

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

**BOARD OF DIRECTORS  
REGULAR MEETING AGENDA  
April 1, 2015**

**6:00PM**

**REGULAR MEETING**

**NEXT RESOLUTION #542**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. AMENDMENTS TO THE AGENDA** - This is the time and place to change the order of the agenda, delete, or add any agenda item(s) and to remove any consent agenda items for discussion.
- 5. PRESENTATIONS**
  - A. Status Update
  - B. Arbor Day/Nature Center Update
- 6. PUBLIC COMMENT** - In accordance with Government Code Section 54954.3, the Board reserves this time to hear from the public. If you would like to speak about an item on the agenda, we would prefer you complete a Speaker Card, give it to the Clerk of the Board, and wait until it comes up. If you would like to make comments about other areas not on this agenda, in accordance with California law, we will listen, note them, and bring them back up at a later date for discussion. Speakers will be allowed three minutes to address the Board.
- 7. CONSENT AGENDA** – Matters listed under the Consent Agenda are considered routine and shall be acted upon without discussion and by one motion. If discussion is desired the item will be removed from the Consent Agenda for discussion and voted on as a separate item. If no discussion is desired then the suggested action is for the Chair to request that a motion be made to approve the Consent Agenda.
  - A. **Minutes for Regular Meeting March 4, 2015 and Special Meeting March 12, 2015**

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

Approval of District's disbursements dated on or before March 19, 2015.
  - C. **Financial Report**

Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial report of February 28, 2015.

**D. Consideration and Adoption of Resolution No. 539 to Recognize May Older Americans Month**

Adopting the resolution will recognize the month of May 2015 as Older Americans Month.

**E. Consideration and Adoption Resolution No. 540 to Recognize Arbor Day**

Adopting the resolution will recognize Arbor Day on April 25, 2015.

**F. Consideration and Approval to Contract with Western Oil Spreading Services for Repairs of Parking Lot at the Community Center**

Approval will allow staff to contract with Western Oil Spreading Services for parking lot repairs at the Community Center in the amount of \$21,644.

**G. Consideration and Approval to Contract with Western Oil Spreading Services for Repairs of Parking Lot at Mission Oaks Park**

Approval will allow staff to contract with Western Oil Spreading Services for parking lot repairs at Mission Oaks Park in the amount of \$16,996.89

**8. NEW ITEMS-DISCUSSION/ACTION**

**A. Consideration and Approval to Nominate a Candidate for the California Special Districts Association (CSDA) Board of Directors Seat A**

Discuss and nominate a member of the Board or General Manager for CSDA Board of Director Seat A election.

Suggested Action: A MOTION to nominate an individual to the CSDA Board of Directors Seat A.

**B. Consideration, Review and Adoption of the District's Investment Policy and Investment Options**

Review and adopt the District's Investment Policy and review investment options.

Suggested Action: A MOTION to adopt the District's Investment Policy.

**C. Consideration and Adoption of the District's Reserve Policy**

Review and adopt the District's Reserve Policy.

Suggested Actions: A MOTION to adopt the District's Reserve Policy.

**D. Consideration and Adoption of Resolution No. 541 Concerning the Purchase of Accounting Financial Software**

Approval of Resolution No. 541 will authorize the District to purchase services for accounting financial software through the negotiated procurement process.

Suggested Action: A MOTION to approve Resolution No. 541 for the purchase of accounting financial software.

**E. Discussion and Review of Ordinance No. 8**

Review and discuss changes and updates to the District's ordinances.

Suggested Action: Provide direction to staff.

**F. Discussion, Review and Introduce Fee Schedule for FY 2015-2016**

Staff will request input and direction on fee changes recommended for the FY 2015-2016 Fee Schedule.

Suggested Action: Provide direction to staff.

**G. Discussion and Review of Memorandum of Understanding (MOU) Between the District and Foundation for Pleasant Valley Recreation and Parks**

Review and recommend changes to the draft MOU between the District and the Foundation for Pleasant Valley Recreation and Parks.

Suggest Action: Provide direction to staff.

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

- A. Chairperson Magner
- B. Ventura County Special District Association/California Special District Association
- C. Santa Monica Mountains Conservancy/Joint Land Use Study
- D. Standing Committees – Finance, Personnel and Policy
- E. General Manager's Report

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

**11. ADJOURNMENT**

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

**Announcement:** Public Comment: Members of the public may address the Board on any agenda item before or during consideration of the item. [Government Code section 54954.3] Should you need special assistance (i.e. a disability-related modification or accommodations) to participate in the Board meeting or other District activities (including receipt of an agenda in an appropriate alternative format), as outlined in the Americans With Disabilities Act, or require further information, please contact the General Manager at 482-1996, extension 24. Please notify the General Manager 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.

**Pleasant Valley Recreation and Park District  
Minutes of Regular Meeting  
March 4, 2015**

**1. CALL TO ORDER**

**Call to Order**

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

**2. PLEDGE of ALLEGIANCE**

Amy Stewart led the pledge.

**3. ROLL CALL**

**Roll Call**

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

Absent:

ALSO PRESENT: General Manager Mary Otten, Recreation Services Manager Amy Stewart, Acting Parks Superintendent Bob Cerasuolo, Administrative Analyst and Clerk of the Board Michele Kostenuik, Customer Service Representative and Board Secretary Karen Roberts, Recreation Supervisors Lanny Binney and Jane Raab, Park Supervisor Matthew Parker, Recreation Specialist Emily Raab, MaryLou Smith, David Smith, Mary Hopple, Matthew Lorimer, Peter Finie, Mike Zeine, Judy Watanalie, Raymond and Karen Cehejoyendile, Joanne and Chris Gibson, Michael Tuday, Roger Kline, Darbi Darbison, Bill Johnson, Linda Ramelli, Don White and Al White.

**4. AMENDMENTS TO THE AGENDA**

None.

**5. PRESENTATIONS**

**A. Status Update**

Recreation Services Manager Amy Stewart introduced the District's new format for the monthly Status Report. Highlights of February were the garden planting project at Camarillo Grove Park, the senior Valentine's dance, the senior bridge tournament, the issuance of 169 facility/park permits and 500 class registrations. Upcoming are the opening days for many sports groups, employment opportunities with the District, Easter Eggstravaganza on April 4, the Nature Center grand opening at Camarillo Grove Park on April 25 and the Mud Run at Mission Oaks Park on May 9.

**B. Introduction of Recreation Specialist**

Recreation Services Manager Amy Stewart introduced the new full time Recreation Specialist Emily Raab. She will be working on the District's website, the upcoming Farmers Market, the Mud Run and other District events.

**6. PUBLIC COMMENT**

Chairperson Magner accepted 12 speaker cards from Administrative Analyst and Clerk of the Board Michele Kostenuik. The first speaker was Matthew Lorimer, president of the HOA for the Lamplighter Mobile Home Park. Current Lamplighter management is

not allowing the mobile home residents to park on their own streets anymore which will lead to parking issues on Village at the Park Drive near Pleasant Valley Fields. Mr. Lorimer also wanted to remind the community that the City of Camarillo does not fund the senior center and he hopes to see the City help out.

The next speaker Mary Hopple has lived near the end of Charter Oak Park for over 38 years. She has noticed that there tends to be more problems in late spring and the summer with teenagers hanging out and using drugs and alcohol in the park because it is very dark near Amber Drive. They have had to call the police several times. Ms. Hopple suggested that a light, maybe solar would help to keep teenagers from using the park late at night. Chairperson Magner suggested that staff contact Ms. Hopple.

## 7. CONSENT AGENDA

- A. Minutes for Regular Meeting February 4, 2015 and Special Meeting January 29, 2015
- B. Warrants, Accounts Payable & Payroll thru February 19, 2015
- C. Financial Report
- D. Budget Workshop Dates

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

**Motion to  
Approve  
Consent**

Voting was as follows:

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

Noes:

Absent:

Motion Carried

**Carried**

## 8. NEW ITEMS – DISCUSSION/ACTION

- A. Consideration and Approval to Contract with West Coast Arborists for Tree Maintenance Service at Charter Oak Park

Park Supervisor Matt Parker presented a background of the District's urban forest management plan. The plan involves a detailed tree inventory of the District's 5000 trees, best management practices, and short, mid-range and long term plans. At Charter Oak Park, there are 200 eucalyptus trees estimated to be over 70 years old, with some in various need of care and attention. West Coast Arborists presented a manageable proposal which would involve the removal of five trees and the pruning of approximately 50 trees in the windrow. A mid-range plan would involve the replanting of a sustainable similar species where multiple trees may have been removed.

Roger Kline of Parkway Drive in Camarillo wanted to know how many trees the District has removed and how many have been replaced. He stated that people who live along the windrow throw their debris there and nothing is ever done. Mr. Kline asked why the

trees were topped in the past. Park Supervisor Matt Parker stated that topping trees was an accepted practice in the past but it definitely is not a preferred method by the District. Mr. Kline stated that without the trees, Charter Oak is not a park.

Mary Hopple who lives near Amber Drive stated that she is concerned that the park has not been attended to. There should have been a design presented for the park and a plan of continuing maintenance and tree replacement.

Peter Finie lives on Klamath and stated that the history of the windrow is that it used to be a driveway. He stated that the fences on the west side are half on private property and half on District property. When the City of Camarillo owned the property, they topped the trees at 35 feet. Mr. Finie stated that some private property owners copper ringed and staked trees to keep the trees branches from hanging over into their backyards. He said that the District needs to maintain the trees so that they do not fall onto any homes.

David Smith lives on Calaveras and stated that the trees have not been pruned for the last 10 years. The debris is a roosting place for crows, it litters the walkways and backyards and is a fire hazard because teens hang out in the area to smoke at night. The neighbors need to see a more extensive maintenance program which will eliminate the liability risk.

Don White lives in Rancho Tomas near Charter Oak Park and likes the park and the trees. He stated that the District is not maintaining the park and that the trees are a low priority. Mr. White said that the District needs to consider tree removal as a last resort.

Darby Darbison enjoys walking in the park with all the shade. It is a habitat for the monarch butterflies, birds and wildlife. Ms. Darbison understands the pruning and clean up but requested that no trees be cut down.

Michael Tuday has walked at the park every day since 1980. Ventura County is attractive to him because of the beautiful pastoral agricultural area. The park provides a habitat for monarch butterflies and animals. Mr. Tuday is not opposed to a short time action and states that the trees and the park are much more a jewel than is the outlet mall.

Bill Johnson is a 30 year resident who lives close to the park. Mr. Johnson stated that there are problems because the trees were improperly cut in the beginning. Topping promotes weak suckers and if the height is maintained at 35 feet, the trees will be destroyed. Mr. Johnson wanted to know if the contract arborists were certified.

Linda Ramelli who lives on Brookhill Drive loves the trees and was happy to hear about the District's urban tree management policy. Ms. Ramelli researched West Coast Arborists and found lawsuits against the company involving falling branches that have killed people. Ms. Ramelli suggested that volunteers from the Mormon Church continue to help remove the litter and debris from under the trees. Also, she requested that the trees not be topped because of fungal diseases which will occur in the roots as a result.

MaryLou Smith of Calaveras Street thanked staff for the plan to prune and remove some trees. The trees were planted as windbreaks, but the debris stains the concrete and is a

hazard due to smokers. These trees have only been trimmed once in 18 years. Ms. Smith requested that a native tree that requires less maintenance be planted and kept on a regular maintenance program.

Mike Zeine of La Suen Drive commented that if the trees are removed, the District will not have a park, it will have an alley between homes.

Park Supervisor Matthew Parker introduced Pat Mahoney and Lorenzo Perez with West Coast Arborists. They have been in business for over 43 years and have over 1000 employees. Discussion included West Coast Arborists safety record, the suggestion of a 1% - 2% replacement of blue gum eucalyptus trees with a better adapted species, tree life expectancy, the past practice of topping, the *Acorn* article which quoted Director Dixon, replanting versus overcrowding, lawsuits, the necessity of regular tree inspections, shallow root systems of the trees, the cost of about \$7000 for five tree removals with the remainder to be used for pruning, the importance of trees to the District and community, being proactive in the District's planning for our future generations, the possibility of including a neighborhood work day at Charter Oak Park, and the need to regularly evaluate the tree maintenance program. Director Dixon stated that the *Acorn* quote did not reflect the way he thinks of the park and community, but that he was glad that it has brought out the community and very passionate people who came forward.

Chairperson Magner called for a motion. A motion was made by Director Mishler and seconded by Director Dixon to approve contracting with West Coast Arborists for tree maintenance services at Charter Oak Park.

**Motion to  
Approve WCA  
For Charter Oak  
Tree Services**

Voting was as follows:

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

Noes:

Absent:

Motion Carried

**Carried**

The Board recessed at 7:30 p.m. and reconvened at 7:44 p.m.

#### B. Consideration and Approval of Bid Specifications for Camarillo Grove Park Parking Lot

Acting Park Superintendent Bob Cerasuolo provided the bid specifications for the parking lot at Camarillo Grove Park. Specifications include tearing out the whole parking lot, compacting the base, adding three inches of asphalt and then repainting and striping the parking stalls. The funds will come from capital projects within the assessment budget. Discussion included replacing the asphalt curbs, consideration of Pleasant Valley Fields parking lot next, the impact of trash trucks on the asphalt, decomposed granite, and the price of an addition of reinforced concrete on the incline section of the creek drainage flow area in the lot.

Chairperson Magner called for a motion. A motion was made by Director Mishler and seconded by Director Malloy to approve the bid specifications for Camarillo Grove Park parking lot with the addition of a reinforced concrete slope to the bid.

Voting was as follows:

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

Noes:

Absent:

Motion Carried

**Motion to  
Approve Bid  
Specs for Cam  
Grove Lot**

**Carried**

**C. Consideration and Approval of Request for Proposal for Community Center Parking Lot**

Acting Park Superintendent Bob Cerasuolo presented a request for proposal (RFP) for a seal coat and striping for the Community Center parking lot. Funding for this project will come from the capital projects plan 2013-2018 within the assessment budget. The lot will have areas ground down and replaced along with a slurry coat and the addition of a few new parking stalls. Discussion included the reduction of liabilities and the senior center, repairing the drainage area, and the spreading out of costs by doing the entire lot.

Chairperson Magner called for a motion. A motion was made by Director Malloy and seconded by Director Dixon to approve the RFP for repairs to the Community Center parking lot.

**Motion to  
Approve RFP  
For the Comm.  
Center Lot  
Paving**

Voting was as follows:

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

Noes:

Absent:

Motion Carried

**Carried**

**D. Consideration and Approval of Request for Proposal for Mission Oaks Park Parking Lot**

Acting Park Superintendent Bob Cerasuolo presented a request for proposal (RFP) for a seal coat and striping of the Mission Oaks Park parking lot. Discussion included the areas by the snack bar and the lot near the off-leash dog park area and the age of the parking lot.

Chairperson Magner called for a motion. A motion was made by Director Mishler and seconded by Director Dixon to approve the RFP for repairs to the Mission Oaks Park parking lot.

**Motion to  
Approve RFP  
For Mission Oak  
Park Lot  
Paving**

Voting was as follows:

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

Noes:

Absent:

Motion Carried

**Carried**

**9. INFORMATIONAL ITEMS**

- A. Chairperson Magner – Chairperson Magner thanked staff for the presentations of the status report and of Charter Oak Park.



- B. Ventura County Special District Association/California Special District Association – No report.
- C. Santa Monica Mountains Conservancy/Joint Land Use Study – Director Mishler attended the last two meetings. The Joint Land Use Study recommended to renew the SOAR (Save Our Agricultural Resources) initiatives in the new reelection and to keep the Navy in town. The Santa Monica Mountains Conservancy discussed Proposition 1 funding issues guidelines.
- D. Standing Committees – Finance – Director Malloy reported that the District financials are improving. With the recent rains, the District can save over \$1000 a day when it rains. Policy – Director Kelley reported that they discussed changes in the use of District facilities. Personnel – There will be a meeting on March 12 regarding MOU's.
- E. General Manager's Report – General Manager Mary Otten reported that a volunteer group with the Mormon Church contacted the District to help on June 6 for National Trails Day at Charter Oak Park and also at Camarillo Grove Park. There will be a public invitation for volunteers and attendance for this event.

#### 10. ORAL COMMUNICATIONS

Director Mishler stated that the Camarillo Ranch has provided some Camarillo Grove history which the District may be able to use in signage at the park. Mr. Mishler mentioned that Supervisor Linda Parks is interested in pursuing the idea of additional bike paths and will look into easements. Mr. Mishler discussed with LAFCO the process of annexing a new area which would cost about \$30,000. If the area does not oppose, then LAFCO can take care of an annexation, otherwise there would have to be a vote. Conejo Recreation and Parks District receives twice as much as what PVRPD receives in developer fees. Director Kelley stated that he is against the proposed building project near St. John's Seminary. Director Malloy thanked the *Acorn* for its coverage and pictures of the Camarillo Grove garden planting in February. The event was very well organized and the new plantings will look nice around the new Nature Center. Water and electrical rates will drop once the reclaimed water is on line and Edison installs new pumps at Pleasant Valley Fields in May. Director Dixon thanked Matt Parker for his presentation on Charter Oak Park.

#### 11. ADJOURNMENT

Chairperson Magner adjourned the meeting at 8:24 pm

**Respectfully submitted,**

**Karen Roberts  
Recording Secretary**

**Approval,**

**Elaine Magner  
Chairperson**

**Pleasant Valley Recreation and Park District  
Minutes of Special Meeting  
March 12, 2015**

**1. CALL TO ORDER**

**Call to Order**

The special meeting of the Board of Directors of the Pleasant Valley Recreation and Park District was called to order at 4:10 p.m. by Chairperson Magner.

**2. PLEDGE of ALLEGIANCE**

**3. ROLL CALL**

All present.

**Roll Call**

Also present: General Manager Mary Otten, Recreation Services Manager Amy Stewart, Acting Park Superintendent Bob Cerasuolo, Acting Administrative Services Manager Leonore Young, Human Resource Generalist Kathryn Drewry, and Kristine Kwong.

**4. ADOPTION OF AGENDA**

Agenda accepted as presented.

**5. OPEN COMMUNICATION/PUBLIC FORUM**

No comments.

**6. CLOSED SESSION**

**a. Conference with Labor negotiators (Govt. Code Section 54957.6)**

**Agency designate representatives: Mary Otten and Amy Stewart**

**Employee organization: SEIU Local 721**

**7. RECONVENE INTO OPEN SESSION [Govt. Code Section 54957.7]**

Disclosure of actions taken in closed session, as applicable [Govt. Code Section 54957.1].

**8. REPORT ANY ACTION TAKEN IN CLOSED SESSION**

No action taken.

**9. ORAL COMMUNICATIONS**

**10. ADJOURNMENT**

Chairperson Magner adjourned the meeting at 8:00 p.m.

**Respectfully submitted,**

**Approval,**

**Karen Roberts  
Recording Secretary**

**Elaine Magner  
Chairperson**

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

**TO: BOARD OF DIRECTORS**

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

**DATE: April 1, 2015**

**SUBJECT: FINANCE REPORT**

**RECOMMENDATION**

It is recommended that the Board review and approve the Financial Statement for February 28, 2015.

**ANALYSIS OF COMPARATIVE FINANCIAL THRU February 28, 2015**

Attached you will find the PVRPD Summary Financial Statement for the period of July 1, 2014 through February 28, 2015 with a year-to-date comparison for the period of July 1, 2013 through February 28, 2014.

**REVENUES**

Total revenue ending February 28, 2015 has increased by \$3,001,026 over the same period as last year. The increase is primarily due to the District receiving two Quimby Fee payments in the amount of \$615,709 from AMLI and \$2,250,489 from Fairfield Development along with the December tax apportionment increasing by \$116,281 and Facility Rentals increasing \$18,529 over the same time period as last year.

**EXPENDITURES**

Personnel Expense has increased \$41,236 in comparison to Personnel Expense for the same time as last year. This is due to one additional pay period for the period of July-February in comparison to the amount of pay periods for July-February of the previous year.

For the eighth month ending February 28, 2015 total expenditures for Supplies and Services has decreased \$49,239 over the same time period as last year. The decrease is primarily due to a decrease in water of \$99,795 due to the area receiving much needed rain coupled along with an increase of \$21,046 in computer hardware/software due to the computer crash in the Fall of 2014 with the remainder being spread out to several different accounts.

**CAPITAL**

Capital has increased by \$241,834 in comparison to fiscal year 2013-2014 due to the Camarillo Grove Interpretive Center Project.

**FISCAL IMPACT**

The District has completed the eighth month of the fiscal year 2014-2015 budget (66.67%) and continues the fiscal year under the approved budget by 3.26% for Personnel Costs and 9.94% in Service and Supply Expenditures. Managers continue to make a concerted effort to spend under the adopted budget to help build reserves.

**RECOMMENDATION**

It is recommended that the Board review and approve the Financial Statement for February 28, 2015.

