

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

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
May 4, 2016**

6:00PM

REGULAR MEETING

NEXT RESOLUTION #558

- 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. District Highlights
 - B. National Water Safety Month
 - C. PV Swim Team
- 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 Special Meeting March 31, 2016 and Regular Meeting April 6, 2016**

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

Approval of District's disbursements dated on or before April 28, 2016.
 - C. Financial Report**

Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial report of March 31, 2016.

D. Consideration and Adoption of Resolution No. 556 to Recognize National Water Safety Month

Adopting the resolution will recognize the month of May 2016 as National Water Safety Month.

8. NEW ITEMS-DISCUSSION/ACTION

A. Consideration and Adoption of Resolution No. 557 for FY 2016-2017 Levy Intent/Hearing/Engineer's Report

Adoption will declare the intention to levy assessments for FY 2016-2017, preliminarily approving the Engineer's Report, and providing notice of hearing for park maintenance and recreation improvement.

Suggested Action: A MOTION to Adopt Resolution No. 557, accepting the Engineer's Report and scheduling the public hearing for June 1, 2016.

B. Consideration and Approval of the Revised Employment Contract between the General Manager and the District

Updated employment agreement for Mary Otten, General Manager.

Suggested Action: A MOTION to Approve the updated General Manager's employment agreement.

C. Consideration and Approval of 2% Cost of Living Adjustment (COLA) for Full-Time and Part-Time Year Round SEIU and Non-Represented Employees and the Updated Salary Schedules

Approval will grant a 2% COLA to non-represented employees and reflect the updated Salary Schedule.

Suggested Action: A MOTION to Approve the updated salary schedule.

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

- A. Chairman Mishler
- B. Ventura County Special District Association/California Special District Association
- C. Santa Monica Mountains Conservancy
- D. Standing Committees – Finance and Personnel
- E. General Manager's Report

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

11. ADJOURNMENT

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

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



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

Group: Pleasant Valley Swim Team **Date:** 4/25/2016

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

Wednesday, May 4, 6:00pm Camarillo Community Center Room 6 located at 1605 E. Burnley St., Camarillo

OFFICERS	NAME	ADDRESS	EMAIL	CELL PHONE
President	Erica Johnson	321 Cuyler Harbor Drive, Camarillo CA	catmachines@gmail.com	805-504-5093
Vice President	Jason Miller	316 Twin Harbor Drive Camarillo CA	millerj@me.com	805-484-1232
Treasurer	Greg Burton	3557 Elma St, Camarillo CA	greglburton@gmail.com	805-890-6752
Secretary	Micah Mello	4888 Paseo Montelena Camarillo, CA	mellomk@verizon.net	805-479-2242

Number of participants last year: 212

Projected number of participants upcoming year: 210

Changes Organization has made from previous year: PVST has instituted a reach out program at ACHS to tap high school students interested in swimming and water polo. The program started slowly with 10 participants but after a year of setting expectations and showing results, the program in the Fall expanded to 30 part-time high school students. PVST is expecting this will be the area of increased growth and impact. Also, PVST hosted meets continue to show an uptick in participation and revenue.

Comments for the PVRPD Board of Directors: PVST is now fully operating out of 2 pools, the outdoor ACHS pool, focusing largely on high school and "higher level" competitive swimmers, and the indoor PVRPD pool focusing on younger more developmental swimmers. Due to higher rent costs pushed by OUHSD, PVST has been reviewing its rentals to better serve our membership. This has resulted in a slight compression of groups at ACHS and a reduction of rental time at PVAC (as of December 2015).

Primary Facility (ies) Used? Competitive: ACHS; Developmental: PVAC

What Time are Board Meetings Held? 6pm, 3rd Wednesday of the month

Where are Board Meetings Held? ACHS staff office

When are new Board Members Elected? summer semi-annual general membership meeting

When are new Board Members Installed? September Board meeting

Pleasant Valley Recreation and Park District Liaison: Amy Stewart / Macy Andersen

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

Please Complete and Return the Annual Update and Financial Statement and return to:

