

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

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

5:30 P.M. CLOSED SESSION

1. CALL TO ORDER

A. Recess to Closed Session

B. CLOSED SESSION

1) Conference with Legal Counsel – Existing Litigation

The District Board will conduct a closed session, pursuant to Government Code section 54956.9(d)(1), to confer with legal counsel regarding litigation to which the District is a party. The title of such litigation is as follows: *Pleasant Valley Recreation & Park District and Service Employees International Union Local 721*; Public Employment Relations Board Case Number Case No. LA-CE-1378-M.

C. Reconvene into Regular Meeting

6:00 P.M. REGULAR MEETING NEXT RESOLUTION #645

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. Christmas 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 speak about an item on the agenda, we would prefer you complete a Speaker Card, give it to the Clerk of the Board, and wait until it comes up. If you would like to make comments about other areas not on this agenda, in accordance with California law, we will listen, note them, and bring them back up at a later date for discussion. Speakers will be allowed three minutes to address the Board.

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 Meeting of January 2, 2020

Approval receives and files minutes.

B. Warrants, Accounts Payable & Payroll

District's disbursements dated on or before December 31, 2019.

C. Financial Reports

Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for December 2019.

D. Consideration and Adoption of Resolution No. 642 Directing SCI Consulting Group to Prepare the FY 2020-2021 Engineer's Report for the Assessment District

The purpose of this Engineer's Report is to help the District establish the budget for the services that would be funded by the FY 2020-2021 assessments.

E. Adoption of Resolution No. 643 New Records Retention and Destruction Policy

Approval of Resolution No. 643 will update an updated retention schedule which more closely corresponds to the types of records the District creates and the workflow of District staff.

8. NEW ITEMS – DISCUSSION/ACTION

A. Consideration and Approval of the FY 2018-2019 Annual Financial Report as Prepared by Moss, Levy & Hartzheim LLP, CPAs

The opinion of the auditor reflects that the District's financial statements present fairly, in all material respects, the District's financial position for the year ending June 30, 2019 in conformity with accounting principles generally accepted in the United States of America.

Suggested Action: A MOTION to Approve the Annual Financial Report for FY 2018-2019 as prepared by Moss, Levy & Hartzheim, LLP, CPAs.

B. Freedom Gym Options

The current owner of Freedom Gym, Erick Kuskie has expressed interest in wanting to work with the District regarding maintaining current levels of programming.

Suggested Actions: A MOTION to Approve and authorize the General Manager to negotiate and enter into a Memorandum of Understanding with Mr. Kuskie for use of Freedom Gym.

C. Consideration and Adoption of Resolution No. 644 Approval of Mid-Year Budget Adjustments for FY 2019-2020

Half-way through the fiscal year, staff reviews the budget line items to determine if any adjustments need to take place in order to bring the budget more in line with what the projected revenue or expense will be at June 30, 2020.

Suggested Action: A MOTION to Adopt Resolution No. 644 to Approve Mid-Year Budget Adjustments for FY 2019-2020.

D. Consideration of Design Options for New Marquee at the Community Center

This project will replace the marquee signage at the entrance to the District Administrative Office and Community Center with a new digital LED display.

Suggested Actions: A MOTION to Approve the staff recommended bids of:

- 1) **Daktronics, Inc.** through Sourcewell Cooperative Purchasing for the *Single-Sided LED Galaxy® Outdoor Electronic Message Center* at **\$17,749.00 and**
- 2) **Custom Signs, Inc.** for the *Single-Sided Cabinet, District Signage, and Installation services* at **\$17,642.07** for a total project cost not to exceed \$44,000.

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

- A. Chair Magner
- B. Ventura County Special District Association/California Special District Association
- C. Ventura County Consolidated Oversight Board
- D. Santa Monica Mountains Conservancy
- E. Standing Committees – Finance, Liaison, Long Range Planning, Personnel and Policy
- F. Ad Hoc Committees – Journey; Ran Rancho
- 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
January 2, 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 6:00 p.m. by Chair Magner.

2. PLEDGE OF ALLEGIANCE

Katlyn Simber-Clickener 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 Megan Hamlin, Recreation Supervisor Lanny Binney, Administrative Analyst Jessica Puckett, Recreation Coordinator Katlyn Simber-Clickener, Recreation Specialist Bev Dransfeldt, Roberto Martinez, Rich Frank, and Diedre Rose.

4. AMENDMENTS TO THE AGENDA

General Manager Mary Otten requested that Item 5. A. *Christmas Recap* be pulled from the agenda.

Chair Magner called for a motion. A motion was made by Director Malloy and seconded by Director Mishler to approve the Agenda minus pulled Item 5.A.

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

**Motion to
Approve
Agenda
Minus Item
5.A.**

Carried

5. PRESENTATIONS

A. Christmas Recap

Item removed.

B. Capital Improvement Update

Park Services Manager Bob Cerasuolo presented information on completed projects including the Pitts Ranch pavilion, the shade structure at Nancy Bush Park, the Valle Lindo Park restroom remodel, the Mel Vincent Park restroom facility, the 2nd phase of painting the exterior buildings at PV Fields and the repaving of the Freedom Park ballfields parking lot. Projects currently in progress include: LED lights at Springville Park tennis courts, 2 new fleet vehicles, the Community Center Park marquee, LED lights for the Mission Oaks Park walkways and parking lots and Charter Oak Park irrigation. The current Quimby project is the Aquatic Center Shower and Restroom remodel.

C. New Employee Introductions

Recreation Coordinator Katlyn Simber-Clickener introduced Recreation Specialist Bev Dransfeldt, who will be working with the District’s outdoor nature program, day camps and special events.

6. PUBLIC COMMENT

Diedre Rose of Camarillo is with the 2020 Census and they are looking to hire over 1000 employees at \$21/hr. for either full time or part time work. Ms. Rose is a recruiter in Camarillo and interested people can contact Recreation Services Manager Eric Storrie for more information.

7. CONSENT AGENDA

- A. Minutes for Regular Board Meeting of December 5, 2019
- B. Warrants, Accounts Payable & Payroll
- C. Financial Reports
- D. Second Reading and Adoption of Ordinance No. 11, an Ordinance of the Board of Directors of the Pleasant Valley Recreation and Park District Regarding the Charging of Parking Fees on District Lands
- E. Consideration and Approval to Reject All Bids for Grant Writer

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

Motion to Approve Consent Agenda

Voting was as follows:

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

Noes:

Absent:

Carried

Motion: Carried

8. NEW ITEMS - DISCUSSION/ACTION

- A. Consideration of Granting of Easement for Shared Parking at Bob Kildee Park with the Boys and Girls Club of Camarillo

General Manager Mary Otten presented a request for a non-exclusive easement for the ingress, egress and shared parking at Bob Kildee Park with the Boys and Girls Club of Camarillo (Club). The Club is looking to expand its facilities and the City requires the Club to show that they have an updated parking agreement with the District. Roberto Martinez, the CEO/president of the Boys and Girls Club of Camarillo was present for questions. Discussion included: the Club's need to guarantee access to additional parking space for planning purposes and in order to grow its facilities; concern of the potential loss of District property and the need to reword the proposed agreement to include reciprocal parking for overflow; question as to how a proposed Club expansion could be approved by the City without additional parking spaces; the different business models and the compatibility of the varying times of usage between the two entities.

Chair Magner called for a motion. A motion was made by Director Malloy and seconded by Director Mishler to approve the proposed agreement with the Boys and Girls Club of Camarillo for a non-exclusive shared parking easement.

**Motion to
Approve
B&G Parking
Agrmt**

Voting was as follows:

Ayes: Malloy, Mishler, Dixon, Chair Magner

Noes: Kelley

Absent:

Carried

Motion: Carried

B. Request for Proposal for a Public Consulting Firm to Assist District with Evaluation of Voter Opinion Surveys and Polling Services

General Manager Mary Otten presented a Request for Proposals (RFP) for assistance in a voter opinion and polling survey to address a potential financing option for the Senior and Community Recreation Facility. Discussion included: ability of the survey to measure the different levels of support and importance to the community; City's assistance in paying half of the estimated \$30,000 services cost; and the request for a correction on page 5 of the RFP under *Work Plan and Schedule* to read as "*provide demonstrated understanding of the City's and District's needs and scope of the project;*".

Chair Magner called for a motion. A motion was made by Director Mishler and seconded by Director Dixon to approve and authorize the General Manager to issue a Request for Proposals seeking a public consulting firm to assist the District with the evaluation of voter opinion surveys and polling services.

**Motion to
Approve RFP
Voter Survey
Polling**

Voting was as follows:

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

Noes:

Absent:

Carried

Motion: Carried

C. Request for Proposals for a Public Consulting Firm to Perform a Nexus Study for the Purpose of Establishing Developer Impact Fees

Administrative Analyst Anthony Miller presented a Request for Proposals (RFP) for a nexus study which will provide information regarding the impact that urban residential in-fill projects will have on the District. The City will need to have this information in order to consider looking at development impact fees. Discussion included: an approximate study cost of \$15 thousand to \$25 thousand dollars with a decent return investment; inclusion of a 30-year forecast for new development; and a request for the RFP to include a consultant presentation to the City.

Chair Magner called for a motion. A motion was made by Director Mishler and seconded by Director Dixon to approve and authorize the General Manager to issue a Request for Proposals for a public consulting firm to perform a nexus study for the purpose of establishing developer impact fees.

Motion to Approve Nexus Study for Dev. Impact Fees

Voting was as follows:

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

Noes:

Absent:

Carried

Motion: Carried

D. Consideration and Approval of Bid Award for the Aquatic Center Shower and Dressing Room Remodel

Park Services Manager Bob Cerasuolo presented options for the Board's consideration of a bid award for the remodel of the Aquatic Center's showers and dressing rooms. SBS Construction was the low bidder with a \$576,817 construction bid amount. Discussion included: the increase in costs with construction companies charging higher prices during a construction boom period; receipt of all bids higher than the engineer's estimate; the facility's run down condition and need for project completion; reference checks; contractors' qualifications which include having had work in the last five years and having had job experience with government agencies; and the penalties in place if the contractor does not meet the deadline. Director Kelley would have preferred a more thorough reference check with a company that the District has not used before.

Chair Magner called for a motion. A motion was made by Director Malloy and seconded by Director Dixon to approve and award the bid to SBS Construction for \$576,817 plus 10% contingency for a project cost not to exceed \$634,499.

Motion to Approve Bid to SBS for the Pool Showers and Dressing Rooms

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

Carried

E. Maturity of the 2016 Four-Year Certificate of Deposit (CD)

Administrative Services Manager Leonore Young presented the opportunity for the Board to cash in or rollover a 2016 four-year CD. Discussion included better interest rates at this time with the short-time rates vs the long-term rates.

Chair Magner called for a motion. A motion was made by Director Mishler and seconded by Director Malloy to approve that the Board cash in the 2016 certificate of deposit (CD) and re-invest the funds into the Ventura County Pool Restricted Funds account per the Finance Committee.

Motion to Approve the Cash In of 2016 CD

Voting was as follows:

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

Noes:

Absent:

Carried

Motion: Carried

F. Consideration and Adoption of Resolution No. 641 Allocating Fees from the Fairfield LLC Subdivision at 341 Mike Loza Dr. Camarillo, CA 93012 for Projects at Pleasant Valley Fields, the Camarillo Community Center, Camarillo Grove Nature Center and within the Freedom Park Master Plan

Administrative Analyst Anthony Miller presented Resolution No. 641 which would allocate fees from the Fairfield LLC subdivision for various projects within the District. The District would need to develop a schedule specifying how, when and where it will use the fees to develop park or recreational facilities. Discussion included application of the fee when the budget is ascertained.

Chair Magner called for a motion. A motion was made by Director Malloy and seconded by Director Mishler to adopt Resolution No. 641 Allocating Fees from the Fairfield LLC Subdivision at 341 Mike Loza Dr. Camarillo, CA 93012 for Projects at Pleasant Valley Fields, the Camarillo Community Center, Camarillo Grove Nature Center and within the Freedom Park Master Plan.

Motion to Adopt Reso No. 641 Allocating Fees for District Projects

Voting was as follows:

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

Noes:

Absent:

Carried

Motion: Carried

G. Committee Assignments

Chair Magner announced the following District Board Committee Assignments for 2020:

<u>Committees</u>	<u>Directors</u>
Liaison (City)	Dixon and Mishler
Liaison (PVSD)	Malloy and Dixon
Finance	Malloy and Mishler

<u>Committees</u>	<u>Directors (continued)</u>
Long Range Planning	Kelley and Malloy
Personnel	Magner and Kelley
Policy	Magner and Dixon
Ad Hoc (Journey)	Malloy and Magner
Ad Hoc (Ran Rancho)	Malloy and Mishler

H. Goal Setting Workshop Dates

General Manager Mary Otten will offer possible dates after the City has their City Council meeting on January 8, 2020.

9. INFORMATIONAL ITEMS

A. Chair's Report – Chair Magner welcomed her opportunity to serve as District Board Chair for the 3rd time.

B. Ventura County Special District Association/California Special District Association – Chair Magner reported that the next annual meeting will be February 4, 2020 at Sterling Hills Country Club in Camarillo. CSDA – Chair Magner stated that the Public Affairs position is open and that the executive board will be advertising soon.

C. Ventura County Consolidated Oversight Board – No meeting.

D. Santa Monica Mountains Conservancy – No meeting.

E. Standing Committees – Finance – Director Malloy stated that the property tax was received and up 4.77% as the city had projected. Liaison – No meeting. Long Range Planning – No meeting. Personnel – No meeting. Policy – No meeting. Ad hoc – Journey – Director Malloy stated that there will be a meeting next week. Ad hoc – Ran Rancho – No meeting.

F. Foundation for Pleasant Valley Recreation and Parks – Chair Magner reported that the Ugly Sweater Race had 115 people participating and raised over \$919. The next fundraiser is at Topper's Pizza on Tuesday, January 14 from 3:30 to 9pm. Ms. Magner thanked Administrative Analyst Megan Hamlin for her administrative assistance with all of the fundraisers for the Foundation.

G. General Manager Mary Otten – No report.

11. ORAL COMMUNICATIONS

Director Malloy attended the VCSDA meeting on December 4, the Regular Board Meeting on December 5, the Christmas Parade on December 14 and the District's Employee Recognition Luncheon on December 18. Mr. Malloy stated that the "Cosmic Christmas" theme for the parade was evident and children loved meeting an astronaut and a rocket scientist. Director Mishler thanked staff and the community for the success of the parade. Director Kelley thanked staff on the efficiency of the Christmas parade. Mr. Kelley also warned the community of the state's push for higher density housing and its multiplying effect on our overused recreation facilities and no financial support. Director Dixon was not able to be at the parade but heard that it was great and wished everyone a Happy New Year.

12. ADJOURNMENT

Chair Magner adjourned the meeting at 8:08 p.m.

Respectfully submitted,

Karen Roberts
Recording Secretary

Approval,

Elaine Magner
Chair

CASH REPORT

	12/31/2019 Balance	12/31/2018 Balance	
Restricted Funds			
Debt Service - Restricted	\$ 364,102.24	\$ 373,690.14	
457 Pension Trust Restricted	\$ 60,817.66	\$ 70,107.96	
Quimby Fee - Restricted	\$ 89,021.42	\$ 231,385.37	
Multi-Bank Securities Restricted	\$ 660,764.48	\$ 661,107.82	
Ventura County Pool - Restricted	\$ 5,152,610.38	\$ 5,101,063.93	
FCDP Checking	\$ 21,888.62	\$ 30,734.04	
Total	\$ 6,349,204.80	\$ 6,468,089.26	
Semi-Restricted Funds			
Assessment	\$ 801,480.38	\$ 498,697.67	
Capital Improvement	\$ 30,556.87	\$ 29,320.20	
Capital - Vehicle Replacement	\$ 60,843.80	\$ 50,843.80	
Capital - Designated Project	\$ 16,397.94	\$ 16,397.94	
LAIF Capital	\$ 2,834,190.80	\$ 2,521,955.79	
Contingency - Dry Period	\$ 361,000.00	\$ 271,000.00	
Contingency - Computer	\$ 15,000.01	\$ 10,000.00	
Contingency - Repair/Oper/Admin	\$ 50,000.00	\$ 30,000.00	
Total	\$ 4,169,469.80	\$ 3,428,215.40	
Unrestricted Funds			
Contingency	\$ 76,197.01	\$ 764,705.24	
Cal Trust	\$ 2,063,909.74	\$ 935,963.67	
General Fund Checking	\$ 251,567.99	\$ 849,213.99	
Total	\$ 2,391,674.74	\$ 2,549,882.90	
Total of all Funds	\$ 12,910,349.34	\$ 12,446,187.56	\$ 464,161.78
	1/15/2020	1/31/2019	
	Balance	Balance	
Restricted Funds			
Debt Service - Restricted	\$ 364,102.24	\$ 373,805.13	
457 Pension Trust Restricted	\$ 60,817.06	\$ 70,143.69	
Quimby Fee - Restricted	\$ 42,360.19	\$ 282,144.86	
Multi-Bank Securities Restricted	\$ 660,764.48	\$ 661,107.82	
Ventura County Pool - Restricted	\$ 5,152,610.38	\$ 5,101,063.93	
FCDP Checking	\$ 22,128.61	\$ 26,864.04	
Total	\$ 6,302,782.96	\$ 6,515,129.47	
Semi-Restricted Funds			
Assessment	\$ 760,415.85	\$ 443,514.26	
Capital Improvement	\$ 30,556.87	\$ 29,367.87	
Capital - Vehicle Replacement	\$ 60,843.80	\$ 50,843.80	
Capital - Designated Project	\$ 16,397.94	\$ 16,397.94	
LAIF Capital	\$ 2,834,190.80	\$ 2,458,736.18	
Contingency - Dry Period	\$ 361,000.00	\$ 271,000.00	
Contingency - Computer	\$ 15,000.01	\$ 10,000.01	
Contingency - Repair/Oper/Admin	\$ 50,000.00	\$ 30,000.00	
Total	\$ 4,128,405.27	\$ 2,998,860.05	
Unrestricted Funds			
Contingency	\$ 76,197.01	\$ 765,090.34	
Cal Trust	\$ 1,563,909.74	\$ 935,963.67	
General Fund Checking	\$ 97,017.93	\$ 267,443.19	
Total	\$ 1,737,124.68	\$ 1,968,497.20	
Total of all Funds	\$ 12,168,312.91	\$ 11,482,486.72	\$ 685,826.19

Pleasant Valley Recreation and Park District
 Finance Report
 December 2019

	Date	Amount	
Accounts Payables:	12/1/19-12/31/19	\$ 231,023.42	
	Total	\$ 231,023.42	
Payroll (Total Cost):	12/12/2019	\$ 154,267.34	
	12/26/2019	\$ 146,146.68	
	Total	\$ 300,414.02	
Outgoing:Online Payments			
	12/2/2019	\$ 3,435.81	City of Camarillo- Water
	12/3/2019	\$ 2,269.08	The Guardian- Dental Insurance
	12/3/2019	\$ 500.40	VSP- Vision Insurance
	12/3/2019	\$ 27,942.84	CALPERS- Health Insurance
	12/3/2019	\$ 3,402.53	WEX (76) Fuel Purchase
	12/4/2019	\$ 1,997.47	The Hartford
	12/5/2019	\$ 56.45	Culligan Water
	12/13/2019	\$ 17.60	Culligan Water
	12/16/2019	\$ 17,343.06	City of Camarillo- Water
	12/16/2019	\$ 2,843.60	Southern CA Edison
	12/17/2019	\$ 118.33	Southern CA Gas Co.
	12/18/2019	\$ 1,211.87	Southern CA Edison
	12/20/2019	\$ 7,461.47	Southern CA Edison
	12/20/2019	\$ 10,122.82	City of Camarillo- Water
	12/26/2019	\$ 16.99	Spectrum Business
	12/30/2019	\$ 14,998.30	CALPERS- Ret.- PR 12/12/2019
	Total	\$ 93,738.62	
	Grand Total	\$ 625,176.06	

MBS – Multi Bank Securities

MBS - US Treasury Type	Aug 9 2018	Sept 11 2018	Oct 15 2018	Nov 11 2018	Dec 11 2018	Jan 11 2019	Feb 11 2019	March 13 2019	April 9 2019
US 3 Month	2.003%	2.095%	2.228%	2.327%	2.344%	2.345%	2.375%	2.388%	2.376%
US 6 Month	2.173%	2.255%	2.395%	2.464%	2.475%	2.437%	2.432%	2.445%	2.375%
US 1 Year	2.343%	2.435%	2.567%	2.637%	2.595%	2.490%	2.458%	2.435%	2.332%
US 2 Year	2.649%	2.744%	2.853%	2.924%	2.754%	2.537%	2.490%	2.463%	2.346%
US 3 Year	2.728%	2.820%	2.941%	2.990%	2.751%	2.504%	2.467%	2.433%	2.294%
US 5 Year	2.811%	2.869%	3.012%	3.039%	2.726%	2.520%	2.475%	2.522%	2.306%
	May 8 2019	June 10 2019	July 9 2019	Aug 12 2019	Sept 12 2019	Oct 9 2019	Nov 12 2019	Dec 11 2019	Jan 15 2020
US 3 Month	2.399%	2.215%	2.148%	1.927%	1.870%	1.630%	1.540%	1.525%	1.527%
US 6 Month	2.388%	2.128%	2.065%	1.875%	1.840%	1.635%	1.532%	1.522%	1.525%
US 1 Year	2.295%	1.961%	1.932%	1.702%	1.755%	1.542%	1.515%	1.500%	1.490%
US 2 Year	2.297%	1.904%	1.886%	1.575%	1.720%	1.449%	1.652%	1.636%	1.558%
US 3 Year	2.264%	1.874%	1.835%	1.503%	1.685%	1.402%	1.679%	1.655%	1.707%
US 5 Year	2.287%	1.915%	1.857%	1.484%	1.645%	1.389%	1.723%	1.664%	1.783%

Ventura County Pool

Investment Name	July 2018	Aug 2018	September 2018	October 2018	November 2018	December 2018	January 2019	February 2019	March 2019
Ventura County Pool	2.072%	2.136%	2.135%	2.293%	2.433%	2.483%	2.757%	2.669%	2.655%
	April 2019	May 2019	June 2019	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019
Ventura County Pool	2.677%	2.686%	2.707%	2.639%	2.563%	2.497%	2.363%	2.259%	2.089%

- Rates are determined at the end of the month

Local Agency Investment Fund (LAIF)

Investment Name	July 2018	Aug 2018	September 2018	October 2018	November 2018	December 2018	January 2019	February 2019	March 2019
Local Agency Investment Fund (LAIF)	1.944%	1.998%	2.160%	2.144%	2.208%	2.291%	2.355%	2.392%	2.436%
	April 2019	May 2019	June 2019	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019
Local Agency Investment Fund (LAIF)	2.445%	2.449%	2.428%	2.379%	2.341%	2.280%	2.190%	2.150%	2.043%

Cal Trust

Investment Name	July 2018	Aug 2018	September 2018	October 2018	November 2018	December 2018	January 2019	February 2019	March 2019
Cal Trust	N/A	N/A	N/A	N/A	N/A	N/A	2.54%	2.52%	2.52%
	April 2019	May 2019	June 2019	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019
Cal Trust	2.58%	2.54%	2.59%	2.38%	2.26%	2.17%	2.06%	2.02%	1.97%

Bank Reconciliation

Board Audit

User: fsantos
 Printed: 01/07/2020 - 9:55AM
 Date Range: 12/01/2019 - 12/31/2019
 Systems: 'AP'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 10 General Fund				
Department: 00 Non Departmentalized				
0	HERC RENTALS INC.	HERC RENTALS: BOOM RENTAL/	12/05/2019	625.30
22917	BUENAVENTURA DOG TRAINING	BUENAVENTURA DOG TRNG. CLI	12/05/2019	300.00
22929	HUB INTERNATIONAL INSURANC	HUB INSURANCE: 11/2019 INSUR/	12/05/2019	344.00
22939	PLEASANT VALLEY COOP PRESCL	PLEASANT VALLE CO-OP PRESCH	12/05/2019	150.00
22940	DIANE QUITTORIANO	D.QUITTORIANO: PERMIT REFUND	12/05/2019	50.00
22960	SEIU LOCAL 721	SEIU- DUES FOR PR 12/12/2019	12/12/2019	574.49
22968	CALIFORNIA DEPT. OF FOOD & A	CA DEPT. OF FOOD & AGRICULTI	12/19/2019	50.00

Total for Department: 00 Non Departmentalized 2,093.79

Department: 03 Recreation

0	US BANK	US BANK: CALCARD CHARGES- 1	12/09/2019	5,663.40
0	ANN M. WRIGHT	A.WRIGHT: INSTRUCTOR FEES/D	12/05/2019	124.80
0	ANN M. WRIGHT	A.WRIGHT: INSTRUCTOR FEES/D	12/19/2019	26.00
0	BEVERLY DRANSFELDT	B.DRANSFELDT: MILEAGE REIMI	12/05/2019	6.96
0	CAMILLE TORGESON	C.TORGESON: INSTRUCTOR FEES	12/19/2019	327.60
0	DANTE CORNEJO	D.CORNEJO; MILEAGE REIMBUR	12/19/2019	9.26
0	KATLYN SIMBER-CLICKENER	K.SIMBER: REIMBURSEMENT FO	12/05/2019	80.46
0	LAUREN PASARABA		12/19/2019	3.48
0	NANCE TAPLEY-PECK	N.PECK: INSTRUCTOR FEES/HOR	12/19/2019	329.00
0	NICHOLAS FASSL	N.FASSL: MILEAGE REIMBURSE	12/05/2019	36.54
0	PATRICIA J. BOLLAND	P.BOLLAND: JAZZERCISE 5-DAY	12/19/2019	689.00
0	RONALD J. BRAND	R.BRAND: INSTRUCTOR FEES/MI	12/05/2019	46.80
0	TOMLINSON RAUSCHER	T.RAUSCHER: INSTRUCTOR FEES	12/19/2019	85.80
22909	MONIQUE ABRAHAMSEN	M.ABRAHAMSEN: INSTRUCTOR I	12/05/2019	54.60
22913	AMERICAN RED CROSS	AMERICAN RED CROSS: ADULT &	12/05/2019	150.00
22915	TIMOTHY BOWEN	PLAY-WELL TEKNOLOGIES: INST	12/05/2019	1,638.00
22918	TINA BUTLER	T.BUTLER: POOL PARTY REFUND	12/05/2019	89.00
22921	KERRY A. CLERIC	K.CLERIC: UMPIRE IN CHIEF/FAL	12/05/2019	250.00
22927	BARBARA G. GAGE	B.GAGE: INSTRUCTOR FEES/ART	12/05/2019	132.60
22928	LILIBETH GONZALEZ	FAMOUS TACO BAR: 2019 X/MAS	12/05/2019	429.00
22934	ALISON LITTLE	A.LITTLE: INSTRUCTOR FEES/SI	12/05/2019	67.60
22937	BRYAN MONKA	B.MONKA: INSTRUCTOR FEES/M:	12/05/2019	923.00
22942	ROSE ENTERTAINMENT & COMM	ROSE ENT./JUMPING JOE'S: ROCK	12/05/2019	120.00
22943	SCSBOA	SCSBOA: BAND COMPETITION JL	12/05/2019	1,400.00
22946	SPORTS OF ALL SORTS	SPORTS OF ALL SORTS: INSTRUC	12/05/2019	343.20
22948	RONDA WERNER	THE FINISH LINE: HOODED SWE/	12/05/2019	2,766.00
22952	KATIE SHINDEN	K.SHINDEN: INSTRUCTOR FEES/F	12/05/2019	858.00
22967	BIG EVENTS INC.	BIG EVENTS: 30' ASTRONAUT CO	12/19/2019	1,062.00
22969	CALIFORNIA LUTHERAN UNIVER	CAL LUTHERAN UNIV: ADV. SUP	12/19/2019	395.00
22971	CANON SOLUTIONS AMERICA IN	CANON: BANNER VINYL	12/19/2019	167.30
22972	JENNIFER CARRILLO	J.CARRILLO PHOTOGRAPHY: BRI	12/19/2019	600.00
22974	BRUCE COLELL	B.COLELL: INSTRUCTOR FEES/SP	12/19/2019	396.38
22975	LORENZO J. CRAWFORD JR.	L.CRAWFORD: INSTRUCTOR FEE:	12/19/2019	162.50
22977	JAMES DELAHUNTY	J.DELAHUNTY: BREAKFAST WITI	12/19/2019	300.00
22982	DEBRA GREENWOOD	D.GREENWOOD: INSTRUCTOR FE	12/19/2019	1,047.15
22983	HAPPENINGS MAGAZINE	HAPPENINGS: FULL PAGE AD/PAI	12/19/2019	400.00
22984	DANIEL E. HOWARD	D.HOWARD: INSTRUCTOR FEES/J	12/19/2019	159.25
22990	SARA WHEELER RICHARDSON	S.RICHARDSON: INSTRUCTOR FE	12/19/2019	591.50

Check No.	Vendor/Employee	Transaction Description	Date	Amount
22991	KATIE SHINDEN	K.SHINDEN: INSTRUCTOR FEES/	12/19/2019	555.75
22994	BRIAN SMALLWOOD	B.SMALLWOOD: INSTRUCTOR FE	12/19/2019	247.00
22996	PAMELA ANN TAYLOR	P.TAYLOR; INSTRUCTOR FEES/ZL	12/19/2019	254.67
22999	DUNCAN YOUNG	D.YOUNG: INSTRUCTOR FEES/ BI	12/19/2019	783.50

Total for Department: 03 Recreation

23,772.10

Department: 04 Parks

0	HERC RENTALS INC.	HERC RENTALS: BOOM RENTAL/	12/05/2019	28.36
0	US BANK	US BANK: CALCARD CHARGES- I	12/09/2019	4,818.52
0	ADAM WHEAT	A.WHEAT: REIMBURSEMENT FO	12/19/2019	150.00
22911	ALL PHASE ELECTRIC	ALL-PHASE: POST TOP LED 65W/	12/05/2019	427.55
22912	ALTERNATIVE LED LLC	ALTERNATIVE LED: BALANCE- L	12/05/2019	8,185.32
22920	CITY OF OXNARD-CITY TREASUR	CITY OF OXNARD: WASTE DISPO	12/05/2019	826.02
22922	COASTAL PIPCO IRRIGATION INC	COASTAL PIPCO; IRRIGATION SU	12/05/2019	87.37
22923	DAY- LITE MAINTENANCE CO. IN	DAY-LITE MAINT. CO.; SOFTBAL	12/05/2019	1,649.92
22924	EDIE'S SHARPALL & ENT.	EDIE'S SHARPALL: SHARPENING	12/05/2019	46.65
22925	EMG HOLDINGS, LLC	EMG HOLDINGS LLC; BAGS & M/	12/05/2019	1,400.00
22926	FAMCON PIPE AND SUPPLY INC.	FAMCON PIPE SUPPLY: PLUMBIN	12/05/2019	7.51
22929	HUB INTERNATIONAL INSURANC	HUB INSURANCE: 11/2019 INSUR/	12/05/2019	-22.84
22931	KASTLE KARE	KASTLE KARE: MO. MONITORING	12/05/2019	160.00
22935	M & B SERVICES INC.	M&B SERVICES; HYDROJET MAI	12/05/2019	920.00
22945	SITEONE LANDSCAPE SUPPLY LL	SITEONE: IRRIGATION SUPPLIES/	12/05/2019	773.21
22947	TURF STAR INC.	TURF STAR: AIR FILTER & GREAS	12/05/2019	269.74
22949	AGRI-TURF DISTRIBUTING LLC	AGRI-TURF: HERBICIDES/SHOP	12/05/2019	426.05
22951	B & B DO IT CENTER	B&B: ADHESIVE/MEL VINCENT	12/05/2019	966.68
22953	SITEONE LANDSCAPE SUPPLY LL	SITEONE: IRRIGATION SUPPLIES/	12/05/2019	49.97
22954	THOMPSON BUILDING MATERIAL	THOMPSON BLDG. MATERIALS: I	12/05/2019	25.53
22955	TURF STAR INC.	TURFSTAR: BLADE & CUP-SCALF	12/05/2019	190.35
22962	AIRPORT TOWING	AIRPORT TOWING: TOWING SERV	12/19/2019	68.00
22964	AMERICAN RESOURCE RECVY	AMERICAN RESOURCE RECOVER	12/19/2019	947.39
22965	B & B DO IT CENTER	B&B: 24PK. AA BATTERY	12/19/2019	73.38
22970	CAMROSA WATER DISTRICT	CAMROSA: WATER SERVICE/TRA	12/19/2019	10,126.34
22976	CRESTVIEW MUTUAL WATER CO.	CRESTVIEW MUTUAL WATER: 11/	12/19/2019	54.00
22978	DIAL SECURITY	DIAL SECURITY: SECURITY SERV	12/19/2019	100.00
22979	EMG HOLDINGS, LLC	EMG HOLDINGS LLC: BAGS AND	12/19/2019	1,400.00
22989	PHOENIX GROUP INFORMATION ;	PHOENIX INFO SYSTEM GRP.: AC	12/19/2019	208.05
22998	W & S SERVICES	W&S: SEWER SERVICE- FREEDON	12/19/2019	514.80

