

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

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA**

May 4, 2022

Please Note: In keeping in alignment with current orders from the Ventura County Health Officer, face coverings are not required but are welcomed and encouraged in indoor public settings and businesses. PVRPD thanks you for your cooperation and understanding.

This meeting will take place both in person and remotely in accordance with Government Code section 54953(e) *et seq.* (AB 361). Members of the public can observe and participate in the meeting as follows:

- 1. Attend in person or you may observe the PVPRD Board meeting via live broadcast on the Local Government Channels – Spectrum Channel 10 and Frontier Channel 29.**
- 2. The meeting will also be live streamed on YouTube at:
<https://www.youtube.com/channel/UCCjEyMW3h472YEO9gI3Qgig>**
- 3. Zoom Meeting Information:**
 - Meeting Link: <https://us06web.zoom.us/j/86388815550>**
 - Webinar ID: 863 8881 5550**
 - Phone Number: 1-669-900-6833**
 - a. Cell Phone/Computer with Microphone: Click on the Zoom webinar link included above. Enter your name so we may call on you when it is your turn to speak. The Chair will ask if anyone wishes to speak on the item. At that time, raise your hand by clicking the “Raise Hand” button. Follow the instructions below regarding speaking.
 - b. Phone – If you wish to make a comment by phone during the public comment section of the meeting or on a specific agenda item, please call into the listed phone number above and when prompted, enter the Webinar ID and Passcode. After entering those items, you will be admitted to the meeting and your line will be muted. The Chair will ask if anyone wishes to speak on the item. At that time, raise your hand by dialing *9. Then, follow the speaking instructions below.

Speaking Instructions

When it is your turn to speak, the Chair will call your name or the last four digits of the phone number you are calling from. You will have three minutes to address the Committee. **Please ensure all background noise is muted (TV, radio, etc.)** You will be prompted to unmute your microphone/phone. Unmute your device and begin by stating your name. After three minutes has elapsed your microphone will be muted and the next speaker will be invited to speak.

6:00 P.M.

REGULAR MEETING

NEXT RESOLUTION #710

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**

3. **AMENDMENTS TO THE AGENDA** - This is the time and place to change the order of the agenda, delete any agenda item(s), or add any emergency agenda item(s).
4. **PRESENTATIONS**
 - A. **Senior Volunteer Recognition**
 - B. **Introduction – Recreation Specialist Nicholas Castro**
5. **PUBLIC COMMENT** - In accordance with Government Code Section 54954.3, the Board reserves this time to hear from the public. If you would like to make comments about a matter within the Board’s subject matter jurisdiction but not specifically on this agenda, in accordance with California law, the Board will listen, note the comments, and may bring the comments back up at a later date as an agenda item for discussion. Speakers will be allowed three minutes to address the Board.
6. **CONSENT AGENDA** – Matters listed under the Consent Agenda are considered routine and shall be acted upon without discussion and by one motion. If discussion is desired the item will be removed from the Consent Agenda for discussion and voted on as a separate item. If no discussion is desired, then the suggested action is for the Chair to request that a motion be made to approve the Consent Agenda.
 - A. **Minutes for Regular Board Meeting of April 6, 2022 and Special Board Meeting of April 12, 2022**

Approval receives and files minutes.
 - B. **Warrants, Accounts Payable & Payroll**

District's disbursements dated on or before March 31, 2022.
 - C. **Financial Reports**

Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for March 2022.
 - D. **Consideration and Adoption of Resolution No. 705 Proclaiming May 2022 as Older Americans Month**

This proclamation is in recognition of the older adult population within the District.
 - E. **Review and Approval of Surplus Supplies and Equipment List**

The Board can review the current equipment list provided for the uniform disposal of District owned surplus personal property.
 - F. **Consideration and Adoption of Resolution No. 706, Declaring Intention to Levy Assessments for FY 2022-2023, Preliminarily Approving the Engineer's Report, and Authorizing the Issuance of a Notice for the Public Hearing for the Proposed FY 2022-2023 Assessments for the Park Maintenance and Recreation Improvement District for the Pleasant Valley Recreation and Park District**

Preliminary approval of the Engineer’s Report and establishment of the hearing date allows for the development of the proposed budget and assessment rate.
 - G. **Consideration and Adoption of Resolution No. 707 Requesting that the General District Election to be Held on November 8, 2022 be Consolidated with Other Elections Called to be Held on the Same Day and in the Same Territory**

District elections have always been consolidated with County elections in order to save the District from having to hold its own election at a cost of about \$70,000.
 - H. **Consideration and Adoption of Resolution No. 708, Stating that in the Event of a Tie Vote, the Winner in the Board Member Elections will be Determined by Drawing Lots**

In the event of a tie vote, the District must provide the County Elections Office with the method by which the District plans to resolve the tie.

7. NEW ITEMS – DISCUSSION/ACTION

A. Consideration for Bid Award for Sound and Lighting for 2022 Summer Concert Series

Music Freqs was the sound and lighting provider for the past two Summer Concert Series that the District has put on with the City of Camarillo.

Suggested Actions: A MOTION to Approve and authorize the General Manager to enter into an agreement with Music Freqs to provide Sound and Lighting Services for the 2022 Summer Concert Series.

B. Consideration and Approval of Ranger Manual

The District Park Patrol/Ranger Program was implemented in 2008. The Board approved the Park Ranger Procedure/Operations Manual in 2010 and is finalizing an update to the 2010 manual.

Suggested Action: A MOTION to Approve the District's Ranger Manual.

C. Discussion Regarding Adoption of Resolution No. 709 Proclaiming a Local Emergency Persists and Re-Authorizing the Use of Remote Teleconference Meeting Procedures by the Board of Directors and All Standing Committees of the District for the 30-Day Period Beginning May 5th, 2022 through June 2nd, 2022 Pursuant to the Ralph M. Brown Act as Amended by Assembly Bill No. 361

The Board will discuss whether to continue the use of teleconference meeting procedures for another 30-day period and adopt Resolution No. 709.

Suggested Action: A MOTION to Adopt Resolution No. 709 proclaiming a local emergency persists and re-authorizing the use of remote teleconference meeting procedures by the Board of Directors and all standing committees of the District for the 30-day period beginning May 5th, 2022 through June 2nd, 2022 pursuant to the Ralph M. Brown Act as amended by Assembly Bill No. 361.

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

- A. Chair Kelley
- B. Ventura County 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 –City of Camarillo Liaison, Miracle League, Pickleball/Tennis
- G. Foundation for Pleasant Valley Recreation and Parks
- H. General Manager's Report
- I. Board Members

9. ADJOURNMENT

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

Announcement: Public Comment: Members of the public may address the Board on any agenda item before or during consideration of the item. [Government Code section 54954.3] Should you need special assistance (i.e. a disability-related modification or accommodations) to participate in the Board meeting or other District activities (including receipt of an agenda in an appropriate alternative format), as outlined in the Americans With Disabilities Act, or require further information, please contact the General Manager at 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
April 6, 2022**

6:00 P.M. REGULAR MEETING

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Mark Malloy led the pledge.

2. ROLL CALL

All present.

Also Present: General Manager Mary Otten, Administrative Services Manager Leonore Young, Park Services Manager Bob Cerasuolo, Administrative Analyst/Clerk of the Board Dylan Gunning, Customer Service Lead/Recording Board Secretary Karen Roberts, Administrative Analyst Jessica Puckett, Recreation Supervisor Lanny Binney, Park Supervisor Nick Marienthal, Development Analyst Katlyn Simber-Clickener, Human Resources Specialist Kathryn Drewry, and Recreation Specialist Briana Ramos.

3. AMENDMENTS TO THE AGENDA

Chair Kelley called for a motion. A motion was made by Director Magner and seconded by Chair Kelley to accept the agenda as presented.

Voting was as follows:

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

Noes:

Absent:

**Motion to
Approve
Agenda as
Presented**

Carried

Motion: Carried

4. PRESENTATION

A. Camarillo Amber's Light Lions Club

Development Analyst Katlyn Simber-Clickener introduced Julianne Jochums, current president with the Camarillo Amber's Light Lions Club whose mission is to raise funds to provide recreational equipment for special needs children throughout Camarillo. The club is named in honor of the late Amber Farlow, an Australian girl who was born severely handicapped. In the past, the club has placed two pieces of play equipment at Mission Oaks Park and also the Community Center Park playground. Ms. Jochums presented a check for \$10,000 to be used for ADA exercise equipment to be installed at Arneill Ranch Park which is under renovation.

5. PUBLIC COMMENT

No comments.

6. CONSENT AGENDA

- A. Minutes for Regular Board Meeting of March 2, 2022
- B. Warrants, Account Payable & Payroll
- C. Financial Reports
- D. Consideration and Adoption of Resolution No. 703 Proclaiming April 2022 as Arbor Month
- E. Consideration and Adoption of Resolution No. 704, a Resolution of the Board of Directors of the Pleasant Valley Recreation and Park District Proclaiming a Local Emergency Persists and Re-Authorizing the Use of Remote Teleconference Meeting Procedures by the Board of Directors and all Standing Committees of the District for the 30-Day Period Beginning April 6, 2022 through May 5, 2022 Pursuant to the Ralph M. Brown Act as Amended by Assembly Bill No.361

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

Motion to Approve Consent Agenda

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

Carried

7. NEW ITEMS – DISCUSSION/ACTION

A. Consideration of Managed Information Technology Services Contract with AllConnected, Inc.

Administrative Analyst Dylan Gunning presented a recommendation for a new 3-year term agreement with AllConnected, Inc. Alan McDonald, president of AllConnected was on the phone for any questions. Discussion included: multiple back-ups per day; an offsite back up for increased protection and recovery; monthly increase because of addition of recoverConnect service and an auxiliary support agreement; SmartConnect versus supportConnect+recoverConnect; less expense with supportConnect because it is co-managed (staff IT); and concern of turnover in staff and consistency of staff support with a co-managed system.

Chair Kelley called for a motion. A motion was made by Director Magner and seconded by Director Malloy to approve and authorize the General Manager to enter into a professional services agreement between the District and AllConnected for the supportConnect+recoverConnect Co-Managed Service for a term of three years beginning at the end of the next contract which would be July 2022.

Motion to Approve AllConnected Agreement for 3 Years

Voting was as follows:

Ayes: Magner, Malloy, Chair Kelley

Noes: Dransfeldt, Roberts

Absent:

Motion: Carried

Carried

B. Consideration and Approval of the FY 2020-2021 Annual Financial Report as Prepared by Moss, Levy & Hartzheim LLP, CPAs

Administrative Services Manager Leonore Young presented the FY 2020-2021 Annual Financial Report with Travis Hole, a partner with Moss, Levy & Hartzheim LLP, CPAs on the phone for questions. Discussion included: clean unmodified audit; 5 years with auditors; practice of switching out account managers periodically; adjustments due to missed revenue can be picked up in the year noticed or made for prior years; request that staff look at collecting rental income from baseball tournaments; and achievements made with including cash reserves.

Chair Kelley called for a motion. A motion was made by Director Magner and seconded by Director Malloy to approve the annual Financial Report for FY 2020-2021 as prepared by Moss, Levy & Hartzheim, LLP, CPAs.

Motion to Approve FY 2020-2021 Financial Report

Voting was as follows:

Ayes: Magner, Malloy, Dransfeldt, Chair Kelley

Noes: Roberts

Absent:

Carried

Motion: Carried

C. Consideration of Professional Service Contract with Internet and VoIP Services Provider

Administrative Analyst Dylan Gunning presented the consideration of a new contract with Advantage Telecom for internet and voice-over-IP (VoIP) services. Discussion included: discount for antenna on community center roof top; expiration of current contract in July 2022 and satisfaction with current provider.

Chair Kelley called for motion. A motion was made by Director Magner and seconded by Director Roberts to approve the renewal of the current service agreement with Advantage Telecom for a term of three years.

Motion to Approve Advantage Telecom for 3 Years

Voting was as follows:

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

Noes:

Absent:

Carried

Motion: Carried

D. Consideration and Approval of Salary Range for Administrative Services Manager

Human Resources Specialist Kathryn Drewry presented an increased salary range for the position of Administrative Services Manager to be better aligned with competitive entities. Discussion included: urgency of change due to upcoming July 2022 retirement of current person in this key position – Leonore Young and need for position fulfillment; difficulty of City in obtaining an assistant finance director at a higher amount; current salary survey which reviewed local cities and water districts and shows District offering at 75% below the average; proposal which starts with top of current range; last salary survey completed

in 2017 with the assistance of CSUCI interns and District administration staff; District Personnel Committee statement that there is no impact on the current incumbent; and current hiring procedures which should include governmentjobs.com with the cost of a \$1000/year subscription.

Director Dransfeldt read an emailed public comment from Eric Storrie of Camarillo. Mr. Storrie questioned reliance and analysis of a 2017 salary survey performed by college interns and if the cost of benefits were included. He asked why there was a request for a salary schedule change for one position when there are plans for a broader salary survey in FY 2022/2023. Mr. Storrie questioned the thoroughness of the 2017 study across private, educational and governmental sectors and wondered if the incumbent Administrative Services Manager would receive the recommended salary change before retiring.

Further discussion included: concern if the current study included benefits and other compensation as the 2017 survey did not; suggestion to wait for the completion of the CSDA salary survey; last comprehensive District salary survey performed in 2012; struggle across the board with recruitments and competition from local entities that are larger and loss of employees to larger salaries in bigger cities; need to have a competitive salary otherwise the position may not be filled until December; key position which needs to be filled soon due to legal and financial issues and importance of achieving a clean audit especially if the District looks at going out for a bond for the senior/community recreation facility; 3-4 months needed for salary study; similar size entity in Santa Paula with a salary range for a similar position at \$116 thousand to \$140 thousand; and the concern of compaction with General Manager's salary which was negated by General Manager Otten who stated the importance of filling the Administrative Services Manager position at this time.

Administrative Analyst Dylan Gunning stated that there was a person on the phone line with a public comment. Bob Aaron of Camarillo suggested that too much time was being spent on the agenda item and that more recruiting efforts were needed. He stated that the right person might already be present and that the District should not offer extra money or compare itself to Santa Paula but get citizens involved. He did not feel it was an emergency item which needed to be addressed because the position will not be vacated until July.

Chair Kelley called for a motion. A motion was made by Director Malloy and seconded by Director Magner to approve the increased salary range for Administrative Services Manager with a minimum of \$115,000 to a maximum of \$138,000 with the understanding that staff will be conducting a broader salary and compensation study during the 2022/2023 fiscal year and the salary schedule may be adjusted further in the future.

**Motion to
Approve Salary
Range for New
Admin Services
Manager**

Voting was as follows:

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

Noes:

Absent:

Carried

Motion: Carried

8. ORAL COMMUNICATION - INFORMATIONAL ITEMS

A. Chair Kelley – Mr. Kelley reported that all available land is being used for housing and commercial facilities in Camarillo. He stated that Camarillo citizens should speak up for a quality of life which will include more recreational activities, not less.

B. Ventura County Special District Association/California Special District Association – VCSDA – Director Magner stated that Assemblywoman Jacqui Irwin was the guest speaker at last night's meeting, and she addressed gas rebates and also the importance of cyber security. CSDA - Director Magner attended 5 CSDA meetings in March and mentioned opportunities to get involved in community-based programs.

C. Ventura County Consolidated Oversight Board – No report.

D. Santa Monica Mountains Conservancy – Director Dransfeldt reported that they met on March 21. The group will be moving to hybrid meetings in April and the non-inclusivity of the new e-bike policy was addressed.

E. Standing Committees – Finance – Director Roberts stated the committee met on March 16 and discussed the reimbursement for ROPS, an outstanding demographer bill and the review of the purchasing policy. Liaison – No meeting. Long Range Planning – Director Roberts stated that they met on March 17 and were updated on the Las Posas Equestrian Park, the disc golf contingency, and possibly extending the bike trail and looking at time sensitive grants. Personnel - Director Kelley stated that they discussed the policies and procedures document. Policy – No meeting.

F. Ad Hoc Committees – Liaison – No meeting. Miracle League – No meeting. Pickleball – Director Dransfeldt attended 2 charettes at Freedom Park and the Community Center which encouraged community input of all ages. The next meeting will be held on April 13 at 2pm in the Senior Center.

G. Foundation for Pleasant Valley Recreation and Parks – Director Magner thanked those who attended the fundraiser at Sharky's. Upcoming are Presto Pasta on May 3, Painting with a Twist on May 19, Mister Softee on July 12 and Poker for the Parks which will cost only \$30 per person on August 19. There were no bids for the prefab building at Camarillo Grove Park and there are two vacant positions for the Foundation board.

H. General Manager's Report – General Manager Mary Otten reported that the last of the LED tennis lights will be installed the week of April 11 at Valle Lindo Park. The Community Center kitchen is nearing completion and Arneill Ranch Park will open in early July. Some new sod has been laid at the Springville Dog Park and the temporary fenced dog park at Freedom Park is working out well. Other projects are the fee study, energy audit, budget prep, ADA transition plan next steps, Easter Eggstravaganza, stage 3 for water usage, new activity guide, hiring difficulties, and the Big Egg Hunt which starts this Friday with hand painted eggs constructed by Home Depot employees. CDBG is averaging about 85 bags of food distributed per week and softball and kickball registration is opening for the summer. Ms. Otten mentioned AB1993 regarding COVID-19 vaccination requirements, ACA1 regarding local government financing tools which would allow a 55% vote instead of a 2/3 vote, grants for bike trails, and the need for shovel ready projects.

I. Board Members – Director Magner stated that there are 1.8 vacant positions for every unemployed person. Director Malloy reported on the meetings attended for March and the City of Camarillo's Annual General Plan Progress Report. Per the General Plan Park Land Recommendations, there should be 5 acres of park land per 1000 people, so the District should have about 350 acres of parkland to meet the requirement. Currently, the District is already short by about 100 acres with more City housing projects yet to be built. The potential conversion of part of the Camarillo Springs Golf Course to housing will eliminate 63 acres of public recreation land. Mr. Malloy asked that the City make sure that all future

proposed projects include the needed recreation space and funds for construction. Director Dransfeldt reported on meetings attended in March, congratulated new Recreation Services Manager Katlyn Simber Clickener and thanked staff for the new activity guide and the upcoming Easter Eggstravaganza and Big Egg Hunt. Director Roberts congratulated Ms. Simber Clickener and thanked the Camarillo Amber's Light Lions Club for raising funds for ADA equipment at Arneill Ranch Park. Mr. Roberts reported that next week is National Public Safety Telecommunicators Week and that dispatchers and those behind the public safety scene need to be recognized. Mr. Roberts stated that he attended a soccer tournament at Pleasant Valley Fields in which the gates were locked and there was a concern about the ingress and egress and safety of the attendees. He stated that the Board should be made aware if there are any special requests that might compromise safety. Chair Kelley stated that golf courses should not be removed especially when there is more proposed housing with some of it state mandated. Additional recreational activities will need to be provided to all of the new people.

10. ADJOURNMENT

Chair Kelley adjourned the meeting at 9:21 p.m.

Respectfully submitted,

Karen Roberts
Recording Secretary

Approval,

Robert Kelley
Chair

**Pleasant Valley Recreation and Park District
Administration Building, Room #6
Minutes of Special Meeting
April 12, 2022**

5:30 P.M.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

All present.

Also Present: General Manager Mary Otten, Administrative Services Manager Leonore Young, Park Services Manager Bob Cerasuolo, Customer Service Lead/Recording Board Secretary Karen Roberts, Administrative Analyst/Clerk of the Board Dylan Gunning, Administrative Analyst Jessica Puckett, Development Analyst Katlyn Simber-Clickener, Jay Evans.

4. ADOPTION OF AGENDA

Chair Kelley called for a motion. A motion was made by Director Magner and seconded by Director Malloy to accept the agenda as presented.

**Motion to
Approve
Agenda as
Presented**

Voting was as follows:

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

Noes:

Absent:

Carried

Motion: Carried

5. OPEN COMMUNICATIONS/PUBLIC FORUM

None.

6. NEW ITEMS – DISCUSSION/ACTION

A. Potential Financing Options for the Pleasant Valley Recreation & Park District Senior and Community Recreation Facility

General Manager Mary Otten introduced Curt de Crinis of the municipal advisor company Columbia Capital who presented a power point which was originally presented to the Board on October 24, 2109 and updated for the current meeting. Potential financing sources include District general fund reserves, special capital funds and development fees, grants, City general fund reserves, new voter approved special parcel or sales tax and proceeds of bonds as in lease backed bonds-certificates of participation (COPS), voter approved general obligation (GO) bonds or voter approved special tax community facilities district (CFD) bonds.

Discussion included: combination of potential sources, bond options for District, City and joint powers authority (JPA); City's pledge of \$8 million to date; need to know what the City will be able to assist with and what the District can offer and financially handle; importance of voter opinion survey and community engagement; possible support of \$60-\$70 assessment; consideration of operations; necessity of possibly 2/3 registered voters with consideration of City population versus District population; rarity of non-school GO or CFD bonds; retirement of PV Field loan in 2045; rising interest rates; election year 2023; need for strategy to gain voter support; need for commitment from possible user organizations for voter support and assistance; post COVID facility usage; CFD as a viable option because of need for operating money; and the need to physically do something.

The Board provided direction for staff to follow up with Mr. de Crinis who will research for desired improvements and services and provide a tax analysis for annual estimated costs for the improvements and bond options. Staff will proceed with a City/Liaison Committee meeting for the consideration and selection of the voter opinion poll survey and polling services consultant.

7. ADJOURNMENT

Chair Kelley adjourned the meeting at 6:54 p.m.

Respectfully submitted,

Karen Roberts
Recording Secretary

Approval,

Robert Kelley
Chair

Pleasant Valley Recreation and Park District
 Finance Report
 March 2022

	Date	Amount	
Accounts Payables:	March 2022	\$ 351,400.14	
	Total	\$ 351,400.14	
Payroll (Total Cost):	3/3/2022	\$ 135,273.07	
	3/17/2022	\$ 137,213.88	
	3/31/2022	\$ 123,495.07	
	Total	\$ 395,982.02	
Outgoing:Online Payments			
	3/3/2022	\$ 4,306.40	Wex Fuel Payment
	3/3/2022	\$ 31,638.99	PERS Health Insurance Premium
	3/3/2022	\$ 14,384.83	CALPERS - Ret PR 3/3/2022
	3/3/2022	\$ 3,308.37	Guardian
	3/3/2022	\$ 646.35	VSP
	3/3/2022	\$ 2,008.69	Hartford
	3/17/2022	\$ 14,707.25	CALPERS- Ret.-PR-3/17/22
	3/31/2022	\$ 14,334.39	CALPERS- Ret.-PR-3/31/2022
	Total	\$ 85,335.27	
	Grand Total	\$ 832,717.43	

CASH REPORT

	3/31/2022 Balance	3/31/2021 Balance	
Restricted Funds			
Debt Service - Restricted	\$ 135,581.71	\$ 356,710.35	
457 Pension Trust Restricted	\$ 75,278.42	\$ 86,359.92	
Quimby Fee - Restricted	\$ 198,307.05	\$ 431,482.30	
Multi-Bank Securities Restricted	\$ -	\$ 15,421.14	
Ventura County Pool - Restricted	\$ 3,305,160.70	\$ 4,538,368.15	
Park Impact Fees	\$ 172,347.20	\$ -	
FCDP Checking	\$ 13,846.66	\$ 13,465.76	
Total	\$ 3,900,521.74	\$ 5,441,807.62	
Semi-Restricted Funds			
Assessment	\$ 744,494.00	\$ 687,943.20	
Capital Improvement	\$ 620,750.96	\$ 49,702.78	
Capital - Vehicle Replacement	\$ 79,843.80	\$ 79,843.80	
LAIF - Capital	\$ 2,532,276.44	\$ 1,792,597.55	
Designated Project	\$ 230,484.00	\$ 16,397.94	
Contingency - Dry Period	\$ 397,645.00	\$ 361,000.00	
Contingency-Compensated Absences	\$ 75,000.00	\$ -	
Contingency - Computer	\$ 20,000.00	\$ 20,000.00	
Contingency - Repair/Oper/Admin	\$ 300,000.00	\$ 200,000.00	
Total	\$ 5,000,494.20	\$ 3,207,485.27	
Unrestricted Funds			
Contingency	\$ 2,956,756.09	\$ 12,216.32	
LAIF/Cal Trust - Contingency	\$ -	\$ 2,318,016.82	
General Fund Checking	\$ 191,533.74	\$ 661,373.21	
Total	\$ 3,148,289.83	\$ 2,991,606.35	
Total of all Funds	\$ 12,049,305.77	\$ 11,640,899.24	\$ 408,406.53

	4/15/2022 Balance	4/30/2021 Balance	
Restricted Funds			
Debt Service - Restricted	\$ 135,581.71	\$ 256,414.93	
457 Pension Trust Restricted	\$ 75,278.42	\$ 86,363.73	
Quimby Fee - Restricted	\$ 61,947.30	\$ 413,468.34	
Multi-Bank Securities Restricted	\$ -	\$ 15,421.14	
Ventura County Pool - Restricted	\$ 3,305,160.70	\$ 4,543,919.59	
Park Impact Fees	\$ 172,347.20	\$ -	
FCDP Checking	\$ 13,846.66	\$ 13,456.76	
Total	\$ 3,764,161.99	\$ 5,329,044.49	
Semi-Restricted Funds			
Assessment	\$ 701,042.72	\$ 1,114,227.06	
Capital Improvement	\$ 620,570.96	\$ 49,702.58	
Capital - Vehicle Replacement	\$ 79,843.80	\$ 79,843.80	
LAIF - Capital	\$ 2,532,276.44	\$ 2,320,504.80	
Designated Project	\$ 230,484.00	\$ 16,397.94	
Contingency - Dry Period	\$ 397,645.00	\$ 361,000.00	
Contingency-Compensated Absences	\$ 75,000.00	\$ -	
Contingency - Computer	\$ 20,000.00	\$ 20,000.00	
Contingency - Repair/Oper/Admin	\$ 300,000.00	\$ 200,000.00	
Total	\$ 4,956,862.92	\$ 4,161,676.18	
Unrestricted Funds			
Contingency	\$ 2,756,756.09	\$ 12,221.82	
LAIF/Cal Trust - Contingency	\$ -	\$ 4,045,795.87	
General Fund Checking	\$ 267,918.52	\$ 616,528.87	
Total	\$ 3,024,674.61	\$ 4,674,546.56	
Total of all Funds	\$ 11,745,699.52	\$ 14,165,267.23	\$ (2,419,567.71)