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

Form Completed by (print): Tim Hedrick, Head Coach and Gen Mgr. Date 4/25/2016

Sign: TKH Date 4/25/2016 1 / 8 2



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

NAME OF ORGANIZATION

Pleasant Valley Swim Team

Last Year's Financial Statement

Proposed Budget

Period: 9/2014-8/2015
CHECKING
Beginning Balance: \$ 694.27

Period: 9/2015-8/2016
CHECKING
Beginning Balance: \$ 6,860.27

Revenue:
Registration: \$ 24,280.00
Meet Entries: \$ 21,346.00
Fundraisers: \$ 18,188.00
Swim Meet: \$ 46,692.00
Interest: \$ 2.00
Dues: \$ 156,225.00
Other (merchandise) \$ 480.00
Other (donations) \$ 1,887.00
Total Revenue \$ 269,100.00

Revenue:
Registration: 24925
Meet Entries: 19075
Fundraisers: 8000
Swim Meet: 47100
Interest: 0
Dues: 151200
Other (merchandise) 0
Other (donations) 3000
Total Revenue \$ 253,300.00

Expenses:
Advertising \$ 1,450.00
Reimbursed Swim Meet \$ 23,636.00
Fundraising \$ 475.00
Licenses and Permits \$ 20.00
Merchandise \$ 3,399.00
Office Supplies \$ 91.00
Payroll \$ 126,467.00
Postage and Delivery \$ 102.00
Bookkeeping and Payroll \$ 4,811.00
Web portal and Pmt Proc \$ 10,813.00
Tax Preparation \$ 299.00
Registration \$ 12,577.00
Rent - Office/storage \$ 1,620.00
Rent - Pool \$ 37,764.00
Swim Meet Fees \$ 20,617.00
Swim Meet Equipment \$ 4,805.00
Telephone/DSL \$ 59.00
Travel \$ 13,929.00
Total \$ 262,934.00
Ending Balance: \$ 6,860.27

Expenses:
Advertising \$ 1,500.00
Reimbursed Swim Meet \$ 19,750.00
Fundraising \$ 500.00
Licenses and Permits \$ 25.00
Merchandise \$ 1,250.00
Office Supplies \$ 96.00
Payroll \$ 108,315.00
Postage and Delivery \$ 100.00
Bookkeeping and Payroll \$ 5,700.00
Web portal and Pmt Proc \$ 13,159.00
Tax Preparation \$ 515.00
Registration \$ 12,530.00
Rent - Office/storage \$ 1,620.00
Rent - Pool \$ 40,800.00
Swim Meet Fees \$ 17,625.00
Swim Meet Equipment \$ 8,100.00
Telephone/DSL \$ -
Travel \$ 16,200.00
Total \$ 247,785.00
Ending Balance: \$ 12,375.27

<i>List Savings/CDs/Investments here:</i>	
Savings Account	5566
CD Account ___ month	\$
CD Account ___ month	\$
Investment Account	\$
Other Account	25
Total Other Accounts	5591
Checking + Other	\$ 12,451.27

<i>List Savings/CDs/Investments here:</i>	
Savings Account	5566
CD Account ___ month	\$
CD Account ___ month	\$
Investment Account	\$
Other Account	25
Total Other Accounts	5591
Checking + Other	\$ 17,966.27

**Pleasant Valley Recreation and Park District
Minutes of Special Meeting
March 31, 2016**

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 5:00 p.m. by Chairman Mishler.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Roll Call

Ayes: Magner, Malloy, Dixon, Chairman Mishler

Absent: Kelley

Also Present: General Manager Mary Otten, Recreation Services Manager Amy Stewart, Administrative Analyst and Clerk of the Board Michele Kostenuik, Customer Service Representative and Recording Board Secretary Karen Roberts.

4. ADOPTION OF AGENDA

Agenda accepted as presented.

5. PUBLIC COMMENT

No comments.

6. NEW ITEMS – DISCUSSION/ACTION

A. District Branding

Recreation Services Manager Amy Stewart reviewed the proposed branding options for creating standards for the District logos and signage. Discussion on the District logo covered the inclusion of text inside the logo, maintaining the green background versus blue, the expense of major changes, lightening up the background of the black and white logo, and removing the *www.* lettering. Discussion on the District signage included the standardization of all park signs to include the park name, the *Pleasant Valley* name, the established date of the park, and website/rental info; sign material, visibility and placement of signs, double-sided signs, park priority for new signage, complying with City codes and specifications, time frame for phase-in of new signage, posts and veneer stone pillars and their maintenance, and online reviews and claiming pages on various social networking sites for name recognition. Staff will bring back logo changes and designs along with sign sizes, costs and recommendations for park priorities by the June 1, 2016 Regular Board Meeting.

7. ORAL COMMUNICATIONS

None.