**ATTACHMENTS**

- 1) District Unaudited Manager Version Financial Statement as of February 28, 2015  
(2 pages)

**Pleasant Valley Recreation and Park District  
PVRPD:SUMMARY(Unaudited) from Great Plains  
Year to Date Comparison  
Statement of Revenues and Expenditures  
For the period July 1, 2014 through February 28, 2015**

Account	Current Month February	PREVIOUS Year To Date 2014	CURRENT Year To Date 2015	BUDGET TOTAL Adopted 7/29/2014 Mid-Year 2/4/15	BUDGET REMAINING	% Of Budget Used 66.67%
<b>DISTRICT WIDE REVENUE</b>						
Tax Apportionment	11,919.94	2,983,233.16	3,111,410.61	5,375,300.00	2,263,889.39	57.88%
Supplemental Assess Roll		126.04	170.14	200.00	29.86	85.07%
Assessment Income	124.62	565,374.21	565,778.50	1,008,650.00	442,871.50	56.09%
Dedication Fees			2,866,198.70	-	(2,866,198.70)	0.00%
District Wide Revenue	12,044.56	3,548,733.41	6,543,557.95	6,384,150.00	(159,407.95)	102.50%
<b>RECREATION AND PARK REVENUE</b>						
Public Fees	30,073.58	371,703.43	357,099.81	727,920.00	370,820.19	49.06%
Certification Income				-	-	100.00%
Public Passes	5,626.14	50,375.83	53,865.10	75,150.00	21,284.90	71.68%
Facility Rentals	24,388.87	146,320.48	164,849.67	304,450.00	139,600.33	54.15%
Veteran's Field Rental		1,487.75	3,303.25	-	(3,303.25)	0.00%
BMX Track Rental	300.00	2,001.00	1,300.00	-	(1,300.00)	0.00%
RC Track Rental		1,200.00	1,200.00	-	(1,200.00)	0.00%
Roller Hockey Rink Rental	1,200.00	7,500.00	2,400.00	-	(2,400.00)	0.00%
Facility Cleaning Fee				550.00	550.00	0.00%
Park Patrol Citations	83.00	1,750.86	2,320.93	900.00	(1,420.93)	100.00%
Plan Check Fee				100.00	100.00	0.00%
Dividends Pardec Prior Yrs		34,210.00	37,511.00	17,100.00	(20,411.00)	219.36%
Cell Tower Income	8,518.87	64,054.30	61,727.37	93,400.00	31,672.63	66.09%
Indemnity Income		1,000.00		5,000.00	5,000.00	0.00%
Senior Dues		800.00	859.00	1,500.00	641.00	57.27%
Senior Services Income		906.31	1,480.00	2,200.00	720.00	67.27%
Activity Guide Income		4,225.00	3,600.00	6,000.00	2,400.00	60.00%
Vending Commissions		326.21	233.24	800.00	566.76	29.16%
Banner Income				900.00	900.00	0.00%
Donations	434.05	82,991.74	77,422.56	96,400.00	18,977.44	80.31%
Donations for CIP Projects		9,771.71	75,000.00	7,475.00	(87,525.00)	1003.34%
Other Misc. Income	3,098.49	29,899.09	30,126.39	37,500.00	7,373.61	80.34%
Over/Under		(210.82)	5.37	900.00	894.63	0.60%
Incentive Income	19.37	16,244.72	1,796.98	17,350.00	15,553.02	10.36%
Reimbursement		56,898.90	11,770.61	75,000.00	63,229.39	15.68%
Other Interest Income	1,156.78	2,276.46	4,062.92	5,000.00	937.08	81.26%
Recreation and Park Revenue	74,899.15	885,732.97	891,934.20	1,475,595.00	583,660.80	60.45%
<b>TOTAL GENERAL FUND REVENUE</b>	<b>86,943.71</b>	<b>4,434,466.38</b>	<b>7,435,492.15</b>	<b>7,859,745.00</b>	<b>424,252.85</b>	<b>94.60%</b>
<b>GENERAL FUND EXPENDITURES</b>						
Regular Wages	161,944.32	1,293,145.00	1,360,559.01	2,026,242.00	665,682.99	67.15%
Overtime Wages	900.46	12,662.29	7,068.99	16,950.00	9,881.01	41.70%
Part-Time Wages	44,945.71	426,145.76	395,281.20	666,190.00	270,908.80	59.33%
Retirement	61,982.31	286,188.25	354,143.44	437,365.00	83,221.56	80.97%
Part-Time 457 Pension	135.22	2,154.22	1,622.64	4,100.00	2,477.36	39.58%
Employee Group Insurance	28,953.06	265,748.94	190,614.38	299,800.00	109,185.62	63.58%
Worker's Compensation	9,601.00	63,469.32	76,807.99	93,460.00	16,652.01	82.18%
Unemployment Insurance	1,565.00	677.00	5,329.00	7,500.00	2,171.00	71.05%
Other Post Employee Benefit Exp				219,600.00	219,600.00	0.00%
Personnel Expenditures	310,027.08	2,350,190.78	2,391,426.65	3,771,207.00	1,379,780.35	83.41%
Telephone	1,623.85	9,861.75	12,329.03	18,800.00	6,470.97	65.58%
Internet Services	723.17	5,748.81	4,410.23	7,250.00	2,839.77	60.83%
Pool Supplies	680.15	10,360.82	4,653.34	15,000.00	10,346.66	31.02%
Janitorial Supplies	2,903.05	31,231.83	30,317.94	46,050.00	15,732.06	65.84%
Kitchen Supplies	56.68	804.17	477.43	2,050.00	1,572.57	23.29%
Food Supplies	498.41	4,337.36	5,026.06	9,095.00	4,068.94	55.28%
Water Maint. & Service	173.02	638.18	923.13	1,300.00	376.87	71.01%
Laundry/Wash Service		422.95	179.75	-	(179.75)	#DIV/0!
Janitorial Services		15,772.00		-	-	#DIV/0!
Medical Supplies		125.00	270.18	2,800.00	2,529.82	9.65%
Insurance - Liability	8,177.92	63,240.68	65,423.34	99,600.00	34,176.66	65.69%
Fuel	2,764.24	28,539.53	28,760.15	48,000.00	19,239.85	59.92%
Vehicle Maintenance/Repair	2,713.70	26,486.04	11,579.72	40,050.00	28,470.28	28.91%
Office Equipment & Repair		2,570.43	(155.63)	5,250.00	5,405.63	-2.96%
Computer Equip.-Maint./Repair		5,155.50	3,992.06	11,650.00	7,657.94	34.27%
Bldg. Maintenance/Repair	2,174.49	38,821.70	29,976.73	80,300.00	50,323.27	37.33%
Bldg. Eqpt. Maint Repair	1,911.32	4,798.51	6,369.23	10,800.00	4,430.77	58.97%
Improvements/Maintenance	1,579.50	7,582.03	9,454.50	14,500.00	5,045.50	65.20%

Account	Current Month February	PREVIOUS	CURRENT	BUDGET	BUDGET	% Of Budget	
		Year To Date 2014	Year To Date 2015	TOTAL Adopted 7/29/2014	REMAINING	Used 86.67%	
Incidental Costs-Assessment	6709	30.00	14,966.14	15,105.02	26,000.00	10,894.98	58.10%
Grounds Maintenance	6710	1,350.05	24,648.72	22,094.36	85,200.00	63,105.64	25.93%
Contracted Landscaping Services	6720	10,250.00	231,762.72	199,041.73	383,400.00	184,358.27	51.91%
Contracted Pest Control	6730	80.00	675.00	761.07	2,000.00	1,238.93	0.00%
Rubbish & Refuse	6740	647.39	28,393.37	31,567.38	55,100.00	23,532.62	57.29%
Memberships & Dues	6810		5,955.22	11,196.33	11,870.00	673.67	94.32%
Office Supplies	6910	940.38	10,220.25	11,083.41	19,500.00	8,416.59	56.84%
Postage/Freight & Express Mail	6920	606.19	16,340.48	11,937.53	24,200.00	12,262.47	49.33%
Advertising	6930	448.17	9,671.68	8,085.22	13,440.00	5,354.78	60.16%
Printing Charges	6940	970.31	10,082.92	8,585.03	19,050.00	10,464.97	45.07%
Bank & ActiveNet Charges	6950	3,466.43	26,408.04	27,173.38	40,250.00	13,076.62	67.51%
Approp.-Redev./Collection Fees (est)	6960	32,641.67	216,891.97	291,133.33	391,700.00	130,566.67	66.67%
Minor Furniture Fixtures & Equipment	6980	(309.40)	1,352.99	83.24	1,650.00	1,566.76	5.04%
Computer Hardware/Software	6990		4,089.70	25,135.54	26,400.00	1,264.46	95.21%
Fingerprint Fees-HR	7010	115.00	560.00	891.00	1,700.00	809.00	52.41%
Fire & Safety Inspection Fees	7020		2,223.85	2,465.30	5,075.00	2,609.70	48.58%
Business Permit & License Fees	7030		4,321.95	2,678.83	4,450.00	1,771.17	60.20%
State License Fee	7040		97.50	512.50	-	(512.50)	0.00%
Legal Services	7110	3,817.20	43,723.82	13,238.20	75,300.00	62,061.80	17.58%
Typeset & Print Services	7115	4,750.00	24,909.27	28,068.34	50,700.00	22,833.66	55.36%
Instructor Services/Payment	7120	7,078.50	115,989.75	101,372.56	169,360.00	66,987.44	60.21%
PERS Administrative Fees	7125	116.75	832.60	785.79	1,250.00	464.21	62.86%
Audit Services	7130		635.00	5,800.00	10,700.00	4,900.00	54.21%
Medical & Health Services-HR	7140	160.00	565.00	1,180.00	2,400.00	1,220.00	49.17%
Security Services	7150	433.50	3,093.34	2,487.97	4,450.00	1,962.03	55.91%
Entertainment Services	7160	150.00	1,995.00	850.00	250.00	(600.00)	340.00%
Business-Services	7180	3,184.04	37,666.93	38,594.75	60,400.00	41,805.25	48.00%
Umpire&Referee Services	7190	190.71	1,090.00	1,060.71	1,900.00	839.29	55.83%
Publications & Subscriptions	7210	99.50	1,257.14	1,299.15	3,175.00	1,875.85	40.92%
Rents & Leases-Equipment	7310	141.94	13,510.34	12,163.58	30,145.00	17,981.42	40.35%
Building/Field Leases and Rentals	7320		4,626.00	706.28	13,200.00	12,493.72	5.35%
Aquatic Supplies	7410		1,002.11	579.00	1,900.00	1,321.00	30.47%
Classroom Supplies	7420		4,068.27	2,914.65	6,575.00	3,660.35	44.33%
Bingo Supplies	7430	547.44	4,893.02	4,157.29	7,500.00	3,342.71	55.43%
Sporting Goods	7440	13.63	4,395.32	3,726.94	10,400.00	6,673.06	35.84%
Art & Craft Supplies	7450	4.84	2,024.82	1,850.85	2,015.00	164.15	91.85%
Training Supplies	7460	432.00	331.43	1,173.57	3,300.00	2,126.43	35.56%
Camp Supplies	7470		12.89		600.00	600.00	0.00%
Small Tools	7510	582.28	12,763.54	3,883.34	16,500.00	12,616.66	23.54%
Uniforms	7610	966.17	2,221.32	7,193.29	11,115.00	3,921.71	64.72%
Safety Clothing & Supplies	7620	100.00	3,067.82	3,702.62	7,120.00	3,417.38	52.00%
Conference & Seminars	7710		4,690.00	1,800.00	9,660.00	7,860.00	18.63%
Out of Town Travel	7720		3,469.54	2,428.33	14,765.00	12,336.67	16.45%
Private Vehicle Mileage	7730	106.96	1,818.93	1,579.67	4,300.00	2,720.33	36.74%
Transportation Charges	7740		725.00	390.00	1,550.00	1,160.00	25.16%
Special Events	7750		10,244.88	9,928.66	16,850.00	6,921.34	58.92%
Tuition/Book Reimbursement	7760			301.79	750.00	448.21	40.24%
Gas	7810	3,452.11	16,804.64	13,769.24	31,000.00	17,230.76	44.42%
Water	7820	10,576.59	560,456.73	460,662.02	830,500.00	369,837.98	55.47%
Electricity	7830	14,600.48	160,092.76	160,414.01	267,375.00	106,960.99	60.00%
Awards & Certificates	7910	684.51	10,065.21	8,610.49	18,000.00	9,389.51	47.84%
Meals & Entertainment	7920	142.63	2,636.56	3,380.22	5,650.00	2,269.78	59.83%
Employee Morale	7930		1,944.75	1,246.02	3,750.00	2,503.98	33.23%
Cost to Issue Side Fund Loan	6971		3,229.52	807.38	4,850.00	4,042.62	16.65%
Cost to Issue COP's	6970		16,541.12	4,135.28	24,800.00	20,664.72	16.67%
Loan Payment Pension Obligation (est)	6160	18,300.00	79,610.49	146,400.00	219,600.00	73,200.00	66.67%
COP Debt - PV Fields (est)	7950	80,125.00	414,191.85	481,000.00	721,500.00	240,500.00	66.67%
Service and Supply Expenditures		207,950.47	2,436,396.50	2,387,157.38	4,207,635.00	1,820,477.62	56.73%
Capital Expenditures	8400	(356.45)	12,355.97	23,745.00	318,000.00	294,255.00	7.47%
LWCF Grant	8401	77,056.68		156,405.38			
NRPA Grant	8402	4,711.28		66,818.04			
Equipment/Facility Replacement	8420			26,446.70	25,000.00	(1,446.70)	105.79%
Parking Lot Repair-Assessment	6718				-	-	#DIV/0!
Tree Care-Assessment	6719		11,900.00	4,322.00	-	(4,322.00)	#DIV/0!
Playground Replacement- Assess	6721		6,571.93	1,809.00	-	(1,809.00)	#DIV/0!
Park Amenities- Assess	6722		8,214.01	1,329.84	-	(1,329.84)	#DIV/0!
Facility Replacement	6723				-	-	#DIV/0!
Capital Expenditures		81,411.51	39,041.91	280,875.96	343,000.00	285,347.46	81.89%
<b>TOTAL GENERAL FUND EXPENDITURES</b>		<b>599,389.06</b>	<b>4,825,629.19</b>	<b>5,059,459.99</b>	<b>6,321,842.00</b>	<b>3,485,605.43</b>	<b>60.80%</b>

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

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Jane Raab, Recreation Supervisor**

**DATE: April 1, 2015**

**SUBJECT: CONSIDERATION AND APPROVAL OF  
RESOLUTION #539 PROCLAIMING MAY 2015  
AS OLDER AMERICAN'S MONTH**

**RECOMMENDATION**

It is recommended the Board proclaim the month of May 2015 as Older American's Month and approve Resolution No. 539 to recognize the senior population in Pleasant Valley Recreation and Park District.

**BACKGROUND**

In combination with the Older American's 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 2015 as Older American's Month.

**ANALYSIS**

The proclamation will be in recognition of the older adult population in the District. Staff will display the proclamation at the 50+ EXPO and then it will be placed on a wall in the Senior Center throughout the rest of the year. Staff is currently working to organize the annual EXPO which will be held on Tuesday, May 5, 2015.

**FISCAL IMPACT**

There is no fiscal impact to the District.

**RECOMMENDATION**

It is recommended the Board proclaim the month of May 2015 as Older American's Month and approve Resolution No. 539 to recognize the older adult population in Pleasant Valley Recreation and Park District.

**ATTACHMENTS**

- 1) Resolution #539 (1 page)

**RESOLUTION NO. 539 OF  
THE BOARD OF DIRECTORS  
OF PLEASANT VALLEY RECREATION & PARK DISTRICT**

**DECLARING THE MONTH OF MAY 2015  
OLDER AMERICAN'S MONTH**

*WHEREAS, Pleasant Valley Recreation and Park District is home to more than 14,700 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 2015 as **Older Americans Month**.*

*Passed and Adopted this 1st day of April 2015.*

\_\_\_\_\_  
Elaine L. Magner, Chair

\_\_\_\_\_  
Mike Mishler, Vice-Chair

\_\_\_\_\_  
Neal Dixon, Secretary

\_\_\_\_\_  
Mark Malloy, Director

\_\_\_\_\_  
Robert Kelley, Director



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

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By Matthew Parker, Park Supervisor**

**DATE: April 1, 2015**

**SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION  
#540 PROCLAIMING APRIL 25, 2015 AS ARBOR DAY**

**RECOMMENDATION**

It is recommended the Board proclaim April 25, 2015 as Arbor Day and approve resolution #540 to recognize this proclamation within the District.

**BACKGROUND**

Over 140 years ago, Morton Sterling celebrated the first “Arbor Day” in Lincoln, Nebraska. From that date until today the holiday has spread throughout the country and the world. The holiday was originally conceived to educate the public on the value of trees and environmental stewardship. The National Arbor Day Foundation continues to provide valuable research and outreach materials to provide the general public with a full understanding of the costs and benefits of tree planting and restoration. District staff utilizes this information to provide educational community tree planting events.

**ANALYSIS**

This proclamation acknowledges the District’s continued efforts in educating the public on the value of trees in the urban environment. Staff utilizes educational material provided by the National Arbor Day Foundation to educate the community (garden, church, and school groups) on the benefits and value of trees.

**FISCAL IMPACT**

There is no fiscal impact to the District.

**RECOMMENDATION**

It is recommended the Board proclaim April 25, 2015 as Arbor Day and approve resolution #540 to recognize this proclamation within the District.

**ATTACHMENT**

- 1) Resolution #540 (1 page)

**RESOLUTION NO. 540 OF  
THE BOARD OF DIRECTORS  
OF  
PLEASANT VALLEY RECREATION & PARK DISTRICT**

***DECLARING APRIL 25, 2015  
ARBOR DAY***

**WHEREAS**, Pleasant Valley Recreation and Park District understands the benefits of trees within the community; and

**WHEREAS**, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

**WHEREAS**, the holiday called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

**WHEREAS**, Arbor Day is now observed throughout the nation and the world, and trees can lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and ;

**WHEREAS**, trees in our community increase property values, enhance economic vitality of business areas, and wherever planted are a source of joy and spiritual renewal,

**NOW THEREFORE WE**, the Pleasant Valley Recreation and Park District, Board of Directors, do hereby proclaim April 25, 2015 as ***Arbor Day***.

Passed and Adopted this 1<sup>st</sup> day of April, 2015.

\_\_\_\_\_  
Elaine L. Magner, Chair

\_\_\_\_\_  
Mike Mishler, Vice-Chair

\_\_\_\_\_  
Neal Dixon, Secretary

\_\_\_\_\_  
Robert Kelley, Director

\_\_\_\_\_  
Mark Malloy, Director

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

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Bob Cerasuolo, Acting Park Superintendent**

**DATE: April 1, 2015**

**SUBJECT: CONSIDERATION AND APPROVAL TO CONTRACT SERVICES FOR PARKING LOT REPAIRS AT THE COMMUNITY CENTER TO WESTERN OIL SPREADING SERVICES IN THE AMOUNT OF \$21,644.00**

**RECOMMENDATION**

It is recommended that the Board approve contracting services for parking lot repairs located at the Community Center to Western Oil Spreading Services in the amount of \$21,644.

**BACKGROUND**

This Capital Improvement project is identified in the FY 2013-2018 Capital Improvement Plan. The overall Capital Improvement plan was developed to assist the District in projecting, identifying, and quantifying infrastructure repair, renovation and replacement. Parking lot repairs were identified in the assessment budget for Fiscal year 2014/2015. This program is designed to utilize assessment funds to repair and maintain asphalt parking lots, pathways, and surfaces throughout the park district.

**ANALYSIS**

Asphalt parking lots, like any improvement, have a projected service life based on construction methods, maintenance levels, use, and a number of other factors. The District is responsible for the maintenance and upkeep of over five (5) acres of parking lots. All of the lots require maintenance and repair, ranging from cleaning and seal coat applications to the removal and replacement of asphalt. The systematic repair and maintenance of these required infrastructure items will extend their service life. This project will complete the repair and maintenance at the identified site.

Of the three companies submitting bids (Western Oil Spreading Services, Smith Paving and Quality Paving) the low bid was submitted from Western Oil Spreading Services in the amount of \$21,644.

**FISCAL IMPACT**

Sufficient funds for this project are encumbered in the FY 2014-2015 Assessment Budget.

**RECOMMENDATION**

It is recommended that the Board approve contracting services for parking lot repair at the Community Center to Western Oil Spreading Services in the amount of \$21,644.

**ATTACHMENT**

- 1) Comparison of Cost (1 page)



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

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Bob Cerasuolo, Acting Park Superintendent**

**DATE: April 1, 2015**

**SUBJECT: CONSIDERATION AND APPROVAL TO CONTRACT  
WITH WESTERN OIL SPREADING SERVICES FOR  
PARKING LOT REPAIRS AT MISSION OAKS PARK IN  
THE AMOUNT OF \$16,996.89**

**RECOMMENDATION**

It is recommended that the Board contract with Western Oil Spreading Services for parking lot repairs at Mission Oaks Park in the amount of \$16,996.89.

**BACKGROUND**

This Capital Improvement project is identified and funded in the FY 2013-2018 Capital Improvement Plan. The overall Capital Improvement plan was developed to assist the District in projecting, identifying, and quantifying infrastructure repair, renovation and replacement. Parking lot repairs were identified in the assessment budget for Fiscal Year 2014-2015. This program is designed to utilize assessment funds to repair and maintain asphalt parking lots, pathways, and surfaces throughout the park district.

**ANALYSIS**

Asphalt parking lots, like any improvement, have a projected service life based on construction methods, maintenance levels, use, and a number of other factors. The District is responsible for the maintenance and upkeep of over five (5) acres of parking lots. All of the lots require maintenance and repair, ranging from cleaning and seal coat applications to the removal and replacement of asphalt. The systematic repair and maintenance of these required infrastructure items will extend their service life. This project will complete the repair and maintenance at the identified site.

There were three companies that submitted RFP's: Western Oil Spreading Services, Smith Paving and Quality Paving. The lowest proposal submitted was from Western Oil Spreading Services in the amount of \$16,996.89

**FISCAL IMPACT**

Sufficient funds for this project are encumbered in the FY 2014-2015 Assessment Budget.

**RECOMMENDATION**

It is recommended that the Board contract with Western Oil Spreading Services for parking lot repairs at Mission Oaks Park in the amount of \$16,996.89.

**ATTACHMENT**

- 1) Bid Specification (1 page)



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

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Michele Kostenuik, Administrative Analyst**

**DATE: April 1, 2015**

**SUBJECT: CONSIDERATION AND APPROVAL TO NOMINATE A  
CANDIDATE FOR THE CSDA BOARD OF DIRECTORS  
SEAT A**

**RECOMMENDATION**

It is recommended that the Board nominate a candidate for the CSDA Board of Directors Seat A.

**BACKGROUND**

The California Special District's Association (CSDA) is seeking Special District Board Members or their General Managers for the CSDA Board of Director Seat A 2016-2018 term.

The CSDA Board of Directors is the governing body responsible for all policy decisions related to member services, legislative advocacy, education and resources. A candidate must attend all board meetings held every second month; participate on at least one committee which meets 3-5 times a year; attend two annual events; and complete four modules of CSDA's Special District Leadership Academy.

**ANALYSIS**

If the Board chooses to nominate a Board Member or the General Manager for this seat, a copy of the minutes action and Candidate Information Sheet must be received by May 22, 2015. CSDA will mail out the ballots on June 5, 2015 and it must be received by August 7, 2015. Successful candidates will be notified no later than August 10, 2015 and will be introduced in September at the Annual Conference in Monterey.

**FISCAL IMPACT**

There is no fiscal impact associated with this action.

**RECOMMENDATION**

It is recommended that the Board nominate a candidate for the CSDA Board of Directors Seat A.

**ATTACHMENTS**

- 1) Nomination Information (5 pages)





**California Special  
Districts Association**  
*Districts Stronger Together*

RECEIVED

FEB 22 2015

BY: \_\_\_\_\_

**DATE:** February 20, 2015

**TO:** CSDA Voting Member Presidents and General Managers

**FROM:** CSDA Elections and Bylaws Committee

**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS  
SEAT A**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2016 - 2018 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA regular member located within the geographic network that they seek to represent. (See attached Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

**Commitment and Expectations:**

- Attend all Board meetings, held every other month at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.  
*(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).*
- Attend CSDA's two annual events: Special District Legislative Days (held in the spring) and the CSDA Annual Conference (held in the fall).
- **Complete all four modules of CSDA's Special District Leadership Academy within 2 years.**  
*(CSDA does not reimburse for expenses for the two conferences or the Academy classes even if a Board or committee meeting is held in conjunction with the events).*

**Nomination Procedures:** Any Regular Member is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is May 22, 2015.** Nominations and supporting documentation may be mailed or faxed.

