to be reported to the District immediately.

3.16 TRASH/LITTER REMOVAL

- A. **Pleasant Valley Fields**-Trash/Litter removal shall occur on Friday, Saturday, Sunday and Monday, two hundred and eight (208) times per year prior to 9:30 am except on Tournament weekends when trash will be emptied on a as needed basis
- B. Contractor shall assure a complete and thorough removal of all trash, debris, and litter. Trash/Litter removal includes, but is not limited to, the removal of all visible trash from park areas and emptying park trash cans. Micro Litter detail (i.e. cigarette butts, bottle caps, bits of paper) should be performed once weekly (52) times per year on Fridays
- C. All trash/litter shall be removed and placed in the provided dumpsters on site at the District expense.

3.17 EMERGENCY CONTACT

- A. The Contractor shall respond to emergency or complaint calls regarding conditions in landscaped areas, fallen trees or branches, or shrubs or trees that obstruct the driveways and/or pathways, and shall correct the problem or place warning signs and advise the District of the need for major work to be performed at no extra charge. The Contractor will also provide assistance and support in time of large (i.e. earthquakes, floods, fires, etc. natural disasters to help with removal and clean-up at additional charges based on the unit prices.

3.18 ADDITIONAL SERVICES:

This work is to be completed in addition to the contract at the discretion of the District, on an as needed basis, based on The Supplemental Unit Cost Form.

- A. Trash Removal-Contractor shall assure a complete and thorough removal of all trash, debris and litter as identified in the Trash Removal standard all trash/litter shall be removed and placed in the provided dumpsters.
- B. Tractor with Operator- Contractor shall provide a tractor (45 to 85 horsepower) with shovel/forks or other attachments that has Turf Tires mounted on it for a per hour basis.
- C. Top Dressing- Contractor shall provide a per 1,000 square foot cost of 80% screened sand with a 20% organic matter applied at a 1/4 inch deep
- D. Stump Grinding- Contractor will provide a price to grind a stump (all sizes) to 5" below grade.
- E. Tree Removal- Contractor will provide a price for the removal and legal disposal of trees 6 inch-15-inch diameter at breast height (DBH), 16 inch-22-inch DBH and 23-inch DBH via mechanical or non-mechanical means. Trees shall be removed to a height of 3" above grade.
- F. Irrigation Labor- The provision of an individual to make irrigation repairs on a per hour basis.
- G. 1-person and 2-person Crew Rate- The provision of a 2 or 3-person crew to complete park tasks on a per hour basis which is inclusive of truck and equipment- basic hand tools.
- H. Power Washing- Contractor shall use a high pressure, hot water, no greater than 1,500 pounds per square inch pressure stream to ensure a surface is clean, free of mold, mildew, grim, etc. Contractor may need to apply a biodegradable cleaner or degreaser and/or algaecide to ensure this desired effect.
- I. Core Aeration- Core aeration to a depth of 6" and then mat drag all cores throughout areas that have been aerated
- J. Mulch- Contractor will provide a per yard price with installation to install non-colored hardwood mulch at rate of 3" depth where specified.
- K. Hybrid Bermuda GN-1 Sod- Contractor will provide a price per 500 square feet of sod installed. Installation includes costs related to site preparation (removal of old sod) and fertilizer.
- L. Hybrid Bermuda GN-1 Sod- Contractor will provide a price per 500 square feet of sod installed. Installation includes costs related to site preparation (removal of old sod) and fertilizer.
- M. Pruning Vegetation and Trees-as identified in the Pruning section on a per hour basis which is inclusive of tools needed to conduct the task.
- N. Reel Mowing- use of at least a 72-inch reel mower and operator, with sharp blades and maintained bed reels on a per square foot per occurrence basis

- O. Rotary Mowing- use of at least a 48-inch walk and operator behind rotary mower with sharp blades on a per square foot per occurrence basis
- P. Edging/Line Trimming- use of a string trimmer and operator to where grass and concrete meet to maintain a neat and professional appearance on a linear footbasis per year basis.
- Q. Decomposed Granite Maintenance- Adding decomposed granite areas per the identical standards and specifications on a per square foot per year basis
- R. Stock Vegetation- Contractor will provide a unit price installed and site preparation or the following vegetation. Price identified in the Unit Price Form is for the 2021 contract year. Prices for each subsequent contract year are due to the District no later New price each contract year due on February 15 of prevision contract year and must be approved by the District.

SPECIAL REQUIREMENTS

4.1 DEFICIENCIES:

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

- A. Deficiency Notice: The Contractor is required to correct deficiencies within five (5) working days after notification by District.
- B. Withholding of Payment: Provided work under the Deficiency Notice has not been completed, payment for addressing the subject deficiency shall be withheld until the deficiency is corrected, without right to retroactive payments. Such costs shall be determined by the District based on a percentage of the item cost per month for the area in question, using the cost for the area as provided by the Contractor on the proposal form.
- C. District's Right to Correct Deficiency: Five (5) working days after issuing a Deficiency Notice to Contractor, District shall re-inspect the noted deficiency to verify whether the deficiency has been corrected to the satisfaction of the District. District may, at its option without further notice to Contractor, correct the noted deficiency and deduct costs incurred by District from Contractor's next contract payment. The cost of re-inspection shall also be deducted from Contractor's next payment.
- D. Description of Deficiencies:
 - a. **Performance deficiency**: Examples include failure to comply with conditions, specifications, reports, schedules and/or directives from Authorized Representatives; failure to adequately remove trash/debris/weeds in a timely manner, apply chemicals, prune, etc. Deduction may be based upon costs provided by the Contractor on the Bid Worksheets submitted at the time of bid or as deemed appropriate by the District's Representative.

- b. **Failure to comply with minimum District-defined manpower requirements:** Deduction of \$100 per employee per workday.
- c. **Failure to provide adequate equipment in compliance with District specifications and/or as requested by the District's Representative:** May result in a deduction of up to \$250 per instance per workday.
- d. **Failure to protect public health and/or correct safety concerns:** These include, but are not limited to, policing District property for hazards, responding to emergencies, providing adequate traffic control measures (per M.U.T.C.D. Guidelines). May result in a deduction of up to \$250 per occurrence.
- e. **Failure to comply with water restrictions imposed by the Water Authority:** May result in a deduction of up to \$250 per occurrence. Additionally, Contractor shall be responsible for any imposed penalties.
- f. Major irrigation deficiencies shall be repaired within 12 hours and are subject to a deduction up to \$250 per occurrence.

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

4.2 FACILITY OUT OF USE

In the event any park area or District facility is not usable for any reason, including acts of nature or vandalism, the Contract Officer may declare, for the purpose of maintenance, that an emergency condition exists and that the facility is out of use. In such an event, contract services may be suspended on a twenty-four (24) hour notice.

Contractor shall not be compensated for any park area or District facility that is out of use during that period of time that Contractor does not provide any maintenance services. If a portion of any park area or District facility is partially declared out of use, District and Contractor shall negotiate in good faith the cost of providing a modified or reduced maintenance service.

End of Park Maintenance Specifications

(continued)

A-16

SUBMISSION OF BID

Scaled Bids should be submitted by *December 4, 2020 at 10:00 am*

Pleasant Valley Recreation and Park District

Attn.: Bob Cerasuolo, Park Services Manager

1605 E. Burnley St. Camarillo CA 93010

Bids received after the above date and time will not be considered.

Note: Fax or emailed bids will not be accepted

A-17

Pleasant Valley Recreation & Park District—Request for Proposals Landscape Maintenance Services at
Pleasant Valley Fields—Spec. 21-01

EXHIBIT "B"

BID TABULATION & PROPOSAL FORMS

The monthly and annual compensation for the initial three years of the contract term will be the rates set forth below which shall not be increased. Should the District exercise its optional extensions, the parties will negotiate any compensation adjustments applicable during such extension term, which must be memorialized in an amendment to this Agreement.

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

BID TABULATION FORM

	<u>ITEM COST PER MONTH YEAR ONE</u>	<u>ITEM COST PER MONTH YEAR TWO</u>	<u>ITEM COST PER MONTH YEAR THREE</u>
Park/Facility Landscape Maintenance:	\$171,450.50	\$207,757.55	\$213,989.75
Softball Field Set-up/ Drag, Water and Line (based on an average of 26 times a month from Feb-Nov):	\$39,565.50	\$47,944.05	\$49,382.25
Janitorial 7 days a week (excluding Holidays that the contractor takes off):	\$52,754.00	\$63,925.40	\$65,843.00
Annual TOTAL:	\$263,770.00	\$319,627.00	\$329,215
	THREE (3) YEAR COMBINED GRAND TOTAL:		\$912,612.00

B-1

Pleasant Valley Recreation & Park District—Request for Proposals Landscape Maintenance Services
at Pleasant Valley Fields—Spec. 21-01

SUPPLEMENTAL UNIT PRICE FORM

a.	Weekend Trash During Soccer Season and Tournaments	\$ 400 /per day
b.	Drag, Water and Line softball fields months of Feb-Nov average 26+ - times per month	\$ 125 /per day
c.	Janitorial 7 days	\$350 /per day
d.	1 Man Crew Rate	\$ 40 /hour
e.	2 Man Crew Rate	\$ 80 /hour
f.	Tractor with Turf Tires and Operator	\$ 290 /hour
g.	Tractor Mowing	\$ 82 /acre
h.	Topdressing	\$.02 /per 1,000 sq. feet (1/4" thick)
i.	Stump Removal	\$ 375 /stump (all sizes)
j.	Tree Removal	\$ 480 /tree (6 inch-15-inch DBH)
k.	Tree Removal	\$ 960 /tree (16 inch-22-inch DBH)
l.	Tree Removal	\$ 1,660 /tree (23-inch DBH)
m.	Fertilization Turf areas	\$.02 /1000 sq ft
n.	Fertilization Shrub areas	\$.02 /1000 sq ft
o.	Ground Cover (planter beds)	\$.02 /1000 sq ft
p.	Herbicide pocket Gophers /Ground Squirrels	\$.05 / sq ft
q.	Thatch Removal	\$ 900 / per acre
r.	Turf Renovation (site prep, seeding and top dressing	\$ 1,050 /per acre
s.	Weed Control	\$ 860 /per acre
t.	Weed Control	\$ 6.50 /1000 sq ft
u.	Core Aeration pto driven /drag the cores	\$ 2.80 /sq ft
v.	Solid Tine Aeration using 1/2 tine	\$ 2.20 /sq ft
w.	Reel Mowing	\$ 0.002 / sq ft
x.	Rotary Mowing	\$ 0.004 /sq ft
y.	Turf Edging and Trimming	\$.05 /linear ft
z.	Irrigation Repair	\$ 60 /hour
aa.	Irrigation- Furnish and Install 1" brass valve	\$ 402
bb.	Irrigation Valve 1 1/2 Brass	\$ 500
cc.	100' of Trench 18" deep	\$ 380
dd.	Hybrid Bermuda Sod (GN-1)	\$ 835 /per 500 sq. feet
ee.	Fescue Sod	\$ 580 /per 500 sq. feet
ff.	Pressure Washing	\$.08 /sq ft
gg.	Pruning Vegetation and Trees	\$ 48 / \$70 /hour