8. ADJOURNMENT

Chairman Mishler adjourned the meeting at 6:31 p.m.

Respectfully submitted,

Approval,

**Karen Roberts
Recording Secretary**

**Mike Mishler
Chairman**

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

1. CALL TO ORDER

Call to Order

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

2. PLEDGE OF ALLEGIANCE

Bob Cerasuolo led the pledge.

3. ROLL CALL

Roll Call

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

Absent:

ALSO PRESENT: General Manager Mary Otten, Administrative Services Manager Leonore Young, Park Services Manager Bob Cerasuolo, Recreation Services Manager Amy Stewart, Administrative Analyst and Clerk of the Board Michele Kostenuik, Customer Service Representative and Recording Board Secretary Karen Roberts, Recreation Supervisors Lanny Binney and Jane Raab, Human Resources Specialist Kathryn Drewry, Macy Andersen, and Matthew Lorimer.

4. AMENDMENTS TO THE AGENDA

General Manager Mary Otten requested that Agenda Item 5B. *Eagles Soccer Presentation* be removed from the agenda.

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

**Motion to
Approve
Agenda as
Amended**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

Carried

5. PRESENTATIONS

A. District Highlights

Park Services Manager Bob Cerasuolo presented the highlights of the District's March/April activities, programs, and special events. A free water safety day was held on April at the Aquatics Center and the Senior Center has a rummage sale on April 16, a spring dance on April 19 and the 50+ Expo on May 3. In Sports CPBA held its opening ceremonies on March 19. In Parks, repairs took place at the Aquatics Center, dead sequoia trees were removed at Adolfo, Woodside, and Laurelwood Parks, and repairs were made to various restrooms and playgrounds. In Recreation, Easter Eggstravaganza had over 2000 participants and the outdoor hikes and classes have been popular. On April 16, an Arbor Day celebration will be held at the Camarillo Grove Nature Center. The District is currently hiring for the following positions: Administrative Analyst, Lifeguards,

Recreation Leaders, Camp Counselors, Irrigation Specialist and Service Maintenance Aides.

In addition to the highlights, Mr. Cerasuolo also presented a District Spotlight on Capital Improvements. Some current improvements have been the planting of sixteen Brisbane Box trees at Charter Oak Park, the resurfacing of the Lokker Park basketball court and the tennis courts at Springville Park. The west end of the parking lot at PV Fields is being slurry-coated and Camarillo Grove Park shelter #1 and #2 will have repairs made to the shelter covers. The Freedom Park in line hockey rink will have its surface redone and new fitness equipment fitness will be installed at Arneill Ranch Park in May.

6. PUBLIC COMMENT

Chairman Mishler accepted one speaker card from Administrative Analyst and Clerk of the Board Michele Kostenuik. Matthew Lorimer of Camarillo reported that he attended a recent City Council meeting and received a police report which he shared with the Board. Mr. Lorimer stated that the City Manager and a City Council member discounted the increasing crime statistics. Mr. Lorimer would like to see solutions rather than excuses.

7. CONSENT AGENDA

- A. Minutes for Regular Meeting March 2, 2016
- B. Warrants, Accounts Payable & Payroll thru March 31, 2016
- C. Financial Report
- D. Consideration and Approval of Resolution No. 554, Recognition of Older Americans Month
- E. Consideration and Approval of Resolution No. 555, Recognition of Arbor Day
- F. Consideration and Approval of FY 2016-2017 Workshop Dates

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

**Motion to
Approve
Consent Agenda**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

Carried

8. NEW ITEMS – DISCUSSION/ACTION

- A. Consideration and Adoption of FY 2016-2017 Fee Schedule

Administrative Analyst Michele Kostenuik presented an overview of some of the changes proposed for the FY 2016-2017 Fee Schedule. In the Parks/Picnic Area Fee Schedule, rates were added for the Camarillo Grove Nature Center for exclusive usage and also for school group use. In the Sports Facilities Fee Schedule, rates were partitioned to address tournament rates and the quality and services available at the various facilities. Discussion included the parking fees and school bus parking at Camarillo Grove Park, green space usage, community service group charges, sustaining costs of field maintenance, fee schedule survey, rates community service groups pay on an annual basis; the premier, standard and basic designations for the sports fields; light rentals, and a six-hour minimum tournament rate for sports facilities.