Nominees will receive a Candidate's Packet in the mail. The packet will include campaign guidelines.

CSDA will mail ballots on June 5<sup>th</sup>. The ballots must be received by CSDA no later than 5:00 p.m. August 7, 2015 and must be the original ballot (no faxes or e-mails). The successful candidates will be notified no later than August 10<sup>th</sup>. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in September.

### **Expiring Terms**

(See enclosed map for regional breakdown)

<b>Northern Network</b>	Seat A John Woolley, Manila Community Services District
<b>Sierra Network</b>	Seat A Noelle Mattock, El Dorado Hills Community Services District*
<b>Bay Area Network</b>	Seat A <i>Currently vacant</i>
<b>Central Network</b>	Seat A Joel Bauer, West Side Cemetery District*
<b>Coastal Network</b>	Seat A Elaine Freeman, Rancho Simi Recreation & Park District
<b>Southern Network</b>	Seat A Jo MacKenzie, Vista Irrigation District*

(\* = Incumbent is running for re-election)

If you have any questions, please contact Charlotte Lowe at 877-924-CSDA or [charlottel@csga.net](mailto:charlottel@csga.net).



**California Special  
Districts Association**  
*Districts Stronger Together*

## BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: \_\_\_\_\_

District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Network: \_\_\_\_\_ (see map on back)

Telephone: \_\_\_\_\_  
(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Nominated by (optional): \_\_\_\_\_

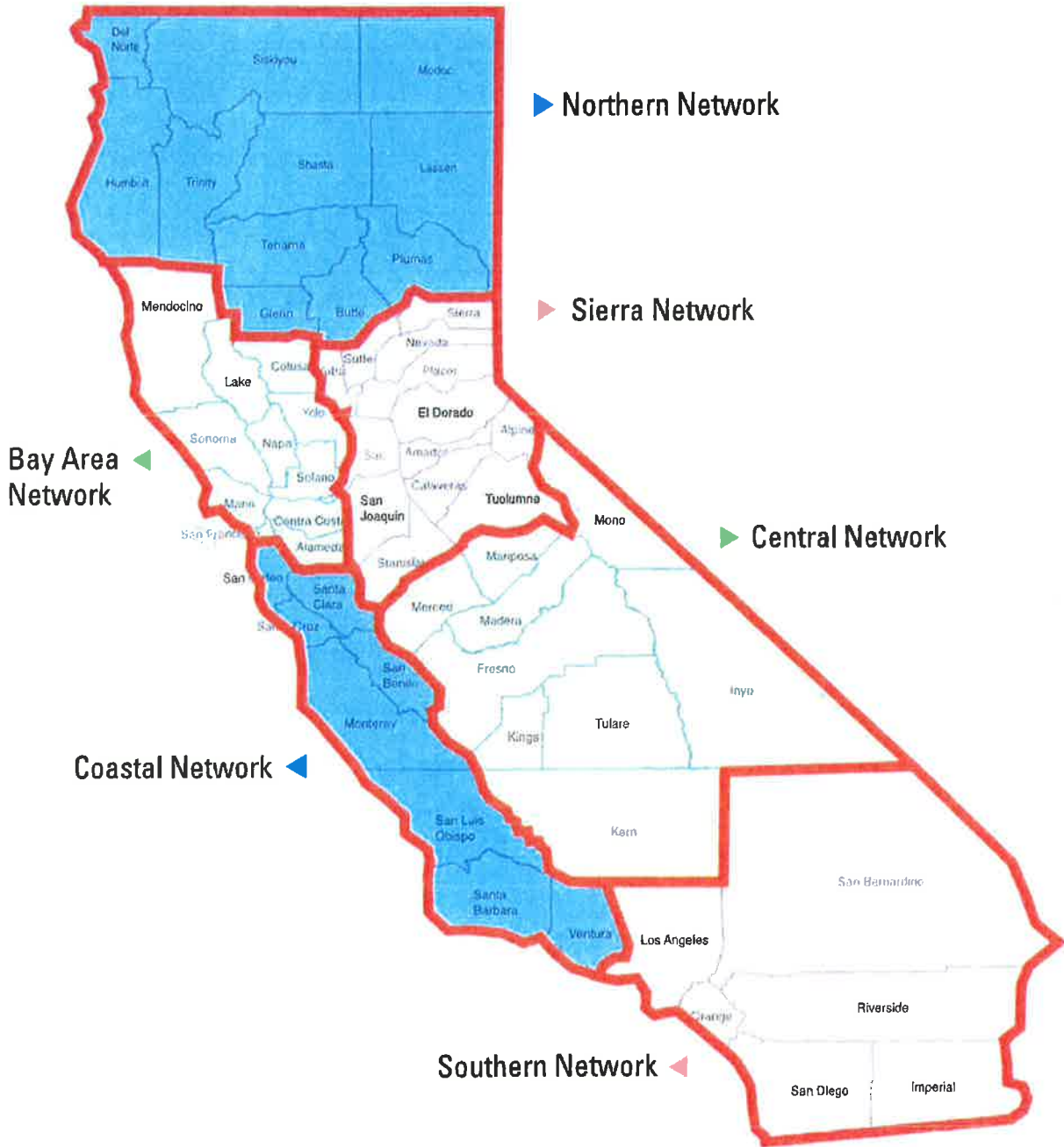
Return this form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet by fax or mail to:

CSDA  
Attn: Charlotte Lowe  
1112 I Street, Suite 200  
Sacramento, CA 95814  
(877) 924-2732 (916) 442-7889 fax

***DEADLINE FOR RECEIVING NOMINATIONS – May 22, 2015***



California Special Districts Association  
**DISTRICT NETWORKS**





**California Special  
Districts Association**  
*Districts Stronger Together*

## **CSDA BOARD CANDIDATE INFORMATION SHEET**

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: \_\_\_\_\_

District/Company: \_\_\_\_\_

Title: \_\_\_\_\_

Elected/Appointed/Staff: \_\_\_\_\_

Length of Service with District: \_\_\_\_\_

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

\_\_\_\_\_  
\_\_\_\_\_

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

\_\_\_\_\_  
\_\_\_\_\_

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

\_\_\_\_\_  
\_\_\_\_\_

4. List civic organization involvement:

\_\_\_\_\_  
\_\_\_\_\_

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after June 4, 2015 will not be included with the ballot mailing.**

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

**TO: BOARD OF DIRECTORS**

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

**DATE: April 1, 2015**

**SUBJECT: CONSIDERATION AND ADOPTION OF DISTRICT'S  
INVESTMENT OPTIONS AND POLICY**

**RECOMMENDATION**

It is recommended the Board review and consider the investment option for short and long term investing, along with adopting and reviewing the District's Investment Policy.

**BACKGROUND**

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

**ANALYSIS**

The District is starting to review their investment options, looking at short, middle, and long term commitments. The length of time for the investment of the excess funds affects the rate of return. Once the Board has reviewed the investment options and adopted the investment policy, staff will be meeting with the Finance Committee to discuss how to invest the District's funds. Staff will then prepare a presentation for the Board at an upcoming Board Meeting to discuss the investment options.

The District currently invests 100% of its excess funds into LAIF earning on the average of 0.25%. The investment is not laddered or tiered, therefore all of the excess funds are earning 0.25%.

Cal Trust which is through California Special District Association (CSDA) has an investment option with three funds. The three funds are 1) Daily which is for less than 60 days and has a net

(after fees are taken out) earnings rate of 0.08% and has same day liquidity. 2) Short-Term which is for 0-2 years and has a net earnings rate of 0.42% and has next-day liquidity 3) Medium-Term which is for 1.5-3.5 years and has a net earnings rate of 0.74% and has 5 day notice liquidity.

Ventura County Investment Pool (The Pool) for the month of January 2015 yielded 0.410% up from 0.334% in December 2014. The Pool has same day liquidity.

Multi-Bank Securities, Inc. (MBS) offers a different approach to investing than LAIF, Cal Trust or Ventura County Investment Pool. They use the "ladder method". The District could invest their funds with MBS and MBS would ladder the funds. For example if the District were to invest \$1,000,000. MBS then would purchase bonds in \$200,000 increments and the bonds would be for 0-60 months in 12 month increments, yet each bond would be at a different interest rate depending on the length of the bond. Each year when a bond became due the District would have the option to either take the funds or roll the funds into another bond. By having five bonds going out 0-60 months, MBS is estimating the interest rate would average 1.475% between all five bonds. A laddered maturity strategy would look like the following: 1-Year at 0.50%, 2-Year at 0.70%, 3-Year at 0.90%, 4-Year at 1.10% and 5-Year at 1.25%. MBS can liquidate the bonds if the District needed the funds in an emergency.

#### **FISCAL IMPACT**

There is no fiscal impact associated with the meeting.

#### **COMMITTEE RECOMMENDATION**

The Finance Committee reviewed the policy and options at the February 17 and March 23, 2015 meetings.

#### **RECOMMENDATION**

It is recommended the Board review and consider the investment option for short and long term investing, along with adopting and reviewing the District's Investment Policy.

#### **ATTACHMENTS**

- 1) District Investment Policy (2 pages)



# PLEASANT VALLEY RECREATION AND PARK DISTRICT

## STATEMENT OF INVESTMENT POLICY

It is the policy of the Pleasant Valley Recreation and Park District to invest public funds in a manner which will provide the highest investment return with the maximum security, while meeting the daily cash flow demands of the agency and conforming to all state, county, and local statutes governing the investment of public funds – safety, liquidity, and yield. All investments made will comply with the laws set forth in the 53600 series of the Government Code, State of California, as amended or hereafter amended.

Investments shall be made with judgment and care – under circumstances then prevailing – which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived.

All solicitations for investments shall be made to and through the General Manager. All authorizations for the transfer of funds with the local Agency Investment Fund shall be made only by the General Manager or one other authorized administrative employee.

The Pleasant Valley Recreation and Park District can diversify its investments by security type and institution. Permitted investments/deposits with no minimum or maximum requirements include:

- Local Agency Bonds
- U.S. Treasury Obligations
- State Obligations
- CA Local Agency Obligations
- US Agency Obligations
- Repurchase Agreements
- Collateralized Bank Deposits
- Bank/Time Deposits
- County Pooled Investment Funds
- Joint Powers Authority Pool
- State Pool Local Agency Investment Fund





**PLEASANT VALLEY  
RECREATION AND PARK DISTRICT  
STATEMENT OF INVESTMENT POLICY**

Other permitted investments/deposits with percentage and maturity limits are:

- Bankers' Acceptances - 40% 180 days
- Commercial Paper - 25% 270 days
- Negotiable Certificates of Deposit - 30% 5 years
- CD Placement Service(CDAR's) - 30% 5 years
- Medium-Term "A" Rated Notes - 30% 5 years
- Mutual Funds and Money Market Accounts - 20% no maturity
- Mortgage Pass-Through Securities "AA" Rating - 20% 5 years

This information reflects the guidelines provided by the California Debt & Investment Advisory Commission effective January 1, 2015.

The Pleasant Valley Recreation and Park District can diversify its investments by security type and institution. With the exceptions of the State LAIF and County Pooled Investment Funds, no more than 40% of the District's total investment portfolio will be invested in a single security type.

To the extent possible, the District will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the District will not directly invest in securities maturing more than two years from the date of purchase.

A system of internal control shall be established. Controls deemed most important include: control of collusion, separation of duties, separating transaction authority from accounting and record keeping, custodial safekeeping; clear delegation of authority; specific limitations regarding securities; minimizing the number of authorized investment officials; documentation of transactions and strategies; and code of ethics standards.

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

**TO: BOARD OF DIRECTORS**

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

**DATE: April 1, 2015**

**SUBJECT: CONSIDERATION AND ADOPTION OF  
DISTRICT RESERVE POLICY**

**RECOMMENDATION**

It is recommended that the Board review and adopt the District's Reserve Policy.

**BACKGROUND**

On March 23, 2015 staff presented to the Finance Committee a revised Reserve Policy. This policy shows the District is committed to managing the finances in a prudent and responsible method through the adherence to management disciplines in order to ensure fiscal stability. This stability is demonstrated, in part, through the District's maintenance of a structurally balanced budget in which ongoing expenditures are supported by ongoing revenues. Financial reserves are the District's savings which help to provide adequate funding to meet the District's short-term and long-term goals.

In support of this discipline, the District must also plan for and be prepared to mitigate fluctuations in demand for services as well as changes in revenues influenced by the economy and budgetary decisions made by the District. The District must also be prepared for unforeseen events or economic uncertainties that could result in additional expenditure requirements or loss of revenue by establishing and maintaining prudent levels of reserves.

**ANALYSIS**

There is a need to save and fulfill a particular purpose. The attached Policy for Financial Reserves (Reserve Policy) is intended to provide clear, concise reasons and guidance for the accumulation and management of the District's reserve funds. This policy will maintain reserve balances in the General Fund to support fiscal health and stability as follows:

- |   |            |
|---|------------|
| 1. Vehicle Fleet Reserve                  | \$ 65,000  |
| 2. Computer Fleet Reserve                 | \$ 40,000  |
| 3. Designated Project/Special Use Reserve | \$ 50,000  |
| 4. Dry Period Reserve                     | \$ 390,000 |

- |   |              |
|---|--------------|
| 5. PVRPD Capital Improvement Reserve                          | \$ 150,000   |
| 6. PVRPD Repair/Operations & Administrative Operations (3mos) | \$ 1,966,000 |
- The proposed policy identifies reserve and contingency accounts and establishes funding levels that should be maintained. This will ensure that future staff and Boards will have the parameters for the budget process. The policy will comply with certain government codes and will enhance the District's credit rating.

**FISCAL IMPACT**

There is no fiscal impact associated with this action.

**COMMITTEE RECOMMENDATION**

The above mentioned item was reviewed by the Finance Committee on March 23, 2015. The Finance Committee recommended staff take this policy to the Board of Directors for review and approval.

**RECOMMENDATION**

It is recommended that the Board review and adopt the District's Reserve Policy.

**ATTACHMENT**

- 1) Reserve Policy (3 pages)
- 2) Reserve Ladder (4 pages)



# PLEASANT VALLEY RECREATION AND PARK DISTRICT

## RESERVE POLICY Board approved April 1, 2015

The Pleasant Valley Recreation and Park District (the District) shall maintain reserve funds from existing unrestricted funds as designated by the PVRPD Reserve Policy. This policy establishes the procedure and level of reserve funding to achieve the following goals:

- Fund replacement and major repairs for the District's vehicle fleet.
- Fund regular replacement of computer hardware and software for District employees.
- Fund "dry period" to assure funds are available for expenditures incurred from April to December
- Fund capital improvements of District's facilities.
- Maintain minimal operational sustainability in periods of economic uncertainty.

### POLICY

Use of District's Reserves is limited to available "Unrestricted" Funds (not obligated by law, contract or agreement), including donations, interest earned, fees for service or other non-grant earnings. All special use funds will be designated by formal action of the PVRPD Board of Directors.

- VEHICLE FLEET RESERVE  
Vehicle Fleet Reserves will accumulate from existing unrestricted funds, at a rate up to \$10,000 annually. The maximum amount of Vehicle Fleet Reserves will be \$65,000. When the annual accumulation would increase the reserve beyond \$65,000 only the amount required to reach the maximum will be reserved.
- COMPUTER FLEET RESERVE  
Computer Fleet Reserves will accumulate from existing unrestricted funds at a rate up to \$5,000 annually. The maximum amount of Computer Fleet Reserves will be \$40,000. When the annual accumulation would increase the Reserve beyond \$40,000 only the amount required to reach the maximum will be reserved.
- DESIGNATED PROJECT/SPECIAL USE RESERVE  
Designated Project/Special Use Reserves will accumulate from existing unrestricted funds at a rate up to \$10,000 annually. The maximum amount of Designated Project/Special Reserve will be \$50,000. When the annual accumulation would increase the Reserve beyond \$50,000 only the amount required to reach the maximum will be reserved.
- DRY PERIOD RESERVE  
Dry Period Reserves are funds that would be set aside for the period of April through December when a minimum or no property tax is received from the County of Ventura. During this time the District sees a drop in revenue while the costs of expenditures outpace the revenue during this period of time. The Dry Period Reserve will have up to 5% of the annual operating budget set aside to be used during the months of November and December when the District needs these funds to meet accounts payables and payroll obligations. The maximum amount the Dry Period Reserves will need to cover the November-December time frame is 5%.



# PLEASANT VALLEY RECREATION AND PARK DISTRICT

## RESERVE POLICY

Board approved April 1, 2015

- PVRPD CAPITAL IMPROVEMENTS RESERVE  
Designated Capital Improvement Funds may be used to cover major facility improvements (construction, installation of new doors or windows, replacing doors and windows, roof replacement, HVAC replacement, alarm system improvements and parking lot improvements, etc.). The minimum amount of Capital Improvement Reserves will be at a rate up to \$150,000. This reserve fund will not have a yearly accumulation. Upon approval of the 2015 Reserve Policy an amount equal to \$150,000 will be deposited into the PVRPD Capital Improvement Reserve Fund. This reserve fund should be maintained at a level no less than \$150,000 annually and will be replenished at the adoption of each annual budget.
- PVRPD REPAIR/OPERATIONS & ADMINISTRATIVE OPERATIONS RESERVE  
District and Administrative Operations Reserve will accumulate from existing unrestricted funds at a rate up to \$500,000 annually. The minimum amount of District & Administrative Operations Reserve will be based on the total operations expense stated in the current fiscal year budget which equates to 3 months of Operational Expenses. Only the amount required to reach the minimum will be reserved.
- TOTAL ALL RESERVE FUNDS  
The total amount of Reserves designated annually for the Vehicle Fleet, Computer Fleet, Designated Project/Special Use Reserve, Capital Improvement Reserve and PVRPD Repair/Operations & Administrative Operation Reserve is up to \$675,000 annually. The amount set aside for Dry Period Reserves is 5% of the annual operating budget. The cumulative accrual cap of \$2,661,000 is for all reserve funds including the Dry Period Reserve.

### USING RESERVE FUNDS

- Vehicle Fleet Reserve  
Vehicle Fleet Reserves will be used exclusively for the purchase of new vehicles to support District operations, or to make major repairs to existing vehicles.
- Computer Fleet Reserve  
Computer Fleet Reserves will be used to purchase computer hardware and software in support of District operations, with the intent of maintaining a modern computer fleet for employees.
- Designated Project/Special Use Reserve  
Projects, programs or special uses will be identified by the District Manager and/or the Board of Directors and approved by the Board. Uses must further the mission of PVRPD and will be evaluated for designation according to value to communities and/or the District.
- Dry Period Reserve  
Funds that are designated to cover the operational costs during the “dry period” between the receipt of property taxes in April and the receipt of the property taxes in December, when expenditures typically far outpace revenues. These funds will be used at the discretion of the Administrative Services Manager and/or General Manager



# PLEASANT VALLEY RECREATION AND PARK DISTRICT

## RESERVE POLICY Board approved April 1, 2015

- Capital Improvement Reserve  
Capital Improvements Reserves shall be limited to costs related to making changes to improve capital assets, increase their useful life, or add to the value of these assets.
  
- District Operations/Repair & Administrative Operations Reserve  
Operational Reserves shall be accrued to ensure 3 months of minimal District and administrative functions at a rate up to \$500,000 annually. Reserve funds shall be utilized to support:
  - Administrative operational functions, including minimal staffing levels and administrative/office expenses;
  - District operations;
  - District repairs (distinguished from Capital Improvements and may include painting, caulking of seams, roof repairs, HVAC repairs, patching of walls, etc.).

### MONITORING RESERVE LEVELS

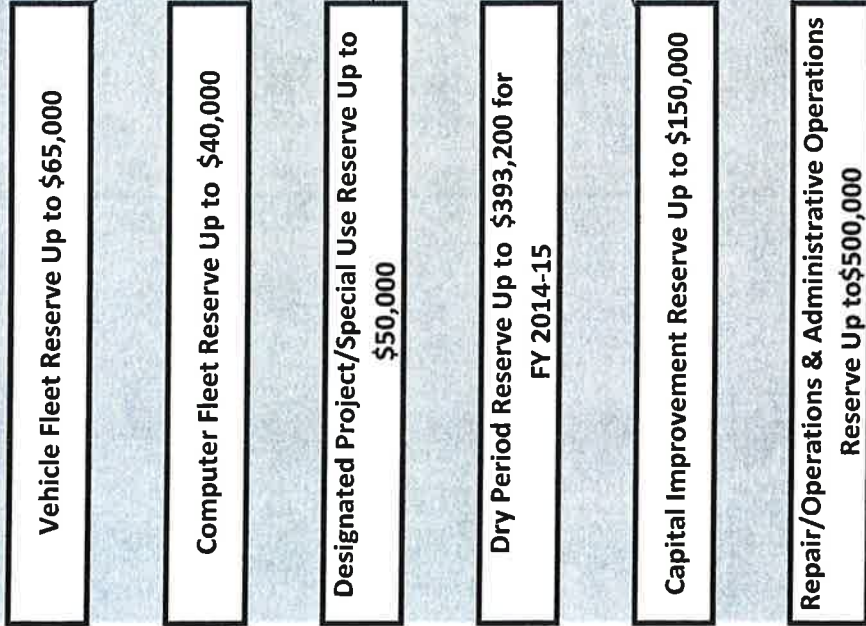
The General Manager, in collaboration with the District's Administrative Services Manager shall perform a reserve status analysis annually, to be provided to the Board of Directors' annual approval of Budget and Reserve Funds. Using this reserve policy model, the minimum amount the District will be setting aside based on the fiscal year 2014-2015 budget is .33% of the total operational budget.