B-2

Pleasant Valley Recreation & Park District—Request for Proposals Landscape Maintenance Services
at Pleasant Valley Fields—Spec. 21-01

hh.	1 Gallon Plant	\$ 12.00	/each
ii.	5 Gallon Plant	\$ 26.00	/each
jj.	15 Gallon Plant	\$ 96.00	/each
kk.	Flat of Ground Cover	\$ 32.00	/each
ll.	Flat of Groundcover (Annuals)	\$ 35.00	/each
mm.	Flat of 4" Potted Annuals	\$ 39.00	/each
nn.	15 Gallon Tree – Standard Trunk	\$ 135.00	/each
oo.	15 Gallon Tree – Multi Trunk	\$ 140.00	/each
pp.	24 Gallon Standard Trunk	\$ 205.00	/each
qq.	Supervisor day to day operations	\$ 65.00	/hour
rr.	Maintenance Worker	\$ 40.00	/hour
ss.	Irrigation Specialist	\$ 60.00	/hour
tt.	Pesticide Operator	\$ 50.00	/hour
uu.	General Labor	\$ 40.00	/hour
vv.	Equipment Operator (mower, Tractor, Dump Truck etc.)	\$ 55.00	/hour

BrightView Landscape Services

Company Name

Signed

Scott Godfrey

Witness Name

Signature

Date: 12/03/2020

Ventura, CA 93003
City, State, Zip Code

B-3

Pleasant Valley Recreation & Park District—Request for Proposals Landscape Maintenance Services
at Pleasant Valley Fields—Spec. 21-01

BID PROPOSAL

Contractor shall provide all labor, materials, equipment, licensing, and supervision necessary for park maintenance at the standards, specifications and frequencies based in these bid documents. The contract term will be for a total of 36 months starting February 15, 2021 and extending until February 15, 2024, unless terminated for cause or extended per the terms of the contract. Bidders must complete all forms included in these bidding documents.

SUBMITTED TO:

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

SUBMITTED BY:

BrightView Landscape Services
(Legal Name of Company, Corporation or Joint Venture)

2064 Eastman Ave Unit 104

Ventura, CA 93003
(Business Address and Telephone Number)

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

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

	Monthly Cost	Yearly Cost (12 Months)	Contract Cost (36 months)
Park Maintenance (1yr)	\$ <u>21,980.83</u>	\$ <u>263,770.00</u>	
Park Maintenance (2yr)	\$ <u>26,635.58</u>	\$ <u>319,627.00</u>	
Park Maintenance (3yr)	\$ <u>27,434.58</u>	\$ <u>329,215.00</u>	\$ <u>912,612.00</u>

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

B-4

Pleasant Valley Recreation & Park District—Request for Proposals Landscape Maintenance Services
at Pleasant Valley Fields—Spec. 21-01

It is understood and agreed that, if awarded the contract(s), the proposed work shall be started February 15, 2021.

The undersigned certifies that the bid amounts contained in the Bid Proposal have been carefully checked and are submitted as correct and final, and these amounts will remain firm for 60 days following submittal.

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

Addendum No. 1 _____
Addendum No. 2 _____
Addendum No. 3 _____
Addendum No. 4 _____
Addendum No. 5 _____
Addendum No. 6 _____

By: _____ (Witness)
Seal (If Bidder is a Corporation)

Signed
By:
Title: Assistant Secretary
Date: 12/4/20



By: Secretary of Corporation
27001 Laguna Rd #350 Lakeside, CA 91301
City, State, and Zip Code
825-642-9300
Telephone Number

EXHIBIT "C"

LIST OF BIDDER'S QUALIFICATIONS (Required with Bid Submittal)

DATE SUBMITTED 12/04/2020

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

1. Name of Bidder BrightView Landscape Services
2. Permanent main office address 2064 Eastman Ave Unit 104, Ventura, CA 93003
3. If a corporation, where incorporated 980 Jolly Road, Suite 300, Blue Bell, PA 19422
4. How many years have you been engaged in the park and landscape maintenance business? Under what firm or trade names and how long under each?
50 plus year, formally known as ValleyCrest Landscape Maintenance
5. Are you licensed as a contractor in the State of California? Yes No If "Yes", please provide contractor numbers?
Landscape Services – 266211 and Tree Care Services - 863659
6. Please provide the current number of employees that are classified as full time, part time, seasonal that work for the bidder and identify the number that have the primary function of administrative and production(field) work.
Ventura Branch only - Full time Production – 82 / Full time admin - 9
Greater Ventura Market – Full time Production – 171 / Full time admin - 29
7. Describe the current type of work performed by your firm?
Landscape maintenance, turf care, irrigation management, landscape installation and design, and tree care services
8. Please attach a detailed inventory of current maintenance equipment owned and/or equipment needed to be acquired in the event of award of contract.
- Attached

C-1

Pleasant Valley Recreation & Park District—Request for Proposals Landscape Maintenance Services at Pleasant Valley Fields—Spec. 21-01

9. Has your firm ever failed to complete any work awarded to you?
Yes, No If "Yes", where, and why

10. Has your firm ever defaulted on a contract?
Yes No If "Yes", where, and why

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

Firm Name	Contract Value	Contact Information
1. <u>City of Westlake Village- Community Park</u>	<u>\$302,000</u>	<u>Tim Iverson (818) 706-1613</u>
2. <u>City of Santa Barbara – various projects</u>	<u>- \$320,000 –</u>	<u>Simon Herrera (805) 897-1930</u>
3. <u>Santa Barbara County Parks – North/ South</u>	<u>- \$220,000 –</u>	<u>Martin Villescascas (805) 896-7003</u>
4. <u>University Glen – Common Areas</u>	<u>- \$340,000 –</u>	<u>Jake Friesen – (805) 702-4038</u>
5. <u>Amgen – Thousand Oaks Campus</u>	<u>- \$550,000 –</u>	<u>Kimberly Jones – (424) 346-3818</u>

12. Are any lawsuits pending against you or your firm currently?
Yes No If "Yes", PROVIDE DETAILS.

13. Have any charges been filed against you or your firm or the bidding entity with the California Office of Contract Compliance, the Equal Opportunity Commission, the State of California Civil Rights Commission, or any other similarly constituted entity charged by any state or local government with the enforcement of anti-discrimination legislation or regulations?
Yes No If "Yes", PROVIDE DETAILS.

14. Provide bank reference PNC Bank, N.A./ Concentration Acct# XXXXXX8818/
Credit info 888-762-2265

15. What are the limits of your firm's public liability? DETAIL.

All BrightView financials are filed under BrightView Holdings, Inc. which is publicly traded on the NYSE under symbol BV. Therefore, all financial data is in the SEC filings which are also located on our <https://investor.brightview.com/financials-and-filings/sec-filings/default.aspx>. The most recent 10K provides financial details. (See attached 10-K to select relevant pages)

16. What is your firm's bond limitations? Aon Risk Insurance Services West, Inc

Aggregate Amount \$750,000,000.00
Single Project \$100,000,000.00
Open Face Value of Current Bonds: \$500,000,000.00

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

BrightView Landscape services is a privately held company that is 100% owned by BrightViewAll
BrightView financials are filed under BrightView Holdings, Inc. which is publicly traded on the NYSE
under symbol BV. Therefore, all financial data is in the SEC filings which are also located on our
INVESTOR WEBSITE. The most recent 10K provides financial details.

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

DATED AT Ventura, CA, this 4th day of December 2020.

BrightView Landscape Services
(Name of Bidder)

By: [Signature]
(Signature)

Title: V.P. GM

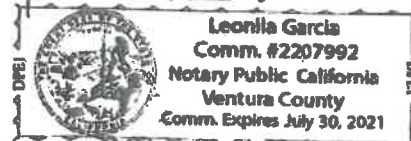
STATE OF CALIFORNIA

COUNTY OF VENTURA

Sworn/Subscribed to before me personally appeared Scott Garcia on this 4th day
of 2020

DECEMBER

C-3



Pleasant Valley Recreation & Park District—Request for Proposals Landscape Maintenance Services at
Pleasant Valley Fields—Spec. 21-01

EXHIBIT "E"

STATEMENT OF TRANSITION PLAN

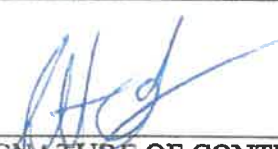
THIS PAGE TO BE COMPLETED BY PROPOSER AND SUBMITTED TO DISTRICT AS PART OF PROPOSER'S QUOTATION.

BrightView Landscape Services
PROPOSER'S NAME
2064 Eastman Ave, Unit 104,
BUSINESS ADDRESS
805-642-9300
BUSINESS TELEPHONE NUMBER
Scott.godfrey@BrightView.com
BUSINESS EMAIL ADDRESS

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

BV currently has plan in place for the many different activities that are needed in order to maintain the park at its best. Once awarded the contract, we will continue to have daily/weekly/monthly/quarterly/annual schedules to keep the park at the expected level.

Evaristo (crew leader) will remain as the leader in maintaining the park with the needed additional labor for the day to day needs. The crew will be supervised by Harrison Bergholz (Account Manager) and Marcelo Medina (Production Manager). Account Manager/Production manager will continue the weekly inspections with park supervisor and submitting "Quality Site Assessment" reports to provide progress/updates. Additional Documentation is provided in the supplemental information included in the bid packet.


12/03/2020
SIGNATURE OF CONTRACTOR
DATE
Scott Godfrey
NAME
Vice President and General Manager
TITLE
266211
STATE CONTRACTOR'S LICENSE #

LIST OF EQUIPMENT

THIS PAGE TO BE COMPLETED BY PROPOSER AND SUBMITTED TO DISTRICT AS PART OF PROPOSER'S QUOTATION. (NOTE ALL TURF MOWERS ARE TO REMAIN AT PLEASANT VALLEY FIELDS)

BrightView Landscape Services
PROPOSER'S NAME COMPANY NAME

2064 Eastman Ave, Unit 104, Ventura, CA 93003
BUSINESS ADDRESS


805-642-9300
BUSINESS TELEPHONE NUMBER

Scott.godfrey@BrightView.com
BUSINESS E-MAIL ADDRESS

List equipment owned by the quoting firm or sub-contractors that is available for use on this contract. Provide type, make, and model year. Use additional sheets if necessary.