Chairman Mishler called for a motion. A motion was made by Director Malloy and seconded by Director Magner to adopt the FY 2016-2017 Fee Schedule, effective July 1, 2016. **Motion to Adopt FY 2016-2017 Fee Schedule**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

Carried

B. Consideration and Approval of Revised Job Descriptions

Administrative Services Manager Leonore Young introduced Human Resources Specialist Kathryn Drewry who presented updated job descriptions for the following positions: Administrative Analyst, Park Ranger, Lifeguard I/II, Water Safety Instructor, Recreation Leader I/II, Senior Leader I/II, and Recreation Aide. These updates were reviewed by the Personnel Committee.

Chairman Mishler called for a motion. A motion was made by Director Magner and seconded by Director Dixon to approve the updated job descriptions. **Motion to Approve Job Descriptions**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

Carried

C. Consideration and Approval of Revised Employee Manual

Administrative Services Manager Leonore Young introduced Human Resources Specialist Kathryn Drewry who presented an overview of some of the changes made to the employee manual. With the last update in 2012, there has been a need to clarify components, update definitions, and align the manual with the SEIU Memorandum of Understanding so that the manual is applicable to all District employees. Discussion included the reduction of District liability with the lowering of vacation caps and researching uninsured motorist liability with District owned vehicles.

Chairman Mishler called for a motion. A motion was made by Director Magner and seconded by Director Malloy to approve the revised District Employee Manual. **Motion to Approve Employee Manual**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

Carried

D. Consideration and Approval of Cash Payout for Vacation

Administrative Services Manager Leonore Young presented a recommendation that the District cash out vacation caps in order to lower the compensated absence liability. Discussion include the lowering of vacation accrual caps and cashing out six employees with hours in excess of the new caps; payouts prior to June 30, 2016 with budgeted tax allocations, vacation accrual rates, and the reduction of District liability.

Chairman Mishler called for a motion. A motion was made by Director Magner and seconded by Director Malloy to approve the vacation payout option of \$35,320 provided that the District receives the budgeted tax allocation in the FY 2015-2016 budget.

**Motion to
Approve Cash
Payout for
Vacation**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

Carried

9. INFORMATIONAL ITEMS

- A. Chairman Mishler – Chairman Mishler reported that a memorial service for longtime Camarillo resident Stan Daily will be held on April 9 at 10 a.m. at the United Methodist Church in Camarillo. Mr. Mishler stated that California's approval of the \$15 minimum wage will have an impact on the District down the road. Mr. Mishler acknowledged Clerk of the Board Michele Kostenuik who will be leaving the District to take a position as City Clerk with the City of Port Hueneme.
- B. Ventura County Special District Association/California Special District Association – Director Magner reported that Directors Mishler, Malloy, and Magner along with General Manager Otten attended the VCSDA meeting held April 5th at the Senior Center. The guest speaker spoke on the joint land use study for the Ventura County Naval Base. The Ventura County Leadership Academy is accepting applications for its 2016-17 class. The California Special District Association is tracking over 1500 bills being introduced by the Assembly and Senate in Sacramento.
- C. Santa Monica Mountains Conservancy – Chairman Mishler mentioned that SMMC approved two grants for Prop 1 funding and that new grants are opening up.
- D. Standing Committees – Finance – Director Malloy reported that the Springbrook financial software will be able to report more data detail than the previous software, but it will take time before it is all available. Personnel – Director Magner reported that the revised job descriptions and employee manual were all approved.
- E. Foundation for Pleasant Valley Recreation and Parks – Director Dixon reminded everyone to mark their calendars for September 24 for the Evening at the Grove fundraiser at Camarillo Grove Park. Dr. Dixon thanked Michele Kostenuik for her participation with the Foundation and wished her the best in her new position. Director Dixon welcomed Debbie Klein as the newest Foundation Board member.
- F. General Manager's Report – General Manager Mary Otten reported that there were 75 participants at the recent Rattlesnake Aversion Training at Camarillo Grove Park. At Pleasant Valley Fields' east end, electrical service is not currently available because

of the need for cable replacement and repairs will run about \$17,000. The Personnel Committee will be meeting on April 13 at 3 p.m. and the Finance Committee will meet on April 20 at 3 p.m. The implementation phase of Springbrook is underway and next up will be training with the HR module. Some District events coming up are the Rummage Sale at the Senior Center, the Arbor Day celebration at Camarillo Grove Park both on April 16 and the Expo 50+ on May 3.