Additional information may be provided to the Board of Directors upon the occurrence of the following events:

- When a major change in conditions threatens the reserve levels established within this policy, or calls into question the effectiveness of the policy;
- Upon General Manager and/or Board request

# Reserve Funds Graph #1 of 4

## Maximum Amount of Reserves

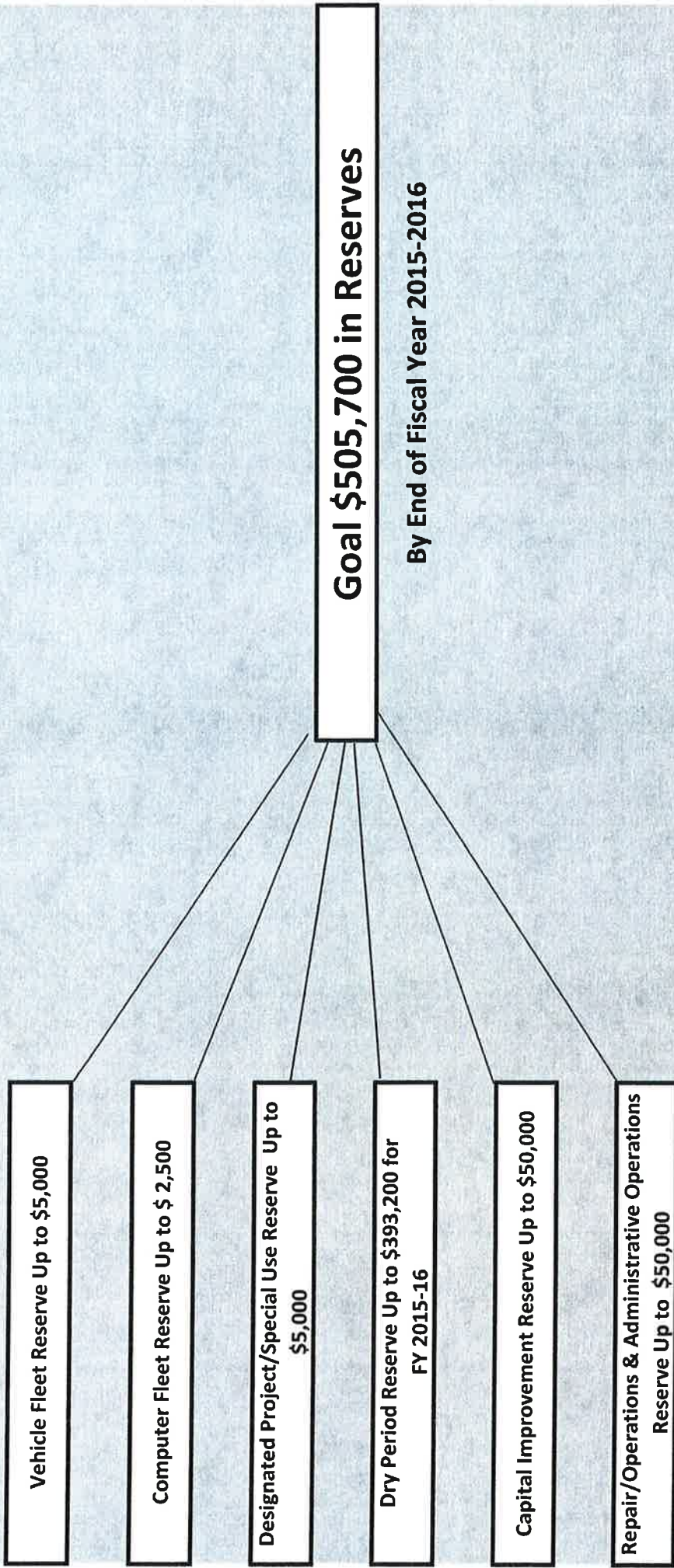


**Up to \$2,661,000 in Reserves**

**For Maximum of 3 Months of Operational Expenses  
Including Maximum in Each Category and Dry Period Reserves**

# Reserve Funds Graph #2 of 4

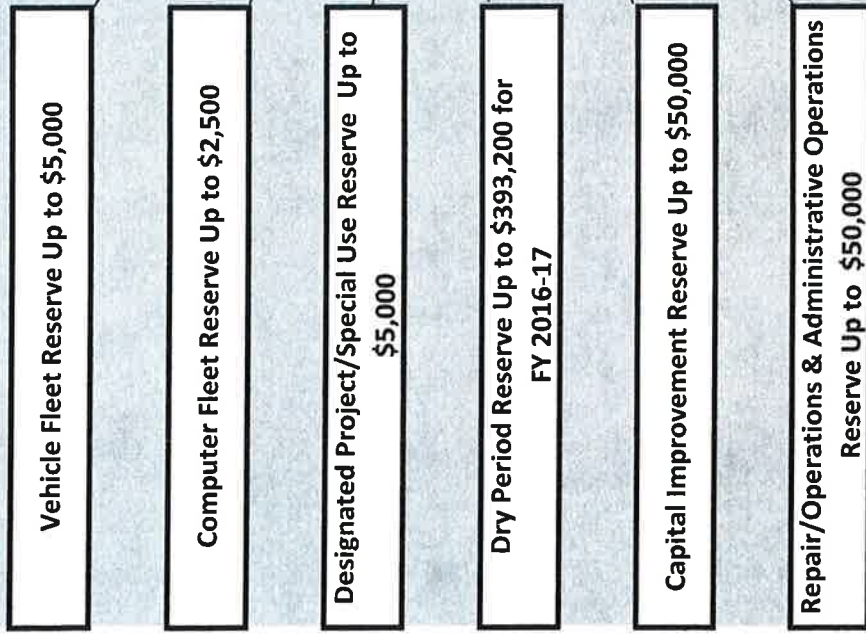
Year 1





# Reserve Funds Graph #3 of 4

**Year 2**



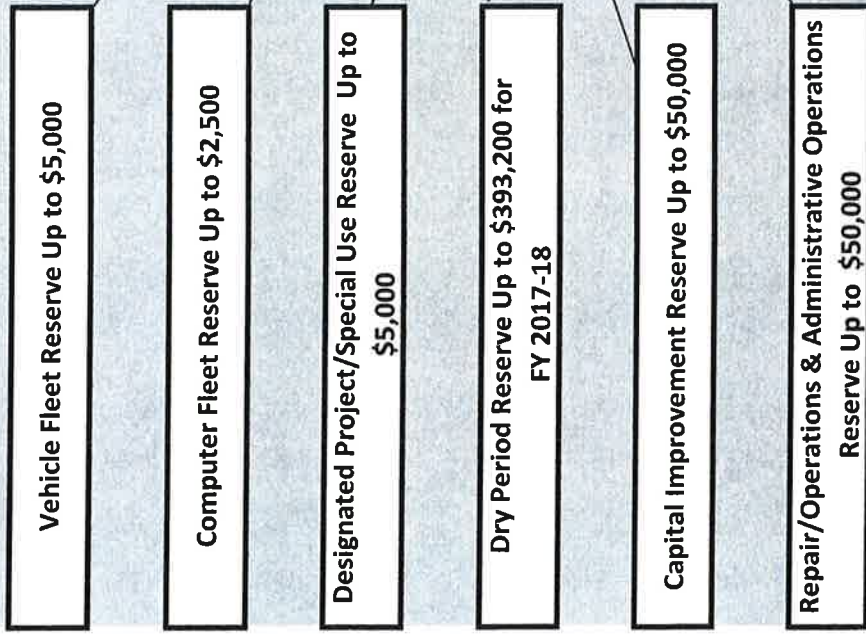
**Up to \$505,700 Put into Reserves**

**By End of Fiscal Year 2016-2017**

**Total in Reserves After Year 1 and 2 = \$1,011,400**

# Reserve Funds Graph #4 of 4

**Year 3**



**Up to \$505,700 Put into Reserves**

**By End of Fiscal Year 2017-2018**

**Total in Reserves After Year 1,2 and 3 \$1,517,100**

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

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**BY: Leonore Young, Acting Administrative Services Manager**

**DATE: April 1, 2015**

**SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION NO. 541  
CONCERNING THE PURCHASE OF FINANCIAL ACCOUNTING  
SOFTWARE**

**RECOMMENDATION**

It is recommended the Board approve Resolution No. 541, authorizing the District to purchase supplies, equipment and related services by negotiated procurement.

**BACKGROUND**

In January 2015 staff contacted numerous financial software companies asking for demonstration of the financial packages. Five software companies responded and demonstrated their products to the Finance and Human Resources staff. Out of the five that gave staff demonstrations two were selected as they met the District's needs and criteria. Staff was advised by the District's legal counsel the purchase of the financial software would fall under Resolution No. 468, Section 302 but it would be recommended to prepare a separate resolution for the purchase of the financial software.

**ANALYSIS**

Section 302 of Resolution No. 468 provides that the District may use negotiated procurement for the purchase of supplies, equipment and related services in various circumstances, including where: (a) competitive bidding would be impractical, incongruous or would not result in any advantage to the District in its efforts to contract for the greatest public benefit; or (b) compelling administrative considerations warrant employment of alternate purchasing procedures.

The software companies were given a list of criteria which the District needed from the software. Not all financial software demonstrated met the criteria or were able to meet the reporting needs of the District, therefore competitive bidding would be impossible or impractical for the purchase of the financial software.

**FISCAL IMPACT**

No fiscal impact.

**RECOMMENDATION**

It is recommended that the Board approve Resolution No. 541 recognizing the purchase of financial software and to obtain without a competitive bid.

**ATTACHMENT**

- 1) Resolution No. 541 (2 page)

**RESOLUTION NO. 541**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
PLEASANT VALLEY RECREATION AND PARK DISTRICT  
CONCERNING THE PURCHASE OF FINANCIAL ACCOUNTING  
SOFTWARE**

**WHEREAS**, the Board of Directors (“Board”) determines that it is beneficial to purchase and utilize financial accounting software for the Pleasant Valley Recreation and Park District (“District”); and

**WHEREAS**, through Resolution No. 468 (adopted on \_\_\_\_\_), the Board has adopted policies and procedures relating to the District’s purchase of supplies, equipment and related services; and

**WHEREAS**, Resolution No. 468 requires such District purchases to be made utilizing formal or informal bidding procedure, unless one or more exception(s) exists; and

**WHEREAS**, one such exception within Section 302 of Resolution No. 468 authorizes the District to purchase supplies, equipment and related services by negotiated procurement where one or more grounds therefore exist; and

**WHEREAS**, District staff has recently evaluated and completed demonstrations of several financial accounting software products and has determined that one such product, Springbook Software for Local Government, is uniquely suited to the District’s operational requirements and superior to any other accounting software products currently available because of, among other things, Springbook’s inclusion of Cloud technology and human resources and payroll module interface components within its software; and

**WHEREAS**, Section 302 of Resolution No. 468 provides that the District may use negotiated procurement for the purchase of supplies, equipment and related services in various circumstances, including where: (a) competitive bidding would be impractical, incongruous or would not result in any advantage to the District in its efforts to contract for the greatest public benefit; or (b) compelling administrative considerations warrant employment of alternate purchasing procedures;

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

1. Based on the facts contained in the foregoing recitals, which are incorporated herein by reference, the Board finds and determines that the District may purchase the Springbook Software for Local Government financial accounting software, utilizing negotiated procurement in accordance with Section 302 of Resolution No. 468 on the grounds that: (a) competitive bidding would be impractical, incongruous and would not result in any advantage to the District in its efforts to contract for

the greatest public benefit; and (b) compelling administrative considerations exist, which warrant the employment of negotiated procurement as an alternative purchasing procedure in this circumstance. Such purchase may occur in July 2015, after the adoption of the District's Fiscal Year 2015-16 budget.

**PASSED AND ADOPTED** by the Board of Directors of the Pleasant Valley Recreation and Park District on \_\_\_\_\_, 2015.

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

**ATTEST:**

\_\_\_\_\_  
Elaine Magner, Chair, Board of Directors  
Pleasant Valley Recreation and Park District

\_\_\_\_\_  
Neal Dixon, Secretary  
Board of Directors

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

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Michele Kostenuik, Administrative Analyst**

**DATE: April 1, 2015**

**SUBJECT: REVIEW AMENDED ORDINANCE NO. 8, GOVERNING  
THE USE OF PARKS, RECREATION AREAS AND  
FACILITIES**

**RECOMMENDATION**

It is recommended that the Board review and amend Ordinance No. 8, Governing the Use of Parks, Recreation Areas, and Facilities.

**BACKGROUND**

Historically, as the District evolved, a number of ordinances were developed to control the use of District facilities. The ordinances provide language for all aspects of the use of parks and facilities. Initially each set of ordinances was assigned a number which resulted in ordinance numbers one through six with each maintained as a separate document. Based on a need to have one concise document listing, in a logical fashion, all of the ordinances, staff and legal counsel developed Ordinance No. 7 in May of 2009.

With the development of the Park Patrol program and the need to identify, establish and enforce ordinances, and the citation process, Ordinance No. 8 was developed which was initially adopted in May 2010. The Ordinance was updated again in April 2011 to address and define day-to-day operations of the Park Patrol program.

**ANALYSIS**

It has been a common practice to review the Ordinance annually and if necessary update it according to current needs of the organization. The intent at this stage is to provide the document to the Board for additional comments and input. At the September 3, 2014 Board meeting, the Board initially reviewed the document; staff has included their recommendations from that meeting in the newest draft. Since then, staff has met with the Policy Committee in addition it was reviewed for a second time at the February 4, 2015 Board Meeting. The following are recommended changes from the last review period:

- **Section 103 Authority and Enforcement-** Changed back due to the original wording. The Rangers are peace officers who can enforce on District property only.
- **Section 108 Payment of Administrative Penalties-** First paragraph last sentence changed from annually to periodically

- **Section 113 Use of Parks-** Changed number of participants from 25 to 15.
- **Section 117 Solicitation & Unlawful Advertising-** Added vehicles as the Rangers indicated that is a problem when people leave flyers on cars.
- **Section 201 Vehicles and Parking-** Added new point specifically stating no vehicles allowed on grass areas.
- **Section 216 Washing-** Changed title from “Personal Hygiene” to “Washing” to reflect adding washing vehicles to the content.
- **Section 233 Skateboarding, In-line Skating, Roller Skating-** Fixed wording on b.)
- **Section 306 Day Use-** Changed number of participants from 25 to 15.
- **Article IV-** Retitled adding “Sports Parks/Complexes” to “Regulations Governing the Use of Recreation Buildings, Athletic Fields and Picnic Areas”.
- **Section 405 Rental Periods-** Rental period was changed from 2 hours back to 4 hour increments.
- **Section 408 Use of Reservable Picnic Areas-** Changed number of participants from 25 to 15.
- **Section 410 & 411 Alcohol-** Combined sections related to use of alcohol on District premises.
- **Section 412 Use of Sports Parks-** New section added defining what parks fall under this category as well as the number of participants required to obtain a permit.
- **Section 503 Basic Rate-** Added barbeques as apparently that happens often.

Once staff receives direction from the Board, additional changes will be incorporated into the document, after which it will be reviewed by legal counsel. Based on any updates made in the Ordinance, staff will also make adjustments to the District’s General Policy for Facility Use to reflect the changes and ensure both documents are consistent. The final documents then will be brought back to the Board for adoption at a later Board meeting.

**COMMITTEE RECOMMENDATIONS**

The Policy Committee reviewed and gave input at the February 26, 2015 and March 13, 2015 meetings.

**FISCAL IMPACT**

No fiscal impact is associated with this review.

**RECOMMENDATION**

It is recommended that the Board review and the amended Ordinance No. 8, Governing the Use of Parks, Recreation Areas, and Facilities.

**ATTACHMENT**

- 1) Proposed Amended District Ordinance No. 8, Governing Use of Parks, Recreation Areas, and Facilities (39 pages)



# PLEASANT VALLEY RECREATION AND PARK DISTRICT

## ORDINANCE No. 8 GOVERNING USE OF PARKS, RECREATION AREAS AND FACILITIES

~~Board Introduction 3/2/2011~~  
~~Public posting 3/10/2011~~  
~~Board Adoption 4/6/2011~~

Formatted: Font color: Red, Strikethrough

~~DRAFT #2- January 2015~~

Formatted: Font: Bold

Formatted: Centered



**ORDINANCES GOVERNING USE OF PARKS,  
RECREATION AREAS AND FACILITIES**

**GENERAL CONDITIONS**

SECTION 101- PURPOSE/SEVERABILITY .....	1	
SECTION 102- DEFINITIONS .....	1	
SECTION 103- AUTHORITY AND ENFORCEMENT .....	4	
SECTION 104- COMPLIANCE .....	5	Deleted: 54
SECTION 105- ENFORCEMENT .....	5	
SECTION 106- ADMINISTRATIVE PENALTY PROCEDURES .....	6	Deleted: 65
SECTION 107- ADMINISTRATIVE PENALTY CITATIONS .....	7	
SECTION 108- PAYMENT OF ADMINISTRATIVE PENALTIES .....	8	Deleted: 87
SECTION 109- APPLICATION FOR USE .....	8	
SECTION 110- RIGHT OF APPEAL .....	9	Deleted: 98
SECTION 111- INTERFERENCE .....	9	Deleted: 98
SECTION 112- LIABILITY .....	9	Deleted: 98
SECTION 113- USE OF PARKS .....	9	
SECTION 114- PERMIT .....	9	
SECTION 115- DISTRICT RIGHT TO ALTER USE .....	10	Deleted: 109
SECTION 116- VIOLATION OF PERMIT .....	10	Deleted: 109
SECTION 117- SALES AND SOLICITATION .....	10	Deleted: 109
SECTION 118- <u>EQUESTRIAN</u> ACCESS .....	13	Deleted: 1310

**ARTICLE II**

**PARK REGULATIONS**

SECTION 201- EXCEPTION .....	13	Deleted: 1511
SECTION 202- VEHICLES AND PARKING .....	14	Deleted: 1511
SECTION 203- RIGHT OF APPEAL .....	15	Deleted: 1612
SECTION 204- VEHICULAR TRESPASS .....	15	Deleted: 1612
SECTION 205- FIREARMS AND WEAPONS .....	16	Deleted: 1713
SECTION 206- HUNTING .....	16	Deleted: 1713
SECTION 207- VANDALISM .....	16	Deleted: 1713
SECTION 208- THROWING MISSILES .....	16	Deleted: 1713
SECTION 209- AMPLIFIED SOUND .....	16	Deleted: 1713
SECTION 210- GOLF .....	16	Deleted: 1713
SECTION 211- MODEL AIRPLANES .....	16	Deleted: 1713
SECTION 212- AIRCRAFT/HUMAN FLIGHT .....	16	Deleted: 1713
SECTION 213- OVERNIGHT CAMPING .....	17	Deleted: 1814
SECTION 214- FIREWORKS AND DANGEROUS OBJECTS .....	17	Deleted: 1814
SECTION 215- NUDITY .....	18	Deleted: 1915
SECTION 216- HOURS OF USE .....	18	Deleted: 1915
SECTION 217- FLORA AND TURF .....	18	Deleted: 1915
SECTION 218- ARCHAEOLOGICAL FEATURES .....	18	Deleted: 1915
SECTION 219- GEOLOGICAL FEATURES .....	18	Deleted: 1915

SECTION 220- <del>DOMESTIC ANIMALS, ON LEASH</del> .....	19,	Formatted: Font color: Red, Strikethrough
SECTION 221- ALCOHOLIC BEVERAGES, INTOXICATED PERSONS, DANGEROUS DRUGS .....	19,	Deleted: 2015
SECTION 222- SALE OF ALCOHOLIC BEVERAGES.....	19,	Deleted: 2016
SECTION 223- LITTER AND RUBBISH.....	20,	Deleted: 2016
SECTION 224- FIRES <del>AND BARBEQUES</del> IN DISTRICT PARKS .....	20,	Deleted: 2116
SECTION 225- DUMPING.....	20,	Deleted: 2117
SECTION 226- TRESPASSING .....	20,	Deleted: 2117
SECTION 227- PARK CLOSURE .....	20,	Deleted: 2117
SECTION 228- ENTRY TO ACTIVITIES.....	20,	Deleted: 2117
SECTION 229- UNLAWFUL COMMERCIAL ADVERTISING .....	21,	Deleted: 2217
SECTION 230- USE OF DISTRICT VEHICLES AND EQUIPMENT BY NON-DISTRICT GROUPS.....	21,	Deleted: 2217
SECTION 231- UNLAWFUL CONSTRUCTION .....	21,	Deleted: 2218
SECTION 232- PUBLIC URINATION .....	21,	Deleted: 2218
SECTION 233- SKATEBOARD, IN-LINE SKATING AND ROLLER SKATING REGULATIONS.....	21,	Deleted: 2218
SECTION 234- DOG PARK RULES AND REGULATIONS.....	22,	Deleted: 2218
SECTION 235- DISORDERLY CONDUCT.....	23,	Deleted: 2319
SECTION 236- TENNIS COURTS .....	23,	Deleted: 2420
		Deleted: 2520

**ARTICLE III**

**PLEASANT VALLEY OPEN SPACE AREAS**

SECTION 301- EXCLUSIVE USE.....	24,	Deleted: 2621
SECTION 302- ACCESS .....	24,	Deleted: 2621
SECTION 303- OPENING AND CLOSING TIMES.....	24,	Deleted: 2621
SECTION 304- APPLICATION FOR USE.....	24,	Deleted: 2621
SECTION 305- FIRES/ <del>SMOKING</del> IN DISTRICT OPEN SPACE.....	24,	Deleted:
SECTION 306- DAY USE .....	25,	Deleted: 2621
SECTION 307- DOMESTIC PETS .....	25,	Deleted: 2722
SECTION 308- TRAILS .....	25,	Deleted: 2722
SECTION 309- CLOSURE/TRESPASS.....	25,	Deleted: 2722
SECTION 310- BICYCLES .....	25,	Deleted: 2722
SECTION 311- VEHICLES .....	23,	Deleted: 2722
SECTION 312- NATURE PRESERVES .....	25,	Deleted: 2722
		Deleted: 2823

**ARTICLE IV**

**REGULATIONS GOVERNING THE USE OF RECREATION BUILDINGS,  
ATHLETIC FIELDS AND PICNIC AREAS**

SECTION 401- USE OF RECREATION BUILDINGS, PICNIC AREAS AND ATHLETIC FIELDS .....	27,	Deleted: 2924
SECTION 402- APPLICATION FOR USE AND SCHEDULING.....	27,	Deleted: 2924
SECTION 403- EXTENDED USAGE.....	27,	Deleted: 2924
SECTION 404- HOURS.....	28,	Deleted: 3025
SECTION 405- RENTAL PERIODS .....	28,	Deleted: 3025
SECTION 406- PRIORITY OF USE .....	28,	Deleted: 3025
SECTION 407- DAMAGE TO DISTRICT PROPERTY .....	28,	Deleted: 3025
SECTION 408- USE OF RESERVABLE PICNIC AREAS.....	28,	Deleted: 3025

SECTION 409- PROHIBITION ON USE OF TOBACCO-RELATED PRODUCTS .....26

SECTION 410- ALCOHOL IN RECREATION BUILDINGS AND PARKS ...29

~~SECTION 411- USE OF RESERVABLE ATHLETIC FIELDS.....29~~

~~SECTION 412- USE OF SPORTS PARKS~~

SECTION 413- EXCLUSION FROM DISTRICT AREAS AND FACILITIES .30

**ARTICLE V  
FEES AND DEPOSITS**

SECTION 501- PURPOSE.....31

SECTION 502- FEES .....31

SECTION 503- BASIC RATE .....31

SECTION 504- CLASSIFICATION OF FACILITY USES AND FEE CHARGES 32.....29

SECTION 505- ADDITIONAL CHARGES OVER BASIC RATE.....32

SECTION 506- REFUNDABLE DEPOSITS .....33

SECTION 507- PAYMENT OF DEPOSITS AND FEES .....33

SECTION 508- ALCOHOL PERMITS .....33

SECTION 509- SETUP .....34

SECTION 510- DECORATIONS .....34

SECTION 511- CANCELLATION REFUND POLICY .....34

SECTION 512- SECURITY .....34

SECTION 513- WAIVERS .....34

SECTION 514- FILMING.....35

SECTION 515- LIABILITY INSURANCE.....35

SECTION 516- PARKING FEES .....35

<b>Deleted:</b> 3126
<b>Deleted:</b> SECTION 411- ALCOHOL IN PARKS
<b>Deleted:</b> 3126
<b>Deleted:</b> 2
<b>Deleted:</b> 3126
<b>Deleted:</b> 23
<b>Deleted:</b> 3227
<b>Deleted:</b> 3328
<b>Deleted:</b> 3328
<b>Deleted:</b> 3328
<b>Deleted:</b> 3429
<b>Deleted:</b> 3529
<b>Deleted:</b> 3530
<b>Deleted:</b> 3530
<b>Deleted:</b> 3630
<b>Deleted:</b> 3630
<b>Deleted:</b> 3631
<b>Deleted:</b> 3631
<b>Deleted:</b> 3631
<b>Deleted:</b> 3731
<b>Deleted:</b> 3731
<b>Deleted:</b> 3732
<b>Deleted:</b> 3732

## GENERAL CONDITIONS

### SECTION 101- PURPOSE/SEVERABILITY

The purpose of these provisions is to provide rules to govern the use of District parks, recreation areas and facilities in order that all persons may enjoy and make use of such parks and buildings and to protect the rights of all concerned. If any provision or clause of this Ordinance or the application thereof is held invalid or unconstitutional, such declaration shall not affect the other provisions or applications of these ordinances, which can be given effect without the invalid provision or application and, to this end, the provisions of these ordinances are declared to be severable.