Equipment inventory is included in the supplement information included in the Bid Packet

Date: 12/03/2020

SIGNATURE OF CONTRACTOR
Name: 
Title: Vice President and General Manager
State Contractor's License #: 266211

Equipment Inventory

Asset ID	Description	GL Category	Eq Cls Description	Year	State	Serial Number
40 - Mowers						
233015	2000D Reelmaster	Mowers	Fairway Mower	2002	CA	220000234
302852	33" WB WBK-33HD Mower	Mowers	Mowers < / = 36"	2017	CA	111263
328992	48" MOWER & MK	Mowers	Mowers 36" to 48"	2017	CA	J7701161
330833	1600 Turbo Series II Wide Area	Mowers	Fairway Mower	2018	CA	1TC1600TLHF405144
334241	48" SO MOWER	Mowers	Mowers 36" to 48"	2018	CA	402225400
334242	48" SO Mower	Mowers	Mowers 36" to 48"	2018	CA	402795908
334352	52" Mower / MK	Mowers	Mowers 50" to 70"	2018	CA	1TC652MKPHT060003
334353	48" Mower / MK	Mowers	Mowers 36" to 48"	2018	CA	1TC648RAJHT060009
337157	648R HP COMMERCIAL QUIKTRAK	Mowers	Mowers 36" to 48"	2019	CA	1TC648RAJHT060009
337158	648r 22hp quiktrak	Mowers	Mowers 36" to 48"	2019	CA	1TC648RAJHT060301
337654	72" Mower	Mowers	Mowers > 70"	2019	CA	1TC648RAJHT060315
338789	V-Ride II 48	Mowers	Mowers 50" to 70"	2019	CA	1TC355MDPJY070068
1005663	72" Mower	Mowers	Mowers > 70"	2007	CA	N6100125
1006098	4000D Reelmaster mower	Mowers	Fairway Mower	2007	FL	C8100003
1007037	36" Mower	Mowers	Mowers < / = 36"	2007	CA	260000209
1008209	36" Mower	Mowers	Mowers < / = 36"	2008	CA	270000510
1015369	48" Mower	Mowers	Mowers < / = 36"	2008	CA	28000012542
1015370	48" Mower	Mowers	Mowers 36" to 48"	2011	CA	G1100043
1016118	52" Mower	Mowers	Mowers 36" to 48"	2011	CA	G1100041
1016775	48" Mower	Mowers	Mowers 50" to 70"	2012	CA	G3000167
1017121	72" Mower	Mowers	Mowers 36" to 48"	2012	CA	G1100315
1017365	48" Mower	Mowers	Mowers > 70"	2013	CA	F8600003
1017995	48" Mower	Mowers	Mowers 36" to 48"	2013	CA	G11100292
1019295	48" SO Mower	Mowers	Mowers 36" to 48"	2013	CA	H3800126
1019390	104" RO Mower	Mowers	Mowers 36" to 48"	2014	CA	H3800289
1019655	72" RO Mower	Mowers	Mowers > 70"	2014	CA	14052432
1019780	Groundsmaster 360	Mowers	Mowers > 70"	2014	CA	314000110
1020200	33" WB Mower - WBK	Mowers	Greens Mower	2014	CA	314000105
1020996	52" Mower	Mowers	Mowers < / = 36"	2014	CA	111175
1026092	6500 Reelmaster	Mowers	Mowers 50" to 70"	2015	CA	K6000157
1026093	3100D Reelmaster	Mowers	Fairway Mower	2015	CA	310000123
1026171	48" SO Mower	Mowers	Fairway Mower	2015	CA	315000374
1026172	48" MOWER	Mowers	Mowers 36" to 48"	2015	CA	J7700896
			Mowers 36" to 48"	2015	CA	J7700897

42 - Other Field Equipment						
99491	84" Flail Mower Attach.-Dandi	Other Field Equipment	Miscellaneous attachments	1978	CA	785835
52839	Lawnlre Aerator	Other Field Equipment	Aerifier	1993	CA	91508408
254344	GPS System rollout	Other Field Equipment	Miscellaneous		CA	GPS Fleet Solutions
254747	10' Container at San Roque	Other Field Equipment	Miscellaneous	2009	CA	Mobile Mini Inv# 903385191
254748	20' Container at Point Magu	Other Field Equipment	Miscellaneous	2009	CA	Mobile Mini Inv# 903384165
254788	Mobile Mini Storage	Other Field Equipment	Miscellaneous	2009	CA	903422207
254789	Mobile Mini Storage	Other Field Equipment	Miscellaneous	2009	CA	903422210
254790	Mobile Mini Storage	Other Field Equipment	Miscellaneous	2009	CA	Mobile Mini Inv# 903422209
254791	Mobile Mini Storage	Other Field Equipment	Miscellaneous	2009	CA	903422208
254990	GPS System rollout	Other Field Equipment	Miscellaneous	2011	CA	Phoenix Direct Inv#1035 & 1058
326542	Plant Sprayer - Brite Stripe	Other Field Equipment	Miscellaneous other	2016	CA	C10511
334883	Hauler Truck	Other Field Equipment	Utility Truck Vehicle	2018	CA	3402010
334984	Hauler Truck 800X	Other Field Equipment	Utility Truck Vehicle	2019	CA	3403306
334985	Hauler Truck 800X	Other Field Equipment	Utility Truck Vehicle	2019	CA	3403307
334986	Hauler Truck 800X	Other Field Equipment	Utility Truck Vehicle	2019	CA	3403308
334998	Hauler Truck 800X	Other Field Equipment	Utility Truck Vehicle	2019	CA	3402012
338063	Utility Cart	Other Field Equipment	Utility Truck Vehicle	2019	CA	3438989
338064	Utility Cart	Other Field Equipment	Utility Truck Vehicle	2019	CA	3438990
338790	6FT Flatbed Cushman	Other Field Equipment	Utility Truck Vehicle	2019	CA	3462455
1002585	Norco Tow Sprayer-Corona	Other Field Equipment	Sprayers	2005	CA	S051031
1005426	UTILITY CART	Other Field Equipment	Utility Truck Vehicle	2006	CA	JR07167503874
1005438	UTILITY CART	Other Field Equipment	Utility Truck Vehicle	2006	CA	JR07167503863
1007476	Carryall	Other Field Equipment	Utility Truck Vehicle	2008	CA	JR0827919212
1010450	HDR Workman	Other Field Equipment	Utility Truck Vehicle	2009	CA	1738129000219
1010667	Sand Pro	Other Field Equipment	Bunker Rake	2010	CA	290000403
1015310	Carryall 5	Other Field Equipment	Utility Truck Vehicle	2011	CA	QB1231296689
1015314	Carryall 6	Other Field Equipment	Utility Truck Vehicle	2011	CA	JR1231296620
1026170	Mini Excavator	Other Field Equipment	Mini-Excavators	2015	CA	CNWSK850VF0000518
Total - 42 - Other Field Equipment						
45 - Trailers						
97308	Office Trailer	Trailers	Trailers, Office	1995	CA	4881263513130
330175	82x14 LSET Landscape Trailer	Trailers	Trailers, Utility	2017	CA	1R98E1423HL846138
330823	Aluma 1020H Trailer	Trailers	Trailers, Flatbed	2017	CA	1YGUS26211R174201
348832	Big Tex 14LP - Dump Trailer	Trailers	Trailers - Dump	2020	CA	16r1d1923f5098908
1005875	Equipment Trailer	Trailers	Trailers, Equipment	2007	CA	1M98E121X7L516572
1005876	Equipment Trailer	Trailers	Trailers, Equipment	2007	CA	1M98E12117L516573
1005877	Equipment Trailer	Trailers	Trailers, Equipment	2007	CA	1M98E12137L516574
1006320	Water Tank Trailer	Trailers	Trailers, Water	2007	CA	1M98E108277L516822
1007039	Utility Trailer	Trailers	Trailers, Utility	2007	CA	1M98E14267L516963
1007040	Utility Trailer	Trailers	Trailers, Utility	2007	CA	1M98E14287L516964
1007503	Landscape Trailer	Trailers	Trailers, Equipment	2008	CA	1M98E12167L516102
1007908	Equipment Trailer	Trailers	Trailers, Equipment	2008	CA	1M98E12178L516126
1008445	Landscape Trailer	Trailers	Trailers, Utility	2008	CA	1M98E14248L516011
1010020	Equipment Trailer	Trailers	Trailers, Equipment	2009	CA	1M98E14239L516096
1010980	Equipment Trailer	Trailers	Trailers, Equipment	2009	CA	1M98E14249L516155
1010696	Landscape Trailer	Trailers	Trailers, Utility	2009	CA	1M98E1425AL516024
1011094	Landscape Trailer	Trailers	Trailers, Utility	2010	CA	1M98E1422AL516059
1016106	Equipment Trailer	Trailers	Trailers, Equipment	2012	CA	1M98E1421CL516315
1016909	Equipment Trailer	Trailers	Trailers, Equipment	2013	CA	1M98E1428DL516006
1017122	Equipment Trailer	Trailers	Trailers, Equipment	2013	CA	1M98E1428DL516166
1019296	Mow Trailer	Trailers	Trailers, Misc.	2014	CA	1M98E2028EL516360
1020426	Equipment Trailer	Trailers	Trailers, Equipment	2015	CA	1M98E1423FL516059
1020561	Equipment Trailer	Trailers	Trailers, Equipment	2014	CA	1M98E1425EL516515
Total - 45 - Trailers						