10. ORAL COMMUNICATIONS

Director Kelley reported that Eagles Soccer will host UCLA women's soccer versus UCSB at Pleasant Valley Fields on April 9 at 1 p.m. Mr. Kelley also stated that California has to deal with shortages as one-third of the water is wasted in its release to the Delta. Mr. Kelley thanked Michele Kostenuik for her assistance in keeping him organized. Director Malloy recognized Irrigation Specialist Roy Wallin's retirement after 32 years with the District and he thanked Michele for finding the grant money for the Camarillo Grove Nature Center and for her assistance with the Foundation. Chairman Mishler stated that on April 26, the Optimist Club will be hosting a forum for the VC Board of Supervisor candidates from 7 p.m. to 9 p.m. at the Camarillo City Council Chambers. Director Dixon stated that the new minimum wage law recently passed will impact small businesses and service industries with a result of diminishing services or large costs to the employers. Dr. Dixon requested that the community take a look at who they elect back into office this year and consider business people and not just career government people. Director Magner stated that Michele would be missed and thanked her for her work with the Foundation, as Clerk of the Board and with the Nature Center which will be her mark.

11. ADJOURNMENT

Chairman Mishler adjourned the meeting at 7:48 p.m.

Respectfully submitted,

Karen Roberts
Recording Secretary

Approval,

Mike Mishler
Chairman

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

TO: BOARD OF DIRECTORS

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

DATE: May 4, 2016

SUBJECT: FINANCE REPORT – MARCH 2016

RECOMMENDATION

It is recommended that the Board review and approve the Financial Statement for March 31, 2016.

ANALYSIS OF COMPARATIVE FINANCIAL THRU MARCH 31, 2016

Attached you will find the PVRPD Statement of Revenues and Expenditures for Finance for the period of July 1, 2015 through March 31, 2016 with a year-to-date comparison for the period of July 1, 2014 through March 31, 2015. The percentage rate used for the 2015-2016 fiscal year budget is 75% for Period 9 of the fiscal year.

REVENUES

Total revenue for the 9th month ending March 31, 2016 for Fund 10 (General Fund) has decreased \$2,718,387 over the same period as last year. This decrease is primarily due to Quimby Fees as the District received \$2,866,198 along with a grant from NRPA for \$75,000 in fiscal year 2014-2015. If we do not factor in the Quimby Fees and the grant, the District's revenue is up by \$222,812. This is primarily due to the District receiving \$177,488 more in Property Tax Apportionment than they received this time last year, along with rental income being up by \$38,614 and the ROPS income up by \$40,771 over the same period as last year.

Keeping in mind the District now has two funds, Fund 10 for the General Fund and Fund 20 for the Assessment District, the Board will be receiving two monthly reports for Statements of Revenues and Expenditures. Fund 20 shows the tax apportionment at 57%, but another apportionment is scheduled for April 27th. At that time staff will be able to assess if the District budget is on target. Since Fund 20 was set up in February 2016 and part of the software conversion, there will not be monthly comparisons until February 2017.

EXPENDITURES

Personnel Expenditures decreased for fiscal year 2015-2016 by \$190,318 in comparison to personnel expense for the same period as fiscal year 2014-2015. This is primarily due to a decrease in staffing for the past few months due to retirement, along with another position vacant due to illness. With the positions being vacant and the positions being paid at entry level, full time wages are down by \$109,512. Retirement has also decreased by \$183,679. Retirement not only includes CalPERS, but it also includes FICA (Social Security) and Medicare taxes in the expense line item. This line item has decreased also due to higher paid employees having left the District and being replaced with employees paid at the entry level for that position. Personnel costs had an increase, which is due to the CalPERS Unfunded Liability of \$130,554 which it did not have last fiscal year. With those entire variables being factored, payroll is at 66.73% of budget or 8.27% below budget.

Service and Supply Expenditures have increased \$56,390 in comparison to the same time period as last year. This increase is directly related to Building Repair by \$35,582 for the following: masonry work done at the Community Center and prep work for the fitness equipment at Arneill Ranch Park. Legal Services are up by \$21,076 due to the following items: personnel issues and a review of the new Employee Handbook, Park Patrol Program and Water Mitigation issues.

With the creation of Fund 20 the Landscape Contract and the PV Fields COP debt service payment was removed from Fund 10 and placed in Fund 20. When reviewing these two monthly reports, these funds are tied to separate checking accounts and different funding sources.