### SECTION 102- DEFINITIONS

The following words and phrases, whenever used in this Ordinance, shall be construed as defined in this section:

- A. **“Applicant”** shall mean an individual who submits an application for a District use permit to utilize a District facility, park or building.
- B. **“Administrative Hearing”** shall mean a civil proceeding to contest a civil penalty citation.
- C. **“Alcoholic Beverage”** shall mean alcohol, spirits, liquor, wine, beer, and every liquid or solid containing one-half of one percent or more of alcohol by volume and which is fit for beverage purposes either alone or combined with other substances.
- D. **“Aircraft”** shall mean any device that is used or intended to be used to carry a person or persons in the air.
- E. **“Amplified Sound”** shall mean sound projected and transmitted by electronic equipment, including amplifiers, radios, or other devices.
- F. **“Article”** shall mean an article of this ordinance unless some other ordinance, policy, or statute is stipulated.
- G. **“Basic Date”** shall mean the date for use of specific areas of District lands based upon Section 503.
- H. **“Building”** shall mean any structure having a roof supported by columns or by walls and intended for the shelter, housing, or enclosure of persons, animals, or property of any kind.

I. **“Citation”** shall mean a civil or administrative penalty citation issued in accordance with Government Code Section 53069.4 charging a Citee with an ordinance violation pursuant to this Ordinance.

J. **“Citee”** shall mean the person served with a civil penalty citation charging them as a responsible person for an ordinance violation.

K. **“Community Service Organizations”** shall mean a service that is performed by an Organization for the benefit of the public, sponsored by the Pleasant Valley Recreation and Park District and the Organization resides with the District Boundaries. These activities are not part of the “District” programs/classes.

Formatted: Highlight

L. **“District”** shall mean the Pleasant Valley Recreation and Park District (District) and/or all land managed by Pleasant Valley Recreation and Park District.

M. **“District Activities”** refer to District directed, sponsored programs or approved activities.

N. **“District Community Services Groups”** shall mean organized activities and programs conducted by resident organizations approved by the District’s Board of Directors.

O. **“District Lands”** shall mean all lands and facilities under ownership or control of Pleasant Valley Recreation and Park District. “District Lands” are sometimes referred to herein as “District property.”

P. **“Enforcement Officer” or “Ranger”** shall mean any District employee or agent of the District with the authority and responsibility to enforce provisions of this ordinance as authorized in accordance with Section 103.

Q. **“Hearing Officer”** shall mean a person appointed by the District to conduct, consider, and decide administrative hearings. Prior to being appointed, a hearing officer must first be designated by the General Manager as qualified to provide a fair and impartial hearing based on appropriate education, training and experience.

R. **“Facility”** shall mean any building, structure, park or facility under the ownership, management or control of the District and available for public use.

S. **“Fund Raising”** activity of raising money; organized activity of soliciting and collecting money for a nonprofit, service group or political organization. This shall mean funds derived from the event must be spent within the Community.

T. **“General Manager”** shall mean the chief administrative officer of the Pleasant Valley Recreation and Park District or designee.

U. **“Green Space”** community space consisting of land (such as parks) rather than buildings and use that is maintained for recreational enjoyment.

Deleted:

V. **“In-District Resident / In-District Resident Group / In-District Public/ In-District General Public”** shall mean any person who resides within the boundaries of the District.

Deleted: ¶

W. **“Issuance Date”** shall mean the date when a citation is served on the Citee.

X. **“Leash”** shall mean a length of six (6) feet or less.

Y. **“Major Impact”** shall apply when the nature of the activity or proposed use is found to (a) limit the use of the facility, (b) cause damage or nuisance to the neighbors, (c) require parking beyond capacity of the park, or (d) any use that is deemed extraordinary.

Z. **“Organized Use”** meeting any of the following conditions: 1) league games, practices, tournaments, clinics, instruction, special events; or other uses where a fee is charged for participation, 2) a rental application requesting more than three dates of user, 3) a rental application requesting more than one field.

AA. **“Open Space”** shall mean all lands under the ownership, management, and/or control of the District that are left in a natural vegetative state with limited public access.

Deleted:

BB. **“Out-of-District / Non-Resident, Group or Organization”** shall mean any person who resides outside the boundaries of the District, and any group, organization, association, partnership, firm, entity, or corporation located outside the boundaries of the Pleasant Valley Recreation and Park District.

Deleted: or when fewer than 75 50 percent of the participants are District residents

CC. **“Park”** shall mean all grounds, roadways, building, structures, and lands acquired by the District or any area to which the District holds title or exercises delegated authority.

a. Neighborhood Park which generally range in size up to 10 acres, serve as a social and recreational focal points for neighborhoods. Many include a playgrounds. They may offer a range of facilities and passive or active recreation in response to demographic and cultural characteristics of surrounding neighborhoods. Neighborhood parks are largely accessible by foot, bicycle, within at least a quarter-mile radius from residences, providing easy access especially for children and senior adults.

Formatted: Font: Bold

Field Code Changed

b. Community Park which generally range in size from 11 acres and up as well as serve as a recreational point for the community. Many include: playgrounds, pavilions, sports fields, and offer active and passive space. These parks serve as community gathering spot as well as support a larger service area.

c. Sports Park can range in size from 10 acres and up. These parks serve as a location to host competitive activities which through casual or organized participation provide competition and have governing bodies.

DD. **“Permit”** shall mean a permit for use of parks, equipment, or buildings as provided for and defined within District ordinances.

Deleted: ¶

- EE. **“Person”** shall mean any individual or group of individuals, and a natural person or any other legal entity, including its owners, majority stockholders, corporate officers, trustees, and general partners.
- FF. **“Resident Organizations”** shall mean public and private educational, civic groups and non-profit organizations. Programs sponsored by non-profit groups open to the public with a primary purpose of recreation and/or youth service; District-based adult civic or service groups; groups sponsored by a public agency. Also includes nonprofit or not-for-profit groups and organizations wherein more than 50 percent of the membership is District residents.
- GG. **“Responsible Person”** shall mean a person who creates causes, maintains, or allows an ordinance violation to exist or occur by their action or failure to act.
- HH. **“Section”** shall mean a section of this ordinance unless some other statute or policy is specifically identified.
- II. **“Special Use Activities”** include any event that requires careful evaluation of the Applicant’s participant access and risk management procedures, i.e. use of alcohol or dances.
- JJ. **“Structure”** shall mean anything constructed or erected which requires a location in or on the ground or which is attached to something having a location on or in the ground, such as signs, flagpoles, or similar appurtenances, including a building or a building’s architectural features and roof appurtenances required to operate and maintain the building, but not including fences or walls used as fences less than six feet (6’) in height.
- KK. **“Trail”** shall mean any path or access through District lands, land maintained by District or open space constructed or maintained for the use of pedestrians, handicapped patrons, equestrians, or bicyclists.
- LL. **“Vehicle”** shall mean every device by which any person or property is or may be transported or drawn upon a public street or highway excepting devices moved by human power or used exclusively upon rails as defined in Section 670 of the California Vehicle Code.
  - a. Oversized Vehicle – is any motorized vehicle or combination of motorized vehicles and non-motorized vehicles or trailers that ; 1) meets or exceeds twenty-two (22) feet in length at any time and 2) meets or exceeds the combination of both more than eight (8) feet in height and also exceeds seven (7) feet in width.
- MM. **“Violation”** shall mean a violation of the Pleasant Valley Recreation and Park District’s ordinance(s), including this ordinance.

Deleted: 75

Formatted: Heading 4  
Deleted: -

**SECTION 103- AUTHORITY AND ENFORCEMENT**

The Board of Directors authorizes the General Manager to implement and administer the policies, ordinances, and regulations contained herein. Whenever a power is granted to, or a

duty imposed on, the General Manager, the power may be exercised, or the duty performed, by the General Manager or designee. Unless this policy expressly provides otherwise, the General Manager or designee so designated or assigned such duties shall enforce the provisions of this ordinance. The General Manager shall have the authority to implement reasonable rules and regulations to protect the public health, safety, welfare, and the resources under the District's care.

District Park Rangers ["Rangers"] are uniformed District employees, designated as peace officers pursuant to Penal Code Section 830.31(b), whose primary duty shall be to protect District Lands and preserve the peace therein. Rangers are authorized to enforce all District ordinances, rules and regulations, all laws of the State of California and all applicable municipal laws and ordinances. Consistent with Public Resources Code Section 5786.17 and the provisions of this ordinance, Rangers are authorized to warn and evict persons, and issue citations for any misdemeanor or infraction violation of District ordinances, rules and regulations, and applicable municipal laws or ordinances, and state law, when the violation is committed within District Lands and in the presence of the Ranger issuing the citation. Rangers may also issue civil or administrative penalty citations. Rangers shall carry identification and shall issue citations in accordance with Penal Code Section 853.5 *et seq.*

Formatted: Highlight

Deleted: or

Formatted: Highlight

Comment [A1]:

#### SECTION 104- COMPLIANCE

Persons entering District Lands owned, managed, and controlled by the District may remain as long as they abide by the adopted ordinances, rules, and regulations of the District; applicable laws and ordinances of the State of California; County of Ventura and City of Camarillo; and lawful instructions of authorized employees of the District. Failure to leave District Lands when requested to do so by an authorized employee of the District for violation of any of these ordinances, rules or regulations, will represent a further and separate violation of this Ordinance. Additionally, no person shall violate any order or provision thereof posted on District Lands by the General Manager or designee.

#### SECTION 105- ENFORCEMENT

Pursuant to Public Resource Code section 5786.17, any person within District Lands who violates any provision of this ordinance, the conditions of any permit issued pursuant thereto, or any adopted rule or regulation relating to District Lands is, unless otherwise specified herein, guilty of an infraction pursuant to the California Penal Code (Penal Code) for the first violation. A fourth violation of the same provision within one year shall be a misdemeanor pursuant to Penal Code.

Violation of Section 202, Subsections a, b, d, e, h, i, and j shall be subject to the civil penalty citation process set forth in Section 106.

The first and any subsequent violation of the following Sections shall be misdemeanors: Sections 117, 205, 206, 208, 214, 224, 302, and 412.



A violation of this Ordinance which is an infraction shall be punishable by a fine not to exceed Five Hundred Dollars (\$500). A violation of this Ordinance which is a misdemeanor will be punishable by a fine not to exceed One Thousand Dollars (\$1,000) or by imprisonment in the County jail for a period not to exceed six (6) months, or by both such fine and imprisonment.

In accordance with Government Code Section 53069.4, the District may make any violation of District ordinance(s), including this Ordinance, subject to a civil or administrative penalty in lieu of issuance of a citation for an infraction. Sections 106 through 108 set forth the procedures governing the District's imposition, enforcement, collection, and administrative review of administrative penalties. The term "administrative penalty" in this ordinance has the same meaning as "civil penalty."

#### **SECTION 106- ADMINISTRATIVE PENALTY PROCEDURES**

This section establishes the administrative procedures for the imposition, enforcement, collection, and review of civil penalties by the District pursuant to Government Code Section 53069.4.

The issuance of a civil or administrative penalty under this section is solely at the District's discretion and is one option the District possesses to address violations of this ordinance. By adopting these provisions, the District does not intend to limit its discretion to utilize any other remedy, civil or criminal, for any violation of the Ordinance.

A Citee may request a preliminary review of a citation within 14 days of the date the citation is issued. The Citee must present a preliminary review request form, a copy of the citation and any additional information demonstrating the reason(s) why there was no violation or why the Citee is not a responsible person for the violation to the District's Park Superintendent. The purpose of the review is to identify any improper citations due to errors that are readily verifiable and not to resolve factual disputes concerning the citation.

The preliminary review shall be conducted by the District's Park Superintendent or designee. The reviewer shall not be the enforcement officer who issued the citation.

If the determination of the preliminary review is that the citation is improper, the citation shall be dismissed. The Citee shall be notified of the results of the review in writing within 15 working days of receipt of the request.

A request for preliminary review does not extend any time periods for compliance, the penalty due date or the time to request an administrative hearing.

Any Citee may contest a civil penalty citation by filing a signed written request for an administrative hearing stating the grounds for contesting the citation. The request must be received by the District's designated third party administrator's office within 35 days of the date the citation was served and be accompanied by a deposit of the full amount of the penalty.

Within ten (10) days following the receipt of a request for an administrative hearing and deposit of the full amount, the District's third party administrator shall schedule an administrative

hearing. The date of the hearing shall be no more than 90 days later than the date the request for the hearing was filed. The District's third party administrator shall notify the citee of the date of the hearing.

The Hearing Officer may grant a one-time continuance of a hearing for no more than 45 days if a request is made showing good cause by the citee or the District designated representative. All continuance requests shall be made by a written request received by the District's third party administrator at least 72 hours before the hearing date. If the request for continuance is denied, the hearing shall proceed as noticed. A Citee who requests a continuance waives their opportunity for a hearing within 90 days of the date the citation is issued.

A Hearing Officer shall conduct the hearing on the date set by the District's third party administrator. The Citee shall have the opportunity to appear, testify and to present evidence relevant to the ordinance violation alleged in the citation. The Citee may file a written declaration with the District's third party administrator at least 48 hours prior to the hearing in lieu of personally attending the hearing. The citation shall be accepted by the Hearing Officer as prima facie evidence of the ordinance violation and the facts stated in the citation. Neither the enforcement officer nor any other District representative shall be compelled to attend the hearing. However, any such appearance or submission may be made at the discretion of the enforcement officer.

The hearing shall be conducted informally and formal rules of evidence need not be utilized. The Hearing Officer does not have the authority to issue a subpoena.

The failure of the Citee to appeal at the hearing or to file written testimony prior to the hearing shall constitute an abandonment of the request for an administrative hearing and a failure to exhaust administrative remedies concerning the violation set for in the citation. Any penalty deposit shall be forfeited to the District.

After considering all evidence and testimony submitted at the administrative hearing, the Hearing Officer shall issue a written decision to uphold or dismiss the citation within 20 working days after conclusion of the hearing. The Hearing Officer has no discretion or authority to reduce or modify the amount of any fine. The decision shall state the reasons and evidence considered for the decision. If the decision is to uphold the citation, the deposited penalty shall be forfeited to the District. If the decision is to dismiss the citation, the District shall refund the penalty deposit within 30 days of the decision. The Hearing Officer's continued employment, performance evaluation, compensation, and benefits shall not directly or indirectly be linked to the number of citations upheld or cancelled by the officer.

Notwithstanding any other provisions of this Ordinance or otherwise, the administrative hearing decision is final and not subject to appeal or further review by the District or any person. The Citee may seek judicial review of the administrative hearing decision by filing an appeal with the Ventura County Superior Court in accordance with the provision of state law.

#### **SECTION 107- ADMINISTRATIVE PENALTY CITATIONS**

Upon determining that a provision of this ordinance has been violated, a Ranger has the authority to issue a civil penalty citation to any Responsible Person. A Responsible Person upon whom a

citation is served is liable for and shall pay the penalties described in the citation. A citation may be issued for violation of one or more ordinance sections and for one or more days on which a violation exists. Each ordinance violation shall constitute a separate violation and be subject to a separate penalty. Civil penalty citations shall contain following information:

1. Name of the Responsible Person;
2. Address or other description of the location where the ordinance violation occurred;
3. Date on which the ordinance violation(s) occurred;
4. Issuing department/division;
5. The ordinance section(s) violated;
6. Brief description of the violation;
7. Amount of the penalty;
8. Procedure to pay the penalty;
9. Description of the procedure for requesting a Preliminary Review, and an Administrative Hearing to contest a citation.
10. Printed name and signature of the issuing Ranger;
11. Date the citation is served;
12. A distinct citation number.

Deleted: \

A Ranger may personally deliver the citation to the Citee, or may mail the citation by first class mail to the Citee's last known address.

#### **SECTION 108- PAYMENT OF ADMINISTRATIVE PENALTIES**

The Board of Directors shall approve by resolution a penalty fee schedule to establish the amount of the civil penalties for violating provisions of District ordinances. Penalties are due on the day the citation is issued. The Board of Directors will review penalty fees periodically.

Deleted: annually

Penalties shall be paid to the District's designated third party administrator within 35 days of the due date. Penalties not paid in accordance with the provision of this ordinance are civil obligations of the responsible party and may be collected by the District through any legal means. Payment of a penalty shall not excuse the Citee from correcting the ordinance violation. The issuance of a citation or payment of a penalty does not bar the District from taking any further enforcement action regarding an ordinance violation that continues to exist or when a person continues to violate an ordinance, including but not limited to issuing additional civil penalty citations or filing a criminal complaint.

#### **SECTION 109- APPLICATION FOR USE**

The General Manager or designee is authorized to grant or deny all applications for use of District facilities. All applications for use of District parks, fields, or buildings shall be filed by an adult over 21 years of age. The park, field, or facility is reserved only when the completed Application is accepted and approved by the District office and applicable fees are paid.

All applications for use shall comply with the District's General Policy for Facility Use for specifics requirements for the application process. All applications must comply with the insurance requirements as set forth in General Policy for Facility Use.

**SECTION 110- RIGHT OF APPEAL**

An Applicant may appeal the decision of a District representative to the General Manager regarding facility permits. The Applicant must file such appeal with the General Manager within four working days of the mailing of the representative's decision. The General Manager may hold a hearing within five working days of the filing of such appeal at which time the Applicant may present any and all evidence, testimony, and information relative to the application. The General Manager shall, within 72 hours of said appeal hearing, issue a decision either affirming or denying the application, or direct that a permit be issued subject to appropriate terms and conditions. The General Manager shall specify grounds for denial. The decision of the General Manager may be appealed to the Board. An appeal to the Board shall be filed within five (5) working days of the General Manager's decision.

Deleted: four(4)

Formatted: No underline

Formatted: No underline

**SECTION 111- INTERFERENCE**

No person shall attempt to use or interfere with the use of any facility which is reserved for another person or organization holding a permit.

**SECTION 112- LIABILITY**

All persons to whom use permits are granted must agree in writing to release and hold the District harmless, and to indemnify the District from, any and all liability for injury to persons or property occurring as the result of the activity sponsored by permittee, and said person shall be liable to the District for any and all damages to District facilities which result from the activity or permittee or is caused by any participant in said activity. A person exercising any of the privileges authorized by this Ordinance does so at his/her own risk without liability on the part of the District for any injury to persons or property resulting there from.

Formatted: No underline

Formatted: No underline

Formatted: No underline

Formatted: No underline

These requirements may be waived if requests for waiver are submitted in writing and require the General Manager's approval.

**SECTION 113- USE OF PARKS**

The District's reservable areas may be made available for the use of persons and groups subject to the issuance of a permit and the payment of appropriate fees. A permit must be issued for the use of any park for assemblies or by groups consisting of 15 or more persons. All applications for use of any park must be signed by an adult who shall agree to be responsible for said use. Groups that exceed the maximums will be required to pay additional fees. These additional fees will be charged for portable toilets, garbage dumpsters, an additional cleaning deposit, staff time, and any other costs incurred by the District as a result of a Group's use of the park.. The District will make arrangements for these items to be placed at the park. The cost of these items will be passed on to the Applicant.

Deleted: pre-advertised

Deleted: 25

**SECTION 114- PERMIT**

Pursuant to the application process set forth in Section 109, if approved, a use permit will be issued by the District.

## SECTION 115- DISTRICT RIGHT TO ALTER USE

The District reserves the right to alter previously scheduled use to minimize interference with District activities or to suspend an existing use application if the user violates any section applicable to the District's General Policy for Facility Use.

## SECTION 116- VIOLATION OF PERMIT

Violation of any terms, conditions, rules, and regulations of the permit by permittee or any agent or employee of permittee is prohibited. The General Manager reserves the right (1) to revoke any permit for a violation thereof, with or without notice to the persons or organization to whom the permit was issued, and (2) enforce a penalty under Section 105.