50 - Production Vehicles						
242552	F250 CC XL	Production Vehicles	3/4 Ton Pickup	2009	CA	1FT1W20L83EC13070
325900	F150	Production Vehicles	1/2 Ton Pickup	2015	CA	1FTEK1C88FFA61319
326540	F250	Production Vehicles	3/4 Ton Pickup	2016	CA	1FT7W2A86GEC91306
330172	F250 CC XL 4x4	Production Vehicles	3/4 Ton Pickup	2017	CA	1FT7W2A6G0EE73043
336751	F250	Production Vehicles	3/4 Ton Pickup	2019	CA	1FT7W2A62KED54099
337164	F250	Production Vehicles	3/4 Ton Pickup	2018	CA	1FT7W2A651EB98249
338602	F-250	Production Vehicles	3/4 Ton Pickup	2019	CA	1FT7W2A69KEG17348
1002481	F250 CC XL	Production Vehicles	3/4 Ton Pickup	2005	CA	1FTSW205X9ED27983
1003654	F250 CC XL	Production Vehicles	3/4 Ton Pickup	2006	CA	1FTSW20586EC53156
1003722	F250 CC XL	Production Vehicles	3/4 Ton Pickup	2006	CA	1FTSW20546EB82988
1004489	F250 CC XL	Production Vehicles	3/4 Ton Pickup	2007	CA	1FTSW20567EA43057
1004495	F250 CC XL	Production Vehicles	3/4 Ton Pickup	2007	CA	1FTSW20537EA43064
1004499	F250 CC XL	Production Vehicles	3/4 Ton Pickup	2007	CA	1FTSW205X7EA50237
1004518	F550 DUMP	Production Vehicles	Trucks, Dumps	2007	CA	1FDAW96P97EA43023
1007066	F250 CC XL	Production Vehicles	3/4 Ton Pickup	2008	CA	1FTSW20598ED08040
1010254	BANGER SC XLT	Production Vehicles	1/2 Ton Pickup	2010	CA	1FTR1ED1AP0A07659
1010614	RANGER SC XLT	Production Vehicles	1/2 Ton Pickup	2010	CA	1FTR1ED1ED8FA62223
1010710	F250 CC XL	Production Vehicles	3/4 Ton Pickup	2011	CA	1FT7W2A640EA52541
1010711	F250 CC XL	Production Vehicles	3/4 Ton Pickup	2011	CA	1FT7W2A658EA52542
1011937	F250 SC XL	Production Vehicles	3/4 Ton Pickup	2011	CA	1FD7K2A82BEB43705
1016061	F250 CC XL	Production Vehicles	3/4 Ton Pickup	2012	CA	1FT7W2A63CC57480
1016181	F250	Production Vehicles	3/4 Ton Pickup	2012	CA	1FT7W2A61CEC72768
1016483	F250 CC XL	Production Vehicles	3/4 Ton Pickup	2012	CA	1FT7W2A63CC56989
1016512	IRRIGATION	Production Vehicles	Cargo Van	2012	CA	NM0LS7CN9CT108602
1016910	F250 CC XL	Production Vehicles	3/4 Ton Pickup	2012	CA	1FT7W2A66CC99996
1017125	F250 CC XL	Production Vehicles	3/4 Ton Pickup	2012	CA	1FT7W2A63CED09190
1017438	F450 DUMP	Production Vehicles	Trucks, Dump	2013	CA	1FD0K4GT90EA14003
1017876	TRANSIT IRRIGATION	Production Vehicles	Cargo Van	2013	CA	NM0LS7AN1DT149857
1017978	TRANSIT IRRIGATION	Production Vehicles	Cargo Van	2013	CA	NM0LS7ANSDT149863
1018464	F250 CC XL	Production Vehicles	3/4 Ton Pickup	2014	CA	1FT7W2A61EE649305
1019298	F250 CC XL 4x4	Production Vehicles	3/4 Ton Pickup	2015	CA	1FT7W2A69FA14387
1019883	F250 CC XL	Production Vehicles	3/4 Ton Pickup	2015	CA	1FT7W2A63FEB14625
1020816	F250 CC XL	Production Vehicles	3/4 Ton Pickup	2015	CA	1FT7W2A63FEC65020
1020817	F250 CC XL	Production Vehicles	3/4 Ton Pickup	2015	CA	1FT7W2A63FEC65025
1021185	Transit Connect	Production Vehicles	Cargo Van	2015	CA	NM0LS7E70F120718
55 - Management Vehicles						
55021	F150 4X2 SC XL	Management Vehicles	1/2 Ton Pickup	2016	CA	1FTEK1CP2GFB12693
305755	F150	Management Vehicles	1/2 Ton Pickup	2018	CA	1FTEK1CP4KD94978
326534	F150 4X2 SC XL	Management Vehicles	1/2 Ton Pickup	2016	CA	1FTEK1CP7GB12690
326535	F150 4X2 SC XL	Management Vehicles	1/2 Ton Pickup	2016	CA	1FTEK1CP9GFB12691
1019694	F150 SC XL	Management Vehicles	1/2 Ton Pickup	2014	CA	1FTEK1CM3KE74235
1020379	F150 SC XL	Management Vehicles	1/2 Ton Pickup	2014	CA	1FTEK1CM5KFP95137
1020961	F150 SC XL	Management Vehicles	1/2 Ton Pickup	2015	CA	1FTEK1CM8EK624968
1020963	F150 SC XL	Management Vehicles	1/2 Ton Pickup	2014	CA	1FTEK1CM8EK609496
1021334	F150 SC XL	Management Vehicles	1/2 Ton Pickup	2015	CA	1FTEK1C85FKD91279
1021604	F150 SC XL	Management Vehicles	1/2 Ton Pickup	2015	CA	1FTEK1C81FKD91280
1021605	F150 SC XL	Management Vehicles	1/2 Ton Pickup	2015	CA	1FTEK1C87FKD91283
1021606	F150 SC XL	Management Vehicles	1/2 Ton Pickup	2015	CA	1FTEK1C89FKD91284
C40 - Capital Lease Field Equip						
330174	648R QuickTrak 48" Mower	Capital Lease Field Equip	Mowers 36" to 48"	2017	CA	1TC648RATH051385
330835	60" Mower / MK	Capital Lease Field Equip	Mowers 50" to 70"	2018	CA	1TC930MCLH060424
330836	60" Mower / MK	Capital Lease Field Equip	Mowers 50" to 70"	2018	CA	1TC930MCPHX061354
1014360	72" Mower	Capital Lease Field Equip	Mowers > 70"	2011	CA	F8600017
C45 - Capital Lease Trailers						
328567	Landscape Trailer	Capital Lease Trailers	Trailers, Utility	2014	CA	1M99E142XEL516199
328594	Landscape Trailer	Capital Lease Trailers	Trailers, Utility	2009	CA	1M99E14260L516108
C50 - Capital Lease Prod Vehicles						
325958	RANGER XC	Capital Lease Prod Vehicles	1/2 Ton Pickup	2011	CA	1FTR1EDMBPA43464
328024	F350 STAKEBED	Capital Lease Prod Vehicles	1 Ton Pickup	2015	CA	1FDRF3G69FEC04530
328540	F350	Capital Lease Prod Vehicles	1 Ton Pickup	2009	CA	1FDSW3458EC99882
F40 - Finance Lease - Mowers						
339985	52in Staris Standon & Mulch k	Finance Lease - Mowers	Mowers < / = 36"	2020	CA	406990663
339985	72in Lazer X Series & Mulch K	Finance Lease - Mowers	Mowers < / = 36"	2020	CA	406976667
339986	48in Turf Tracer S Series W/it	Finance Lease - Mowers	Mowers < / = 36"	2020	CA	406607267
339987	48in Turf Tracer S Series W/it	Finance Lease - Mowers	Mowers < / = 36"	2020	CA	406607248
339988	48in Turf Tracer S Series W/it	Finance Lease - Mowers	Mowers < / = 36"	2020	CA	406607249

EXHIBIT "F"

FAITHFUL PERFORMANCE BOND

WHEREAS, the PLEASANT VALLEY RECREATION AND PARK DISTRICT, ("District"), has awarded to _____, as Contractor ("Principal"), a Contract for the work entitled and described as follows **LANDSCAPE MAINTENANCE SERVICES**;

WHEREAS, the Principal is required under the terms of said Contract to furnish a bond for the faithful performance of the Contract;

NOW, THEREFORE, we the undersigned Principal and Surety, are held and firmly bound unto the District in the sum of _____ (\$ _____), this amount being not less than one hundred percent (100%) of the total contract price, lawful money of the United States of America, for payment of which sum well and truly be made we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents. In case suit is brought upon this bond, the Surety will pay a reasonable attorney's fee to the District in an amount to be fixed by the court.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if the hereby bound Principal, or its heirs, executors, administrators, successors, or assigns, shall in all things stand and abide by, well and truly keep and perform all undertakings, terms, covenants, conditions, and agreements in the said Contract and any alteration thereof, made as therein provided, all within the time and in the manner designated and in all respects according to their true intent and meaning, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

FURTHER, the said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, or modification of the Contract Documents or of the work to be performed thereunder shall in any way affect its obligations on this bond, and it does hereby waive notice of such change, extension of time, alteration, or modification of the Contract Documents or of the work to be performed thereunder.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this _____ day of _____, 20____.

_____	PRINCIPAL	_____	SURETY
	Address of Surety:	_____	

		CITY	STATE ZIP

		TELEPHONE	
BY: _____		BY: _____	
(PRINCIPAL SEAL)		(PRINCIPAL SEAL)	

EXHIBIT "G"

**LABOR AND MATERIAL BOND
(PAYMENT BOND)**

WHEREAS, the PLEASANT VALLEY RECREATION AND PARK DISTRICT, ("District"), has awarded to _____, as Contractor ("Principal"), a Contract for the work entitled and described as follows:

LANDSCAPE MAINTENANCE SERVICES

WHEREAS, said Contractor is required to furnish a bond in conjunction with said Contract, to secure the payment of claims of laborers, mechanics, materialmen, and other persons as provided by law;

NOW, THEREFORE, we the undersigned Principal and Surety, are held and firmly bound unto the District in the sum of _____ (\$ _____), this amount being not less than one hundred percent (100%) of the total contract price, lawful money of the United States of America, for payment of which sum well and truly be made we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents. In case suit is brought upon this bond, the Surety will pay a reasonable attorney's fee to the District in an amount to be fixed by the court.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if said Principal, its heirs, executors, administrators, successors, assigns, or subcontractor fail to pay: (1) for any work, materials, services, provisions, provender, or other supplies, or for the use of implements of machinery, used in, upon, for, or about the performance of the work to be done, or for any work or labor thereon of any kind; (2) for work performed by any of the persons named in Civil Code Section 9100; (3) for any amounts due under the Unemployment Insurance Code with respect to work or labor performed under the contract; and/or (4) for any amounts required to be deducted, withheld, and paid over to the Employment Development Department from the wages of employees of the Principal and/or its subcontractors pursuant to Section 13020 of the Unemployment Insurance Code with respect to such work and labor, then the Surety herein will pay for the same in an amount not exceeding the sum specified in this bond, otherwise the above obligation shall be void.

This bond shall inure to the benefit of any of the persons named in Civil Code Section 9100 so as to give a right of action to such persons or their assigns in any suit brought upon the bond. Moreover, if the District or any entity or person entitled to file stop payment notices is required to engage the services of an attorney in connection with the enforcement of this bond, each shall be liable for the reasonable attorney's fees incurred, with or without suit, in addition to the above sum.

Said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, or modification of the Contract Documents or of the work to be performed thereunder shall in any way affect its obligations on this bond, and it does hereby waive notice of such change, extension

G-1

Pleasant Valley Recreation & Park District—Request for Proposals Landscape Maintenance Services at
Pleasant Valley Fields—Spec. 21-01

of time, alteration, or modification of the Contract Documents or of the work to be performed thereunder.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this _____ day of _____, 20____.