Total for Department: 04 Parks

34,877.87

Department: 05 Administration

0	COLUMBIA CAPITAL MANAGEME	COLUMBIA CAPITAL: PROF. SERV	12/05/2019	1,084.13
0	US BANK	US BANK: CALCARD CHARGES- I	12/09/2019	8,271.99
0	FILEMON SANTOS JR.	F.SANTOS: MI. & MEAL REIMB.- C	12/19/2019	74.99
0	LEONORE YOUNG	L.YOUNG: REIMB. FOR MEALS FC	12/19/2019	28.68
22910	ALESHIRE & WYNDER LLP	ALESHIRE & WYNDER LLP: 10/	12/05/2019	26,767.72
22919	CENTRO PRINT SOLUTIONS	CENTRO PRINT SOLUTIONS: YEA	12/05/2019	421.52
22930	J. THAYER COMPANY	J.THAYER:VARIOUS OFFICE SUPP	12/05/2019	507.28
22944	SHRED-IT USA LLC	SHRED-IT: DOCUMENT SHREDDI	12/05/2019	243.60
22950	ALESHIRE & WYNDER LLP	ALESHIRE & WYNDER: LEGAL SE	12/05/2019	6,299.67
22956	VCSDA	VCSDA: 12/10/19 MEETING- M. OT	12/05/2019	60.00
22961	ADVANTAGE TELECOM/A+WIREL	ADVANTAGE TELECOM: TELEPHO	12/19/2019	1,499.70
22963	ALLCONNECTED, INC.	ALLCONNECTED: 12/2019 COMP.	12/19/2019	1,384.00
22966	BAY ALARM	BAY ALARM:ACCT#1368352- ALA	12/19/2019	136.59
22973	CENTERS FOR FAMILY HEALTH	CENTERS FOR FAMILY HLTH: EE	12/19/2019	300.00
22981	GRANICUS, INC	GRANICUS: CIVICA SELF-HOSTIN	12/19/2019	2,646.00
22985	J. THAYER COMPANY	J.THAYER: CASH BOX	12/19/2019	783.23
22986	KONICA MINOLTA	KONICA MINOLTA: 11/2019 MAIN	12/19/2019	1,227.17
22987	MAILFINANCE	MAILFINANCE: POSTAGE METER	12/19/2019	258.44
22988	MARK-IT PLACE	MARK-IT PLACE: POLAR MUGS &	12/19/2019	355.98
22995	STATE OF CALIFORNIA DEPT. OF	STATE OF CA DEPT. OF JUSTICE: I	12/19/2019	32.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
		Total for Department: 05 Administration		52,382.69
		Total for Fund:10 General Fund		113,126.45

Fund: 20 Assessment Fund

Department: 00 Non Departmentalized

22916	BRIGHTVIEW LANDSCAPE SERVI	BRIGHTVIEW: 11/2019 LANDSCAI	12/05/2019	25,127.50
22932	KIRBY BUILT QUALITY PRODUCT	KIRBYBUILT: PARK BENCHES	12/05/2019	5,098.38
22938	NATURAL GREEN LANDSACAPES	NATURAL GREEN L/S INC.: 11/201	12/05/2019	15,615.08

Total for Department: 00 Non Departmentalized				45,840.96
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Total for Fund:20 Assessment Fund				45,840.96
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Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 30 Park Dedication Fund				
Department: 00				
0	US BANK	US BANK: CALCARD CHARGES- 6	12/09/2019	4,497.91
22914	ARDALAN CONSTRUCTION COM	ARDALAN CONST. CO.: APP#6- PF	12/05/2019	38,298.59
22933	LEACH MOUNCE ARCHITECTS	LEACH MOUNCE ARCHITECTS: A	12/05/2019	5,160.00
22945	SITEONE LANDSCAPE SUPPLY LI	SITEONE: IRRIGATION SUPPLIES/	12/05/2019	2.15
22954	THOMPSON BUILDING MATERIAI	THOMPSON BLDG. MATERIALS: I	12/05/2019	367.87
22980	LESLIE S. GILMER III	L.GILMER/SG MASONRY: IRON R	12/19/2019	3,800.00
22993	SITEONE LANDSCAPE SUPPLY LI	SITEONE: DRAIN SYSTEM FOR NI	12/19/2019	416.48
22997	UNITED CONSTRUCTION & LANI	UNITED CONSTRUCTION; APP#5-	12/19/2019	19,513.01
Total for Department: 00				72,056.01
Total for Fund:30 Park Dedication Fund				72,056.01

Grand Total

231,023.42

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

TO: BOARD OF DIRECTORS

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

DATE: February 5, 2020

SUBJECT: FINANCE REPORT DECEMBER 2019

SUMMARY

Staff is presenting the District's financial report for Fund 10 General Fund, Fund 20 Assessment District Fund and Fund 30 Park Dedication Fund (Quimby Fees) for the month of December 2019 with a prior year comparison.

ANALYSIS OF COMPARATIVE FINANCIAL THROUGH DECEMBER 31, 2019

Attached you will find the District's Statements of Revenues and Expenditures for the period of July 1, 2019 through December 31, 2019 with a year-to-date comparison for the period of July 1, 2018 through December 31, 2018. The percentage rate used for the 2019-2020 fiscal year budget is 50% for Period 6 of the fiscal year.

REVENUES

Total revenue for the 6th month ending December 31, 2019 for Fund 10 (General Fund) has an overall increase of \$394,224. Most of the increase is due to 1) Property Tax Apportionment increase over prior year (\$156,217) 2) Hill Fire 2018 (\$107,360), 3) Needs Assessment Reimbursement from the City of Camarillo (\$75,482) 4) Donation (\$20,710) and various other revenue accounts.

Total revenue for the 6th month ending December 31, 2019 for Fund 20 (Assessment District) is at 56.9% of budget. The first installment of tax apportionment was received in December and the amount received was \$24,795 higher than prior year.

Period 6 for Fund 30 (Park Dedication Fee) had no revenue activity as the District has not received the interest statements for the month of December on the Quimby accounts at the time the staff report was written. Those funds will be reflected in next month's staff report.

EXPENDITURES

Personnel expenditures have increased by \$124,787 for FY 2019-2020 in comparison to personnel expense for the same time period as last year. This increase is due to primarily two-line items: 1) Full Time Salaries (\$80,715) and 2) PERS Unfunded Liability (\$62,758) with the variance balance being distributed over various personnel expense accounts.

Service and Supply expenditures for Fund 10 have increased \$469,862 in comparison to the same time period as last year. This is due to 1) Hill Fire (\$367,908) and 2) Insurance Liability (\$84,629). Insurance Liability is higher than last year at this time due to the timing of the second installment of the liability insurance payment for fiscal year 2018-2019 which was made on January 16, 2019. For FY18-19 the liability insurance payment was made in January 2019 and for FY19-20 the payment was made in December 2019. Because of the timing of the payments, the general ledger has the appearance that the account is out of balance when in actuality it will be brought back in balance for the January 2020 finance report, which is when the January 2020 payment will be reflected.

Fund 20 is at 24.2% in Personnel and 70.3% in Services and Supplies with the increase in Services and Supplies primarily due to Contracted Landscaping Services. The 2017 Certificate of Participation payment which is at 100% expensed increases the column titled “% of Budget Used”, therefore making it appear that Fund 20 is over the expense budget by 20.3%

Fund 30 Services and Supplies is at 0.0% in expenses.

Capital projects for fiscal year 2019-2020 are currently underway for Fund 10 and the project budgeted to Fund 30 Capital, the Pleasant Valley Aquatic Center Restroom and Shower Remodel, is starting to show activity.

FISCAL IMPACT

Overall the District is over the approved budget for Fund 10 by less than 2.8%. Fund 20 overall is over budget by 19.1%. Staff is constantly reviewing ways to make the District run effectively and efficiently while staying within the approved budget.

RECOMMENDATION

It is recommended the Board review and approve the Financial Statements for December 31, 2019 for Fund 10, Fund 20 and Fund 30.

ATTACHMENTS

- 1) Financial Statement of Revenues and Expenditures as of December 31, 2019 Fund 10
(3 pages)
- 2) Financial Statement of Revenue and Expenditures as of December 31, 2019 Fund 20
(1 page)
- 3) Financial Statement of Revenue and Expenditures as of December 31, 2019 Fund 30
(1 page)

General Ledger
Fund 10 General Fund
December 2019 50%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Tax Apport Cur Year Secured	5110-5240	\$ 3,614,210.95	\$ 3,581,699.10	\$ 3,737,916.16	\$ 6,561,872.00	\$ 2,823,955.84	56.96%
Interest Earnings	5310	\$ 2,346.50	\$ 25,262.06	\$ 35,500.86	\$ 46,500.00	\$ 10,999.14	76.35%
Hill Fire 2018	5465	\$ -	\$ 49,333.34	\$ 156,693.01	\$ -	\$ (156,693.01)	0.00%
Park Patrol Citations	5506	\$ 202.00	\$ 6,140.13	\$ 2,278.26	\$ 4,950.00	\$ 2,671.74	46.03%
Contract ClassesPublic Fees	5510	\$ 16,457.10	\$ 90,719.11	\$ 97,140.70	\$ 255,485.00	\$ 158,344.30	38.02%
Public Fees	5511	\$ 7,878.25	\$ 172,981.49	\$ 173,229.10	\$ 459,621.00	\$ 286,391.90	37.69%
Swim PassAdult Splash	5513-5529	\$ 2,332.00	\$ 32,364.56	\$ 27,797.76	\$ 56,995.00	\$ 29,197.24	48.77%
Vending Concesssions	5525	\$ -	\$ 1,547.38	\$ 2,525.50	\$ 3,446.00	\$ 920.50	73.29%
Rental	5530	\$ 22,769.69	\$ 207,594.59	\$ 188,049.25	\$ 423,769.00	\$ 235,719.75	44.38%
Cell Tower Revenue	5535	\$ 4,925.78	\$ 45,592.48	\$ 47,180.33	\$ 91,704.00	\$ 44,523.67	51.45%
Annual Passes	5536	\$ -	\$ (122.00)	\$ -	\$ -	\$ -	0.00%
Parking Fees	5540	\$ 89.75	\$ 9,690.32	\$ 7,659.43	\$ 12,312.00	\$ 4,652.57	62.21%
Dues	5550	\$ -	\$ 816.00	\$ (50.00)	\$ 2,000.00	\$ 2,050.00	-2.50%
Activity Guide Revenue	5555	\$ -	\$ 8,125.75	\$ 13,060.00	\$ 18,000.00	\$ 4,940.00	72.56%
Sponsorships	5558	\$ -	\$ -	\$ 1,800.00	\$ -	\$ (1,800.00)	0.00%
Staffing Cost Recovery	5563	\$ 821.56	\$ 3,734.16	\$ 13,326.31	\$ 16,880.00	\$ 3,553.69	78.95%
Special Event Permits	5564	\$ 103.00	\$ 306.00	\$ 203.00	\$ 1,000.00	\$ 797.00	20.30%
Security Services Recovery	5566	\$ (100.00)	\$ -	\$ 1,350.00	\$ -	\$ (1,350.00)	0.00%
Donations	5570	\$ 275.00	\$ 75,194.00	\$ 95,904.50	\$ 90,000.00	\$ (5,904.50)	106.56%
HCF Grant 2019	5573	\$ -	\$ 1.00	\$ 23.65	\$ -	\$ (23.65)	0.00%
Other/Purchase Discount Taken	5575	\$ 6,231.70	\$ 43,773.02	\$ 45,219.23	\$ 68,015.00	\$ 22,795.77	66.48%
Credit Card Processing Fee	5576	\$ 61.42	\$ -	\$ 574.35	\$ -	\$ (574.35)	0.00%
Cash Over/Under	5580	\$ 15.00	\$ 19.00	\$ 70.00	\$ -	\$ (70.00)	0.00%
Incentive Income	5585	\$ 645.32	\$ 1,205.63	\$ 1,331.44	\$ 1,900.00	\$ 568.56	70.08%
Reimbursement ROPS	5600	\$ 120,602.59	\$ 282,734.93	\$ 309,187.20	\$ 100,000.00	\$ (209,187.20)	309.19%
ReimbNeeds Assessment/LPA	5605	\$ -	\$ 516.00	\$ 75,482.17	\$ -	\$ (75,482.17)	0.00%
Revenue		\$ 3,799,867.61	\$ 4,639,228.05	\$ 5,033,452.21	\$ 8,214,449.00	\$ 3,180,996.79	61.28%
YTD Comparison				\$ 394,224.16			
Expense							
Full Time Salaries	6100	\$ 195,784.15	\$ 1,041,458.25	\$ 1,122,173.31	\$ 2,650,972.00	\$ 1,528,798.69	42.33%
Overtime Salaries	6101	\$ 2,808.97	\$ 21,824.94	\$ 16,079.87	\$ 32,508.00	\$ 16,428.13	49.46%
Car Allowance	6105	\$ 830.74	\$ 5,406.44	\$ 5,399.81	\$ 10,800.00	\$ 5,400.19	50.00%
Cell Phone Allowance	6108	\$ 1,210.00	\$ 8,078.86	\$ 7,503.00	\$ 15,420.00	\$ 7,917.00	48.66%
PartTime Salaries	6110	\$ 38,909.63	\$ 343,821.95	\$ 324,885.03	\$ 510,254.00	\$ 185,368.97	63.67%
Retirement	6120	\$ 30,421.89	\$ 185,393.21	\$ 187,858.63	\$ 450,140.00	\$ 262,281.37	41.73%
457 Pension	6121	\$ 87.17	\$ 6,635.96	\$ 6,347.66	\$ 7,445.00	\$ 1,097.34	85.26%
Employee Insurance	6130	\$ 54,936.67	\$ 112,772.71	\$ 104,507.59	\$ 304,641.00	\$ 200,133.41	34.31%
Med Ins. Board/Retirees	6131	\$ 3,906.12	\$ -	\$ 3,906.12	\$ -	\$ 36,868.28	0.00%
Workers Compensation	6140	\$ 11,365.26	\$ 73,251.96	\$ 78,952.16	\$ 172,200.00	\$ 93,247.84	45.85%
Unemployment Insurance	6150	\$ -	\$ 1,103.00	\$ 633.00	\$ 5,000.00	\$ 4,367.00	12.66%
Loan Pension Obligation	6160	\$ -	\$ 119,127.15	\$ 122,627.70	\$ 250,532.00	\$ 127,904.30	48.95%
PERS Unfunded Liability	6170	\$ -	\$ 286,560.00	\$ 349,318.00	\$ 348,560.00	\$ 758.00	100.22%
Personnel		\$ 340,260.60	\$ 2,205,434.43	\$ 2,330,191.88	\$ 4,758,472.00	\$ 2,470,570.52	48.97%
YTD Comparison				\$ 124,757.45			
Services and Supplies							
Telephone/Internet	6210	\$ 1,499.70	\$ 5,811.07	\$ 9,275.01	\$ 20,804.00	\$ 11,528.99	44.58%
Internet Services	6220	\$ 3,004.59	\$ 16,244.17	\$ 24,421.37	\$ 27,492.00	\$ 3,070.63	88.83%
IT Infrastructure	6230	\$ -	\$ -	\$ 115.85	\$ 2,400.00	\$ 2,284.15	4.83%
Computer Hardware/Software	6240	\$ 1,365.41	\$ -	\$ 2,733.05	\$ 13,264.00	\$ 10,530.95	20.61%
Pool Chemicals	6310	\$ -	\$ 3,435.89	\$ 1,709.16	\$ 11,500.00	\$ 9,790.84	14.86%
Janitorial Supplies	6320	\$ 3,953.51	\$ 26,452.25	\$ 21,520.21	\$ 53,400.00	\$ 31,879.79	40.30%
Kitchen Supplies	6330	\$ 79.76	\$ 370.85	\$ 270.32	\$ 2,400.00	\$ 2,129.68	11.26%
Food Supplies	6340	\$ 60.31	\$ 3,716.69	\$ 1,134.03	\$ 18,800.00	\$ 17,665.97	6.03%
Water Maint & Service	6350	\$ 74.05	\$ 402.35	\$ 470.27	\$ 1,176.00	\$ 705.73	39.99%
Laundry/Wash Service	6360	\$ 60.00	\$ 48.00	\$ 94.00	\$ 680.00	\$ 586.00	13.82%
Medical Supplies	6380	\$ -	\$ -	\$ 21.98	\$ 850.00	\$ 828.02	2.59%
Insurance Liability	6410	\$ 71,100.50	\$ 57,572.00	\$ 142,201.00	\$ 143,930.00	\$ 1,729.00	98.80%
Equipment Maintenance	6500	\$ -	\$ -	\$ -	\$ 400.00	\$ 400.00	0.00%
Fuel	6510	\$ 3,717.90	\$ 21,646.98	\$ 22,303.10	\$ 48,000.00	\$ 25,696.90	46.46%
Vehicle Maintenance	6520	\$ 2,713.67	\$ 17,330.80	\$ 9,178.39	\$ 35,400.00	\$ 26,221.61	25.93%
Office Equipment Maintenance	6530	\$ -	\$ -	\$ -	\$ 600.00	\$ 600.00	0.00%
Building Repair	6610	\$ 5,075.65	\$ 40,420.27	\$ 38,015.14	\$ 93,250.00	\$ 55,234.86	40.77%
HVAC	6620	\$ -	\$ 3,401.53	\$ 735.02	\$ 10,240.00	\$ 9,504.98	7.18%
Playground Maintenance	6630	\$ -	\$ 12,495.80	\$ 18,030.73	\$ 30,000.00	\$ 11,969.27	60.10%

General Ledger
Fund 10 General Fund
December 2019 50%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Hill Fire 2018	6640	\$ 119,069.27	\$ 13,424.72	\$ 367,908.81	\$ -	\$ (367,908.81)	0.00%
Grounds Maintenance	6710	\$ 5,630.14	\$ 34,084.71	\$ 33,204.74	\$ 91,280.00	\$ 58,075.26	36.38%
Tree Care Assess	6719	\$ 8,625.00	\$ 7,081.50	\$ -	\$ 28,000.00	\$ 28,000.00	0.00%
Contracted LS Services	6720	\$ -	\$ 832.10	\$ -	\$ -	\$ -	0.00%
Park Amenities Assess	6722	\$ -	\$ -	\$ 2,785.65	\$ -	\$ (2,785.65)	0.00%
Park Signage (Branding)	6725	\$ 6,895.75	\$ 85.29	\$ 6,895.75	\$ -	\$ (6,895.75)	0.00%
Contracted Pest Control	6730	\$ -	\$ 575.00	\$ 740.00	\$ 2,000.00	\$ 1,260.00	37.00%
Rubbish & Refuse	6740	\$ 1,773.41	\$ 28,875.42	\$ 34,762.33	\$ 73,586.00	\$ 38,823.67	47.24%
Vandalism/Theft	6750	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
Memberships	6810	\$ 300.00	\$ 11,904.63	\$ 12,720.26	\$ 16,245.00	\$ 3,524.74	78.30%
Office Supplies	6910	\$ 2,670.60	\$ 7,518.94	\$ 9,922.27	\$ 23,671.00	\$ 13,748.73	41.92%
Postage Expense	6920	\$ -	\$ 6,094.41	\$ 11,464.43	\$ 22,540.00	\$ 11,075.57	50.86%
Advertising Expense	6930	\$ 400.00	\$ 5,073.00	\$ 2,110.60	\$ 5,840.00	\$ 3,729.40	36.14%
Printing Charges	6940	\$ 1,221.67	\$ 8,557.63	\$ 5,774.37	\$ 13,598.00	\$ 7,823.63	42.46%
ActiveNet Charges	6950	\$ 3,169.03	\$ 24,314.76	\$ 27,705.39	\$ 61,209.00	\$ 33,503.61	45.26%
Approp Redev/Collection Fees	6960	\$ 239,173.17	\$ 216,603.87	\$ 239,173.17	\$ 459,455.00	\$ 220,281.83	52.06%
Minor Furn Fixture & Equip	6980	\$ 258.44	\$ 851.60	\$ 864.17	\$ 1,233.00	\$ 368.83	70.09%
Comp Hardware/Software Exp	6990	\$ 14.99	\$ 3,238.48	\$ 74.95	\$ -	\$ (74.95)	0.00%
Fingerprint Fees (HR)	7010	\$ 32.00	\$ 464.00	\$ 1,194.00	\$ 2,440.00	\$ 1,246.00	48.93%
Fire & Safety Insp Fees	7020	\$ -	\$ 4,052.43	\$ 2,616.95	\$ 4,275.00	\$ 1,658.05	61.22%
Permit & Licensing Fees	7030	\$ -	\$ 6,913.79	\$ 1,946.57	\$ 11,730.00	\$ 9,783.43	16.59%
State License Fee	7040	\$ -	\$ 755.00	\$ 852.50	\$ 800.00	\$ (52.50)	106.56%
Professional Services	7100	\$ 2,300.00	\$ 1,400.00	\$ 3,384.13	\$ 20,000.00	\$ 16,615.87	16.92%
Legal Services	7110	\$ 33,067.39	\$ 24,844.50	\$ 51,563.08	\$ 78,000.00	\$ 26,436.92	66.11%
Typeset and Print Services	7115	\$ -	\$ 12,169.07	\$ 14,019.45	\$ 40,400.00	\$ 26,380.55	34.70%
Instructor Services	7120	\$ 14,955.62	\$ 67,469.60	\$ 63,387.08	\$ 162,847.00	\$ 99,459.92	38.92%
PERS Admin Fees	7125	\$ 83.40	\$ 484.71	\$ 1,327.13	\$ 1,550.00	\$ 222.87	85.62%
Audit Services	7130	\$ -	\$ 5,000.00	\$ 5,100.00	\$ 20,175.00	\$ 15,075.00	25.28%
Medical & Health Svcs (HR)	7140	\$ 300.00	\$ 995.00	\$ 2,302.50	\$ 9,250.00	\$ 6,947.50	24.89%
Security Services	7150	\$ 136.59	\$ 2,978.28	\$ 443.55	\$ 9,530.00	\$ 9,086.45	4.65%
Entertainment Services	7160	\$ 420.00	\$ 1,324.99	\$ 420.00	\$ 7,500.00	\$ 7,080.00	5.60%
Business Services	7180	\$ 6,233.43	\$ 51,675.30	\$ 39,933.98	\$ 61,788.00	\$ 21,854.02	64.63%
Conversion Adjustment	7185	\$ -	\$ -	\$ (52,050.17)	\$ -	\$ 52,050.17	0.00%
Umpire/Referee Services	7190	\$ 250.00	\$ 1,000.00	\$ 919.00	\$ 1,877.00	\$ 958.00	48.96%
Subscriptions	7210	\$ -	\$ 446.16	\$ 1,149.45	\$ 4,712.00	\$ 3,562.55	24.39%
Rents & Leases Equip	7310	\$ 1,270.00	\$ 15,918.71	\$ 9,493.93	\$ 41,750.00	\$ 32,256.07	22.74%
Bldg/Field Leases & Rental	7320	\$ -	\$ -	\$ -	\$ 120.00	\$ 120.00	0.00%
Event Supplies	7410	\$ 437.51	\$ 629.18	\$ 967.49	\$ 2,245.00	\$ 1,277.51	43.10%
Supplies	7420	\$ 2,617.73	\$ 2,129.74	\$ 5,855.44	\$ 9,250.00	\$ 3,394.56	63.30%
Bingo Supplies	7430	\$ -	\$ 3,970.55	\$ 2,809.84	\$ 9,600.00	\$ 6,790.16	29.27%
Sporting Goods	7440	\$ -	\$ 1,055.45	\$ 2,533.80	\$ 7,900.00	\$ 5,366.20	32.07%
Arts and Craft Supplies	7450	\$ 9.08	\$ 52.48	\$ 35.44	\$ 2,430.00	\$ 2,394.56	1.46%
Training Supplies	7460	\$ -	\$ 247.00	\$ 210.00	\$ 2,500.00	\$ 2,290.00	8.40%
Camp Supplies	7470	\$ -	\$ 1,143.82	\$ -	\$ 2,000.00	\$ 2,000.00	0.00%
Small Tools	7500	\$ 319.99	\$ 3,586.27	\$ 1,861.05	\$ 6,000.00	\$ 4,138.95	31.02%
Safety Supplies	7510	\$ -	\$ 793.74	\$ 3,274.64	\$ 6,855.00	\$ 3,580.36	47.77%
Uniform Allowance	7610	\$ -	\$ 2,871.99	\$ 6,889.19	\$ 12,450.00	\$ 5,560.81	55.33%
Safety Clothing	7620	\$ 150.00	\$ 849.82	\$ 1,254.96	\$ 6,054.00	\$ 4,799.04	20.73%
Conference&Seminar Staff	7710	\$ 2,096.86	\$ 9,092.80	\$ 14,465.15	\$ 27,510.00	\$ 13,044.85	52.58%
Conference&Seminar Board	7715	\$ 40.00	\$ 80.00	\$ 270.00	\$ 4,450.00	\$ 4,180.00	6.07%
Conference&Seminar Travel Exp	7720	\$ 619.77	\$ 6,639.38	\$ 4,428.64	\$ 13,117.00	\$ 8,688.36	33.76%
Out of Town Travel Board	7725	\$ -	\$ 1,418.82	\$ 846.72	\$ 6,556.00	\$ 5,709.28	12.92%
Private Vehicle Mileage	7730	\$ 193.18	\$ 1,236.13	\$ 999.26	\$ 4,287.00	\$ 3,287.74	23.31%
Buses/Excursions	7750	\$ -	\$ 12,753.54	\$ 4,336.94	\$ 26,700.00	\$ 22,363.06	16.24%
Tuition/Book Reimbursement	7760	\$ -	\$ 925.73	\$ 1,268.75	\$ -	\$ (1,268.75)	0.00%
Utilities Gas	7810	\$ 118.33	\$ 8,326.30	\$ 8,283.27	\$ 26,283.00	\$ 17,999.73	31.52%
Utilities Water	7820	\$ 41,596.83	\$ 392,111.15	\$ 449,089.94	\$ 825,373.00	\$ 376,283.06	54.41%
Utilities Electric	7830	\$ 13,558.54	\$ 95,345.35	\$ 89,094.23	\$ 240,864.00	\$ 151,769.77	36.99%
Airport Assessment Exp	7840	\$ -	\$ -	\$ 14,235.00	\$ 10,000.00	\$ (4,235.00)	142.35%
Awards and Certificates	7910	\$ 3,121.98	\$ 7,517.03	\$ 9,401.16	\$ 20,995.00	\$ 11,593.84	44.78%
Meals for Staff Training	7920	\$ 229.13	\$ 1,068.76	\$ 1,012.32	\$ 2,610.00	\$ 1,597.68	38.79%
Employee Morale	7930	\$ 36.23	\$ 124.13	\$ 96.71	\$ 3,000.00	\$ 2,903.29	3.22%
COP Debt PV Fields	7950	\$ 19,146.67	\$ 121,217.52	\$ 114,880.00	\$ 229,760.00	\$ 114,880.00	50.00%
Reserve Vehicle Fleet	7970	\$ 833.33	\$ 5,000.04	\$ 4,999.98	\$ 10,000.00	\$ 5,000.02	50.00%
Reserve Computer Fleet	7971	\$ 416.68	\$ 2,500.00	\$ 2,500.08	\$ 5,000.00	\$ 2,499.92	50.00%
Reserve Designated Project	7972	\$ -	\$ 8,333.35	\$ -	\$ -	\$ -	0.00%
Reserve Dry Period	7973	\$ 7,500.00	\$ 45,000.00	\$ 45,000.00	\$ 90,000.00	\$ 45,000.00	50.00%

General Ledger
Fund 10 General Fund
December 2019 50%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Reserve Repair/Oper/Admin	7975	\$ 1,666.68	\$ 15,000.00	\$ 10,000.08	\$ 20,000.00	\$ 9,999.92	50.00%
Services and Supplies		\$ 635,663.47	\$ 1,527,376.32	\$ 1,997,238.73	\$ 3,426,776.00	\$ 1,429,537.27	58.28%
YTD Comparison				\$ 469,862.41			
Capital-Prior Year Projects							
Sr/Community Rec Facility	8422	\$ -	\$ 1,032.00	\$ 7,270.00	\$ -	\$ 7,270.00	0.00%
Freedom Pk Baseball Flds Desig	8432	\$ -	\$ 4,584.05	\$ -	\$ -	\$ -	0.00%
Auditorium Restroom Remodel	8435	\$ -	\$ 2,771.41	\$ -	\$ -	\$ -	0.00%
Springville Dog Park Wall	8436	\$ -	\$ 34,087.86	\$ -	\$ -	\$ -	0.00%
Pool Plaster/Fiberglass Resurf	8448	\$ -	\$ 477.99	\$ -	\$ -	\$ -	0.00%
Bob Kildee Restroom Roof	8450	\$ -	\$ 15,613.00	\$ -	\$ -	\$ -	0.00%
Comm Ctr Exterior Restrooms	8454	\$ -	\$ 9,956.62	\$ -	\$ -	\$ -	0.00%
Mtr EnclosurEncnt,Fhill,Adolf	8456	\$ -	\$ 6,684.24	\$ 7,872.15	\$ -	\$ 7,872.15	0.00%
Arneill Rnch Park Picnic Area	8457	\$ -	\$ 23,507.52	\$ -	\$ -	\$ -	0.00%
Pitts Ranch Park Pavilion	8458	\$ -	\$ -	\$ 29,256.49	\$ -	\$ 29,256.49	0.00%
LPA ArchitectsCC/Gym/Sr Ctr	8463	\$ -	\$ -	\$ 19,690.15	\$ -	\$ 19,690.15	0.00%
Arneill Ranch Park Renovation	8464	\$ -	\$ -	\$ 30,779.13	\$ -	\$ 30,779.13	0.00%
Capital		\$ -	\$ 98,714.69	\$ 94,867.92	\$ -	\$ 94,867.92	\$ -
Capital - Current Year Projects							
Equip/Facility Replacement	8420	\$ -	\$ -	\$ -	\$ 64,000.00	\$ 64,000.00	0.00%
Lamps/Pole Replacement at M.O.	8465	\$ -	\$ -	\$ -	\$ 53,000.00	\$ 53,000.00	0.00%
L.E.D. Light SpringvilleTennis	8466	\$ 8,185.32	\$ -	\$ 16,370.64	\$ 22,000.00	\$ 5,629.36	74.41%
Charter Oaks IrrigationTrees	8467	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	0.00%
Community Center Marquee	8468	\$ -	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00	0.00%
PVAC Pool Heater	8470	\$ -	\$ -	\$ 23,930.00	\$ 23,930.00	\$ -	100.00%
Cam Grove Play Equipment	8471	\$ 33,270.80	\$ -	\$ 33,270.80	\$ 34,117.00	\$ 846.20	97.52%
Freedom Park ParkingLot&Skyway	8472	\$ 239,350.00	\$ -	\$ 239,671.66	\$ 250,000.00	\$ 10,328.34	95.87%
P.V. Fields Painting II	8473	\$ -	\$ -	\$ 13,690.00	\$ 15,000.00	\$ 1,310.00	91.27%
Capital		\$ 280,806.12	\$ -	\$ 326,933.10	\$ 522,047.00	\$ 195,113.90	62.63%
Total Expenses		\$ 975,924.07	\$ 3,732,810.75	\$ 4,327,430.61	\$ 8,185,248.00	\$ 3,900,107.79	52.87%
YTD Comparison				\$ 594,619.86			