## SECTION 117- ~~SOLICITATION & UNLAWFUL ADEVRTISING~~

Permission must be obtained from the General Manager before permits shall be issued authorizing use of any park or building when the activity proposed is to be held for the sole purpose of: ~~post, place, erect, or leave posted, placed or erected, any commercial or noncommercial bill, handbill, circular, notice, paper, or advertising device or matter of any kind, in or upon any building, structure, pole, wire, or other architectural or natural feature of whatever character, or vehicles except upon a bulletin board or such place especially designated and provided for such purposes, which approval shall be given only if the general manager determines that it would be affirmatively in the public interest to allow the use of public property for such purposes.~~

### ADVERTISING

~~a) It shall be unlawful for any person to place or maintain any sign, billboard, or advertisement on any District property.~~

~~b) It shall be unlawful for any person to paint or attach any sign or advertisement to or upon any District property.~~

~~c) Any sign, billboard, advertisement, defacement, or damage existing in violation of the provisions of this section will be removed immediately.~~

~~d) Exceptions to the provisions of this section shall be pre-approved by the General Manager or designee.~~

## SECTION 118 – ~~POLITICAL SIGANAGE AND CAMPAIGNING~~

### ~~SECTION 118 – CONDUCTING BUSINESS IN A DISTRICT PARK~~

Deleted: SALES AND

Formatted: N Plain S, No bullets or numbering

Deleted: <#>Advertising for sale any product, goods, wares, merchandise, services, or event.¶  
<#>Distributing handbills or circulars, or posting, placing, or erecting any signs, bills, notices, paper, or advertising matter of any kind.¶  
<#>Conducting or soliciting for any trade, occupation, business, service, or profession.¶

“Business,” for the purpose of this section, means and includes any activity which involves sale of any goods or services, whether conducted for profit or not, and regardless of by whom conducted.

a. No one shall conduct any business in any “District” park except as provided in this section.

Deleted:

b. Anyone desiring to conduct any business in any district park shall apply to the district for a permit to do so, on an application form to be prepared consistent with this section.

c. Application Information required:

1. Name and address and phone number of the applicant and if by a corporation of the officers,

2. A description of the park location at which it is desired to conduct such business

3. A copy of a current city business license, or proof of application,

4. Types of any items to be sold

5. Description of how business will be conducted, and a drawing of the vehicle or stand from which goods will be sold, to show its size, color, signage, etc., and a description of means by which goods will be transported to and from the site

Deleted: e

6. A statement to be signed by the applicant agreeing to hold harmless the “District” and its officers, and employees from any claims for injuries or damage alleged by any person to have been caused by such activity

7. If goods are to be sold from any stand or cart, proof of insurance in the amount of 1M or as approved by District standards to cover claims for injury or damages suffered or alleged to have been suffered by any person as a result of such activity, which insurance policy shall name the district as an additional insured and shall provide it cannot be canceled except after ten days’ written notice to the district.

8. Proof of application for all permits required by other public agencies such as County Health

#### APPLICATION FEE AND REVIEW

All applications made under this section, shall be accompanied by a non-refundable fee of seventy-five dollars, and all such applications shall be reviewed.

a. No permit shall be issued if it is found that the application does not conform to this section or guidelines, or it is found that its issuance would interfere with safe use by the public of any park or district property, and the district may limit the number of any permits at any given park if it finds that such limitations is necessary to protect the public health and safety. Such permit shall be conditioned upon its face as to hours of permitted operation and as to requirements found necessary, and such permit may be conditioned that it shall not be valid during any designated special events.

Deleted: safety.¶

¶

b

c. Such permit shall be valid for one year from the date of issue, and may be renewed upon application and payment of another seventy-five dollars, unless it has been found that the permittee has failed to conform to this section or to the terms and conditions under which it was issued, or it is found that such permit is inconsistent with the public safety or public use of such park or district property.

Deleted: oor

d. All permits issued under this section shall be nontransferable and may be used only by the permittee and other fees may apply.

#### OPERATION RESTRICTIONS

All permittees shall comply with the following requirements as to operation:

a. Prices of all items offered for sale must be conspicuously posted where the goods are sold.

Deleted: a. Prices

b. The permittee or his/her employee or agent shall pick up and keep the location of such cart or stand free from all litter in the area surrounding the stand or cart by at least fifty feet in each direction, and permittee shall provide a suitable container for placement of litter by customers and other persons.

Deleted: u

Deleted: itter

c. The permittee shall conduct business only at the location or locations specified in tis permit and during the hours specified on the permits.

Deleted: c. The

d. No stand or cart shall ever be left unattended, and each cart or stand shall be removed from its location each night between dusk and 7:00 am.

Deleted: d. No

#### PERMIT REVOCATION

The General Manager or his/her designee may revoke any permit issued under this section if he or she finds it necessary to do so to protect the public health and safety or if the permittee has violated any terms or conditions of such permit.

The General Manager or designee may issue such permits when the conduct of such trade, occupation, business, service, or profession is compatible with usual park activities and uses, is of convenience or benefit to park patrons, and does not conflict with the business of established concessions. A fee may be charged to cover administrative costs of the issuance of such permit

and/or costs associated with the use of park facilities. A person shall not solicit in any manner for any purpose, or sell or offer for sale any goods, wares, or merchandise, or give or distribute handbills, advertising matter, or literature except under the following conditions:

- a. When a concession is operating under lease or contract authorized by the General Manager.
- b. When an athletic team that is a member of a community service organization and admits all members of the general public to the extent of capacity without discrimination and without charge to any game played, such athletic team may solicit voluntary contributions from the spectators attending such game.
- c. When the park, or any portion thereof, is the location for an event that will not in any way detract from the use of the park by the general public and the proceeds are used for charitable purposes, (i.e., parking fees charged by the organized group) approved in advance by the General Manager.
- d. When found to be consistent with the policies of the District or to promote the program of the District under conditions prescribed by the General Manager.
- e. When an application is approved for sale of items and all necessary fees and deposits have been made.

Deleted: regular athletic league

Formatted: No underline

#### SECTION 118- EQUESTRIAN ACCESS

The primary form of access into open space areas shall be via foot traffic or horseback on equestrian trails. No person shall block, obstruct, impede free access to, encroach upon, or construct anything whatsoever across or upon any equestrian trail or easement owned, operated or maintained by the District, including but not limited to those equestrian trails and equestrian easements as shown on the final subdivision map of Tract No. 2706 (Las Posas Hills), recorded on October 5, 1979, in Book 84, page 50 of Miscellaneous Records in the office of the County Recorder of Ventura County, California and as amended in the Judgment recorded on March 22, 1993 bearing Instrument Number 93-065046. Vehicular access to serve as an emergency vehicle or to deliver supplies to a permit group may be authorized, unless prohibited by the above-referenced Judgment. Under such circumstances, one vehicle per area may be permitted. Entry by District vehicles, emergency vehicles, and vehicles of agencies and individuals holding easement or permits is authorized.

Deleted: OPEN SPACE

Formatted: Font color: Red

Deleted: ¶

Page Break

## ARTICLE II

### PARK REGULATIONS

#### SECTION 201- EXCEPTION



This article does not apply to the operations of District-owned or operated vehicles or persons engaged in official District business.

## SECTION 202- VEHICLES AND PARKING

Parking violations are a civil liability and will be subject to an administrative adjudication process. (Section 106.)

- a. Vehicles shall be operated on District property only on designated roadways, without written permission of the General Manager.
- b. Vehicles shall not be parked on District property except within designated parking lot areas or within designated markings without written permission of the General Manager.
- c. Vehicles shall not be allowed on any grass areas unless they receive prior written permission from the General Manager.
- d. If the General Manager finds that at certain times, under specific restrictions or at designated places, a vehicle can be operated so as not to interfere in any way with the use of a park; permission may be granted to operate such vehicle. Parking such vehicle is permitted only in areas so designated.
- e. Vehicles operated within the boundaries of public parks shall be driven at a careful and prudent speed not greater than is reasonable and proper with due regard for the traffic, surface, and width of the roads. In no event shall a vehicle be driven on park property at a speed greater than 15 miles per hour.
- f. No person who owns or has possession, custody, or control of any vehicle, trailer, or camper shall park upon any District property for more than a period of eighteen (18) consecutive hours.
- g. All parked vehicles are subject to being removed from District property under the following circumstances:
  1. When a vehicle is parked or left standing on District property when the park is closed to public use.
  2. When a vehicle is parked or left standing upon a roadway in such a position as to obstruct the normal movement of traffic or in such a condition as to create a hazard to other traffic upon the roadway.
  3. When a vehicle is parked so as to block the entrance to a driveway.
  4. When a vehicle is parked so as to prevent access by firefighting equipment to a fire hydrant or emergency service.
  5. When a vehicle is parked in any parking restricted zone.

- h. If an illegally parked vehicle is removed from District property as provided for in this section, the owner shall be liable for all fees, towing, and storage charges.
- i. No vehicle maintenance may be performed on District property except for minor repairs needed to move the vehicle.
- j. No vehicle shall be parked on District property after the closing time of the park or facility.
- k. Disabled Persons Parking Zones

It shall be unlawful for the operator of any vehicle other than a vehicle bearing a distinguishing license plate defined by the California State Vehicle Code to stop or park such vehicle in a parking zone identified as reserved for disabled or handicapped persons pursuant to Subsection 2 below. The fine for this violation shall be as prescribed by the California Vehicle Code.

1. Improper display of placard. It shall be unlawful to fail to, or improperly display a handicap placard. A citation issued for illegal parking may be reduced by the General Manager or his designee when proof of a valid handicap placard is presented.
2. Space identification. Disabled persons parking shall be designated by blue striping to mark the stall and a profile view of a wheelchair printed within the stall or space as well as a sign with the same type of marking on it.

#### SECTION 203- RIGHT OF APPEAL

As allowed under Section 110, an applicant may appeal a decision of a District ~~representative or~~ the General Manager.

Deleted: representative or

#### SECTION 204- VEHICULAR TRESPASS

Vehicles shall not be operated or parked on any property of the District except on roadways and parking ~~lot~~ areas specifically constructed for vehicular traffic. Fire breaks and fire protection roads, hiking and riding trails shall be prohibited from vehicular use. An exception will be made for those vehicles, which are authorized by the District for such use.

**SECTION 205- FIREARMS AND WEAPONS**

No person shall carry, possess, set, leave, or deposit, or cause to be fired, across, in, on, or into any portion of District land any weapon, gun or firearm, spear, missile, bow and arrow, crossbow, slingshot, trap or hunting device, air or gas weapon, paintball gun, ammunition, throwing knife or axe, martial arts throwing device, or any other weapon or device capable of injuring or killing any person or animal, or damaging property or natural resource except at posted or authorized ranges and areas designated for such purposes. An exception to this regulation will be made for duly authorized law enforcement officials.

**SECTION 206- HUNTING**

Hunting, shooting, wounding, trapping, capturing, or killing animals on park property is prohibited.

**SECTION 207- VANDALISM**

It shall be unlawful for any person to damage, deface, cut, spray, paint, mark, scratch, write on, or otherwise deface or alter any natural feature, fence, wall, building, sign, monument, or other property on District property. Persons causing vandalism, or parents of persons under the age of 18, will be held liable and financially responsible for the full amount of damages, or the maximum amount allowed under the California Civil Code, Sections 1714.1 and 1714.3. All provisions of the California Penal Code, Section 594, and penalties there under are applicable.

**SECTION 208- THROWING MISSILES**

Throwing missiles, rocks, mud, sand, or any object that may cause bodily harm to others is prohibited on park property. Objects used in recreational activity are exempt from this section provided they are not used in an irresponsible and hazardous manner.

**SECTION 209- AMPLIFIED SOUND**

Without prior written permission, no person shall play or operate any sound or energy amplification devices, including radios, television sets, public address systems, musical instruments, or similar devices.

**SECTION 210- GOLF**

No person shall drive, chip, or in any other manner play or practice golf, or hit balls on, over, or into District lands.

**SECTION 211- MODEL ~~CRAFT~~**

Deleted: AIRPLANES

No person shall operate any motor driven model airplanes or rocketry, cars, boats, ~~drones, or~~ any other model craft of any kind or description on, over, or into any portion of District lands, except by written permission of the General Manager.

**SECTION 212- AIRCRAFT/HUMAN FLIGHT**

Without the permission of the General Manager, no person shall land any aircraft on or take any aircraft off any area in the District, nor shall any person hang glide, parachute, or engage in any human flight on, over, or into District lands.

### SECTION 213- OVERNIGHT CAMPING

a. Definitions:

Unless the particular provisions or the context otherwise requires, the definitions contained in this section shall govern the construction, meaning, and application of words and phrases used in this Section.

1. *Camp* means to pitch or occupy camp facilities; to use camp paraphernalia.
  2. *Camp Facilities* include, but are not limited to, tents, huts, temporary shelters, trailers, motor homes, campers, or vehicles otherwise used for shelter.
  3. *Camp Paraphernalia* includes, but is not limited to, tarpaulins, cots, beds, sleeping bags, hammocks, or non-District designated cooking facilities and similar equipment.
  4. *Store* means to put aside or accumulate for use when needed, to put for safekeeping, to place or leave in a location.
- b. It shall be unlawful for any person to camp, occupy camp facilities, or use camp paraphernalia on District property, except as otherwise provided in this Section.
- c. House trailers, campers, or motor homes may not be used for overnight sleeping purposes on any District property, except as otherwise provided in this Article.
- d. It shall be unlawful for any person to store personal property, including camp facilities and camp paraphernalia on any District property, except as otherwise provided for in this Section.
- e. Camping is only permitted for District hosted events with approval by the General Manager.

### SECTION 214- FIREWORKS AND DANGEROUS OBJECTS

No person shall possess, discharge, set off, or cause to be discharged, in or into any District land any firecrackers, torpedoes, rockets, fireworks, explosives, or substances harmful to the life and safety of persons or property. Exceptions may be made with written permission of the General Manager.

## SECTION 215- NUDITY

No person shall appear nude while in or on any District lands or facilities, except in authorized areas set aside for that purpose by the District. Nudity shall be defined as codified in Title 14 California Code of Regulations section(s) 4322.

## SECTION 216 – WASHING

~~No person shall swim, bathe, wade in conduct personal hygiene (such as washing hair or body with or without soap, shampoo or similar personal hygiene products; shaving with or without shaving cream or similar personal hygiene products; oral care including using mouthwash or brushing teeth with or without toothpaste or similar personal hygiene products; cleaning any injury, wound, lesion, gash or abrasion in any manner with or without medical products, cleaning products or similar personal hygiene products; using any medical or other personal hygiene product to rid the body of lice or any disease, infection or growth), or pollute the water of any park restroom, fountain, stream, except at a place especially designated and provided for such purpose.~~

~~No person shall wash dishes, clothing, garments, vehicles, or empty salt water or other waste liquids elsewhere than in facilities provided for such purposes.~~

Deleted: PERSONAL HYGIENE

Formatted: Indent: First line: 0.38"

Deleted: (

Deleted: or

## SECTION 216- HOURS OF USE

All parks, recreation areas, and open space areas within the District boundaries will be available to the general public as otherwise posted or in accordance with District's General Policy for Facility Use except with the permission of the General Manager or his designee. It shall be unlawful for any person, except those involved in District-sponsored programs or having valid permits, to enter or remain in any park or recreation area between those hours. ~~Hours of use may vary due to maintenance, construction, watering, or other variables.~~

Formatted: Font color: Red

## SECTION 217- FLORA AND TURF

Removing or injuring any form of plant life on park property, including the removal of wood, turf, grass, soil, rock, sand, and gravel is prohibited except by a duly authorized District employee in the performance of his/her duties or unless specifically authorized by the General Manager.

## SECTION 218- ARCHAEOLOGICAL FEATURES

No person shall remove, injure, disfigure, deface, or destroy any object of paleontological, archaeological, or historical interest or value.

## SECTION 219- GEOLOGICAL FEATURES

No person shall destroy, disturb, mutilate, or remove earth, sand, gravel, minerals, rocks, or features of caves.

**SECTION 220- DOMESTIC ANIMALS,**

- a. No person owning or having charge, care, custody, or control of any dog (or cat) shall cause, permit, or allow same to be or to run at large upon any lands, properties, or within facilities of the District unless such animal is restrained by substantial chain or leash with a preferred length not exceeding six feet in length and is in the charge, care, custody, or control of a competent person. Pets not properly leashed may be impounded by Animal Control and the owner cited.
- b. The removal of feces of animals that defecate on park property shall be the responsibility of the owner or custodian of said animal.
- c. Horses, mules, goats, donkeys, or similar animals may be ridden or led under specified restrictions and in designated areas with the permission of the General Manager or designee.
- d. No animal shall graze in any park except on property leased for such purpose.
- e. No animal shall be killed, harmed, or removed from any park unless by a District employee during the performance of his/her official duties, except when necessary to avoid bodily harm.
- f. Animals may be prohibited from specific parks at specific times or events at the discretion of the General Manager or designee.
- g. Specific provisions of this section may be modified in specific instances with written permission of the General Manager or designee.

Deleted: ANIMALS  
Formatted: Font color: Red  
Deleted: ON LEASH

**SECTION 221- ALCOHOLIC BEVERAGES, INTOXICATED PERSONS, DANGEROUS DRUGS**

Patrons are not allowed on District property while under the influence of intoxicating liquors or dangerous drugs as defined under California Vehicle Code, Section 23152(a) (b) as amended. Under specific circumstances, consumption of alcohol is permitted on District property as outlined in Sections 222 and 410 and 411.

**SECTION 222- SALE OF ALCOHOLIC BEVERAGES**

A group desiring to sell alcoholic beverages in park areas or to sell alcoholic beverages in recreation facilities operated by the District must apply for an alcoholic beverage permit at the time of application for facility permit as contained in Articles III and V herein. Such alcoholic beverage permit shall be issued only to an individual of legal age. Adequate safeguards shall be provided to prohibit consumption by minors. Security guards may be required as defined under Section 512. Alcohol is not permitted at any time if the primary purpose of an event or function is for minors, i.e., debuts, dances or birthday parties for participants under the age of 21 years. Alcoholic beverages may be present at the event for a maximum of four hours and ending a minimum of one hour prior to the end of the event.

The applicant shall also secure all such permits or licenses required by other governmental agencies including but not limited to the State of California Alcoholic Beverage Control Board and the Ventura County Public Health Department. If such request for the alcoholic beverage permit is denied by the staff, provisions in Section 110, Right of Appeal, shall apply. The General Manager or designee may stipulate additional conditions relating to the permitted use of alcoholic beverages as necessary for the protection of individuals and property.

Formatted: No underline

#### SECTION 223- LITTER AND RUBBISH

Depositing garbage, trash, or other refuse on park property other than in a receptacle provided therefore is prohibited. Throwing or leaving bottles, glass, or sharp pointed articles is prohibited. Throwing or disposing of wastepaper or combustible refuse in any place in a park other than in a receptacle maintained for that purpose is prohibited. It is unlawful to use any park receptacle for the depositing of garbage, trash, or other refuse not generated and/or used within the park boundaries.

Deleted: ¶

#### SECTION 224- FIRES AND BARBEQUES IN DISTRICT PARKS

Comment [A2]: Michele can you add barbeques to this section as well.

Open fires and use of any barbeques in District parks and open space areas are prohibited except in designated areas. Briquettes are the only combustible material authorized for barbecue or brazier use. Wood fires are not permissible. Upon notice of park closure due to fire hazard warning by the fire district, all reservations shall be cancelled and affected areas closed to the public. It shall be the responsibility of every person igniting a fire in a District installed barbeque to completely extinguish it (dead out) before leaving the park.

Formatted: No underline

#### SECTION 225- DUMPING

Dumping rocks, soil, grass clippings, branches, leaves, equipment, vehicles, furniture or accessories, or any other item or material is prohibited without prior written approval of the General Manager. Permits for disposal of acceptable fill material at acceptable locations may be obtained at District offices.

Comment [A3]: Do we currently follow this practice?

#### SECTION 226- TRESPASSING

Trespassing into areas designated "No Trespassing" is prohibited. This includes, but is not limited to, rooms in District buildings or structures, swimming pools during specific hours, fenced control areas such as storage areas, shop areas, holding areas, construction sites, and all posted areas.

#### SECTION 227- PARK CLOSURE

The General Manager or designee, may close a park area or recreation facility at any time when there is an apparent danger to the persons using the property, the property itself, or for any cause which could affect the safety and welfare of the public. This section may be enforced without the concurrence of those persons or organizations then using the property or facility.

#### SECTION 228- ENTRY TO ACTIVITIES

The General Manager, or designee, may enter any reserved park area or recreation facility at any time to inspect the premises for safety, compliance of use, hazards, or in the course of normal duties.

Deleted: COMMERCIAL

#### **SECTION 229- UNLAWFUL ADVERTISING**

It shall be unlawful for any person to place or maintain any sign, billboard, or advertisement on any District property.

It shall be unlawful for any person to paint or attach any sign or advertisement to or upon any District property.

Any sign, billboard, advertisement, defacement, or damage existing in violation of the provisions of this section will be removed immediately.

Exceptions to the provisions of this section shall be pre-approved by the General Manager or designee.

#### **SECTION 230- USE OF DISTRICT VEHICLES AND EQUIPMENT BY NON-DISTRICT GROUPS**

District vehicles and equipment are provided for the express purpose of carrying out District functions. Requests received from groups or organizations for the use of District vehicles or equipment shall be made in writing to the District. Such requests may be granted by the General Manager provided that such use does not interfere with District operations.

#### **SECTION 231- UNLAWFUL CONSTRUCTION**

No person shall erect, construct, install, or place any structure, building, shed, fence, trail, equipment, material, sign, banner, or apparatus of any type for any purpose on, below, over, or across District property, except by written permission from the General Manager, or designated representative, specifying in detail the work to be done and the conditions to be fulfilled pursuant to the terms of such an authorization.

#### **SECTION 232- PUBLIC URINATION**

It is unlawful for any person to urinate or defecate in any public place except when using a urinal, toilet, or commode located in a bathroom, restroom, portable restroom, or other structure screened from public view.

#### **SECTION 233- SKATEBOARD, IN-LINE SKATING AND ROLLER SKATING REGULATIONS**

With respect to any facility provided by the District for skateboarding, in-line skating, or roller skating:

- a. No person shall skateboard, in-line skate, or roller skate on or within District skating facilities without wearing a helmet, elbow and knee pads.



- b. ~~Skateboarding, in-line skating, roller skating, scooters, bicycles or similar devices are permitted at designated facilities. Any device not specifically listed is~~ prohibited.
- c. No ~~smoking is allowed and no~~ alcohol is allowed within, or within 50 feet, of any facility provided for skateboarding, in-line skating, or roller skating. In addition, the disposal of cigarette butts, cigar butts, or other tobacco-related waste within a playground or tot lot sandbox area is also prohibited.
- d. No glass beverage containers or food are allowed within the skating facility.
- e. Skateboarders, in-line skaters, and roller skaters shall at all times yield to pedestrians. No person shall skateboard, in-line skate, or roller skate in any area where signs are posted, or known to have been posted, prohibiting such activity.