_____ PRINCIPAL

_____ SURETY

ADDRESS OF SURETY

CITY STATE ZIP

TELEPHONE

BY: _____
(PRINCIPAL SEAL)

BY: _____
(PRINCIPAL SEAL)

G-2

Pleasant Valley Recreation & Park District—Request for Proposals Landscape Maintenance Services at Pleasant Valley Fields—Spec. 21-01

EXHIBIT "H"



*Pleasant Valley Recreation & Park District
Park Safety and Maintenance Checklist*

PARK CONDITIONS SAFETY MAINTENANCE CHECKLIST

PARK NAME: _____ **LOCATION:** _____

S	M	T	W	TH	F	S

INSPECTOR: _____ **DATE:** _____

Item to be Checked <small>(Use the following page to record a brief description of the necessary repairs)</small>	OK	Deficiency Noted	Date Corrected
Turf Conditions			
1. Dry or hot spots / Wet spots			
2. Holes filled in / Gophers / Trash cleaned			
Walkways			
1. Even walking surface, clear of debris			
2. Raised concrete or asphalt			
Tree Condition			
1. Low hanging branches / dead limbs			
Pavilions			
1. Clean / free of graffiti			
2. Faucets, hose bibs, no leaks			
Sport Courts			
1. Clean and blown off			
Benches/Tables			
1. Clean and free of graffiti / no sharp edges			
2. Painted and free of splintering			
Drinking Fountains / BBQ's			
1. Clean and in working order / no sharp edges			
2. No rust spots, or holes			

H-1

Pleasant Valley Recreation & Park District—Request for Proposals Landscape Maintenance Services at Pleasant Valley Fields—Spec. 21-01

Fencing			
1. Good Condition, no openings, sharp edges, top/bottom not protruding			
Contractor / Landscape: note items not taken care of			
OTHER CONCERNS: (List them on a back sheet of this paper)			
1. No Concerns			
2. Problem Fixed			
3. Potential Concerns			
4. Broken / Degraded			
5. Work Order Generated			
6. Requires Immediate Attention			

H-2

Pleasant Valley Recreation & Park District—Request for Proposals Landscape Maintenance Services at Pleasant Valley Fields—Spec. 21-01

Exhibit "I"

FINANCIAL INFORMATION:

PROPOSER

- 1) Name of Proposer BrightView Landscape Services
- 2) Address of
Proposer 2064 Eastman Ave, Unit 104, Ventura, CA 93003

- 3) Proposer intends to operate the business with which this proposal is concerned as a Sole Proprietorship ; Partnership ; Corporation ; Joint Venture ; or _____ Explain:

Signature

SOLE PROPRIETORSHIP STATEMENT

If a Sole Proprietorship, furnish the following:

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

I-1

Pleasant Valley Recreation & Park District—Request for Proposals Landscape Maintenance
Services at Pleasant Valley Fields—Spec. 21-01

Partnership Statement

If a Partnership, answer the following:

1. Date of organization _____

2. General Partnership
 Limited Partnership

3. Statement of Partnership recorded: Yes No

Date	Book	Page	County
------	------	------	--------

4. Certificate of limited Partnership recorded: Yes No

Date	Book	Page	County
------	------	------	--------

5. Has the partnership done business in Ventura County?

Yes No Explain: _____

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

Name of Partner	Address	Share

7. Furnish the birth date, place of birth, Social Security No. and state driver's license number of each person shown above.
8. Attach a complete copy of Partnership Agreement.
9. Is the partnership now involved, or has it been involved, in any business enterprise whatsoever?

If so, give full details:

CORPORATION STATEMENT

If a corporation, answer the following:

1. When incorporated? Date of Incorporation: May 30, 1970
2. Where incorporated? California
3. Is the corporation authorized to do business in California?
 Yes No If so, as of what date? May 30, 1970
4. The corporation is held: Publicly Privately

5. If privately held, provide the following:

Name of Partner	Address	% of Stock Owned
BrightView Companies, LLC	27001 Agoura Road, Suite 350 Calabasas, CA 91301	100%

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

7. List the following:

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

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

8. Furnish the name, title, address, and the number of voting and non-voting shares of stock held by each officer, director, and any person holding more than 10% of the outstanding stock.
9. Furnish the birth date, place of birth, Social Security No. and state driver's license number for each person shown under Item No. 5 above.
10. Is the corporation now involved, or has it ever been involved, in any business enterprise whatsoever? If so, attach full details.

JOINT VENTURE STATEMENT

If a Joint Venture, answer the following:

1. Date of organization _____
2. Joint Venture Agreement or Statement recorded? Yes No

Date	Book	Page	County
------	------	------	--------
3. Has the Joint Venturer done business in Ventura County?
 Yes No When? _____

4. Name and address of each Joint Venture:

Name	Address

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

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

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

If so, give full details:

FINANCIAL DATA

FINANCIAL STATEMENT

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

SURETY INFORMATION

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

Yes No

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

BANKRUPTCY INFORMATION

Have you ever been declared bankrupt? Yes No

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

PENDING LITIGATION

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

In the ordinary course of our long history as a nation-wide provider of landscaping services, we have been involved in legal proceedings relating to our business. We have learned that most disagreements stem from a basic lack of clear communication and believe the best litigation strategy is to avoid disagreements through ongoing, effective communication with our clients, suppliers, and employees.

NOTE— you can also reference SEC filings which outline significant litigation since our ultimate parent is publicly traded

EXHIBIT "J"

LISTING OF SUBCONTRACTORS (Required with Bid Submittal)

Animal & Insect Pest Management

Paul Townsend – 805-499-5050

Subcontractor 1- Business Name:
Pest control

Contact Name & Number:
10

Area of Specialty:

of Yrs. Contracted With:

Subcontractor 2-Business Name:

Contact Name & Number:

Area of Specialty:

of Yrs. Contracted With:

Subcontractor 3-Business Name:

Contact Name & Number:

Area of Specialty:

of Yrs. Contracted With:

J-1

Pleasant Valley Recreation & Park District—Request for Proposals Landscape Maintenance Services at
Pleasant Valley Fields—Spec. 21-01

Exhibit "K"

**PLEASANT VALLEY RECREATION AND PARK
DISTRICT CONTRACT SERVICES AGREEMENT FOR
LANDSCAPE MAINTENANCE SERVICES**

This Contract Services Agreement ("Agreement") is made and entered into this ___ day of _____ 20__, by and between the Pleasant Valley Recreation and Park District, a municipal corporation ("District"), and _____ ("Contractor"). The term Contractor includes professionals performing in a consulting capacity. The parties hereto agree as follows:

1.0 SERVICES OF CONTRACTOR

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

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

1.3 Compliance with Law. All work and services rendered hereunder shall be provided in accordance with all ordinances, resolutions, statutes, rules, and regulations of the District and any Federal, State, or local governmental agency having jurisdiction.

1.4 Licenses Permits Fees and Assessments. Contractor shall obtain at its sole cost

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

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

1.6 Additional Services. District shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to or deducting from said work. No such extra work may be undertaken unless a written order is first given by the Contract Officer to the Contractor, incorporating therein any adjustment in (i) the Contract Sum, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of the Contractor. Any increase in compensation of up to five percent (5%) of the Contract Sum or \$25,000, whichever is less, may be approved by the Contract Officer. Any greater increases, taken either separately or cumulatively must be approved by the District Board. It is expressly understood by Contractor that the provisions of this Section shall not apply to services specifically set forth in the Scope of Services or reasonably contemplated therein. Contractor hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be costlier or time consuming than Contractor anticipates and that Contractor shall not be entitled to additional compensation, therefore.

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

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

2.0 COMPENSATION

2.1 Contract Sum. For the services rendered pursuant to this Agreement, Contractor shall be compensated in accordance with the "Schedule of Compensation" attached hereto as *Exhibit "C"* and incorporated herein by this reference, but not exceeding the maximum contract amount of _____ dollars (\$_____). ("Contract Sum"), except as provided in Section 1.6. The method of compensation may include: (i) a lump sum payment upon completion, (ii) payment in accordance with the percentage of completion of the services, (iii) payment for time and materials based upon the Contractor's rates as specified in the Schedule of Compensation, but not exceeding the Contract Sum or (iv) such other methods as may be specified in the Schedule of Compensation. Compensation may include reimbursement for actual and

necessary expenditures approved by the Contract Officer in advance if specified in the Schedule of Compensation. The Contract Sum shall include the attendance of Contractor at all project meetings reasonably deemed necessary by the District.

Contractor agrees that if Contractor becomes aware of any facts, circumstances, techniques, or events that may or will materially increase or decrease the cost of the work or services or, if Contractor is providing design services, the cost of the project being designed, Contractor shall promptly notify the Contract Officer of said fact, circumstance, technique or event and the estimated increased or decreased cost related thereto and, if Contractor is providing design services, the estimated increased or decreased cost estimate for the project being designed.

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

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

3.0 PERFORMANCE SCHEDULE

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

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

3.3 Force Majeure. The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the District, if the Contractor shall, within ten (10) days of the commencement of such delay, notify the Contract Officer in writing of the causes of the delay. The Contract Officer shall ascertain the facts and the extent of delay and extend the time for performing the services for the period of the enforced delay when and if, in the judgment of the Contract Officer, such delay is justified. The Contract Officer's determination shall be final and conclusive upon the parties to this Agreement. In no event shall

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

3.4 Term. Unless earlier terminated in accordance with Section 7.4 below, this Agreement shall continue in full force and effect until completion of the services no later than

4.0 COORDINATION OF WORK

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

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

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

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

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

5.0 INSURANCE AND INDEMNIFICATION

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

(a) Commercial General Liability Insurance. A policy of commercial general liability insurance using Insurance Services Office "Commercial General Liability" policy form CG 00 01, with an edition date prior to 2004, or the exact equivalent. Coverage for an additional insured shall not be limited to its vicarious liability. Defense costs must be paid in addition to limits. Limits shall be no less than \$1,000,000 per occurrence for all covered losses and no less than \$2,000,000 general aggregate and no less than \$2,000,000 for products/completed operations aggregate.

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

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

(d) Professional Liability or Error and Omissions Insurance. A policy of N/A insurance in an amount not less than \$ N/A per claim with respect to loss arising from the actions of Contractor performing professional services hereunder on behalf of the District.

All the above policies of insurance shall be primary insurance. The general liability policy shall name the District, its officers, employees and agents ("District Parties") as additional insureds and shall waive all rights of subrogation and contribution it may have against the District and the District's Parties and their respective insurers. All said policies of insurance shall provide that said insurance may be not cancelled without providing ten (10) days prior written notice by registered mail to the District. In the event any of said policies of insurance are cancelled or amended, Contractor shall, prior to the cancellation or amendment date, submit new evidence of insurance in conformance with this Section 4.1 to the Contract Officer. No work or services under this Agreement shall commence until Contractor has provided District with Certificates of Insurance or appropriate insurance binders evidencing the above insurance coverages and said Certificates of Insurance or binders are approved by District.

Contractor agrees that the provisions of this Section 4.1 shall not be construed as limiting in any way the extent to which Contractor may be held responsible for the payment of damages to any persons or property resulting from Contractor's activities or the activities of any person or persons for which Contractor is otherwise responsible.

The insurance required by this Agreement shall be satisfactory only if issued by companies qualified to do business in California, rated "A" or better in the most recent edition of Best Rating Guide or The Key Rating Guide, and only if they are of a financial category Class VII or better

unless such requirements are waived by the Risk Manager of the District due to unique circumstances.

In the event that the Contractor is authorized to subcontract any portion of the work or services provided pursuant to this Agreement, the contract between the Contractor and such subcontractor shall require the subcontractor to maintain the same policies of insurance that the Contractor is required to maintain pursuant to this Section 4.1.

5.2 Indemnification.

a) Indemnity for Professional Liability. When the law establishes a professional standard of care for Contractor's services, to the fullest extent permitted by law, Contractor shall indemnify, defend and hold harmless District and the District's Parties from and against any and all losses, liabilities, damages, costs and expenses, including attorneys' fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Contractor, its officers, agents, employees of subcontractors (or any entity or individual for which Contractor shall bear legal liability) in the performance of professional services under this Agreement.