Bank Reconciliation

Board Audit

User: cwebster
 Printed: 04/18/2022 - 11:19AM
 Date Range: 03/01/2022 - 03/31/2022
 Systems: 'AP'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 10 General Fund				
Department: 00 Non Departmentalized				
0	MACY TRUEBLOOD	TRUEBLOOD, M: REIMB GO PRO	03/10/2022	19.29
25077	HUB INTERNATIONAL INSURANC	HUB: SEPTEMBER 2021 EVENTS	03/02/2022	1,918.00
25085	CHRIS BORAL	BORAL,C: CHECK REFUND 56105	03/10/2022	50.00
25086	BRIDGE-VENTURA UNIT 547 ACB	ACBL: CHECK REFUND 56105271/	03/10/2022	50.00
25090	CITY OF CAMARILLO	CITY OF CAMARILLO: 2021 CHRIS	03/10/2022	3,487.79
25129	CAPRI	CAPRI: WORKERS COMP COVERA	03/24/2022	54,524.91
25134	HUB INTERNATIONAL INSURANC	HUB: 2021-OCT	03/24/2022	3,899.00
25138	BARBARA RODRIGUEZ	RODRIGUEZ, B: DEP REFUND #14	03/24/2022	100.00
Total for Department: 00 Non Departmentalized				64,048.99
Department: 03 Recreation				
0	SUPER SOCCER STARS	SUPER SOCCER STARS: 2022 WIN	03/24/2022	1,856.40
0	ANN M. WRIGHT	WRIGHT,A: BEG/ADV DIVING CL	03/24/2022	83.85
0	CAMILLE TORGESON	TORGESON, C: 2022-2/21-3/4	03/10/2022	799.50
0	DEBRA GREENWOOD	GREENWOOD, D: CLASS DATES 2	03/10/2022	1,432.60
0	DEBRA GREENWOOD	GREENWOOD,D: 2022-3/7 - 3/18	03/31/2022	416.00
0	JULIA NORSTRAND	NORSTRAND,J: INTRO ABER TEC	03/24/2022	227.50
0	KATIE SHINDEN	SHINDEN: KINDERMUSIK/WINTE	03/31/2022	839.80
0	PATRICIA J. BOLLAND	BOLLAND, P: 10 DAY;5 DAY; 1 DA	03/10/2022	435.50
25076	CANON SOLUTIONS AMERICA IN	CANON: COPIER SUPPLY/ OUTDO	03/02/2022	999.89
25097	DANIEL E. HOWARD	HOWARD,D: 5 PARTICIPANTS/202	03/10/2022	143.00
25103	BRYAN MONKA	MONKA, B: DEC 2021/JAN-FEB 20	03/10/2022	630.50
25104	LUCILE B. MOSIER	MOSIER,L: PRIVATE/SEMI-PRIVAT	03/10/2022	1,300.00
25113	AUDREY WALZER	WALZER, A: 2022-JAN/FEB YOGA	03/10/2022	982.80
25115	DUNCAN YOUNG	YOUNG,D: 2022-FEB 16-22	03/10/2022	651.30
25116	YOUTH EVOLUTION ACTIVITIES	YOUTH EVOLUTION BASKETBAI	03/10/2022	390.00
25120	JYOTHSNA MADHAVAPEDDY	MADHAVAPEDDY,J: BEGINERS EI	03/11/2022	325.00
25122	ALL GOOD DRIVING SCHOOL, INC	ALL GOOD DRIVING: QUICK,M &	03/24/2022	54.60
25131	THOMAS COSTA	COSTA, T: 22 ENROLLED	03/24/2022	300.30
25135	ROBERT INGLIS	INGLIS, R: BUBBLEMAKERS/SCU	03/24/2022	162.50
25136	KIEFER AQUATICS	KIEFER AQUATICS: LANE LINE	03/24/2022	3,469.62
25142	UNITED STATES POSTAL SERVICE	USPS: BULK PERMIT #109/POSTA	03/31/2022	5,510.46
25145	TODD MALSAM	MALSAM,T: SOFTBALL/ PV FIEL	03/31/2022	30.00
25147	JOE ORTIZ	ORTIZ, J: SOFTBALL / PV FIELDS	03/31/2022	30.00
Total for Department: 03 Recreation				21,071.12
Department: 04 Parks				
0	ARAMSCO INC.	ARAMSCO: BLACK LINER / PITTS	03/10/2022	545.23
0	CITY OF CAMARILLO	CITY OF CAM: SVC PERIOD 12/27/	03/03/2022	12,379.80
0	CITY OF CAMARILLO	CITY OF CAMARILLO: BILLING 21	03/24/2022	23,867.48
0	E.J.HARRISON AND SONS, INC.	EJ HARRISON: 2022 FEB BILLING	03/10/2022	4,459.31
0	GRAINGER	GRAINGER: DRAIN CLEANING TC	03/22/2022	293.44
0	LINCOLN AQUATICS	LINCOLN AQUATICS: CHLORINE/	03/10/2022	742.61
0	LINCOLN AQUATICS	LINCOLN AQUATICS: TABLET RE.	03/22/2022	374.73
0	SOCAL GAS COMPANY	SCG: SVC 2022-2/1 - 3/3 / CO-OP	03/28/2022	5,445.91
0	SOUTHERN CALIF EDISON COMP	SCE: SVC BILLING PERIOD 2022-/	03/07/2022	3,183.87
0	SOUTHERN CALIF EDISON COMP	SCE: 2022-2/2 - 3/3 / WOODSIDE PA	03/22/2022	15,182.57

Check No.	Vendor/Employee	Transaction Description	Date	Amount
0	SPRINT	SPRINT: BILLING PERIOD 2022-1/1	03/10/2022	256.25
0	UNITED SITE SERVICES OF CA INC	UNITED: ADA RD/2 HAND SINK/F	03/10/2022	811.84
0	UNITED SITE SERVICES OF CA INC	UNITED SITE: ADA RR/HAND SIN	03/22/2022	185.36
0	WATER & SANITATION SERVICES	W&S: SERVICE PERIOD 2022-1/31-	03/10/2022	446.90
0	ADAM WHEAT	WHEAT: PANTS REIMB	03/24/2022	171.58
0	DUSTIN FABER	FABER, D: WORK PANTS	03/10/2022	200.00
0	JAMES CASTANEDA	CASTANEDA, J; REIMB JEANS	03/10/2022	111.81
0	JAVIER JUAREZ	JUAREZ, J: PANTS REIMB	03/24/2022	400.00
0	JOHN FLETCHER	FLETCHER: PANTS REIMB	03/24/2022	200.00
0	MICHAEL GUERRERO	GUERRERO,M: WORK PANTS	03/10/2022	160.00
0	SAM RIOS	RIOS,S: WORK BOOTS	03/10/2022	193.94
25075	CAMROSA WATER DISTRICT	CAMROSA: SERVICE DATE 12/31/2	03/02/2022	1,729.53
25077	HUB INTERNATIONAL INSURANC	HUB: SEPTEMBER 2021 EVENTS	03/02/2022	-78.44
25078	THE FINISH LINE	FINISH LINE: WOOL BLEND CAPS	03/02/2022	548.61
25080	ADVANCED SANITATION	ADVANCED SANITATION: PUMPE	03/10/2022	1,240.00
25083	B & B DO IT CENTER	B&B: GRAFFITI CLEAN UP / BOB I	03/10/2022	788.61
25087	BUFFUM'S SAFE & LOCK SVC	BUFFUMS; REPAIR LOCKS/FREEE	03/10/2022	555.95
25089	CALIFORNIA ELECTRIC COMPAN	CALIFORNIA ELEC CO: REPAIR M	03/10/2022	786.00
25091	CITY OF OXNARD-CITY TREASUF	CITY OF OXNARD: 2022-1/5-1/25	03/10/2022	1,307.40
25092	COASTAL PIPCO IRRIGATION INC	COASTAL PIPCO: 6" ROUND GREE	03/10/2022	537.21
25093	COUNTY OF VENTURA	COUNTY OF VENTURA: REPORT 7	03/10/2022	75.00
25094	DAVE BANG ASSOCIATES INC.	DAVE BANG ASSOCIATES: BOUNC	03/10/2022	2,780.06
25095	FRIEDLEY'S SCREEN & GLASS	FRIEDLEY: WINDOW REGLAZE/ F	03/10/2022	149.65
25096	FRONTIER FIRE PROTECTION	FFF: FIRE EXTINGUISHER MAINT	03/10/2022	860.00
25099	KASTLE KARE	KASTLE KARE: GOPHER MONTHI	03/10/2022	600.00
25102	ARMANDO MADERA	MADERA,A: WORK BOOTS	03/10/2022	188.55
25106	NAPA AUTO PARTS	NAPA: ALTERNATOR TRUCK#22 /5	03/10/2022	523.79
25108	PERFORMANCE NURSERY	PERFORMANCE NURSERY: SAGE	03/10/2022	2,095.40
25109	PHOENIX GROUP INFORMATION ;	PHOENIX GROUP INFO SYSTEMS	03/10/2022	339.59
25110	TURF STAR INC.	TURF STAR: SCARIFIER FOR SAN	03/10/2022	888.15
25111	UNITED PAVING CO.	UNITED PAVING: MISSION OAKS	03/10/2022	3,068.90
25112	U-RENT INC.	URENT: SCISSOR LIFT / MISSION	03/10/2022	989.93
25114	WEST COAST ARBORISTS INC.	WCA: CREW RENTAL/ARNEILL R	03/10/2022	3,000.00
25117	CRESTVIEW MUTUAL WATER CO.	CRESTVIEW: SERVICE PERIOD 20	03/11/2022	58.08
25118	GRAINGER	GRAINGER: MOTOR 1/4 HP 1725 R	03/11/2022	-274.98
25119	HARBOR FREIGHT TOOLS	HARBOR FREIGHT:PLIER/SOCKE	03/11/2022	291.54
25124	AMERICAN RESOURCE RECVY	AMERICAN RESOURCE RECVY: B	03/24/2022	947.39
25125	AQUA-FLO SUPPLY	AQUAFLO: PVC /PITTS RANCH PA	03/24/2022	294.08
25126	B & B DO IT CENTER	B&B: REPAIR DRINKING FOUNTA	03/24/2022	623.94
25127	BIGBRAND TIRE & SERVICE	BIG BRAND: MOWER TIRES/SHOF	03/24/2022	272.47
25128	CAMROSA WATER DISTRICT	CAMROSA: 2022-1/31-2/28 / WOOD	03/24/2022	13,214.17
25130	COASTAL PIPCO IRRIGATION INC	COASTAL PIPCO: VALVE/PITTS R/	03/24/2022	7,054.56
25132	FRONTIER FIRE PROTECTION	FRONTIER FIRE: ANNUAL SPRINF	03/24/2022	1,100.00
25133	GREENFIELDS OUTDOOR FITNES	GREENFIELDS OUTDOOR FITNES	03/24/2022	4,949.40
25134	HUB INTERNATIONAL INSURANC	HUB: 2021-OCT	03/24/2022	-165.11
25137	KOMPAN INC.	KOMPAN: SWING SUSPENSIONS/I	03/24/2022	877.03
25139	SITEONE LANDSCAPE SUPPLY LL	SITEONE: TURF REMOVAL/STEEL	03/24/2022	267.05
25141	THE FINISH LINE	THE FINISH LINE: STAFF UNIFOR	03/24/2022	850.83
25146	NAPA AUTO PARTS	NAPA: BATTERY / SHOP	03/31/2022	253.34
25148	PERFORMANCE NURSERY	PERFORMANCE NURSERY: CALIF	03/31/2022	592.56
25149	SUNBELT RENTALS INC.	SUNBELT RENTALS: TRENCHER I	03/31/2022	2,275.23

Total for Department: 04 Parks

126,068.10

Department: 05 Administration

0	ALESHIRE & WYNDER LLP	ALESHIRE & WYNDER: 2022-FEB	03/24/2022	2,422.50
0	CULLIGAN OF VENTURA COUNT	CULLIGAN: 2022-FEB BILLING	03/22/2022	34.00
0	SPECTRUM BUSINESS	SPECTRUM ENTERPRISE: SERVIC	03/10/2022	17.59
0	STREAMLINE	STREAMLINE: 2022-MAR-APR	03/10/2022	300.00
0	WATER & SANITATION SERVICES	W&S: SERVICE PERIOD 2022-1/31-	03/10/2022	0.75
0	JAMES CASTANEDA	CASTANEDA, J: UPS STORE/FINGI	03/10/2022	40.00
0	KATLYN SIMBER-CLICKENER	SIMBER: MILEAGE REIMB	03/24/2022	32.48
0	LEONORE YOUNG	YOUNG,L: REIMB USPS POSTAGE	03/10/2022	22.94

Check No.	Vendor/Employee	Transaction Description	Date	Amount
25081	ADVANTAGE TELECOM/A+WIREL	ADVANTAGE TELECOM: MARCH	03/10/2022	1,497.51
25082	ALLCONNECTED, INC.	ALLCONNECTED: MARCH MONT	03/10/2022	964.00
25084	BAY ALARM	BAY ALARM: CAMERA SYSTEM//	03/10/2022	595.72
25098	J. THAYER COMPANY	J THAYER: OFFICE SUPPLIES	03/10/2022	240.65
25101	PAUL LERMA	LERMA,P: 2022-FEB 5 & 25	03/10/2022	100.00
25123	ALLCONNECTED, INC.	ALLCONNECTED: MARCH MONT	03/24/2022	210.00
25140	STATE OF CALIFORNIA DEPT. OF	STATE OF CA DEPT OF JUSTICE: F	03/24/2022	32.00
25144	DISABILITY ACCESS CONSULTAN	DAC: PROGRESS INVOICE #3/ARN	03/31/2022	2,000.00
Total for Department: 05 Administration				8,510.14
Total for Fund:10 General Fund				219,698.35

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 20 Assessment Fund				
Department: 00 Non Departmentalized				
25105	MOST DEPENDABLE FOUNTAINS	MOST DEPENDABLE FOUNTAINS	03/10/2022	4,979.50
25107	NATURAL GREEN LANDSCAPES, I	NATURAL GREEN LANDSCAPE: M	03/10/2022	15,404.76
Total for Department: 00 Non Departmentalized				20,384.26
Total for Fund:20 Assessment Fund				20,384.26

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 30 Park Dedication Fund				
Department: 00				
0	GRAINGER	GRAINGER: ROLLER PLUNGER D	03/22/2022	137.60
25074	BURNER CONSTRUCTION CORP	BURNER CONSTRUCTION: CHAN	03/02/2022	36,566.95
25088	BURNER CONSTRUCTION CORP	BURNER CONSTRUCTION: ELEC1	03/10/2022	72,876.86
25100	LAUTERBACH & ASSOCIATES, IN	LAUTERBACH & ASSOCIATES: PI	03/10/2022	1,325.00
25118	GRAINGER	GRAINGER: CHROME T&S BRASS	03/11/2022	411.12
Total for Department: 00				111,317.53
Total for Fund:30 Park Dedication Fund				111,317.53

Check No.	Vendor/Employee	Transaction Description	Date	Amount
		Grand Total		351,400.14

Ventura County Pool

Investment Name	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021
Ventura County Pool	.796%	.690%	.518%	.464%	.495%	.410%	.383%	.357%	.361%
Investment Name	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022
Ventura County Pool	.331%	.305%	.322%	.310%	.300%	.310%	.330%	.38%	.41%

• Rates are determined at the end of the month

Local Agency Investment Fund (LAIF)

Investment Name	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021
Local Agency Investment Fund (LAIF)	.620%	.576%	.540%	.458%	.407%	.357%	.339%	.315%	.262%
Investment Name	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022
Local Agency Investment Fund (LAIF)	.330%	.221%	.206%	.203%	.202%	.212%	.234%	.278%	.365%

Pacific Western Bank

Investment Name	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021
Pacific Western Bank	.04%	.04%	.04%	.04%	.04%	.04%	.04%	.04%	.04%
	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022
Pacific Western Bank	.04%	.04%	.04%	.04%	.04%	.04%	.04%	.04%	.04%

**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: May 4, 2022

SUBJECT: FINANCE REPORT MARCH 2022

RECOMMENDATION

It is recommended the Board review and approve the Financial Statements of March 2022 for Fund 10, Fund 20, Fund 30, Fund 40, and Fund 50.

ANALYSIS OF COMPARATIVE FINANCIAL THROUGH MARCH 31, 2022

The District's Statements of Revenues and Expenditures for the period of July 1, 2021 through March 31, 2022 with a year-to-date comparison for the period of July 1, 2020 through March 31, 2021 are attached. The percentage rate used for the 2021-2022 fiscal year budget is 75% for Period 9 of the fiscal year.

REVENUES

Total revenue for the 9th month ending March 31, 2022 for Fund 10 (General Fund) has an overall increase of \$693,673 in comparison to fiscal year 2020-2021. This variance from prior year is primarily made up of an increase in Other Miscellaneous Revenue #5575 (\$274,798) due to COVID-19 relief funds received, Tax Apportionment #5510-5240 (\$206,586), Rental #5530 (\$171,976) and other accounts with small variances.

Total revenue for the 9th month ending March 31, 2022 for Fund 20 (Assessment District) is at 59.26% of budget.

Fund 30, the Park Dedication Fund had no activity for the month of March 2022.

Fund 40, the Park Impact Fee Fund received \$6,983 for the month of March 2022.

Fund 50, the Community Development Block Grant (CDBG) Fund – Food Share had no activity for the month of March 2022.

EXPENDITURES

Personnel Expenditures have increased by \$149,694 for fiscal year 2021-2022 in comparison to personnel expenses for the same time last year. This variance is due primarily to Part-Time Salaries (\$154,005). The District is slowly recovering from the COVID-19 pandemic with programs opening back up, therefore increasing a need for part-time staffing.

Service and Supply Expenditures for Fund 10 have increased \$65,343 in comparison to the same time as last year and is at 57.0% of budget. The main line item that makes up the majority of this variance is Instructor Services #7120 (\$60,259).

Fund 20 is at 73.68% in Personnel and 82.87% in Service and Supplies.

Fund 30 had no Personnel Expenses or Services and Supplies for the month of March 2022.

Fund 40 had no activity in Personnel or Services and Supplies for the month of March 2022.

Fund 50 activity in Personnel is at year-to-date \$14,756 and Services and Supplies year-to-date \$633 through the month of March 2022.

The capital projects in Fund 10 (General Fund) and Fund 30 (Quimby Fee Fund) are continuing to make progress.

FISCAL IMPACT

Overall, the financials show the District is under the approved budget for Fund 10 by 14.28% and over in Fund 20 by 7.62%.

RECOMMENDATION

It is recommended the Board review and approve the Financial Statements for March 2022 for Fund 10, Fund 20, Fund 30, Fund 40 and Fund 50.

ATTACHMENTS

- 1) Financial Statement of Revenues and Expenditures as of March 31 2022, Fund 10
(3 pages)
- 2) Financial Statement of Revenues and Expenditures as of March 31, 2022, Fund 20
(1 page)
- 3) Financial Statement of Revenues and Expenditures as of March 31, 2022, Fund 30
(1 page)
- 4) Financial Statement of Revenues and Expenditures as of March 31, 2022, Fund 40
(1 page)
- 5) Financial Statement of Revenues and Expenditures as of March 31, 2022, Fund 50
(1 page)

General Ledger
Fund 10 General Fund
March 2022 75%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Tax Apport - Cur Year Secured	5110	\$ -	\$ (4,356,785.44)	\$ (4,563,371.80)	\$ (7,301,920.00)	\$ (2,738,848.20)	54.67%
Interest Earnings	5310	\$ -	\$ (17,846.58)	\$ (7,526.65)	\$ (14,928.00)	\$ (7,401.35)	50.42%
Hill Fire 2018	5465	\$ -	\$ (219,884.01)	\$ -	\$ -	\$ -	0.00%
Park Patrol Citations	5506	\$ -	\$ (1,100.00)	\$ (590.00)	\$ (2,200.00)	\$ (1,610.00)	26.82%
Bingo Revenue	5508	\$ -	\$ -	\$ (5,795.25)	\$ (14,400.00)	\$ (8,604.75)	40.24%
Excess Bingo Funds	5509	\$ -	\$ -	\$ (2,946.60)	\$ -	\$ 2,946.60	0.00%
Contract Classes-Public Fees	5510	\$ (17,451.75)	\$ (51,648.85)	\$ (136,543.67)	\$ (128,380.00)	\$ 8,163.67	106.36%
Public Fees	5511	\$ (9,266.63)	\$ (35,381.25)	\$ (98,582.15)	\$ (200,771.00)	\$ (102,188.85)	49.10%
Public Fees-Entry Fees	5520	\$ (3,251.00)	\$ (2,019.00)	\$ (27,670.00)	\$ (25,840.00)	\$ 1,830.00	107.08%
Vending Concessions	5525	\$ -	\$ -	\$ (620.40)	\$ (2,500.00)	\$ (1,879.60)	24.82%
Rental	5530	\$ (65,520.15)	\$ (137,757.87)	\$ (309,733.59)	\$ (285,912.00)	\$ 23,821.59	108.33%
Cell Tower Revenue	5535	\$ (12,095.04)	\$ (73,096.75)	\$ (79,657.87)	\$ (91,704.00)	\$ (12,046.13)	86.86%
Parking Fees	5540	\$ (1,183.18)	\$ (4,891.11)	\$ (10,908.97)	\$ (8,512.00)	\$ 2,396.97	128.16%
CAPRI Workers Comp Prior Year	5546	\$ -	\$ -	\$ (15,947.55)	\$ -	\$ 15,947.55	0.00%
Activity Guide Revenue	5555	\$ (850.00)	\$ (850.00)	\$ (2,550.00)	\$ (10,000.00)	\$ (7,450.00)	25.50%
Sponsorships/Donations	5558	\$ -	\$ (2,565.00)	\$ -	\$ (1,000.00)	\$ (1,000.00)	0.00%
Staffing Cost Recovery	5563	\$ (3,026.50)	\$ (19,472.00)	\$ (44,289.25)	\$ (26,730.00)	\$ 17,559.25	165.69%
Special Event Permits	5564	\$ -	\$ (600.00)	\$ (800.00)	\$ -	\$ 800.00	0.00%
Security Services Recovery	5566	\$ (300.00)	\$ -	\$ (3,061.00)	\$ -	\$ 3,061.00	0.00%
Contributions	5570	\$ (1,514.33)	\$ (35,000.00)	\$ (73,529.28)	\$ (72,000.00)	\$ 1,529.28	102.12%
Other Misc Revenue	5575	\$ (15,512.62)	\$ (53,307.21)	\$ (328,104.89)	\$ (304,880.00)	\$ 23,224.89	107.62%
Credit Card Processing Fee	5576	\$ -	\$ (92.89)	\$ (67.75)	\$ -	\$ 67.75	0.00%
Cash Over/Under	5580	\$ -	\$ (92.00)	\$ (45.00)	\$ -	\$ 45.00	0.00%
Incentive Income	5585	\$ (686.24)	\$ (582.08)	\$ (1,556.55)	\$ (2,700.00)	\$ (1,143.45)	57.65%
Reimbursement - ROPS	5600	\$ -	\$ (373,105.94)	\$ (396,407.90)	\$ (325,000.00)	\$ 71,407.90	121.97%
Reimb-Needs Assessment/LPA	5605	\$ -	\$ (17,610.38)	\$ -	\$ -	\$ -	0.00%
Surplus Carryover	5991	\$ -	\$ -	\$ -	\$ (16,397.00)	\$ (16,397.00)	0.00%
Revenue		\$ 160,573.66	\$ 5,130,933.77	\$ 5,824,607.04	\$ 8,835,774.00	\$ 3,011,166.96	65.92%
YTD Comparison				\$ 693,673.27			
Personnel							
Full Time Salaries	6100	\$ 264,689.25	\$ 1,637,791.49	\$ 1,683,480.95	\$ 2,504,112.00	\$ 820,631.05	67.23%
Overtime Salaries	6101	\$ 3,273.49	\$ 7,730.50	\$ 11,528.08	\$ 23,594.00	\$ 12,065.92	48.86%
Car Allowance	6105	\$ 1,298.15	\$ 7,892.03	\$ 8,438.98	\$ 10,800.00	\$ 2,361.02	78.14%
Cell Phone Allowance	6108	\$ 1,714.17	\$ 10,150.07	\$ 10,773.91	\$ 15,420.00	\$ 4,646.09	69.87%
Part-Time Salaries	6110	\$ 43,039.96	\$ 113,332.05	\$ 267,337.07	\$ 469,895.00	\$ 202,557.93	56.89%
Retirement	6120	\$ 44,791.06	\$ 282,795.40	\$ 281,154.84	\$ 445,014.00	\$ 163,859.16	63.18%
457 Pension	6121	\$ 87.17	\$ 68,294.26	\$ 16,053.58	\$ 7,000.00	\$ (9,053.58)	229.34%
Deferred Compensation	6125	\$ 548.34	\$ 3,371.74	\$ 3,514.31	\$ 4,752.00	\$ 1,237.69	73.95%
Employee Insurance	6130	\$ 15,328.07	\$ 257,681.65	\$ 166,137.60	\$ 351,958.00	\$ 185,820.40	47.20%
Workers Compensation	6140	\$ 18,480.62	\$ 64,950.02	\$ 114,612.86	\$ 189,304.00	\$ 74,691.14	60.54%
Unemployment Insurance	6150	\$ -	\$ 16,340.00	\$ 39.41	\$ 40,000.00	\$ 39,960.59	0.10%
Loan - Pension Obligation	6160	\$ -	\$ 24,742.00	\$ 14,217.75	\$ 264,218.00	\$ 250,000.25	5.38%
PERS Unfunded Liability	6170	\$ -	\$ 434,065.00	\$ 501,541.00	\$ 516,970.00	\$ 15,429.00	97.02%
Personnel		\$ 393,250.28	\$ 2,929,136.21	\$ 3,078,830.34	\$ 4,843,037.00	\$ 1,764,206.66	63.57%
YTD Comparison				\$ 149,694.13			
Services and Supplies							
Telephone/Internet	6210	\$ 1,753.76	\$ 15,339.11	\$ 16,211.17	\$ 23,008.00	\$ 6,796.83	70.46%
Internet Services	6220	\$ 1,498.08	\$ 14,436.00	\$ 19,137.08	\$ 36,862.00	\$ 17,724.92	51.92%
IT Infrastructure	6230	\$ -	\$ 511.32	\$ 539.62	\$ 2,000.00	\$ 1,460.38	26.98%
Computer Hardware/Software	6240	\$ 1,854.40	\$ 7,271.27	\$ 9,979.45	\$ 12,050.00	\$ 2,070.55	82.82%
Pool Chemicals	6310	\$ 1,161.91	\$ 1,448.73	\$ 3,230.75	\$ 8,250.00	\$ 5,019.25	39.16%
Janitorial Supplies	6320	\$ 545.23	\$ 18,482.88	\$ 26,872.01	\$ 48,408.00	\$ 21,535.99	55.51%
COVID - Supplies	6321	\$ -	\$ 7,611.35	\$ 80.44	\$ 5,600.00	\$ 5,519.56	1.44%
Kitchen Supplies	6330	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
Food Supplies	6340	\$ 58.61	\$ -	\$ 619.41	\$ 12,745.00	\$ 12,125.59	4.86%
Water Maint & Service	6350	\$ 80.25	\$ 700.75	\$ 437.05	\$ 1,265.00	\$ 827.95	34.55%
Laundry/Wash Service	6360	\$ -	\$ 178.00	\$ -	\$ 880.00	\$ 880.00	0.00%
Insurance Liability	6410	\$ -	\$ 208,084.00	\$ 236,698.00	\$ 236,698.00	\$ -	100.00%
Equipment Maintenance	6500	\$ 42.84	\$ -	\$ 141.93	\$ 900.00	\$ 758.07	15.77%