When the new fund was created, the expenses were moved over as one lump sum for FY 14-15, not by month due to the software conversion. Therefore, the personnel amounts shown in Fund 20 will be the same for the May and June financial report.

There has been limited activity in Capital Expenditures for the 9th month of fiscal year 2015-2016, but projects are coming on line for the remaining of fiscal year 2015-2016 and activity will be shown in the April, May and June reports.

FISCAL IMPACT

Overall the District is under the approved budget by 10.75% and managers will continue to make a concerted effort to spend under the adopted budget during this fiscal year to help build reserves.

RECOMMENDATION

It is recommended that the Board review and approve the Financial Statement for March 31, 2016.

ATTACHMENTS

- 1) District Statement of Revenues and Expenditures for Finance as of March 31, 2016
(4 pages)

General Ledger
Statement of Revenues and Expenditures
Pleasant Valley Recreation and Park District
March 2016 75%

Description	Account Period	Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Tax Apport Cur Year Secured	5110	\$ -	\$ 2,882,153.11	\$ 3,059,641.41	\$ 5,711,055.00	\$ 2,651,413.59	53.57%
Tax Apport Cur Year Unsec	5120	\$ -	\$ 125,203.11	\$ 135,266.71	\$ -	\$ 135,266.71	0.00%
Tax Apport Prior Year Sec	5130	\$ -	\$ 54,063.42	\$ 42,851.12	\$ -	\$ 42,851.12	0.00%
Tax Apport Prior Year Unsec	5140	\$ 63.16	\$ 4,999.89	\$ 6,324.91	\$ -	\$ 6,324.91	0.00%
Tax Deeded Sales	5150	\$ -	\$ 34.91	\$ 51.99	\$ -	\$ 51.99	0.00%
Tax Apport Protested Tax	5160	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
RDA Property Tax Trust Fund	5205	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Cur Supplemental Pass Thru	5210	\$ 9,858.15	\$ 37,109.81	\$ 48,888.39	\$ -	\$ 48,888.39	0.00%
Supplemental Redemption	5215	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
HOPTR	5230	\$ -	\$ 22,680.16	\$ 23,712.64	\$ -	\$ 23,712.64	0.00%
Supplemental Assessment Roll	5240	\$ -	\$ 170.14	\$ 192.50	\$ 168.00	\$ 24.50	114.58%
Housing Authority Apport	5260	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
ERAF Distribution Apport	5270	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Interest Apport Fund	5310	\$ -	\$ 683.78	\$ 948.23	\$ 4,335.00	\$ 3,386.77	21.87%
Other Interest Income	5320	\$ -	\$ 3,919.81	\$ 1,779.98	\$ -	\$ 1,779.98	0.00%
Park Dedication Fees	5400	\$ -	\$ 2,866,198.70	\$ -	\$ -	\$ -	0.00%
Dividends PARDEC	5460	\$ -	\$ 37,511.00	\$ 11,477.00	\$ 14,200.00	\$ 2,723.00	80.82%
Facility Cleaning Fee	5505	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Park Patrol Citations	5506	\$ 359.80	\$ 2,620.93	\$ 2,633.92	\$ 900.00	\$ 1,733.92	292.66%
Plan Check Fee	5507	\$ -	\$ -	\$ -	\$ 100.00	\$ 100.00	0.00%
Public Fees	5510	\$ 34,078.26	\$ 418,076.50	\$ 391,517.24	\$ 584,207.00	\$ 192,689.76	67.02%
Certificates	5512	\$ -	\$ -	\$ 107.03	\$ -	\$ 107.03	0.00%
Swim Pass Adult Splash (20)	5513	\$ 918.00	\$ 4,930.00	\$ 7,538.33	\$ 7,344.00	\$ 194.33	102.65%
Swim Pass Senior Splash (10)	5514	\$ 247.50	\$ 2,407.50	\$ 1,650.00	\$ 1,890.00	\$ 240.00	87.30%
Senior Services Revenue	5515	\$ -	\$ 1,480.00	\$ 1,860.00	\$ 2,200.00	\$ 340.00	84.55%