General Ledger
Fund 20 Assessment Fund
December 2019 50%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Interest Earnings	5310	\$ -	\$ 111.19	\$ 495.79	\$ 1,078.00	\$ 582.21	45.99%
Assessment Revenue	5500	\$ 651,600.97	\$ 630,825.31	\$ 655,620.44	\$ 1,150,444.00	\$ 494,823.56	56.99%
Revenue		\$ 651,600.97	\$ 630,936.50	\$ 656,116.23	\$ 1,151,522.00	\$ 495,405.77	56.98%
YTD Comparison				\$ 25,179.73			
Expense							
Full Time Salaries	6100	\$ 433.76	\$ 8,723.64	\$ 4,985.48	\$ 21,093.00	\$ 16,107.52	23.64%
Retirement	6120	\$ 57.93	\$ 1,427.11	\$ 754.18	\$ 3,896.00	\$ 3,141.82	19.36%
Employee Insurance	6130	\$ 96.89	\$ 1,197.96	\$ 1,047.69	\$ 3,025.00	\$ 1,977.31	34.63%
Workers Compensation	6140	\$ 39.86	\$ 965.07	\$ 504.21	\$ 2,120.00	\$ 1,615.79	23.78%
Personnel		\$ 628.44	\$ 12,313.78	\$ 7,291.56	\$ 30,134.00	\$ 22,842.44	24.20%
YTD Comparison				\$ (5,022.22)			
Services and Supplies							
Incidental Costs Assess	6709	\$ -	\$ 9,776.34	\$ 10,449.72	\$ 33,346.00	\$ 22,896.28	31.34%
Tree Care Assess	6719	\$ 8,625.00	\$ 32,475.00	\$ 34,575.00	\$ 55,000.00	\$ 20,425.00	62.86%
Contracted LS Services	6720	\$ 56,357.66	\$ 197,319.15	\$ 219,327.98	\$ 489,568.00	\$ 270,240.02	44.80%
Park Amenities Assess	6722	\$ 5,098.38	\$ -	\$ 3,420.68	\$ 20,000.00	\$ 16,579.32	17.10%
ActiveNet Charges	6950	\$ -	\$ 78.00	\$ -	\$ 60.00	\$ 60.00	0.00%
Approp Redev/Collection Fees	6960	\$ 1,614.95	\$ 1,556.06	\$ 1,614.95	\$ 3,000.00	\$ 1,385.05	53.83%
COP Debt PV Fields	7950	\$ -	\$ 511,409.38	\$ 517,158.77	\$ 517,434.00	\$ 275.23	99.95%
Expense		\$ 71,695.99	\$ 752,613.93	\$ 786,547.10	\$ 1,118,408.00	\$ 331,860.90	70.33%
YTD Comparison				\$ 33,933.17			
Total Expenses		\$ 72,324.43	\$ 764,927.71	\$ 793,838.66	\$ 1,148,542.00	\$ 354,703.34	69.12%
YTD Comparison				\$ 28,910.95			

General Ledger
Fund 30 Quimby Fee Fund
December 2019 50%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Interest Earnings	5310	\$ -	\$ 24,115.17	\$ 30,980.92	\$ 43,900.00	\$ 12,919.08	70.57%
MBS Interest Earnings	5320	\$ -	\$ 5,646.80	\$ 5,314.54	\$ -	\$ 5,314.54	0.00%
Park Dedication Fees	5400	\$ -	\$ -	\$ 1,356,700.46	\$ -	\$ 1,356,700.46	0.00%
Revenue		\$ -	\$ 29,761.97	\$ 1,392,995.92	\$ 43,900.00	\$ 1,349,095.92	3173.11%
YTD Comparison				\$ 1,363,233.95			
Expense							
Advertising Expense	6930	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
ActiveNet Charges	6950	\$ -	\$ -	\$ 95.00	\$ -	\$ 95.00	0.00%
Services and Supplies		\$ -	\$ -	\$ 95.00	\$ -	\$ 95.00	0.00%
YTD Comparison				\$ 95.00			
Capital - Carry Over Projects							
Valle Lindo Restroom/Pavilion	8444	\$ 31,145.51	\$ -	\$ 320,473.09	\$ -	\$ (320,473.09)	0.00%
Nancy Bush Park Playground	8445	\$ -	\$ 63,161.45	\$ -	\$ -	\$ -	0.00%
Nancy Bush Park Picnic Area	8446	\$ -	\$ 16,650.60	\$ -	\$ -	\$ -	0.00%
Nancy Bush Park Pavilion	8447	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Freedom Baseball Fields	8459	\$ -	\$ 1,663.97	\$ 41,232.23	\$ -	\$ (41,232.23)	0.00%
Mel Vincent Park Restrooms	8460	\$ 13,388.51	\$ -	\$ 56,990.39	\$ -	\$ (56,990.39)	0.00%
Capital		\$ 44,534.02	\$ 81,476.02	\$ 418,695.71	\$ -	\$ (418,695.71)	0.00%
Capital - Current Year Projects							
PVAC Restroom & Shower	8469	\$ 30,061.74	\$ -	\$ 49,193.88	\$ 500,000.00	\$ 450,806.12	9.84%
Capital		\$ 30,061.74	\$ -	\$ 49,193.88	\$ 500,000.00	\$ 450,806.12	9.84%

Park Dedication Fees (Quimby) CASH						
Date Received	Amount	Developer	Amount Used	Amount Earmarked	Balance	Allocation Date
7/31/2014	\$615,709.00	AMLI	\$625,817.78	\$720,600.00	(\$10,108.78)	7/31/2019
1/15/2015	\$2,250,489.70	Fairfield Camarillo	\$964,944.53	\$ 2,250,489.70	\$1,285,545.17	1/31/2020
8/8/2016	\$2,649,209.00	Elacora Mission O	\$189,887.74	\$ -	\$2,459,321.26	8/8/2021
8/10/2016	\$474,353.00	KB Homes	\$195,343.76	\$ 629,500.00	\$279,009.24	8/10/2021
6/7/2018	\$21,612.25	Crestview	\$ -	\$ -	\$21,612.25	6/7/2023
6/29/2018	\$96,391.39	Aldersgate Constr	\$ -	\$ -	\$96,391.39	6/29/2023
1/11/2019	\$50,291.16	Aldersgate Constr	\$ -	\$ -	\$50,291.16	1/11/2024
3/7/2019	\$35,242.00	Habitat for Humai	\$ -	\$ -	\$35,242.00	3/7/2024
9/12/2019	\$92,200.46	Aldersgate Constr	\$ -	\$ -	\$92,200.46	9/12/2024
11/21/2019	\$1,264,500.00	Shea Homes	\$ -	\$ -	\$1,264,500.00	11/21/2024
Total	\$7,549,997.96		\$1,975,993.81		\$5,574,004.15	

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

TO: BOARD OF DIRECTORS

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

DATE: February 5, 2020

SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION NO. 642 DIRECTING SCI CONSULTING GROUP TO PREPARE THE FY 2020-2021 ENGINEER'S REPORT FOR THE ASSESSMENT DISTRICT

SUMMARY

Every fiscal year staff brings a report and resolution asking the Board to adopt the resolution directing SCI Consulting Group to prepare the upcoming fiscal year's Engineer's Report. The purpose of this Engineer's Report is to establish the budget for the services that would be funded by the FY 2020-2021 Assessment.

BACKGROUND

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

ANALYSIS

The Engineer's Report is prepared annually to establish the budget for the services that would be funded by the proposed fiscal year. The FY 2020-2021 projects will determine the benefits received from the park maintenance and improvements by property within the park district and the method of assessment apportionment to lots and parcels within the park district. Specifically, the Engineer's Report with input from District staff will reflect the projects, staffing and funding allocation for the upcoming fiscal year. The Board will then review the proposed report and budget.

FISCAL IMPACT

The FY 2020-2021 special assessment funds will be dedicated to a portion of the debt service for the Certificates of Participation (COP) sold as the funding source for the Pleasant Valley Fields Sports Complex, staffing expenses, landscape maintenance program for all parks, and miscellaneous park projects.

RECOMMENDATION

It is recommended the Board adopt Resolution No. 642 directing SCI Consulting Group to prepare the FY 2020-2021 Engineer's Report.

ATTACHMENT

- 1) Resolution No. 642 (2 pages)

RESOLUTION NO. 642

**A RESOLUTION DIRECTING PREPARATION OF THE ENGINEER'S REPORT
FOR FISCAL YEAR 2020-21 FOR THE
PARK MAINTENANCE AND RECREATION IMPROVEMENT DISTRICT
FOR THE
PLEASANT VALLEY RECREATION AND PARK DISTRICT**

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

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

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

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

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

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

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

PASSED AND ADOPTED this 5th day of February 2020 by the following vote:

AYES :

NOES:

ABSENT:

ABSTAIN:

ELAINE MAGNER, CHAIR
PLEASANT VALLEY RECREATION AND PARK DISTRICT

ATTESTED:

MIKE MISHLER, SECRETARY
PLEASANT VALLEY RECREATION AND PARK DISTRICT

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

TO: BOARD OF DIRECTORS

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

DATE: February 5, 2020

SUBJECT: ADOPTION OF RESOLUTION NO. 643 NEW RECORDS
RETENTION AND DESTRUCTION POLICY

SUMMARY

The District's Records Retention and Destruction Policy has not been substantially updated since its adoption in 2008. This policy will adopt an updated retention schedule which more closely corresponds to the types of records the District creates and the workflow of District staff. This policy more thoroughly identifies record classes and will guide the creation of a new retention schedule to be brought to the Board after further research is completed.

BACKGROUND

California Governor Schwarzenegger signed AB 474 in 2004, which authorizes the legislative body of a special district to approve a records retention schedule in compliance with guidelines prepared by the California Secretary of State. The District did a comprehensive review of the District's existing records retention policy in 2008 and adopted Resolution No. 433. In March of 2017, the California Supreme Court came out with information (including emails and texts) located on private devices and in private accounts of public employees and included elected and appointed officials regarding the California Public Records Act (CPRA).

In August of 2017, the Policy Committee reviewed new record storage standards for text messages and emails and altered the policy to reflect the decision from the California Supreme Court. At that time, it was noted that the record retention schedule had not been thoroughly reviewed since 2008. At the direction of the General Manager, staff has reviewed the schedule and determined that the schedule is often vague and largely does not accurately describe the types of records the District holds and has little relevance to the day to day employee understanding of what records were in their possession. In November of 2019, the Policy Committee reviewed the basis for a new retention policy which has served as the template used to create the document currently under consideration for approval.

ANALYSIS

Upon staff analysis of the current retention schedule, staff found that while there were elements that were relevant to District records, the majority of the records seemed to bear little resemblance to the actual records stored on both the District file server and in hard copy forms. To determine how to review the current policy, staff looked to the State of California State Department and the California Special District Association for guidance. While examining these examples, staff

noticed that the District policy was not truly deficient and could simply be expanded with the CSDA sample policy used as a guide and explicit clarifications regarding the separation of records from non-records. The primary problems with the policy lay with the retention schedule itself. This may have been due to the original writing of the schedule and an inability to properly classify and catalogue the District's records as well as changing District practices during the past ten years. The classification and cataloguing of records are specific elements according to the State Guidelines that are paramount to properly developing a retention schedule.

In order to facilitate the creation of a new retention schedule, staff placed a premium on the recommendations of both CSDA and the State of California guidelines when writing the attached policy. Differences from the previous policy primarily revolve around the specification of record classes, the establishment of "vital" records, and the explicit inclusion of time frames for certain record classes within the policy itself so that they are guaranteed to be included in the retention schedule when reviewed. These specific retention schedules are laid out as they are statutorily required and should not be included only in the retention schedule. Ideally, a new retention schedule would be included with this policy, however, District staff is still auditing the types of records in the District's possession. Thus, staff aims to work from within the proposed Records Retention and Destruction Policy to create a new schedule which will be brought before the Board at a later date.

FISCAL IMPACT

There currently is no fiscal impact at this time. However, the adoption of this policy would be a good example of risk management by the Board as it will shield the District from wasting resources fulfilling inaccurate records requests.

RECOMMENDATION

It is recommended that the Board of Directors approve Resolution No. 643, adopting the proposed Records Retention and Destruction Policy.

ATTACHMENTS

- 1) Proposed PVRPD Records Retention and Destruction Policy (6 pages)
- 2) Resolution No. 643 (2 pages)



**PLEASANT VALLEY
RECREATION & PARK DISTRICT**

RECORDS RETENTION AND DESTRUCTION POLICY

Board Approved _____ 2020

PURPOSE

The purpose of this policy is to provide guidelines to staff regarding the retention or disposal of Pleasant Valley Recreation and Park District ("District") records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

POLICY

- I. Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.
- II. The General Manager is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below, after consultation with the General Counsel.
- III. Pursuant to the provisions of Government Code §§60200 through 60203, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of the District.
 - a. Duplicate records, papers and documents may be destroyed at any time without Board authorization, advice of the General Counsel, or copying to photographic or electronic media.
 - b. Originals of records, papers and documents more than two years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media except for permanent records, as included in Government Code §60201(d), of the District as defined in this policy.
 - c. In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc. Further, in no instances are records, papers or documents to be destroyed where they are the subject of any pending request made pursuant to the California Public Records Act (Government Code Chapter 3.5 (commencing with §6250) of Division 7 of Title 1), whether or not the District maintains that the record is exempt from disclosure, until the request has been granted or two years have elapsed since the District provided written notice to the requester that the request has been denied.
 - d. Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:
 - i. The record, paper or document is photographed, micro-photographed, re-produced on film of a type approved for permanent photographic records by the National Bureau of Standards, or copied to an approved electronic media;



PLEASANT VALLEY RECREATION & PARK DISTRICT

RECORDS RETENTION AND DESTRUCTION POLICY

Board Approved _____ 2020

- ii. The device used to reproduce such record, paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,
- iii. The photographs, micro-photographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media.

For the purposes of this section, every reproduction shall be deemed to be an original record and a transcript, exemplification, or certified copy of any reproduction shall be deemed to be a transcript, exemplification, or certified copy, as the case may be, of the original.

- e. Any accounting record except the journals and ledgers which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:
 - i. There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;
 - ii. There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;
 - iii. Said audit report or reports were prepared pursuant to procedures outlined in Government Code §26909 and other State or Federal audit requirements, and that;
 - iv. Said audit or audits contain the expression of an unqualified opinion.
- f. Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five years from the end of the fiscal period to which it applies. The following may be destroyed at any time without Board authorization or consultation with the General Counsel:
 - i. Duplicated (original-subject to aforementioned requirements).
 - ii. Rough drafts, notes or working papers (except audit).
 - iii. Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.



PLEASANT VALLEY RECREATION & PARK DISTRICT

RECORDS RETENTION AND DESTRUCTION POLICY

Board Approved _____ 2020

- g. All payroll and personnel records shall be retained indefinitely. Originals may upon authorization be destroyed after seven years' retention, provided said records have been copied and qualify for destruction pursuant to section III. d., above. Payroll and personnel records include the following:
 - i. Accident reports, injury claims and settlements.
 - ii. Medical histories.
 - iii. Injury frequency charts.
 - iv. Applications, changes and terminations of employees.
 - v. Insurance records of employees.
 - vi. Time cards.
 - vii. Classification specifications (job descriptions).
 - viii. Performance evaluation forms.
 - ix. Earning records and summaries.
 - x. Retirements.
 - h. Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if copied as provided for in section III. d., above. Terms and conditions of bonds, warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than 10 years if copied as provided for in section III. d., above. Paid bonds, warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for 10 years.
- IV. Minutes of the meetings of the Board of Directors are usually retained indefinitely in their original form. However, they may, upon the General Manager's authorization, be destroyed if they are copied as provided for in section III. d., above. Recording tapes (or other media) of Board meetings will be kept for a period of one year from the date of the recorded meeting, after which they will be destroyed.
- a. Construction records, such as bids, correspondence, change orders, etc., shall not be kept in excess of seven years unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works shall be retained as long as said facility is in existence.



PLEASANT VALLEY RECREATION & PARK DISTRICT

RECORDS RETENTION AND DESTRUCTION POLICY

Board Approved _____ 2020

- b. A contract should be retained for its life, plus seven years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two years old may be destroyed.
- c. Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.

DEFINITIONS

- CUSTODIAN OF RECORDS – An employee of the District with the duty as designated by the General Manager to manage the record retention and destruction process. Generally, this is the Administrative Services Manager or Administrative Analyst position serving as Board Clerk.
- AUTHORIZATION – Approval from the General Manager, as authorized by the District's Board of Directors.
- ACCOUNTING RECORDS – Include but are not limited to the following:
 - a. SOURCE DOCUMENTS
 - i. Invoices
 - ii. Warrants
 - iii. Requisitions/Purchase Orders (attached to invoices)
 - iv. Cash Receipts
 - v. Claims (attached to warrants in place of invoices)
 - vi. Bank Statements
 - vii. Bank Deposits
 - viii. Checks
 - ix. Bills
 - x. Various accounting authorizations taken from Board minutes, resolutions or contracts
 - b. JOURNALS
 - i. Cash Receipts
 - ii. Accounts Receivable or Payable Register
 - iii. Check or Warrant (payables)
 - iv. General Journal
 - v. Payroll Journal
 - c. LEDGERS
 - i. Expenditure
 - ii. Revenue
 - iii. Accounts Payable or Receivable Ledger
 - iv. Construction
 - v. General Ledger
 - vi. Assets/Depreciation



PLEASANT VALLEY
RECREATION & PARK DISTRICT

RECORDS RETENTION AND DESTRUCTION POLICY

Board Approved _____ 2020

d. TRIAL BALANCE

e. STATEMENTS (Interim or Certified - Individual or All Fund)

- i. Balance Sheet
- ii. Analysis of Changes in Available Fund Balance
- iii. Cash Receipts and Disbursements
- iv. Inventory of Fixed Assets (Purchasing)

f. JOURNAL ENTRIES

g. PAYROLL and PERSONNEL RECORDS include but are not limited to the following:

- i. Accident reports, injury claims and settlements
- ii. Applications, changes or terminations of employees
- iii. Earnings records and summaries
- iv. Garnishments
- v. Fidelity Bonds
- vi. Insurance records of employees
- vii. Job Descriptions
- viii. Medical Histories
- ix. Retirements
- x. Time Cards

h. OTHER

- i. Inventory Records (Purchasing)
- ii. Capital Asset Records (Purchasing)
- iii. Depreciation Schedule
- iv. Cost Accounting Records

- LIFE. The inclusive or operational or valid dates of a document.
- RECORD. Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, or other document, issued by or received in a department, and maintained and used as information in the conduct of its operations, and as consistent with a "writing," as defined by subdivision Government Code §6252.
- RECORD COPY. The District copy of a document or file.
- RECORD SERIES. A group of records, generally filed together, and having the same reference and retention value.
- RECORDS CENTER. The site selected for storage of inactive records.



PLEASANT VALLEY RECREATION & PARK DISTRICT

RECORDS RETENTION AND DESTRUCTION POLICY

Board Approved _____ 2020

- **RECORDS DISPOSAL.** The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.
- **RECORDS RETENTION SCHEDULE.** The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.
- **RETENTION CODE.** Abbreviation of retention action which appears on the retention schedule.
- **VITAL RECORDS.** Records which, because of the information they contain, are essential to one or all of the following:
 - a. The resumption and/or continuation of operations;
 - b. The recreation of legal and financial status of the District, in case of a disaster;
 - c. The fulfillment of obligations to bondholders, customers, and employees.

Vital records are denoted as such on the Retention Schedule along with their lifespan. Vital records include but are not limited to the following:

- | | |
|---|---|
| - Agreements | - District water rights |
| - Annexations and detachments | - Individual claims/settlements |
| - As-built drawings | - Inventory |
| - Audits | - Journal Entries (Daily Close, Cash Reconciliation Report) |
| - Contract drawings | - Ledgers |
| - Customer statements (Permits, Class/Program Registrations) | - Licenses & permits (to operate) |
| - Deeds | - Loans & grants |
| - Depreciation schedule | - Maps |
| - Disposal of surplus & excess property | - Minutes of Board meetings |
| - Disposal of scrap materials | - Payroll register |
| - District insurance records | - Policies, Rules & Regulations |
| - District water rights | - Purchase orders & requisitions |
| - Employee File (Employee accident reports, injury claims & settlements, insurance records) | - Restricted materials permits |
| - Encroachment permits (by others) | - Rights of ways & easements |
| - Encroachment permits (by District) | - Statements of Economic Interest |
| - Facility improvement plans | - Vendor Lists (Master) |
| - Fidelity Bonds | - District Style Guide |
| - Improvement districts | - Assessment District Engineers Report |

RESOLUTION NO. 643

A RESOLUTION OF THE BOARD OF DIRECTORS OF PLEASANT VALLEY RECREATION AND PARK DISTRICT ADOPTING A RECORDS RETENTION AND DESTRUCTION POLICY

WHEREAS, the California Secretary of State has issued local government records management guidelines, and certain legislation has been passed and signed into law that augments the authority of special districts to establish records retention schedules that comply with the Secretary of State guidelines issued pursuant to Government Code section 12236; and

WHEREAS, the maintenance of unneeded, numerous and excessive records is expensive and slows document retrieval, such that to maintain the efficiency of the operation of the Pleasant Valley Recreation and Park District (“District”), it is helpful to authorize the destruction of records held by the District which are no longer useful or necessary for the operation of the District and which will not foreseeably become useful or necessary in the future; and

WHEREAS, the Board of Directors is authorized by the provisions of California Government Code Section 60200 et seq., to establish a records retention and destruction policy applicable to District records; and

WHEREAS, an appropriate records retention policy assists the District by documenting which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, fiscal or legal value; and

WHEREAS, it is timely to update the applicable records retention schedule for the District; and

WHEREAS, the Board of Directors desires to authorize the General Manager, or his or her designee, to review the District records from time-to-time, and to provide for the removal and destruction of those documents and records which are no longer required by statute to be retained and which are no longer necessary or useful in the District’s operations; and

WHEREAS, the Board of Directors has reviewed the proposed “Record Retention and Destruction Policy” attached hereto as Exhibit “A”; and

NOW, THEREFORE, the Board of Directors of Pleasant Valley Recreation and Park District does hereby RESOLVE and ORDER as follows:

Section 1: Recitals. The Recitals set forth above are incorporated herein and made an operative part of this Resolution.

Section 2: Findings: The Board of Directors hereby finds that destruction or disposition of the categories of records governed by the Policy hereby adopted will not adversely affect any interest of the District or of the public.

Section 3. Adoption of Updated Policy. The Board of Directors approves and adopts the policy entitled “Records Retention and Destruction Policy” set forth in Exhibit “A” attached hereto and directs that the policy be indicated as approved on February 5, 2020.

Section 5: Repeal of Prior Resolutions. This Resolution No. 643 supersedes any prior District resolution pertaining to the retention and destruction of records, and any such prior resolution is hereby repealed in its entirety.

Section 6: Custodian. The General Manager of the District, or designee, shall be the official custodian of all District records, files, and documents, and no records, files, or documents shall be removed from the District, deleted, or destroyed without the express authorization of the General Manager, or designee, given in accordance with the Records Retention Policy; provided that the General Manager may delegate the authority under this section to another employee of the District.

Section 7: Periodic Review. The Board of Directors directs the General Manager to review the Record Retention Policy periodically and present any revisions to the Board of Directors for modifications as may be necessary to keep retention information current and efficiently maintained.

Section 8: Effective Date. This Resolution shall become effective upon the date of adoption as set forth herein.

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

AYES: _____

NAYS: _____

ABSENT: _____

Elaine Magner, Board Chair
PLEASANT VALLEY RECREATION AND PARK DISTRICT

Attested:

Mike Mishler, Secretary
PLEASANT VALLEY RECREATION AND PARK DISTRICT

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

TO: BOARD OF DIRECTORS

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

DATE: February 5, 2020

**SUBJECT: CONSIDERATION AND APPROVAL OF THE FY
2018-2019 ANNUAL FINANCIAL REPORT AS
PREPARED BY MOSS, LEVY & HARTZHEIM LLP,
CPAs**

SUMMARY

Every year the District conducts a financial audit to ensure the effective operation of the District and to make sure the District is following Generally Accepted Accounting Principles (GAAP). The audit improves accountability, ethical and professional practices, effective risk management, improves quality of output and supports decision making and performance tracking.

BACKGROUND

The audited Financial Report for the time period ending June 30, 2019 is attached. Moss, Levy, & Hartzheim, LLP, CPAs performed the audit. Travis Hole, CPA and partner served as the lead contact.

Staff has been working on the audit since the audit team first met with staff back in May 2019 and again in October 2019. It is the goal of staff to provide the auditors with complete and accurate records and to display the commitment in maintaining the District's financial records.

ANALYSIS

The opinion of the auditor reflects that the District's financial statements present fairly, in all material respects, the respective financial position for the year ending June 30, 2019 in conformity with accounting principles generally accepted in the United States of America.

The primary economic factor for the District is the property tax revenue; the District received 5.9% more than fiscal year 2017-2018 in property tax apportionment. An item that continues to put strain on the District's financials is the California Public Employee's Retirement System (CalPERS) unfunded liability. Even though the District Board can adopt a balanced budget every year, the CalPERS unfunded liability continues to increase and will continue to cause a strain on the General Fund budget. With the CalPERS unfunded liability increasing at the rate that it is, the District will need to become creative with revenue sources and monitor expenses more closely.

FISCAL IMPACT

There is no anticipated fiscal impact to the District from this recommendation.

RECOMMENDATION

It is recommended that the Board review and approve the Annual Financial Report for FY 2018-2019 as prepared by Moss, Levy & Hartzheim, LLP, CPAs.

ATTACHMENTS

- 1) Annual Financial Report for FY 2018-2019 (49 pages)

**PLEASANT VALLEY
RECREATION AND PARK DISTRICT**

**FINANCIAL STATEMENTS
JUNE 30, 2019**

PLEASANT VALLEY RECREATION AND PARK DISTRICT
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FINANCIAL SECTION



Moss, Levy & Hartzheim LLP

Certified Public Accountants

INDEPENDENT AUDITORS' REPORT

Board of Directors
Pleasant Valley Recreation and Park District
Camarillo, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the fiduciary fund information of Pleasant Valley Recreation and Park District (District), as of and for the fiscal year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free of material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the fiduciary fund information of Pleasant Valley Recreation and Park District, as of June 30, 2019, and the respective changes in financial position for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 9, the budgetary comparison information of pages 39 and 40, the schedule of changes in OPEB liability and related ratios on page 41, the schedule of OPEB contributions on page 42, the schedule of proportionate share of pension liability on page 43, and the schedule of pension contributions on page 44 be presented to supplement the basic financial statements. Such

information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated January 14, 2020, on our consideration of the Pleasant Valley Recreation and Park District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Report on Summarized Comparative Information

We have previously audited the District's basic financial statements as of and for the fiscal year ended June 30, 2018, and we expressed unmodified audit opinions on those audited financial statements in our report dated February 19, 2019. In our opinion, the summarized comparative information presented herein as of and for the fiscal year ended June 30, 2018, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Moss, Remy & Hartgen LLP

Santa Maria, California
January 14, 2020

PLEASANT VALLEY RECREATION AND PARK DISTRICT
Management's Discussion and Analysis
Fiscal Year Ended June 30, 2019

This discussion and analysis of the Pleasant Valley Recreation and Park District (PVRPD) financial performance provides an overall review of the PVRPD financial activities for the fiscal year ended June 30, 2019. The intent of this narrative is to provide a complete overview of PVRPD's financial performance. Readers should review this in conjunction with the basic financial statements which follow this section.

FINANCIAL HIGHLIGHTS
GOVERNMENT-WIDE

- During the fiscal year ending June 30, 2019, PVRPD's net position increased by \$338 thousand (1.12%).
- Total revenues increased by \$566 thousand (6.01%) due to the interest earnings on the District investments along with an increase in property tax revenue received over prior year.
- Total expenses decreased by \$52 thousand. Salaries & Benefits increased by \$159 thousand (4.40%), Materials & Services increased by \$524 thousand (12.939%), Capital Outlay increased by \$1.193 million (957.06%) due to multiple Park Dedication Fee (Quimby Fund) projects and Debt Service decreased by \$123 thousand (13.75%).

OVERVIEW OF THIS FINANCIAL REPORT

The Government-wide financial statements are presented on an "economic resources" measurement focus and use an accrual basis of accounting. Accordingly, all of the PVRPD's assets and liabilities, including capital assets and long-term liabilities are included in the accompanying Statement of Net Position. The Statement of Net Position includes all of the District's investments in resources (Assets) and the obligations to creditors (Liabilities). The Statement of Activities presents changes in net position measuring the success over the past year and is used to determine credit worthiness.

Government-wide Financial Statements

Statement of Activities and Statement of Net Position

The Government-wide financial statements are designed to provide readers with a broad overview of the District's finances. The Statement of Net Position and the Statement of Activities answers the question if the District's financial position is improving or deteriorating. These statements include all assets, deferred outflows of resources, liabilities, and deferred inflows of resources using the accrual basis of accounting. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. These two statements report the District's net position and changes in them. The difference between the assets, deferred outflows of resources, liabilities, and deferred inflows of resources, or net position, can measure the District's financial health.

Governmental Funds Financial Statements

Balance Sheet and Statement of Revenues, Expenditures, and Changes in Fund Balances

Fund financial statements are designed to report information about groupings or related accounts used to maintain control over resources that have been segregated for specific activities or objectives. The District uses fund accounting, like other state and local governments, to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental funds financial statements focus on the short-term inflow and out-flow of

PLEASANT VALLEY RECREATION AND PARK DISTRICT
Management's Discussion and Analysis
Fiscal Year Ended June 30, 2019

spendable resources, as well as on balance of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures, and changes in fund balance provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

Notes to Basic Financial Statements

The notes provide additional information that is essential to fully understanding the data provided in the government-wide and fund financial statements.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplemental information concerning the District's budgetary status and funding progress of its retirement plan.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Statement of Net Position

Net position may serve, over time, as a useful indicator of a government's financial position. District assets and deferred outflows of resources are above liabilities and deferred inflows of resources by \$30.6 million as of June 30, 2019.

Condensed Statement of Net Position
June 30,

	<u>2019</u>	<u>2018</u>
Assets:		
Current Assets	\$ 12,016,312	\$ 12,075,724
Capital Assets	38,471,514	37,557,130
Total Assets	<u>50,487,826</u>	<u>49,632,854</u>
Deferred Outflows of Resources		
Pensions	1,596,218	1,642,117
Other Post Employment Benefits	13,532	11,571
Deferred Charge of Refunding	595,386	625,652
Total Def Outflows of Resources	<u>2,205,136</u>	<u>2,279,340</u>
Liabilities:		
Current Liabilities	1,149,005	834,699
Long-Term Due in 1 Year	616,273	593,588
Long-Term Due in more than 1 year	19,456,252	19,339,146
Total Liabilities	<u>21,221,530</u>	<u>20,767,433</u>
Deferred Inflows of Resources		
Pensions	733,603	777,675
Other Post Employment Benefits	142,185	109,418
Total Def Inflows of Resources	<u>875,788</u>	<u>887,093</u>

PLEASANT VALLEY RECREATION AND PARK DISTRICT
Management's Discussion and Analysis
Fiscal Year Ended June 30, 2019

Net Position:

Net Investments in Capital Assets	25,871,514	24,675,240
Restricted	4,915,802	6,028,249
Unrestricted	<u>(191,672)</u>	<u>(445,821)</u>
	<u>\$ 30,595,644</u>	<u>\$ 30,257,668</u>

The largest portion of the District's net position reflects its net investment of \$25.9 million in capital assets (land, buildings, improvements, equipment, infrastructure, plus any construction in progress, all net of accumulated depreciation). The District uses these capital assets to provide services to citizens and they are not available for future spending.

The second largest portion is the long-term debt the District incurred in 2009 for the development of Pleasant Valley Fields Sports Complex formally known as Village at the Park. Certificates of Participation sold for an amount of \$12.6 million with a maturity date of June 30, 2039. In April 2017, the District refunded the 2009 Certificates of Participation in the amount of \$13.0 million with a maturity date of November 1, 2045. By refunding the COP the District saved \$644 thousand overall. In August 2012, the District obtained a bank loan in the amount of \$1.8 million for refinancing the CalPERS Side-Fund which will be paid off in 2022. (For more information on the long-term obligations see Notes 5, 6 and 9 in the Financial Statements).