General Ledger
Fund 10 General Fund
March 2022 75%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Fuel	6510	\$ 4,660.01	\$ 32,868.13	\$ 36,086.53	\$ 51,600.00	\$ 15,513.47	69.94%
Vehicle Maintenance	6520	\$ 2,078.33	\$ 17,599.68	\$ 18,763.90	\$ 35,400.00	\$ 16,636.10	53.01%
Office Equipment Maintenance	6530	\$ -	\$ 116.89	\$ -	\$ -	\$ -	0.00%
Building Repair	6610	\$ 6,072.27	\$ 27,998.03	\$ 32,027.79	\$ 88,000.00	\$ 55,972.21	36.40%
HVAC	6620	\$ 242.96	\$ 3,699.69	\$ 5,373.47	\$ 8,820.00	\$ 3,446.53	60.92%
Playground Maintenance	6630	\$ 2,960.13	\$ 3,443.80	\$ 4,452.17	\$ 60,000.00	\$ 55,547.83	7.42%
Turf Removal	6705	\$ 13,145.81	\$ -	\$ 14,567.81	\$ 20,000.00	\$ 5,432.19	72.84%
Grounds Maintenance	6710	\$ 2,974.07	\$ 64,103.30	\$ 51,102.95	\$ 86,220.00	\$ 35,117.05	59.27%
Parking Lot Repair - Assess	6718	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Tree Care	6719	\$ 3,000.00	\$ 25,559.88	\$ 22,327.50	\$ 30,000.00	\$ 7,672.50	74.43%
Park Amenities - Assess	6722	\$ 4,949.40	\$ -	\$ 4,949.40	\$ -	\$ (4,949.40)	0.00%
Fee Schedule	6727	\$ -	\$ -	\$ -	\$ 16,397.00	\$ 16,397.00	0.00%
Contracted Pest Control	6730	\$ 600.00	\$ 760.00	\$ 1,900.00	\$ 2,520.00	\$ 620.00	75.40%
Rubbish & Refuse	6740	\$ 6,714.10	\$ 52,964.60	\$ 52,869.53	\$ 79,346.00	\$ 26,476.47	66.63%
Vandalism/Theft	6750	\$ 26.12	\$ 265.91	\$ 112.33	\$ 500.00	\$ 387.67	22.47%
Memberships	6810	\$ 375.00	\$ 12,370.00	\$ 13,265.00	\$ 14,435.00	\$ 1,170.00	91.89%
Office Supplies	6910	\$ 1,267.51	\$ 5,211.29	\$ 9,354.58	\$ 12,709.00	\$ 3,354.42	73.61%
Postage Expense	6920	\$ 5,534.15	\$ 1,037.65	\$ 12,511.23	\$ 12,700.00	\$ 188.77	98.51%
Advertising Expense	6930	\$ 310.00	\$ 900.00	\$ 2,608.00	\$ 2,490.00	\$ (118.00)	104.74%
Printing Charges	6940	\$ -	\$ 6,234.66	\$ 4,855.75	\$ 14,123.00	\$ 9,267.25	34.38%
Registration Fees	6950	\$ 3,816.72	\$ 11,765.54	\$ 57,002.17	\$ 47,732.00	\$ (9,270.17)	119.42%
Approp Redev/Collection Fees	6960	\$ -	\$ 255,697.19	\$ 271,904.71	\$ 545,454.00	\$ 273,549.29	49.85%
Minor Furn Fixture & Equip	6980	\$ -	\$ 1,121.45	\$ 861.23	\$ 1,137.00	\$ 275.77	75.75%
Fingerprint Fees (HR)	7010	\$ 72.00	\$ 15.00	\$ 420.00	\$ 2,640.00	\$ 2,220.00	15.91%
Fire & Safety Insp Fees	7020	\$ 1,960.00	\$ 2,239.93	\$ 2,324.65	\$ 3,800.00	\$ 1,475.35	61.18%
Permit & Licensing Fees	7030	\$ -	\$ 1,740.26	\$ 3,628.40	\$ 6,350.00	\$ 2,721.60	57.14%
State License Fee	7040	\$ -	\$ 657.50	\$ 48.75	\$ 1,000.00	\$ 951.25	4.88%
Professional Services	7100	\$ -	\$ 7,000.00	\$ 39,208.00	\$ 81,550.00	\$ 42,342.00	48.08%
Legal Services	7110	\$ 2,422.50	\$ 34,499.06	\$ 34,618.20	\$ 90,000.00	\$ 55,381.80	38.46%
Typeset and Print Services	7115	\$ -	\$ -	\$ 10,738.77	\$ 29,300.00	\$ 18,561.23	36.65%
Instructor Services	7120	\$ 11,131.15	\$ 25,144.75	\$ 85,403.61	\$ 108,303.00	\$ 22,899.39	78.86%
PERS Admin Fees	7125	\$ 87.83	\$ 1,130.80	\$ 1,003.53	\$ 2,128.00	\$ 1,124.47	47.16%
Audit Services	7130	\$ -	\$ 11,760.00	\$ 9,000.00	\$ 20,275.00	\$ 11,275.00	44.39%
Medical & Health Svcs (HR)	7140	\$ -	\$ 400.00	\$ 1,230.00	\$ 6,420.00	\$ 5,190.00	19.16%
Security Services	7150	\$ 595.72	\$ 2,257.50	\$ 4,654.72	\$ 4,147.00	\$ (507.72)	112.24%
Entertainment Services	7160	\$ -	\$ -	\$ 118.72	\$ 2,400.00	\$ 2,281.28	4.95%
Business Services	7180	\$ 772.17	\$ 75,214.87	\$ 48,425.91	\$ 67,660.00	\$ 19,234.09	71.57%
Umpire/Referee Services	7190	\$ 60.00	\$ -	\$ 1,125.00	\$ 1,500.00	\$ 375.00	75.00%
Subscriptions	7210	\$ 9.99	\$ 1,264.00	\$ 115.92	\$ 3,723.00	\$ 3,607.08	3.11%
Rents & Leases - Equip	7310	\$ 997.20	\$ 2,322.18	\$ 5,784.48	\$ 24,000.00	\$ 18,215.52	24.10%
Bldg/Field Leases & Rental	7320	\$ -	\$ (60.00)	\$ (250.00)	\$ 60.00	\$ 310.00	-416.67%
Event Supplies	7410	\$ -	\$ -	\$ 687.99	\$ 3,330.00	\$ 2,642.01	20.66%
Supplies	7420	\$ 126.51	\$ 1,295.71	\$ 3,708.66	\$ 14,435.00	\$ 10,726.34	25.69%
Bingo Supplies	7430	\$ -	\$ -	\$ 3,145.12	\$ 3,600.00	\$ 454.88	87.36%
Sporting Goods	7440	\$ 2,369.63	\$ 207.91	\$ 5,018.03	\$ 6,000.00	\$ 981.97	83.63%
Arts and Craft Supplies	7450	\$ -	\$ -	\$ -	\$ 3,375.00	\$ 3,375.00	0.00%
Training Supplies	7460	\$ -	\$ 499.71	\$ 30.00	\$ 1,800.00	\$ 1,770.00	1.67%
Small Tools	7500	\$ 601.15	\$ 3,178.73	\$ 3,223.34	\$ 6,000.00	\$ 2,776.66	53.72%
Safety Supplies	7510	\$ 3,469.62	\$ 853.51	\$ 4,390.44	\$ 5,750.00	\$ 1,359.56	76.36%
Uniform Allowance	7610	\$ 2,442.83	\$ 3,914.60	\$ 8,294.77	\$ 11,220.00	\$ 2,925.23	73.93%
Safety Clothing	7620	\$ 582.49	\$ 1,062.63	\$ 1,032.49	\$ 4,764.00	\$ 3,731.51	21.67%
Transportation and Travel	7700	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	0.00%
Conference&Seminar Staff	7710	\$ (1,792.74)	\$ 3,758.33	\$ 3,201.21	\$ 23,196.00	\$ 19,994.79	13.80%
Conference&Seminar Board	7715	\$ -	\$ -	\$ 217.00	\$ 4,450.00	\$ 4,233.00	4.88%
Conference&Seminar Travel Exp	7720	\$ (987.96)	\$ -	\$ 1,741.19	\$ 13,718.00	\$ 11,976.81	12.69%
Out of Town Travel Board	7725	\$ -	\$ -	\$ 1,221.94	\$ 2,420.00	\$ 1,198.06	50.49%
Private Vehicle Mileage	7730	\$ 32.48	\$ 123.00	\$ 32.48	\$ 3,892.00	\$ 3,859.52	0.83%
Buses/Excursions	7750	\$ -	\$ -	\$ -	\$ 17,400.00	\$ 17,400.00	0.00%
Utilities - Gas	7810	\$ 5,445.91	\$ 19,331.79	\$ 29,460.90	\$ 30,414.00	\$ 953.10	96.87%
Utilities - Water	7820	\$ 51,695.96	\$ 627,279.99	\$ 503,871.58	\$ 899,999.00	\$ 396,127.42	55.99%
Utilities - Electric	7830	\$ 18,366.44	\$ 105,136.97	\$ 146,657.21	\$ 210,000.00	\$ 63,342.79	69.84%
Airport Assessment Exp	7840	\$ -	\$ 842.00	\$ -	\$ 14,000.00	\$ 14,000.00	0.00%

General Ledger
Fund 10 General Fund
March 2022 75%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Awards and Certificates	7910	\$ -	\$ 861.19	\$ 7,144.60	\$ 14,206.00	\$ 7,061.40	50.29%
Meals for Staff Training	7920	\$ 369.81	\$ 910.51	\$ 1,032.28	\$ 3,500.00	\$ 2,467.72	29.49%
Employee Morale	7930	\$ 45.03	\$ 144.24	\$ 2,541.80	\$ 5,500.00	\$ 2,958.20	46.21%
COP Debt - PV Fields	7950	\$ -	\$ 229,759.38	\$ -	\$ 223,760.00	\$ 223,760.00	0.00%
Reserve Computer Fleet	7971	\$ -	\$ 2,500.00	\$ -	\$ -	\$ -	0.00%
Reserve Dry Period	7973	\$ -	\$ -	\$ 36,645.00	\$ 36,645.00	\$ -	100.00%
Reserve Repair/Oper/Admin	7975	\$ -	\$ 75,000.00	\$ 100,000.00	\$ 100,000.00	\$ -	100.00%
Reserve - Compensated Absences	7976	\$ -	\$ -	\$ 75,000.00	\$ 75,000.00	\$ -	100.00%
Admin Fee/CC Refund 2020	8112	\$ -	\$ 11,644.34	\$ 275.00	\$ -	\$ (275.00)	0.00%
Services and Supplies		\$ 166,597.38	\$ 2,051,671.49	\$ 2,117,014.65	\$ 3,714,379.00	\$ 1,597,364.35	57.00%
YTD Comparison				\$ 65,343.16			
Capital							
Capital	8400	\$ 5,020.63	\$ -	\$ 5,020.63	\$ -	\$ (5,020.63)	0.00%
Equip/Facility Replacement	8420	\$ -	\$ 269.42	\$ 29,984.93	\$ 64,730.00	\$ 34,745.07	46.32%
Community Center Marquee	8468	\$ -	\$ 3,997.52	\$ -	\$ -	\$ -	0.00%
Switches and Servers	8474	\$ -	\$ 29,642.96	\$ -	\$ -	\$ -	0.00%
Turf Grinder	8475	\$ -	\$ 14,366.14	\$ -	\$ -	\$ -	0.00%
Pitts Ranch BB Crt Repaint	8476	\$ -	\$ 7,950.00	\$ -	\$ -	\$ -	0.00%
Inflatable System	8479	\$ -	\$ -	\$ -	\$ 5,500.00	\$ 5,500.00	0.00%
HVAC Administration Bldg	8481	\$ -	\$ 13,200.00	\$ -	\$ -	\$ -	0.00%
ECAA Loan-Lighting Project	8483	\$ -	\$ -	\$ 52.50	\$ 190,000.00	\$ 189,947.50	0.03%
HVAC Conference Room	8485	\$ -	\$ -	\$ 7,414.00	\$ 15,000.00	\$ 7,586.00	49.43%
Pool Vacuum	8486	\$ -	\$ -	\$ 5,203.25	\$ 6,000.00	\$ 796.75	86.72%
Springville Parking Lot	8487	\$ -	\$ -	\$ 23,600.22	\$ 80,000.00	\$ 56,399.78	29.50%
Mission Oaks Parking Lot	8488	\$ 3,068.90	\$ -	\$ 61,654.20	\$ 100,000.00	\$ 38,345.80	61.65%
Tennis Court Lighting	8489	\$ 2,242.11	\$ -	\$ 114,438.61	\$ 140,000.00	\$ 25,561.39	81.74%
Senior Center Carpeting	8491	\$ -	\$ -	\$ 7,496.78	\$ 15,000.00	\$ 7,503.22	49.98%
Sr Ctr Upgrade to Sound Board	8492	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
Bingo Console	8494	\$ -	\$ -	\$ 5,007.00	\$ 15,000.00	\$ 9,993.00	33.38%
Turf Sweeper	8495	\$ -	\$ -	\$ 8,189.10	\$ 8,190.00	\$ 0.90	99.99%
Prop 68 Arneill Ranch Park	8496	\$ 2,000.00	\$ -	\$ 79,800.00	\$ 82,880.00	\$ 3,080.00	96.28%
Capital		\$ 12,331.64	\$ 69,426.04	\$ 347,861.22	\$ 737,300.00	\$ 389,438.78	47.18%
TOTAL EXPENSES		\$ 559,847.66	\$ 4,980,807.70	\$ 5,195,844.99	\$ 8,557,416.00	\$ 3,361,571.01	60.72%
TOTAL YTD COMPARISON				\$ 215,037.29			

General Ledger
Fund 20 Assessment District
March 2022 75%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Interest Earnings	5310	\$ -	\$ (198.38)	\$ (193.43)	\$ (238.00)	\$ (44.57)	81.27%
Assessment Revenue	5500	\$ -	\$ (693,981.11)	\$ (716,722.21)	\$ (1,209,566.00)	\$ (492,843.79)	59.25%
Revenue		\$ -	\$ (694,179.49)	\$ (716,915.64)	\$ (1,209,804.00)	\$ (492,888.36)	59.26%
YTD Comparison				\$ (22,736.15)			
Personnel							
Full Time Salaries	6100	\$ 2,877.75	\$ 12,725.00	\$ 16,028.02	\$ 20,831.00	\$ 4,802.98	76.94%
Overtime Salaries	6101	\$ -	\$ -	\$ 66.98	\$ -	\$ (66.98)	0.00%
Cell Phone Allowance	6108	\$ 21.99	\$ 6.93	\$ 141.85	\$ 178.00	\$ 36.15	79.69%
Retirement	6120	\$ 450.06	\$ 2,227.25	\$ 2,567.91	\$ 3,568.00	\$ 1,000.09	71.97%
Employee Insurance	6130	\$ 239.38	\$ 3,822.99	\$ 2,203.51	\$ 3,749.00	\$ 1,545.49	58.78%
Workers Compensation	6140	\$ 293.67	\$ 1,309.87	\$ 1,690.76	\$ 2,483.00	\$ 792.24	68.09%
Personnel		\$ 3,882.85	\$ 20,092.04	\$ 22,699.03	\$ 30,809.00	\$ 8,109.97	73.68%
YTD Comparison				\$ 2,606.99			
Services and Supplies							
Incidental Costs - Assess	6709		\$ 18,620.01	\$ 28,759.18	\$ 30,094.00	\$ 1,334.82	95.56%
Grounds Maintenance	6710		\$ -	\$ 3,578.30	\$ 15,000.00	\$ 11,421.70	23.86%
Tree Care	6719	\$ -	\$ 39,975.00	\$ 56,287.50	\$ 67,500.00	\$ 11,212.50	83.39%
Contracted LS Services	6720	\$ 15,404.76	\$ 374,651.45	\$ 309,027.36	\$ 465,913.00	\$ 156,885.64	66.33%
Park Amenities - Assess	6722	\$ 4,979.50	\$ 3,819.18	\$ 6,678.92	\$ 17,500.00	\$ 10,821.08	38.17%
Registration Fees	6950	\$ -	\$ -	\$ -	\$ 70.00	\$ 70.00	0.00%
Approp Redev/Collection Fees	6960	\$ -	\$ 1,678.82	\$ 1,736.59	\$ 3,500.00	\$ 1,763.41	49.62%
COP Debt - PV Fields	7950	\$ -	\$ 525,559.21	\$ 529,759.38	\$ 529,760.00	\$ 0.62	100.00%
Expense		\$ 20,384.26	\$ 964,303.67	\$ 935,827.23	\$ 1,129,337.00	\$ 193,509.77	82.87%
YTD Comparison				\$ (28,476.44)			
TOTAL EXPENSES		\$ 24,267.11	\$ 984,395.71	\$ 958,526.26	\$ 1,160,146.00	\$ 201,619.74	82.62%
TOTAL YTD COMPARISON				\$ (25,869.45)			

General Ledger
Fund 30 Quimby Fee Fund
March 2022 75%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Interest Earnings	5310	\$ -	\$ (35,233.24)	\$ (5,598.86)	\$ (10,013.00)	\$ (4,414.14)	55.92%
MBS Interest Earnings	5320	\$ -	\$ (7,320.00)	\$ -	\$ -	\$ -	0.00%
Park Dedication Fees	5400	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Revenue		\$ -	\$ (42,553.24)	\$ (5,598.86)	\$ (10,013.00)	\$ (4,414.14)	55.92%
YTD Comparison				\$ 36,954.38			

Expense							
Registration Fees	6950	\$ -	\$ 12.00	\$ 36.00	\$ -	\$ (36.00)	0.00%
Expense		\$ -	\$ 12.00	\$ 36.00	\$ -	\$ (36.00)	0.00%

Capital							
Arneill Ranch Park Renovation	8464	\$ 157.56	\$ 78,591.50	\$ 1,193,572.38	\$ 1,477,651.00	\$ 284,078.62	80.76%
PVAC Restroom & Shower	8469	\$ -	\$ 35,249.13	\$ -	\$ -	\$ -	0.00%
Turf Grinder	8475	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Fertilizer Injector System	8478	\$ -	\$ 50,788.90	\$ -	\$ -	\$ -	0.00%
Community Center Kitchen	8480	\$ 121,850.95	\$ 17,081.57	\$ 253,298.39	\$ 273,262.00	\$ 19,963.61	92.69%
Pickleball Sports Complex	8493	\$ 1,325.00	\$ -	\$ 1,325.00	\$ 1,400,000.00	\$ 1,398,675.00	0.00%
Capital		\$ 123,333.51	\$ 181,711.10	\$ 1,448,195.77	\$ 3,150,913.00	\$ 1,702,717.23	45.96%

Date Received	Amount	Amount Earmarked	Developer	Development Case #	Amount Expended	Balance	Allocation Date
7/31/2014	\$ 615,709.00	\$ 720,600.00	AMLI Residential	Springville (RPD-17	\$ 615,709.00	\$ -	7/31/2019
1/31/2015	\$ 2,250,489.70	\$ 2,250,489.70	Fairfield LLC		\$ 1,887,350.38	\$ 363,139.32	1/31/2020
8/8/2016	\$ 2,649,209.00	\$ 2,800,000.00	Comstock/Elacora	Mission Oaks	\$ 1,476,993.19	\$ 1,172,215.81	8/8/2021
8/10/2016	\$ 474,353.00	\$ 629,500.00	KB Homes		\$ 230,159.82	\$ 244,193.18	8/10/2021
6/7/2018	\$ 21,612.25	\$ -	Crestview		\$ -	\$ 21,612.25	6/7/2023
6/27/2018	\$ -	\$ -	Aldersgate Construction		\$ 146,682.55	\$ -	REFUNDED
3/6/2019	\$ 35,242.00	\$ -	Habitat for Humanity		\$ -	\$ 35,242.00	3/6/2024
9/12/2019	\$ -	\$ -	Aldersgate Construction		\$ 92,200.46	\$ -	REFUNDED
11/21/2019	\$ 1,264,500.00	\$ -	Shea Homes		\$ -	\$ 1,264,500.00	11/21/2024
Total	\$ 7,311,114.95	\$ 6,400,589.70			\$ 4,449,095.40	\$ 3,100,902.56	

General Ledger
Fund 40 Park Impact Fee Fund
March 2022 75%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Park Impact Fees	5450	\$ (6,983.00)	\$ -	\$ (172,347.20)	\$ -	\$ 172,347.20	0.00%
Revenue		\$ (6,983.00)	\$ -	\$ (172,347.20)	\$ -	\$ 172,347.20	0.00%

General Ledger
Fund 50 CDBG - Food Share
February 2022 67%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
CDBG - Food Share	5577	\$ -	\$ -	\$ -	\$ (42,428.33)	\$ (42,428.33)	0.00%
Revenue		\$ -	\$ -	\$ -	\$ 42,428.33	\$ 42,428.33	0.00%

Personnel

Full Time Salaries	6100	\$ 396.34		\$ 12,747.86	\$ 37,587.00	\$ 24,839.14	33.92%
Part-Time Salaries	6110	\$ 450.00		\$ 1,562.00	\$ 5,000.00	\$ 3,438.00	31.24%
Retirement	6120	\$ 83.04		\$ 362.48	\$ 2,853.00	\$ 2,490.52	12.71%
Employee Insurance	6130	\$ 3.78		\$ 21.97	\$ 3,591.00	\$ 3,569.03	0.61%
Workers Compensation	6140	\$ 19.48		\$ 61.98	\$ 1,082.00	\$ 1,020.02	5.73%
Personnel		\$ 952.64	\$ -	\$ 14,756.29	\$ 50,113.00	\$ 35,356.71	29.45%

Services and Supplies

Office Supplies	6910	\$ 199.08	\$ -	\$ 633.70	\$ -	\$ (633.70)	0.00%
Event Supplies	7410				\$ 1,500.00	\$ 1,500.00	0.00%
Uniform Allowance	7610				\$ 150.00	\$ 150.00	0.00%
Private Vehicle Mileage	7730				\$ 1,500.00	\$ 1,500.00	0.00%
					\$ -	\$ -	
Expense		\$ 199.08	\$ -	\$ 633.70	\$ 3,150.00	\$ 2,516.30	0.00%

Revenue Budget	\$ 42,428.33
Expense Total	\$ 15,389.99
Percent of Revenue	36.3%

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Lanny Binney, Recreation Supervisor

DATE: May 4, 2022

**SUBJECT: CONSIDERATION AND ADOPTION OF
RESOLUTION NO. 705 PROCLAIMING MAY 2022
AS OLDER AMERICANS MONTH**

BACKGROUND

President Kennedy signed a Proclamation in 1963 acknowledging the month of May as Senior Citizens Month. Years later President Carter renamed May as Older Americans Month. In combination with the Older Americans Act, the City of Camarillo, the State and the County Area Agency on Aging, staff is requesting that the Board proclaim the month of May 2022 as Older Americans Month.

ANALYSIS

For over 58 years, Older Americans Month has been observed to recognize older Americans and their contributions to our communities. Every May offers opportunity to hear from, support, and celebrate our nation's elders. The proclamation will be in recognition of the older adult population within the District and the certificate will be displayed at the Pleasant Valley Senior Center throughout the year.

FISCAL IMPACT

There is no fiscal impact to the District.

RECOMMENDATION

It is recommended the Board adopt Resolution No. 705 proclaiming the month of May 2022 as Older Americans Month to recognize the older adult population in the Pleasant Valley Recreation and Park District.

ATTACHMENTS

- 1) Resolution No. 705 (1 page)

**RESOLUTION NO. 705 OF
THE BOARD OF DIRECTORS
OF PLEASANT VALLEY RECREATION & PARK DISTRICT**

**DECLARING THE MONTH OF MAY 2022
OLDER AMERICANS MONTH**

WHEREAS, Pleasant Valley Recreation and Park District is home to more than 15,675 citizens aged 60 years or older; and

WHEREAS, the older citizens of Pleasant Valley Recreation and Park District are representative of an unprecedented trend in the nation's demographic makeup; and

WHEREAS, older persons are, as citizens and community members, entitled to lives of dignity and independence, free from the fears, myths and misconceptions about aging; and

WHEREAS, as America grows older, each community must strive to understand and address the evolving challenges and needs of our older citizens and the people who care for them; and

WHEREAS, our society is dependent upon the nurturing, support, and resources shared between generations, and benefits from our mutual efforts to meet the needs of America's older persons and those who love them,

NOW THEREFORE WE, the Pleasant Valley Recreation and Park District, Board of Directors, do hereby proclaim the month of May 2022 as ***Older Americans Month***.

Passed and Adopted this 4th day of May 2022.

Robert Kelley, Chair

Elaine L. Magner Vice-Chair

Bev Dransfeldt, Secretary

Jordan Roberts, Director

Mark Malloy, Director

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Dylan Gunning, Administrative Analyst

DATE: May 4, 2022

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

RECOMMENDATION

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

BACKGROUND

On April 4, 2018, Pleasant Valley Recreation and Park District adopted a surplus property disposal policy which outlines how the District disposes of surplus equipment and office supplies. This policy was updated on June 2, 2021.

ANALYSIS

Special districts such as PVRPD are not required to maintain a surplus property disposal policy. However, due to recent events within the District such as the office redesign, upgraded IT infrastructure, and other capital projects, it has been determined that there is a need to uniformly dispose of surplus personal property owned by the District. In accordance with the Surplus District Property Disposal Policy approved on June 2, 2021, staff has compiled the attached list for Board review.

FISCAL IMPACT

This action will have no fiscal impact on the FY2021-2022 budget.

RECOMMENDATION

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

ATTACHMENTS

- 1) Surplus Supplies and Equipment List (1 page)

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

TO: BOARD OF DIRECTORS

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

DATE: May 4, 2022

SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION NO. 706, DECLARING INTENTION TO LEVY ASSESSMENTS FOR FY 2022-2023, PRELIMINARILY APPROVING THE ENGINEER'S REPORT, AND AUTHORIZING THE ISSUANCE OF A NOTICE FOR THE PUBLIC HEARING FOR THE PROPOSED FY 2022-2023 ASSESSMENTS FOR THE PARK MAINTENANCE AND RECREATION IMPROVEMENT DISTRICT FOR THE PLEASANT VALLEY RECREATION AND PARK DISTRICT

SUMMARY

Every fiscal year staff brings a staff report and resolution requesting the Board to adopt a resolution to declare the intention to levy an assessment for the fiscal year and for preliminary approval of the engineer's report created by SCI Consulting Group, along with providing notice of a public hearing for the Park Maintenance and Recreation Improvement District for Pleasant Valley Recreation and Park District.

BACKGROUND

After receiving a weighted majority of 58.7% of ballots in support of the proposed assessment, the Board of Directors ordered the formation of and levied the first assessment in the year 2001 within the Pleasant Valley Recreation and Park District, Park Maintenance and Recreation Improvement Assessment District (Resolution No. 356).

On February 3, 2022, the Board adopted Resolution No. 698, directing the preparation of an Engineer's Report for the District, and initiating the procedures for the continuation of the Assessment District for FY 2022-2023. The next step in levying assessments for the upcoming fiscal year is the adoption of a Resolution of Intent to Levy the Assessments for FY 2022-2023 and setting the place and time for a Public Hearing to consider the assessments.

ANALYSIS

To continue to levy the assessments, the Board on February 3, 2022 directed SCI Consulting Group to prepare an Engineer's Report for FY 2022-2023. This Engineer's Report, which includes the proposed budget for the assessments for FY 2022-2023 and the updated proposed assessments for each parcel in the District, was completed, but will not be filed with the District's attorney this year as the report only needs to be filed when there are significant changes, and there are no significant changes for this report.

The Board has the authority to approve an annual adjustment to the assessment rate by an amount equal to the change in the Los Angeles Consumer Price Index (CPI), not to exceed 3%. The Engineer's Report contains a proposed assessment rate adjustment of 3.0% for FY 2022-2023. The proposed 3.0% increase was attained through the CPI as of Dec 31, 2021, which was at 6.56%. The additional 3.56% will be "banked" and can be used at a later time when the CPI is below 3%. The Unused CPI Bank is a bank made up of any CPI throughout past years that exceed 3.0%. The current Unused CPI Balance is 3.56%. The increase will reflect a \$44.83 per single-family equivalent benefit unit assessment.

Pending Board approval, a public hearing for the continuation of the assessments will be scheduled for June 1, 2022 at the hour of 6:00 p.m. Notification of the hearing will be given by publishing a notice, at least ten (10) days prior to the date of the hearing specified, in a newspaper circulated in the District. After the public hearing, the Board can, by resolution, levy the assessments for FY 2022-2023.

FISCAL IMPACT

There is no fiscal impact associated with this action.

Preliminary approval of the Engineer's Report and establishment of the hearing date allows for the development of the proposed budget and assessment rate. This information can then be released to District residents for comment at the June 1, 2022 hearing date.

RECOMMENDATION

It is recommended the Board adopt Resolution No 706, accepting the Engineer's Report including the proposed assessment rate and schedule the public hearing for June 1, 2021.

ATTACHMENT

- 1) Resolution No. 706 (3 pages)
- 2) Preliminary Engineer's Report for FY 2022-2023 (43 pages)
- 3) Assessment Summary (1 page)

RESOLUTION NO. 706

**A RESOLUTION DECLARING INTENTION TO CONTINUE
LEVYING ASSESSMENTS FOR FISCAL YEAR 2022-23,
PRELIMINARILY APPROVING THE ENGINEER'S REPORT,
AND AUTHORIZING THE ISSUANCE OF A NOTICE FOR THE PUBLIC HEARING
FOR THE PROPOSED FY 2022-23 ASSESSMENTS FOR THE
PARK MAINTENANCE AND RECREATION IMPROVEMENT DISTRICT
FOR THE PLEASANT VALLEY RECREATION AND PARK DISTRICT**

WHEREAS, on April 4th, 2001, by its Resolution No. 356, after receiving a weighted majority of 58.7% of ballots in support of the proposed assessment, which included an annual adjustment as described below under Section 5 hereof (the "Authorized Assessment"), the Board of Directors of the Pleasant Valley Recreation and Park District (the "Board") ordered the formation of and levied the first assessment within the Pleasant Valley Recreation and Park District, Park Maintenance and Recreation Improvement Assessment District (the "District") pursuant to the provisions of 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); and

WHEREAS, by Resolution No. 698, the Board ordered the preparation of an Engineer's Report for the District for fiscal year 2022-23; and

WHEREAS, pursuant to said Resolution, the Engineer's Report was prepared by SCI Consulting Group, Engineer of Work, in accordance with 22623, *et. seq.*, of the Streets and Highways Code (the "Report") and Article XIID of the California Constitution; and

WHEREAS, said Engineer's Report was filed with the Clerk of the Board of Directors and the Board of Directors has reviewed the Report and wishes to take certain actions relative to said Report.