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

6.0 RECORDS AND REPORTS

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

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

6.3 Ownership of Documents. All drawings, specifications, reports, records, documents and other materials prepared by Contractor, its employees, subcontractors and agents in the performance of this Agreement shall be the property of District and shall be delivered to District upon request of the Contract Officer or upon the termination of this Agreement and

Contractor shall have no claim for further employment or additional compensation as a result of the exercise by District of its full rights of ownership of such documents and materials. Contractor

may retain copies of such documents for its own use and Contractor shall have an unrestricted right to use the concepts embodied therein. Any use of such completed documents by District for other projects and/or use of uncompleted documents without specific written authorization by the Contractor will be at the District's sole risk and without liability to Contractor and the District shall indemnify the Contractor for all damages resulting therefrom. All subcontractors shall provide for assignment to District of any documents or materials prepared by them, and in the event, Contractor fails to secure such assignment, Contractor shall indemnify District for all damages resulting therefrom.

7.0 ENFORCEMENT OF AGREEMENT

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

7.2 Retention of Funds. Contractor hereby authorizes District to deduct from any amount payable to Contractor (whether or not arising out of this Agreement) (i) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate District for any losses, costs, liabilities, or damages suffered by District, and (ii) all amounts for which District may be liable to third parties, by reason of Contractor's acts or omissions in performing or failing to perform Contractor's obligation under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by Contractor, District may withhold from any payment due, without liability for interest because of such withholding, an amount sufficient to cover such claim. The failure of District to exercise such right to deduct or to withhold shall not, however, affect the obligations of the Contractor to insure, indemnify, and protect District as elsewhere provided herein.

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

7.4 Termination Prior to Expiration of Term. Either party may terminate this Agreement at any time, with or without cause, upon thirty (30) days' written notice to the other party. Upon receipt of any notice of termination, Contractor shall immediately cease all work or services hereunder except such as may be specifically approved by the Contract Officer. Contractor shall be entitled to compensation for the reasonable value of the work product actually produced prior to the effective date of the notice of termination and for any services authorized by the Contract Officer thereafter in accordance with the Schedule of Compensation

and District shall be entitled to reimbursement for any compensation paid in excess of the services rendered.

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

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

8.0 DISTRICT OFFICERS AND EMPLOYEES: NON-DISCRIMINATION

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

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

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

8.4 Covenant Against Discrimination. Contractor covenants that, by and for itself, its executors, assigns, and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, marital status, national origin, or ancestry in the performance of this Agreement. Contractor shall take affirmative action to insure that applicants are employed and

that employees are treated during employment without regard to their race, color, creed, religion, sex, marital status, national origin, or ancestry.

9.0 MISCELLANEOUS PROVISIONS

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

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

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

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

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

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

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

By: _____
Board Chair

ATTEST:

District Clerk

APPROVED AS TO FORM:
Aleshire & Wynder, LLP

Tiffany J. Israel, General Counsel

CONTRACTOR:
[insert company name here]
a [California corporation]

By: _____
Name: [insert name here]
Title: [insert title]

By: _____
Name: [insert name here]
Title: [insert title]

Address: [insert address]
[insert address]
[insert address]

ANALYSIS OF IN-HOUSE VERSUS CONTRACTING OF PARK MAINTENANCE AT PLEASANT VALLEY FIELDS

SUMMARY

Since the opening of Pleasant Valley Fields in 2010, maintenance of the park has been handled through a contractor. To coincide with the Request for Proposals for a new contract to begin in February 2021, an analysis of the costs for contracting versus taking on the responsibility in-house has been completed. Personnel costs alone exceed the cost of the current contract with Brightview Landscaping, thus making it more cost effective to continue with contracting out the maintenance of the park.

BACKGROUND

Pleasant Valley Fields was opened in 2010 with a total of 55 acres including 34 acres of sports turf, 46 acres of total landscaped area, a ½ mile walking path, and three separate buildings equipped with restrooms, a snack bar, storage space and a formal meeting room. It is a heavily used complex with a high level of wear and tear on the turf due to a high volume of games, practices and tournaments. In the District Park Landscape Maintenance Service Levels and Standards, the park is at a Maintenance Level One: State of the Art/Priority Work Standard which is the highest maintenance standard level. The park is held in high esteem by the sports community in Camarillo and Ventura County and as such comes with high expectations for superior service. The park resides under the Eastside Maintenance District supervised by Park Supervisor Brandon Lopez and Crew Leader Joey Key.

Valley Crest, now known as Brightview Landscape Services has been the sole lead park maintenance contractor at the park with a total of four different contracts throughout the years (2009-2012, 2012-2014, 2014-2017, 2017-2018 in month-to-month, and 2018-2021). The first year of the first contract was a total annual payment of \$209,880.00, and the last contract ending on February 28, 2021 at a total of \$316,606.44. Brightview is responsible for all turf maintenance and renovation, ballfield preparation, tree care, shrubs/pruning, hardscape management, irrigation, park amenities, janitorial services and trash services at the park.

Remaining services at the park are provided either directly by the District or an independent contractor. The District provides bathroom soap and toilet paper for Brightview staff to install. West Coast Arborist is contracted for grid pruning of the trees on a seven to eight year cycle.

ANALYSIS

The main question posed and thus a driving focus for this analysis was what would it cost for the District to provide the exact same level of services the current contractor is expected to provide at Pleasant Valley Fields. This analysis was not an evaluation of performance quality of any contractor or District staff, but a comparison of both historical and estimated costs for the service, materials, and equipment the District presently expects of the contractor(s) and staff maintaining the park. For staffing expenses, overall a liberal, highest-cost scenario was used whereas for

capital, equipment and supplies expenses not currently being used, a moderate mid-line approach was taken.

For personnel, staff determined a minimum of three (3) new positions would need to be hired if the District were to take over all maintenance operations at the park. The positions of one (1) Crew Leader, one (1) Grounds II, and one (1) Grounds I would be required. These employees would need to be dedicated strictly and solely to Pleasant Valley Fields in order to match the level of service provided by the contractor. All three recommended positions in the event operations were to be brought under PVRPD would also have current District staff in the same roles contributing to the operations of the park in tandem with Brightview staff. Since there is a current contribution and a future consideration, the mid-range of the July 1, 2020 Board approved Salary Schedule was used for the hourly rate of the three positions, whereas the pay rate of supervisory staff as of 12/08/2020 was used to reflect their personnel costs.

Part I: Current Expenses

This section takes into account District staffing and material contributions in addition to the agreed upon contract with Brightview Landscape Services. For the current 2018-2021 contract, Brightview was paid \$287,400.00 (Year 1), \$301,530.00 (Year 2), and \$316,606.44 (Year 3) for a total of **\$905,536.44**.

District staff estimates an annual contribution of 1,221 man hours by District staff is spent towards the park for an overall cost of **\$55,135.62**. For benefits and fringe costs, the highest maximum rates available are used for the Crew Lead, Grounds II and Grounds I, and the current rates for staff in the positions of Park Services Manager, Park Supervisor, Irrigation Specialist, and Mechanic are used. For operational contributions, staff estimates a total of **\$2,737.20** is spent annually on toilet paper and soap that is installed by Brightview staff. Both of these costs could fluctuate based on any unexpected repairs, tournament and event bookings, inclement weather, vandalism etc. Total contributions of the District is an estimated **\$57,872.82**. The third area of consideration is tree grid pruning which is recommended once every seven years at a cost of \$27,225.00. Grid pruning was performed for the first time this year at the park by Brightview in lieu of mowing that was reduced due to the pandemic closures prior to youth sports guidance. It is included as a cost in year one/start-up costs of the analysis despite not being an additional cost to the District in the 2021 fiscal budget.

The total cost of the Brightview contract and District costs for the present year comes to **\$374,479.26**.

Table 1. Current District Contributions:

	Position	Hours Per Year	Per Hour Rate	Total Personnel Cost	Benefits & Fringe Costs	Total Cost
Staff Costs:	Crew Lead	52	\$ 31.40	\$ 1,632.80	\$ 2,413.28	\$ 4,046.08
	Grounds II	182	\$ 27.15	\$ 4,941.30	\$ 3,233.91	\$ 8,175.21
	Grounds I	598	\$ 23.62	\$ 14,124.76	\$ 5,513.66	\$ 19,638.42
	Park Srv.Mgr	104	\$ 50.06	\$ 5,206.24	\$ 2,807.50	\$ 8,013.74
	Park Supervisor	260	\$ 37.62	\$ 9,781.20	\$ 3,333.71	\$ 13,114.91
	Irrigation Spec.	25	\$ 33.28	\$ 832.00	\$ 1,315.26	\$ 2,147.26
	Mechanic	0	\$ 27.66	\$ 0.00	\$ -	\$ 0.00
	Hours Total:	1221			Total Staff	\$ 55,135.62
Operational Costs:	Factor/Item/ Service	Units	Unit Cost	Number of Units	Seasons/ Per Year/Freq	Total Cost
	Toilet paper	Case	\$ 26.50	3	12	\$ 954.00
	Soap	Case	\$ 74.30	2	12	\$ 1,783.20
						\$ 2,737.20
					Total PVPRD Cost:	\$57,872.82

Part II: In House/District Responsible for all Maintenance Operations

The second section of the analysis forecasts the personnel, capital and operational costs that would be needed if the District were to take over all maintenance operations at Pleasant Valley Fields. As mentioned above in Section I, the staffing would consist of a minimum of three (3) dedicated employees to the complex. With the high profile the park carries, if this arrangement were to be implemented, District leadership should shift current qualified staff who are familiar with District policies and expectations to work at the complex and fill their positions with new hires.

The below staffing figures are created with the same criteria as above in Section I. The main difference is the hours are increased to reflect three (3) full-time (2080 hours per 52 weeks) positions at the complex and increased hours for the Park Services Manager, Park Supervisor, and Irrigation Specialist. Hours and associated costs for the Mechanic are added as the District would have capital equipment at the complex that the mechanic would now be responsible for maintaining and repairing. The total hours of staff is estimated at 8,372 hours at a cost of **\$321,906.88**. This does not take into consideration the cost to backfill the increased hours of the existing staff who would have to shift time to Pleasant Valley Fields and away from current duties.

Table 2. Staffing Costs for In-House Maintenance:

	Hours Per Year	Cost Per Hour	Benefits & Fringe Costs	Total Cost
NEW:				
Crew Lead	1 (2080)	\$ 31.40	\$ 18,867.62	\$84,179.62
Grounds II	1 (2080)	\$ 27.15	\$ 16,471.31	\$72,943.31
Grounds I	1 (2080)	\$ 23.62	\$ 14,622.57	\$63,752.17
Total (New)	3		Total New:	\$ 220,875.10
Hours (New)	6240			
EXISTING:				
Park Srv.Mgr	260	\$ 50.06	\$ 6,251.59	\$19,267.19
Park Supervisor	520	\$ 37.62	\$ 6,949.48	\$26,511.88
Irrigation Spec.	832	\$ 33.28	\$ 9,647.63	\$37,336.59
Mechanic	520	\$ 27.66	\$ 3,532.92	\$17,916.12
Total (Existing)	4			
Hours (Existing)	2132			
Total Net Hours	8372		Total Staff	\$321,906.88

Operational costs include staffing costs (i.e. uniforms, training, and safety supplies), turf maintenance costs (i.e. fertilizer, top dressing, irrigation, dumping fees, etc.), equipment maintenance, fuel and pest control. The total of operational costs is estimated at **\$161,748.00**.