The assets and deferred outflows of the District exceed the liabilities and deferred inflows by \$30.6 million as of June 30, 2019. Unrestricted net position is in a negative position (\$192 thousand) up \$254 thousand (57.01%). Due to similar activity as fiscal year 2017-2018, CalPERS Unfunded Liability increasing annually, minimum wage continuing to increase along with Other Post-Employment Benefits (OPEB) and Compensated Absences the District will closely monitor spending in other areas in order to meet these mandatory expenses.

Statement of Revenues, Expenditures & Changes in Fund Balance

As shown on the table on the next page, the District's fund balance decreased by \$460 thousand during the fiscal year ending June 30, 2019. This decrease is due to capital projects that took place in the fiscal year and were paid with Quimby Funds. The Quimby Funds were collected in prior years, therefore there is minimal revenue (\$85 thousand) posted to off-set the expense in Fund 30. If you review all three funds individually (page 15) you will see that the General Fund and the Assessment District Fund ended the year with revenue larger than expenditures and the Quimby Fund had expenditures over revenue of \$1.1million with a net expenditures over revenue of \$460 thousand.

PLEASANT VALLEY RECREATION AND PARK DISTRICT
Management's Discussion and Analysis
Fiscal Year Ended June 30, 2019

Condensed Statement of Changes in Fund Balance

	June 30,	
	2019	2018
Revenues:		
Program Revenues		
Charges for Services	\$ 2,560,768	\$ 2,460,388
Operating Grants & Contributions	95,705	85,570
Capital Grants & Contributions	12,089	16,500
General Revenues:		
Property taxes	6,697,644	6,323,491
Investment income	234,606	100,976
Other	382,517	430,276
Total Revenues	\$ 9,983,329	\$ 9,417,201
Expenditures:		
Recreation & Park Operations	10,443,476	8,689,848
Change in net position	(460,147)	727,353
Fund balance - beginning of year	11,420,547	10,693,194
Fund balance - end of year	\$ 10,960,400	\$ 11,420,547

Charges for services includes programs, class fees, facility & other rental fees, cell tower income, senior services income, activity guide advertising income, indemnity income and Quimby Fees. The Charges for Services increased by \$100 thousand (4.1%)

Operating Grants and Contributions increased by 10 thousand (11.84%).

Capital Grants and Contribution decreased by 4 thousand (-26.73%).

Property tax revenue, the District's primary source of revenue, increased by \$374 thousand or 6.0%.

Investment income increased by \$133 thousand (132.4%) and Other Income decreased by \$47 thousand (11.10%) .

PLEASANT VALLEY RECREATION AND PARK DISTRICT
Management's Discussion and Analysis
Fiscal Year Ended June 30, 2019

GOVERNMENTAL FUND FINANCIAL STATEMENT ANALYSIS

The focus of the District's governmental funds is to provide information on short-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the District's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

At the close of fiscal year 2018-2019, Total Governmental Funds reported a combined ending fund balance of \$10.96 million, a decrease of \$460 thousand in comparison with the prior year.

The following are the District's major funds:

General Fund (Fund 10)

The General Fund is the District's primary operating fund. It showed a net change in fund balance of \$114 thousand (page 39) in fiscal year 2018-2019 in comparison to (\$-5.5) million for the year ended June 30, 2018 which is the year that Fund 30 was created.

Revenues exceeded expenditures by \$360 thousand for fiscal year ended June 30, 2019.

Special Assessment District Special Revenue Fund (Fund 20)

The Special Assessment District Fund is used primarily for district-wide park landscape maintenance. It is also used to pay for a portion of the Park's personnel salaries and fringes. The Assessment District Fund showed a net change in fund balance of \$538 thousand. The revenue for period ended June 30, 2019 exceeded expenditures by \$292 thousand.

Park Dedication Fees (Quimby Fund-Fund 30)

The Quimby Act was passed in 1975 and amended in 1982, this act requires developers to set aside land, donate a conservation easement or pay fees for park improvements. Revenues generated through the Quimby Act cannot be used for the operation of parks or personnel. Over the past 5 years the District has received Quimby Funds and in fiscal year 2018-2019 completed over \$1.3 million in projects.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets (net of accumulated depreciation)
June 30,

	<u>2019</u>	<u>2018</u>
Land	\$ 22,732,253	\$ 22,732,253
PV Fields	\$ 14,007,861	\$ 14,007,861
Improvements	\$ 16,561,617	\$ 16,179,262
Equipment	\$ 2,443,467	\$ 2,215,693
Assessment Assets	\$ 128,560	\$ 128,560
Freedom Fields	\$ 2,019,161	\$ 2,019,161
Construction in Progress	\$ 1,430,849	\$ 25,350
Depreciation	<u>\$ (20,852,254)</u>	<u>\$ (19,751,010)</u>
	\$ 38,471,514	\$ 37,557,130

PLEASANT VALLEY RECREATION AND PARK DISTRICT
Management's Discussion and Analysis
Fiscal Year Ended June 30, 2019

Long-term Liabilities

The District's long-term liabilities as of period ending June 30, 2019 is \$20.1 million. That is a \$140 thousand increase from the year ended June 30, 2018. There are three major sources of long-term debt obligations: (1) \$12.6 million for the development of Pleasant Valley Fields Sports Complex (2) Pension Liability \$5.2 million and (3) \$828 thousand loan for refinancing the CalPERS Side-Fund.

Outstanding Long-Term Debt		
	<u>2019</u>	<u>2018</u>
Compensated Absences	\$ 489,675	\$ 435,376
Notes Payable-Pension Related debt	\$ 828,000	\$ 1,028,000
2017 Certificates of Participation	\$ 12,600,000	\$ 12,865,000
Certificates of Participation Premium	\$ 70,876	\$ 73,730
Capital lease payable- software	\$ 0	\$ 16,890
Other Post-Employment Benefits	\$ 839,894	\$ 840,685
Net Pension Liability	\$ 5,244,080	\$ 4,673,053
Total Outstanding Long-Term Debt	\$ <u>20,072,525</u>	\$ <u>19,932,734</u>

*Net Pension Liability continues to increase due to CalPERS not receiving the anticipated rate of return on their investment that they project. For FY18-19 CalPERS reported the discount rate to be 7.25% yet received 6.7% return on investments.

ECONOMIC FACTORS

The District's primary revenue source is property taxes, which continues to improve each fiscal year. The District has seen an increase in property tax revenue and the current housing market is mirroring the trend. Ventura County Assessor's office is showing a 4.6% increase for FY18-19 over the prior fiscal year. The District received \$85 thousand in fees from developers (Quimby Fees) in FY18-19, which helped improve revenues and fund balance. With new construction continuing, the District should see additional revenue in the coming years.

Managing District resources in an environment of relatively flat revenues compounded by increasing costs is a challenge facing the District. Consequently, resources for future capital maintenance, replacement, and new park and facility development must be either acquired from resources currently available in operating expenses, or additional revenue sources must be identified.

The state implemented pension reform on January 1, 2013 creating a third-tier retirement program with a new 2% at 62 formula for employees new to CalPERS. The District's other two plans are 2.5% at 55 and 2% at 60. On July 1, 2013 the Board of Directors took action that increased the employee contributions to the maximum allowed by state statute. One of the biggest economic factors for the District is the continued rising cost of CalPERS Unfunded Liability. For fiscal year 2019-2020 the District's payment to CalPERS will be \$348,560. This payment decreased from prior year (\$365,336 FY18-19) as the District has paid off the 2@60 and the 2@62 unfunded liability, therefore it is not accruing interest. This obligation to CalPERS will continue until the year 2044.

PLEASANT VALLEY RECREATION AND PARK DISTRICT
Management's Discussion and Analysis
Fiscal Year Ended June 30, 2019

REQUEST FOR INFORMATION

The District's financial report is designed to provide citizens, taxpayers, creditors, and investors with a general overview of PVRPD's finances and show accountability for the money it receives. Questions regarding any of the information provided in this report or to request additional information, please contact the District's General Manager at the Pleasant Valley Recreation and Park District, 1605 E. Burnley Street, Camarillo, California 93010 or call (805) 482-1996.

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BASIC FINANCIAL STATEMENTS

PLEASANT VALLEY RECREATION AND PARK DISTRICT
STATEMENT OF NET POSITION
JUNE 30, 2019
 With Comparative Totals for June 30, 2018

	Total Governmental Activities	
	2019	2018
ASSETS		
Cash and investments	\$ 11,713,823	\$ 11,782,287
Accrued interest receivable	18,353	
Accounts receivable	112,840	128,388
Property taxes and assessments receivable	162,474	148,876
Prepaid items	8,822	16,173
Capital assets - not being depreciated	24,163,102	22,757,603
Depreciable capital assets, net of accumulated depreciation	14,308,412	14,799,527
Total assets	50,487,826	49,632,854
DEFERRED OUTFLOWS OF RESOURCES		
Pensions	1,596,218	1,642,117
Other Postemployment benefits	13,532	11,571
Deferred charge on refunding	595,386	625,652
Total deferred outflows of resources	2,205,136	2,279,340
LIABILITIES		
Accounts payable	636,902	329,234
Accrued salaries and benefits	187,791	94,822
Unearned revenue and customer deposits	231,219	231,121
Accrued interest payable	93,093	179,522
Long-term liabilities - due in one year		
Compensated absences	122,419	108,844
Pension related debt	216,000	200,000
Certificates of participation	275,000	265,000
Certificates of participation premium	2,854	2,854
Capital lease payable-software		16,890
Long-term liabilities - due in more than one year		
Compensated absences	367,256	326,532
Other postemployment benefits payable	839,894	840,685
Pension related debt	612,000	828,000
Certificates of participation	12,325,000	12,600,000
Certificates of participation premium	68,022	70,876
Net pension liability	5,244,080	4,673,053
Total liabilities	21,221,530	20,767,433
DEFERRED INFLOWS OF RESOURCES		
Pensions	733,603	777,675
Other Postemployment Benefits	142,185	109,418
Total deferred inflows of resources	875,788	887,093
NET POSITION		
Net investment in capital assets	25,871,514	24,675,240
Restricted	4,915,802	6,028,249
Unrestricted	(191,672)	(445,821)
Total net position	\$ 30,595,644	\$ 30,257,668

The accompanying notes are an integral part of this financial statement.

PLEASANT VALLEY RECREATION AND PARK DISTRICT
STATEMENT OF ACTIVITIES
FISCAL YEAR ENDED JUNE 30, 2019
With Comparative Totals for Fiscal Year Ended June 30, 2018

Functions/Programs	Expenses	Program Revenues			Net (Expenses) Revenue and Changes in Net Position	2018
		Charges for Services	Operating Contributions and Grants	Capital Contributions and Grants		
Governmental Activities:						
Recreation and park operations:	\$ 9,645,353	\$ 2,560,768	\$ 95,705	\$ 12,089	\$ (6,976,791)	\$ (7,030,694)
Total governmental activities	<u>\$ 9,645,353</u>	<u>\$ 2,560,768</u>	<u>\$ 95,705</u>	<u>\$ 12,089</u>	<u>(6,976,791)</u>	<u>(7,030,694)</u>
General Revenues:						
Property taxes					6,697,644	6,323,491
Investment earnings					234,606	100,976
Other revenues					382,517	430,276
Total general revenues					<u>7,314,767</u>	<u>6,854,743</u>
Change in net position					<u>337,976</u>	<u>(175,951)</u>
Net position - beginning of fiscal year					30,257,668	31,190,540
Restatement						<u>(756,921)</u>
Net position - beginning of fiscal year, restated					<u>30,257,668</u>	<u>30,433,619</u>
Net position - end of fiscal year					<u>\$ 30,595,644</u>	<u>\$ 30,257,668</u>

The accompanying notes are an integral part of this financial statement.

PLEASANT VALLEY RECREATION AND PARK DISTRICT
 BALANCE SHEET - GOVERNMENTAL FUNDS
 JUNE 30, 2019
 With Comparative Totals for June 30, 2018

	General Fund	Assessment District Fund	Quimby Fund	Total Governmental Funds	
				2019	2018
ASSETS					
Cash and investments	\$ 5,978,691	\$ 664,434	\$ 5,070,698	\$ 11,713,823	\$ 11,782,287
Accrued interest receivable	18,353			18,353	
Accounts receivable	77,227	19,724	15,889	112,840	128,388
Property taxes and assessments receivable	162,474			162,474	148,876
Prepaid expenditures	8,822			8,822	16,173
Total assets	<u>\$ 6,245,567</u>	<u>\$ 684,158</u>	<u>\$ 5,086,587</u>	<u>\$ 12,016,312</u>	<u>\$ 12,075,724</u>
LIABILITIES AND FUND BALANCES					
Liabilities					
Accounts payable and accrued expenditures	\$ 440,989	\$ 25,128	\$ 170,785	\$ 636,902	\$ 329,234
Accrued salaries and benefits	187,791			187,791	94,822
Deposits	35,434			35,434	32,567
Unearned revenue	195,785			195,785	198,554
Total liabilities	<u>859,999</u>	<u>25,128</u>	<u>170,785</u>	<u>1,055,912</u>	<u>655,177</u>
Fund Balances					
Nonspendable:					
Prepays	8,822			8,822	16,173
Restricted:					
Specified park projects			4,915,802	4,915,802	6,028,249
Assigned:					
Compensated absences	489,675			489,675	435,376
Postemployment benefits payable	839,894			839,894	840,685
Pension-related debt	828,000			828,000	1,028,000
Unassigned	3,219,177	659,030		3,878,207	3,072,064
Total fund balances	<u>5,385,568</u>	<u>659,030</u>	<u>4,915,802</u>	<u>10,960,400</u>	<u>11,420,547</u>
Total liabilities and fund balances	<u>\$ 6,245,567</u>	<u>\$ 684,158</u>	<u>\$ 5,086,587</u>	<u>\$ 12,016,312</u>	<u>\$ 12,075,724</u>

The accompanying notes are an integral part of this financial statement.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE
SHEET TO THE STATEMENT OF NET POSITION
JUNE 30, 2019**

Total fund balances - governmental funds \$ 10,960,400

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets: In governmental funds, only current assets are reported. In the statement of net position, all assets are reported, including capital assets and accumulated depreciation. Net capital assets consist of:

Capital assets	\$ 59,323,768	
Accumulated depreciation	<u>(20,852,254)</u>	38,471,514

Interest payable: In governmental funds, interest on long-term debt is not recognized until the period in which it matures and is paid. In the government-wide statements of activities, it is recognized in the period it is incurred. (93,093)

Long-term liabilities: In governmental funds, only current liabilities are reported. In the statement of net position, all liabilities, including long-term liabilities, are reported. Long-term liabilities relating to governmental activities consist of:

Certificates of participation	(12,600,000)	
Certificates of participation premiums	(70,876)	
Notes payable-pension related debt	(828,000)	
Compensated absences	(489,675)	
Other postemployment benefits	(839,894)	
Net pension liability	<u>(5,244,080)</u>	(20,072,525)

In governmental funds, loss on refunding is recognized as an expenditure in the period incurred. In the government-wide statements, loss on refunding is amortized over the life of the debt. 595,386

Deferred outflows and inflows of resources relating to pensions and other postemployment benefits: In governmental funds, deferred outflows and inflows of resources relating to pensions and other postemployment benefits are not reported because they are applicable to future periods. In the statement of net position, deferred outflows and inflows of resources relating to pensions and other postemployment benefits reported.

Deferred inflows of resources relating to pensions	(733,603)	
Deferred inflows of resources relating to other postemployment benefits	(142,185)	
Deferred outflows of resources relating to other postemployment benefits	13,532	
Deferred outflows of resources relating to pensions	<u>1,596,218</u>	<u>733,962</u>

Total net position - governmental activities \$ 30,595,644

The accompanying notes are an integral part of this financial statement.

PLEASANT VALLEY RECREATION AND PARK DISTRICT
GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
FISCAL YEAR ENDED JUNE 30, 2019
With Comparative Totals for Fiscal Year Ended June 30, 2018

	General Fund	Assessment District Fund	Quimby Fund	Total Governmental Funds	
				2019	2018
Revenues					
Property taxes	\$ 6,697,644	\$ -	\$ -	\$ 6,697,644	\$ 6,323,491
Charges for services:					
Special assessments		1,115,126	85,533	1,200,659	1,185,079
Registration and other fees	817,219			817,219	702,291
Facility and other rental fees	542,890			542,890	573,018
Operating grants and contributions	95,705			95,705	85,570
Capital grants and contributions	12,089			12,089	16,500
Investment earnings	112,167	2,011	120,428	234,606	100,976
Other revenues	382,517			382,517	430,276
Total revenues	<u>8,660,231</u>	<u>1,117,137</u>	<u>205,961</u>	<u>9,983,329</u>	<u>9,417,201</u>
Expenditures					
Salaries and benefits	3,754,698	25,248		3,779,946	3,620,417
Materials and services	4,019,408	553,781	191	4,573,380	4,049,738
Capital outlay			1,318,217	1,318,217	124,706
Debt service:					
Principal	481,890			481,890	347,141
Interest	43,634	246,409		290,043	547,846
Total expenditures	<u>8,299,630</u>	<u>825,438</u>	<u>1,318,408</u>	<u>10,443,476</u>	<u>8,689,848</u>
Excess of revenues over (under) expenditures	<u>360,601</u>	<u>291,699</u>	<u>(1,112,447)</u>	<u>(460,147)</u>	<u>727,353</u>
Other Financing Sources (Uses)					
Transfers in		246,409		246,409	5,852,722
Transfers out	(246,409)			(246,409)	(5,852,722)
Total other financing sources and uses	<u>(246,409)</u>	<u>246,409</u>			
Net change in fund balances	114,192	538,108	(1,112,447)	(460,147)	727,353
Fund balances - beginning of fiscal year	5,271,376	120,922	6,028,249	11,420,547	10,693,194
Fund balances - end of fiscal year	<u>\$ 5,385,568</u>	<u>\$ 659,030</u>	<u>\$ 4,915,802</u>	<u>\$ 10,960,400</u>	<u>\$ 11,420,547</u>

The accompanying notes are an integral part of this financial statement.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
RECONCILIATION OF GOVERNMENTAL FUNDS STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES
FISCAL YEAR ENDED JUNE 30, 2019**

Total net change in fund balances - governmental funds	\$	(460,147)
<p>Amounts reported for governmental activities in the statement of activities are different because:</p>		
<p>Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of capital assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which additions to capital assets is less than depreciation expense.</p>		
Capital outlays which were capitalized as capital assets	\$	2,015,628
Depreciation expense		<u>(1,101,244)</u>
		914,384
<p>In governmental funds, compensated absences are measured by the amounts paid during the period. In the statement of activities, compensated absences are measured by the amounts earned. The differences between compensated absences paid and compensated absences earned was:</p>		
		(54,299)
<p>In governmental funds, repayments of long-term debt are reported as expenditures. In the government-wide statements, repayments of long-term debt are reported as reductions of liabilities.</p>		
		481,890
<p>In governmental funds, if debt is issued at a premium, the premium is recognized as an Other Financing Source in the period it is incurred. In the government-wide statements, the premium is amortized as interest over the life of the debt. Amortization of debt issue premium for the period was:</p>		
		2,854
<p>In governmental funds, interest on long-term debt is recognized in the period that it becomes due. In the government-wide statement of activities, it is recognized in the period that it is incurred. Unmatured interest owing at the end of the period, less matured interest paid during but owing from the prior period was:</p>		
		86,429
<p>In governmental funds, loss on debt refunding is recognized as an expenditure in the period they are incurred. In the government-wide statements, the loss is amortized over the life of the debt. Loss on refunding amortization for the period was:</p>		
		(30,266)
<p>In governmental funds, OPEB costs are recognized when employer contributions are made. In the statement of activities, OPEB costs are recognized on the accrual basis. This fiscal year, the difference between accrual basis OPEB costs and actual employer contributions was:</p>		
		(30,015)
<p>In governmental funds, pension costs are recognized when employer contributions are made. In the statement of activities, pension costs are recognized on the accrual basis. This year, the difference between accrual-basis pension costs and actual employer contributions was:</p>		
		<u>(572,854)</u>
Total change in net position - governmental activities	\$	<u>337,976</u>

The accompanying notes are an integral part of this financial statement.

PLEASANT VALLEY RECREATION AND PARK DISTRICT
STATEMENT OF FIDUCIARY NET POSITION
 June 30, 2019
 With Comparative Totals for June 30, 2018

	<u>Part-Time Employees Retirement Trust Fund</u>	
	<u>2019</u>	<u>2018</u>
Assets		
Cash and investments	\$ 68,656	\$ 68,404
Total assets	<u>68,656</u>	<u>68,404</u>
Net Position		
Retirement funds payable to recipients	68,656	68,404
Total net position	<u>\$ 68,656</u>	<u>\$ 68,404</u>

The accompanying notes are an integral part of this financial statement.

PLEASANT VALLEY RECREATION AND PARK DISTRICT
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
 Fiscal Year Ended June 30, 2019
 With Comparative Totals for Fiscal Year Ended June 30, 2018

	Part-Time Employees Retirement Trust Fund	
	2019	2018
Additions		
Contributions to retirement trust fund	\$ 7,448	\$ 16,304
Investment earnings	203	190
Total revenues	<u>7,651</u>	<u>16,494</u>
Deductions		
Claims paid or payable to claimant:	<u>7,399</u>	<u>22,342</u>
Total deductions	<u>7,399</u>	<u>22,342</u>
Change in net position	252	(5,848)
Net position - beginning of fiscal year	<u>68,404</u>	<u>74,252</u>
Net position - end of fiscal year	<u>\$ 68,656</u>	<u>\$ 68,404</u>

The accompanying notes are an integral part of this financial statement.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Organization and Reporting Entity

The Pleasant Valley Recreation & Park District (the District) is located in and around the City of Camarillo, approximately 10 miles inland from the Pacific Ocean. The District was formed in January 1962 under the State Public Resource Code of California. The District serves an area of approximately 45 square miles and has grown from one park to 28 parks since its inception 53 years ago. Within the District, a variety of recreational facilities exists including: indoor swimming pool, lighted ball fields, tennis courts, racquetball courts, a running track, children's play equipment, picnic shelters, barbecues and much more. General administration and management of the District is under the direction of a five-member Board of Directors and a General Manager.

The District's basic financial statements include the operations of which the District's Board of Directors exercises oversight responsibility. There are no component units included in this report which meet the criteria of the GASB Statement No. 14, *The Financial Reporting Entity*, as amended by GASB Statements No. 39, No. 61, and No. 80.

B. Basis of Accounting, Measurement Focus, and Financial Statement Presentation

The District's basic financial statements are prepared in conformity with accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board is the acknowledged standard setting body for establishing accounting and financial reporting standards followed by governmental entities in the United States of America.

The *basic financial statements* of the District are composed of the following:

- Government-wide financial statements
- Fund financial statements
- Notes to the basic financial statements

Government-wide Financial Statements

Government-wide financial statements display information about the reporting government as a whole. These statements include separate columns for the governmental activities of the primary government. Eliminations have been made in the Statement of Activities so that certain allocated expenses are recorded only once (by the function to which they were allocated). However, general government expenses have not been allocated as indirect expenses to the various functions of the District.

Government-wide financial statements are presented using the *economic resources measurement focus* and the *accrual basis of accounting*. Under the economic resources measurement focus, all (both current and long-term) economic resources and obligations of the reporting government are reported in the government-wide financial statements. *Basis of accounting* refers to when revenues and expenses are recognized in the accounts and reported in the financial statements. Under the accrual basis of accounting, revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets, and liabilities resulting from nonexchange transaction are recognized in accordance with the requirements of GASB Statement No. 33.

The types of transactions reported as program revenues for the District are to be reported in three categories, if applicable: 1) charges for services, 2) operating grants and contributions, and 3) capital grants and contributions. Charges for services include revenues from customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function. Grant and contributions include revenues restricted to meeting the operational or capital requirements of a particular function. Program revenues are netted with program expenses in the statement of activities to present the net cost of each program. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Amounts paid to acquire capital assets are capitalized as assets in the government-wide financial statements, rather than reported as an expenditure. Proceeds of long-term debt are recorded as a liability in the government-wide financial statements, rather than as another financing source. Amounts paid to reduce long-term indebtedness of the reporting government are reported as a reduction of the related liability, rather than as an expenditure.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

B. Basis of Accounting, Measurement Focus, and Financial Statement Presentation (continued)

Fund Financial Statements

Fund financial statements report detailed information about the District. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major governmental fund is presented in a separate column, and all nonmajor funds are aggregated into one column, however the District has no nonmajor funds. Fiduciary funds are reported by fund type.

The accounting and financial treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a flow of current financial resources measurement focus. With the measurement focus, only current assets and current liabilities are generally included on the balance sheet. The Statement of Revenues, Expenditures, and Changes in Fund Balances for these funds present increases, (i.e., revenues and other financing sources) and decreases (i.e. expenditures and other financing uses) in net position.

Fiduciary funds are reported using the economic resources measurement focus.

Governmental Funds

In the fund financial statements, governmental funds are presented using the *modified - accrual basis of accounting*. Their revenues are recognized when they become *measurable* and *available* as net current position. *Measurable* means that the amounts can be estimated, or otherwise determined. *Available* means that the amounts were collected during the reporting period or soon enough thereafter to be available to finance the expenditures accrued for the reporting period. Revenue recognition is subject to the *measurable* and *availability* criteria for the governmental funds in the fund financial statements. *Exchange transactions* are recognized as revenues in the period in which they are earned (i.e., the related goods or services are provided). *Locally imposed derived tax revenues* are recognized as revenues in the period in which the underlying exchange transaction upon which they are based takes place. *Imposed nonexchange transactions* are recognized as revenues in the period for which they were imposed. If the period of use is not specified, they are recognized as revenues when an enforceable legal claim to the revenues arises or when they are received, whichever occurs first. *Government-mandated and voluntary nonexchange transactions* are recognized as revenues when all applicable eligibility requirements have been met.

In the fund financial statements, governmental funds are presented using the *current financial resources measurement focus*. This means that only current assets and current liabilities are generally included on their balance sheets. The reported fund balance is considered to be a measure of "available spendable resources." Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net position. Accordingly, they are said to present a summary of sources and uses of "available spendable resources" during a period.

Non-current portions of long-term receivables due to governmental funds are reported on their balance sheets in spite of their spending measurement focus. Special reporting treatments are used to indicate, however, that they should not be considered "available spendable resources," since they do not represent net current position. Recognition of governmental fund type revenue represented by non-current receivables are deferred until they become current receivables. Because of their spending measurement focus, expenditure recognition for governmental fund types excludes amounts represented by noncurrent liabilities. Since they do not affect net position, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities.

Amounts expended to acquire capital assets are recorded as *expenditures* in the fiscal year that resources were expended, rather than as fund assets. The proceeds of long-term debt are recorded as *other financing sources* rather than as a fund liability. Amounts paid to reduce long-term indebtedness are reported as fund expenditures.

When both restricted and unrestricted resources are combined in a fund, expenditures/expenses are considered to be paid first from restricted resources, and then from unrestricted resources.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

B. Basis of Accounting, Measurement Focus, and Financial Statement Presentation (continued)
Governmental Funds (Continued)

The District reports the following major governmental funds:

- **General Fund** is the primary operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.
- **Assessment District Fund** is used for the assessment revenues and expenditures from a special assessment for specific park and recreation facilities and operations.
- **Quimby Fees Fund** is used to track the Quimby fees collected by the District

The District reports the following fiduciary fund:

- **Part-Time Employees Retirement Trust Fund** holds funds in trust for part-time employees who are enrolled in the non-elective deferred compensation plan arrangement for the benefit of employees who are not covered by another retirement system maintained by the District (see Note 11).

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Government-wide financial statements are prepared using the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting. Fiduciary funds use the accrual basis of accounting.

C. Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America, as prescribed by the GASB and the AICPA, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

D. Investments and Investment Policy

The District has adopted an investment policy directing the General Manager to deposit funds in financial institutions. No more than 30% of the District's total investment portfolio will be invested in a single security type or with a single financial institution with the exceptions of U.S. Government Treasury securities, Ventura County Investment Pool and LAIF. Investments are to be made in the following areas:

U.S. Government Securities	Repurchase Agreements
Banker's Acceptances	Local Agency Investment Fund (LAIF)
Commercial Paper	Money Market Accounts
Negotiable Certificates of Deposit	Savings Deposits
Ventura County Investment Pool	

Changes in fair value that occur during a fiscal year are recognized as unrealized gains or losses and reported for that fiscal year. Investment income comprises of investment earnings, changes in fair value, and any gains or losses realized upon the liquidation or sale of investments.

Local Agency Investment Fund

LAIF is regulated by California Government Code (Code) Section 16429 and is under the management of the State of California Treasurer's Office with oversight provided by the Local Agency Investment Advisory Board.

LAIF is carried at fair value based on the value of each participating dollar as provided by LAIF. The fair value of the District's position in LAIF is the same as the value of its pooled shared. Investments in securities of the U.S. government or its agencies are carried at fair value based on quoted market prices. Bank balances are secured by the pledging of a pool of eligible securities to collateralize the District's deposits with the bank in accordance with the Code.

PLEASANT VALLEY RECREATION AND PARK DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2019

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

E. Property Taxes and Special Assessments

The County of Ventura Assessor's Office assesses all real and personal property within the County each year. The County of Ventura Tax Collector's Office bills and collects the District's share of property taxes and special assessments. The County of Ventura Treasurer's Office remits current and delinquent property tax collections to the District throughout the year. Property tax in California is levied in accordance with Article 13A of the State Constitution at one percent (1%) of countywide assessed valuations.

Property taxes and special assessments receivable at year-end are related to property taxes collected by the County of Ventura which have not been credited to the District's cash balance as of June 30. The property tax calendar is as follows:

Lien date	January 1
Levy date	July 1
Due dates	November 1 and March 1
Collection dates	December 10 and April 10

F. Prepaid Items

Certain payments to vendors reflect costs or deposits applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements.

G. Capital Assets

Capital assets are recorded in the government-wide financial statements. Included in capital assets are PV Fields assets, land, buildings, building improvements, equipment, furniture and fixtures and vehicles. District policy has set the capitalization threshold for reporting capital assets at \$5,000. Donated assets are recorded at estimated fair value at the date of donation. Capital outlay is recorded as expenditures of the governmental funds and as capital assets in the government-wide financial statements to the extent the District's capitalization threshold is met. Depreciation is recorded on a straight-line basis over the estimated useful lives of the assets as follows:

Description	Years	Description	Years
PV Fields — Buildings	39	Land improvements	15
PV Fields — Land grading	39	Assessment assets	15
PV Fields — Land improvements	39	Buildings, structures and improvements	10 to 39
PV Fields — Lighting	39	Furniture fixtures and office equipment	5 to 7
PV Fields — Other assets	5	Machinery and heavy equipment	3 to 10
PV Fields — Playground equipment	15	Playground equipment	15
PV Fields — Turf and landscaping	10	Vehicles	5
FB Fields — Ball Fields	20	FB Fields — Land improvements	20
FB Fields — Lighting	20	FB Fields — Land Grading	20
FB Fields — Turf and Landscape	20		

H. Compensated Absences

The District's policy is to permit full time and part-time year-round employees to accumulate earned vacation time, sick leave, and compensating time. Earned vacation time shall be earned by each employee subject to the accrual limitations and policies as follows for union employees:

Years of Service	Annual Accrual Hours	Maximum Accrual Hours
Less than 5 years of service	80	240
Over 5 years but less than 11	120	360
Over 11 years but less than 12	128	384
Over 12 years but less than 13	136	408
Over 13 years but less than 14	144	432
Over 14 years but less than 16	152	456
16 years or more	160	480
Part-time year-round	40	80

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

H. Compensated Absences (continued)

For non-union employees, each employee is subject to the accrual limitations below for full time and part time year-round respectively:

Years of Service	Annual Accrual	Maximum Accrual
0-5 Years	80	160
6-8 Years	100	200
9-12 Years	120	240
13-15 Years	140	280
15+ Years	160	320

Years of Service	Annual Accrual	Maximum Accrual
0-5 Years	60	80
6-8 Years	75	100
9-12 Years	90	120
13-15 Years	105	140
15+ Years	120	160

Sick leave that is not used shall accumulate during subsequent years without limitation for full-time employees and will be capped at 80 hours for part-time year-round employees. Sick leave cannot be converted to vacation time, but in order to reward employees who do not utilize all of their sick leave, the District will compensate employees with 10 plus years of employment fifty percent (50%) of the unused sick leave up to 1,000 hours; employees with 5-10 years of service will be compensated at twenty-five percent (25%) of the unused sick leave up to 500 hours.

I. Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Pleasant Valley Recreation and Park District's California Public Employee's Retirement System (CalPERS) plans (Plans) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

J. Deferred Outflows and Inflows of Resources

Pursuant to GASB Statement No. 63, "Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position," and GASB Statement No. 65, "Items Previously Reported as Assets and Liabilities," the District recognizes deferred outflows and inflows of resources.

In addition to assets, the Statement of Net Position will sometimes report a separate section for deferred outflows of resources. A deferred outflow of resources is defined as a consumption of net position by the government that is applicable to a future reporting period. The District has three items which qualify for reporting in this category; refer to Notes 7, 8 and Note 12 for a detailed listing of the deferred outflows of resources the District has reported.

In addition to liabilities, the Statement of Net Position will sometimes report a separate section for deferred inflows of resources. A deferred inflow of resources is defined as an acquisition of net position by the District that is applicable to a future reporting period. The District has two items which qualify for reporting in this category; refer to Note 7 and Note 8 for a detailed listing of the deferred inflows of resources the District has reported.

K. Budgets

The budget is reported on the same basis as the fund types and on a basis consistent with accounting principles generally accepted in the United States of America. Additional appropriations or other changes during the fiscal year may be submitted by the department for Board review and approval.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

L. Net Position

GASB Statement No. 63 requires that the difference between assets added to the deferred outflows of resources and liabilities added to the deferred inflows of resources be reported as net position. Net position is classified as either net investment in capital assets, restricted, or unrestricted.

Net position that is net investment in capital assets consist of capital assets, net of accumulated depreciation, and reduced by the outstanding principal of related debt. Restricted net position is the portion of net position that has external constraints placed on it by creditors, grantors, contributors, laws, or regulations of other governments, or through constitutional provisions or enabling legislation. Unrestricted net position consists of net position that does not meet the definition of net investment in capital assets or restricted net position.

M. Fund Balances

In the financial statements, governmental funds report fund balances as non-spendable, restricted, committed, assigned or unassigned based primarily on the extent to which the District is bound to honor constraints on how specific amounts can be spent.

- Non-spendable fund balance — amounts that cannot be spent because they are either (a) not spendable in form or (b) legally or contractually required to be maintained intact.
- Restricted fund balance — amounts with constraints placed on their use that are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions enabling legislation.
- Committed fund balance — amounts that can only be used for specific purposes determined by formal action of the District's highest level of decision-making authority (the Board of Directors) and that remain binding unless removed in the same manner. The underlying action that imposed the limitation needs to occur no later than the close of the reporting period.
- Assigned fund balance — amounts that are constrained by the District's intent to be used for specific purposes. The intent can be established at either the highest level of decision-making, or by a body or an official designated for that purpose.
- Unassigned fund balance — the residual classification for the District's general fund that includes amounts not contained in the other classifications. In other funds, the unassigned classification is used only if expenditures incurred for specific purposes exceed the amounts restricted, committed, or assigned to those purposes.

The Board of Directors establishes, modifies or rescinds fund balance commitments and assignments by passage of an ordinance or resolution. This is done through adoption of the budget and subsequent budget amendments that occur throughout the year.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, followed by the unrestricted, committed, assigned and unassigned resources as they are needed.

Fund Balance Policy

The District believes that sound financial management principles require that sufficient funds be retained by the District to provide a stable financial base at all times. To retain this stable financial base, the District needs to maintain an unrestricted fund balance in its funds sufficient to fund cash flows of the District and to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature. Committed, assigned and unassigned fund balances are considered unrestricted.

The purpose of the District's fund balance policy is to maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unpredicted one-time expenditures.

PLEASANT VALLEY RECREATION AND PARK DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2019

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

N. Comparative Data/Totals Only

Comparative total data for the prior fiscal year has been presented in certain accompanying financial statements in order to provide an understanding of the changes in the District's financial position and operations. Also, certain prior fiscal amounts have been reclassified to conform to the current fiscal year financial statements presentation.

O. Other Post-Employment Benefits (OPEB)

For purposes of measuring the net OPEB liability and deferred outflows/inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the District's plan (OPEB Plan) and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

P. Amortization of Loss on Refunding

The loss on refunding are being amortized on the straight line method over the life of the bonds on the government-wide financial statements.

Q. Future Accounting Pronouncements

GASB statements listed below will be implemented in future financial statements:

Statement No. 54	"Fiduciary Activities"	The provisions of this statement are effective for fiscal years beginning after December 15, 2018.
Statement No. 57	"Leases"	The provisions of this statement are effective for fiscal years beginning after December 15, 2019.
Statement No. 59	"Accounting for Interest Cost Incurred before the End of a Construction Period"	The provisions of this statement are effective for fiscal years beginning after December 15, 2019.
Statement No. 60	"Majority Equity Interests - an Amendment of GASB Statements No. 14 and No. 61"	The provisions of this statement are effective for fiscal years beginning after December 15, 2018.
Statement No. 91	"Conduit Debt Obligations"	The provisions of this statement are effective for fiscal years beginning after December 15, 2020.

NOTE 2 - CASH AND INVESTMENTS

Cash at June 30, 2019, consists of the following:

Cash on hand	\$ 892
Deposits held with financial institutions	3,999,596
Investments	7,781,991
Total cash and investments	<u>\$ 11,782,479</u>

Cash and investments are presented on the accompanying basic financial statements, as follows on the next page:

Cash and investments, statement of net position	\$ 11,713,823
Cash and investments, statement of fiduciary net position	68,656
Total cash and investments	<u>\$ 11,782,479</u>

PLEASANT VALLEY RECREATION AND PARK DISTRICT
 NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2019

NOTE 2 - CASH AND INVESTMENTS (continued)

The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The District had investments in LAIF and the Ventura County Investment Pool, however, these are not measured under Level 1, 2 or 3.

Level 1 Investments held by the District are the negotiable Certificates of Deposit with a fair value of \$643,262.

Authorized Deposits and Investments

Under provisions of the District's investment policy, and in accordance with Section 53601 of the California Government Code, the District may invest in certain types of investments as listed in Note 1(D) to the financial statements.

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. The longer the maturity an investment has the greater its fair value has sensitivity to changes in market interest rates. The District's investment policy follows the Code as it relates to limits on investment maturities as a means of managing exposure to fair value losses arising from increasing interest rates.

Information about the sensitivity of the fair values of the District's investments to market interest rate fluctuations is provided by the following table that shows the distribution of the District's investments by maturity:

Investment Type	Carrying Amount	Remaining Maturity (in Months)			
		12 Months Or Less	13-24 Months	25-60 Months	More than 60 Months
State investment pool (LAIF)	\$ 2,768,494	\$ 2,768,494	\$ -	\$ -	\$ -
Ventura County Investment Pool	4,370,235	4,370,235			
Certificates of deposit	643,262		643,262		
	<u>\$ 7,781,991</u>	<u>\$ 7,138,729</u>	<u>\$ 643,262</u>	<u>\$ -</u>	<u>\$ -</u>

Credit Risk

State law limits investments in commercial paper, corporate bonds, and mutual bond funds to the top two ratings issued by nationally recognized statistical rating organizations. The District has no investment policy that would further limit its investment choices. LAIF investment funds are unrated.

Investment Type	Carrying Amount	Minimum Legal Rating	Rating as of Fiscal Year End			
			AAA	A+	Baa	Not Rated
State investment pool (LAIF)	\$ 2,768,494	N/A	\$ -	\$ -	\$ -	\$ 2,768,494
Ventura County Investment Pool	4,370,235	N/A				4,370,235
Certificates of deposit	643,262	N/A				643,262
	<u>\$ 7,781,991</u>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,781,991</u>

Concentration of Credit Risk

The investment policy of the District contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code. There are no investments in any one issuer that represents 5% or more of the total District's investments.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party.

PLEASANT VALLEY RECREATION AND PARK DISTRICT
 NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2019

NOTE 2 - CASH AND INVESTMENTS (continued)

The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by State or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under State law (unless so waived by the governmental unit). The fair value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure the District's deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

None of the District's deposits with financial institutions in excess of the Federal Depository Insurance Corporation's limits were held in uncollateralized accounts.

The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or governmental investment pools (such as LAIF and the Ventura County Investment Pool).

Investment in State Investment Pool

The District is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by the California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The fair value of the District's investment in this pool is reported in the accompanying basic financial statements at the amounts based upon the District's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis.

The LAIF is a special fund of the California State Treasury through which local governments may pool investments. Each entity may invest up to \$50,000,000 in the fund. Investments in LAIF are highly liquid, as deposits can be converted to cash within twenty-four hours without loss of interest. Investments with LAIF are secured by the full faith and credit of the State of California.

NOTE 3 - INTERFUND TRANSACTIONS

Interfund transactions are reported as either loans, services provided, reimbursements, or transfers. Loans are reported as interfund receivables and payables, as appropriate, and are subject to elimination upon consolidation. Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures/expenses. Reimbursements occur when one fund incurs a cost, charges the appropriate benefiting fund, and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers. Transfers among governmental funds are netted as part of the reconciliation to the government-wide financial statements. Interfund transfers consist of operating transfers from funds receiving revenue to funds through which the resources are to be expended.

Transfers In/Out:

<u>Fund</u>	<u>Transfers In</u>	<u>Transfers Out</u>
Major Funds:		
General Fund	\$ -	\$ 246,409
Assessment District Fund	<u>246,409</u>	<u> </u>
Totals	<u>\$ 246,409</u>	<u>\$ 246,409</u>

PLEASANT VALLEY RECREATION AND PARK DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2019

NOTE 4 – CAPITAL ASSETS

Capital assets activity for the fiscal year ended June 30, 2019, was as follows:

	<u>Balance</u> <u>July 1, 2018</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2019</u>
Non-depreciable capital assets				
Land	\$ 22,732,253	\$ -	\$ -	\$ 22,732,253
Construction in progress	25,350	1,405,499		1,430,849
Total non-depreciable capital assets	<u>\$ 22,757,603</u>	<u>\$ 1,405,499</u>	<u>\$ -</u>	<u>\$ 24,163,102</u>
Depreciable capital assets:				
PV Fields-Buildings	3,849,407			3,849,407
PV Fields-Land grading	807,164			807,164
PV Fields-Land improvements	4,390,266			4,390,266
PV Fields-Lighting	2,271,285			2,271,285
PV Fields-Other assets	49,626			49,626
PV Fields-Playground equipment	86,177			86,177
PV Fields-Turf and landscaping	2,553,936			2,553,936
Freedom ball fields	516,963			516,963
Freedom ball fields lighting	225,128			225,128
Freedom ball fields land grading	305,852			305,852
Freedom ball fields turfs & landscaping	518,363			518,363
Freedom ball fields land improvements	452,855			452,855
Land improvements	8,070,330			8,070,330
Assessment assets	128,560			128,560
Buildings, structures and improvements	8,108,932	382,355		8,491,287
Furniture, fixtures and office equipment	357,145			357,145
Machinery and heavy equipment	445,738	6,225		451,963
Playground equipment	1,020,860	221,549		1,242,409
Vehicles	391,950			391,950
Total depreciable capital assets	<u>34,550,537</u>	<u>610,129</u>	<u>-</u>	<u>35,160,666</u>

PLEASANT VALLEY RECREATION AND PARK DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2019

NOTE 4 – CAPITAL ASSETS (continued)

Accumulated depreciation:			
PV Fields-Buildings	830,749	98,703	929,452
PV Fields-Land grading	174,198	20,697	194,895
PV Fields-Land improvements	947,472	112,571	1,060,043
PV Fields-Lighting	490,170	58,238	548,408
PV Fields-Other assets	39,461	332	39,793
PV Fields-Playground equipment	48,354	5,745	54,099
PV Fields-Turf and landscaping	2,149,565	255,394	2,404,959
Freedom ball fields	142,164	25,848	168,012
Freedom ball fields lighting	61,908	11,256	73,164
Freedom ball fields land grading	84,111	15,293	99,404
Freedom ball fields turfs & landscaping	142,549	25,918	168,467
Freedom ball fields land improvements	124,527	22,643	147,170
Land Improvements	7,270,805	124,896	7,395,701
Assessment assets	123,034	3,245	126,279
Buildings, structures and improvements	5,491,215	234,606	5,725,821
Furniture, fixtures and office equipment	304,384	20,032	324,416
Machinery and heavy equipment	423,308	6,405	429,713
Playground equipment	537,111	49,413	586,524
Vehicles	365,925	10,009	375,934
Total accumulated depreciation	<u>19,751,010</u>	<u>1,101,244</u>	<u>20,852,254</u>
Total depreciable capital assets, net	<u>\$ 14,799,527</u>	<u>\$ (491,115)</u>	<u>\$ 14,308,412</u>
Total capital assets, net	<u>\$ 37,557,130</u>	<u>\$ 914,384</u>	<u>\$ 38,471,514</u>

Depreciation expense for the fiscal year ended June 30, 2019, was \$1,101,244.

NOTE 5 – PENSION RELATED DEBT – CALPERS SIDE-FUND

As of June 30, 2003, CalPERS implemented risk-pooling for the District's agent multiple-employer public employee defined benefit pension plan. As a result, the District's defined benefit pension plan with CalPERS converted from an agent multiple-employer plan to a cost sharing multiple-employer plan. This change in the type of the plan created the CalPERS Side-Fund, which CalPERS financed at a 7.75% interest rate. CalPERS actuarially calculated the amount needed to bring the District into the cost sharing multiple-employer plan on an equal basis with other governmental agencies who had less than 100 active and retired employees combined. The reason that CalPERS switched these governmental agencies into the cost sharing multiple-employer plan was to smooth the annual costs related to the pension benefit over a longer period of time resulting in a lower cost of service to the governmental agencies.

A portion of the District's annual required contributions to CalPERS are actuarially determined and shared by all governmental agencies within the cost sharing risk pool. Also, the District is required to make annual payments to pay-down the CalPERS Side-Fund, as well. The responsibility for paying-down the District's CalPERS Side-Fund is specific to the District and is not shared by all governmental agencies within the cost sharing risk pool. Therefore, the Side Fund falls under the definition of pension related debt, as described in GASB Statement No. 27 and recorded as liability on the District's financial statements.

On August 31, 2012, the District refinanced the pension-related debt (CalPERS side-fund liability) of \$1,881,661 to lower the interest rate to 4.450% which resulted in an economic gain of \$692,862 from the interest expense savings on the pension-related debt. The cost of debt issuance was \$48,443. Principal and interest are payable semi-annually on August 31 and February 28 each fiscal year as follows on the next page:

PLEASANT VALLEY RECREATION AND PARK DISTRICT
 NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2019

NOTE 5 – PENSION RELATED DEBT – CALPERS SIDE-FUND (continued)

Fiscal Year Ending June 30,	Principal	Interest	Total
2020	216,000	34,532	250,532
2021	232,000	24,742	256,742
2022	250,000	14,218	264,218
2023	130,000	2,893	132,893
Total	<u>\$ 828,000</u>	<u>\$ 76,385</u>	<u>\$ 904,385</u>

NOTE 6 – CERTIFICATES OF PARTICIPATION – SERIES 2017

On April 11, 2017, the District issued \$13,010,000 of refunding Certificates-of-Participation, with interest rates ranging from 2% to 5%. The proceeds were used to refund the 2009 certificates of \$12,130,000. The District had an accounting loss on the bond funding of \$880,000 which is being amortized over the life of the 2009 issuance. The District realized an economic gain of \$644,446 on the refunding.

The certificates mature November 1, 2045, as follows:

Fiscal Year Ending June 30,	Principal	Interest	Total
2020	\$ 275,000	\$ 477,994	\$ 752,994
2021	290,000	465,319	755,319
2022	300,000	453,519	753,519
2023	310,000	441,319	751,319
2024	325,000	426,994	751,994
2025-2029	1,815,000	1,950,719	3,765,719
2030-2034	2,155,000	1,612,456	3,767,456
2035-2039	2,575,000	1,175,906	3,750,906
2040-2044	3,125,000	608,500	3,733,500
2045-2046	1,430,000	57,800	1,487,800
Total	<u>\$ 12,600,000</u>	<u>\$ 7,670,526</u>	<u>\$ 20,270,526</u>

NOTE 7 – OTHER POSTEMPLOYMENT BENEFITS PAYABLE OTHER THAN PENSIONS

Plan Description

The District pays a portion of the cost of health insurance for retirees under any group plan offered by CalPERS, subject to certain restrictions as determined by the District. The District offers post-employment medical benefits to retired employees who satisfy the eligibility rules (5-years of service). Dependents are also eligible to receive benefits. Retirees may enroll in any plan available through the District's CalPERS medical program. The contribution requirements of Plan members and the District are established and may be amended by the Board of Directors. The District will reimburse the retiree for retiree and/or retiree's dependent health insurance premiums (medical) up to a maximum of \$128 per month. At June 30, 2019, there were forty-two eligible employees, with seven retirees currently receiving benefits.

Funding Policy

The District accounts for this benefit on a pay-as-you-go basis. Postemployment expenditures are made from the General Fund, which is maintained on the modified accrual basis of accounting. For the fiscal year ended June 30, 2019, the District paid \$13,572 in contributions. No assets are accumulated in a trust that meets the criteria in Paragraph 4 of GASB Statement Number 75.

PLEASANT VALLEY RECREATION AND PARK DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2019

NOTE 7 – OTHER POSTEMPLOYMENT BENEFITS PAYABLE (continued)

Employees Covered

As of the June 30, 2018 actuarial valuation, the following current and former employees were covered by the benefit terms under the District’s plan:

Active plan members	42
Inactive plan members of beneficiaries currently receiving benefits	7
	49

OPEB Liability

The District’s OPEB Liability was measured as of June 30, 2018 and the total OPEB liability used to calculate the net OPEB Liability was determined by an actuarial valuation as of June 30, 2017. Standard actuarial update procedures were used to project/discount from valuation to measurement dates.

Actuarial assumptions. The total OPEB liability was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Salary increases	3.25%
Healthcare cost trend rate	7.95% pre age 65, 5.15% post 65
Assumed wage inflation	2.25%
General inflation rate	2.25%

Pre-retirement mortality rates used in this valuation are those used in the most recent CalPERS valuations.

Discount rate. GASB 75 requires a discount rate that reflects the following:

- a) The long-term expected rate of return on OPEB plan investments to the extent that the OPEB plan’s fiduciary net position (if any) is projected to be sufficient to make projected benefit payments and assets are expected to be invested using a strategy to achieve that return;
- b) A yield or index for 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher-to the extent that the conditions in (a) are not met.

To determine a resulting single (blended) rate, the amount of the plan’s fiduciary net position (if any) and the amount of projected benefit payments is compared to each period of projected benefit payments. The discount rate used to measure the District’s total OPEB liability is based on these requirements and the following information:

Reporting Date	Measurement Date	Long-Term Expected Return of Plan Investments (if any)	Municipal Bond 20 Year High Grade Rate Index	Discount Rate
June 30, 2019	June 30, 2018	N/A	3.87%	3.87%

Change of Assumptions: The change in assumptions reflect a discount change of 3.58% in 2018 to 3.87% in 2019.

PLEASANT VALLEY RECREATION AND PARK DISTRICT
 NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2019

NOTE 7 – OTHER POSTEMPLOYMENT BENEFITS PAYABLE (continued)

Changes in the OPEB Liability

	Total OPEB Liability
Balance at June 30, 2018 (Valuation Date June 30, 2017)	\$ 840,685
Changes recognized for the measurement period:	
Service cost	32,780
Interest cost	31,031
Changes of assumptions	(51,070)
Benefit payments	(13,532)
Net Changes	(791)
Balance at June 30, 2019 (Measurement Date June 30, 2018)	\$ 839,894

Sensitivity of the OPEB liability to changes in the discount rate. The following presents the OPEB liability, as well as what the net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.87) or 1-percentage point higher (4.87%) than the current discount rate:

	1% Decrease 2.87%	Current 3.87%	1% Increase 4.87%
OPEB Liability	\$ 721,963	\$ 839,894	\$ 988,150

Sensitivity of the OPEB liability to changes in the healthcare cost trend rates. The following presents the OPEB liability, as well as what the OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower or 1-percentage-point higher than the current healthcare cost trend rates:

	1% Decrease	Current	1% Increase
OPEB Liability	\$ 711,883	\$ 839,894	\$ 1,003,811

OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB

For the fiscal year ended June 30, 2019, the District recognized OPEB expense of \$43,547. As of the fiscal year ended June 30, 2019, the District reported deferred outflows and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
OPEB contributions subsequent to measurement date	\$ 13,532	\$ -
Difference between expected and actual experience in the measurement of TOL		11,965
Change in assumptions		130,220
	\$ 13,532	\$ 142,185

Amounts reported as deferred outflows and deferred inflows of resources will be recognized in OPEB expense as follows on the following page:

PLEASANT VALLEY RECREATION AND PARK DISTRICT
 NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2019

NOTE 7 – OTHER POSTEMPLOYMENT BENEFITS PAYABLE (continued)

OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB (continued)

Fiscal year ending June 30,	Amount
2020	\$ (18,303)
2021	(18,303)
2022	(18,303)
2023	(18,303)
2024	(18,303)
Thereafter	(50,670)
	<u>\$ (142,185)</u>

NOTE 8 – PENSION PLAN

A. General Information about the Pension Plans

Plan Descriptions

All qualified permanent and probationary employees are eligible to participate in the District's Miscellaneous Employee Pension Plans, cost-sharing multiple employer defined benefit plans administered by the California Public Employees' Retirement System (CalPERS). Benefit provisions under the Plans are established by State statute and District resolution. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

Benefits Provided

CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for nonduty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

The Plans' provisions and benefits in effect at June 30, 2019, are summarized as follows:

	Miscellaneous		
	Prior to March 12, 2011	March 12, 2011 through December 31, 2012	On or after January 1, 2013
Hire Date			
Benefit formula	2.5% @ 55	2% @ 60	2% @ 62
Benefit vesting schedule	5 years service	5 years service	5 years service
Benefit payments	monthly for life	monthly for life	monthly for life
Retirement age	50	50-65	52-67
Monthly benefits, as a % of eligible compensation	1.426% to 2.418%	1.0% to 2.5%	1.0% to 2.5%
Required employee contribution rates	8%	7%	6.250%
Required employer contribution rates	10.022% + \$295,150	7.634% + \$1,527	6.842% + \$446

Contributions

Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plan is determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an

PLEASANT VALLEY RECREATION AND PARK DISTRICT
 NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2019

NOTE 8 – PENSION PLAN (continued)

A. General Information about the Pension Plans (continued)

Contributions (continued)

additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. Contributions to the pension plan from the District were \$365,356 for the fiscal year ended June 30, 2019.

B. Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions

At June 30, 2019, the District reported a liability of \$5,224,080 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2018 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2017 rolled forward to June 30, 2018 using standard roll-forward procedures. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all Pension Plan participants, actuarially determined. At June 30, 2018, the District's proportion was 0.11877% and at June 30, 2017 the District's proportion was 0.11913%, a decrease of 0.00036%.

For the fiscal year ended June 30, 2019, the District recognized pension expense of \$938,210. Pension expense represents the change in the net pension liability during the measurement period, adjusted for actual contributions and the deferred recognition of changes in investment gain/loss, actuarial gain/loss, actuarial assumptions or method, and plan benefits. At June 30, 2019, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 200,439	\$ 68,208
Changes in assumptions	595,561	145,960
Net difference between projected and actual earnings on retirement plan investments	25,827	
Changes in proportion and differences between District contributions and proportionate share of contributions		228,847
Adjustment due to differences in proportion	409,035	290,588
District contributions subsequent to the measurement date	365,356	
	<u>\$ 1,596,218</u>	<u>\$ 733,603</u>

Deferred outflows of resources and deferred inflows of resources above represent the unamortized portion of changes to net pension liability to be recognized in future periods in a systematic and rational manner. \$365,356 reported as deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the fiscal year ended June 30, 2020.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in the pension expense as follows:

Fiscal year ending June 30,	Amount
2020	\$ (18,303)
2021	(18,303)
2022	(18,303)
2023	(18,303)
2024	(18,303)
Thereafter	(50,670)
	<u>\$ (142,185)</u>

PLEASANT VALLEY RECREATION AND PARK DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2019

NOTE 8 – PENSION PLAN (continued)

B. Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions (continued)

Actuarial Assumptions

The total pension liability in the June 30, 2018 actuarial valuation was determined using the following actuarial assumptions:

	Miscellaneous
Valuation Date	June 30, 2017
Measurement Date	June 30, 2018
Actuarial Cost Method	Entry-Age Normal Cost Method
Actuarial Assumptions:	
Discount Rate	7.15%
Inflation	2.50%
Payroll Growth	2.75%
Projected Salary Increase	Varies by Entry Age and Service
Investment Rate of Return (1)	7.00%
Mortality (2)	Derived using CalPERS' Membership Data for all Funds
Post Retirement Benefit Increase	2% until PPPA floor on purchasing power applies 2.50% thereafter

(1) Net of pension plan investment and administrative expenses including inflation.

(2) The mortality table used was developed based on CalPERS' specific data.

The table includes 15 years of mortality improvements using MP 2016 published by the Society of Actuaries. For more details on this table please refer to the 2017 experience study report.

Changes in Assumptions

In December 2017, the CalPERS Board adopted new mortality assumptions for plans participating in the Public Employees' Retirement Fund (PERF). The mortality table was developed from the December 2017 experience study and includes 15 years of projected ongoing mortality improvement using 90 percent scale MP 2016 published by the Society of Actuaries. The inflation assumption was reduced from 2.75 to 2.50 percent. The assumptions for individual salary increases and overall payroll growth were reduced from 3.00 percent to 2.75 percent.

Discount Rate

The discount rate used to measure the total pension liability was 7.15 percent. To determine whether the municipal bond rate should be used in the calculation of a discount rate for public agency plans (including PERF C), CalPERS stress tested plans that would be most likely resulted in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing of the plans, the tests revealed the assets would not run out. Therefore, the current 7.15 percent discount rate is appropriate, and the use of the municipal bond rate calculation is not deemed necessary. The long-term expected discount rate of 7.15 percent is applied to all plans in the Public Employees Retirement Fund, including PERF C. The stress test results are presented in a detailed report called "GASB Crossover Testing Report" that can be obtained at CalPERS' website under the GASB 68 section.

CalPERS is scheduled to review all actuarial assumptions as part of its regular Asset Liability Management (ALM) review cycle that is scheduled to be completed in February 2022. Any changes to the discount rate will require Board action and proper stakeholder outreach. For these reasons, CalPERS expects to continue using a discount rate net of administrative expenses for GASB No. 67 and No. 68 calculations through at least the 2021-22 fiscal year. CalPERS will continue to check the materiality of the difference in calculation until such time as they have changed their methodology.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net pension plan investment expense and inflation) are developed for each major asset class.

PLEASANT VALLEY RECREATION AND PARK DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2019

NOTE 8 – PENSION PLAN (continued)

B. Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions (continued)

Discount Rate (continued)

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

Asset Class	New Strategic Allocation	Real Return Years 1-10(a)	Real Return Years 11+(b)
Global Equity	50.0%	4.80%	5.98%
Global Fixed Income	28.0%	1.00%	2.62%
Inflation Sensitive	0.0%	0.77%	1.81%
Private Equity	8.0%	6.30%	7.23%
Real Estate	13.0%	3.75%	4.93%
Liquidity	1.0%	0.00%	-0.92%
Total	<u>100%</u>		

(a) An expected inflation of 2.00% was used for this period.

(b) An expected inflation of 2.92% was used for this period.

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in Discount Rate

The following represents the District's proportionate share of the net pension liability calculated using the discount rate of 7.15 percent, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower (6.15 percent) or 1- percentage point higher (8.15 percent) than the current rate:

	1% Decrease 6.15%	Discount Rate 7.15%	1% Increase 8.15%
District's proportionate share of the net pension plan liability	\$ 7,937,839	\$ 5,224,080	\$ 2,983,916

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

C. Payable to Pension Plan

At June 30, 2019, the District had no amount outstanding for contributions to the pension plan required for the fiscal year ended June 30, 2019.

PLEASANT VALLEY RECREATION AND PARK DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2019

NOTE 9 – LONG-TERM LIABILITIES

The following is a summary of long-term liability for the fiscal year ended June 30, 2019:

	Balance July 1, 2018	Increases	Decreases	Balance June 30, 2019	Due within One year
Compensated absences	\$ 435,376	\$ 128,374	\$ (74,075)	\$ 489,675	\$ 122,419
Notes payable - pension related debt	1,028,000		(200,000)	828,000	216,000
2017 Certificates of participation	12,865,000		(265,000)	12,600,000	275,000
Certificates of participation premium	73,730		(2,854)	70,876	2,854
Capital lease payable - software	16,890		(16,890)		
Other post employment benefits	840,685	12,741	(13,532)	839,894	
Net pension liability	4,673,053	918,211	(347,184)	5,244,080	
Total	<u>\$ 19,932,734</u>	<u>\$ 1,059,326</u>	<u>\$ (919,535)</u>	<u>\$ 20,072,525</u>	<u>\$ 616,273</u>

NOTE 10 – DEFERRED COMPENSATION SAVINGS PLAN – FULL-TIME EMPLOYEES

For the benefit of its employees, the District participates in two 457 Deferred Compensation Programs (Programs). The purpose of these Programs is to provide deferred compensation for public employees that elect to participate in the Programs. Generally, eligible employees may defer receipt of a portion of their salary until termination, retirement, death or unforeseeable emergency.

Federal law requires deferred compensation assets to be held in trust for the exclusive benefit of the participants. Accordingly, the District is in compliance with this legislation. Therefore, these assets are not the legal property of the District and are not subject to claims of the District's general creditors. Fair value of the plan assets held in trust by ICMA Retirement Corporation and MetLife at June 30, 2019 was \$774,071 and \$68,656 respectively.

The District has implemented GASB Statement No. 32, *Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans*. Since the District has little administrative involvement and does not perform the investing function for this plan, the assets and related liabilities are not shown on the statement of net position.

NOTE 11 – DEFERRED COMPENSATION SAVINGS PLAN – PART-TIME EMPLOYEES

Part-time employees are covered by a deferred compensation plan in accordance with Internal Revenue Code Section 457 (Plan). The Plan is a non-elective deferred compensation arrangement for the benefit of employees who are not covered by another retirement system maintained by the District. Under the Plan, an eligible Participant accrues a monthly benefit that is equal to one-twelfth (1/12) of an amount equal to 2% of the Participant's average annual compensation times years of service up to 30 years. Distributions from the Plan are made only when the Participant has separated from service and the Participant's accrued benefits are non-forfeitable.

With certain limitations, a Participant may elect the time and manner by which his or her deferred amounts will be distributed. The election must be made prior to the date any such amounts become payable to the Participant. If the Participant fails to make a timely election concerning distribution of the deferred amounts, the amounts shall be in a lump sum distribution as prescribed by the Plan. The manner and time of benefit payout must meet the distribution requirements of the Internal Revenue Code Section 401(a) and 457(d)(2).

The Plan provides that all amounts deferred under the Plan, all property and rights purchased with such amounts, and all income attributable to such amounts, or rights will remain (until made available to the participant) solely the property and rights of the District, subject only to claims of such District's general creditors. The rights of any Participant or beneficiary to payments pursuant to the Plan are non-assignable, and his interest in benefits under the Plan is not subject to attachment, garnishment or other legal process. Currently, one retired employee is receiving monthly benefit check from this Plan and three retired employees are receiving an annual benefit.

In 2011, the assets of the Plan were transferred to the Part-Time Employees Retirement Trust Fund, with the District remaining the trustee of the Plan, and held as a fiduciary fund of the District in the accompanying financial statements.

PLEASANT VALLEY RECREATION AND PARK DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2019

NOTE 12 – DEFERRED OUTFLOWS OF RESOURCES-REFUNDING OF DEBT

At June 30, 2019, deferred outflows of resources, reported in the statement of net position relating to the defeasance of the 2009 certificates of participation, consisted of the following:

	<u>Governmental Activities</u>
Deferred charge of refunding	<u>\$ 595,386</u>

NOTE 13 – RISK MANAGEMENT

The District is a member of the Park and Recreation District Employee Compensation with the California Association for Park and Recreation Insurance (CAPRI).