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

SECTION 1. The Report for the "PARK MAINTENANCE AND RECREATION IMPROVEMENT ASSESSMENT DISTRICT", on file with the Clerk of the Board, has been duly considered by the Board of Directors and is hereby deemed sufficient and approved. The Report shall stand as the Engineer's Report for all subsequent proceedings under, and pursuant to, the foregoing resolution.

SECTION 2. It is the intention of this Board to continue to levy and collect assessments within the Assessment District for fiscal year 2022-23. Within the District, the work and improvements (the "Improvements") proposed to be undertaken by the District, are generally 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 Improvement.

SECTION 3. The District consists of the lots and parcels shown on the boundary map of the District on file with the Clerk of the Board, and reference is hereby made to such map for further particulars.

SECTION 4. Reference is hereby made to the Engineer's Report for a full and detailed description of the Improvements, the boundaries of the District and the proposed assessments upon assessable lots and parcels of land within the District. The Engineer's Report identifies all parcels which will have a special benefit conferred upon them and upon which an assessment will be imposed.

SECTION 5. The Authorized Assessment is subject to an annual adjustment tied to the Consumer Price Index-U for the Los Angeles Area, as published by United States Department of Labor, Bureau of Labor Statistics, as of December of each succeeding year (the "CPI"), with a maximum annual adjustment not to exceed 3%. Any change in the CPI in excess of 3% shall be cumulatively reserved as the "Unused CPI" and shall be used to increase the maximum authorized assessment rate in years in which the CPI is less than 3%. The maximum authorized assessment rate is equal to the maximum assessment rate in the first fiscal year the assessment was levied adjusted annually by the minimum of 1) 3% or 2) the change in the CPI plus any Unused CPI as described above.

The change in the CPI from December 2020 to December 2021 was 6.56%. Therefore, the maximum authorized assessment rate for fiscal year 2022-23 is increased by 3.00% which equates to \$44.83 per single family equivalent benefit unit. Single family equivalent values for different property types, such as commercial and industrial land uses are described in the Engineer's Report. The estimate of cost and budget in the Engineer's Report proposes assessments for fiscal year 2022-23 at the rate of \$44.83.

SECTION 6. Notice is hereby given that on June 1, 2022, at the hour of 6:00 o'clock p.m. at the City of Camarillo, City Hall Council Chambers 601 Carmen Dr., Camarillo, California the Board of Directors will hold a public hearing to consider the ordering of the Improvements and the continuation of the proposed assessments.

SECTION 7. Prior to the conclusion of the hearing, any interested person may file a written protest with the Clerk of the Board, or, having previously filed a protest, may file a written withdrawal of that protest. A written protest shall state all grounds of objection. A protest by a property owner shall contain a description sufficient to identify the property owned by such

owner. Such protest or withdrawal of protest should be mailed to Pleasant Valley Recreation and Park District, 1605 East Burnley Street, Camarillo, CA 93010.

SECTION 8. The Clerk of the Board shall cause a notice of the hearing to be given by publishing a copy of this resolution once, at least ten (10) days prior to the date of the hearing above specified, in a newspaper circulated in the Pleasant Valley Recreation and Park District.

PASSED AND ADOPTED this 4th day of May, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ROBERT KELLEY, CHAIRMAN
PLEASANT VALLEY RECREATION AND PARK DISTRICT

ATTESTED:

BEV DRANSFELDT, SECRETARY
PLEASANT VALLEY RECREATION AND PARK DISTRICT



ENGINEER'S REPORT

Pleasant Valley Recreation and Park District Park Maintenance and Recreation Improvement District

Fiscal Year 2022-23
April 2022

Pursuant to the Landscaping and Lighting Act of 1972
and Article XIID of the California Constitution

Engineer of Work:



SCI Consulting Group
Public Finance Consulting Services

4745 Mangels Boulevard
Fairfield, California 94534
707.430.4300
www.sci-cg.com
37/133

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Introduction

Overview

The Pleasant Valley Recreation and Park District (the “Park District”) currently provides park facilities and recreational programs for its service area of 26,800 parcels. The Park District currently owns, operates and maintains 28 neighborhood, community, and regional parks which are distributed throughout the Park District. (For locations of the Park District’s facilities, see the Diagram following in this Report.)

The Park District’s facilities are summarized as follows:

District Parks

- ❖ **Adolfo Park**, (3.0 acres), 3601 N. Adolfo.
- ❖ **Arneill Ranch Park**, (5.0 acres), 1301 Sweetwater.
- ❖ **Birchview Park**, (0.7 acres), 5564 Laurel Ridge Lane, Birchview/Laurel Ridge.
- ❖ **Calleguas Creek Park**, (3.0 acres), 675 Avenida Valencia.
- ❖ **Camarillo Oak Grove Park**, (24.55 acres), 6968 Camarillo Springs Road.
- ❖ **Carmenita Park**, (1.0 acres), 1506 Sevilla.
- ❖ **Charter Oak Park**, (5.7 acres), 2500 Charter Oak Drive.
- ❖ **Community Center Park**, (12.9 acres), 1605 E. Burnley Street, Carmen/Burnley.
- ❖ **Dos Caminos Park**, (4.4 acres), 2198 N. Ponderosa Road, Las Posas/Ponderosa.
- ❖ **Encanto Park**, (3.0 acres), 5300 Encanto.
- ❖ **Foothill Park**, (2.3 acres), 1501 Cranbrook Street.
- ❖ **Freedom Park**, (33.9 acres), 275 E. Pleasant Valley Road, Skyway/Eubanks.
- ❖ **Heritage Park**, (9.0 acres), 1630 Heritage Trail, Joshua Trail/Heritage Trail.
- ❖ **Las Posas Equestrian Park**, (2.0 acres), 2084 Via Veneto, El Tuaca/Via Veneto.
- ❖ **Laurelwood Park**, (1.5 acres), 2127 Dexter, Mobil/Dexter.
- ❖ **Lokker Park**, (7.0 acres), 848 Vista Coto Verde, Calle Higuera/Avenida Sultura.
- ❖ **Mel Vincent Park**, (5.0 acres), 668 CALISTOGA ROAD.

- ❖ **Mission Oaks Park**, (20.2 acres), 5501 Mission Oaks Boulevard, Mission Oaks/Oak Canyon.
- ❖ **Nancy Bush Park**, (3.4 acres), 1150 Bradford.
- ❖ **Pitts Ranch Park**, (10.0 acres), 1400 Flynn Road.
- ❖ **Bob Kildee Community Park**, (13.0 acres), 1030 Temple Avenue, Ponderosa/Temple.
- ❖ **Quito Park**, (5.0 acres), 7073 Quito Court, Calle Dia/Quito.
- ❖ **Springville Park**, (5.0 acres), 801 Via Zamora.
- ❖ **Trailside Park**, (0.5 acres), 5462 Cherry Ridge Drive, Willow View/Maple View.
- ❖ **Valle Lindo Park**, (10.0 acres), 889 Aileen Street, Valle Lindo/Aileen.
- ❖ **Pleasant Valley Fields**, (55.0 acres), 3777 Village at the Park Drive.
- ❖ **Woodcreek Park**, (5.0 acres), 1200 Woodcreek Road, Lynwood/Woodcreek.
- ❖ **Woodside Park**, (5.0 acres), 247 Japonica Avenue, Ridgeview/Japonica.

Assessment Process

In 2001, due to the combination of limited revenues, a growing community and expanding park acreage, the Park District projected that it would not be able to adequately maintain its current and future parks and recreation facilities. Therefore, the Board proposed the establishment of an assessment district to provide adequate revenues for park maintenance services as well as for expanding and improving park facilities to meet the growing demand placed on the parks.

In February and March 2001 the Board conducted an assessment ballot proceeding pursuant to the requirements of Article XIID of the California Constitution (“The Taxpayer’s Right to Vote on Taxes Act”) and the Landscaping and Lighting Act of 1972. During this ballot proceeding, property owners in the District were provided with a notice and ballot for the proposed parks assessment (“the Parks Maintenance and Recreation Improvement District” or the “Improvement District”). A 45-day period was provided for balloting and a public hearing was conducted on March 21st, 2001. At the public hearing, all ballots returned within the 45-day balloting period were tabulated. It was determined at the public hearing that the assessment ballots submitted in opposition to the proposed assessments did not exceed the assessment ballots submitted in favor of the assessments (with each ballot weighted by the proportional financial obligation of the property for which ballot was submitted). The final balloting result was 58.7% weighted support in favor of the benefit assessments for the Pleasant Valley Recreation and Park District’s Park Maintenance and Recreation Improvement District.

As a result, the Board gained the authority to approve the levy of the assessments for the fiscal year 2001-02 and to continue to levy them in future years. The authority granted by the ballot proceeding includes an annual adjustment in the assessment levies equal to the annual change in the Consumer Price Index for the Los Angeles Area, not to exceed 3%.

Engineer’s Report and Continuation of Assessments

In each subsequent year for which the assessments will be continued, the Board must direct the preparation of an Engineer’s Report, budgets and proposed assessments for the upcoming fiscal year. After the Engineer’s Report is completed, the Board may preliminarily approve the Engineer’s Report and proposed assessments and establish the date for a public hearing on the continuation of the assessments. This Report was prepared pursuant to the direction of the Board adopted on February 3, 2022.

This Engineer’s Report (“Report”) was prepared to establish the budget for the continued improvements and services (“Improvements”) that would be funded by the proposed 2022-23 assessments, determine the benefits received by property from the improvements and services within the Park District and the method of assessment apportionment to lots and parcels within the Park District. This Report and the proposed assessments have been made pursuant to the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the *California Streets and Highways Code* (the “Act”) and Article XIID of the California Constitution (the “Article”).

If the Board preliminarily approves this Engineer’s Report and the continuation of the assessments by resolution. A notice of public hearing must be published in a local paper at least 10 days prior to the date of the public hearing. The resolution preliminarily approving the Engineer’s Report and establishing the date for a public hearing is used for this notice.

Following the minimum 10-day time period after publishing the notice, a public hearing is held for the purpose of allowing public testimony about the proposed continuation of the assessments. This hearing is currently scheduled for June 1, 2022. At this hearing, the Board would consider approval of a resolution confirming the continuation of the assessments for fiscal year 2022-23. If the assessments are so confirmed and approved, the levies would be submitted to the County Auditor/Controller by August 2022 for inclusion on the property tax roll for fiscal year 2022-23.

Legislative Analysis

Proposition 218

This assessment is formed consistent with Proposition 218, The Right to Vote on Taxes Act, which was approved by the voters of California on November 6, 1996, and is now codified as Articles XIIC and XIID of the California Constitution. Proposition 218 provides for benefit assessments to be levied to fund the cost of providing services, improvements, as well as maintenance and operation expenses to a public improvement which benefits the assessed property.

Proposition 218 describes a number of important requirements, including property-owner balloting, for the imposition, increase and extension of assessments, and these requirements are satisfied by the process used to establish this assessment.

Silicon Valley Taxpayers Association, Inc. v Santa Clara County Open Space Authority

In July of 2008, the California Supreme Court issued its ruling on the Silicon Valley Taxpayers Association, Inc. v. Santa Clara County Open Space Authority (“SVTA vs. SCCOSA”). This ruling is the most significant legal document in further legally clarifying Proposition 218. Several of the most important elements of the ruling included further emphasis that:

- Benefit assessments are for special, not general, benefit
- The services and/or improvements funded by assessments must be clearly specified and identified

- Special benefits are directly received by and provide a direct advantage to property in the assessment district
- The assessments must be proportional to the special benefits conferred

This Engineer's Report is consistent with the SVTA vs. SCCOSA decision and with the requirements of Article 13C and 13D of the California Constitution because the improvements to be funded are clearly defined; the benefiting properties in the Improvement District enjoys close and unique proximity, access and views to the Improvements; the Improvements serve as an extension of usable land area for benefiting properties in the Improvement District and such special benefits provide a direct advantage to property in the Improvement District that is not enjoyed by the public at large or other property; and the assessments are proportional to the special benefits conferred.

Dahms v. Downtown Pomona Property

On June 8, 2009, the 4th Court of Appeal amended its original opinion upholding a benefit assessment for property in the downtown area of the City of Pomona. On July 22, 2009, the California Supreme Court denied review. On this date, Dahms became good law and binding precedent for assessments. In Dahms the Court upheld an assessment that was 100% special benefit (i.e. 0% general benefit) on the rationale that the services and improvements funded by the assessments were directly provided to property in the assessment district. The Court also upheld discounts and exemptions from the assessment for certain properties.

Bonander v. Town of Tiburon

On December 31, 2009, the 1st District Court of Appeal overturned a benefit assessment approved by property owners to pay for placing overhead utility lines underground in an area of the Town of Tiburon. The Court invalidated the assessments on the grounds that the assessments had been apportioned to assessed property based in part on relative costs within sub-areas of the assessment district instead of proportional special benefits.

Beutz v. County of Riverside

On May 26, 2010 the 4th District Court of Appeal issued a decision on the Steven Beutz v. County of Riverside ("Beutz") appeal. This decision overturned an assessment for park maintenance in Wildomar, California, primarily because the general benefits associated with improvements and services were not explicitly calculated, quantified and separated from the special benefits.

Golden Hill Neighborhood Association v. City of San Diego

On September 22, 2011, the San Diego Court of Appeal issued a decision on the Golden Hill Neighborhood Association v. City of San Diego appeal. This decision overturned an assessment for street and landscaping maintenance in the Greater Golden Hill neighborhood of San Diego, California. The court described two primary reasons for its decision. First, like in *Beutz*, the court found the general benefits associated with services were not explicitly calculated, quantified and separated from the special benefits. Second, the court found that the City had failed to record the basis for the assessment on its own parcels.

Compliance with Current Law

This Engineer's Report is consistent with the requirements of Article XIIC and XIID of the California Constitution and with the *SVTA* decision because the improvements to be funded are clearly defined; the improvements are directly available to and will directly benefit property in the Improvement District; and the improvements provide a direct advantage to property in the Improvement District that would not be received in absence of the assessments.

This Engineer's Report is consistent with *Beutz*, *Dahms* and *Greater Golden Hill* because the improvements will directly benefit property in the Improvement District and the general benefits have been explicitly calculated and quantified and excluded from the assessments. The Engineer's Report is consistent with *Bonander* because the assessments have been apportioned based on the overall cost of the improvements and proportional special benefit to each property.

Plans & Specifications

The Pleasant Valley Recreation and Park District maintains park facilities in locations throughout its boundaries.

The work and improvements (the “Improvements”) proposed to be undertaken by the Pleasant Valley Recreation and Park District’s Park Maintenance and Recreation Improvement District (the “Improvement District”) and the cost thereof paid from the levy of the annual assessment provide special benefit to Assessor Parcels within the Improvement District as defined in the Method of Assessment herein. In addition to the definitions provided by the Landscaping and Lighting Act of 1972, (the “Act”) the work and improvements are generally described as follows:

Installation, maintenance and servicing of public recreational facilities and improvements, including, but not limited to, turf and play areas, playground equipment, hard court surfaces, ground cover, shrubs and trees, irrigation and sprinkler systems, landscaping, park grounds and facilities, drainage systems, lighting, fencing, entry monuments, basketball courts, tennis courts, gymnasiums, senior centers, running tracks, swimming pools, landscape corridors, trails, other recreational facilities, security patrols to protect the Improvements, graffiti removal and repainting, and labor, materials, supplies, utilities and equipment, as applicable, at each of the locations owned, operated or maintained by the Pleasant Valley Recreation and Park District. Any plans and specifications for these improvements have been filed with the General Manager of the Pleasant Valley Recreation and Park District and are incorporated herein by reference.

As applied herein, “Installation” means the construction of recreational improvements, including, but not limited to, land preparation (such as grading, leveling, cutting and filling) sod, landscaping, irrigation systems, sidewalks and drainage, lights, playground equipment, play courts, recreational facilities and public restrooms.

“Maintenance” means the furnishing of services and materials for the ordinary and usual maintenance, operation and servicing of any improvement, including repair, removal or replacement of all or any part of any improvement; providing for the life, growth, health, and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury; the removal of trimmings, rubbish, debris, and other solid waste, and the cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti.

“Servicing” means the furnishing of electric current, or energy, gas or other illuminating agent for any public lighting facilities or for the lighting or operation of any other improvements; or water for the irrigation of any landscaping, the operation of any fountains, or the maintenance of any other improvements.

Incidental expenses include all of the following: (a) The costs of preparation of the report, including plans, specifications, estimates, diagram, and assessment; (b) the costs of printing, advertising, and the giving of published, posted, and mailed notices; (c) compensation payable to the County for collection of assessments; (d) compensation of any engineer or attorney employed to render services in proceedings pursuant to this part; (e) any other expenses incidental to the construction, installation, or maintenance and servicing of the Improvements; (f) any expenses incidental to the issuance of bonds or notes pursuant to Streets & Highways Code Section 22662.5; and (g) costs associated with any elections held for the approval of a new or increased assessment. (Streets & Highways Code §22526).

The assessment proceeds will be exclusively used for Improvements within the Improvement District plus Incidental expenses. Reference is made to the Summary of District’s Improvement Plans section in the following section of this Report and the more detailed budgets and improvement plans of the Park District, which are on file with the Pleasant Valley Recreation and Park District.

Fiscal Year 2022-23 Estimate of Cost and Budget

Introduction

Following are the proposed Improvements, and resulting level of improved parks and recreation facilities, for the Improvement District. As previously noted, the baseline level of service included a declining level of parks and recreation facilities due to shortages of funds for the Park District. Improvements funded by the assessments are over and above the previously declining baseline level of service. The formula below describes the relationship between the final level of improvements, the existing baseline level of service, and the enhanced level of improvements to be funded by the proposed assessment.

$$\text{Final Level of Improvements} = \text{Baseline Level of Improvements} + \text{Enhanced Level of Improvements}$$

Summary of District's Improvement Plans

Projects have been chosen throughout the Park District in order to ensure that all properties in the narrowly drawn Park District boundaries will receive improved access to better maintained and improved parks in their area. A detailed project improvement plan has been developed and is available for review at the Park District offices.

Table 1 - Estimate of Cost, FY 2022-23

	Total Budget	
Installation, Maintenance & Servicing Costs		
Capital Improvements	\$1,174,760	
Equipment and Facility Replacement	\$90,000	
Services and Supplies	\$2,391,520	
Maintenance and Operations of Improvements ¹	<u>\$2,152,232</u>	
Subtotal - Installation, Maintenance and Servicing	\$5,808,512	
Administrative Costs:		
Assessment Administration and County Charges	\$28,263	
Allowance for Uncollectible Assessments	<u>\$15,770</u>	
Subtotals - Incidentals	\$44,034	
Total for Installation, Maintenance, Servicing and Administration	\$5,852,546	
Total Benefit of Improvements	\$5,852,546	
Single Family Equivalent Units (SFE)	28,268	
Benefit Received per SFE Unit	\$207.04	
Less:		
District Contribution for General Benefits ²	(\$1,463,136)	
District Contribution for Special Benefits	(\$3,145,011)	
Beginning Fund Balance (July 1, 22)	(\$1,035,737)	
Contribution to Reserve Fund/Improvement Fund/Contingency ³	<u>\$1,058,571</u>	
	<u>(\$4,585,313)</u>	
Net Cost of Installation, Maintenance and Servicing (Net Amount to be Assessed)	\$1,267,233	
Budget Allocation to Property		
Total Assessment Budget*	\$1,267,233	
	Unadjusted	Adjusted
	SFE	SFE
Single Family Equivalent Benefit Units - Zone A	<u>27,235.51</u>	27,235.51
Single Family Equivalent Benefit Units - Zone B	494.24	123.56
Single Family Equivalent Benefit Units - Zone C	<u>1,816.89</u>	<u>908.45</u>
Adjusted SFE Units		28,267.52
Assessment per Single Family Equivalent Unit		\$44.83

* All assessments are rounded to lower even penny. Therefore, the budget amount may slightly differ from the assessment rate

Notes to Estimate of Cost:

1. The item, Maintenance and Operation of Improvements provides funding for enhanced maintenance of all parks and recreation facilities on a daily basis, seven days per week. Improvements include mowing turf, trimming and caring for landscaping, fertilization and aeration of grounds and playfields, routine maintenance and safety inspections, painting, replacing/repairing broken or damaged equipment, trash removal and cleanup, irrigation and irrigation system maintenance, and other services as needed.
2. As determined in the following section, at least 25% of the cost of Improvements must be funded from sources other than the assessments to cover any general benefits from the Improvements. Therefore, out of the total cost of Improvements of \$5,852,546, the District must contribute at least \$1,463,136 from sources other than the assessments. The District will contribute much more than this amount, which more than covers any general benefits from the Improvements.
3. This amount is the projected ending fund balance as of June 30, 2023. The Fund Balance shown includes operating reserves and the Capital Improvement Reserve Fund.
4. The Act stipulates that proceeds from the assessments must be deposited into a special fund that has been set up for the revenues and expenditures of the Improvement District. Moreover, funds raised by the assessment shall be used only for the purposes stated within this Report. Any balance remaining at the end of the fiscal year, July 1, must be carried over to the next fiscal year. The funds shown under contribution to Reserve Fund / Improvement Fund / Contingency are primarily being accumulated for future capital improvement and capital renovation needs.

Method of Apportionment

Method of Apportionment

This section of the Engineer's Report explains the special and general benefits to be derived from the Improvements to park facilities and District maintained property throughout the Park District, and the methodology used to apportion the total assessment to properties within the Improvement District.

The Improvement District consists of all Assessor Parcels within the boundaries of the Pleasant Valley Recreation and Park District. The method used for apportioning the assessment is based upon the proportional special benefits conferred to the properties over and above the general benefits conferred to real property in the Improvement District or to the public at large. Special benefit is calculated for each parcel in the Improvement District using the following process:

1. Identification of all benefit factors derived from the Improvements
2. Identification of the direct advantages (special benefits) received by property in the Improvement District
3. Calculation of the proportion of these benefits that are general
4. Determination of the relative special benefit within different areas within the Improvement District
5. Determination of the relative special benefit per property type
6. Calculation of the specific assessment for each individual parcel based upon special vs. general benefit; location, property type, property characteristics, improvements on property and other supporting attributes

Discussion of Benefit

In summary, the assessments can only be levied based on the special benefit to property. Any and all general benefit must be funded from another source. This special benefit is received by property over and above any general benefits from the Improvements. With reference to the requirements for assessments, Section 22573 of the Landscaping and Lighting Act of 1972 states:

"The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements."

“The determination of whether or not a lot or parcel will benefit from the improvements shall be made pursuant to the Improvement Act of 1911 (Division 7 (commencing with Section 5000)) [of the Streets and Highways Code, State of California].”

Proposition 218, as codified in Article XIII D of the California Constitution, has confirmed that assessments must be based on the special benefit to property:

“No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel.”

Since assessments are levied on the basis of special benefit, they are not a tax and are not governed by Article XIII A of the California Constitution.

The SVTA v. SCCOSA decision also clarifies that a special benefit is a service or improvement that provides a direct advantage to a parcel, in contrast to a general benefit which provides indirect or derivative advantages. The SVTA v. SCCOSA decision also provides specific guidance that park improvements are a direct advantage and special benefit to property that is proximate to a park that is improved by an assessment:

the characterization of a benefit may depend on whether the parcel receives a direct advantage from the improvement (e.g. proximity to a park) or receives an indirect, derivative advantage resulting from the overall public benefits of the improvement (e.g. general enhancement of the district’s property values).

Finally, Proposition 218 twice uses the phrase “over and above” general benefits in describing special benefit. (Art. XIII D, sections 2(i) & 4(f).) The SVTA v. SCCOSA decision further clarifies that special benefits must provide a direct advantage to benefiting property and that examples of a special benefit include proximity to a park, expanded or improved access to open space or views of open space.

Benefit Factors

The special benefits from the Improvements are listed below:

Extension of a property's outdoor areas and green spaces for properties within close proximity to the Improvements

In large part because it is cost prohibitive to provide large open land areas on property in the Improvement District, the residential, commercial and other benefiting properties in the Improvement District do not have large outdoor areas and green spaces. The parks in the Improvement District provide these larger outdoor areas that serve as an effective extension of the land area for proximate properties because the Improvements are uniquely proximate and accessible to property in close proximity to the Improvements. The Improvements, therefore, provide an important, valuable and desirable extension of usable land area for the direct advantage and special benefit of properties with good and close proximity to the Improvements.

According to the industry-standard guidelines established by the National Park and Recreation Association (the "NPRA"), neighborhood parks in urban areas have a service area radius of generally one-half mile and community parks have a service area radius of approximately two miles. The service radii for neighborhood parks and neighborhood green spaces were specifically established to give all properties within this service radii close proximity and easy access to such public land areas. Since proximate and accessible parks serve as an extension of the usable land area for property in the service radii and since the service radii was specifically designed to provide close proximity and access, the parcels within this service area clearly receive a direct advantage and special benefit from the Improvements - and this advantage is not received by other properties or the public at large.

Moreover, almost every neighborhood park in the Improvement District does not provide a restroom or parking lot. Such public amenities were specifically excluded from neighborhood parks because neighborhood parks are designed to be an extension of usable land area specifically for properties in close proximity, and not the public at large or other non-proximate property. The occupants of proximate property do not need to drive to their local park and do not need restroom facilities because they can easily reach their local neighborhood park and can use their own restroom facilities as needed. This is further tangible evidence of the effective extension of land area provided by the Improvements to proximate parcels in the Improvement District and the unique direct advantage the parcels within the Improvement District receive from the Improvements.

An analysis of the service radii for the Improvements finds that all properties in the Improvement District enjoy the distinct and direct advantage of being close and proximate to parks within the Improvement District. As noted in the following section, several Zones of Benefit have been specifically drawn within the Improvement District to further recognize the unique levels of proximity and special benefits to properties in the Improvement District. The benefiting properties in the Improvement District therefore uniquely and specially benefit from the Improvements and several unique areas of special benefits have been narrowly drawn.

Proximity to improved parks and recreational facilities

Only the specific properties within close proximity to the Improvements are included in the Improvement District. Therefore, property in the Improvement District enjoys unique and valuable proximity and access to the Improvements that the public at large and property outside the Improvement District do not share.

In absence of the assessments, the Improvements would not be provided and the parks and recreation areas in the Improvement District would be degraded due to insufficient funding for maintenance, upkeep and repair. Therefore, the assessments provide Improvements that are over and above what otherwise would be provided. Improvements that are over and above what otherwise would be provided do not by themselves translate into special benefits but when combined with the unique proximity and access enjoyed by parcels in the Improvement District, they provide a direct advantage and special benefit to property in the Improvement District.

Access to improved parks, open space and recreational areas

Since the parcels in the Improvement District are nearly the only parcels that enjoy close access to the Improvements, they directly benefit from the unique close access to improved parks, open space and recreation areas that are provided by the Assessments. This is a direct advantage and special benefit to property in the Improvement District.

Improved Views

The Park District, by maintaining the landscaping at its park, recreation and open space facilities provides improved views to properties with direct line-of-sight as well as other local properties which benefit from improved views when is the Improvements are accessed or passed. Therefore, the improved and protected views provided by the Assessments are another direct and tangible advantage that is uniquely conferred upon property in the Improvement District.

Benefit Finding

In summary, real property located within the boundaries of the Improvement District distinctly and directly benefits from closer proximity, access and views of improved parks, recreation facilities, open space, landscaped corridors, greenbelts, trail systems and other public resources funded by the Assessments. The Improvements are specifically designed to serve local properties in the Improvement District, not other properties or the public at large. The public at large and other properties outside the Improvement District receive only limited benefits from the Improvements because they do not have proximity, good access or views of the Improvements. These are special benefits to property in the Improvement District in much the same way that sewer and water facilities, sidewalks and paved streets enhance the utility and desirability of property and make them more functional to use, safer and easier to access.