Senior Services Revenue	5516	\$ 595.00	\$ 4,037.50	\$ 4,601.50	\$ 3,570.00	\$ 1,031.50	128.89%
Swim Pass Senior Splash (20)	5517	\$ 45.00	\$ 810.00	\$ 625.50	\$ 2,916.00	\$ 2,290.50	21.45%
Swim Pass Senior Fitness (10)	5518	\$ 936.00	\$ 9,124.00	\$ 9,603.00	\$ 5,670.00	\$ 3,933.00	169.37%
Swim Pass Senior Fitness (20)	5520	\$ 1,069.50	\$ 17,596.48	\$ 15,041.45	\$ 27,039.00	\$ 11,997.55	55.63%
Swim Pass Adult Splash (10)	5524	\$ 432.00	\$ 3,408.00	\$ 2,470.50	\$ 5,508.00	\$ 3,037.50	44.85%
Vending Concessions	5525	\$ 54.12	\$ 233.24	\$ 732.09	\$ 940.00	\$ 207.91	77.88%
Swim Pass Adult Fitness (10)	5526	\$ 150.00	\$ 720.00	\$ 788.00	\$ 3,240.00	\$ 2,452.00	24.32%
Swim Pass Adult Fitness (20)	5527	\$ 268.00	\$ 2,459.50	\$ 2,939.00	\$ 5,400.00	\$ 2,461.00	54.43%
Swim Passes Summer Single	5528	\$ 220.00	\$ -	\$ 1,050.00	\$ 960.00	\$ 90.00	109.38%
Swim Passes Summer Family	5529	\$ 93.00	\$ 35.00	\$ 768.00	\$ 1,680.00	\$ 912.00	45.71%
Rental	5530	\$ 26,370.96	\$ 217,244.97	\$ 255,858.64	\$ 268,539.00	\$ 12,680.36	95.28%
Veteran's Field Rental	5531	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
BMX Track Rental	5532	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
RC Track Rental	5533	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Roller Hockey Rink Rental	5534	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Cell Tower Revenue	5535	\$ 5,908.92	\$ 74,363.38	\$ 68,125.85	\$ 93,381.00	\$ 25,255.15	72.95%
Annual Passes Skate Park	5536	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Parking Fees	5540	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Indemnity Revenue	5545	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	0.00%
Dues	5550	\$ 86.00	\$ 1,064.00	\$ 2,207.15	\$ 1,800.00	\$ 407.15	122.62%
Activity Guide Revenue	5555	\$ 1,650.00	\$ 4,200.00	\$ 4,950.00	\$ 6,000.00	\$ 1,050.00	82.50%
Scrap Sales on Asset Disposal	5560	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Banner Income	5562	\$ -	\$ 1,075.00	\$ 1,679.50	\$ 1,320.00	\$ 359.50	127.23%
Donations	5570	\$ 1,905.50	\$ 89,519.56	\$ 92,099.79	\$ 93,650.00	\$ 1,550.21	98.34%
Donations for CIP Projects	5571	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Grant Revenue NRPA	5572	\$ -	\$ 75,000.00	\$ -	\$ -	\$ -	0.00%
Scholarships	5573	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Other/Purchase Discount Taken	5575	\$ 3,439.12	\$ 35,587.40	\$ 39,069.99	\$ 41,825.00	\$ 2,755.01	93.41%
Cash Over/Under	5580	\$ -	\$ -	\$ 18.47	\$ 96.00	\$ 114.47	19.24%
Incentive Income	5585	\$ -	\$ 16,502.10	\$ 18,995.26	\$ 17,075.00	\$ 1,920.26	111.25%
Reimbursement ROPS	5600	\$ -	\$ 11,770.61	\$ 52,541.78	\$ 67,100.00	\$ 14,558.22	78.30%
Revenue		\$ 88,747.99	\$ 7,028,993.51	\$ 4,310,606.87	\$ 6,979,108.00	\$ 3,205,891.93	61.76%
YTD Comparison				\$ (2,718,386.64)			
Expense							
Full Time Salaries	6100	\$ 153,294.47	\$ 1,516,991.16	\$ 1,407,479.79	\$ 2,075,921.00	\$ 668,441.21	67.80%
Overtime Salaries	6101	\$ 829.79	\$ 7,749.51	\$ 7,760.09	\$ 17,162.00	\$ 9,401.91	45.22%
Car Allowance	6105	\$ 462.91	\$ -	\$ 462.91	\$ -	\$ 462.91	1100%
Cell Phone Allowance	6108	\$ 1,048.85	\$ -	\$ 1,048.85	\$ -	\$ 1,048.85	0.00%
Part Time Salaries	6110	\$ 40,560.58	\$ 436,897.55	\$ 430,369.25	\$ 697,693.00	\$ 267,323.75	61.68%