A. Description of CAPRI

CAPRI is comprised of 63 members and is organized under a Joint Exercise Powers Agreement pursuant to the California Government Code. The purpose of the CAPRI is to arrange and administer programs of insurance, risk management, and loss prevention for the pooling of self-insured losses and to purchase excess insurance coverage.

CAPRI is governed by a separate board of directors, which is comprised of seven directors elected from the member districts. The board controls the operations of CAPRI, including selection of management and approval of operating budgets.

B. Self-Insurance Programs of CAPRI

General and auto liability, public officials and employees' liability programs have total risk financing insurance limits of \$1,000,000 with various deductibles of \$2,000 to \$20,000 per occurrence. Excess insurance has been purchased by the District above the self-insurance limits. In addition to the above, the District also has the following insurance coverage:

- All-Risks property loss coverage including boiler and machinery coverage, is subject to a \$2,000 deductible per occurrence payable by the District.
- Flood and earthquake coverage with an annual aggregate limit of \$5,000,000 per occurrence for earthquakes and \$10,000,000 for flood for all member districts. The deductible for all loss or damage arising from the risks of flood is \$20,000 and/or earthquake is \$50,000 per occurrence or 5% of the value of the building, contents and/or structure, whichever is greater.
- Workers' compensation insurance up \$350,000 limits.

Settled claims have not exceeded any of the coverage amounts in any of the last three fiscal years and there were no reductions in the District's insurance coverage during the years ending June 30, 2019, 2018, and 2017. Liabilities are recorded when it is probable that a loss has been incurred and the amount of the loss can be reasonably estimated net of the respective insurance coverage. Liabilities include an amount for claims that have been incurred but not reported (IBNR). There were no IBNR claims payable as of June 30, 2019, 2018, and 2017.

NOTE 14 – CONTINGENCIES

Litigation

In the ordinary course of operations, the District is subject to other claims and litigation from outside parties. After consultation with legal counsel, the District believes the ultimate outcome of such matters will not materially affect its financial condition.

REQUIRED SUPPLEMENTARY INFORMATION

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
GENERAL FUND**

**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
For Fiscal Year Ended June 30, 2019**

	General Fund			Variance with Final Budget Positive (Negative)
	Budgeted Amounts		Actual	
	Original	Final		
Revenues				
Property taxes	\$ 6,126,646	\$ 6,126,646	\$ 6,697,644	\$ 570,998
Charges for services:				
Special assessments				
Registration and other fees	706,374	706,374	817,219	110,845
Facility and other rental fees	649,751	649,751	542,890	(106,861)
Operating grants and contributions	70,000	70,000	95,705	25,705
Capital grants and contributions			12,089	12,089
Investment earnings	18,690	18,690	112,167	93,477
Other revenues	161,290	161,290	382,517	221,227
Total revenues	<u>7,732,751</u>	<u>7,732,751</u>	<u>8,660,231</u>	<u>927,480</u>
Expenditures				
Salaries and benefits	4,136,484	4,136,484	3,754,698	381,786
Materials and services	3,217,439	3,217,439	3,793,864	(576,425)
Capital outlay	804,400	804,400		804,400
Debt service:				
Principal			707,434	(707,434)
Interest	246,409	246,409	43,634	202,775
Total expenditures	<u>8,404,732</u>	<u>8,404,732</u>	<u>8,299,630</u>	<u>105,102</u>
Excess of revenues over (under) expenditures	<u>(671,981)</u>	<u>(671,981)</u>	<u>360,601</u>	<u>1,032,582</u>
Other Financing Sources (Uses)				
Transfer out			(246,409)	(246,409)
Total other financing sources and uses			<u>(246,409)</u>	<u>(246,409)</u>
Net change in fund balance	(671,981)	(671,981)	114,192	786,173
Fund balance - beginning of fiscal year	5,271,376	5,271,376	5,271,376	
Fund balance - end of fiscal year	<u>\$ 4,599,395</u>	<u>\$ 4,599,395</u>	<u>\$ 5,385,568</u>	<u>\$ 786,173</u>

PLEASANT VALLEY RECREATION AND PARK DISTRICT

SPECIAL REVENUE FUND

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL

For Fiscal Year Ended June 30, 2019

	Assessment District Fund			Variance with Final Budget Positive (Negative)
	Budgeted Amounts		Actual	
	Original	Final		
Revenues				
Charges for services:				
Special assessments	\$ 1,108,778	\$ 1,108,778	\$ 1,115,126	\$ 6,348
Investment earnings	275	275	2,011	1,736
Total revenues	<u>1,109,053</u>	<u>1,109,053</u>	<u>1,117,137</u>	<u>8,084</u>
Expenditures				
Salaries and benefits	30,717	30,717	25,248	5,469
Materials and services	562,788	562,788	553,781	9,007
Debt service:				
Principal	511,409	511,409		511,409
Interest			246,409	(246,409)
Total expenditures	<u>1,104,914</u>	<u>1,104,914</u>	<u>825,438</u>	<u>279,476</u>
Excess of revenues over (under) expenditures	<u>4,139</u>	<u>4,139</u>	<u>291,699</u>	<u>287,560</u>
Other Financing Sources (Uses)				
Transfers in			246,409	246,409
Total other financing sources and uses			<u>246,409</u>	<u>246,409</u>
Net change in fund balance	4,139	4,139	538,108	533,969
Fund balance - beginning of fiscal year	<u>120,922</u>	<u>120,922</u>	<u>120,922</u>	
Fund balance - end of fiscal year	<u>\$ 125,061</u>	<u>\$ 125,061</u>	<u>\$ 659,030</u>	<u>\$ 533,969</u>

PLEASANT VALLEY RECREATION AND PARK DISTRICT
SCHEDULE OF CHANGES IN THE OPEB LIABILITY AND RELATED RATIOS
 Last 10 Years*
 FOR THE FISCAL YEAR ENDED JUNE 30, 2019

Measurement Period	2019	2018
Total OPEB liability		
Service Cost	\$ 32,780	\$ 37,677
Interest on the total OPEB liability	31,031	26,847
Actual and expected experience difference		(15,167)
Changes in assumptions	(51,070)	(107,163)
Benefit payments	(13,532)	(11,571)
Net change in total OPEB liability	\$ (791)	(69,377)
Total OPEB liability-beginning	840,685	910,062
Total OPEB liability-ending	<u>839,894</u>	<u>\$ 840,685</u>
Covered Payroll	\$ 2,474,831	\$ 2,491,745
Total OPEB Liability as a percentage of covered payroll	33.94%	33.74%

*-Fiscal year 2019 was the 2nd year of implementation, therefore only two years are shown.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
SCHEDULE OF OPEB CONTRIBUTIONS
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

The District's contributions for the fiscal year ended June 30, 2019 was \$13,532. The District did not have an actuary calculate the Actuarially Determined Contribution for the fiscal year ended June 30, 2019, therefore, the District does not need to comply with the GASB 75's Required Supplementary Information requirements.

The District's contribution for the fiscal year June 30, 2018 was \$11,571. The District did not have an actuary calculate the Actuarially Determined Contribution for the fiscal year ended June 30, 2018, therefore, the District does not need to comply with the GASB 75's Required Supplementary Information requirements.

PLEASANT VALLEY RECREATION AND PARK DISTRICT
SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY
 Last 10 Years*
 As of June 30, 2019

The following table provides required supplementary information regarding the District's Pension Plan.

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Proportion of the net pension liability	0.05421%	0.04712%	0.05434%	0.05172%
Proportionate share of the net pension liability	\$ 5,244,080	\$ 4,673,053	\$ 4,701,684	\$ 3,550,158
Covered- payroll	\$ 2,491,745	\$ 2,333,876	\$ 2,100,839	\$ 2,058,236
Proportionate share of the net pension liability as percentage of covered payroll	210.46%	200.23%	223.80%	172.49%
Plan's total pension liability	\$38,944,855,364	\$37,161,348,332	\$33,358,627,624	\$31,771,217,402
Plan's fiduciary net position	\$29,308,589,559	\$27,244,095,376	\$24,705,532,291	\$24,907,305,871
Plan fiduciary net position as a percentage of the total pension liability	75.26%	73.31%	74.06%	78.40%
	<u>2015</u>			
Proportion of the net pension liability	0.04365%			
Proportionate share of the net pension liability	\$ 2,715,962			
Covered- payroll	\$ 2,127,640			
Proportionate share of the net pension liability as percentage of covered payroll	127.65%			
Plan's total pension liability	\$30,829,966,631			
Plan's fiduciary net position	\$24,607,502,515			
Plan fiduciary net position as a percentage of the total pension liability	79.82%			

Notes to Schedule:

Changes in assumptions-In 2018, inflation was changed from 2.75% to 2.50% and individual salary increases and overall payroll growth were reduced from 3.00% to 2.75%.

Changes in assumptions-In 2017, as part of the Asset Liability Management review cycle, the discount rate was changed from 7.65% to 7.15%.

Changes in assumptions-In 2016, the discount rate was changed from 7.5 percent (net of administrative expense) to 7.65 percent to correct for an adjustment to exclude administrative expense.

Changes in assumptions - In 2015, amounts reported as changes in assumptions resulted primarily from adjustments to expected retirement ages of general employees.

*- Fiscal year 2015 was the 1st year of implementation, therefore only five years are shown.

PLEASANT VALLEY RECREATION AND PARK DISTRICT
SCHEDULE OF PENSION CONTRIBUTIONS
 Last 10 Years*
 As of June 30, 2019

The following table provides required supplementary information regarding the District's Pension Plan.

	2019	2018	2017	2016
Contractually required contribution (actuarially determined)	\$ 365,356	\$ 367,229	\$ 364,537	\$ 347,493
Contribution in relation to the actuarially determined contributions	<u>(365,356)</u>	<u>(367,229)</u>	<u>(364,537)</u>	<u>(347,493)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered- payroll	\$ 2,491,745	\$2,491,745	\$2,333,876	\$2,100,839
Contributions as a percentage of covered payroll	14.66%	14.74%	15.62%	16.54%
	<u>2015</u>			
Contractually required contribution (actuarially determined)	\$ 273,584			
Contribution in relation to the actuarially determined contributions	<u>(273,584)</u>			
Contribution deficiency (excess)	<u>\$ -</u>			
Covered- payroll	\$ 2,058,236			
Contributions as a percentage of covered payroll	13.29%			

Notes to Schedule

Valuation Date: 6/30/2014

Methods and assumptions used to determine contribution rates:

Discount Rate 7.50%

Inflation 2.75%

Salary Increases Varies by Entry Age and Service

Investment Rate of Return 7.5% Net of Pension Plan Investment and Administrative Expenses; includes Inflation

Mortality Rate Table (1) Derived using CalPERS' Membership Data for all Funds

Post Retirement Benefit Increase Contract COLA up to 2.75% until Purchasing Power Protection Allowance Floor on Purchasing Power applies, 2.75% thereafter

(1) The mortality table used was developed based on CalPERS' specific data. The table includes 20 years of mortality improvements using Society of Actuaries Scale BB. For more details on this table please refer to the 2014 experience study report.

Valuation Date: 6/30/2015

Discount Rate 7.65%

Valuation Date: 6/30/2016

Discount Rate 7.375%

*- Fiscal year 2015 was the 1st year of implementation, therefore only five years are shown.

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Eric L. Storrie, Recreation Services Manager

DATE: February 5, 2020

SUBJECT: FREEDOM GYM OPTIONS

SUMMARY

The Pleasant Valley Recreation and Park District (“District”) has utilized Freedom Gym since 1985 as part of a Facility Use Agreement with the Oxnard Union High School District (“OUHSD”). OUHSD had designated this property as “surplus” and it was sold on September 11, 2019 (estimated closing date: January 26, 2020) to Mr. Erick Kuskie. Mr. Kuskie has expressed interest in wanting to work with the District regarding maintaining current levels of programming.

BACKGROUND

The Pleasant Valley Recreation and Park District (“District”) has utilized Freedom Gym since 1985 as part of a Facility Use Agreement (“Agreement”) with the Oxnard Union High School District (“OUHSD”). This Agreement may be terminated by either party upon thirty (30) days written notice.

On November 7, 2018, OUHSD adopted a resolution which authorized the solicitation of proposals for sale, lease, or exchange of Freedom Gym. OUHSD preference was to accommodate the highest and best price for Freedom Gym. An updated appraisal determined the Stearman Street property’s value to be \$595,000.

On February 6, 2019, District staff brought five options to the District Board for consideration and direction, with guidance to negotiate with OUHSD regarding lease options and to look at logistics and placement of a tent structure at the Community Center Park location. Lease options were limited due to OUHSD’s desire to accommodate the highest price and best use in selling the Stearman Street property and not wanting to enter into an extended lease.

On April 15, 2019, staff identified five proposed options between two different proposed size tent structures with the Board providing direction to explore a “larger” tent (100’-120’ long by 48’-52’ wide by 20’-24’ high) in size.

With Freedom Gym having been sold on September 11, 2019, staff requested guidance on direction on current programming options due to programming that required significant space (floor area and above).

In November 2019, staff brought four (4) options for consideration and guidance, including renting Freedom Gym from the new owner, using existing District property, developing a joint-use agreement with another agency, and the purchase of a tent structure to be placed at the Community Center. At that time staff was directed to consider moving programming and to look at joint use agreements with other similarly situated spaces.

ANALYSIS

In addition to various rentals throughout the year, current open play (no cost) programming at Freedom Gym includes:

- Pickleball (Monday/Wednesday, 8:30am-11:30am; Tuesday, 11:30am-2:30pm)
- Table Tennis (Monday/Wednesday/Friday, 1:00pm-4:00pm)
- Basketball (Tuesday/Thursday/Friday, 8:30am-11:30am)
- Badminton (Saturday, 5:00pm-9:00pm)

Staff met with representatives from user groups (pickleball, badminton, and table tennis) to discuss and review programming options and needs, review proposed locations, and determine feasibility of proposals. Unfortunately, representatives from basketball did not respond. Staff also met with Mr. Kuskie to develop a transition plan, secure dates, and generally review options.

From the Board direction, these meetings, and staff research, three (3) options are still viable.

Option 1 – Rent Freedom Gym from New Owner

In meeting with Mr. Kuskie, he has proposed the following:

- 1a. A six (6) month to one (1) year agreement
- 1b. District use hours will be 8:00am-4:00pm, Monday-Friday
-Mr. Kuskie will use and/or rent Freedom Gym in the evenings and on weekends
- 1c. The District to pay for the water and electric, which is estimated to be \$5,000.00 per year (\$2,548.70 FYTD)
- 1d. The District to provide a one (1) full page ad (a \$1,500.00 value) in each issue of our Activity Guide (three (3) times per 12-month period for the duration of the Agreement)
- 1e. The District to continue to provide day-to-day maintenance (sweeping, mopping, restroom paper product, etc.) and in replacing light bulbs (until the District's supply is exhausted)
- 1f. The District would have access to storage space
- 1g. The District to provide insurance for use

As Mr. Kuskie is still working through his renovation plans, the District would need to be flexible in allowing work crews to access the building to perform work.

Additionally, this option would require table tennis to end programming earlier (due to breakdown time required) and would not provide support to badminton (due to their programming on Saturday evening). These considerations were discussed with the user groups.

It is important to note the District has spent \$10,000.00 annually on maintenance at Freedom Gym.

Option 2 – Use Other District Facilities

Staff met with the user groups to understand the programs better, to include setup, play, and breakdown time for the respective program. It is important to note that this analysis takes into consideration current District programming, classes, rentals, and maintenance considerations should other District facilities be the chosen option. User groups were also given guidance that current programming may or may not be held on the same days and times as they have traditionally been held.

Pickleball (Monday/Wednesday, 8:30am-11:30am; Tuesday, 11:30am-2:30pm)

The District owns and manages six (6) outdoor pickleball courts at Bob Kildee Community Park which are available on a first come, first serve basis or by reservation for specific days and times.

The District spent \$45,000 in 2018 on resurfacing and converting tennis courts to pickleball courts at Bob Kildee Community Park.

Table Tennis (Monday/Wednesday/Friday, 1:00pm-4:00pm)

This user group currently provides setup and breakdown of the table tennis tables, with Freedom Gym having storage space for them. The District does not have any similarly-situated indoor spaces with sufficient storage for the tables. Should a space be available, the user group is looking at storage options and prices.

Basketball (Tuesday/Thursday/Friday, 8:30am-11:30am)

Staff were not able to sit with representatives of the user group, but the District does have outdoor courts located at Carmenita Park, Charter Oak Park, Foothill Park, Lokker Park, Mel Vincent Park, Pitts Ranch Park, and Woodside Park which are available on a first come, first serve basis or by reservation for specific days and times.

Badminton (Saturday, 5:00pm-9:00pm)

This user group currently provides setup and breakdown of their play area, with Freedom Gym having storage space for them. The District does not have any similarly-situated indoor spaces with sufficient storage. Should a space be available, the user group is looking at storage options and prices.

Auditorium Option

Another option that was discussed with user groups was using the Auditorium (84' x 64') to setup indoor programming. Although the space requirements are comparable to Freedom Gym (Court dimension: 84' x 42'), the day-to-day challenges of moving programming (170 individual classes between 8:00am and 4:00pm), setting the facility for rentals, general preventative maintenance operations, and in managing the user groups with any changes make this option a logistical challenge and staff does not recommend continuing to explore this option.

Staff typically breakdown and cleanup Journey's Sunday Auditorium rental on Monday mornings. Changing this schedule would require a change in staff schedules and potentially additional expense to the District.

The District resurfaces the Auditorium floors 13 times per year (1 complete resurfacing, 12 resurface coats) at an estimated cost of \$2,200.00. Additional usage would require additional maintenance and incurred expense.

Monte Vista Gym Option

The District partially owns (with Pleasant Valley School District, or "PVSD") Monte Vista Gym. Although this gym would not be available during the school year, pending PVSD summer use, the District could provide programming space during this period. Challenges include the amount of staff time required to book and manage reservations with PVSD, the programming the District currently has during the summer months (basketball, Camp Funtastic), and a lack of storage space.

Additionally, the District pays an annual maintenance fee in the amount of \$2,250.00 towards floor maintenance. Additional use may see this expense increasing.

Option 3 – Joint-Use Agreements for Similarly Situated Space

In discussions with Mr. Roberto Martinez, CEO of the Boys & Girls Club of Camarillo (BGC), there is an option to enter into a non-exclusive joint-use agreement ("JUA") to use their facility on Temple Ave. This option is as follows:

- 3a. A one (1) year agreement, to be reviewed annually based on programming needs, construction, and annual maintenance
- 3b. Non-exclusive use hours will be 8:00am-12:00pm, Monday-Friday, pending BGC traditional use
 - BGC will continue to have access to their programs and facilities after 2:00pm and all day/night on weekends
- 3c. The District to pay 50% of the annual floor maintenance expense, estimated to be \$2,000.00 per year (\$1,000.00 is the District's share)
- 3d. The District to provide a one (1) full page ad (a \$1,500.00 value) in each issue of our Activity Guide (three (3) times per 12-month period for the duration of the Agreement)
- 3e. The District to provide 60 single-use entry passes each Friday in June, July, and August for BGC summer camp use (a \$2,160.00 value)
- 3f. The District to provide insurance for gym use

It is important to note District programming cannot interfere with BGC use of their facility. BGC traditionally has a summer camp that runs Monday-Friday in June, July, August; has mini-camps in the fall, spring, and winter when school is out (1-2 weeks each camp); and is open for BGC use on holidays when schools are closed.

Additionally, the BGC does not have the availability to provide storage for user groups.

As the Boys & Girls Club of Camarillo are currently working on renovation plans to expand their facility, there is no construction timeline as permitting is still with the City of Camarillo. The BGC

is aiming for groundbreaking to start at the end of summer in 2020. It is unknown at this time if construction will impact any proposed programming or this JUA.

Regardless of option, programming hours on weekends and during the evenings is not available. This will impact the badminton group which plays on Saturday evenings and all rental opportunities the District has traditionally supported and generated revenue from.

FISCAL IMPACT

The annual expense for the agreement with Mr. Kuskie is estimated to be \$10,000, which is comparable to what the District currently spends on annual maintenance at Freedom Gym.

RECOMMENDATION

It is recommended that the Board approve and authorize the General Manager to negotiate and enter into a Memorandum of Understanding with Mr. Kuskie for use of Freedom Gym.

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

TO: BOARD OF DIRECTORS

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

DATE: February 5, 2020

**SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION
NO. 644 APPROVAL OF MID-YEAR BUDGET
ADJUSTMENTS FOR FY 2019-2020**

SUMMARY

The fiscal year 2019-2020 budget was adopted in July 2019. Half-way through the fiscal year, staff reviews the budget line items to determine if any adjustments need to take place in order to bring the budget more in line with what the projected revenue or expense will be at June 30, 2020. Currently, staff is asking the Board to review the budget adjustments and approve the mid-year revisions.

BACKGROUND

The Fiscal Year 2019-2020 Budget was approved July 3, 2019. The budget was developed by staff, reviewed during budget workshops and then approved by the Board of Directors as part of the budgeting process. The budget is adjusted at mid-year when there are changes in budget line items which represent noteworthy changes. The budget at mid-year is reviewed and analyzed by staff and the General Manager before going to the Board for any budget adjustment approvals. Budget revisions during the fiscal year are consistent with accounting practices and recommended by the District's auditors.

ANALYSIS

District Wide, Fund 10 revenue is at 61.8% or 11.8% above the budget for mid-year. This is primarily due to the District receiving the scheduled Tax Apportionment in December and receiving a higher than budgeted amount in the Reimbursement Recognized Obligation Payment Schedule (ROPS) due to conservative budgeting. Tax Apportionment is showing higher than 50%, due to receiving 6.9% more at mid-year. The District is also showing \$156,693 in a new line item that does not have a budget called Hill Fire 2018. Overall the District's revenues are currently sufficient, and it is projected the District revenues will hit the target of \$8.214 million which is the amount budgeted for Fiscal Year 19/20.

There are no revenue budget adjustments for Fund 20 (Assessment District) or Fund 30 (Park Dedication Fee).

Overall the District's expenses for Fund 10 (Personnel and Service and Supplies) are running at 52.4% of budget, or 2.4% above the 50% of budget mark for the fiscal year. The General Fund Personnel expenditures are at 48.3% of budget and Services and Supplies expenditures are at 58.1% for the period ending December 31, 2019. Even though the District's budget for FY19-20 is stable, there are a few line items in both revenue and expenditures that will need budget adjustments.

Fund 10 Budget Adjustments

REVENUE

Account Name	Action	Amount	Reason
Reimb ROPS	Increase	\$100,000	Conservative Budget
Contracted Classes	Decrease	(\$20,000)	PVAC Closure/Low Contract Instructors
Public Fees	Decrease	(\$80,000)	PVAC Closure/Programming Low Enrollment
Public Fees-Entry Fees	Decrease	(\$10,000)	PVAC Closure
Rental	Decrease	(\$20,000)	PVAC Closure/Loss of Hockey Tournament/Low Facility Rental (Rec)
TOTAL CHANGE	DECREASE	(\$30,000)	

PERSONNEL EXPENSE

Account Name	Action	Amount	Reason
Part-Time Salaries	Decrease	(\$40,000)	PVAC Closure
TOTAL CHANGE	DECREASE	(\$40,000)	

SERVICES AND SUPPLIES

Account Name	Action	Amount	Reason
IT Services	Increase	\$13,518	Prior Year Billing/Website Purchase and Maint.
Legal Services	Increase	\$22,000	Increase Employee Relations & Projects
Food Supplies	Decrease	(\$10,000)	Increase in Community Partnerships
Permit & Licensing	Decrease	(\$5,000)	Fewer Permits for District Events
Instructor Services	Decrease	(\$25,000)	Low Contract Instructors
Rents & Leases Equip	Decrease	(\$5,000)	Increase in Community Partnerships
Buses/Excursions	Decrease	(\$15,000)	Excursions canceled due to Low Enrollment
TOTAL REVENUE	DECREASE	(\$30,000)	
TOTAL EXPENSE	DECREASE	(\$64,482)	

OVERALL BUDGET CHANGE IS REVENUE OVER EXPENSES (FUND 10) \$34,482

Assessment District (Fund 20):
No Mid-Year Budget Adjustments

Type of Account	Percentage of Budget at Mid-Year
Revenue	56.9%
Personnel	24.2%
Services and Supplies	70.3%
Overall Expenses	69.12%

Park Dedication (Fund 30):

Fund 30 for FY19-20 has one mid-year budget adjustment to capital improvement projects. The project requested is an injector for Pleasant Valley Fields. The injector adds liquid fertilizer through the irrigation delivery system and helps with accurate placement of the fertilizer onto the grass.

Type of Account	Percentage of Budget at Mid-Year	Mid-Year Request and Amount
Revenue	3173%	
Personnel	0%	
Services and Supplies	0%	
Capital Improvement Projects	9.8%	Chemical Injection System \$60,000

Capital:

It is unsure at this time if any budget adjustments on current Capital Improvement Projects will be needed, as the projects are coming in either at or under budget as of today's date. Staff will monitor the accounts and will bring the items to the Board in the event a budget adjustment is needed.

Staff is respectfully requesting the Board of Directors consider two new capital improvement projects for the mid-year. The total budget adjustment for General Fund Capital will be determined at a later date as staff needs to fully explore the options for the Community Center Kitchen. The Quimby Fund capital expense would increase \$60,000 for the injector.

Capital Improvement Project	Amount Needed for Mid-Year Budget Adj.	Funding
Injector for Pleasant Valley Fields	\$ 60,000	Quimby Fund
Community Center Kitchen	TBD	General Fund

With these mid-year budget adjustments taken into consideration, revenue exceeds expenses by \$63,683 which is an improvement of \$34,482 from the original budget adopted in July 2019.

Neither the Assessment District (Fund 20) nor the Park Dedication Fee (Fund 30) have any personnel or services and supplies budget adjustments.

FISCAL IMPACT

Keeping in mind the changes that are mentioned above, the impact on the District Wide budget in fiscal year 2019-2020 is an increase of \$34,482 in revenue over expenses for Fund 10.

STAFF RECOMMENDATION

It is recommended the Board Adopt Resolution No. 644 to Approve Mid-Year Budget Adjustments for FY 2019-2020.

ATTACHMENTS

- 1) Fund 10 Mid-Year Budget Summary Pages (3 pages)
- 2) Fund 30 Mid-Year Budget Summary Page (1 page)
- 3) Resolution No. 644 (1 page)

General Ledger
Mid-Year Budget Adjustments - Fund 10
Fiscal Year 2019-2020

Description	Account	One Year Prior Actual	Original Budget 19-20	Budget Adj	Mid-Year Budget	Year to Date	% of Budget Used
Revenue							
Tax Apport - Cur Year Secured	5110-5240	\$ 3,581,699.10	\$ 6,561,872.00		\$ 6,561,872.00	\$ 3,737,916.16	56.96%
Interest Earnings	5310	\$ 25,262.06	\$ 46,500.00		\$ 46,500.00	\$ 35,500.86	76.35%
Dividends - CAPRI Prior Years	5460	\$ -	\$ -		\$ -	\$ -	0.00%
Hill Fire 2018	5465	\$ 49,333.34	\$ -		\$ -	\$ 156,693.01	0.00%
Park Patrol Citations	5506	\$ 6,140.13	\$ 4,950.00		\$ 4,950.00	\$ 2,278.26	46.03%
Plan Check Fee	5507	\$ -	\$ -		\$ -	\$ -	0.00%
Contract Classes-Public Fees	5510	\$ 90,719.11	\$ 255,485.00	\$ (20,000.00)	\$ 235,485.00	\$ 109,520.95	42.87%
Public Fees	5511	\$ 172,981.49	\$ 459,621.00	\$ (80,000.00)	\$ 379,621.00	\$ 175,788.90	38.25%
Public Fees-Entry Fees	5520	\$ 32,364.56	\$ 56,995.00	\$ (10,000.00)	\$ 46,995.00	\$ 27,797.76	48.77%
Vending Concessions	5525	\$ 1,547.38	\$ 3,446.00		\$ 3,446.00	\$ 2,525.50	73.29%
Rental	5530	\$ 207,594.59	\$ 423,769.00	\$ (20,000.00)	\$ 403,769.00	\$ 212,910.57	50.24%
Cell Tower Revenue	5535	\$ 45,592.48	\$ 91,704.00		\$ 91,704.00	\$ 52,106.11	56.82%
Annual Passes	5536	\$ (122.00)	\$ -		\$ -	\$ -	0.00%
Parking Fees	5540	\$ 9,690.32	\$ 12,312.00		\$ 12,312.00	\$ 7,876.16	63.97%
Dues	5550	\$ 816.00	\$ 2,000.00		\$ 2,000.00	\$ 50.00	2.50%
Activity Guide Revenue	5555	\$ 8,125.75	\$ 18,000.00		\$ 18,000.00	\$ 13,060.00	72.56%
Sponsorships	5558	\$ -	\$ -		\$ -	\$ 1,800.00	0.00%
Staffing Cost Recovery	5563	\$ 3,734.16	\$ 16,880.00		\$ 16,880.00	\$ 13,326.31	78.95%
Special Event Permits	5564	\$ 306.00	\$ 1,000.00		\$ 1,000.00	\$ 203.00	20.30%
Gain/(Loss) LAIF Investments	5565	\$ -	\$ -		\$ -	\$ -	0.00%
Security Services Recovery	5566	\$ -	\$ -		\$ -	\$ 1,350.00	0.00%
Donations	5570	\$ 75,194.00	\$ 90,000.00		\$ 90,000.00	\$ 95,939.50	106.60%
HCF Grant 2019	5573	\$ 1.00	\$ -		\$ -	\$ 23.65	0.00%
Other/Purchase Discount Taken	5575	\$ 43,773.02	\$ 68,015.00		\$ 68,015.00	\$ 47,134.23	69.30%
Credit Card Processing Fee	5576	\$ -	\$ -		\$ -	\$ 578.52	0.00%
Cash Over/Under	5580	\$ 19.00	\$ -		\$ -	\$ 105.00	0.00%
Incentive Income	5585	\$ 1,205.63	\$ 1,900.00		\$ 1,900.00	\$ 1,347.70	70.93%
Prior Period Adjustment	5595	\$ -	\$ -		\$ -	\$ -	0.00%
Reimbursement - ROPS	5600	\$ 282,734.93	\$ 100,000.00	\$ 100,000.00	\$ 200,000.00	\$ 309,187.20	309.19%
Reimb-Needs Assessment/LPA	5605	\$ 516.00	\$ -		\$ -	\$ 75,482.17	0.00%
Revenue		\$ 4,639,228.05	\$ 8,214,449.00	\$ (30,000.00)	\$ 8,184,449.00	\$ 5,080,501.52	61.85%
Expense							
Full Time Salaries	6100	\$ 1,041,458.25	\$ 2,650,972.00		\$ 2,650,972.00	\$ 1,211,389.11	45.70%
Overtime Salaries	6101	\$ 21,824.94	\$ 32,508.00		\$ 32,508.00	\$ 17,833.74	54.86%
Car Allowance	6105	\$ 5,406.44	\$ 10,800.00		\$ 10,800.00	\$ 5,815.18	53.84%
Cell Phone Allowance	6108	\$ 8,078.86	\$ 15,420.00		\$ 15,420.00	\$ 8,101.00	52.54%
Part-Time Salaries	6110	\$ 343,821.95	\$ 510,254.00	\$ (40,000.00)	\$ 470,254.00	\$ 333,565.82	65.37%
Retirement	6120	\$ 185,393.21	\$ 450,140.00		\$ 450,140.00	\$ 202,463.28	44.98%
457 Pension	6121	\$ 6,635.96	\$ 7,445.00		\$ 7,445.00	\$ 6,347.66	85.26%
Employee Insurance	6130	\$ 112,772.71	\$ 304,641.00		\$ 304,641.00	\$ 114,217.73	37.49%
Workers Compensation	6140	\$ 73,251.96	\$ 172,200.00		\$ 172,200.00	\$ 54,491.61	31.64%
Unemployment Insurance	6150	\$ 1,103.00	\$ 5,000.00		\$ 5,000.00	\$ 633.00	12.66%
Loan - Pension Obligation	6160	\$ 22,873.00	\$ 250,532.00		\$ 250,532.00	\$ (4,260.14)	-1.70%
PERS Unfunded Liability	6170	\$ 286,560.00	\$ 348,560.00		\$ 348,560.00	\$ 349,318.00	100.22%
Personnel		\$ 2,109,180.28	\$ 4,758,472.00	\$ (40,000.00)	\$ 4,718,472.00	\$ 2,299,915.99	48.33%
Telephone/Internet	6210	\$ 5,811.07	\$ 20,804.00		\$ 20,804.00	\$ 10,767.74	51.76%
Internet Services	6220	\$ 16,244.17	\$ 27,492.00	\$ 13,518.00	\$ 41,010.00	\$ 25,595.37	93.10%
IT Infrastructure	6230	\$ -	\$ 2,400.00		\$ 2,400.00	\$ 115.85	4.83%
Computer Hardware/Software	6240	\$ -	\$ 13,264.00		\$ 13,264.00	\$ 3,068.19	23.13%
Pool Chemicals	6310	\$ 3,435.89	\$ 11,500.00		\$ 11,500.00	\$ 2,597.49	22.59%
Janitorial Supplies	6320	\$ 26,452.25	\$ 53,400.00		\$ 53,400.00	\$ 21,520.21	40.30%
Kitchen Supplies	6330	\$ 370.85	\$ 2,400.00		\$ 2,400.00	\$ 352.26	14.68%
Food Supplies	6340	\$ 3,716.69	\$ 18,800.00	\$ (10,000.00)	\$ 8,800.00	\$ 2,297.58	12.22%
Water Maint & Service	6350	\$ 402.35	\$ 1,176.00		\$ 1,176.00	\$ 470.27	39.99%
Laundry/Wash Service	6360	\$ 48.00	\$ 680.00		\$ 680.00	\$ 181.00	26.62%
Medical Supplies	6380	\$ -	\$ 850.00		\$ 850.00	\$ 21.98	2.59%
Insurance Liability	6410	\$ 57,572.00	\$ 143,930.00		\$ 143,930.00	\$ 142,201.00	98.80%
Equipment Maintenance	6500	\$ -	\$ 400.00		\$ 400.00	\$ -	0.00%
Fuel	6510	\$ 21,646.98	\$ 48,000.00		\$ 48,000.00	\$ 25,546.92	53.22%
Vehicle Maintenance	6520	\$ 17,330.80	\$ 35,400.00		\$ 35,400.00	\$ 11,000.21	31.07%
Office Equipment Maintenance	6530	\$ -	\$ 600.00		\$ 600.00	\$ -	0.00%
Computer Equip Maintenance	6540	\$ -	\$ -		\$ -	\$ -	0.00%
Building Repair	6610	\$ 40,420.27	\$ 93,250.00		\$ 93,250.00	\$ 39,869.80	42.76%
HVAC	6620	\$ 3,401.53	\$ 10,240.00		\$ 10,240.00	\$ 824.61	8.05%
Playground Maintenance	6630	\$ 12,495.80	\$ 30,000.00		\$ 30,000.00	\$ 18,125.81	60.42%
Hill Fire 2018	6640	\$ 13,424.72	\$ -		\$ -	\$ 368,974.05	0.00%
Grounds Maintenance	6710	\$ 34,084.71	\$ 91,280.00		\$ 91,280.00	\$ 36,104.69	39.55%
Tree Care - Assess	6719	\$ 7,081.50	\$ 28,000.00		\$ 28,000.00	\$ -	0.00%
Contracted LS Services	6720	\$ 832.10	\$ -		\$ -	\$ -	0.00%
Park Signage (Branding)	6725	\$ 85.29	\$ -		\$ -	\$ 6,895.75	0.00%
Contracted Pest Control	6730	\$ 575.00	\$ 2,000.00		\$ 2,000.00	\$ 820.00	41.00%
Rubbish & Refuse	6740	\$ 28,875.42	\$ 73,586.00		\$ 73,586.00	\$ 36,418.56	49.49%