General versus Special Benefit

Article XIIC of the California Constitution requires any local agency proposing to increase or impose a benefit assessment to “separate the general benefits from the special benefits conferred on a parcel.” The rationale for separating special and general benefits is to ensure that property owners subject to the benefit assessment are not paying for general benefits. The assessment can fund special benefits but cannot fund general benefits. Accordingly, a separate estimate of the special and general benefit is given in this section.

In other words:

$$\text{Total Benefit} = \text{General Benefit} + \text{Special Benefit}$$

There is no widely-accepted or statutory formula for general benefit. General benefits are benefits from improvements or services that are not special in nature, are not “particular and distinct” and are not “over and above” benefits received by other properties. SVTA vs. SCCOSA provides some clarification by indicating that general benefits provide “an indirect, derivative advantage” and are not necessarily proximate to the improvements.

In this report, the general benefit is conservatively estimated and described, and then budgeted so that it is funded by sources other than the assessment.

The starting point for evaluating general and special benefits is the current, baseline level of service. The assessment will fund Improvements “over and above” this general, baseline level and the general benefits estimated in this section are over and above the baseline.

A formula to estimate the general benefit is listed below:

General Benefit	=	Benefit to real property outside of improvement district	+	Benefit to real property inside of improvement district	+	Benefit to public at large
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Special benefit, on the other hand, is defined in the state constitution as “a particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public at large.” The SVTA v. SCCOSA decision indicates that a special benefit is conferred to a property if it “receives a direct advantage from the improvement (e.g., proximity to a park).” In this assessment, as noted, properties in the Improvement District have close and unique proximity, views and access to the Improvements and uniquely improved desirability from the Improvements. Other properties and the public at large do not receive significant benefits because they do not have proximity, access or views of the Improvements. Therefore, the overwhelming proportion of the benefits conferred to property is special, and is only minimally received by property outside the Improvement District or the public at large.

In the 2009 Dahms case, the court upheld an assessment that was 100% special benefit on the rationale that the services funded by the assessments were directly provided within the assessment district. It is also important to note that the improvements and services funded by the assessments in Pomona are similar to the improvements and services funded by the Assessments described in this Engineer’s Report and the Court found these improvements and services to be 100% special benefit. Also similar to the assessments in Pomona, the Assessments described in this Engineer’s Report fund improvements and services directly provided within the Assessment District and every benefiting property in the Assessment District enjoys proximity and access to the Improvements. Therefore, Dahms establishes a basis for minimal or zero general benefits from the Assessments. However, in this Report, the general benefit is more conservatively estimated and described, and then budgeted so that it is funded by sources other than the Assessment.

Calculating General Benefit

In this section, the general benefit is conservatively estimated and described, and then budgeted so that it is funded by sources other than the assessment.

Benefit to Property Outside the Improvement District

Properties within the Improvement District receive almost all of the special benefits from the Improvements because properties in the Improvement District enjoy unique close proximity and access to the Improvements that is not enjoyed by other properties or the public at large. However, certain properties within the proximity/access radius of the Improvements, but outside of the boundaries of the Improvement District, may receive some benefit from the Improvements. Since this benefit is conferred to properties outside the Improvement District boundaries, it contributes to the overall general benefit calculation and will not be funded by the Assessments.

The properties outside the Improvement District and within the proximity radii for neighborhood parks in the Improvement District receive benefits from the Improvements. Since these properties are not assessed for their benefits because they are outside of the area that can be assessed by the District, this is form of general benefit to the public at large and other property. A 50% reduction factor is applied to these properties because they are geographically on only one side of the Improvements and are over twice the average distance from the Improvements compared to properties in the Assessment District. The general benefit to property outside of the Improvement District is calculated as follows with the parcel and data analysis performed by SCI Consulting Group.

Assumptions:

3,616 parcels outside the district but within either 0.5 miles of a neighborhood park or 2.0 miles of a community park within the Improvement District.

25,370 parcels in the Improvement District.

50% relative benefit compared to property within the Improvement District.

Calculation of General Benefit to Property Outside the Improvement District

$$(3,616 / (25,370 + 3,615)) * 0.5 = 6.2\%$$

Although it can reasonably be argued that Improvements inside, but near the Park District boundaries are offset by similar park and recreational improvements provided outside, but near the Park District's boundaries, we use the more conservative approach of finding that 6.2% of the Improvements may be of general benefit to property outside the Improvement District.

Benefit to Property *Inside* the District that is *Indirect and Derivative*

The "indirect and derivative" benefit to property within the Improvement District is particularly difficult to calculate. A solid argument can be presented that all benefit within the Improvement District is special, because the Improvements are clearly "over and above" and "particular and distinct" when compared with the baseline level of service and the unique proximity, access and views of the Improvements enjoyed by benefiting properties in the Improvement District.

Nevertheless, the SVTA vs. SCCOSA decision indicates there may be general benefit "conferred on real property located in the district". A measure of the general benefits to property within the Assessment area is the percentage of land area within the Improvement District that is publicly owned and used for regional purposes such as major roads, rail lines and other regional facilities because such properties used for regional purposes could provide indirect benefits to the public at large. Approximately 2.0% of the land area in the Improvement District is used for such regional purposes, so this is a measure of the general benefits to property within the Improvement District.

Benefit To The Public At Large

The general benefit to the public at large can be estimated by the proportionate amount of time that the Park District's parks and recreational facilities are used and enjoyed by individuals who are not residents, employees, customers or property owners in the Park District¹. A survey of park and recreation facility usage conducted by SCI Consulting Group found that less than 5% of the Park District's facility usage is by those who do not live or work within District boundaries.² When people outside the Improvement District use parks, they diminish the availability of parks for people within the Improvement District. Therefore, another 5% of general benefits are allocated for people within the Improvement District. Combining these two measures of general benefits, we find that 10% of the benefits from the Improvements are general benefits to the public at large.

¹ . When District facilities are used by those individuals, the facilities are not providing benefit to property within the Park District. Use under these circumstances is a measure of general benefit. For example, a non-resident who is drawn to utilize the Park District facilities and shops at local businesses while in the area would provide special benefit to business properties as a result of his or her use of the Improvements. Conversely, one who uses Park District facilities but does

Total General Benefits

Using a sum of these three measures of general benefit, we find that approximately 18.2% of the benefits conferred by the Improvements may be general in nature and should be funded by sources other than the assessment.

General Benefit Calculation	
6.2%	(Outside the Assessment District)
+ 2.0%	(Inside the district – indirect and derivative)
+ 10.0%	(Public at Large)
= 18.2%	(Total General Benefit)

Although this analysis finds that 18.2% of the assessment may provide general benefits, the Assessment Engineer establishes a requirement for a minimum contribution from sources other than the assessments of 25%. This minimum contribution above the measure of general benefits will serve to provide additional coverage for any other general benefits.

The Park District's total budget for maintenance and improvement of its parks and recreational facilities is \$5,852,546. Of this total budget amount, the Park District will contribute \$4,608,147 from sources other than the assessments for park maintenance and operation. This contribution by the Park District equates to approximately 79% of the total budget for maintenance and improvements and constitutes far more than the amount attributable to the general benefits from the Improvements.

not reside, work, shop or own property within the Park District boundaries does not provide special benefits to any property and is considered to be a measure of the general benefits.

². A total of 200 park users were surveyed on different days and times during the months of November and December 2000. Nine respondents (4.5%) indicated that they did not reside or work within the Park District.

Zones of Benefit

The Pleasant Valley Recreation and Park District's parks and recreation facilities are generally concentrated in the areas encompassing the City of Camarillo. The outlying, generally more rural areas of the Park District have limited park and recreation facilities and properties in these areas (collectively "area") are generally less proximate to the Improvements. Therefore, this area receives relatively lesser special benefits from the assessments than properties located within the City of Camarillo. This area of lesser benefit is defined to include all parcels within District boundaries that are located outside of the City limits, excluding the upper northwest section of the unincorporated areas of the Park District, generally known as the Heights and Spanish Hills³. This area is hereinafter referred to as Zone of Benefit B or Zone B and is depicted on the Assessment Diagram included with this Report. All parcels within the City of Camarillo or within the unincorporated areas described as the Heights or Spanish Hills are classified into Zone of Benefit A or Zone A.

Relative proximity and access to the Park District's facilities is a measure of the level of special benefit conferred by the assessments. Parcels in Zone B are approximately four times farther removed from the Park District's facilities as those within Zone A; therefore these properties are determined to receive 1/4 (25%) the level of benefit as those within Zone A.

Leisure Village and The Springs are two retirement communities generally located on the eastern side of the City of Camarillo. Both communities provide their own recreational facilities and programs to their residents, and the Park District does not own or maintain facilities within the two communities. Consequently, the recreational facilities and services offered by Leisure Village and The Springs offset some of the benefits provided by the Park District's facilities, so these properties receive lower levels of special benefit. Although the residents and employees of Leisure Village and The Springs use facilities within each community, they also can and do utilize the Park District's facilities and programs, such as the Senior Center, Community Center, and Pleasant Valley pool.

³ . The area of Heights and Spanish Hills is generally located in the northwest unincorporated section of the Park District. The Las Posas Equestrian Park and Springville Park is located within this area. In addition, this area has similar proximity to the Park District's parks and facilities as do other parcels within the City of Camarillo.

A survey of property owners conducted by Godbe Research and Analysis in August 2000, found that property owners in these communities utilized Park District facilities generally approximately at one-half the frequency of property owners outside these communities. Using relative frequency of use as a measure of benefit, the Engineer has determined that a benefit of 1/2 the level of benefit as those within Zone A is appropriate. Therefore, properties in Leisure Village and The Springs are classified into Zone of Benefit C or Zone C and are determined to receive a benefit of 1/2 (50%) the level of benefit as those within Zone A.

The summary of parcels and assessments by Zone of Benefit is listed in the following table.

Table 2 - Summary of Parcels and Assessments by Zone of Benefit

	<i>Zone of Benefit</i>			<i>Total</i>
	<i>A</i>	<i>B</i>	<i>C</i>	
Total Parcels	23,292	775	2,398	26,465
SFE Units (Unadjusted for Benefit Weight)	27,235.51	494.24	1,816.89	29,546.64
Benefit Adjustment Factor	100%	25%	50%	
Assessment Rate per SFE	\$44.83	\$11.21	\$22.42	
Total Assessment	\$1,220,968	\$5,539	\$40,726	\$1,267,233

The Zones of Benefit are shown on the Assessment Diagram and are listed for each parcel on the Assessment Roll.

Assessed properties within the Improvement District are within the industry-accepted proximity/service area for parks and recreation facilities. As noted, these proximity radii were specifically established to only encompass properties with good proximity and access to local parks and in effect make local parks within the proximity radii an extension of usable land area for the properties in the area. Since all parcels in the Improvement District have good access and proximity to the Improvements and the benefits to relatively closer proximity are offset by other factors, additional proximity is not considered to be a factor in determining benefit within each Zone of Benefit. In other words, the boundaries of the Improvement District and the Zones of Benefit have been narrowly drawn to include only properties that have good proximity and access and will specially benefit from the Improvements.

The SVTA vs. SCCOSA, 44 Cal.4th 431, 456, decision indicates:

In a well-drawn district — limited to only parcels receiving special benefits from the improvement — every parcel within that district receives a shared special benefit. Under section 2, subdivision (i), these benefits can be construed as being general benefits since they are not “particular and distinct” and are not “over and above” the benefits received by other properties “located in the district.”

We do not believe that the voters intended to invalidate an assessment district that is narrowly drawn to include only properties directly benefiting from an improvement. Indeed, the ballot materials reflect otherwise. Thus, if an assessment district is narrowly drawn, the fact that a benefit is conferred throughout the district does not make it general rather than special. In that circumstance, the characterization of a benefit may depend on whether the parcel receives a direct advantage from the improvement (e.g., proximity to park) or receives an indirect, derivative advantage resulting from the overall public benefits of the improvement (e.g., general enhancement of the district’s property values).

In the Improvement District, the advantage that each parcel receives from the Improvements is direct, and the boundaries are narrowly drawn to include only parcels that benefit from the assessment. Therefore, the even spread of assessment throughout each narrowly drawn Zone of Benefit is indeed consistent with the SVTA vs. SCCOSA decision and satisfies the “direct relationship to the ‘locality of the improvement.’” standard.

Method of Assessment and Proportionality

As previously discussed, the assessments provide specific Improvements that confer direct and tangible special benefits to properties in the Improvement District. These benefits can partially be measured by the occupants on property in the Improvement District because such parcel population density is a measure of the relative benefit a parcel receives from the Improvements. Therefore, the apportionment of benefit is partially based the population density of parcels.

It should be noted that many other types of “traditional” assessments also use parcel population densities to apportion the assessments. For example, the assessments for sewer systems, roads and water systems are typically allocated based on the population density of the parcels assessed. Moreover, assessments have a long history of use in California and are in large part based on the principle that benefits from a service or improvement funded by assessments that is enjoyed by tenants and other non-property owners ultimately is conferred directly to the underlying property.⁴

The next step in apportioning assessments is to determine the relative special benefit for each property. This process involves determining the relative benefit received by each property in relation to a single family home, or, in other words, on the basis of Single Family Equivalents (SFE). This SFE methodology is commonly used to distribute assessments in proportion to estimated special benefit and is generally recognized as providing the basis for a fair and appropriate distribution of assessments. For the purposes of this Engineer’s Report, all properties are designated a SFE value, which is each property’s relative benefit in relation to a single family home on one parcel. In this case, the “benchmark” property is the single family detached dwelling which is one Single Family Equivalent or one SFE.

In the process of determining the appropriate method of assessment, the Engineer considered various alternatives. For example, an assessment only for all residential improved property was considered but was determined to be inappropriate because commercial, industrial and other properties also receive direct benefits from the Improvements.

⁴ For example, in *Federal Construction Co. v. Ensign (1922) 59 Cal.App. 200 at 211*, the appellate court determined that a sewer system specially benefited property even though the direct benefit was to the people who used the sewers: “Practically every inhabitant of a city either is the owner of the land on which he resides or on which he pursues his vocation, or he is the tenant of the owner, or is the agent or servant of such owner or of such tenant. And since it is the inhabitants who make by far the greater use of a city’s sewer system, it is to them, as lot owners or as tenants, or as the servants or agents of such lot owners or tenants, that the advantages of actual use will redound. But this advantage of use means that, in the final analysis, it is the lot owners themselves who will be especially benefited in a financial sense.”

Moreover, a fixed or flat assessment for all properties of similar type was deemed to be inappropriate because larger properties receive a higher degree of benefit than other similarly used properties that are significantly smaller. (For two properties used for commercial purposes, there is clearly a higher benefit provided to the larger property in comparison to a smaller commercial property because the larger property generally supports a larger building and has higher numbers of employees, customers and guests that would benefit from proximity and improved access to well maintained and improved parks and recreational facilities. So the potential population of employees or residents is a measure of the special benefits received by the property.) Larger parcels, therefore, receive an increased benefit from the assessments.

Finally, the special benefits derived from the assessments are conferred on property and are not based on a specific property owner's use of the improvements, or a specific property owner's occupancy of property or the property owner's demographic status such as age or number of dependents. However, it is ultimately people who value the special benefits described above and use and enjoy the Park District's park and recreational facilities. In other words, the benefits derived to property are related to the average number of people who could potentially live on, work at, or otherwise could use a property, not how the property is currently used by the present owner. Therefore, the number of people who could or potentially live on, work at or otherwise use a property is one indicator of the relative level of benefit received by a property.

In conclusion, the Assessment Engineer determined that the appropriate method of assessment apportionment should be based on the type and use of property, the relative size of the property, its relative population and usage potential, its location and its proximity to parks and recreational facilities. Furthermore, the proportional special benefit derived by each identified parcel is apportioned based upon the following:

1. The entirety of the capital cost of the Improvements;
2. The maintenance and operation expenses of the Improvements;
3. And the cost of the property-related service being provided.

This method is further described below.

Pursuant to the Landscape and Lighting Act of 1972 and Article XIID of the Constitution of the State of California, all parcels that have special benefit conferred upon them as a result of the Improvements shall be identified and the proportionate special benefit derived by each identified parcel shall be determined in relationship to the entire cost of the Improvements. Only parcels that receive direct special benefit are assessed, and each parcel is assessed in proportion to the estimated benefit received.

Each parcel's benefit is determined by the difference between the general and special benefits being conferred on the properties by the Improvements; and the proportion of the special benefit conferred on the various land uses within the Assessment District. This method is further depicted below.

Equation 1 – Special Benefit Apportionment Factors

$$\text{Special Benefit} \approx \sum (\text{Special Benefit apportionment factors including use property type, size, location, and proximity to Improvements})$$

The next step in apportioning assessments is to determine the relative special benefit for each property. This process involves determining the relative benefit received by each property in relation to a "benchmark" property, a single family detached dwelling on one parcel (one "Single Family Equivalent Unit" or "SFE"). This SFE methodology is commonly used to distribute assessments in proportion to estimated special benefits and is generally recognized as providing the basis for a fair and appropriate distribution of assessments. In this Engineer's Report, all properties are assigned an SFE value, which is each property's relative special benefit in relation to a single family home on one parcel (the benchmark parcel). The formula for this special benefit assignment is as follows.

Equation 2 – Relative Special Benefit (SFE)

$$\text{Relative Special Benefit} \approx \frac{\text{Special Benefit for a Specific Parcel}}{\text{Special Benefit for the Benchmark Parcel}}$$

Finally, to apportion the cost of Improvements to each parcel the total cost of the Improvements funded by the Assessments is divided by the total SFE benefit units assigned to all parcels. The resulting rate per SFE unit is then multiplied by the SFE units assigned to a parcel to determine the proportional assessment for each parcel.

Equation 3 – Assessment Apportionment

$$\text{Assessment for Parcel} = \frac{\text{Entire Cost of Improvements}}{\text{Total SFE Benefit Units}} * (\text{SFE Benefit Units for Parcel})$$

Method of Apportionment

Residential Properties

Certain residential properties in the Improvement District that contain a single residential dwelling unit are assigned one Single Family Equivalent or 1.0 SFE. Traditional houses, zero-lot line houses and townhomes are included in this category.

Properties with more than one residential unit are designated as multi-family residential properties. These properties benefit from the improvements in proportion to the number of dwelling units that occupy each property and the average number of people who reside in multi-family residential units versus the average number of people who reside in a single family home. The population density factors for the Pleasant Valley Recreation and Park District, as depicted below, provide the basis for determining the SFE factors for residential properties. Using the total population in a certain property type in the area of the Park District from the 1990 Census and dividing it by the total number of such households, finds that approximately 3.32 persons occupy each single family residence, whereas an average of 2.16 persons occupy each multi-family residence. Using the ratio of one SFE for each single-family residence, which equates to one SFE for every 3.32 persons, 0.65 SFE would equate to one multi-family unit or 0.65 SFE for every 2.16 residents. Likewise, each condominium unit receives 0.71 SFE and each mobile home receives 0.51 SFE.

Table 3 - Residential Density and Assessment Factors

	<i>Total Population</i>	<i>Occupied Households</i>	<i>Persons per Household</i>	<i>SFE Factor</i>
Single Family Residential	34,333	10,343	3.32	1.00
Condominium	9,464	4,030	2.35	0.71
Multi-Family Residential	5,633	2,602	2.16	0.65
Mobile Home on Separate Lot	1,712	1,014	1.69	0.51

Source: 1990 Census, city of Camarillo (the most recent data available when the Improvement District was established).

The single family equivalency factor of 0.65 per dwelling unit for multifamily residential properties applies to such properties with 20 or fewer units. Properties in excess of 20 units typically offer on-site recreational amenities and other facilities that tend to offset some of the benefits provided by the improvements. Therefore the benefit for properties in excess of 20 units is determined to be 0.65 SFE per unit for the first 20 units and 0.10 SFE per each additional unit in excess of 20 dwelling units.

Commercial/Industrial Properties

SFE values for commercial and industrial land uses are based on the equivalence of special benefit on a land area basis between single family residential property and the average commercial/industrial property. The SFE values for various commercial and industrial land uses are further defined by using average employee densities because the special benefit factors described previously can be measured by the average number of people who work at commercial/industrial properties.

In order to determine employee density factors, the findings from the San Diego Association of Governments Traffic Generators Study (the "SANDAG Study") are used because these findings were approved by the State Legislature as being a good representation of the average number of employees per acre of land area for commercial and industrial properties. As determined by the SANDAG Study, the average number of employees per acre for commercial and industrial property is 24.

In comparison, the average number of people residing in a single family home in the area is 3.32. Since the average lot size for a single family home in the Park District is approximately 0.27 acres, the average number of residents per acre of residential property is 12.30.

The employee density per acre is generally 2 times the population density of single family residential property per acre (24 employees per acre / 12.3 residents per acre). Therefore, the average employee density can be used as the basis for allocating benefit to commercial or industrial property since a commercial/industrial property with 2 employees receives generally similar special benefit to a residential property with 1 resident. This factor of equivalence of benefit between 1 resident to 2 employees is the basis for allocating commercial/industrial benefit. Table 4 shows the average employees per acre of land area or portion thereof for commercial and industrial properties and lists the relative SFE factors per quarter acre for properties in each land use category.

Commercial and industrial properties in excess of 5 acres generally involve uses that are more land intensive relative to building areas and number of employees (lower coverage ratios). As a result, the benefit factors for commercial and industrial property land area in excess of 5 acres is determined to be the SFE rate per quarter acre for the first 5 acres and the relevant SFE rate per each additional acre over 5 acres.

Institutional properties that are used for residential, commercial or industrial purposes are also assessed at the appropriate residential, commercial or industrial rate.

Table 4 - Commercial/Industrial Density and Assessment Factors

<i>Type of Commercial/Industrial Land Use</i>	<i>Average Employees Per Acre ¹</i>	<i>SFE Units per 1/4 Acre ²</i>
Commercial	24	1.00
Office	68	2.83
Shopping Center	24	1.00
Industrial	24	1.00
Self Storage or Parking Lot	1	0.04

1. Source: San Diego Association of Governments Traffic Generators Study.

2. The SFE factors for commercial and industrial parcels are applied by the quarter acre of land area or portion thereof. (Therefore, the minimum assessment for any assessable parcel in these categories is the SFE Units listed herein.)

Vacant Properties

The benefit to vacant properties is determined to be proportional to the corresponding benefits for similar type developed properties; however, at a lower rate due to the lack of improvements on the property. A measure of the benefits accruing to the underlying land is the average value of land in relation to improvements for developed property. An analysis of the Fiscal Year 2000-01 assessed valuation data from the County of Ventura, found that 35% of the assessed value of improved properties is classified as the land value. It is reasonable to assume, therefore, that approximately 35% of the benefits are related to the underlying land and 65% are related to the improvements and the day to day use of the property. Using this ratio, the SFE factor for vacant parcels is 0.35 per parcel.

As properties are approved for development, their value increases. Likewise, the special benefits received by vacant property increases as the property is approved for development, or becomes closer to being improved. When property is approved for development with a final map, the property has passed the final significant hurdle to development and can shortly undergo construction. Since the property is nearing the point of development, its special benefits increase. In addition, these properties are generally sold soon after completion of improvements, so the properties receive the additional benefit of desirability from prospective buyers due to the special benefits provided by proximity to improved parks and recreational facilities of the Park District. It is therefore determined that property with final map approval receives 50% of the relative benefit to improved property of similar use-type.

Other Properties

Article XIIID provides that publicly owned properties must be assessed unless there is clear and convincing evidence that those properties receive no special benefit from the assessment.

All properties that are specially benefited are assessed. Other publicly owned property that is used for business purposes similar to private residential, commercial, industrial or institutional uses is benefited and assessed at the same rate as such privately owned property.

Miscellaneous, small and other parcels such as roads, right-of-way parcels, and common areas typically do not generate significant numbers of employees, residents, customers or guests and have limited economic value. These miscellaneous parcels receive minimal benefit from the Improvements and are assessed an SFE benefit factor of 0.

Duration of Assessment

As noted previously, the Board gained the authority to approve the levy of the assessments for the fiscal year 2001-02 and to continue to levy them in future years. It is proposed that the Assessment be levied for fiscal year 2022-23 and continued every year thereafter, so long as the parks and recreational areas need to be improved and maintained. Pleasant Valley Recreation and Park District requires funding from the Assessments for its Improvements in the Improvement District. The Assessment can continue to be levied annually after the Pleasant Valley Recreation and Park District Board of Directors approves an annually updated Engineer's Report, budget for the Assessment, Improvements to be provided, and other specifics of the Assessment. In addition, the District Board of Directors must hold an annual public hearing to continue the Assessment.

Appeals and Interpretation

Any property owner who feels that the assessment levied on the subject property is in error as a result of incorrect information being used to apply the foregoing method of assessment, may file a written appeal with the General Manager or her or his designee. Any such appeal is limited to correction of an assessment during the then current or, if before July 1, the upcoming fiscal year. Upon the filing of any such appeal, the General Manager or his or her designee will promptly review the appeal and any information provided by the property owner. If the General Manager or her or his designee finds that the assessment should be modified, the appropriate changes shall be made to the assessment roll. If any such changes are approved after the assessment roll has been filed with the County for collection, the General Manager or his or her designee is authorized to refund to the property owner the amount of any approved reduction. Any dispute over the decision of the General Manager or her or his designee, shall be referred to the Board of the Pleasant Valley Recreation and Park District and the decision of the Board of the Pleasant Valley Recreation and Park District shall be final.

Assessment

Whereas, on February 3, 2022 the Pleasant Valley Recreation and Park District Board of Directors adopted its Resolution Designating Engineer of Work, and Directing Preparation of the Engineer’s Report for the Pleasant Valley Recreation and Park District, County of Ventura, California;

Whereas, said Resolution directed the undersigned Engineer of Work to prepare and file a report presenting an estimate of costs, a diagram for the Improvement District and an assessment of the estimated costs of the improvements upon all assessable parcels within the Improvement District, to which Resolution and the description of the Improvements therein contained, reference is hereby made for further particulars;

Now, Therefore, the undersigned, by virtue of the power vested in me under said Act and the order of the Board of said Pleasant Valley Recreation and Park District, hereby make the following assessment to cover the portion of the estimated cost of the improvements, and the costs and expenses incidental thereto to be paid by the Improvement District.

The amount to be paid for the Improvements and the expense incidental thereto, to be paid by the Improvement District for the fiscal year 2022-23 is generally as follows:

Table 5 - Summary Cost Estimate

	<i>F.Y. 2022-23</i>
	<u><i>Budget</i></u>
Parks Maintenance	\$4,633,752
Parks Improvements	\$1,174,760
Contingency and Reserve	\$1,058,571
Incidental Expenses	<u>\$44,034</u>
TOTAL BUDGET	\$6,911,117
Less:	
Beginning Fund Balance (July 1, 22)	(\$1,035,737)
Park District Contribution	<u>(\$4,608,147)</u>
NET AMOUNT TO ASSESSMENTS	\$1,267,233

As required by the Act, an Assessment Diagram is hereto attached and made a part hereof showing the exterior boundaries of the Improvement District. The distinctive number of each parcel or lot of land in the said Improvement District is its Assessor Parcel Number appearing on the Assessment Roll.

I do hereby assess and apportion said net amount of the cost and expenses of said improvements, including the costs and expenses incident thereto, upon the parcels and lots of land within said Improvement District, in accordance with the special benefits to be received by each parcel or lot, from the improvements, and more particularly set forth in the Cost Estimate and Method of Assessment hereto attached and by reference made a part hereof.

The assessment is subject to an annual adjustment tied to the Consumer Price Index-U for the Los Angeles Area as of December of each succeeding year (the "CPI"), with a maximum annual adjustment not to exceed 3%. Any change in the CPI in excess of 3% shall be cumulatively reserved as the "Unused CPI" and shall be used to increase the maximum authorized assessment rate in years in which the CPI is less than 3%. The maximum authorized assessment rate is equal to the maximum assessment rate in the first fiscal year the assessment was levied adjusted annually by the minimum of 1) 3% or 2) the change in the CPI plus any Unused CPI as described above.

The change in the CPI from December 2020 to December 2021 was 6.56%. Therefore, the maximum authorized assessment rate for fiscal year 2022-23 is increased by 3.00% which equates to \$44.83 per single family equivalent benefit unit. The estimate of cost and budget in this Engineer's Report proposes assessments for fiscal year 2022-23 at the rate of \$44.83. The assessment ballot proceeding conducted in 2001 authorized an annual adjustment in the assessment levies equal to the annual change in the CPI, not to exceed 3%. The maximum authorized assessment rate for fiscal year 2022-23 is within the limits of the authorized CPI increase.