Table 3. Operational Costs for In-House Maintenance:

Op Costs:	Item	Units	Unit Cost	Total Yearly Cost
	Uniforms	3	\$ 500	\$ 1,500
	Crew Training	3	\$ 250	\$ 750
	Janitorial Supplies	12	\$ 454.16	\$ 5,450
	Top Dressing	1400	\$ 28.57	\$ 39,998
	Fertilizer-Liquid	12	\$ 1,000	\$ 12,000
	Fertilizer-Granular	8	\$ 3,000	\$ 24,000
	Pest Control	12	\$ 170	\$ 2,040.00
	Turf Debris Removal Cost	12	\$ 1,000	\$ 12,000
	Irrigation	1	\$ 25,000	\$ 25,000
	Tractor/Mower Maint	8	\$ 1,500	\$ 12,000
	Truck Maintenance	1	\$ 2,000	\$ 2,000
	Trail Maint	4	\$ 100	\$ 400
	Equipment Maint	25	\$ 150	\$ 3,750
	Fuel- Trucks	1	\$ 1,860.30	\$ 1,860.30

	Fuel-Tractor/Mowers/Gators/Equip	12	\$ 875.00	\$ 10,500.00
	Blade Sharpening	4	\$ 2,000	\$ 8,000
	Hand Tools	1	\$ 500	\$ 500
			Total Cost:	\$161,748

Capital costs are separated into three categories: trucks/tractor/mowers, turf maintenance equipment, and non-truck/tractor/mower equipment. This categorization reflect the life cycles and thus replacement of the equipment. Trucks/tractors/mowers has an average life cycle of 10 years, turf maintenance equipment is an average of seven (7) years and non-truck/tractor/mower equipment has varying years from two (2) to six (6) years. These are general time frames that are standard in the industry, but may differ in the field based on maintenance, usage and storage.

The costs for the larger equipment varies widely based on options and specifications, therefore, a mid-range price estimate is used with as much compatibility to the equipment Brightview currently uses. No additional storage space would be needed as the current storage areas provided to the contractor are sufficient. The total cost for first-year, start up of capital equipment is estimated at **\$389,150.00** as shown below.

Table 4. Capital Costs for In-House Maintenance:

Capital Item	#	Unit Cost	Total Cost	Notes
Trucks	1	\$ 30,200	\$ 30,200	10 Year Life Span-Crew Cabs (4 seaters)
Tractor/Compact	1	\$ 24,000	\$ 24,000	10 Year
Gators-Standard	1	\$ 9,000	\$ 9,000	1 in use/0 back up
Gators-Utility	1	\$ 20,000	\$ 20,000	1 in use/0 back up
Turf Vacuum	1	\$ 50,000	\$ 50,000	1 in use/0 back up
100" Toro Reelmaster	1	\$ 75,000	\$ 75,000	1 in use/0 back up
72" 3100 Reelmaster	1	\$ 40,000	\$ 40,000	1 in use/0 back up
Sand Pro 5040	1	\$ 30,000	\$ 30,000	1 in use/0 back up
36" Pro Walkbehind	1	\$ 10,000	\$ 10,000	1 in use/0 back up
Aerator (Core)	1	\$ 25,000	\$ 25,000	1 in use/0 back up
Aerator (Solid Tine)	1	\$ 25,000	\$ 25,000	1 in use/0 back up
Verticutter	1	\$ 20,000	\$ 20,000	1 in use/0 back up
Spray rig	1	\$ 15,000	\$ 15,000	1 in use/0 back up
String Trimmers	3	\$ 250	\$ 750	2 in use/1 back up
Billy Goat Blower	2	\$ 2,000	\$ 4,000	2 in use/0 back up
Pole Saws	2	\$ 1,000	\$ 2,000	1 in use/1 back up
Edgers	2	\$ 400	\$ 800	2 in use/1 back up
Back pack Blowers	2	\$ 450	\$ 900	2 in use/0 back up
Power Washer	1	\$ 2,500	\$ 2,500	1 in use/0 back up

Chainsaw	2	\$ 1,500	\$ 3,000	2 in use/0 back up
Hand Tools	1	\$ 2,000	\$ 2,000	Start up costs (shovels, rakes, power tools etc.)
Pieces of Non Truck/Tractor/Mower Equip	15	Trucks/Tractor/Mower Total	\$288,200.00	*10 year replacement
		Turf Maint. Equip Total	\$85,000	*7 year replacement
		Non Trucks/Tractor/Mower	\$15,950.00	
		Total Cap Cost	\$389,150.00	

The totality of all staffing, operational, and capital costs for the first year, or start-up costs, is a combined total of **\$872,805.17**. This is an increased cost of \$498,325.91 over the current cost for maintenance with a contractor at \$374,479.26.

Table 5. Total Costs for Year 1/Start-up of In-House Maintenance

Staff	\$ 321,906.88
Op	\$ 161,748.29
Total Op	\$ 483,655.17
Capital- Trucks/Tractor/Mower	\$ 288,200.00
Capital- Non Trucks	\$ 15,950.00
Capital-Turf Maint	\$ 85,000.00
Total Capital	\$ 389,150.00
Total In House Cost- Year 1	\$ 872,805.17
Total In House Cost – Year 2 (no capital spending)	\$ 494,537.41

FISCAL IMPACT

This analysis has no immediate financial impact. What it does do is give perspective as to whether or not the District is over or underpaying for the current level of service for maintenance at Pleasant Valley Fields. The answer to the question of what would it would cost for the District to provide the exact same level of services the current contractor is expected to provide [at Pleasant Valley Fields] is \$872,805.17 for year one or initial startup costs and \$494,537.41 for year two with no capital spending. Even in year two, it is still a significant increase in cost compared to what the District would spend by contracting services out with inflation taken into consideration.

**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: January 6, 2021

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

SUMMARY

It is the policy of the Pleasant Valley Recreation and Park District (“District”) to invest public funds in a manner which will provide the highest investment return with the maximum security, while meeting the daily cash flow demands. Over the course of the past five years, the District has received \$5.2 million in Quimby Funds. Since that time, the District has invested its excess funds into Multi-Bank Securities (MBS) due to a higher yield on investments. On February 12, 2021, two 5-year certificates of deposit will come due. As in past years as the bond becomes due, the District Board has the option to either take the funds or roll the funds into another bond.

BACKGROUND

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

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

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

U.S. Treasury Type	Interest Rate	Amount of Investment	Maturity Date	Status
US 1 Year	0.900%	\$249,000	Matures 2017	Withdrawn
US 2 Year	1.200%	\$245,000	Matures 2018	Withdrawn
US 4 Year	1.650%	\$245,000	Matures 2020	Withdrawn
US 5 Year	1.700%	\$200,000	Matures 2021	
US 5 Year	1.950%	\$200,000	Matures 2021	

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

ANALYSIS

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

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

Listed below are the current options which the District Board may consider.

Reinvestment Options:

Multi-Bank Securities	As of December 16, 2020
US 3 Month	.065%
US 6 Month	.075%
US 1 Year	.080%
US 2 Year	.117%
US 3 Year	.172%
US 5 Year	.367%

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

COMMITTEE REVIEW

The Finance Committee reviewed the investment options at the December 16, 2020 Finance Committee meeting. The Committee recommended this item be brought before the full board for discussion and final action.

FISCAL IMPACT

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

RECOMMENDATION

It is recommended the Board review and approve one of the following investment options:

1. Reinvest with Multi-Bank Securities, Inc (MBS). MBS could 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 CD's.
2. Move the funds to Pacific Western Bank with an interest rate of 0.04%. Funds in this account are liquid and can be used immediately if needed for Quimby projects.
3. Move the funds to Ventura County Pool with an interest rate of 0.69%. Funds in this account are liquid and can be used immediately if needed for Quimby projects.

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

TO: BOARD OF DIRECTORS

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

DATE: January 6, 2021

**SUBJECT: CONSIDERATION OF RESOLUTION NO. 664,
ACCEPTING QUIMBY FEES FOR RESIDENTIAL
PLANNED DEVELOPMENT RPD-205/TT-6017/CUP-
405/CZ-330 TO MITIGATE IMPACTS**

SUMMARY

Currently, RPD-205/TT-6017/CUP-405/CZ-330 located at 2800 Barry Street (formerly the location of STOCK building supply) is going before the Camarillo City Council for final approval. The proposed project site consists of 68 units and is expected to house approximately 180 residents. As the project includes a planned subdivision, it is eligible for Quimby fees to offset the impact of the new residents on the park system. As a condition of the Quimby Act and the City's Quimby ordinance, the City and the District must agree on the proposed fee prior to project approval. The City is asking the District to accept a fee calculation of \$313,508, which the District can affirm by approving Resolution No. 664.

BACKGROUND

The City of Camarillo is required to submit plans of proposed developments to agencies that will be affected by their construction. In this case, the District received notification that the proposed development was to be subdivided, which would automatically trigger the Subdivision Map Act (the Quimby Act) and require that the City levy fees on behalf of the District for the purposes of alleviating the impact on the District's park system through fees to be used for the purchase of new parkland or expansion of District facilities.

As part of the review process the City of Camarillo must engage the District and does so through the Determination of Completeness. As part of the packet, the District can review the calculated mitigation fees along with the construction documentation for the proposed development. This is the moment that District Staff can either accept or reject the City's calculations and enter discussions with City Staff. On November 10, 2020, City Staff presented their initial fee calculation which was questioned by District Staff over the application of the 30% sq.ft. credit for shared recreational space. Upon further discussion over the course of the month, City Staff explained their application of the fee credit to District Staff's satisfaction.

ANALYSIS

The City of Camarillo's General Plan, specifically under Section 8 of the Recreation element as stated under the general standard, the Pleasant Valley Recreation and Park District and the City

of Camarillo recommend that for each 1,000 persons, a total of 2 ½ acres of neighborhood parks and 2 ½ acres of community parks should be required for a combined total of 5 acres of parkland per 1,000 residents. Currently, the District operates 256 acres of parkland for over 69,800 constituents. Accordingly, the District should have 349 acres of parkland to meet this requirement which means there is currently a deficit of 93 acres.