General Ledger
Mid-Year Budget Adjustments - Fund 10
Fiscal Year 2019-2020

Description	Account	One Year		Original Budget 19-20	Budget Adj	Mid-Year Budget	Year to Date	% of Budget Used
		Prior Actual						
Vandalism/Theft	6750	\$ -	\$ 1,000.00			\$ 1,000.00	\$ -	0.00%
Memberships	6810	\$ 11,904.63	\$ 16,245.00			\$ 16,245.00	\$ 12,720.26	78.30%
Office Supplies	6910	\$ 7,518.94	\$ 23,671.00			\$ 23,671.00	\$ 10,938.43	46.21%
Postage Expense	6920	\$ 6,094.41	\$ 22,540.00			\$ 22,540.00	\$ 11,964.43	53.08%
Advertising Expense	6930	\$ 5,073.00	\$ 5,840.00			\$ 5,840.00	\$ 2,214.37	37.92%
Printing Charges	6940	\$ 8,557.63	\$ 13,598.00			\$ 13,598.00	\$ 6,672.33	49.07%
ActiveNet Charges	6950	\$ 24,314.76	\$ 61,209.00			\$ 61,209.00	\$ 27,705.39	45.26%
Approp Redev/Collection Fees	6960	\$ 216,603.87	\$ 459,455.00			\$ 459,455.00	\$ 239,173.17	52.06%
Minor Furn Fixture & Equip	6980	\$ 851.60	\$ 1,233.00			\$ 1,233.00	\$ 864.17	70.09%
Comp Hardware/Software Exp	6990	\$ 3,238.48	\$ -			\$ -	\$ 89.94	0.00%
Fingerprint Fees (HR)	7010	\$ 464.00	\$ 2,440.00			\$ 2,440.00	\$ 1,194.00	48.93%
Fire & Safety Insp Fees	7020	\$ 4,052.43	\$ 4,275.00			\$ 4,275.00	\$ 2,616.95	61.22%
Permit & Licensing Fees	7030	\$ 6,913.79	\$ 11,730.00	\$ (5,000.00)		\$ 6,730.00	\$ 2,574.87	21.95%
State License Fee	7040	\$ 755.00	\$ 800.00			\$ 800.00	\$ 852.50	106.56%
Professional Services	7100	\$ 1,400.00	\$ 20,000.00			\$ 20,000.00	\$ 3,384.13	16.92%
Legal Services	7110	\$ 24,844.50	\$ 78,000.00	\$ 22,000.00		\$ 100,000.00	\$ 51,563.08	66.11%
Typeset and Print Services	7115	\$ 12,169.07	\$ 40,400.00			\$ 40,400.00	\$ 14,019.45	34.70%
Instructor Services	7120	\$ 67,469.60	\$ 162,847.00	\$ (25,000.00)		\$ 137,847.00	\$ 66,865.17	41.06%
PERS Admin Fees	7125	\$ 484.71	\$ 1,550.00			\$ 1,550.00	\$ 1,419.83	91.60%
Audit Services	7130	\$ 5,000.00	\$ 20,175.00			\$ 20,175.00	\$ 6,100.00	30.24%
Medical & Health Svcs (HR)	7140	\$ 995.00	\$ 9,250.00			\$ 9,250.00	\$ 4,152.50	44.89%
Security Services	7150	\$ 2,978.28	\$ 9,530.00			\$ 9,530.00	\$ 693.55	7.28%
Entertainment Services	7160	\$ 1,324.99	\$ 7,500.00			\$ 7,500.00	\$ 420.00	5.60%
Business Services	7180	\$ 51,675.30	\$ 61,788.00			\$ 61,788.00	\$ 44,489.91	72.00%
Conversion Adjustment	7185	\$ -	\$ -			\$ -	\$ (52,050.17)	0.00%
Umpire/Referee Services	7190	\$ 1,000.00	\$ 1,877.00			\$ 1,877.00	\$ 919.00	48.96%
Subscriptions	7210	\$ 446.16	\$ 4,712.00			\$ 4,712.00	\$ 1,409.96	29.92%
Rents & Leases - Equip	7310	\$ 15,918.71	\$ 41,750.00	\$ (5,000.00)		\$ 36,750.00	\$ 10,189.16	24.41%
Bldg/Field Leases & Rental	7320	\$ -	\$ 120.00			\$ 120.00	\$ 60.00	50.00%
Event Supplies	7410	\$ 629.18	\$ 2,245.00			\$ 2,245.00	\$ 1,304.95	58.13%
Supplies	7420	\$ 2,129.74	\$ 9,250.00			\$ 9,250.00	\$ 7,591.11	82.07%
Bingo Supplies	7430	\$ 3,970.55	\$ 9,600.00			\$ 9,600.00	\$ 3,348.45	34.88%
Sporting Goods	7440	\$ 1,055.45	\$ 7,900.00			\$ 7,900.00	\$ 2,580.97	32.67%
Arts and Craft Supplies	7450	\$ 52.48	\$ 2,430.00			\$ 2,430.00	\$ 47.24	1.94%
Training Supplies	7460	\$ 247.00	\$ 2,500.00			\$ 2,500.00	\$ 534.36	21.37%
Camp Supplies	7470	\$ 1,143.82	\$ 2,000.00			\$ 2,000.00	\$ -	0.00%
Small Tools	7500	\$ 3,586.27	\$ 6,000.00			\$ 6,000.00	\$ 2,021.62	33.69%
Safety Supplies	7510	\$ 793.74	\$ 6,855.00			\$ 6,855.00	\$ 3,417.63	49.86%
Uniform Allowance	7610	\$ 2,871.99	\$ 12,450.00			\$ 12,450.00	\$ 6,889.19	55.33%
Safety Clothing	7620	\$ 849.82	\$ 6,054.00			\$ 6,054.00	\$ 1,254.96	20.73%
Conference&Seminar Staff	7710	\$ 9,092.80	\$ 27,510.00			\$ 27,510.00	\$ 14,759.48	53.65%
Conference&Seminar Board	7715	\$ 80.00	\$ 4,450.00			\$ 4,450.00	\$ 270.00	6.07%
Conference&Seminar Travel Exp	7720	\$ 6,639.38	\$ 13,117.00			\$ 13,117.00	\$ 4,428.64	33.76%
Out of Town Travel Board	7725	\$ 1,418.82	\$ 6,556.00			\$ 6,556.00	\$ 846.72	12.92%
Private Vehicle Mileage	7730	\$ 1,236.13	\$ 4,287.00			\$ 4,287.00	\$ 1,012.60	23.62%
Buses/Excursions	7750	\$ 12,753.54	\$ 26,700.00	\$ (15,000.00)		\$ 11,700.00	\$ 4,336.94	16.24%
Tuition/Book Reimbursement	7760	\$ 925.73	\$ -			\$ -	\$ 1,268.75	0%+
Utilities - Gas	7810	\$ 8,326.30	\$ 26,283.00			\$ 26,283.00	\$ 11,563.16	43.99%
Utilities - Water	7820	\$ 392,111.15	\$ 825,373.00			\$ 825,373.00	\$ 453,746.06	54.97%
Utilities - Electric	7830	\$ 95,345.35	\$ 240,864.00			\$ 240,864.00	\$ 92,868.93	38.56%
Airport Assessment Exp	7840	\$ -	\$ 10,000.00			\$ 10,000.00	\$ 14,235.00	142.35%
Awards and Certificates	7910	\$ 7,517.03	\$ 20,995.00			\$ 20,995.00	\$ 10,926.67	52.04%
Meals for Staff Training	7920	\$ 1,068.76	\$ 2,610.00			\$ 2,610.00	\$ 1,305.78	50.03%
Employee Morale	7930	\$ 124.13	\$ 3,000.00			\$ 3,000.00	\$ 1,078.24	35.94%
COP Debt - PV Fields	7950	\$ -	\$ 229,760.00			\$ 229,760.00	\$ -	0.00%
Reserve Vehicle Fleet	7970	\$ 10,000.00	\$ 10,000.00			\$ 10,000.00	\$ 10,000.00	100.00%
Reserve Computer Fleet	7971	\$ 5,000.00	\$ 5,000.00			\$ 5,000.00	\$ 5,000.00	100.00%
Reserve Dry Period	7973	\$ 90,000.00	\$ 90,000.00			\$ 90,000.00	\$ 90,000.00	100.00%
Reserve Repair/Oper/Admin	7975	\$ 30,000.00	\$ 20,000.00			\$ 20,000.00	\$ 20,000.00	100.00%
Services and Supplies		\$ 1,465,325.41	\$ 3,426,776.00	\$ (24,482.00)		\$ 3,402,294.00	\$ 1,993,623.17	58.18%
Capital								
Equip/Facility Replacement	8420	\$ -	\$ 64,000.00			\$ 64,000.00	\$ -	0.00%
Sr/Community Rec Facility	8422	\$ 1,032.00	\$ -			\$ -	\$ 7,270.00	0.00%
Auditorium Restroom Remodel	8435	\$ 2,786.93	\$ -			\$ -	\$ -	0.00%
Springville Dog Park Wall	8436	\$ 78,292.99	\$ -			\$ -	\$ -	0.00%
Pool Plaster/Fiberglass Resurf	8448	\$ 161,829.73	\$ -			\$ -	\$ -	0.00%
Pool Slide Metal Support	8449	\$ 56,243.31	\$ -			\$ -	\$ -	0.00%
Bob Kildee Restroom Roof	8450	\$ 15,613.00	\$ -			\$ -	\$ -	0.00%
Freedom RR/Concession Roof	8451	\$ 23,459.60	\$ -			\$ -	\$ -	0.00%
Charter Oak Tree Windrow	8452	\$ 9,681.50	\$ -			\$ -	\$ -	0.00%
PV Fields Painting Phase I	8453	\$ 11,270.00	\$ -			\$ -	\$ -	0.00%
Comm Ctr Exterior Restrooms	8454	\$ 21,911.49	\$ -			\$ -	\$ -	0.00%
Bob Kildee Irrigation Pump	8455	\$ 6,225.15	\$ -			\$ -	\$ -	0.00%
Mtr Enclosur-Encnt,Fhill,Adolf	8456	\$ 18,667.43	\$ -			\$ -	\$ 7,872.15	0.00%
Arnell Rnch Park Picnic Area	8457	\$ 23,507.52	\$ -			\$ -	\$ -	0.00%

General Ledger
Mid-Year Budget Adjustments - Fund 10
Fiscal Year 2019-2020

Description	Account	One Year	Original	Budget Adj	Mid-Year	Year to Date	% of Budget
		Prior Actual	Budget 19-20		Budget	Used	
Pitts Ranch Park Pavilion	8458	\$ 53,506.09	\$ -		\$ -	\$ 29,256.49	0.00%
Bob Kildee Irrigation Meter	8462	\$ 675.00	\$ -		\$ -	\$ -	0.00%
LPA Architects-CC/Gym/Sr Ctr	8463	\$ 158,833.87	\$ -		\$ -	\$ 19,690.15	0.00%
Arneill Ranch Park Renovation	8464	\$ 66,255.74	\$ -		\$ -	\$ 30,779.13	0.00%
Lamps/Pole Replacement at M.O.	8465	\$ -	\$ 53,000.00		\$ 53,000.00	\$ -	0.00%
L.E.D. Light Springville Tennis	8466	\$ -	\$ 22,000.00		\$ 22,000.00	\$ 16,370.64	74.41%
Charter Oaks Irrigation-Trees	8467	\$ -	\$ 10,000.00		\$ 10,000.00	\$ -	0.00%
Community Center Marquee	8468	\$ -	\$ 50,000.00		\$ 50,000.00	\$ -	0.00%
PVAC Pool Heater	8470	\$ -	\$ 23,930.00		\$ 23,930.00	\$ 23,930.00	100.00%
Cam Grove Play Equipment	8471	\$ -	\$ 34,117.00		\$ 34,117.00	\$ 33,270.80	97.52%
Freedom Park Parking Lot & Skyway	8472	\$ -	\$ 250,000.00		\$ 250,000.00	\$ 239,671.66	95.87%
P.V. Fields Painting II	8473	\$ -	\$ 15,000.00		\$ 15,000.00	\$ 13,690.00	91.27%
Community Center Kitchen					\$ -		
Capital Expense		\$ 709,791.35	\$ 522,047.00	\$ -	\$ 522,047.00	\$ 421,801.02	80.80%

Total Revenue	\$ 4,639,228.05	\$ 8,214,449.00	\$ (30,000.00)	\$ 8,184,449.00	\$ 5,080,501.52
Total Expenses w/out Capital	\$ 3,574,505.69	\$ 8,185,248.00	\$ (64,482.00)	\$ 8,120,766.00	\$ 4,293,539.16
Budgeted Revenue Over Expenses at Mid-Year		\$ 29,201.00	\$ 34,482.00	\$ 63,683.00	

General Ledger
Mid-Year Budget Adjustments - Fund 30
Fiscal Year 2019-2020

Description	Account	One Year Prior Actual	Budget	Budget Adj	Mid-Year Budget	Year to Date	% of Budget Used
Revenue							
Interest Earnings	5310	\$ (24,115.17)	\$ (43,900.00)			\$ (30,980.92)	70.57%
MBS Interest Earnings	5320	\$ (5,646.80)	\$ -			\$ (5,314.54)	0.00%
Park Dedication Fees	5400	\$ -	\$ -			\$ (1,356,700.46)	0.00%
Revenue		\$ 29,761.97	\$ 43,900.00			\$ 1,392,995.92	3173.11%
Expense							
Advertising Expense	6930	\$ -	\$ -			\$ -	0.00%
ActiveNet Charges	6950	\$ -	\$ -			\$ 95.00	0.00%
Services and Supplies		\$ -	\$ -	\$ -	\$ -	\$ 95.00	0.00%
Prior Year Capital							
Valle Lindo Restroom/Pavilion	8444	\$ -	\$ -			\$ 320,473.09	0.00%
Nancy Bush Park Playground	8445	\$ 63,161.45	\$ -			\$ -	0.00%
Nancy Bush Park-Picnic Area	8446	\$ 16,650.60	\$ -			\$ -	0.00%
Nancy Bush Park-Pavilion	8447	\$ -	\$ -			\$ -	0.00%
Freedom Baseball Fields	8459	\$ 1,663.97	\$ -			\$ 41,232.23	0.00%
Mel Vincent Park Restrooms	8460	\$ -	\$ -			\$ 56,990.39	0.00%
Nancy Bush Slab I	8461	\$ -	\$ -			\$ -	0.00%
Prior Year Capital		\$ 81,476.02	\$ -	\$ -	\$ -	\$ 418,695.71	
Current Year Capital							
PVAC Restroom & Shower	8469	\$ -	\$ 500,000.00			\$ 49,193.88	9.84%
PV Fields Injector				\$ 60,000.00			
Current Year Capital		\$ 162,952.04	\$ 500,000.00	\$ 60,000.00	\$ -	\$ 886,585.30	9.84%

Total Revenue	\$ 29,761.97	\$ 43,900.00	\$ -	\$ -	\$ 1,392,995.92
Total Expenses w/out Capital	\$ -	\$ -	\$ -	\$ -	\$ 95.00
Budgeted Revenue Over Expenses at Mid-Year		\$ 43,900.00	\$ -	\$ -	

RESOLUTION NO. 644

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
PLEASANT VALLEY RECREATION AND PARK DISTRICT,
APPROVING AND ADOPTING THE MID-YEAR BUDGET
ADJUSTMENTS FOR FISCAL YEAR 2019-2020**

WHEREAS, the final Budget for FY 2019-2020 was approved by the Pleasant Valley Recreation and Park District Board on July 3, 2019.

WHEREAS, on February 5, 2020 the recommended amended mid-year budget for fiscal year 2019-2020 was presented to the Board, and

WHEREAS, the Board has considered the recommended amendments.

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

1. The 2019-2020 Budget amendments as attached hereto including estimated revenues and appropriations for operations, capital improvements, Quimby funds, and transfers are hereby approved and adopted effective February 5, 2020.
2. The General Manager is authorized to make expenditures conforming with this Budget and to make adjustments between the various accounts within each fund, limited to the total amount budgeted for said funds.

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

AYES: _____

NAYS: _____

ABSENT: _____

Elaine Magner, Chair
PVRPD Board of Directors

ATTESTED:

Mike Mishler, 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: Jessica A. Puckett, CPRP, Administrative Analyst
and Brandon Lopez, Park Supervisor

DATE: February 5, 2020

**SUBJECT: CONSIDERATION OF DESIGN OPTIONS FOR NEW
MARQUEE AT THE COMMUNITY CENTER**

SUMMARY

The marquee sign provides the District with the opportunity to communicate information to our constituents as well as ensure people know the location of the District main campus. The current marquee has an outdated District logo and branding colors. This project will not only update the display to a digital LED display but will include a new sign illuminating the current logo and District name, and landscaping improvements. This project will replace the marquee signage at the entrance to the District Administrative Office and Community Center with a new digital LED display; \$50,000 was allocated in the FY 2019/2020 budget workshop.

BACKGROUND

The current marquee sign has provided the District with an opportunity to share upcoming program and event information with the community for many decades in a static or non-changing format. It is located at the corner of Carmen Drive and Burnley Street. The last record the District can locate gives an original installation date of November 30, 1990. The measurements, not including the side bollards, are 5' W x 9'4" H and is single-sided. It contains a traditional changeable copy panel (2' H x 8' W) that requires staff to change the individual letters on the sign by hand and is illuminated in order to be seen at nighttime. The paint and color scheme of the sign has undergone many changes over the years to keep it in good condition.

While this type of signage is still in high use in our community, advancements in technology have provided new and updated options for the advertising of our programs. One such option is digital signage powered by LED lighting. Digital signage will provide staff with a variety of informational and marketing benefits to the District that include: an increased volume of events and opportunities to share, larger picture view of program and event information, use of graphics in addition to text, increasing our brand (name and logo) awareness, and the ability to share information in real-time.

In digital signage, LED lighting has an average rated lifespan of 90,000-110,000 hours. LED lights do not decrease in output over time and maintain full output through their lifespan. When compared to a large back-lit sign with traditional incandescent or CFL bulbs, the District's

energy costs will be reduced because it is estimated that LED lighting will result in a 60-70% improvement in the overall energy efficiency of the signage lighting.

ANALYSIS

District staff met with City of Camarillo planning staff to review code requirements prior to soliciting multiple bids for this project. City staff was clear on the code requirements of a maximum 40 square feet of "sign area," and no taller than eight feet. They also stressed to District staff the importance of having a digital display sign with the capabilities to dim, lower the brightness, completely turn off at night, and to not include any flashing or moving objects. These requirements are in place to prevent distractions to both passing drivers and surrounding neighbors who may be bothered at night if the sign is too bright.

The first effort in soliciting bids for this project was to utilize the Sourcewell Cooperative Purchasing Community as the mechanism to receive any bids on the message display, signage and installation. Sourcewell is a national government purchasing cooperative that helps reduce the costs of goods and services by leveraging the purchasing power which ensures that all public agencies are receiving products and services of the highest quality at the lowest price. In every case, cooperative purchasing prices through agencies such as Sourcewell have allowed the District to realize a substantial cost savings. The Sourcewell contract was awarded to Daktronics, Inc. for the procurement of scoreboards, digital displays, and video boards with related design build technology integration, installation, supplies, and services.

Daktronics submitted a bid for the digital message board, but not for the installation of the board. Unfortunately, their preferred installer, Custom Signs, Inc., does not participate in cooperative purchasing. The pricing of their proposal surpassed the threshold of \$15,000, and therefore, prompted the need for a minimum of three bids from sign installers.

In addition to the need for additional bids and upon further inspection of the City's sign ordinance, staff also noticed the following related requirement for a double-faced sign instead of a single-faced sign, such as the current sign the District has in place, in the City's **Ordinance 979 § 3 (part), 2005.; 17.04.100 - Signs permitted in residential zones.-**

In addition to any other applicable signage allowed under this chapter, the following signage is permitted in residential zones:

C. Public Facilities. In all residential zones, churches, schools, hospitals, public facilities, conditional and special uses are permitted:

- 1. One lighted or unlighted **double-faced monument** or single-faced wall identification sign, not to exceed forty square feet in area, with the size and location to be determined by the planning commission. A monument sign may not exceed eight feet in height, and a freestanding sign may not exceed twelve feet in height.*

Staff contacted the City of Camarillo Planning Department to inquire about the necessity of a double-sided monument sign. John Novi, Senior Planner, replied that single-faced is allowed and preferred. Due to the fact double-sided is permitted in the ordinance and the initial quote we received from Daktronics, Inc. was for a single-sided LED display, staff created three options for installation companies to bid on to ensure we are prepared for single or double-sided:

1. Designing and installing a surrounding cabinet for a Daktronics single, one-sided Galaxy® Outdoor Electronic Message Center with the District name and logo signage illuminated;
2. Designing and installing both the single-sided LED digital sign (a vendor of their choosing) and the surrounding cabinet with the District name and logo signage illuminated;
3. One of the above options for a double-faced sign.

The bids we received varied in sizes, types, and vendors used. Options are laid out in the following four charts:

- A. Daktronics LED Galaxy® Outdoor Message Center Information and Prices
 - B. [Figure 1] Single-Sided with a Daktronics LED Message Center/Display
 - C. [Figure 2] Single-Sided with a LED Vendor of their Choice
 - D. [Figure 3] Double-Sided with a Daktronics LED Message Center/Display
-

A. Daktronics LED Message Board Display:

- a. Sourcewell Cooperative Purchasing Agreement – Daktronics LED Galaxy® Outdoor Electronic Message Center
 - i. Single-Sided and Double-Sided Display
 - ii. 15.85mm RGB LED Display
 - iii. 3' 8" H x 8' 1" W x 0' 5" D
 - iv. Includes taxes, shipping to installer
 - v. Warranties:
 1. Parts: Five Year
 2. Labor: One Year, on-site
 - vi. Controlling System: Verizon 4G Cellular Data Plan, Lifetime; Venus® Software
 - vii. Pricing:
 1. Single-Sided: \$17,749
 2. Double-Sided: \$28,862.75

B. Installation Options with Daktronics Galaxy® LED, Single-Sided Display:

	Sign*A*Rama	Custom Signs	Dave's Signs	Front Signs
Total Size (display, cabinet, base)	9'-3" H x 5'-6" W x 1' 3" D	7'-5" H x 8'-1" W	9'-3" H x 3' W	5'-5" H x 7' W
Façade/Materials	Aluminum	Aluminum	Aluminum	Aluminum
Base Install Incl.?	Yes	Yes - Stucco	Yes	Yes - Concrete

	Sign*A*Rama	Custom Signs	Dave's Signs	Front Signs
District Signage Incl.?	Yes	Yes	Yes	Yes
District Signage Illuminated?	Yes	Yes	Yes	Yes
City Permits Incl.?	Acquisition - Yes	No	No	Acquisition -Yes
Price (Sign/Installation)	\$11,417.13	\$17,642.07	\$20,880	\$29,444.55
Price (incl. Daktronics Brd.)	\$29,166.13	\$35,391.07	\$38,629	\$47,193.55

Figure 1. Single-Sided with a Daktronics Display

C. Installation Options of Single-Sided with a Different LED Display Vendor (Includes monument sign, LED message board, and installation):

	Sign*A*Rama	Custom Signs	Dave's Signs	Front Signs
LED Display Company	Vantage LED	<i>(Using Daktronics)</i>	Optec LED	<i>(Using Daktronics)</i>
Screen Resolution	All 3 options - 16mm	<i>(Using Daktronics)</i>	1. 16mm 2. 10 mm	<i>(Using Daktronics)</i>
Controlling System	SM Infinity	<i>(Using Daktronics)</i>	M.E. Pro Plus; ViViD*; CNET 1.0*; DNET 3.0*	<i>(Using Daktronics)</i>
Warranties	7 Years-Parts, On-Site, Lighting & Vandalism	<i>(Using Daktronics)</i>	5 Years-full Parts & In-Factory Labor; 10 Years Parts	<i>(Using Daktronics)</i>
Sign Size	<u>3 Size Options:</u> 1. 5'-8" H x 9' W 2. 5'-6" H x 8'6" W 3. 6'-7" H x 9'-3" W	<i>(Using Daktronics)</i>	112" x 36"	<i>(Using Daktronics)</i>
Content Creation Service	Yes- 12 months Incl.	<i>(Using Daktronics)</i>	No	<i>(Using Daktronics)</i>
City Permit Acquisition	Yes	<i>(Using Daktronics)</i>	No	<i>(Using Daktronics)</i>
Price:	1. \$27,505.57 2. \$24,497.73 3. \$24,982.60	<i>(Using Daktronics)</i>	1. \$33,934 2. \$36,780	<i>(Using Daktronics)</i>

Figure 2. Single-Sided with Other LED Displays

D. Installation Options with Double-Sided Display:

	Sign*A*Rama	Custom Signs, Inc.	Dave's Signs	Front Signs
Sign Size	No Proposal	7'-5" H x 8'1" W	No Proposal	8' H x 7' 3" W
Price:	No Proposal	\$18,317.83	No Proposal	\$44,621.25

Figure 3. Double-Sided with Daktronics Display

Lastly, there are some areas of additional costs to consider, as listed below. Certain costs will depend on which sign vendor is selected:

City of Camarillo Permits:	
Zone Clearance	\$596
New Sign Permit	\$305
Building Permits	\$200
New Landscaping:	\$1,500-\$2,000 [drought tolerant plantings, low to the ground to not impede the sign]
Façade Enhancements	\$1,000 [Depending on the sign vendor chosen, Parks Staff may enhance the façade of the sign base with stonework and mortar]
D.I.R. Registration:	\$400 [for any contractor job over \$25,000]
Electrical or IT Connections:	\$500-\$1,000 [if any additional lines need to be run, or WiFi Routing Improvements to reach the sign]

Figure 4. Additional Costs (Approximate)

The volume of options can feel daunting to choose from. If looking at cost alone, the answer would be easy. However, there are multiple factors to take into consideration:

- **Power Supply and Connectivity:** do we currently have the power and technical lines or systems in place to connect to the display?
- **Post-Purchase Controlling Subscriptions and Software:** are there any additional subscriptions or costs associated with the software used to control the display after it has been purchased or an introductory period?
- **Reputation of the Vendors, Products, and Service:** is the vendor known in the industry, are there any complaints or known issues with the product or services provided?
- **LED Pixel Picture Quality:** when dealing with LED picture quality, the right matrix size, color, and line spacing is imperative in order to ensure a clear and crisp picture for the correct distance in ratio to the placement of the sign. The lower the resolution in line spacing, the crisper and clearer the image on the screen becomes. A resolution of 10-19mm is standard for roadside monument signage.
- **Future Upgrading Options:** how easy will it be to change the display board or cabinet signage if there is a change in the District branding (logo, color scheme, etc.)?
- **Warranties:** how long and what do they guarantee for their parts and service?

FISCAL IMPACT

Funding in the FY 2019-2020 Capital Projects budget in the amount of \$50,000 was allocated for this project. While the quote from Sign*A*Rama of Ventura with a Vantage LED display sign is the lowest overall bid at \$24,982.00, it is the recommendation of staff to select the Daktronics, Inc. message board at a cost of \$17,749.00, and Custom Signs, Inc. designing and installing a surrounding cabinet at the cost of \$17,642.07, for an overall cost of \$35,391.07. This recommendation is a \$10,409.10 increase from the lowest bid from Sign*A*Rama of Ventura.

Staff justifies the recommendation based on the following:

- a) **Company and Product Reputation:** Daktronics, Inc. is a well-respected and known provider in the parks and recreation industry for quality scoreboards and digital displays that are durable and dependable. While Vantage LED is a California-based company out of Corona, when researching the company, staff was able to see documented complaints within the last two years of poor customer service and poor product quality on multiple sites including two official complaints filed with the Better Business Bureau. Daktronics, Inc. has no noticeable complaints on web sites nor the Better Business Bureau. Custom Signs, Inc. is the preferred vendor of Daktronics, Inc. for our area and was utilized for recent installations for the new display boards for the Pleasant Valley School District.
- b) **Connectivity Options:** The Daktronics, Inc. displays are based on a Verizon cellular connection and only requires the person controlling the system to have internet access in order to make any changes to it. There would be no required changes or upgrades to our WiFi connections in order to control the unit, whereas the Vantage LED system would require an antenna to be placed on our building and a clear line of sight between the sign and antenna. It would subsequently require additional fees to potentially remove trees behind the sign as well as the antenna and associated installation.
- c) **Sign Changes and Upgrades:** The cabinet that Custom Signs, Inc. has designed comes with a removeable signage slot (above the LED display) in the event District branding is changed, whereas Sign*A*Rama's cabinet and signage would require the entire surrounding face of the cabinet to be removed and replaced. Sign*A*Rama can build the sign to prepare for replacement in the future; however, the build of the sign from Custom Signs, Inc. would require less altering of the entire structure and reduce any potential damage of the LED display.
- d) **Base Options:** The base of the sign proposed by Custom Signs, Inc. is larger compared to Sign*A*Rama's base (2'-5" H x 8'1" W compared to 1'1" H x 9' W). The taller base would allow the sign to not only be seen at a higher stance but also provides a wider range of landscaping options as there is more space for vegetation to grow without impeding the view of the display. The priority of the sign is to be seen in order to increase our marketing and advertising, and a taller base will help accomplish this.