The assessment is made upon the parcels or lots of land within the Improvement District in proportion to the special benefits to be received by the parcels or lots of land, from said improvements.

Each parcel or lot of land is described in the Assessment Roll by reference to its parcel number as shown on the Assessor's Maps of the County of Ventura for the fiscal year 2022-23. For a more particular description of the property, reference is hereby made to the deeds and maps on file and of record in the office of the County Recorder of said County.

I hereby place opposite the Assessor Parcel Number for each parcel or lot within the Assessment Roll, the amount of the assessment for the fiscal year 2022-23 for each parcel or lot of land within the Improvement District.

Dated: April 6, 2022

Engineer of Work



A handwritten signature in blue ink, appearing to read "John W. Bliss", written over a horizontal line.

By _____
John Bliss, License No. C52091

Assessment Diagram

The Improvement District includes all properties within the boundaries of the Pleasant Valley Recreation and Park District. The boundaries of the Improvement District are displayed on the following Assessment Diagram. The lines and dimensions of each lot or parcel within the Improvement District are those lines and dimensions as shown on the maps of the Assessor of the County of Ventura, for fiscal year 2022-23, and are incorporated herein by reference, and made a part of this Diagram and this Report.

(This page intentionally left blank.)

FILED IN THE OFFICE OF THE GENERAL MANAGER
 OF THE PLEASANT VALLEY RECREATION AND
 PARK DISTRICT, COUNTY OF VENTURA,
 CALIFORNIA,
 THIS _____ DAY OF _____, 2022.

GENERAL MANAGER _____

RECORDED IN THE OFFICE OF THE GENERAL
 MANAGER OF THE PLEASANT VALLEY
 RECREATION AND PARK DISTRICT,
 COUNTY OF VENTURA, CALIFORNIA, THIS
 _____ DAY OF _____,
 2022.

GENERAL MANAGER _____

AN ASSESSMENT WAS CONFIRMED AND
 LEVIED BY THE BOARD OF DIRECTORS OF
 THE PLEASANT VALLEY RECREATION AND PARK
 DISTRICT ON THE LOTS, PIECES AND PARCELS OF
 LAND ON THIS ASSESSMENT DIAGRAM ON THE
 _____ DAY OF _____,

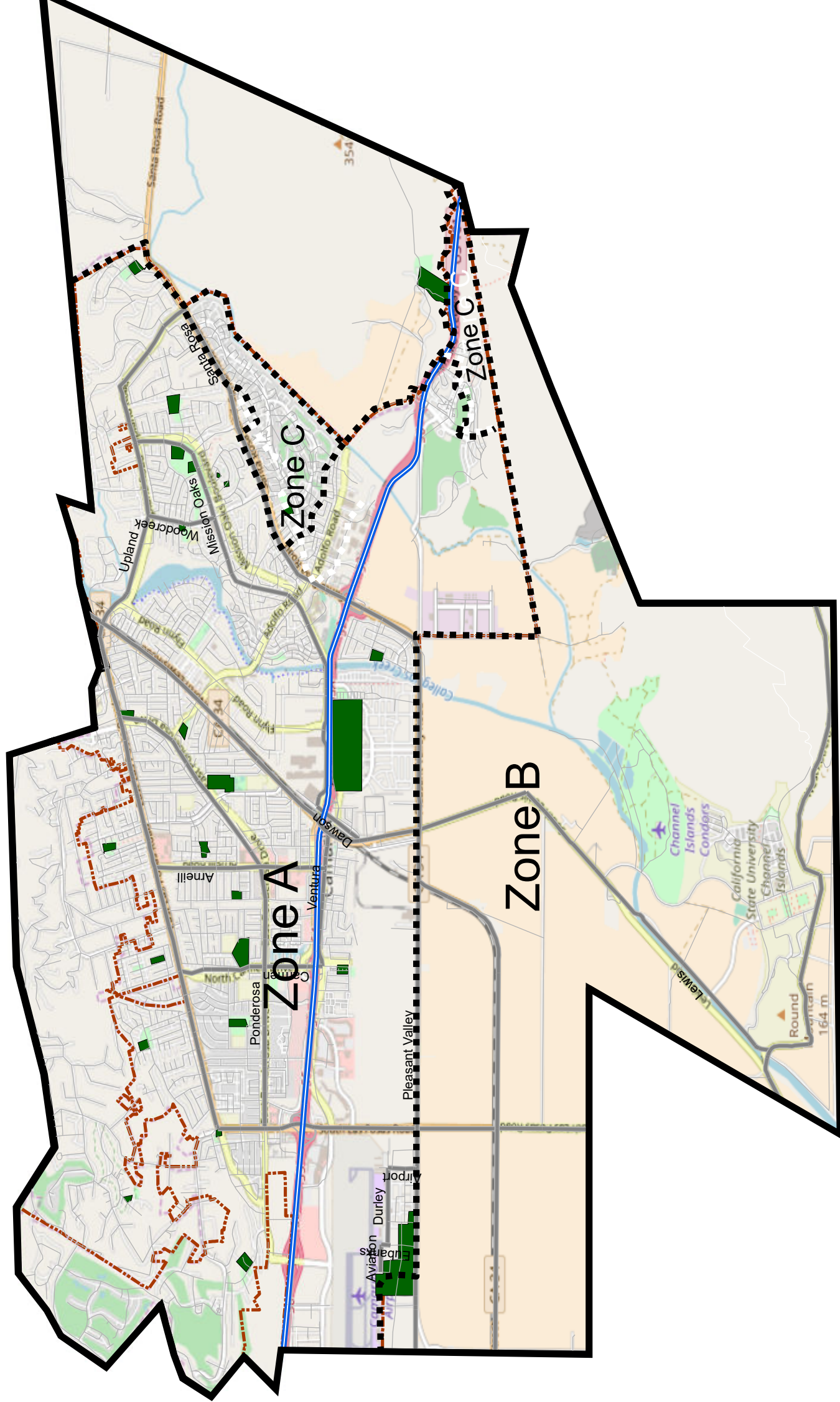
2022 FOR FISCAL YEAR 2022-23 AND SAID
 ASSESSMENT DIAGRAM AND THE ASSESSMENT
 ROLL FOR SAID FISCAL YEAR WERE FILED IN THE
 OFFICE OF THE COUNTY AUDITOR OF THE
 COUNTY OF VENTURA ON THE _____ DAY OF
 _____, 2022. REFERENCE IS HEREBY

MADE TO SAID RECORDED ASSESSMENT ROLL
 FOR THE EXACT AMOUNT OF EACH ASSESSMENT
 LEVIED AGAINST EACH PARCEL OF LAND.

GENERAL MANAGER _____

FILED THIS _____ DAY OF _____, 2022,
 AT THE HOUR OF _____ O'CLOCK
 _____ M. IN THE OFFICE OF THE COUNTY AUDITOR
 OF THE COUNTY OF VENTURA,
 STATE OF CALIFORNIA, AT THE REQUEST OF THE
 BOARD OF DIRECTORS OF THE PLEASANT
 VALLEY RECREATION AND PARK DISTRICT.

COUNTY AUDITOR, COUNTY OF VENTURA



Note:
 REFERENCE IS HEREBY MADE TO THE MAPS AND DEEDS
 OF RECORD IN THE OFFICE OF THE ASSESSOR OF THE
 COUNTY OF VENTURA FOR A DETAILED DESCRIPTION OF
 THE LINES AND DIMENSIONS OF ANY PARCELS SHOWN
 HEREIN. THOSE MAPS SHALL GOVERN FOR ALL DETAILS
 CONCERNING THE LINES AND DIMENSIONS OF SUCH PARCELS.
 EACH PARCEL IS IDENTIFIED IN SAID MAPS BY ITS DISTINCTIVE
 ASSESSOR'S PARCEL NUMBER.

Legend

- Interstate
- Major Road
- Local Road
- Parks
- District Boundary Line
- City boundaries
- Zone of Benefit Boundary

N W E S

Appendix A - 2022-23 Assessment Roll

Each lot or parcel listed on the Assessment Roll is shown and illustrated on the latest County Assessor records and these records are, by reference made part of this report. These records shall govern for all details concerning the description of the lots or parcels.

**Pleasant Valley RPD
Park Maintenance and Recreation Improvement District Assessment Summary**

FISCAL YEAR	MAX RATE	ACTUAL RATE LEVIED	ACTUAL CPI INCREASE USED	ACTUAL CPI CHANGE	UNUSED CPI	TOTAL ASSESSMENT
2001-02 Rate	\$27.00	\$27.00				\$674,157
2002-03 Rate	\$27.57	\$27.56	2001 CPI	2.07%	-0.03%	\$685,696
2003-04 Rate	\$28.40	\$28.40	2002 CPI	3.00%	0.73%	\$717,023
2004-05 Rate	\$29.12	\$29.10	2003 CPI	2.53%	-0.70%	\$735,585
2005-06 Rate	\$29.99	\$29.10	2004 CPI	3.00%	1.39%	\$751,297
2006-07 Rate	\$30.89	\$30.88	2005 CPI	3.00%	1.46%	\$810,017
2007-08 Rate	\$31.82	\$31.80	2006 CPI	3.00%	0.29%	\$852,747
2008-09 Rate	\$32.77	\$32.76	2007 CPI	3.00%	1.16%	\$882,629
2009-10 Rate	\$33.75	\$33.74	2008 CPI	3.00%	-2.89%	\$906,918
2010-11 Rate	\$34.76	\$34.76	2009 CPI	3.00%	-1.17%	\$942,344
2011-12 Rate	\$35.30	\$35.30	2010 CPI	1.58%	-0.24%	\$960,711
2012-13 Rate	\$36.06	\$36.06	2011 CPI	2.17%	0.00%	\$981,609
2013-14 Rate	\$36.76	\$36.76	2012 CPI	1.93%	0.00%	\$999,880
2014-15 Rate	\$37.18	\$37.18	2013 CPI	1.14%	0.00%	\$1,011,822
2015-16 Rate	\$37.44	\$37.44	2014 CPI	0.72%	0.00%	\$1,025,179
2016-17 Rate	\$38.20	\$38.20	2015 CPI	2.03%	0.00%	\$1,051,630
2017-18 Rate	\$38.95	\$38.95	2016 CPI	1.96%	0.00%	\$1,074,595
2018-19 Rate	\$40.12	\$40.12	2017 CPI	3.00%	0.60%	\$1,114,369
2019-20 Rate	\$41.32	\$41.32	2018 CPI	3.00%	0.24%	\$1,157,512
2020-21 Rate	\$42.56	\$42.56	2019 CPI	3.00%	-0.04%	\$1,197,923
2021-22 Rate	\$43.52	\$43.52	2020 CPI	2.25%	-0.80%	\$1,230,205
2022-23 Rate	\$44.83		2021 CPI	3.00%	3.56%	\$1,267,233

Unused CPI Balance 3.56%

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER

By: Dylan Gunning MPA CPRP, Administrative Analyst

DATE: May 4, 2022

SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION NO. 707 REQUESTING THAT THE GENERAL DISTRICT ELECTION TO BE HELD ON NOVEMBER 8, 2022 BE CONSOLIDATED WITH OTHER ELECTIONS CALLED TO BE HELD ON THE SAME DAY AND IN THE SAME TERRITORY

SUMMARY

District elections have always been consolidated with County elections in order to save the District from having to hold its own election. For the County to consolidate the election, it is required that the Board pass a resolution requesting that the elections be combined. This action will save the District approximately \$70,000 and a large amount of time.

BACKGROUND

Elections shall be conducted for the Pleasant Valley Recreation and Park District pursuant to the Uniform District Election Law commencing with Section 10500 of the Elections Code on November 8, 2022, for the purpose of electing two (2) Directors.

ANALYSIS

The District will participate in the County of Ventura's November 8, 2022 elections with two Director positions placed on the ballot. The District's participation in the County's elections ballot will save the District thousands of dollars in costs.

FISCAL IMPACT

Typical cost for a "stand-alone" election could be in the \$100,000 range, as opposed to an anticipated cost of \$30,000 for consolidating with the County. Based on cost alone, the recommendation is to align with the County elections. The election expense of \$30,000 will be allocated in the FY 2022-2023 Budget.

RECOMMENDATION

It is recommended that the Board approve Resolution No. 707 requesting that the General District Election to be held on November 8, 2022 be consolidated with any other elections held on the same date and involving all or a portion of the territory of the District pursuant to Section 10400 et seq. of the Elections Code.

ATTACHMENT

- 1) Resolution No. 707 (1 page)
- 2) Notice of Elective Officers to be Filled Form (1 page)

RESOLUTION NO. 707

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
PLEASANT VALLEY RECREATION AND PARK DISTRICT
REQUESTING THAT THE GENERAL DISTRICT ELECTION TO BE HELD ON
NOVEMBER 8, 2022, BE CONSOLIDATED WITH OTHER ELECTIONS CALLED TO
BE HELD ON THE SAME DAY AND IN THE SAME TERRITORY**

WHEREAS, election shall be conducted for the Pleasant Valley Recreation and Park District pursuant to the Uniform District Election Law commencing with Section 10500 of the Elections Code on November 8, 2022, for the purpose of electing two (2) Directors; and

WHEREAS, the Board of Directors wishes the Elections Division of the Office of the County Clerk to conduct said election; and

WHEREAS, pursuant to Section 10400 et seq. of the Election Code, said election may be consolidated with other elections to be held on the same day; and

WHEREAS, acknowledges that the consolidated election will be conducted in the manner prescribed in Section 10418; and

WHEREAS, the Board of Directors request that this District's General Election be consolidated with any other election which may be held on the same date and involving the same territory.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS AS FOLLOWS:

That the General District Election of this District is to be held on November 8, 2022, and consolidated with any other elections held on the same date and involving all or a portion of the territory of the District pursuant to Section 10400 et seq. of the Elections Code; and

That the attached "Notice to County Clerk of Elective Offices to be Filled in the Pleasant Valley Recreation and Park District" is hereby made a part of this Resolution; and

That pursuant to Election Code Section 10002, the District shall reimburse the County in full for the services performed upon presentation of a bill from the County to the District.

PASSED AND ADOPTED THIS 4th DAY OF MAY 2022.

AYES:

NOES:

ABSTAIN:

ABSENT:

Robert Kelley, Chair, Board of Directors
Pleasant Valley Recreation and Park District

ATTESTED:

Beverly Dransfeldt, Secretary, Board of Directors
Pleasant Valley Recreation and Park District



MARK A. LUNN
Clerk-Recorder, Registrar of Voters
Elections Division

Notice to the County Clerk of Elective Offices to be filled in the

(Name of City, School or Special District)

You are hereby notified that a General Election will be held on November 8, 2022.

Records indicate that the elective offices held by the persons listed below are to be filled:

Name of Officeholder*

Title & Division (if any)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The _____ is to pay for the printing, handling, translating, and mailing
City/District/Candidate**
of the candidate's statements pursuant to Section 13307 of the Elections Code.

Dated: _____

(SEAL)

City Clerk/Elections Official

* Please note if any appointments were made to fill vacancies and indicate expiration of terms.

** Indicate City, District or Candidate depending upon which entity is to be billed for the cost of printing and handling the candidate's statements.

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Dylan Gunning, MPA CPRP Administrative Analyst

DATE: May 4, 2022

**SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION
NO. 708, STATING THAT IN THE EVENT OF A TIE
VOTE, THE WINNER IN THE BOARD MEMBER
ELECTIONS WILL BE DETERMINED BY DRAWING
LOTS**

SUMMARY

In the event of a tie vote, the District must provide the County Elections Office with the method by which the District plans to resolve the tie. This resolution would establish drawing lots as the method by which a tied District election would be resolved.

BACKGROUND

As part of the election process, the County of Ventura has requested information from the District in reference to merging the elections and the establishment of a tie breaking process. According to the Public Resource Code and the Elections Code, the District can resolve ties by either conducting a special runoff election or by lot. The purpose of this action is to determine the process, by resolution, allowing the County to make the appropriate preparations.

ANALYSIS

Based on estimates from previous years and according to County officials, the cost of a special runoff election in the event of a tie vote would be approximately \$100,000. Resolving a tie vote by lot will have no negative cost impact and can be conducted by the Board at a regular meeting. Given the cost of a special election, the recommendation is to determine the winner by lot.

FISCAL IMPACT

As stated, a special runoff election will cost the District approximately \$100,000 with no cost associated with the lot procedure.

RECOMMENDATION

It is recommended that the Board adopt Resolution No. 708, stating that in the event of a tie vote, that the winner in the Board member elections will be determined by drawing lots.

ATTACHMENTS

- 1) Resolution No. 708 (1 page)

RESOLUTION NO. 708

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
PLEASANT VALLEY RECREATION AND PARK DISTRICT
WHERE THE DISTRICT WILL RESOLVE TIE VOTES
IN BOARD MEMBER ELECTIONS BY DRAWING LOTS**

WHEREAS, elections shall be conducted for the Pleasant Valley Recreation and Park District pursuant to the Uniform District Election Law commencing with Section 10500 of the Elections Code every two years for the purpose of electing Board Members; and

WHEREAS, the Board of Directors wishes the Elections Division of the Office of the County Clerk to conduct said election; and

WHEREAS, pursuant to Section 10400 *et seq.* of the Election Code, said election will be consolidated with other elections to be held on the same day as per District Resolution No. 707 passed on May 4th, 2022: and

WHEREAS, the Elections Division of the Office of the County Clerk requests that the District will determine a method to resolve tie votes in Board Member elections.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE BOARD OF DIRECTORS AS FOLLOWS:

That after a General District Board Member Election ending in a tie vote as defined in the Elections Code 15651, the winner will be determined by drawing lots and the District shall immediately notify the candidates who received the tie votes of the time and place where lots shall be cast to determine the winner.

PASSED AND ADOPTED THIS 4th DAY OF MAY 2022.

AYES:

NOES:

ABSTAIN:

ABSENT:

Robert Kelley, Chair, Board of Directors
Pleasant Valley Recreation and Park District

ATTESTED:

Beverly Dransfeldt, Secretary, Board of Directors
Pleasant Valley Recreation and Park District

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Macy Trueblood, Recreation Supervisor

DATE: May 4, 2022

SUBJECT: CONSIDERATION FOR BID AWARD FOR SOUND AND LIGHTING FOR 2022 SUMMER CONCERT SERIES

SUMMARY

It is recommended the Board of Directors award the bid for the 2022 Summer Concert Series Sound and Lighting Services to Music Freqs.

BACKGROUND

In 2019, the Pleasant Valley Recreation and Park District entered into an agreement with the City of Camarillo to host the annual Summer Concert Series. Upon completion of the initial series, the District and the City entered into a multi-year agreement for years 2020, 2021 and 2022 to provide management continuity and assurance to the public for the continuation of the Summer Concert Series. The 2020 series was not produced due to the Coronavirus Pandemic. The 2021 series was produced, however due to the pandemic the decision to move forward with the event wasn't confirmed until six (6) weeks prior to the first concert. At the time, staff brought back a First Amendment between the City of Camarillo as well as an event services agreement between the District and Music Freqs.

This year, District staff were able to start planning for the 2022 Summer Concert Series well in advance. Due to the anticipated costs of sound and lighting services, District staff requested the Board approve an RFP for the 2022 Summer Concert Series Sound and Lighting Services. The RFP was approved at the March 3, 2022 Regular Board meeting.

ANALYSIS

After receiving approval of the RFP from the Board, staff posted the RFP to receive bids from agencies. Only one proposal was received, which was from Goosetown Productions Inc. DBA Music Freqs, a locally owned music and entertainment company.

Music Freqs was the sound and lighting provider for the past two Summer Concert Series that the District had put on with the City. Their knowledge of the event as well as their industry knowledge has shown through the excellent work and services they have provided the District. Music Freqs is a regular partner with the District helping provide live music elements at most of our events, most recently, our Easter Eggstravaganza held on April 16, 2022.

The RFP outlined selection criteria for agencies who submitted a Bid:

Selection Criteria—RFP	Points Available
Understanding of Scope of Work; and provides high quality materials	25
Project Components, Timeline, and Deliverables	15
Demonstrated Expertise in Performing Similar Work	20
Qualifications and Experience of Key Staff	20
References & Past Project Samples	15
Proposed Project Cost	15
Total Points Available Per Proposal	110

After reviewing Music Freqs’ submission (attached), the following score was given:

Consultant	Proposed Budget	Score
Music Freqs	\$22,000	110

It is shown in their submission that Music Freqs is prepared with an ample supply of equipment and knowledge in the field based on their staff and experience. Not only has Music Freqs helped in the production of the Summer Concert Series, they have produced several local large scale events including the California Strawberry Festival and Port Hueneme Beach Festival. Events of similar size and scope include the Camarillo Air Show and the Camarillo Annual Christmas Tree Lighting. Music Freqs’ partnership has been beneficial to the District as we both share a common goal of providing for and aiming to better our community. Music Freqs, time and time again, show their dedication to the community by helping support our events and our staff when needed by providing services we could not normally provide. As evidenced by their quote, Music Freqs is willing to provide the District a discount of 50% for their services. Due to their continued commitment to our community, our staff and the District, staff recommends the Board select Music Freqs for our 2022 Summer Concert Series Sound and Lighting Services.

FISCAL IMPACT

The fiscal impact associated with this action is \$22,000, which would be paid with funds received from the City of Camarillo per the Community Event Funding Agreement 2019-149.

STRATEGIC PLAN COMPLIANCE

Meets 2021 Strategic Plan Goal 4.3G: “Increase our marketing presence in local community events and gatherings.”

Meets 2021 Strategic Plan Goal 4.4B: “Develop, maintain, and enhance relationships with other government agencies serving our community such as but not limited to the County of Ventura, national and state parks, Pleasant Valley School District, Santa Monica Mountains Conservancy, City of Camarillo, California State Channel Islands, and Camarillo Health Care District.”

RECOMMENDATION

It is recommended that the Board of Directors approve and authorize the General Manager to enter into an agreement with Music Freqs to provide Sound and Lighting Services for the 2022 Summer Concert Series.

ATTACHMENTS

- 1) Music Freqs Proposal (11 pages)

Goosetown Productions Inc. DBA:Music Freqs
Audio and Lighting Rental for the Summer Concert Series

- CONFIDENTIAL -



March 29, 2022

Administrative Office
Pleasant Valley Recreation & Park District
Attn: Macy Trueblood
1605 E. Burnley Street
Camarillo, CA 93010
(805) 482-1996

To Whom It May Concern,

Please find included the CONFIDENTIAL proposal for the 2022 Summer Concert Series Sound and Lighting Professional Services.

We thank you for the opportunity to present this proposal and very much hope to work together again on the Summer Concert Series. Should you have any questions about the information presented here, please do not hesitate to reach out to me directly.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brett DeCarlo", written over a white background.

Brett DeCarlo
Music Freqs
brett@musicfreqs.com
2258 Pickwick Dr.
Camarillo, CA 93010
(805) 383-3555

Goosetown Productions Inc. DBA:Music Freqs
Audio and Lighting Rental for the Summer Concert Series

- CONFIDENTIAL -

Music Freqs is pleased to submit this proposal for providing audio and lighting equipment and services for the 2022 Summer Concert Series, presented by the Pleasant Valley Parks and Recreation District.

We are proud to say that under our ownership, since 2014, Music Freqs has grown from 2 employees to 19 regular employees, and we are still actively adding to our staff, all of whom are local to Ventura County. We recognize that having a stable, dedicated staff is one of our biggest and most valuable assets.

We are a set of highly trained professionals who know how to do all things related to music and entertainment, and we are very excited to invest in, and be an active part of, the beautiful City of Camarillo and Ventura County.

Achieving our goals of excellence in operations is the mainstay of our Company, and we always strive to climb to new heights within our community. As evidenced by:

- An A+ rating with the Better Business Bureau
- Winner 2020 Business of the Year, as awarded by the City of Camarillo
- Winner of First Place for Best Recording Studio in Ventura County for 8 years in a row, as voted by the readers of the Ventura County Star
- Winner of Ventura County Music Awards 2019 "True Dedication To The Music Scene" Award
- Operating as Ventura County's largest privately owned Music school, currently teaching over 400 private lessons per week
- Feature of our PA systems in a cover interview for Live Sound International Magazine
- Acting Advisor and Partner with the California Strawberry Festival, with the responsibility of acquiring and negotiating bands and entertainment, as well as providing audio equipment and operators
- Advisor and Partner with the Port Hueneme Beach Festival, providing entertainment bookings and PA rentals and operators
- Providing entertainment bookings, staff, and PA rentals for numerous Ventura County events, including: Camarillo Air Show, Tree Lighting Ceremony at the Collection at Riverpark Oxnard, PVRPD Concerts in the Park, PVRPD Movies in the Park, PVRPD Christmas Parade, and the Oxnard Steampunk Festival

One aspect of our services that separates us from our competitors, is our dedication to being prepared for unforeseen circumstances. We pride ourselves in maintaining backup staff and on hand equipment (not only for our team but for others involved in our events) should a problem arise or breakdown occur.

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Music Freqs is also committed to providing top of the line equipment, which either meets or exceeds industry standards, for all aspects of our business and offerings to our customers and partners.

Having an opportunity to be part of such a renowned community event, such as the 2022 Summer Concert Series, is a true honor for all of us.

Staffing/Crew

Music Freqs crew members will include: FOH Sound Engineer, 2 Stagehands, Lighting Engineer, Band Liaison, a crew of 5 for set up and break down of the truss and PA systems, and a crew of 2 for lighting setup and breakdown. All crew members are not only local to the County, but are extremely friendly, knowledgeable of the Summer Concert Series, professional, and make the public's safety and positive experience their highest priority.

Brett DeCarlo = Project Manager

Brett is one of the owners of Music Freqs and has been with the company since it started. Brett has been the main organizer and point of contact, as well as an acting crew member, for nearly every live event and festival that Music Freqs has been a part of. He has a wide variety of knowledge that allows for him to assist the Front of House engineer, be intimately familiar with all equipment on and off stage, and to act as the main line of communication between the bands, Music Freqs Crew, and PVRPD event staff. Brett has been certified in various safety courses for crowd control, stage safety, and a variety of others.

Michael Brown = Front of House Engineer and Power Engineer

Michael has been our Front of House engineer for the last 7-8 years. He has had the pleasure of working with us on the following projects as the front of house engineer: Camarillo Concerts in the Park, Camarillo Movies in the Park, Port Hueneme Beach Festival, California Strawberry Festival, The Collection at Riverpark Oxnard, Steampunk Festival, The Vans Warped Tour, Nexus Calvary Church, among many others. Michael's role for the Camarillo Concerts in the Park is to make all bands sound great and make sure it's in a safe listening environment for the audience. Michael has gone through safety courses with not only rigging but also sound. He has a full knowledge of all of our equipment and connects with bands a couple weeks before the show to go over their stage plot and ensure everything goes smoothly and according to the needs and specifications of both the bands and our clients.

Chris Hernandez = Stage Manager

Chris has been a manager of Music Freqs for the last 5 years. He has managed almost all of our shows inside our venue and has also managed for our outside gigs such as Camarillo Concerts in the Park, Camarillo Movies in the Park, Port Hueneme Beach Festival, California Strawberry Festival, The Collection of Oxnard, Steampunk Festival, The Vans Warped Tour,

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PVRPD Food Truck Festival, and many more. Chris's role and responsibilities in the Camarillo Concerts in the Park center around all of the stage equipment that is brought by the band and us. This equipment would include all necessary items on the stage that are not the PA system, such as drums, amps, guitars/basses, cabling and stage safety tools. Chris, as the stage manager, is the hub of communication regarding all components that move on and off stage, and as such he assists in load in and out, ensuring all equipment is safely and appropriately used on stage, and he maintains and has ready backup equipment for unforeseen circumstances. Chris will also be a stage liaison between the bands and Michael, our Front of House Engineer.

Matt DeMartini = Load In and Out StageHand, Runner

Matt has been with Music Freqs since the company started over 8 years ago. Matt has worked nearly every show the company has been involved with and has a very wide variety of talents. His knowledge of all of our equipment and the bands helps keep all shows running smoothly. Matt is usually one of first people to arrive for the set up of the PA System, monitor system and the stage and band equipment. Matt will assist in all load in and load outs, will play a role as a runner if another piece of equipment is needed, and will also stay next to the stage just in case a problem arises that he can easily fix.