To address the potential impacts of this project on local park capacity, a Quimby fee is being assessed as a part of the Development Conditions. In accordance with the Quimby Ordinance the fee is calculated as follows:

<u>The total in lieu fee amounts to \$313,508, as calculated below:</u>	
1) Calculate number of anticipated residents	68 units x 2.64 assumed persons per household = 180 people
2) Calculate total parkland requirement at 217.8 sq.ft./resident (5 ac./1,000 residents)	180 x 217.8 sq.ft. = 39,204 sq.ft.
3) Determine private shared recreational space credit (30% maximum)	Developer is providing 13,209 sq. ft. of private recreational space. 13,209 > 11,761, therefore the 30% max is applied.
4) Determine the square footage to be mitigated post-credit	39,204 – 11,761 = 27,443 sq.ft.
5) Multiply the area to be mitigated by fair market value (land valuation) as agreed by PVRPD, Developer, and City	27,443 x \$9.52 = \$261,257
6) Calculate the Public Improvements portion of the fee (multiply the previous dollar amount by 20%)	\$261,257 x .2 = \$52,251
7) Determine the final Quimby fee amount by adding the two previous values together	\$261,257 + \$52,251 = \$313,508

As the fee must be agreed to by the District prior to Planning Commission approval, the District Board must accept the above calculation or direct staff to attempt to renegotiate the fee.

FISCAL IMPACT

This action does not carry a fiscal impact.

RECOMMENDATION

It is recommended the Board of Directors approve Resolution No. 664, accepting a Quimby fee in the amount of \$313,508 in-lieu of parkland in conjunction with the City's potential approval of the proposed development at 2800 Barry Street.

ATTACHMENTS

- 1) Resolution No. 664 (1 page)

RESOLUTION NO. 664

**A RESOLUTION OF THE PLEASANT VALLEY RECREATION AND
PARK DISTRICT ACCEPTING QUIMBY FEES IN-LIEU OF LAND TO
OFFSET THE RESIDENTIAL DEVELOPMENT OF RPD-205/TT-
6017/CUP-405/CZ-330 (2800 Barry St.)**

WHEREAS, on November 10, 2020 the City of Camarillo in compliance with the Quimby Act notified District Staff that the development planned for 2800 Barry St. was to be subdivided and therefore eligible for Quimby fees or a park land dedication; and

WHEREAS, City Staff presented a fee calculated based on the assumption of \$9.52/square foot, which District Staff accepted as reasonable as it is consistent for the zoning of the parcel and surrounding area values; and

WHEREAS, City Staff has satisfactorily demonstrated that the development is eligible for a 30% credit towards their calculated required park acreage; and

WHEREAS, an additional amount (20%) has been included to facilitate the development of Public Improvements at any of the park sites deemed to serve the development; and

WHEREAS, the final fee as calculated including the above conditions comes to \$313,508 and is considered satisfactory in relation to the size of the proposed development.

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

The District accept a Quimby fee in-lieu of land in the amount of \$313,508 to offset the residential development of RPD-205/TT-6017/CUP-405/CZ-330 (2800 Barry St.) and will commit the funds to park and facility development to serve the subdivision within five years of receipt of the fee.

This resolution was adopted on January 6, 2021.

Ayes:
Noes:
Absent:

Mark Malloy, Chairman, PVRPD Board of Directors

ATTESTED:

Elaine Magner, Secretary, PVRPD Board of Directors

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

TO: BOARD OF DIRECTORS

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

DATE: January 6, 2021

**SUBJECT: UPDATED JOB DESCRIPTION AND SALARY SCHEDULE
FOR PART TIME RESTRICTED MECHANIC**

BACKGROUND

In 2019 the District's full-time Mechanic retired, which created the opportunity to evaluate and analyze the job scope, range of responsibilities, and the position within the Park's Department.

ANALYSIS

Due to the COVID-19 pandemic, the District has not had the resources or the normal wear and tear on our vehicles to complete a full evaluation. Currently, we have a part time staff member filling in at the shop to ensure that our vehicles remain in proper condition; however, that part timer will be leaving soon. This loss creates a situation in which the District will need to recruit for a mechanic position, therefore staff will need a Board approved job description and salary schedule.

Staff met with SEIU Local 721 to discuss the District's needs. The District and SEIU Local 721 have agreed to keep the salary range for the Part-Time Restricted Mechanic at the current full-time rate of \$27.66 - \$35.14; this range will help the District attract candidates that are qualified when recruitments are run. Part-time restricted employees receive the state mandated sick leave and take part in the District's 457 plan as part of the benefits.

FISCAL IMPACT

The District currently has \$37,712.34 budgeted for a full time Mechanic. If the District fills this position with a part time restricted employee for the remainder of the 2020/2021 FY, the District will see a savings of approximately \$30,880.00.

RECOMMENDATION

District staff requests the Board approve the job description and salary schedule for Part Time Restricted Mechanic.

ATTACHMENTS

- 1) FT/PT Mechanic Job Description (2 pages)
- 2) PT Salary Schedule (1 page)



Pleasant Valley Recreation and Park District Job Description

Job Title: Mechanic
Department: Park Division
Reports To: Park Supervisor
FLSA Status: Non-exempt

Category: Staff
Prepared Date: December 2020
Approved by: Board of Directors
Approved Date:

SUMMARY: Performs maintenance and repair services on District vehicles and equipment; to maintain and repair gasoline and diesel powered automotive, heavy and light construction, and other power driven equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Performs other duties as assigned.

- Perform skilled maintenance and repair duties involving repairs to gasoline and diesel powered automotive, heavy and light construction, and other power driven equipment.
- Inspect, diagnose and locate mechanical difficulties on a variety of gasoline or diesel powered District vehicles and equipment, using state of the art electronic equipment.
- Diagnose, maintain and repair electrical systems components, ignition systems, computers, alternators, high voltage power generators, starters and batteries.
- Diagnose, maintain, repair and recondition hydraulic systems; diagnose and repair front and rear drive axles, drive train components, belts, gears, chain drives and propeller shafts.
- Replace or repair faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment.
- Tune up engines by replacing ignition parts and reconditioning and adjusting carburetors, throttle body and port fuel injection systems and propane fuel systems; repair and maintain emission control and alternative fuel systems.
- Diagnose, repair and/or replace components including generators, distributors, relays, lights, switches, and high voltage light systems; repair, adjust and replace brake systems including wheel cylinders, masters cylinders, disc pads, machine drums and rotors, hydraulic and air brakes.
- Weld, fabricate and assemble parts and equipment for District automotive and heavy equipment; fabricate and modify tools as needed.
- Repair chain saws, weed eaters, trimmers, blowers, edgers, and pressure washers.
- Assist in the purchasing of equipment maintenance parts and materials.
- Respond to mechanical field emergencies as needed.
- Documents parts used and labor for each work order to ensure the respective District department receives an accurate billing.
- Accurately determine mechanical repair needs and estimate the cost and time of repairs.
- May supervise or lead a crew.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of: methods, practices, materials, and tools used in the major repair and maintenance of automotive and construction equipment; machine shop tools and their use; various types of gasoline and diesel powered stationary and automotive engines and drive trains; principles and techniques used in the service and repair of air brakes; vehicular and equipment hydraulic systems; vehicular electronics and electrical systems; and the use and operation of test and repair equipment.
- Basic/intermediate knowledge of: mechanical principles and practices of automotive repairs and preventive maintenance; use of tools and equipment used to make mechanical repairs, and shop safe work practices.



Pleasant Valley Recreation and Park District Job Description

- Ability to: operate mechanical testing and repair devices; estimate time and materials needed to complete a job; read electrical and mechanical diagrams; diagnose and repair defective vehicular equipment; maintain accurate records; follow written and verbal instructions; learn more advanced electronic diagnostic methods and equipment; expand knowledge of an automated record keeping system; follow instructions; follow safe work practices; improve gas and arc welding skills; use a fleet data management system using a hand held device and desktop computer.

EDUCATION and/or EXPERIENCE: Must be 18 years of age with a high school diploma or general education degree (GED); and completion of a vocational certificate program and/or Associates Degree in automotive technology with three (3) years' work experience; or five (5) years' work experience in vehicle and motorized equipment repair and maintenance; or equivalent combination of education and experience. College courses in mechanics or related areas are highly desirable. Relevant college level courses or Certified Mechanic Certification may substitute for up to one year of experience; or equivalent combination of education and experience. Possession of or ability to obtain an appropriate smog check mechanic license, a Master Automotive Technician Certificate in the following areas: brakes, suspension and steering, electrical/electronic systems, manual drive train and axles within one year of employment. Certifications in engine repair and heating and air conditioning are required within two years of employment.

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires above average amount of driving, therefore, must possess a valid California Driver's License and maintain a clean California Department Motor Vehicle record. Will drive a District vehicle in the course of job duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Required to stand, walk, sit, bend, twist, climb, kneel, reach, push, pull, grasp, pick, pinch, ride and perform similar body movements; the possession of hand/eye coordination sufficient to operate various hand and power tools and a motor vehicle; the ability to talk and hear in person, by telephone or two-way radio; and the ability to see and read instructions and reports. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Office/field environment: exposure to-potentially-hazardous chemicals, heat, cold and inclement weather conditions; work around slippery or uneven surfaces, and around heavy construction equipment. Incumbent may come into contact with cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent while inspecting/repairing to sit, stand, walk or bend over for prolonged periods of time when working on irrigation equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud. May be required to work overtime, or be required to adjust schedule due to special events.



PART TIME SALARY SCHEDULE

(TEMPORARY, SEASONAL, AND RESTRICTED)

OFFICE ASSISTANT	\$14.00	\$14.64
HUMAN RESOURCES GENERALIST	\$14.25	\$16.97
ADMINISTRATIVE SERVICE WORKER	\$14.00	\$50.00
RECREATION LEADER	\$14.00	\$14.03
SENIOR LEADER	\$14.70	\$18.30
LIFEGUARD	\$14.70	\$15.75
AQUATIC CENTER ASSISTANT MANAGER	\$16.17	\$18.27
PARK RANGER	\$23.12	\$27.54
MECHANIC	\$27.66	\$35.14
LANDSCAPE/CUSTODIAN I	\$14.00	\$14.00
LANDSCAPE/CUSTODIAN II	\$14.00	\$15.82

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

TO: BOARD OF DIRECTORS

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

DATE: January 6, 2021

**SUBJECT: CONSIDERATION OF NEW DATE FOR FEBRUARY
2021 REGULAR BOARD MEETING**

SUMMARY

The City of Camarillo is unable to honor the reservation for the City Council Chambers on February 3, 2021 but would be able to reserve the Chambers for February 4, the next day. However, the Board would need to approve the change in schedule as it is a regularly scheduled Board meeting.

BACKGROUND/ANALYSIS

The meeting dates for the new year are traditionally reviewed and approved at the December meeting. However, the City is no longer able to provide the Council Chambers to the District on February 3, 2021 due to a scheduling conflict.

It is recommended the Board discuss either moving the meeting to the following day, an action which would require a Board vote or choose to keep the date and change the location, which would not require any Board action.

RECOMMENDATION

It is recommended the Board discuss and either vote to change the February meeting date or direct staff to prepare a different location for February 3, 2021.

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

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