- Deleted:** Any District facility provided for
- Deleted:** s
- Deleted:** or
- Deleted:** may not be utilized by persons operating
- Deleted:** facilities. AAny
- Deleted:** a skateboard, in-line skate, or roller skate
- Deleted:** is
- Deleted:** or smoking

**SECTION 234- DOG PARK RULES AND REGULATIONS**

- a. Dog Park hours of operation are 7:00 a.m. to Dusk ~~unless posted otherwise~~. The Dog Parks may be closed at the discretion of the General Manager.
- b. ~~The Dog Park may be closed periodically during the year for special events and~~ maintenance as needed.
- c. Enter at your own risk. Adults and children assume all risks associated with the off-leash Dog Park. No children under 16 allowed without adult supervision. Small children must be within arm's reach of a supervising adult.
- d. Dogs must display current license and be properly inoculated, healthy (no contagious conditions), and parasite-free.
- e. Dogs are to be kept on a leash (with a preferred length not exceeding 6') when OUTSIDE the Dog Park fence at all times. Do not have your dog unleashed between your vehicle and gated entrance.
- f. Leash and unleash your dog inside the double-gated holding area, not inside the Dog Park.
- g. All dog owners must carry a leash, but no dogs shall be leashed once inside the park.
- h. ~~No spiked collars or the like that have the potential of injuring another dog or person are permitted.~~
- i. Dogs left unattended at the Dog Park will be impounded with Animal Control. Close supervision of your dog is required. Close supervision means that the dog is within voice command range at all times. Failure to closely supervise dogs may result in the dog being banned for an appropriate period of time.

**Deleted:** <#>Mission Oaks – Open Lease Dog Area hours of operation are Monday – Friday from 4:00 pm – dusk and Saturday & Sunday from 7:00 am – 2 pm and 4 pm until dusk.¶

j. Owners must clean up after their pets. If you see someone who forgets to clean up, please remind him/her to help keep the park clean. ✓

Deleted: Mutt mitts are provided

k. AGGRESSIVE DOGS must be removed from the Dog Park area IMMEDIATELY WITHOUT DEBATE. You are responsible for your actions and those of your dog. Aggressive dogs may be banned for appropriate periods of time. Aggressive dogs are defined as either potentially dangerous or vicious dogs as defined in the California Food and Agricultural Code Section 31602 and 31603. Furthermore, an aggressive dog is defined as any dog that is determined by the District to pose a threat to dogs or people by virtue of a single incident or history of unprovoked acts of aggression against people or animals. Violation of these provisions is an infraction.

Formatted: No underline

Formatted: No underline

Formatted: No underline

Formatted: No underline

Formatted: No underline

Formatted: No underline

Formatted: No underline

l. No air horns or bullhorns are allowed.

m. No food of any kind is allowed inside the Dog Park, including people food.

n. Three dogs per dog owner is the maximum allowed inside the Dog Park. Due to inability to closely supervise their dogs, owners may not have one dog in the large dog section and one in the small dog section, if so designated.

Deleted: "Smoking is prohibited in accordance with Section 409 of this Ordinance."]

o. No female dogs in heat. No puppies under five months of age, due to their vulnerability to disease and injury.

p. People may not run or jump while within the Dog Park. Please remind your young children of this rule.

q. No grooming of dogs at the Dog Park.

r. When leaving the park, please remove all tennis balls, toys, or other personal items or they will be discarded.

s. The District reserves the right to designate certain parks with signage, as "off-leash" parks, allowing for dogs to run free without a leash.

### SECTION 235- DISORDERLY CONDUCT

No person shall engage in boisterous, threatening, abusive, insulting, or indecent language, or engage in any disorderly conduct or behavior tending to a breach of the peace and interfering with the enjoyment of other persons on the premises.

### SECTION 236- TENNIS COURTS

No person shall engage in any activity on tennis courts owned or operated by the District other than the playing of tennis and activities incidental to the playing of tennis. Private instruction for personal gain is expressly prohibited. Organized instruction is permitted only for classes/instruction approved by the Pleasant Valley Recreation and Park District.

Formatted: Font color: Red

**ARTICLE III**  
**PLEASANT VALLEY OPEN SPACE AREAS**

**SECTION 301- EXCLUSIVE USE**

District open spaces shall not be made available for exclusive use by any person, group, or organization.

Formatted: No underline

**SECTION 302- ACCESS**

The primary form of access into open space areas shall be by foot traffic or horseback on assigned equestrian trails. No person shall block, obstruct, impede free access to, encroach upon, or construct anything whatsoever across or upon any equestrian trail or easement owned or operated by the District. Vehicular access to serve as an emergency vehicle may be authorized. Under such circumstances, one vehicle per area may be permitted. Entry by District vehicles, emergency vehicles, and vehicles of agencies and individuals holding easement or permits is authorized.

Persons entering District Lands owned, managed, and controlled by the District may remain as long as they abide by these regulations, applicable laws of the State of California, applicable ordinances of the County of Ventura and City of Camarillo, and lawful instructions of authorized employees of the District. Failure to leave District Lands when requested to do so by an authorized employee of the District for violation of any of these regulations will be further violation of regulations.

Formatted: No underline

Formatted: No underline

Formatted: No underline

Formatted: No underline

**SECTION 303- OPENING AND CLOSING TIMES**

Open space areas and equestrian trails will be available to the general public as otherwise posted or in accordance with District's General Policy for Facility Use.

**SECTION 304- APPLICATION FOR USE**

Applications to reserve areas of park and open space areas will be processed in accordance with District procedures established in this document

Deleted: Articles I, IV and Article V herein.

**SECTION 305- FIRES AND SMOKING IN DISTRICT OPEN SPACE**

The District ordinance regarding fires is contained in Section 224; in addition, the following policies shall apply to all District open space:

Formatted: Font color: Red

- a. Briquettes shall be the only permitted fuel for District installed barbecues; wood is prohibited. It shall be the responsibility of every person igniting a fire in a District installed barbecues pit to completely extinguish it (dead out). All open fires are prohibited.

- 1. Only District installed barbecues are allowed in District Parks.

Formatted: Heading 5

- b. Smoking is prohibited in all District designated open space consistent with Section 409 herein.

**SECTION 306- DAY USE**

Reservations are required for day use by groups of 15 or more persons in accordance with District procedures established in this document.

**Deleted:** 25  
**Deleted:** Articles IV and V herein

**SECTION 307- TRAILS**

Unauthorized travel off designated trails is prohibited.

**Deleted:** ~~<#>DOMESTIC PETS¶~~  
 No person owning or having charge, care, custody, or control of any dog (or cat) shall cause, permit, or allow same to be, or to run, at large upon any lands, properties, or within facilities of the District unless such animal is restrained by substantial chain or leash not exceeding six feet in length and is in the charge, care, custody, or control of a competent person. Pets not properly leashed may be impounded by Animal Control and the owner cited.¶  
**Formatted:** Font color: Red

**SECTION 308- CLOSURE/TRESPASS**

Any and all open space areas are subject to closure when deemed necessary by the General Manager or designee (inclusive of all Park Patrol staff), to protect public safety and/or protect the resources form damage or threat of damage. Any violation will constitute civil trespass.

**SECTION 309- BICYCLES**

Bicycles shall be allowed in parks and open space areas under the following restrictions:

- a. Bicycles must stay on designated bike paths and roadways.
- b. No person shall operate a bicycle in a reckless or negligent manner so as to endanger public property, or the life, limb, or property of any person or animal. A reasonable and prudent speed limit will be observed.
- c. Bicyclists must yield when meeting pedestrians. “Yield” means slow down, establishes communication, be prepared to stop, and/or move aside to allow other users to pass, and pass safely.
- d. No person shall possess or operate a bicycle or similar device in open space or on District land in areas designated or signed to restrict such activity.
- e. All state and local regulations regarding helmet use, for minors or adults, shall be followed.

**Deleted:** bikepaths  
**Deleted:** trails

**Deleted:** establish

**SECTION 310- VEHICLES**

No vehicle will be operated or parked on any open space lands except where specifically permitted. An exception will be made for those vehicles that are authorized by the District for such use.

**SECTION 311- NATURE PRESERVES**

- a. The District has the authority to designate an area as a “nature preserve” to protect the resources and/or flora and fauna. Entrance to such an area shall be prohibited, except with written permission for the purposes of scientific study, a docent-led hike, or other authorized activities. These areas may be posted as “no trespassing.”
- b. Alcohol is prohibited in “Nature Preserves.”

**ARTICLE IV**  
**REGULATIONS GOVERNING THE USE OF RECREATION BUILDINGS,**  
**ATHLETIC FIELDS, SPORTS PARKS/COMPLEXES,**  
**AND PICNIC AREAS**

**SECTION 401- USE OF RECREATION BUILDINGS, ATHLETIC FIELDS,**  
**SPORTS PARKS/COMPLEXES, AND PICNIC AREAS**

**Comment [A4]:** Need a distinction for sports parks  
**Deleted: PICNIC AREAS AND**

Recreation centers, reservable picnic areas, athletic fields within the District’s community parks, are available for the use of persons and groups subject to the issuance of a permit and payment of fees therefore. All applications for use shall be made in accordance with Section 109 and must be signed by an adult, who shall agree to be responsible for said use. No use permit shall be granted if there is a conflict with a prior reservation or a District-sponsored event. Appeal of a decision may be made in accordance with Section 110 herein. Use of District facilities is subject to the rules and regulations established in District’s GENERAL FACILITY USE POLICY.

Any request that will place a major impact on a given facility will be subject to Board approval. All requests are subject to District priority-ranking classification (Section 406), and fee schedule (Section 502). The General Manager or designee reserves the right to cancel a permit or application for a permit with 30 days’ written notice.

Applications are immediately revocable and all deposits forfeited if false statements are made in reserving a facility, or if the individual or group violates any rule or regulation established by the District. Applicants shall be responsible for the condition in which they leave District premises. If District property has been damaged or abused beyond normal wear, applicants shall be responsible for reasonable costs to replace, repair, or clean such property. Any individual, organization, or group that is responsible for damages to the District’s facilities shall pay for all such charges as determined by the District. No individual, group, or organization owing any outstanding debts or obligations to the District shall be permitted to use District facilities until such debts are paid.

District personnel will open, close, and supervise the use of the buildings and, when required, monitor the use of the grounds.

**SECTION 402- APPLICATION FOR USE AND SCHEDULING**

Applications for use shall be made in accordance with Section 109-4. Exceptions will be based on event size, type, and location requested. These requests may be waived if requests for waiver are submitted in writing and require the General Manager’s approval.

**SECTION 403- EXTENDED USAGE**

Facility usage may be granted for a maximum period of six months. Requests for facility usage exceeding six months require the General Manager's approval. Scheduled groups may be subject to cancellation on 30 days' written notice or when a determination is made in accordance with Section 109. When cancellation is necessary, the District will attempt to relocate the activity.

Deleted:

Formatted: No underline

**SECTION 404- HOURS**

Buildings, park areas, and athletic facilities are available for individual and group use during normally scheduled hours (dawn to dusk unless otherwise posted) of operations pursuant to the District's General Policy for Facility Use. Exceptions are subject to General Manager or designee approval.

Comment [A5]: Need to define Sport Park hours of operation: PV, Freedom, Mission Oak, Kildee

**SECTION 405- RENTAL PERIODS**

Minimum building rental periods are based on four hour increments. The time indicated on the application will reflect the actual facility use time, which includes setup and cleanup. Charges for additional time beyond the four-hour block will be based on an hourly rate. Exceptions are subject to General Manager or designee approval.

Deleted: four

Deleted: two

Deleted: -

**SECTION 406- PRIORITY OF USE**

Use of facilities is based on when the application is received, rental availability, and priority ranking. Groups ranked at a low priority may be subject to rescheduling with 30 days' written notice. In that case, the District will attempt to relocate the group to another District facility.

Group priority rating shall be as defined in Section 504:

- a. Class 0- District activities
- b. Class 1- Community Service Group
- c. Class 2- Resident Organization
- d. Class 3- In-District Resident
- e. Class 4- Out of District or Non-Resident

Deleted: 1

Formatted: Font color: Red

Deleted: 2

Deleted: 3

Deleted: 4

Deleted: i

Deleted: 5 -

**SECTION 407- DAMAGE TO DISTRICT PROPERTY**

Individuals or groups causing damage or excessive wear and tear to any building, grounds, fixtures, furniture, or appurtenances shall be required to reimburse the District for all costs involved to clean, repair, restore, or replace the building, grounds, fixtures, furniture, or appurtenances to the original conditions. The individual and/or group may be removed and/or banned from future use of facilities.

**SECTION 408- USE OF RESERVABLE PICNIC AREAS**

Certain areas within the District's community parks may be reserved for picnics by persons or groups. All applications must be signed by an adult who shall agree to be responsible for said use. No use permit shall be granted if, at the time of application, there is a conflict with a prior reservation or a District-sponsored event taking place at the same time and place. No use permit shall be granted for reservable picnic areas outside normally scheduled hours of operations pursuant to the District's General Policy for Facility Use, unless the park has appropriate lighting.

A group consisting of more than 15 persons must file a permit for all reservable picnic areas. Groups of fewer than 15 may use any designated reservable or non-reservable area of any park on a first-come, first-served basis, however, such groups must vacate any reservable area at the time a permit group arrives. Neighborhood parks may be non-reservable. Individual picnic tables are available on a first-come, first-served basis in all non-reservable areas. (Section 111.)

**SECTION 409- PROHIBITION ON USE OF TOBACCO-RELATED PRODUCTS**

No smoking of any kind on District property to include all tobacco-related products, all forms of electronic smoking devices, and other vaporizing products.

**SECTION 410-ALCOHOL IN RECREATION BUILDINGS AND PARKS**

The sale, serving, or consumption of alcohol is prohibited in a recreation building except by a group making such a request and all necessary permits have been approved and fees paid.

Alcohol may not be possessed or consumed on District lands and facilities unless allowed by a permit issued by the District. The sale or serving of alcohol is not permitted in parks except by a group making such a request and all necessary permits have been approved and all fees paid. The sale or serving of alcohol is prohibited at all sporting and youth events except as approved by the General Manager or designee.

**SECTION 411- USE OF RESERVABLE ATHLETIC FIELDS**

Certain athletic fields may be reserved for use of persons and groups. All applications for use must be signed by an adult over 21 years of age who shall agree to be responsible for said use. No use permit shall be granted if, at the time of application, there is a conflict with a District-sponsored event taking place or a prior reservation at the same time and place. No use permit shall be granted for the use of any reservable field before 8:00 a.m. or as determined by the General Manager or designee, or beyond sunset unless the field has appropriate lighting.

- a. No person shall engage in any activity on an athletic field owned or operated by the District other than the playing of specific activities for the designated fields.
- b. Private instruction for personal gain is expressly prohibited.
- c. Organized instruction is permitted only for classes/instruction approved by the Pleasant Valley Recreation and Park District.

Deleted: 25

Deleted: 25

Deleted: ¶

Deleted: 0

Deleted: 9

Deleted: S

**Deleted:** and use of tobacco-related products is prohibited in all District lands and facilities.. This prohibition includes, but is not limited to, smoking and the use of tobacco-related products in any auditorium, meeting rooms, offices, classrooms, and kitchen facilities of the District. Smoking of a cigarette, cigar, or other tobacco-related product is not permitted within 50 feet of the front of a playground and 20 feet of a public building main entrance, exit, or operable window. In addition, the disposal of cigarette butts, cigar butts, or other tobacco-related waste within District lands or facilities, including a playground or tot lot sandbox area, is also prohibited.

**Deleted:** SECTION 410- ALCOHOL IN RECREATION BUILDINGS¶

**Moved down [3]:** The sale, serving, or consumption of alcohol is prohibited in a recreation building except by a group making such a request and all necessary permits have been approved and fees paid. ¶

Deleted: t

Moved (insertion) [3]

Deleted: ¶

Deleted: 12

**Formatted:** Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Deleted: s

Formatted: Font color: Auto

Formatted: Font color: Auto



**SECTION 412 - SPORTSPARKS**

Sports parks in the District are Pleasant Valley Fields, Bob Kildee Park, Freedom Park, and Mission Oaks Park. They are defined as complexes 10 or more in size acres where the primary use is for organized sports and sporting events.

A permit is required at these locations for more than 5 participants.

**SECTION 413 - EXCLUSION FROM DISTRICT AREAS AND FACILITIES**

In the interest of public health, safety, and welfare, it may be necessary to exclude persons or groups from District areas and/or facilities. Such action may be taken by a designated representative of the General Manager, subject to appeal to an Administrative Hearing with the General Manager.

Any person who has been excluded from District areas and/or facilities pursuant to this section, who enters upon the District areas and/or facilities during the period of the exclusion without the written permission of a designated representative is guilty of a misdemeanor.

**Deleted:** Groups may use any designated reservable field on a first-come, first-served basis, however, such groups must vacate any reservable athletic field at the time a permit group arrives and are subject to the conditions established in District's General Facility Use Policy. ¶

**Formatted:** Font: Not Bold

**Formatted:** Indent: First line: 0"

**Formatted:** Font: Not Bold

**Formatted:** Font: Not Bold

**Formatted:** Font: Not Bold

**Formatted:** Font: Not Bold

**Formatted:** Font: Not Bold

**Deleted:** -Rental/permitting process¶

**Deleted:** 2

**Deleted:** 3

**ARTICLE V**  
**FEES AND DEPOSITS**

**SECTION 501- PURPOSE**

Fees and charges may be levied to offset District expenses incurred in providing services.

**SECTION 502- FEES**

The District Board of Directors shall establish reasonable fees for the use of District property. Fees will be reviewed annually.

**SECTION 503- BASIC RATE**

Building

During normal hours of operation of facilities as defined in Section 404, rates will include rooms, chairs, tables, setup, and cleanup. These services are available at an additional fee: security, custodial service, and other services identified by staff in advance of permittee use as set forth in the District's General Policy for Facility Use. When the facility is normally closed, additional fees will be assessed.

Athletic Fields

During normal hours of operation, basic rates include the following:

- a. Use of the athletic fields and supporting structures.
- b. Use of outside restrooms.
- c. Basic turf management such as watering, mowing, and edging fields.

Basic rates do not include:

- a. Diamond preparation.
- b. Ball field lining.
- c. Lighting.
- d. Removal or installation of athletic field equipment.
- e. Pitcher's mound.
- f. Special location of base anchors, goals, bleachers, or other equipment.
- g. Cleaning of the area following the event.

Picnic Area

During normal hours of operation as set forth in the District's General Policy for Facility Use, rates include picnic tables and barbecue, where available, and outdoor restrooms. Rates do not include supervision or special setup of tables. Outside items, i.e., tables, chairs, and barbecues are not permitted without approval by the General Manager or designee.

Deleted: and

**SECTION 504- CLASSIFICATION OF FACILITY USES AND FEE CHARGES**

**Class 1**

- a. Recognized District Community Groups as approved by the District's Board of Directors. Fees are subject to the individual group's Memorandum of Understanding (MOU) with the District.

b.

Moved down [1]: Local school districts, government agencies, and non-profit organizations may have fees waived for reciprocal services as approved by the General Manager or designee. ¶

**Class 2 - Half of Basic Rate (50%)**

- a. Resident Organization

Deleted: 50% of

- b. Local school districts, government agencies, and non-profit organizations may have fees waived for reciprocal services as approved by the General Manager or designee.

Moved (insertion) [1]

c.

Formatted: Indent: Left: 1", No bullets or numbering

Moved down [2]: Use by a Resident Organization for fundraising by such organization that does support community recreation activities. The funds derived from the event must be realized within the Community.¶

**Class 3 - Full Basic Rate (100%)**

- a. In-District Resident
- b. Individuals, groups, and organizations that hold private functions.
- c. Any individual or group reserving Fridays and Saturdays

Deleted: 100% of

Deleted: (Full Rate)

**Class 4 - Full Basic Rate plus 25 Percent (125%)**

Moved (insertion) [2]

- a. Out of District
- b. Non-resident.

Deleted: <#>Use by a Resident Organization for fundraising by such organization that does support community recreation activities. The funds derived from the event must be realized within the Community.¶ <#>¶

**SECTION 505- ADDITIONAL CHARGES OVER BASIC RATE**

Additional charges will be levied over basic rate as defined in Section 503 and as set forth in the District's General Policy for Facility Use under the following conditions:

- a. When extraordinary use requires field renovation or rehabilitation.

- b. All non-residents will pay a 25 % additional fee.
- c. Full payment is due 30 days prior to the use date.
- d. An additional fee is required when alcohol is served or sold at a function.
- e. Additional administrative fees may be charged on all applicant-initiated changes, including cancellations.
- f. The District may require security guards for certain events or functions at an additional fee. The District will make the arrangements with an approved vendor.
- g. When a facility is not normally open and recreation staff or custodian is required to be on duty. The minimum hourly coverage for custodian is two hours.
- h. When recreation staff is needed for facility control.
- i. When extraordinary use requires field renovation or rehabilitation.
- j. When ball field lights or other special equipment are required.
- k. When facility damage and/or liability insurance fees are required.
- l. Outdoor facilities including picnic shelters and sporting facilities may be subject to additional fees required for dumpsters and portable toilets to accommodate groups of people that exceed the facilities maximum occupancy.
- m. The determination of requirements for additional personnel and associated charges thereof shall be made by the General Manager or designee.

Deleted: 21

Deleted: four

**SECTION 506- REFUNDABLE DEPOSITS**

The application fee is non-refundable. Cancellations must be made through the District office no later than 30 days prior to the use date to qualify for a refund of other paid rental fees minus the non-refundable application fee.

Deleted: Rental deposits  
 Deleted: are  
 Deleted: 21  
 Deleted: rental deposit

**SECTION 507- PAYMENT OF DEPOSITS AND FEES**

The park, field, or facility is reserved only when the completed Application is accepted and approved by the District office and applicable fees are paid.

A payment equal to 50% of the total applicable fees must be paid at the time the application is approved by the District, as set forth in the District's General Policy for Facility Use.

Deleted: deposit

**SECTION 508- ALCOHOL PERMITS**

A State Alcohol Beverage Control Board permit is required when alcoholic beverages are sold. Such permit shall be obtained by the group using the facility and filed with the District.

## SECTION 509- SETUP

Setup and breakdown may be performed by the District. Basic cleanup, including placing all trash in bins provided, will be the responsibility of the group utilizing the facility. When District personnel are required for setup, finalized setup instructions must be submitted a minimum of ten (10) days prior to the event date.

## SECTION 510- DECORATIONS

When decorations are to be used, prior approval shall be obtained by the user from the District's designee. No duct tape, tacks, nails or glue are allowed on any walls, columns, or counter or floor surface. Use of blue painters tape is allowed, with full removal at the end of the event. If confetti is used at the event, all evidence of use must be removed. Use of lighted candles or any other open or enclosed flame is prohibited.