Paul DeMartini = Load In and Out Truck Driver

Paul has been with Music Freqs since the company started over 8 years ago. Paul is also one of the other owners of Music Freqs and loves to assist in any way he can. Paul is responsible for driving the truck and all unloading and loading of the gear from the truck. He has assisted us in nearly every festival or show that Music Freqs has been a part of including but not limited to Camarillo Concerts in the Park, Camarillo Movies in the Park, Port Hueneme Beach Festival, California Strawberry Festival, The Collection of Oxnard, Steampunk Festival, The Vans Warped Tour, PVRPD Food Truck Festival, and many more.

Erika DeMartini = Photographer Videographer

Erika graduated with honors from California Lutheran University in Communications with an emphasis in Media in 2015 and has a certificate in Advanced Social Media Strategy. Erika has been working at Music Freqs since Fall of 2015. Erika currently is Music Freq's main social media content creator and video production director. Erika started as an Assistant Director on many music videos with Rockerrazzi Filmz (2012 - 2014), in which some videos were published on RollingStones.com & Bono's One.org. She also co-produced the first ever professionally produced narrative Virtual Reality music video alongside Springbok Entertainment and New Deal Studios taking home the Best Virtual Reality Film Award at Digital Hollywood in 2015.

Erika has been with Music Freqs since the company started over 8 years ago. We bring Erika to the shows as a donation to PVRPD and the city of Camarillo to help take pictures/videos and spread awareness of the concerts in the park. Erika is a very accomplished photographer and has been hired by high end clients as a photographer/videographer. Some of her clients include

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not only Music Freqs but major bands and companies such as, Slipknot, Dead Sara, Wayne Bryan coach of olympic medalist Camarillo tennis stars the Bryan Brothers, and many more.

Austin Monzon = Lighting Engineer

Austin has been with Music Freqs for the last 6 years and has been our lighting engineer for the last 5 years. Austin has been with us for the majority of our festivals, inside shows and band filimings. He takes a huge amount of pride in his work and has been a leading lighting engineer in our county. Austin has been the lighting engineer for the following events/shows: Camarillo Concerts in the Park, Oxnard Steampunk Festival, Somis Spider Festival, PVRPD Halloween Drive Thru, and every show at the Music Freqs venue The Brite Room.

All employees of Music Freqs have been fingerprinted, FBI background checked, are covered by Workers Compensation, our business General Liability Insurance, and trained in safety and hazards related to their job. Music Freqs is proud to employ each and every one of its crew members.

References

Dean Kato
Chairman Strawberry Festival
(805) 889-3220
dean.kato@yahoo.com

Marty Lieberman
Chairman /President Port Hueneme Beach festival 2020
(818) 512-5892
Marty@liebermanconsulting.net

Jill Almonia
The Collection of Oxnard Marketing and Business Development Coordinator
(805) 278-9500
jalmonia@centercal.com

PVRPD References

Kaitlyn Simber-Clickener - KSimber@pvrpd.org
Briana Ramos - specialevents@pvrpd.org

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Please note that Music Freqs does not have any negative history to report in regards to any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves our firm or in which our firm has been judged guilty or liable.

What Music Freqs would supply for the staging of this event:

- **Instrumental Backline**
 - **Drums**
 - Blue and red DW Collector Series drum sets
 - 2 kick pedals
 - 6 cymbal stands
 - 1 ride cymbal
 - 2 crash cymbals
 - 2 hi hat stands with clutch and hi hats
 - 2 snare drums blue and red
 - 2 snare stands
 - **Bass**
 - Ashdown head
 - Ashdown 8x10 cabinet
 - 2 speaker cables
 - 2 power cables IEC
 - Backup Gallien Krueger half cabinet
 - Ampeg B2RE bass head
 - **Guitar**
 - Mesa Boogie Triple Rectifier head
 - Mesa Boogie cabinet
 - Marshall JCM 2000 head
 - Marshall 1960A cabinet
 - Bogner Head
 - Line 6 Cabinet (backup cabinet)
 - 4 speaker cables
 - 4 power cables IEC
- **Audio/Stage Equipment**
 - **Monitors**
 - 8X QSC Monitors
 - 8X 25 ft. xlr cables
 - 8X 10 ft. or longer power cables IEC
 - Behringer x32 console
 - **PA System (rated for up to 2000-3000 people)**
 - 12 Line Array total RMS Acoustics- Water Resistant (Made In the USA)

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- X12 18 inch subwoofers - Water resistant
- 4 Linea 44M20 20kW amplifiers
- X4 side fills on hand if needed
- 7x 14 gauge Speaker cable 100 feet 4 pole neutron connectors
- **Truss System (for speakers and safety)**
 - Speaker Lift
 - 21ft wind rated for 45 mph with carry load of 1745 lbs
- **FOH (Front of House) System**
 - FOH System
 - Midas M32 channel console
 - D32 stage box
 - 2 power cables IEC
 - IPad FOH
 - Linksys router
 - Power cable
 - Network cable
 - 3x industrial CAT 5 cable 200 feet
- **Mic Cables and Stands**
 - 60X XLR cables
 - 10X ¼ instrument cables
 - 12X big boom stands with clips
 - 12X small boom stands with clips
 - 2X small stands with base with clips
 - 4X guitar stands
 - 1X 100 ft 24 channel 4 return snake
 - 1X 100 snake female XLF to Male XLR (feeds to power amps - subs and main)
- **Stage Miscellaneous Items**
 - 4X Radial stereo DI
 - X2 mono Countryman DI
 - 2X mono Radial DI
 - 1X 24 channel 100 ft snakes with 4 returns
 - 1X 8 channel snake
- **Microphones**
 - 5X Seinheiser e 604 microphones
 - 8X SM58
 - 8X SM57
 - 1X d12
 - 91X a
 - Shure bass drum mic 55
 - X3 wireless Seinheiser Mics
 - X2 wireless Shure mic

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- **Batteries**
 - 4X 9v batteries
 - 8X AAA batteries
 - 8X AA batteries
- **Miscellaneous Items**
 - 12 chairs black
 - Ice Chest
 - 5-6 packages of water
 - FOH Tent
 - FOH Table(s)
- **Tents and tables 10x10**
 - FOH Tent with large foldable 8 foot table
 - X2 BackStage Tents
- **Crew**
 - FOH Engineer
 - Monitor Engineer
 - Stagehand
 - Stage Manager
 - Lighting Engineer
 - 5 Crew members for help with load in and load out
 - Photographer/Videographer
- **Lighting**
 - Cables
 - 6 Chauvet intimidator lights
 - Smoke machine
 - Lighting console
 - X6 Chauvet Rogue R2 Wash,
 - X4 Chauvet Intimidator Scan 305 spot light,
 - 1 Chauvet spot light at lighting table for remote controlled for singers
 - X8 Chauvet freedom par 4
 - X4 Elation par 6,
 - Chauvet DataStream 8 channel dmx,
 - Entec 512 universe.
 - X4 DMX 100ft 3 pin cables,
 - X15 Dmx 20 ft cables 3 pin,
 - X15 dmx 6ft 3 pin cables.
- **Power Distribution/Hookup**
 - Electrician to provide set-up/hookup
 - 5 wire tie is set, Female Type 16 Camlock connectors, 10 feet
 - 5 wire banded cable set, male and female, type 16, Camlock connectors, 50 feet
 - 100 amp 3 phase Pagoda, 15 duplex connectors, Camlock feed
 - Quantity 8 Quad outlet Nema 5-15 power boxes with 8 foot, 12 gauge pigtails

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- **Stage and Audience Safety for Cables**
 - No trip cable hidere 120 ft for front of stage (provided as back-up in case of any problems, as they are no longer Necessary after we donated and ran the cable for the city)
 - No trip cable hidere behind stage 15ft
 - No trip Cable Hidere side of stage and Cones Around truss system
- **COVID-19 Safety Precautions/Protocols**
 - Dedicated microphones for the speakers before and after the show
 - Microphone sanitation spray
 - Bacterial wipes to wipe down stands, amps, and cables after set up
 - Hand Sanitation

Extra Hours (if needed)

We would assess extra labor charges only if our crew were required to stay any later than midnight on any event night. Should this happen, we would charge a rate of \$200 per hour for the overtime. Please note that in the many instances we have done such events, we have never had to assess such charges to a client. We are understanding of the fact that, as is the case with live events, there may be times where a small amount of time is required past the agreed upon end time in order to insure everything is done correctly and safely, and we have never actually had to charge for the overtime hours in such past instances. You will see from our projected timeline that we plan to arrive early and to leave well before midnight, so we do not foresee this being brought into play.

Note on Price Increases from Previous Years

Very unfortunately, we have had to increase our prices recently, as an exponential shortage of supply has caused growth on nearly all of our wholesale costs for equipment, as well as the cost to appropriately compensate our employees and for the necessary and required amounts of insurance. We refuse to cut corners and offer nothing but the best, as that is part of our brand and the reputation we have established for ourselves. Please know that the increase in prices is a direct insurance to you that you receive no less than the best, as we have, and will always continue to, provide in our community.

Timeline

2022 PVRPD Camarillo Concerts in the Park - Projected Itinerary/Schedule

Note on Arrival Time

In the past, we have arrived as early as 6-7am, in order to properly set up everything. However, after our donation and installation of cables and backup cables, we anticipate that our set up time should be drastically reduced. That being said, there will need to be an adjustment made in consideration of the fact that the event is now scheduled later in the day, which necessitates full

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lighting to be set up for the shows. For the 2022 Concerts in the Park events, we would suggest a schedule close to what is provided below as a starting point for our planning:

8am Our lighting engineer arrives and completes the light load-in and set up before the stage is set up. Also arriving at this time would be our engineer for power, and power set up would begin. (Note: We would require a person from PVRPD to unlock the closets and the power connections on the side of the stage and the bathrooms at this time, if possible)

9am Our loading truck arrives and equipment is unloaded and staged

10am Audio/speaker truss system gets set up and raised

11am Audio console and light console get setup with tent

12 noon Lunch

1pm Audio equipment, backline, microphones, monitors and cables get set up according to the band's stage plot

3pm Audio test of speakers and visual test of lights (in the past, this is when the curtain would usually go up)

4pm Band sound checks

5pm Break

7pm Curtains up/Show begins

9pm Show ends/Clean up begins

10pm Equipment truck arrives and we load out all equipment to the truck

11pm Depart venue

Cost Break Down Per Show (includes crew setup and breakdown):

Delivery and Breakdown fee = \$350

Price total = \$0 - FREE

Savings \$350

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Backline Price = \$1000

Discount total \$500

Savings \$500

All listed Audio/Stage Equipment, plus FOH Engineer and stagehand cost = \$1200

Price total = \$1200

PA Rental standard rate = \$3500

Discount price total = \$2500

Savings = \$1000

Lighting Rental, including equipment, cables, and safety cables, with setup/teardown, and engineer = \$1500

Discount price total = \$1000

Savings = \$500

Truss system (as specified above) = \$1500

Discount price total = \$300

Savings = \$1200

Band Booking and Negotiating fees = \$500 per show, per band

Discount price total = \$0 - FREE

Savings = \$500 - \$1500 spending on the show

Power Distribution price = \$500

Discount price total = \$0 - FREE

Savings = \$500

Cable Safety price = \$500

Discount price total = \$0 - FREE

Savings = \$500

Total = \$10550 per show

Discount price total = \$5500 per show, for 4 shows in series

Bulk pricing discount = \$5200.00 per show, for 6 shows in series OR \$5000.00 per show, for 8 shows in series

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

TO: BOARD OF DIRECTORS

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

DATE: May 4, 2022

**SUBJECT: CONSIDERATION AND APPROVAL OF RANGER
MANUAL**

SUMMARY

District staff along with the Lead Park Ranger met several times throughout the course of the past few years to update the Ranger Manual in order to add Use of Force to the Park Patrol/Ranger Program. This item was reviewed in January of 2022 with the Personnel Committee.

BACKGROUND

The District's Park Patrol/Ranger Program was implemented in 2008. The Park Patrol Program was developed to establish a uniformed presence within our District. The original intent was many fold: 1) to serve as public relations liaison between the District and representatives of the community, 2) to provide a presence of safety and protection for park visitors, 3) to verify park permits, 4) to investigate violations, complaints, trespass/encroachments, and 5) to provide the ability to enforce District ordinances and issue citations and warnings.

The Board approved the Park Patrol Procedures/Operations Manual in March 2010. The purpose of the manual was to provide guidelines to staff regarding the Pleasant Valley Recreation and Park District (District) Park Patrol/Ranger Program. Rangers for the District are responsible for preserving and maintaining facilities, parks, equestrian trails, and open space lands throughout the District. To provide the best possible outdoor experience for the park visitor, a ranger must be prepared to provide information, enforcement, and maintenance.

Currently, Park Rangers are scheduled during peak hours of operation, late afternoons, weekends, and holidays. Their presence provides park users with an enhanced sense of safety and they serve as a community ambassador for the District.

In 2015 the Board gave staff direction to assess the Park Patrol/Ranger program along with the manual and potential use of force. Staff worked with the attorney as well as local law enforcement, local prosecutor(s) and court administration on these issues and to determine whether the best course of action would be to move the Park Patrol/Ranger program from an ambassador type program to that of trained peace officers. If the District were to move in the direction of law enforcement, the Park Rangers would have the same powers as the police officers with the ability to cite, gather evidence, preserve a crime scene, carry weapons, and arrest violators, as provided by the California Penal Code within the District's properties.

ANALYSIS

Currently, Section 103 of the Pleasant Valley Recreation and Park District's (the "District") Ordinance No. 8 Governing Use of Parks, Recreation Areas and Facilities (the "Ordinance") describes the Park Rangers' primary duties as well as their enforcement authority. The District also maintains a lead park ranger and park ranger job description, listing the essential duties, and necessary qualifications, education, certificates, physical demands, and work environment involved with the position.

After years of discussion and staff changes within the Park Patrol/Ranger program, staff has narrowed the needs of the rangers. It has been determined that in order to keep the rangers safe from harm, the ability to carry and use pepper spray would be advantageous. While the use of pepper spray would not cause additional authority for our rangers, it would require that the rangers undergo safety training on the use of pepper spray as well as research any additional training and District liabilities that would be attributed to the Park Patrol/Ranger program.

FISCAL IMPACT

The cost for pepper spray is an average of \$20.00 per canister and on-line training is an average of \$40.00 per ranger. Total cost of implementation would be approximately \$600.00 for materials and training only.

STRATEGIC PLAN COMPLIANCE

Meets 2021 Strategic Plan Goal 1.5 G.: Evaluate and Provide Necessary Tools

RECOMMENDATION

It is recommended that the Board consider and approve the District's Ranger Manual.

ATTACHMENTS

- 1) Ranger Manual (13 pages)
- 2) Ranger Manual – redlined (13 pages)



PARK RANGER PROCEDURES / OPERATIONS MANUAL

Administrative Office

(Community Center/Senior Center)
1605 E. Burnley St., Camarillo 93010

Parks Department Office

(Located at Freedom Park)
480 Skyway Dr., Camarillo 93010
(805) 482-5396

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I. PURPOSE

The purpose of this manual is to provide guidelines to staff regarding the Pleasant Valley Recreation and Park District (PVRPD) / (District) Park Ranger Program and Park Rangers (Ranger). Every Ranger is expected to know the information contained in this manual. Sections of the California Penal Code are referred to herein, and Rangers are to familiarize themselves with these Sections.

All policies issued to Park Patrol Rangers are District property and must be returned upon termination of employment with the District.

A Ranger, using this manual as a guide, is expected to do the assigned job in such a manner as to inspire the confidence and respect of the public in the Park Ranger Program.

Rangers for Pleasant Valley Recreation and Park District are responsible for promoting and maintaining an orderly and congenial atmosphere among visitors to the District's parks, equestrian trails, and open space lands. A lack of preparedness on our visitors' part requires that Rangers be versed in a variety of outdoor skills. To provide the best possible outdoor experience for park visitors, a Ranger must be ready to provide information, and to enforce compliance with the District's ordinances, rules, regulations, and applicable state laws. Visitors to equestrian trails and open space areas are generally not prepared or informed for a wilderness experience. These urban wilderness areas are often more inhospitable than the casual visitor would expect.

The public generally view Rangers in a special light. Pleasant Valley Recreation and Park District wishes to perpetuate that image. To that end, Rangers must be above reproach in their conduct and appearance. The following sections will provide guidelines for conduct and work performance essential to the maintenance of employee safety, efficiency, and integrity.

II. COMPLIANCE WITH RULES AND POLICIES

1. It shall be the duty of every member of the Park Ranger Program to be thoroughly familiar with the guidelines set forth in this manual. Rangers shall conform to and abide by such rules and policies, observe all laws and ordinances, and render their services to the community with enthusiasm, discretion, and loyalty.
2. No Ranger shall commit any act or omission which constitute a violation to the rules or policies of the District.

III. GENERAL CONDUCT

1. Park Rangers will at all times, on duty or off duty, conduct themselves in such a manner that they will not bring discredit to themselves or the District;
2. No Park Ranger will knowingly violate any rule or ordinance of the District, city, or county, or any state or federal law.
3. A Park Ranger will promote and practice effective public relations at all times while on duty;
4. Maintain good relations with other District employees;
5. Not use language which is threatening or insulting in contacts with the public while on duty;
6. Refrain from accepting or soliciting gifts or bribes;
7. Use District property only in the performance of duties;
8. Accept and perform in a competent manner any special assignment which is not a normal part of the Park Ranger work;
9. Observe domestic obligations concerning family support, credit, indebtedness and the like to the extent that deficiencies in these matters may reflect upon or prevent the performance expected of a Park Ranger;
10. Unless in the process of investigating a crime in conjunction with law enforcement, a Park Ranger will not enter a bar or any other premises or establishment where a Park Ranger's presence in uniform might bring discredit to the District; and
11. A Park Ranger will know the means and procedures for seeking the services of other agencies such as fire, police, sheriff, health, civil defense, ambulance, hospital, and other services which may be needed in emergencies.

IV. CONDUCT TOWARD OTHERS

Park Rangers will conduct themselves in a manner that will foster the greatest harmony and cooperation between themselves, other units of the District, and the public.

Park Rangers will not intentionally antagonize any person with whom they come in contact, and will treat all persons in a respectful, courteous, and civil manner.

Park Rangers will not at any time, or for any reason, willfully subject any person or animal to cruel treatment or willfully neglect necessary humane action. The penalty for any Park Ranger found guilty of willful inhumanity or oppression toward any person is punishable by a fine not exceeding \$2000 and by removal from office (Cal. Penal Code §147).

In addition, the victim may also bring a civil action against the Park Ranger.

V. RELATIONS WITH THE PRESS

1. Release of Information: Until approval has been given to do so by the General Manager or his/her designee, no Park Ranger will release any information to the press or other news media.
2. Information on Patrons: At no time will any information be given to anyone concerning the actions of minors or the actions of anyone in the parks unless the report is given to the police department, sheriff's department or authorized District staff. All members of the press should be referred to the police department, sheriff's department or the Park Services Manager.

VI. PARK RANGER AUTHORITY

In accordance with Public Resource Code, the District "may confer on designated uniformed district employees the power to issue citations for misdemeanor and infraction violations of state law, city or county ordinances, or district rules, regulations, or ordinances when the violation is committed within a recreation facility and in the presence of the employee issuing the citation." (Pub. Resources Code, § 5786.17(c).)

A Ranger's primary duty is to promote and maintain an orderly and congenial atmosphere among park visitors by assisting in providing information to the general public and ensuring compliance with District rules and regulations.

A Ranger's authority is limited to issuance of citations for misdemeanor and infraction violations of District ordinances, rules, regulations, and pertinent laws of the State of California when committed on District Lands and in the presence of the Ranger issuing the citation.

VII. DISCHARGE OF DUTIES

1. Members of the unit shall patrol parks, sports fields, facilities, equestrian trails and open space lands under the care of the Pleasant Valley Recreation and Park District.
2. Rangers in the performance of their duties shall not discriminate against others because of age, race, religion, sex, national origin, or political affiliation.
3. Rangers are required to discharge their duties in a firm but compassionate manner and shall act together to assist and protect each other in maintenance of their duties.
4. In carrying out the functions of the unit, Rangers shall direct and coordinate their efforts in such manner as will tend to establish and maintain the highest standard of efficiency.

5. Any Ranger who shall in the performance of his/her official duties display reluctance to properly perform their assigned duties, or who acts in a manner tending to bring discredit upon themselves or the District, or who fails to assume responsibility or exercise diligence, intelligence, and interest in the pursuit of their duties may be deemed incompetent and shall be subject to reduction in grade, suspension, or dismissal from the District. (See PVRPD Employee Policies and Procedures Manual.)
6. Rangers shall have regular hours assigned to them for duty and when not so engaged shall be considered "off duty."
7. A Ranger shall report and take proper action in any situation requiring enforcement action within a reasonable time after arriving on the scene.
8. A Ranger's first line of support is a fellow Ranger.
9. Park Rangers shall not at anytime willfully subject any person or animal to cruel treatment or willfully neglect necessary humane action. The penalty for any Ranger found guilty of willful inhumanity or oppression toward any person in his/her custody, is punishable by administrative action, which could include dismissal and may be turned over to the County of Ventura District Attorney's Office for prosecution.
10. Rangers are responsible for educating the public regarding proper conduct in the parks. Therefore, enforcement will be low key, escalating only as the situation dictates.

Levels of enforcement are as follows:

- a. **Uniform Presence – The first level of force is a uniform presence. The simple presence of a Ranger in uniform is considered the best way to resolve a situation.**
- b. Verbal Contact – The second level of enforcement is verbal contact. Ranger making contact and advising verbally to the subject violating park policy and giving instructions on how to stop the violation. This is done in a calm, non-threatening way. A firm word is frequently sufficient to point out the offense and correct the offender's behavior.
- c. Verbal Warning – The third level of enforcement is the verbal warning. Ranger making contact and giving a verbal warning to a subject that is in violation of the policy. The Ranger is to advise the subject of the consequences of not complying

with the Ranger's warning and be prepared to follow through with those consequences.

- d. Violation Notice (Citation) – The fourth level of enforcement is used to issue a citation. The Ranger following up on his/her verbal warning by issuing a citation. It is the Ranger's discretion to issue a citation when a subject fails to comply with a Ranger's instruction.
 - e. Physical Arrest – The fifth level of enforcement is used as a last resort and must be effectuated by the Camarillo Police Department or other appropriate law enforcement agency.
11. No Ranger shall solicit any reward for the performance of their duties, nor seek or ask for a gratuity of any kind, individually or collectively, nor shall any Ranger accept such a reward or gratuity if offered.
 12. No supervisor shall fail, neglect, or refuse to take action on a potential violation of this manual or any misconduct brought to his/her attention.
 13. When writing a citation, the issuing officer is solely responsible for the ticket. Do not be influenced by the opinions of others. If you are called upon to testify in court, you must feel the ticket was correct as written.

VIII. RESPECT AND COOPERATION

1. Rangers shall conduct themselves in a manner that will foster the greatest harmony and cooperation between each other, and all, departments/divisions of the District.
2. Rangers shall treat another member of the District or a citizen respectfully, and they shall not publicly criticize any official act of any individual in this or any other department of the District, city, county, state or federal government.
3. Courtesy is a key attribute within a Ranger's job of visitor services. A Ranger must strive to exhibit common courtesy in all dealings with visitors, regardless of the provocation to do otherwise. A Ranger must refrain from the use of threatening or insulting language. Courtesy is exhibited through the Ranger's approach to the visitor by:
 - a. Choice of words
 - b. Tone of voice
 - c. Manner of walking or stance
 - d. Facial expressions

- e. Use of hands
- 4. Rangers must project an air of authority, but must be cautious to eliminate any aura of “pushiness.”

IX. USE OF HABIT FORMING SUBSTANCES

- 1. Rangers are examples for the community and must be above reproach in their conduct. Rangers should always avoid such activities as:
 - a. Excessive alcohol use
 - b. Use of illegal drugs
- 2. No Ranger shall report for regularly scheduled work while under the influence of liquor or drugs or be unfit for work because of their use. The odor of alcohol on the breath will be considered presumptive evidence.
- 3. If a Ranger on duty is found to be intoxicated or under the influence of a controlled substance, they will be suspended immediately pending results from a drug and alcohol screening, and an investigation by the District.

X. PERSONAL APPEARANCE

- 1. Rangers should be in their uniforms when representing the District, including giving interpretative talks, court appearances or while on their duty for the day.
- 2. To perpetuate a positive image to the public, Rangers should be neat and orderly in their appearance. Uniforms (consisting of a patch, badge, radio, gloves, flashlight, and pepper spray / mace) must be kept clean and neat at all times.
- 3. The Ranger uniform should only be worn while on duty or going to and from work.
- 4. While in uniform, a Ranger must be well-groomed and neatly shaven. Extra long hair or untrimmed moustache and beards are not appropriate.
- 5. Rangers should have their badge attached to their shirt over the left shirt pocket. Rangers should not have any other pins/badges attached to their uniform without the permission of the Park Services Manager or the General Manager.
- 6. A white crew style t-shirt is to be worn under the uniform shirt. The t-shirt should not have writing on it that can be seen through the uniform shirt.

7. Only black shoes or black boots are to be worn when in uniform.
8. The badge must be worn on the outermost garment.

XI. RECORDS AND COMMUNICATIONS

1. Rangers shall not make false official reports, or knowingly enter, or cause to be entered, any inaccurate, false, or improper information or matter in any department records.
2. Rangers shall not make false statements to a supervisor when questioned or interviewed.
3. It shall be the duty of every Ranger to properly report any information given to him in good faith by any citizen regarding matters which indicate the need for action by the District.
4. No one shall use county communication facilities or District equipment for personal, social, or unofficial purposes.
5. All communications made by Ranger staff must be of a highly professional nature. The ten code should be used to reduce radio traffic whenever possible.
6. Any breach of radio conduct by a Ranger will be subject to disciplinary action.

XII. OPERATION OF DISTRICT VEHICLES

It is the responsibility of the driver of each District vehicle to drive safely and prudently at all times. Vehicles shall be operated in compliance with the California Motor Vehicle Code. The driver of the District vehicle is responsible for its safe operation at all times. All District employees are required to use seat belts at all times when operating a District vehicle equipped with seat belts. Anyone riding as a passenger/ attendant in a District vehicle is also required to use seat belts. All personnel shall ride only in regular seats provided with seat belts. Riding on tailboards or other exposed positions is not permitted on any vehicle at any time.

When stopped at the scene of an incident, vehicles should be placed to protect personnel who may be working in the street and warning lights shall be used to make approaching traffic aware of the incident. At night, vehicle mounted floodlights and any other lighting available shall be used to illuminate the scene. All personnel working in or near traffic lanes shall wear high visibility vests.

If it is not necessary to park vehicles in or near traffic lanes, the vehicle should be pulled off the road to parking lots, curbs, etc., whenever possible.

The driver of the vehicle is responsible for the safety of all vehicle operations and managing compliance of this procedure.

Emergency Response

District vehicles shall be operated in a manner that provides for the safety of all persons and property. Safe arrival shall always have priority over unnecessary speed and reckless driving enroute to an emergency incident.

Prompt, Safe Response shall be attained by:

1. Leaving the location in a standard manner
 - a. Enter vehicle in a quick manner
 - b. All personnel on board, seated, and seatbelts on
 - c. Vehicle doors fully closed
 - d. Using vehicle mirrors, ensuring no one is behind the vehicle and it is safe to operate the vehicle
2. Driving defensively and professionally at reasonable speeds.
3. Knowing where you are going.

Emergency Response Criteria

1. Do not exceed the maximum posted speed limit
2. Observe posted speed limit when entering intersections with green light
3. Observe complete stop at all red lights and stop signs.

XIII. PEPPER SPRAY USE POLICY

The use of Pepper Spray is considered to be a Non-Deadly defensive tool. Pepper Spray is a chemical, with an active ingredient derived from the Cayenne pepper plant. Exposure to Pepper Spray in aerosol form has physiological effects including inflammation and swelling of the mucus membranes of the eyes, nose, and throat, and involuntary closure of the eyes. Rangers, who have completed the required training and have PVRPD approval, are authorized to carry and use Pepper Spray as a self-defense measure while on duty.