In totality, with the staff recommendation of a Daktronics, Inc. LED Galaxy® Outdoor Message Center, and signage creation and installation services by Custom Signs, Inc. at a combined total of \$35,391.07, and an estimated total of additional costs of \$5,000 maximum, this project can be completed within the allocated budget of \$50,000.

RECOMMENDATION

It is recommended the Board Approve the staff recommended bids of:

- 1) **Daktronics, Inc.** through Sourcewell Cooperative Purchasing for the *Single*-Sided LED Galaxy® Outdoor Electronic Message Center at **\$17,749.00** **and**
- 2) **Custom Signs, Inc.** for the *Single*-Sided Cabinet, District Signage, and Installation services at **\$17,642.07** for a total project cost not to exceed \$44,000.

ATTACHMENTS

- 1) Daktronics, Inc. Galaxy® Outdoor Electronic Message Center (SINGLE-sided) Quote (5 pages)
- 2) Sign*A*Rama of Ventura (SINGLE-sided) with Daktronics LED Quote and Rendering (3 pages)
- 3) Custom Signs, Inc. (SINGLE-sided) with Daktronics LED Quote and Rendering (2 pages)
- 4) Dave's Signs (SINGLE-sided) with Daktronics LED Quote (2 pages)
- 5) Front Signs (SINGLE-sided) with Daktronics LED Quote and Rendering (2 pages)

GALAXY® GS6 15.85 MM PRODUCT SPECIFICATIONS

The GS6 is the best full-feature, high-quality Galaxy series yet. This product provides users a display that runs outstanding graphics and animations using the best contrast in the industry. The 15.85 mm pixel pitch is the highest resolution 16 mm LED display in the industry.

15.85 MM TECHNICAL SPECIFICATIONS

Character Height:

4.4" (7 pixel font)

Line Spacing:

15.85 mm (0.62")

Pixel Configuration:

Monochrome: 1 red or 1 amber

RGB: 1 red, 1 green, 1 blue

Maximum Brightness:

Monochrome red: 4,500 nits

Monochrome amber: 6,000 nits

RGB: 12,000 nits

Monochrome Color Capability:

4,096 shades of red or amber

Full Color Capability:

RGB: 281 trillion colors

Optimal Viewing Angle:

140 degrees horizontal x 70 degrees vertical

Readability Angle:

160 degrees horizontal x 90 degrees vertical

Min Viewing Distance:

37'

PRODUCT FEATURES

- All sealed components
- Quick connects
- Mounting clips
- High-contrast louvers
- Redundant module signal
- Large sections for fast installation
- Front ventilation on displays less than seven feet tall
- No spreader beam required for displays greater than seven feet tall
- Same module size and cabinet size for all pixel pitches
- Single-step module removal
- Shallow cabinet depth
- Narrow cabinet borders

MODEL NUMBER GUIDE

GS6	-	100	x	250	-	15.85	-	RGB	-	SF
Series		Lines High		Columns Wide		Line Spacing		LED Color Red, Amber, or RGB		Single Face or Two View



GS6 SERIES SPECIFICATIONS

Estimated LED Lifetime:

100,000+ hours

Contrast Enhancement:

Non-reflective black louvers and module face grooves disperse light

Message Capability:

Text, graphics, logos, basic animation, video clips, multiple font styles, and sizes

Control Software:

Venus® Control Suite

Power:

120, 120/240 VAC Single Phase

Display Dimming:

64 levels (Automatic, scheduled or manual control)

Communication Options:

Ethernet Fiber Optic, Ethernet Bridge Radio, Remote Cellular, Ethernet CAT5

Operating Temperature:

-40°F to 120°F with 99% RH non-condensing

Compliance Information:

UL and cUL Listed, UL-Energy Verified, FCC compliance

DISPLAY CONFIGURATIONS



Single-face (SF)
Available in all sizes



Two-view (2V)
Available in all sizes

DAKTRONICS QUOTE # 715380-1-0

Pleasant Valley Recreation & Park District
 Jessica Puckett
 1605 Burnley St
 Camarillo, CA USA 93010
 Phone: (805)482-1996
 Fax: (805)482-3468
 Email: jpuckett@pvrrpd.org

5/Dec/2019
 Quote valid for: 90 days
 Terms: Net 30 days from shipment with
 Purchase Order
 Subject to Credit Review
 FCA: DESTINATION
 Delivery: Call for Production Time

Reference: Marquee - Sourcewell Contract #050819

Item No.	Model	Description	Qty	Price
1	GS6-60X150-15.85-RGB-SF	Galaxy® Outdoor Electronic Message Center - GS6 Series - 15.85mm RGB Matrix: 60 lines by 150 columns Line Spacing: 15.85mm LED Color: RGB- 281 Trillion Colors Face Configuration: SF - single one sided display View Angle: 140 degrees Horizontal x 70 degrees Cabinet Dimensions: Vertical Max Power: 3' 8" H X 8' 1" W X 0' 5" D (Approx. Dimensions) Weight: 905 watts/display Unpackaged 210 lbs per display; Packaged 420 lbs per display	1	\$15,314.00
	Daktronics Verizon Modem, 4G, Ethernet	Daktronics Verizon 4G Cellular Modem Only - Requires Daktronics Verizon Cellular Data Plan	1	
	System Startup	Final Commissioning of Equipment	1	
2	Taxes	9.5% (subject to change at time of shipping based on current tax rate and "Ship To" location)	1	\$1,317.08
3	FREIGHT	Shipping to Custom Signs in Azusa, CA 91702 via LTL (enclosed trailer). Usually unloads at a dock, forklift or pallet jack may be required.	1	\$540.00
Services				
4	G5C5-W	Five Year Warranty - Parts Coverage - G5G5	1	
	Venus® Control Suite - Prime Playlist Package, Cloud Based	Secure, web-based software that enables display management anytime, anywhere via internet connection. ADMINISTRATORS OF ACCOUNT REQUIRED AT TIME OF ORDER. Terms of Use: http://www.daktronics.com/TermsConditions/DD2688225	1	
	Venus® Control Suite - Prime Playlist One-on-One Webinar	Customized Venus® training in a live, web-based, conference call format using the customer's phone & computer. (English only.)	1	
	Daktronics Verizon Lifetime 4G Cellular Data Plan for VCS, Up to 100,000 Pixels	Daktronics Verizon Lifetime 4G Cellular Data Plan Per Modem, for Venus Control Suite on Displays Up to 100,000 pixels. Excludes streaming data feeds and diagnostics.	1	
5	On-site Labor	One Year Extended Service for on-site labor coverage	1	\$578.00
Total Price Including Applicable Tax:				\$17,749.08

Please reference listed sales literature: DD1569120 for On-site Labor, DD1628383 for G5C5-W, DD2688225 for Venus® Control Suite - Prime Playlist Package, Cloud Based, DD3148704 for GS6-60X150-15.85-RGB-SF, DD3512730 for Daktronics Verizon Modem, 4G, Ethernet

Please reference listed shop drawings: DWG-03111347 for GS6-60X150-15.85-RGB-SF



DAKTRONICS QUOTE # 715380-1-0

Leasing Program

If your purchase exceeds \$25,000, you may qualify for our leasing program allowing you more flexibility to spread out the cost of your Daktronics display over of a period up to five (5) years. Benefits of our leasing program include fixed rate financing, non-appropriation clause, no prepayment penalty, and customizable payment schedules. Plus, at the end of the lease, the equipment is yours to keep with no additional balloon payments.

Sample payment options as follows:

\$50,000 in total equipment cost = \$10,700 per year

\$100,000 in total equipment cost = \$21,199 per year

\$250,000 in total equipment cost = \$52,899 per year

Payments based on 5 year/annual payment in advance structure. **Leasing is subject to credit approval and agreed upon documentation with Daktronics lending partner. Contact your Daktronics representative for additional options and details.

Exclusions:

- | | |
|--|------------------------------------|
| - Electrical Installation | - Physical/Mechanical Installation |
| - Structure | - Foundation |
| - Power | - Hoist |
| - Engineering Certification | - Signal Conduit |
| - Labor to Pull Signal Cable | - Applicable Permits |
| - Electrical Switch Gear or Distribution Equipment | - Front End Equipment |

Unless expressly stated otherwise in this Quote # 715380-1 Rev 0 or the attachments, if Daktronics performs installation of the Equipment, the price quoted does not include the following services pertaining to physical installations: digging of footings (including dirt removal), any materials fabrication, installation of steel cages, rebar, or bolt attachments, or pouring and finishing of concrete footings. Those service may be provided for an additional cost beyond the quoted price. Purchaser shall be fully responsible for any and all additional costs plus overhead in the event anything unexpected of any nature whatsoever is found while digging the footings including but are not limited to rock, water, utility lines, pipes or any other unforeseen circumstance. The Purchaser acknowledges and agrees that it is fully responsible for all site conditions.

Installation Responsibilities:

If applicable please reference Attachment A for Installation Responsibilities.

Ad/ID Copy Approval Process

Customer shall provide digital artwork for advertising and identification panels, conforming to [Daktronics' graphic file standards](#), at the time of order. Daktronics will create a proof of provided artwork and require approval of that proof three weeks prior to the initial anticipated ship date. Advertising and identification panels not approved in time, will be shipped without copy in Daktronics' standard finish.



Bob Fechner
PHONE: 714-865-6040
FAX: 605-697-4746
EMAIL: Bob.Fechner@daktronics.com

Gary Delaney
PHONE: 605-692-0200
FAX: 605-692-0381
EMAIL: Gary.Delaney@daktronics.com

Terms And Conditions:

The Terms and Conditions which apply to this order available on request.

SL-02374 Standard Warranty and Limitation of Seller's Liability (www.daktronics.com/terms_conditions/SL-02374.pdf)

SL-02375 Standard Terms and Conditions of Sale (www.daktronics.com/terms_conditions/SL-02375.pdf)

SL-07862 Software License Agreement (www.daktronics.com/terms_conditions/SL-07862.pdf)

Additional Links:

Wireless Service Addendum (www.daktronics.com/TermsConditions/DD3956286)

Acceptance:

The parties acknowledge and agree that the agreement (the "Agreement") is comprised of the terms and conditions contained within this quote and any attachments thereto, along with the documents at the website addresses above. Purchaser hereby agrees to purchase the equipment as defined in the Agreement. Purchaser acknowledges having had the opportunity and means to review the Agreement. The Agreement represents the entire agreement of the parties and supersedes any previous understanding or agreement. The Undersigned has actual authority to execute this document and Daktronics is relying on such authority. Purchaser acknowledges and agrees to the above, as evidenced by its attestation below.

Customer Signature

Date

Print Name

Title

Purchase Order Information:

Pleasant Valley Recreation & Park District PO# _____ PO Date _____

Purchaser hereby confirms that the equipment is to be delivered to, and may be installed by Purchaser or Daktronics (as indicated elsewhere herein) at the address indicated on page one (1) of the agreement unless otherwise specified below:

Same as Bill to

Ship To:

Company

Contact Person

Address

City

_____ _____
State Zip

Telephone

Fax

Email

Same as Ship to

Installation Location (End User):

*Company

Contact Person

Address

*City

_____ _____
*State *Zip

Telephone

Fax

Email

*Required Information

BILL TO (if different from quoted address):

Company

Contact Person

Address

City

_____ _____
State Zip

Telephone

Fax

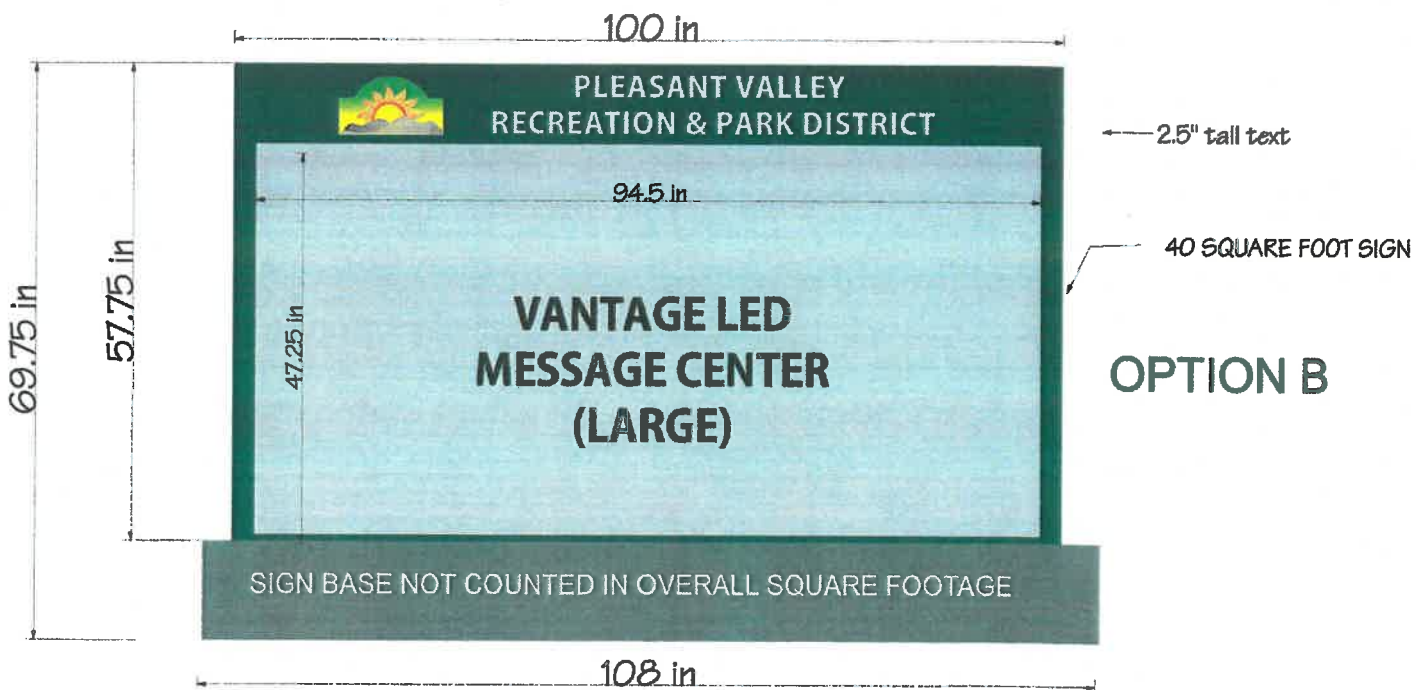
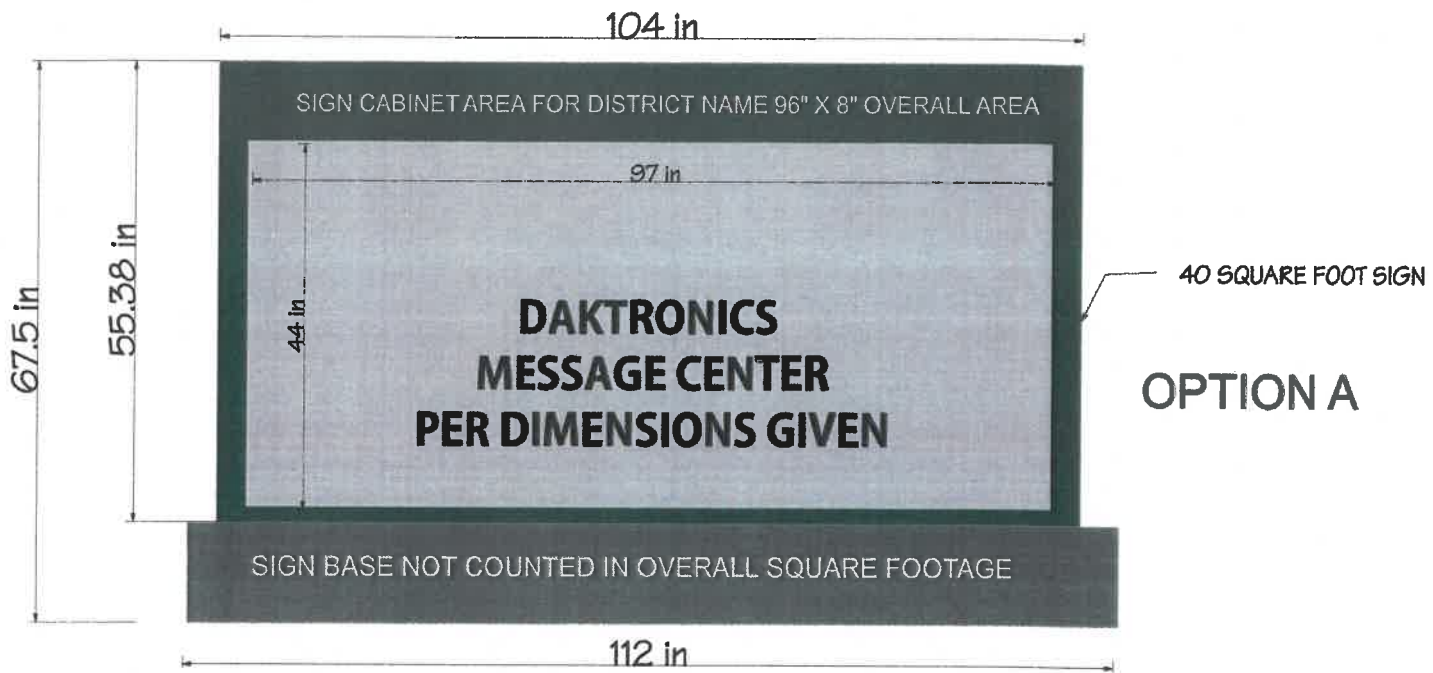
Email



ATTACHMENT A Installation Responsibilities Checklist: Outdoor

Responsible Party		Description
Daktronics	Customer	
✓		1. DAKTRONICS VERIZON 4G CELLULAR MODEM ONLY: Technician to check connection of Daktronics Verizon 4G Cellular Modem. Technician to review Venus Software on Customer supplied computer. Conduct basic review of complete system not to exceed one day.

NOTE: All change order work performed by Daktronics or Daktronics subcontractor will be performed at cost plus 20% overhead and profit.





1833 Portola Rd Unit F
 Ventura, CA 93003
 (805) 477-0243

ESTIMATE

EST-890

The Way to Grow Your Business

Payment Terms: Customer

Created Date: 1/20/2020

DESCRIPTION: Monument sign W/ customer provided Daktronics EMC: OPTION A

Bill To: Pleasant Valley Recreation & Parks
 1605 E. Burnley St.
 Camarillo, CA 93010
 US

Pickup At: Signarama Ventura
 1833 Portola Rd Unit F
 Ventura, CA 93003
 US

Requested By: Jessica Puckett
 Email: jpuckett@pvrpd.org
 Work Phone: (805) 482-5396

Salesperson: Mike Reese
 Email: mike@signarama-ventura.com
 Entered By: Mike Reese

NO.	Product Summary	QTY	UNIT PRICE	UNIT PRICE	AMOUNT
1	Monument sign with EMC (customer provided) OPTION A: 112" x 67.5" x 16" Aluminum constructed monument sign with LED illuminated letters reading PLEASANT VALLEY RECREATION & PARK DISTRICT w/logo. Includes fitting customer provided, 97" x 44" DAKTRONICS EMC. Per design provided. (OPTION A) Installation included. Permitting listed separately.	1		\$10,750.00	\$10,750.00
1.1	Monument Sign -				
1.2	Installation -				
2	Permit Acquisition Permit Acquisition Fee to submit and pull necessary permits.	1		\$175.00	\$175.00
2.1	Permit Acquisitions - Permit Acquisition				
3	Permit Fee-City of Camarillo City of permit fee will be added and is shown as \$0.. This amount will change to reflect the exact charge. A receipt and a copy of the city permit will be provided.	1		\$0.00	\$0.00
3.1	Permit - City Permit Charge				

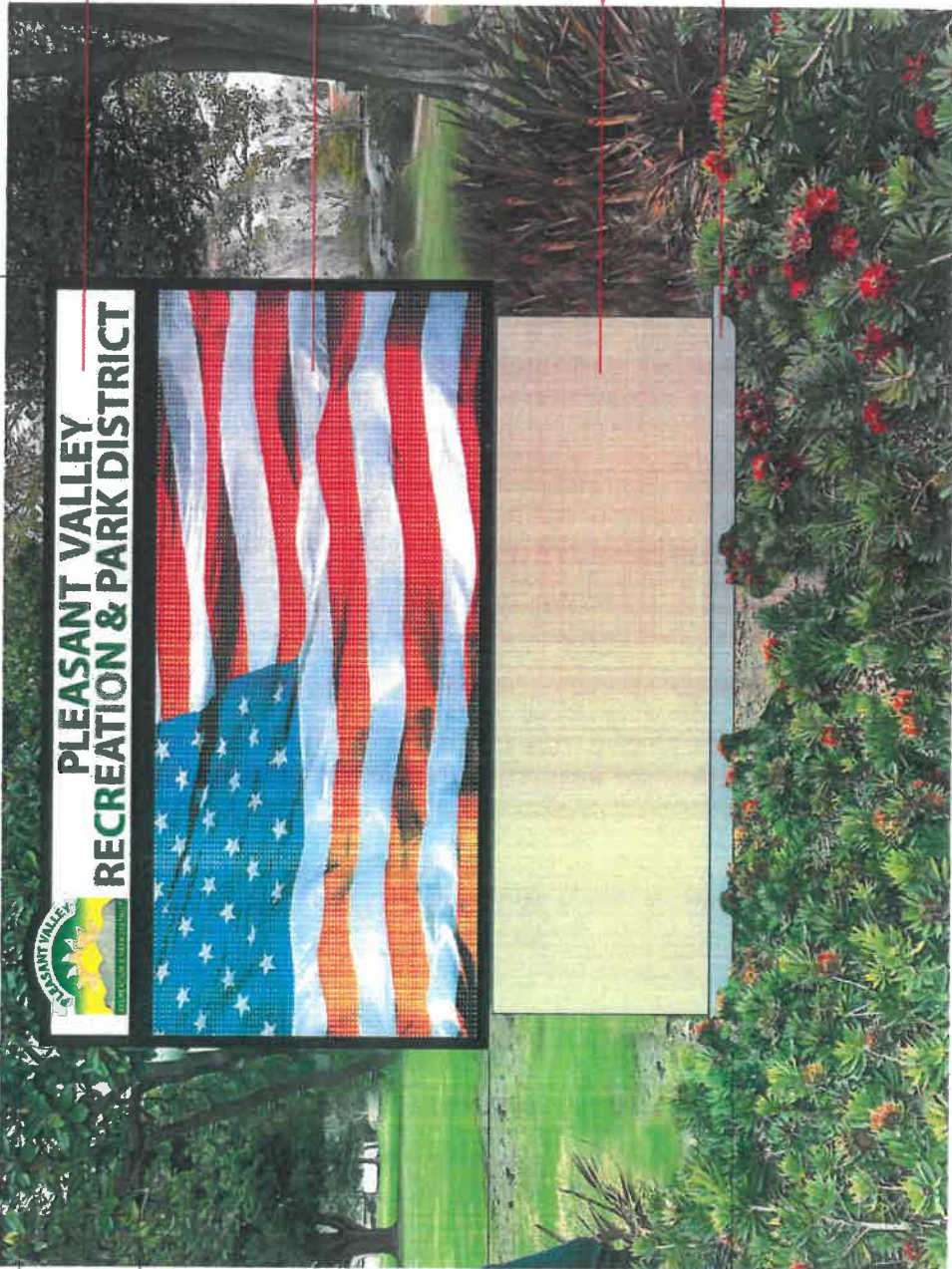
Regarding production of custom signs, this estimate is valid based on information from client about the project requirements. Changes by the client after proof and quote approval may result in a change to the price of the produced signs.

Subtotal:	\$10,925.00
Taxes:	\$492.13
Grand Total:	\$11,417.13
Deposit Required:	\$5,708.57

Regarding Installation and onsite services, this quote is for estimation purposes and is not a guarantee of cost for sign services for installation. The Estimate is based on current information from client about the project. for time required to complete the installation. Actual cost may change once project elements are finalized. Client agrees that sign service & repair will add on the cost of ballast, LED lights, lamps, sockets, wiring and other components to restore sign illumination as needed only. Client must request and approve complete replacement of lamps. Client may choose to pay for a site survey wherein we will inspect the sign illumination and will provide an itemized list of replacement components the sign needs.

Signature: _____ **Date:** _____

8'-1"



15"

3'-8"

30"

7'-5"

NON ILLUM. I.D. SIGN
W/ REMOVABLE FACE

DAKTRONICS GS6
RGB DISPLAY

TEXCOTE BASE
T/M BLDG.

MOW CURB

S/F MARQUEE MONUMENT SIGN / 1/2"=1'-0"



Custom Signs
INC.
962 W. Foothill Blvd., Azusa, CA 91702
(626) 969-2222 fax (626) 969-5511
e-mail: customsignsinc@juno.com

Title PLEASANT VALLEY RECREATION & PARK DISTRICT	Salesman TS	Designer Mark Garcia
	Drawing Date 1-8-20	Date
Location 1605 E. BURNLEY ST. CAMARILLO, CA 93010	Client Approval	

This is an original drawing created by CUSTOM SIGNS, INC. The information contained in this document is confidential work-product material and is intended for the eyes of the designated recipient only. If you are not the designated recipient, you are hereby notified that any unauthorized review, dissemination, distribution or copying of this document and that which is transmitted herewith, is strictly prohibited. Client agrees to pay 25% of the retail selling price of this display upon demand hereof, if said original design is used or reproduced in whole or in part.



962 W. Foothill Blvd.
 Azusa, CA 91702
 Phone 626-969-2222
 Fax 626-969-5511

DATE: 1/08/20

EXPIRATION DATE: 4/30/20

TO Pleasant Valley Recreation and Park District
 Jessica Puckett
 1605 E Burnley St
 Camarillo, CA 93010

JOB ADDRESS:
 SAME
 Jessica 805-482-1996
 jpuckett@pvrpd.org

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Tim Schwan	Freestanding Marquee	50% Down Balance on Completion	ASAP

QTY	ITEM #	DESCRIPTION	TOTAL
		<p>FABRICATE AND INSTALL ONE MONUMENT SIGN INCLUDING CUSTOMER SUPPLIED DAKTRONICS MESSAGE CENTER:</p> <p>Receive one Daktronics 3'8"X8'1" GS6 Electronic Message Center, uncrate and prepare for single face single support installation. Enclose back to conceal framing and support. Fabricate one 15"X8'1" internally-illuminated top ID sign and one 30"X7' monument sign base of fabricated aluminum with texcote finish. Dig 30"X4' deep footing and set a 4" square tube with rebar cage in 2,500 psi concrete with now curb. Install base, message center and ID sign onto 4" tube. Connect power at sign.</p> <p>Power to the location of the sign shall be existing or by others. Customer to remove the existing sign prior to installation of new sign.</p> <p>This price includes material, labor and tax. Permits, engineering, inspections and all related costs are NOT included.</p>	
		TOTAL DISCOUNT	
		SUBTOTAL	
		SALES TAX	
		TOTAL	\$17,642.07

Quotation prepared by: _____

This is a quotation on the goods named, subject to the conditions noted below: (Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.)

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!



Dave's Signs
 4773 Ortega Street, Unit C
 Ventura, CA 93003
 Ph: (805) 641-1387
 FAX: (805) 641-0397
 Email: dave@davessigns.com
 Web: http://www.davessigns.com

Estimate #: 4797

Created Date: 1/14/2020 6:31:52PM	Prepared For: Pleasant Valley Parks & Recreation District
Salesperson: Dave Tilsner	Contact: Nick Marienthal
Email: dave@davessigns.com	Office Phone: (805) 482-5396
Office Phone: (805) 641-1387	Office Fax: (805) -
Office Fax: (805) 641-0397	Email: nmarienthal@pvprpd.org
	Address: 1605 E. Bumley St. Camarillo, CA 93010

Description: New Marquee Ground Monument

		Quantity	Subtotal
1	Description: Design and planning work for proposed sign project, includes design proofs and mockups. Up to 4 hours staff time, additional design work billed at \$85.00/hour if required.	1	\$340.00

		Quantity	Subtotal
2	Description: Fabricate and Install (1) qty custom single sided illuminated monument for Pleasant Valley Parks & Recreation District Size approx 112" x 36" custom shape Aluminum fabricated monument with pierced out graphic details - lettering and logo Translucent lens backing with internal LED illumination Includes base skirt and footing as need per chosen design All components UL listed and installed in accordance with local code All on site and Installation work performed at prevailing wage Installed in accordance with local ordinances 2 year warranty on lighting components and finishes Power existing at site Removal of existing monument sign to be performed by others	1	\$15,020.00

		Quantity	Subtotal
3	Description: Alternate Option A - Install client provided Daktronics Display Fabricate cabinet surround and structure for client provide Daktronics Electronic Message Center Daktronics single, one-sided Galaxy Outdoor Electronic Message Center 15.85mm RGB/ 3' 8" H x 8' 1" W x 0' 5" D - Approx Dimensions Install with new monument structure	1	\$5,520.00



Dave's Signs
 4773 Ortega Street, Unit C
 Ventura, CA 93003
 Ph: (805) 641-1387
 FAX: (805) 641-0397
 Email: dave@davessigns.com
 Web: http://www.davessigns.com

Estimate #: 4797

		Quantity	Subtotal
4	Description: Alternate Option B - Optec Display - 16mm pitch Provide and install (1) qty Optec Displays - 16mm - Electronic Message Center Infinity - RGB- Outdoor Display 16mm See attached brochure and specs 5 year warranty full - 10 year parts This product is the closest match to the 15mm Daktronics display specified in quote request.	1	\$18,574.00
<hr/>			
		Quantity	Subtotal
5	Description: Alternate Option C - Optec Display - 10mm pitch Provide and install (1) qty Optec Displays - 10mm - Electronic Message Center Infinity - RGB- Outdoor Display 10mm See attached brochure and specs This is the recommended best product for the application described, site distance, angel viewing , etc... 5 year warranty - full 10 year parts	1	\$21,420.00
<hr/>			
		Quantity	Subtotal
6	Description: If required City Permit acquisition billed at \$85.00/hour plus City Fees and applied to the final invoice	1	\$0.00

Payment Terms: Balance due upon receipt.

Client Reply Request

Estimate Accepted "As Is". Please proceed with Order.

Other: _____

Changes required, please contact me.

SIGN: _____



Date: / /

Print Date: 1/15/2020 5:02:47PM

\\cyrious\Cyrious\$report\DS-Est.rpt

PLEASANT VALLEY
RECREATION & PARK DISTRICT



Project Info	Page Number	Design & Revision Date	Design Approved by
Proposal # _____	1 of 3	1 1/15/2020 4 _____ 2 _____ 5 _____ 3 _____ 6 _____	Name: _____ Signature: _____ Date: _____
Contact Information		 15101 Keewick Street, Los Angeles, CA, 91405 844-833-1188 / 818 290-3289 hello@frontsigns.com https://www.frontsigns.com  Contractors Lic. #C45 - 1053708	



Square Signs LLC DBA Front Signs

15101 Keswick st
Van Nuys, CA 91405
8182903269
hello@frontsigns.com
https://www.frontsigns.com

ADDRESS

PVRPD
Jessica Puckett
Park District
1605 E. Burnley St
Camarillo, CA 93010

SHIP TO

PVRPD
Jessica Puckett
1605 E. Burnley St
Camarillo, CA 93010

Estimate # 10406

DATE 01/20/2020

ACTIVITY	QTY	RATE	AMOUNT
Signs Custom single-sided monument sign with an LED screen 66"x84" on a 30" tall base -aluminum sign frame on a concrete base -programmable built-in LED display -internally LED illuminated push-through logo	1	19,480.00	19,480.00T
Signs Engineering drawings by a certified engineer	1	1,360.00	1,360.00T
Signs City permit (not including City fees)	1	1,850.00	1,850.00T
Signs Installation including electrical connections and pouring concrete	1	4,200.00	4,200.00T

The estimate is valid for 30 days.

SUBTOTAL	26,890.00
TAX (9.5%)	2,554.55

TOTAL \$29,444.55

Accepted By

Accepted Date

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

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