## SECTION 511- CANCELLATION REFUND POLICY

(can this section be combined with Section 507) Cancellations must be made through the District office no later than 30 days prior to the use date to qualify for a refund of paid rental fees minus rental deposit. Additional fees may apply for "no shows".

Formatted: Highlight

Deleted: 21

Formatted: Font color: Red

## SECTION 512- SECURITY

To ensure proper use and control of facilities and equipment, security may be required under the following circumstances:

- a. If an event places a major impact on the facility.
- b. When alcohol is being served, sold, or consumed.
- c. When additional precautions are deemed necessary due to the nature of the event.
- d. The District will arrange for Security Guards at the event and costs will be passed onto the Applicant.
- e. Security Guards on duty for a function must report ½ hour before the scheduled event starts and remain on duty ½ hour after the event is scheduled to end and all attendees have left.
- f. The applicant shall be responsible for payment to the District of all fees for these services. Additional security measures may be required to protect the general public and District property. When security is required by the District or requested by the applicant, application requires approval by the General Manager or designee.

## SECTION 513- WAIVERS

The requirements in this Article V may be waived if requests for waiver are submitted in writing and require the General Manager's approval.

#### SECTION 514- FILMING

A filming permit and application must be obtained from the District and approved prior to filming taking place. Individuals engaged in the making of movies, still photography, or television films for commercial purposes shall observe the following procedures. Permission to film on District property pursuant to this section may be granted by the General Manager or designee as set forth in the District's General Policy for Facility Use.

#### SECTION 515- LIABILITY INSURANCE

A certificate of insurance evidencing required coverage amounts and additional requirements as set forth in the District's General Policy for Facility Use and naming the District, its elected officials, officers, and employees as an additional insured must be submitted 14 working days prior to date of building use by any group for commercial purposes, and by any group conducting an event where there is a major impact. The amount of liability insurance required shall be determined by the District and may be waived if requests for waiver are submitted in writing and require the General Manager's approval.

#### SECTION 516- PARKING FEES

Normally District parking facilities are available to patrons at no charge, however, in select situations, the General Manager with approval by the Board may establish a parking fee. The General Manager is authorized to determine when that fee shall be implemented.

Deleted: District

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

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Michele Kostenuik, Administrative Analyst**

**DATE: April 1, 2015**

**SUBJECT: DISCUSSION OF FEE SCHEDULE FOR FY 2015-2016**

**RECOMMENDATION**

It is recommended that the Board review, discuss, and recommend changes for the FY 2015-2016 Fee Schedule.

**BACKGROUND**

Annually, the Fee Schedule is reviewed and as appropriate, new fees are added/omitted and existing fees are adjusted. After which, they are brought to the Board for final approval. The review process encompasses an analysis of previous year facility and park usage, public comments, ease of use, cost impact, and staff input. The Fee Schedule is adjusted accordingly and again reviewed by staff.

Use fees are based on the going rate for comparable facilities and amenities in the surrounding areas. These are reviewed as necessary by staff to ensure appropriate rates are set for the community and the District. The District is in the process of updating and adopting Ordinance No. 8. As there will be changes in Ordinance No 8, it will be necessary to outline the provisions and provide clarification regarding class fee structures and identifying class descriptions per Article V.

In 2014, the District increased all facility and picnic rentals in the Fee Schedule for FY 2014-2015 by 10%.

**ANALYSIS**

Staff is seeking direction from the Board regarding specific areas that they recommend additional research and re-evaluation for improving revenue sources. Any changes made will be presented at the upcoming months Board Meeting and adopted no later than the July 1st Board Meeting.

**FISCAL IMPACT**

No negative financial impact on the District.

**RECOMMENDATION**

It is recommended that the Board review, discuss, and recommend changes for the FY 2015-2016 Fee Schedule.

**ATTACHMENTS**

- 1) Current Fee Schedule FY 2014-2015 (5 pages)

# 2014-2015 FEE SCHEDULE- PARKS/PICNIC AREAS

*Board Approved July 2, 2014*

	Maximum Capacity	CLASS 1 Community Service Groups	CLASS 2 Resident Organizations	CLASS 3 In-District Resident	CLASS 4 Out of District / Non Resident
<b>EXTRA SMALL - 25 to 40 people - Rates for 4 hours</b>					
Bob Kildee #3	35	\$9.00	\$18.00	\$35.00	\$45.00
Community Center	40	\$9.00	\$18.00	\$35.00	\$45.00
Valle Lindo #2 (no alcohol or amplified music)	40	\$9.00	\$18.00	\$35.00	\$45.00
Valle Lindo #3 (Less than 20) (no alcohol or amplified music)	20	\$6.00	\$12.00	\$23.00	\$29.00
Refundable Cleaning Deposit		\$50.00	\$50.00	\$50.00	\$50.00

<b>SMALL - up to 60 people - Rates for 4 hours</b>					
Bob Kildee #2	60	\$21.00	\$42.00	\$85.00	\$106.00
Camarillo Grove #3, #4 or #5	60	\$21.00	\$42.00	\$85.00	\$106.00
Nancy Bush (no alcohol or amplified music)	60	\$21.00	\$42.00	\$85.00	\$106.00
Mission Oaks #1, #2 or #3	60	\$21.00	\$42.00	\$85.00	\$106.00
Pitts Ranch	60	\$21.00	\$42.00	\$85.00	\$106.00
Valle Lindo #1 (no alcohol or amplified music)	60	\$21.00	\$42.00	\$85.00	\$106.00
<b>50% Off-Season Rate (Nov. 1-Mar. 31)</b>		n/a	n/a	\$43.00	n/a
Refundable Cleaning Deposit		\$50.00	\$50.00	\$50.00	\$50.00

<b>LARGE - up to 200 people - Rates for 4 hours</b>					
Bob Kildee #1	200	\$61.00	\$120.00	\$240.00	\$300.00
Camarillo Grove #2	200	\$61.00	\$120.00	\$240.00	\$300.00
Mission Oaks #1, #2, & #3 (combined)	180	\$61.00	\$120.00	\$240.00	\$300.00
Mission Oaks #1 & #2 or #2 & #3 (less than 120 people)	120	\$42.00	\$85.00	\$169.00	\$211.00
<b>50% Off-Season Rate (Nov. 1-Mar. 31)</b>		n/a	n/a	\$85-\$120	n/a
Refundable Cleaning Deposit		\$100.00	\$100.00	\$100.00	\$100.00

<b>EXTRA LARGE - up to 300 people - Rates for 4 hours</b>					
Camarillo Grove #1 (amplified music allowed)	300	\$90.00	\$180.00	\$361.00	\$451.00
Freedom	300	\$90.00	\$180.00	\$361.00	\$451.00
<b>50% Off-Season Rate (Nov. 1-Mar. 31)</b>		n/a	n/a	\$181.00	n/a
Refundable Cleaning Deposit		\$200.00	\$200.00	\$200.00	\$200.00

<b>INTERPRETIVE CENTER AREA- Rates for 2 hours</b>					
Platform & Garden Area		\$25.00	\$25.00	n/a	n/a

<b>PARK OPEN SPACE RENTAL - Hourly Rates</b>					
Open Park Space		\$3.00	\$6.00	\$16.00	\$20.00



Park Space Rental for Classes		\$20.00	\$20.00	\$25.00	\$30.00
*Dog Agility Events		n/a	n/a	\$35.00	\$35.00
*\$50 Non-Refundable Processing Fee and \$300 Refundable Cleaning Deposit					

ADDITIONAL RENTAL FEES					
Non-Refundable Processing Fee ( <i>applies to ALL rentals</i> )		\$25.00	\$25.00	\$25.00	\$25.00
Alcohol Liability Insurance (price ranges from \$100-\$192)		<i>varies</i>	<i>varies</i>	<i>varies</i>	<i>varies</i>
*Security Guards- Per Guard/Per Hour		\$50.00	\$50.00	\$50.00	\$50.00
<i>*If alcohol is being served (4 hours max.) 1 guard is required for groups of 50 people, 2 guards or more for</i>					
<i>* Large non-alcohol functions may require 1 guard for groups of 150 people. Larger groups may require more</i>					
No Show Fee		\$25.00	\$25.00	\$25.00	\$25.00
Water Charge		<i>varies</i>	<i>varies</i>	<i>varies</i>	<i>varies</i>
Pony Rides, Dunk Tanks, Other High Wear Amenities Deposit (Ref.)		\$200.00	\$200.00	\$200.00	\$200.00
Staff Overtime Fee - hourly per employee		\$30.00	\$30.00	\$30.00	\$30.00
After Hours Rate - hourly per employee on duty		<i>varies</i>	<i>varies</i>	<i>varies</i>	<i>varies</i>
Recycle Deposit (groups over 100 people) Refundable		\$25.00	\$25.00	\$25.00	\$25.00
Special Event Permit (non-refundable)		\$100.00	\$100.00	\$100.00	\$100.00
Overnight Parking Fee - Per Night		\$30.00	\$30.00	\$30.00	\$30.00
<b>(Freedom Park and Camarillo Grove Park ONLY)</b>					
		<b>Vehicles</b>	<b>Motorcycles</b>		
Tournament & Special Event Parking - Pleasant Valley Fields		\$7.00	\$3.00		
<b>Parking Fees- Camarillo Grove Park</b>					
Weekends		\$5.00	\$3.00		
Weekdays		\$2.00	\$2.00		
Holidays		\$8.00	\$8.00		

# 2014-2015 FEE SCHEDULE- FACILITIES

Board Approved July 2, 2014	Maximum	CLASS 1	CLASS 2	CLASS 3	CLASS 4
	Capacity	Community Service Groups	Resident Organizations	In-District Resident	Out of District / Non Resident
<b>COMMUNITY CENTER COMPLEX- Hourly Rates</b>					
Auditorium (4 hour min.)	384-500	\$36.00	\$73.00	\$145.00	\$180.00
Kitchen (4 hour min.)		\$12.00	\$24.00	\$48.00	\$61.00
Activity Rooms #1, #2, #3, #4, or #5 (2 hour min.)	20-40	\$9.00	\$18.00	\$36.00	\$45.00
Activity Room #6 or #7 (2 hour min.)	54-70	\$15.00	\$31.00	\$63.00	\$78.00
<b>Refundable Cleaning Deposit</b>					
Auditorium		\$300.00	\$300.00	\$300.00	\$300.00
Activity Rooms #1-7		\$50.00	\$50.00	\$50.00	\$50.00

<b>FREEDOM CENTER COMPLEX- Hourly Rates</b>					
Freedom Center (4 hour min.)	200-308	\$22.00	\$43.00	\$87.00	\$108.00
Kitchen/BBQ Area (4 hour min.)		\$7.00	\$12.00	\$24.00	\$31.00
Skyway Room (2 hour min.)	12-20	\$18.00	\$36.00	\$36.00	\$72.00
Sunshine Room (2 hour min.)	30-60	\$18.00	\$36.00	\$36.00	\$72.00
Freedom Gym (2 hour min.)		\$12.00	\$24.00	\$48.00	\$61.00
<b>Refundable Cleaning Deposit</b>					
Freedom Center		\$300.00	\$300.00	\$300.00	\$300.00
Rooms		\$50.00	\$50.00	\$50.00	\$50.00

<b>PLEASANT VALLEY FIELDS ROOM- Hourly Rates</b>					
East Meeting Room (2 hour min.)	30-60	\$16.00	\$33.00	\$42.00	\$65.00
<b>Refundable Cleaning Deposit</b>		\$50.00	\$50.00	\$50.00	\$50.00

<b>ADDITIONAL RENTAL FEES</b>					
Non-Refundable Processing Fee (applies to ALL rentals)		\$25.00	\$25.00	\$25.00	\$25.00
Liability Insurance		varies	varies	varies	varies
Alcohol Liability Insurance (price ranges from \$100-\$192)		varies	varies	varies	varies
*Security Guards- Per Guard/Per Hour		\$50.00	\$50.00	\$50.00	\$50.00
*If alcohol is being served (4 hours max.) 1 guard is required for groups of 50 people, 2 guards or more for larger groups.					
* Large non-alcohol functions may require 1 guard for groups of 150 people. Larger groups may require more guards.					
No Show Fee		\$25.00	\$25.00	\$25.00	\$25.00
Staff Overtime Fee - hourly per employee		\$30.00	\$30.00	\$30.00	\$30.00
After Hours Rate - hourly per employee on duty		varies	varies	varies	varies
Recycle Deposit (groups over 100 people) (Refundable)		\$25.00	\$25.00	\$25.00	\$25.00
Special Event Permit (non-refundable)		\$100.00	\$100.00	\$100.00	\$100.00
Overnight Parking Fee- Per Night		\$30.00	\$30.00	\$30.00	\$30.00
<i>(Freedom Park and Camarillo Grove Park ONLY)</i>					
Tournament & Special Event Parking - Pleasant Valley Fields		\$7.00	\$3.00		
<b>Parking Fees- Camarillo Grove Park</b>					
Weekends		\$5.00	\$3.00		
Weekdays		\$2.00	\$2.00		
Holidays		\$8.00	\$8.00		

## 2014-2015 FEE SCHEDULE- OTHER

<i>Board Approved July 2, 2014</i>	<b>CLASS 1</b> Communit y Service Groups	<b>CLASS 2</b> Resident Organizatio ns	<b>CLASS 3</b> In-District Resident	<b>CLASS 4</b> Out or District / Non Resident
<b>BASEBALL FIELDS- Hourly Rates</b>				
<b>Bob Kildee Community Park</b>	\$3.00	\$6.00	\$16.00	\$20.00
<b>Freedom Park</b>	\$3.00	\$6.00	\$16.00	\$20.00
<b>Freedom Park- Adult Baseball Field</b>	\$13.00	\$23.00	\$37.00	\$46.00

*(Sports field fees are waived for Class 1-Community Service Groups)*

<b>SOFTBALL FIELDS- Hourly Rates</b>				
<b>Mission Oaks Park</b>	\$3.00	\$8.00	\$18.00	\$22.00
<b>Pleasant Valley Fields</b>	\$3.00	\$8.00	\$18.00	\$22.00

*(Sports field fees are waived for Class 1-Community Service Groups)*

<b>SOCCER FIELDS- Hourly Rates</b>				
<b>Bob Kildee Community Park</b>	\$3.00	\$6.00	\$13.00	\$16.00
<b>Pleasant Valley Fields Park</b>	\$3.00	\$6.00	\$13.00	\$16.00
<b>Valle Lindo Park</b>	\$3.00	\$6.00	\$13.00	\$16.00

<b>SPORTS FIELD LIGHTING- Hourly Rates</b>				
<b>Bob Kildee Community Park</b>	\$22.00	\$30.00	\$33.00	\$41.00
<b>Freedom Park</b>	\$22.00	\$30.00	\$33.00	\$41.00
<b>Mission Oaks Park</b>	\$22.00	\$30.00	\$33.00	\$41.00
<b>Pleasant Valley Fields (Softball)</b>	\$27.00	\$34.00	\$37.00	\$46.00
<b>Pleasant Valley Fields (Soccer)</b>	\$37.00	\$44.00	\$48.00	\$60.00

<b>TENNIS COURTS- Hourly Rates (2 hour min.)</b>				
<b>Bob Kildee Community Park</b>	\$3.00	\$5.00	\$6.00	\$7.00
<b>Pitts Ranch Park</b>	\$3.00	\$5.00	\$6.00	\$7.00
<b>Springville Park</b>	\$3.00	\$5.00	\$6.00	\$7.00
<b>Mission Oaks Park</b>	\$3.00	\$5.00	\$6.00	\$7.00
<b>Valle Lindo Park</b>	\$3.00	\$5.00	\$6.00	\$7.00

<b>GYMNASIUM- Hourly Rates (2 hour min.)</b>				
<b>Freedom Gym</b>	\$11.00	\$22.00	\$44.00	\$55.00

*(Gymnasium fees are waived for Class 1-Community Service Groups)*

<b>OTHER SPORT VENUES- Hourly Rates (2 hour min.)</b>				
<b>Los Posas Equestrian Center (requires porta potty)</b>	\$25.00	\$50.00	\$50.00	\$75.00

<b>Arneill Running Track</b> <i>(limited off street parking)</i>	\$25.00	\$25.00	\$35.00	\$50.00
<b>Pleasant Valley Skate Park</b>	\$20.00	\$25.00	\$25.00	\$30.00
<i>Staff (per hour) (2 hour min.)</i>	\$15.00	\$15.00	\$15.00	\$15.00

<b>ADDITIONAL RENTAL FEES</b>				
<b>Baseball/Softball Field Services</b>				
* Veterans Field Scoreboard (per hour)	\$20.00	\$22.00	\$22.00	\$25.00
Bases/Score Board Rental (per day)		\$30.00	\$30.00	\$30.00
*Field Prep/Dragging & Lining (per hour)		\$53.00	\$53.00	\$53.00
<i>*Staff (per hour) (2 hour min.)</i>	\$15.00	\$15.00	\$15.00	\$15.00
<b>No Show Fee</b>	\$25.00	\$25.00	\$25.00	\$25.00
<b>Overnight Parking Fee- Per Night</b>	\$30.00	\$30.00	\$30.00	\$30.00
<i>(Freedom Park and Camarillo Grove Park ONLY)</i>				
	<b>Vehicles</b>	<b>Motorcycles</b>		
<b>Tournament &amp; Special Event Parking - Pleasant Valley</b>	\$7.00	\$3.00		
<b>Parking Fees- Camarillo Grove Park</b>				
Weekends	\$5.00	\$3.00		
Weekdays	\$2.00	\$2.00		
Holidays	\$8.00	\$8.00		

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

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Michele Kostenuik, Administrative Analyst**

**DATE: April 1, 2015**

**SUBJECT: DISCUSSION AND REVIEW OF DRAFT MOU  
BETWEEN THE DISTRICT AND THE FOUNDATION  
FOR PLEASANT VALLEY RECREATION AND PARKS**

**RECOMMENDATION**

It is recommended that the Board review, discuss, and recommend changes in the Memorandum of Understanding (MOU) between the District and the Foundation for Pleasant Valley Recreation and Parks.

**BACKGROUND**

The Foundation for Pleasant Valley Recreation and Parks met at their monthly Foundation Board meeting on March 19, 2015 and reviewed the MOU; no changes were recommended. The main purpose of the document is to add the Foundation and its board members as a rider on the District's CAPRI insurance and to solidify the working relationship between the two organizations.

**ANALYSIS**

Staff is seeking direction from the Board regarding recommendations of additional information or deletion of items contained in the document. After input is received the document will be sent to the District's counsel for review and will be brought back to the Foundation Board for approval at their April 16, 2015 meeting. After which, it will be brought back to the District Board of Directors at the May 6, 2015 Board meeting for final approval.

**FISCAL IMPACT**

No negative financial impact on the District.

**RECOMMENDATION**

It is recommended that the Board review, discuss, and recommend changes in the Memorandum of Understanding (MOU) between the District and the Foundation for Pleasant Valley Recreation and Parks.

**ATTACHMENTS**

- 1) Draft MOU (3 pages)

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
PLEASANT VALLEY RECREATION AND PARK DISTRICT  
AND THE  
FOUNDATION FOR PLEASANT VALLEY RECREATION AND PARKS**

**This Memorandum of Understanding (MOU)** is entered into by and between Pleasant Valley Recreation and Park District located in Camarillo, California (the District) and the Foundation for Pleasant Valley Recreation and Parks, a nonprofit corporation, organized pursuant to state statutes, located in Camarillo, California (the Foundation).

**WHEREAS**, the Foundation wishes to support the District's vision and mission and has the opportunity to accomplish more than public funding allows; and

**WHEREAS**, the private nature of the Foundation also provides the added advantage of dedicated donor services; and

**WHEREAS**, the District wishes to assist and enhance the operation of, and appropriately recognize, the Foundation; and

**WHEREAS**, the District wishes to support the fund raising activities of the Foundation and promote a positive relationship with their staff and volunteer members; and

**WHEREAS**, the Foundation wishes to assure the District that it will operate effectively and responsibly with the reasonable expectations of both public and private interests on behalf of the District.

**THEREFORE**, based on the foregoing, the parties enter into the following Agreement:

**Section 1. Foundation Representations.** The Foundation represents and acknowledges the following with regard to its operation, creation and purpose:

1. The Foundation is created and operated primarily in support of the District's vision and mission and goals and their work will be compatible with these interests and goals and it will support the District's Strategic Plan.

2. The Foundation will have as its primary purpose to secure, purchase, manage and invest privately raised funds solely for the benefit of the District's programs and projects.

3. The Foundation will operate as a private legal entity separate from the District.

4. The Foundation will use sound fiscal and auditing procedures.

5. The Foundation will not interfere with day to day District operations; and

6. The Foundation will obtain and maintain status as a tax-exempt, charitable organization under state and federal income tax laws to ensure that gifts and bequests received may qualify as deductible, charitable contributions for the donor.

**Section 2. Foundation Documents.** The Foundation shall keep on file with the District updated copies of all of its enabling documents including the Articles of Incorporation, bylaws and any amendments to these documents. The District’s General Manager or designee shall review these documents annually.

**Section 3. Foundation Enabling Documents - Required Provisions.** The Foundation shall include language substantially similar to the following clauses in its enabling documents:

1. Articles of Incorporation. In the event of its dissolution, the Foundation’s assets and records will be distributed to the District, provided the District remains a qualified charitable organization under relevant federal and state income tax laws.

2. Bylaws. The Foundation’s Bylaws shall provide that the District’s Administrative Services Manager is designated as the Chief Financial Officer (CFO )of the Foundation.

**Section 4. Insurance.** The District shall provide general liability and directors and officers liability insurance (or equivalent) in a reasonable amount through the District’s carrier for the Foundation.

**Section 5. Termination.** This Agreement may be terminated by either party by delivering written notice of termination to the non-terminating party at least thirty (30) days prior to the effective date of any termination. In the event of termination, the Foundation shall provide the District with an accounting of all funds in its possession and transfer those receipts, along with any restrictions thereon, to the District.

This Agreement is hereby executed by the duly authorized representatives of the parties as of \_\_\_\_\_, 2015.

PLEASANT VALLEY RECREATION AND PARK DISTRICT

By \_\_\_\_\_

(Name) \_\_\_\_\_ (Title) \_\_\_\_\_

**DRAFT- 3-19-2015**

FOUNDATION FOR PLEASANT VALLEY RECREATION AND PARKS

By \_\_\_\_\_

(Name) \_\_\_\_\_ (Title) \_\_\_\_\_



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

- A. Chairperson Magner
- B. Ventura County Special District Association/California Special District Association
- C. Santa Monica Mountains Conservancy/Joint Land Use Study
- D. Standing Committees – Finance, Personnel and Policy
- E. General Manager's Report