Occupational use of the Pepper Spray must be in accordance with the guidelines and procedures set forth in this document. Pepper Spray is considered an available self-defense option to facilitate a Ranger's ability to withdrawal from an assault by a person or attack by an animal.

Authorization

1. Only Rangers who have completed the required training are authorized to carry Pepper Spray.
2. PVRPD will supply the Pepper Spray canister to the Rangers.
3. Training will be performed by an approved instructor. Training will include review of this policy and procedures document, the instructions accompanying the Pepper Spray canister, and California Penal Code section 22810. Rangers must demonstrate a thorough understanding of these items in order to receive authorization to carry Pepper Spray. Training will also include test deployment of the Pepper Spray canister.
4. Rangers are only authorized to carry and use Pepper Spray canisters approved and issued by PVRPD. The use of any other Pepper Spray equipment or product is expressly prohibited, except under exigent circumstances, which must be justified and documented as soon as is practical under the circumstances. The purpose of this procedure is to ensure adequate District control over what Pepper Spray its Rangers use. The "exigent circumstances" provision allows for the rare situation where a Ranger may have to rely on an additional supply of Pepper Spray from another law enforcement organization, or outside supplier, and may not have sufficient time to properly inventory it.
5. PVRPD will control and document the issuance of every Pepper Spray canister procured, including the brand, model, serial number, date of issue, purpose of issuance (personal defense, or training), and names and signatures of the issuing individual, and person to whom it is issued. This procedure provides for inventory control and documentation of all Pepper Spray products procured by the District. The distribution of Pepper Spray canisters with intact safety tabs ensures that only new and unused canisters are issued.

Usage Criteria

1. Pepper Spray may be used for self-defense when a Ranger reasonably believes that it is necessary to protect him or herself from an imminent physical threat posed by a

person, or an animal. Pepper Spray may be used to incapacitate a person attempting an assault or an attacking animal, in order to avoid physical harm, and facilitate escape from danger.

2. Once the assailant or attacking animal is incapacitated, the use of Pepper Spray is no longer justified.
3. Use of Pepper Spray shall strictly be a defensive measure. If a person strikes or assaults a Ranger then ceases the assault and retreats or is removed from the scene so as not to pose a further threat to the Ranger's safety, the Ranger may not pursue and use the Pepper Spray against the individual.

Reporting Criteria

It is the policy of the District to account for, and document, the discharge of Pepper Spray by personnel in the performance of their duty.

1. After any discharge of an issued Pepper Spray canister, regardless of the amount and whether intentionally, or accidentally, in the performance of a Ranger's duties, where a person or animal was affected by the discharge, the Ranger issued the canister will submit the canister as evidence and submit an incident report outlining the reason for the discharge.
2. If the discharge was accidental and no person or animal was affected, or if the discharge was for training, or to test the device, the Ranger will submit a Discharge Memorandum.
3. Any intentional use of Pepper Spray shall be reported to the supervisor on the day of the incident, either by phone or in person. A written incident report shall be completed by the end of the work-day or shift.
4. Submitting all Pepper Spray canisters, as evidence, where there has been an intentional discharge, or an incident report in the case of an accidental discharge, provides the necessary chain of custody and documentation as for any other evidence. It also ensures that Pepper Spray canisters have been controlled as evidence as a matter of policy prior to any question or allegation that arises over their use. Most importantly, the Pepper Spray canisters are then available for scientific examination of the remaining contents should such an examination be necessary. The amount of expended Pepper Spray can be objectively and conclusively determined by calculating the quantity of the remaining content and

subtracting that from the initial volume as established by manufacturer specifications.

5. After a Pepper Spray canister has been submitted into evidence either in house, or to an outside law enforcement agency, a new and unused canister will be issued as a replacement as soon as practical. Issuing new and unused Pepper Spray canisters ensures the District, and the Rangers using the Pepper Spray for personal defense, the ability to control and document each and every usage.
6. Pepper Spray canisters that have been held for evidentiary purposes will not be destroyed or returned to inventory for training purposes until the associated case has been officially concluded, and there is no longer a requirement to retain it.

Inspection and Replacement

1. Pepper Spray equipment shall be maintained in an operational and charged state by authorized employees or vendors.
2. Employees are responsible for following the manufacturer's instructions for care and storage of Pepper Spray equipment.
3. Employees are responsible for requesting a replacement of a damaged, inoperable, or empty device.



PARK RANGER PROCEDURES / OPERATIONS MANUAL

Administrative Office
(Community Center/Senior Center)
1605 E. Burnley St., Camarillo 93010

Parks Department Office
(Located at Freedom Park)
480 Skyway Dr., Camarillo 93010
(805) 482-5396

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I. PURPOSE

The purpose of this manual is to provide guidelines to staff regarding the Pleasant Valley Recreation and Park District (PVRPD) / (District) Park Ranger Program and Park Rangers (Ranger). Every Ranger is expected to know the information contained in this manual. Sections of the California Penal Code are referred to herein, and Rangers are to familiarize themselves with these Sections.

All policies issued to Park Patrol Rangers are District property and must be returned upon termination of employment with the District.

A Ranger, using this manual as a guide, is expected to do the assigned job in such a manner as to inspire the confidence and respect of the public in the Park Ranger Program.

Rangers for Pleasant Valley Recreation and Park District are responsible for promoting and maintaining an orderly and congenial atmosphere among visitors to the District's, parks, equestrian trails, and open space lands. A lack of preparedness on our visitor's part requires that Rangers be versed in a variety of outdoor skills. To provide the best possible outdoor experience for park visitors, a Ranger must be ready to provide information, and to enforce compliance with the District's ordinances, rules, regulations, and applicable state laws. Visitors to equestrian trails and open space areas are generally not prepared or informed for a wilderness experience. These urban wilderness areas are often more inhospitable than the casual visitor would expect.

The public generally view Rangers in a special light. Pleasant Valley Recreation and Park District wishes to perpetuate that image. To that end, Rangers must be above reproach in their conduct and appearance. The following sections will provide guidelines for conduct and work performance essential to the maintenance of employee safety, efficiency, and integrity.

II. COMPLIANCE WITH RULES AND POLICIES

1. It shall be the duty of every member of the Park Ranger Program to be thoroughly familiar with the guidelines set forth in this manual. Rangers shall conform to and abide by such rules and policies, observe all laws and ordinances, and render their services to the community with enthusiasm, discretion, and loyalty.
2. No Ranger shall commit any act or omission which constitute a violation to the rules or policies of the District.

III. GENERAL CONDUCT

1. Park Rangers will at all times, on duty or off duty, conduct themselves in such a manner that they will not bring discredit to themselves or the District;
2. No Park Ranger will knowingly violate any rule or ordinance of the District, city, or county, or any state or federal law.
3. A Park Ranger will promote and practice effective public relations at all times while on duty;
4. Maintain good relations with other District employees;
5. Not use language which is threatening or insulting in contacts with the public while on duty;
6. Refrain from accepting or soliciting gifts or bribes;
7. Use District property only in the performance of duties;
8. Accept and perform in a competent manner any special assignment which is not a normal part of the Park Ranger work;
9. Observe domestic obligations concerning family support, credit, indebtedness and the like to the extent that deficiencies in these matters may reflect upon or prevent the performance expected of a Park Ranger;
10. Unless in the process of investigating a crime in conjunction with law enforcement, a Park Ranger will not enter a bar or any other premises or establishment where a Park Ranger's presence in uniform might bring discredit to the District; and
11. A Park Ranger will know the means and procedures for seeking the services of other agencies such as fire, police, sheriff, health, civil defense, ambulance, hospital, and other services which may be needed in emergencies.

IV. CONDUCT TOWARD OTHERS

Park Rangers will conduct themselves in a manner that will foster the greatest harmony and cooperation between themselves, other units of the District, and the public.

Park Rangers will not intentionally antagonize any person with whom they come in contact, and will treat all persons in a respectful, courteous, and civil manner.

Park Rangers will not at any time, or for any reason, willfully subject any person or animal to cruel treatment or willfully neglect necessary humane action. The penalty for any Park Ranger found guilty of willful inhumanity or oppression toward any person is punishable by a fine not exceeding \$2000 and by removal from office (Cal. Penal Code §147).

In addition, the victim may also bring a civil action against the Park Ranger.

V. RELATIONS WITH THE PRESS

1. Release of Information: Until approval has been given to do so by the General Manager or his/her designee, no Park Ranger will release any information to the press or other news media.
2. Information on Patrons: At no time will any information be given to anyone concerning the actions of minors or the actions of anyone in the parks unless the report is given to the police department, sheriff's department or authorized District staff. All members of the press should be referred to the police department, sheriff's department or the Park Superintendent.

VI. PARK RANGER AUTHORITY

In accordance with Public Resource Code, the District "may confer on designated uniformed district employees the power to issue citations for misdemeanor and infraction violations of state law, city or county ordinances, or district rules, regulations, or ordinances when the violation is committed within a recreation facility and in the presence of the employee issuing the citation." (Pub. Resources Code, § 5786.17(c).)

A Ranger's primary duty is to promote and maintain an orderly and congenial atmosphere among park visitors by assisting in providing information to the general public and ensuring compliance with District rules and regulations.

A Ranger's authority is limited to issuance of citations for misdemeanor and infraction violations of District ordinances, rules, regulations, and pertinent laws of the State of California when committed on District Lands and in the presence of the Ranger issuing the citation.

VII. DISCHARGE OF DUTIES

1. Members of the unit shall patrol parks, sports fields, facilities, equestrian trails and open space lands under the care of the Pleasant Valley Recreation and Park District.
2. Rangers in the performance of their duties shall not discriminate against others because of age, race, religion, sex, national origin, or political affiliation.
3. Rangers are required to discharge their duties in a firm but compassionate manner and shall act together to assist and protect each other in maintenance of their duties.

4. In carrying out the functions of the unit, Rangers shall direct and coordinate their efforts in such manner as will tend to establish and maintain the highest standard of efficiency.
5. Any Ranger who shall in the performance of his/her official duties display reluctance to properly perform their assigned duties, or who acts in a manner tending to bring discredit upon themselves or the District, or who fails to assume responsibility or exercise diligence, intelligence, and interest in the pursuit of their duties may be deemed incompetent and shall be subject to reduction in grade, suspension, or dismissal from the District. (See PVRPD Employee Policies and Procedures Manual.)
6. Rangers shall have regular hours assigned to them for duty and when not so engaged shall be considered "off duty."
7. A Ranger shall report and take proper action in any situation requiring enforcement action within a reasonable time after arriving on the scene.
8. A Ranger's first line of support is a fellow Ranger.
9. Park Rangers shall not at anytime willfully subject any person or animal to cruel treatment or willfully neglect necessary humane action. The penalty for any Ranger found guilty of willful inhumanity or oppression toward any person in his/her custody, is punishable by administrative action, which could include dismissal and may be turned over to the County of Ventura District Attorney's Office for prosecution.
10. Rangers are responsible for educating the public regarding proper conduct in the parks. Therefore, enforcement will be low key, escalating only as the situation dictates.

Levels of enforcement are as follows:

- a. **Uniform Presence – The first level of force is a uniform presence. The simple presence of a Ranger in uniform is considered the best way to resolve a situation.**
- b. Verbal Contact – The second level of enforcement is verbal contact. Ranger making contact and advising verbally to the subject violating park policy and giving instructions on how to stop the violation. This is done in a calm, non-threatening way. A firm word is frequently sufficient to point out the offense and correct the offender's behavior.

- c. Verbal Warning – The third level of enforcement is the verbal warning. Ranger making contact and giving a verbal warning to a subject that is in violation of the policy. The Ranger is to advise the subject of the consequences of not complying with the Ranger’s warning and be prepared to follow through with those consequences.
 - d. Violation Notice (Citation) – The fourth level of enforcement is used to issue a citation. The Ranger following up on his/her verbal warning by issuing a citation. It is the Ranger’s discretion to issue a citation when a subject fails to comply with a Ranger’s instruction.
 - e. Physical Arrest – The fifth level of enforcement is used as a last resort and must be effectuated by the Camarillo Police Department or other appropriate law enforcement agency.
11. No Ranger shall solicit any reward for the performance of their duties, nor seek or ask for a gratuity of any kind, individually or collectively, nor shall any Ranger accept such a reward or gratuity if offered.
12. No supervisor shall fail, neglect, or refuse to take action on a potential violation of this manual or any misconduct brought to his/her attention.
13. When writing a citation, the issuing officer is solely responsible for the ticket. Do not be influenced by the opinions of others. If you are called upon to testify in court, you must feel the ticket was correct as written.

VIII. RESPECT AND COOPERATION

- 1. Rangers shall conduct themselves in a manner that will foster the greatest harmony and cooperation between each other, and all, departments/divisions of the District.
- 2. Rangers shall treat another member of the District or a citizen respectfully, and they shall not publicly criticize any official act of any individual in this or any other department of the District, city, county, state or federal government.
- 3. Courtesy is a key attribute within a Ranger’s job of visitor services. A Ranger must strive to exhibit common courtesy in all dealings with visitors, regardless of the provocation to do otherwise. A Ranger must refrain from the use of threatening or insulting language. Courtesy is exhibited through the Ranger’s approach to the visitor by:

- a. Choice of words
 - b. Tone of voice
 - c. Manner of walking or stance
 - d. Facial expressions
 - e. Use of hands
4. Rangers must project an air of authority, but must be cautious to eliminate any aura of “pushiness.”

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1. Rangers are examples for the community and must be above reproach in their conduct. Rangers should always avoid such activities as:
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seat belts. Riding on tailboards or other exposed positions is not permitted on any vehicle at any time.

When stopped at the scene of an incident, vehicles should be placed to protect personnel who may be working in the street and warning lights shall be used to make approaching traffic aware of the incident. At night, vehicle mounted floodlights and any other lighting available shall be used to illuminate the scene. All personnel working in or near traffic lanes shall wear high visibility vests.

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District vehicles shall be operated in a manner that provides for the safety of all persons and property. Safe arrival shall always have priority over unnecessary speed and reckless driving enroute to an emergency incident.

Prompt, Safe Response shall be attained by:

1. Leaving the location in a standard manner
 - a. Enter vehicle in a quick manner
 - b. All personnel on board, seated, and seatbelts on
 - c. Vehicle doors fully closed
 - d. Using vehicle mirrors, ensuring no one is behind the vehicle and it is safe to operate the vehicle
2. Driving defensively and professionally at reasonable speeds.
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1. Do not exceed the maximum posted speed limit
2. Observe posted speed limit when entering intersections with green light
3. Observe complete stop at all red lights and stop signs.

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The use of Pepper Spray is considered to be a Non-Deadly defensive tool. Pepper Spray is a chemical, with an active ingredient derived from the Cayenne pepper plant. Exposure to Pepper Spray in aerosol form has physiological effects including inflammation and swelling of the mucus membranes of the eyes, nose, and throat, and involuntary closure of the eyes. Rangers, who have completed the required training and have PVRPD approval, are authorized to carry and use Pepper Spray as a self-defense measure while on duty. Occupational use of the Pepper Spray must be in accordance with the guidelines and procedures set forth in this document. Pepper Spray is considered an available self-defense option to facilitate a Ranger's ability to withdraw from an assault by a person or attack by an animal.

Authorization

1. Only Rangers who have completed the required training are authorized to carry Pepper Spray.
2. The PVRPD will supply the Pepper Spray canister to the Rangers.
3. Training will be performed by an approved instructor. Training will include review of this policy and procedures document, the instructions accompanying the Pepper Spray canister, and California Penal Code section 22810. Rangers must demonstrate a thorough understanding of these items in order to receive authorization to carry Pepper Spray. Training will also include test deployment of the Pepper Spray canister.
4. Rangers are only authorized to carry and use Pepper Spray canisters approved and issued by the PVRPD. The use of any other Pepper Spray equipment or product is expressly prohibited, except under exigent circumstances, which must be justified and documented as soon as is practical under the circumstances. The purpose of this procedure is to ensure adequate district control over what Pepper Spray its Rangers use. The "exigent circumstances" provision allows for the rare situation where a Ranger may have to rely on an additional supply of Pepper spray from another law enforcement organization, or outside supplier, and may not have sufficient time to properly inventory it.
5. PVRPD will control and document the issuance of every Pepper Spray canister procured, including the brand, model, serial number, date of issue, purpose of issuance (personal defense, or training), and names and signatures of the issuing individual, and person to whom it is issued. This procedure provides for inventory control and documentation of all Pepper Spray products procured by the District.

The distribution of Pepper Spray canisters with intact safety tabs ensures that only new and unused canisters are issued.

Usage Criteria

1. Pepper Spray may be used for self-defense when a Ranger reasonably believes that it is necessary to protect him or herself from an imminent physical threat posed by a person, or an animal. Pepper Spray may be used to incapacitate a person attempting an assault or an attacking animal, in order to avoid physical harm, and facilitate escape from danger.
2. Once the assailant or attacking animal is incapacitated, the use of Pepper Spray is no longer justified.
3. Use of Pepper Spray shall strictly be a defensive measure. If a person strikes or assaults a Ranger then ceases the assault and retreats or is removed from the scene so as not to pose a further threat to the Ranger's safety, the Ranger may not pursue and use the Pepper Spray against the individual.

Reporting Criteria

It is the policy of the District to account for, and document, the discharge of Pepper Spray by personnel in the performance of their duty.

1. After any discharge of an issued Pepper Spray canister, regardless of the amount and whether intentionally, or accidentally, in the performance of a Ranger's duties, where a person or animal was affected by the discharge, the Ranger issued the Canister will submit the canister as evidence and submit an incident report outlining the reason for the discharge.
2. If the discharge was accidental and no person or animal was affected, or if the discharge was for training, or to test the device, the Ranger will submit a discharge Memorandum.
3. Any intentional use of Pepper Spray shall be reported to the supervisor on the day of the incident, either by phone or in person. A written incident report shall be completed by the end of the work day or shift.
4. Submitting all Pepper Spray canisters, as evidence, where there has been an intentional discharge, or an incident report in the case of an accidental discharge, provides the necessary chain of custody and documentation as for any other

evidence. It also ensures that Pepper Spray canisters have been controlled as evidence as a matter of policy prior to any question or allegation that arises over their use. Most importantly, the Pepper Spray canisters are then available for scientific examination of the remaining contents should such an examination be necessary. The amount of expended Pepper Spray can be objectively and conclusively determined by calculating the quantity of the remaining content and subtracting that from the initial volume as established by manufacturer specifications.

5. After a Pepper Spray canister has been submitted into evidence either in house, or to an outside law enforcement agency, a new and unused canister will be issued as a replacement as soon as practical. Issuing new and unused Pepper Spray canisters ensures the District, and the Rangers using the Pepper Spray for personal defense, the ability to control and document each and every usage.
6. Pepper Spray canisters that have been held for evidentiary purposes will not be destroyed or returned to inventory for training purposes until the associated case has been officially concluded, and there is no longer a requirement to retain it.

Inspection and Replacement

1. Pepper Spray equipment shall be maintained in an operational and charged state by authorized employees or vendors.
2. Employees are responsible for following the manufacturer's instructions for care and storage of Pepper Spray equipment.
3. Employees are responsible for requesting a replacement of a damaged, inoperable, or empty device.

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER

DATE: May 4, 2022

SUBJECT: DISCUSSION REGARDING ADOPTION OF RESOLUTION NO. 709 PROCLAIMING A LOCAL EMERGENCY PERSISTS AND RE-AUTHORIZING THE USE OF REMOTE TELECONFERENCE MEETING PROCEDURES BY THE BOARD OF DIRECTORS AND ALL STANDING COMMITTEES OF THE DISTRICT FOR THE 30-DAY PERIOD BEGINNING MAY 5TH, 2022 THROUGH JUNE 2ND, 2022 PURSUANT TO THE RALPH M. BROWN ACT AS AMENDED BY ASSEMBLY BILL NO. 361

BACKGROUND

In March 2020, the Governor, on behalf of the State of California, issued various executive orders which relaxed requirements under the Ralph M. Brown Act (Brown Act) allowing public agencies the flexibility to successfully continue conducting public meetings during the COVID-19 pandemic. On September 30, 2021, the State rescinded those orders. However, in lieu of the rescinded executive orders, the State passed Assembly Bill 361 (AB 361) which modified the Brown Act and provides essentially the same flexibility for conducting public meetings during a declared emergency until January 1, 2024. As a result, in accordance with the requirements of AB 361, local agencies must continue to adopt a resolution every 30 days to use the modified public meeting provisions provided for in AB 361.

On September 16, 2021, Governor Newsom signed Assembly Bill 361 (“AB 361”) into law. AB 361 was made effective on October 1, 2021, on an urgency basis, to correspond to the timing of expiration of the Brown Act Orders. AB 361 provides for the ability to continue teleconferencing Brown Act meetings of city legislative bodies for public health and safety reasons under certain conditions, akin to the authority to do so under the Brown Act Orders.

ANALYSIS

In accordance with AB 361, if a local agency passes a resolution that makes the necessary findings, the agency is allowed to follow the provisions of AB 361 for a maximum period of 30 days. After the first 30-day period, AB 361 requires the public agency to adopt a resolution no later than once every 30-days to continue meeting under the modified Brown Act requirements.

On February 3, 2022, the District Board adopted Resolution No. 699 authorizing the continuation of the use of remote teleconference meetings under the provision of Government Code Section 54953. The resolution is effective for a 30-day period and must be renewed every 30 days. On March 2, 2022, the District Board adopted Resolution No. 701 authorizing the continuation of the use of remote teleconference meetings under the provision of Government Code Section 54953. The resolution is effective for a 30-day period and must be renewed every 30 days. On April 6, 2022, the District Board adopted Resolution No. 704 authorizing the continuation of the use of remote teleconference meetings under the provision of Government Code Section 54953. The resolution is effective for a 30-day period and must be renewed every 30 days.

The other major change is that all public agencies, if they want to continue to conduct public meetings remotely, must adopt a resolution every 30 days making the findings of necessity to do so and affirming the measures in place to allow remote public comments by the public.

If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, AB 361 imposes certain requirements to continue use of its provisions after the initial 30-day period, or a 30-day period, thereafter, has elapsed.

Government Code section 54953(e)(3) provides that “not later than 30 days after teleconferencing for the first time pursuant” to AB 361, “and every 30 days thereafter,” the public agency shall make the following findings by majority vote for the agency to continue using the teleconferencing provisions of AB 361:

1. The public agency has reconsidered the circumstances of the state of emergency; *and*
2. Either of the following circumstances exist:
 - a. The state of emergency continues to directly impact the ability of the members to meet safely in person, *or*
 - b. State or local officials continue to impose or recommend measures to promote social distancing.

These provisions of AB 361 are effective until January 1, 2024. This means these provisions may be invoked any time there is a proclaimed state of emergency by the Governor (e.g., wildfires) and the District Board can make at least one of the enumerated findings.

Accordingly, if the Board would like to continue conducting public meetings under the modified Brown Act provisions, staff has prepared the attached resolution for Board consideration and adoption.

RECOMMENDATION

Adopt Resolution No. 709 proclaiming a local emergency persists and re-authorizing the use of remote teleconference meeting procedures by the Board of Directors and all standing committees of the District for the 30-day period beginning May 5th, 2022 through June 2nd, 2022 pursuant to the Ralph M. Brown Act as amended by Assembly Bill No. 361.

ATTACHMENT

- 1) Resolution No. 709 (3 pages)

RESOLUTION NO. 709

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS AND RE-AUTHORIZING THE USE OF REMOTE TELECONFERENCE MEETING PROCEDURES BY THE BOARD OF DIRECTORS AND ALL STANDING COMMITTEES OF THE DISTRICT FOR THE 30-DAY PERIOD BEGINNING MAY 5th, 2022 THROUGH JUNE 2nd, 2022 PURSUANT TO THE RALPH M. BROWN ACT AS AMENDED BY ASSEMBLY BILL NO. 361

WHEREAS, the Pleasant Valley Recreation and Park District (“District”) is committed to preserving and fostering public access, transparency, observation, and participation in meetings of the Board of Directors (“Board”) and all standing committees; and

WHEREAS, all meetings of the Board and standing committees are open and public, as required by the Ralph M. Brown Act, Government Code sections 54950 – 54963, so that any member of the public may attend, observe, and participate in a meaningful way; and

WHEREAS, the Brown Act, as amended by AB 361 (2021), at Government Code section 54953(e) *et seq.*, allows for remote observation and participation in meetings by members of a legislative body and members of the public, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, the initial required condition is a declaration of a state of emergency by the Governor pursuant to the California Emergency Services Act at Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state and within the boundaries of the District, caused by conditions as described in Government Code section 8558; and

WHEREAS, such conditions now exist in the District specifically, a state of emergency was proclaimed, which includes area within the jurisdictional boundaries of the District, on or about March 4, 2020, by California Governor Gavin Newsom in response to the COVID-19 novel coronavirus pandemic, including measures to mitigate the spread of COVID-19 in order to control outbreaks which minimizes the risk to the public, maintains the health and safety of the people of California, and limits the spread of infection in our communities; and

WHEREAS, the Board of Directors does hereby find the Ventura County Public Health Officer has recommended that physical/social distancing measures continue to be practiced throughout Ventura County communities to minimize the spread of COVID-19; and

WHEREAS, the District remains committed to providing the public with real-time access to attend and participate in remotely held District meetings through a variety of

options including through the internet via Zoom, telephonically, via email correspondence prior to the meeting, and through livestream video via the District's YouTube channel, in an effort to protect the constitutional and statutory rights of all attendees; and

WHEREAS, as a consequence of the local emergency existing, the Board hereby finds that the Board and all standing committees of the Pleasant Valley Recreation and Park District shall conduct their meetings without compliance with Government Code section 54953(b)(3), and shall instead comply with the remote meeting requirements as authorized by Government Code section 54953(e) *et seq.*; and

WHEREAS, continued reliance on AB 361 for subsequent meetings requires the following:

1. Either the "state of emergency" must remain active or state or local officials have imposed or recommended measures to promote social distancing; and
2. No later than 30 days after teleconferencing for the first time under AB 361 rules, and every 30 days thereafter, the legislative body, by majority vote, finds that it has reconsidered the circumstances of the state of emergency and at least one of the following circumstances exist:
 - a. The state of emergency continues to impact the ability of the members to meet safely in person; or
 - b. State or local officials continue to impose recommended measures to promote social distancing.

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

Section 1. The above recitals are true and correct and are incorporated herein by this reference.

Section 2. The Board of Directors hereby recognizes and affirms the existence and conditions of a state of emergency as proclaimed by the Governor on March 4, 2020 and recognizes that the Ventura County Public Health Officer has recommended physical and social distancing measures to be practiced throughout Ventura County communities to minimize the spread of COVID-19. Based on such facts, findings and determinations, the District proclaims the existence of a local emergency throughout the District and authorizes staff to conduct remote teleconference meetings of the Board of Directors, including committee meetings, under the provisions of Government Code Section 54953(e).

Section 3. The General Manager is authorized and directed to take all actions reasonably necessary to carry out the intent and purpose of this Resolution, including conducting open and public meetings remotely in accordance with Government Code section 54953(e) *et seq.*, and other applicable provisions of the Brown Act, for all Board meetings, and all standing committee meetings of the District.

Section 4. As respects continued reliance on AB 361 for subsequent meetings, this Resolution takes into consideration that the state of emergency still persists which can impact the ability of board members to meet safely in person and re-authorizes the remote teleconferencing procedures for another 30 days.

Section 5. This Resolution shall take effect immediately upon its adoption and shall be effective until either (i) 11:59 p.m. on June 2, 2022, or (ii) such time as the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Pleasant Valley Recreation and Park District and all standing committees of the District may continue to meet remotely, without compliance with Government Code section 54953(b)(3), but otherwise as permitted by Government Code section 54953(e) *et seq.*

I HEREBY CERTIFY that the foregoing Resolution was passed and adopted by the Board of Directors of the Pleasant Valley Recreation and Park District at a regular meeting held on the 4th day of May 2022, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Bob Kelley, Chair, Board of Directors
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

Attested:

Bev Dransfeldt, Secretary
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

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

- A. Chair Kelley
- B. Ventura County 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 – City of Camarillo Liaison, Miracle League, Pickleball/Tennis
- G. Foundation for Pleasant Valley Recreation and Parks
- H. General Manager’s Report
- I. Board Members