Retirement	6120	\$ 25,231.17	\$ 403,369.28	\$ 219,690.62	\$ 360,052.00	\$ 140,361.38	61.02%
457 Pension	6121	\$ 135.22	\$ 1,893.08	\$ 1,216.98	\$ 4,100.00	\$ 2,883.02	29.68%
Employee Insurance	6130	\$ 13,226.91	\$ 212,381.25	\$ 206,335.86	\$ 284,963.00	\$ 78,627.14	72.41%
Workers Compensation	6140	\$ 4,325.72	\$ 86,408.99	\$ 62,793.95	\$ 117,665.00	\$ 54,871.05	53.37%
Unemployment Insurance	6150	\$ 8.75	\$ 5,329.00	\$ 8,961.75	\$ 7,500.00	\$ 1,461.75	119.49%
Loan Pension Obligation	6160	\$ 18,747.75	\$ 164,702.25	\$ 168,729.75	\$ 224,973.00	\$ 56,243.25	75.00%
OPEB Expense	6161	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
PERS Unfunded Liability	6170	\$ 14,506.00	\$ -	\$ 130,554.00	\$ 174,072.00	\$ 43,518.00	75.00%

Personnel
YTD Comparison

\$ 272,378.12 **\$ 2,835,722.07** **\$ 2,645,403.80** **\$ 3,964,101.00** **\$ 1,324,644.22** **66.73%**

\$ (190,318.27)

Telephone	6210	\$ 2,799.42	\$ 14,044.88	\$ 11,998.99	\$ 18,792.00	\$ 6,793.01	63.85%
Internet Services	6220	\$ 427.00	\$ 5,133.95	\$ 4,218.00	\$ 10,488.00	\$ 6,270.00	40.22%
Minor Maintenance Supplies	6310	\$ 838.27	\$ 6,211.15	\$ 8,400.88	\$ 15,000.00	\$ 6,599.12	56.01%
Janitorial Supplies	6320	\$ 9,829.24	\$ 32,555.06	\$ 41,608.56	\$ 46,100.00	\$ 4,491.44	90.26%
Kitchen Supplies	6330	\$ -	\$ 606.01	\$ 283.04	\$ 1,395.00	\$ 1,111.96	20.29%
Food Supplies	6340	\$ 16.12	\$ 5,135.06	\$ 4,821.68	\$ 8,253.00	\$ 3,431.32	58.42%
Water Maint & Service	6350	\$ 67.25	\$ 989.85	\$ 765.48	\$ 1,320.00	\$ 554.52	57.99%
Laundry/Wash Service	6360	\$ -	\$ 179.75	\$ 146.95	\$ 350.00	\$ 203.05	41.99%
Janitorial Services	6370	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	0.00%
Medical Supplies	6380	\$ -	\$ 270.18	\$ 372.54	\$ 1,745.00	\$ 1,372.46	21.35%
Insurance Liability	6410	\$ -	\$ 73,601.26	\$ 41,979.60	\$ 103,043.00	\$ 61,063.40	40.74%
Fuel	6510	\$ 2,157.94	\$ 31,769.68	\$ 23,794.56	\$ 48,000.00	\$ 24,205.44	49.57%
Vehicle Maintenance	6520	\$ 959.96	\$ 13,039.10	\$ 18,579.51	\$ 37,800.00	\$ 19,220.49	49.15%
Office Equipment Maintenance	6530	\$ 99.93	\$ 530.75	\$ 192.67	\$ 1,175.00	\$ 982.33	16.40%
Computer Equip Maintenance	6540	\$ -	\$ 3,992.06	\$ 266.65	\$ 5,248.00	\$ 4,981.35	5.08%
Building Repair	6610	\$ 24,436.86	\$ 32,116.11	\$ 67,698.98	\$ 90,300.00	\$ 22,601.02	74.97%
Bldg Equip Maint/Repair	6620	\$ 2,702.55	\$ 6,642.88	\$ 7,646.94	\$ 10,800.00	\$ 3,153.06	70.81%
Improvements/Maintenance	6630	\$ -	\$ 9,454.50	\$ 18,897.24	\$ 24,500.00	\$ 5,602.76	77.13%
Incidental Costs Assess	6709	\$ -	\$ 15,105.02	\$ -	\$ -	\$ -	0.00%
Grounds Maintenance	6710	\$ 11,166.31	\$ 23,856.26	\$ 45,146.20	\$ 95,180.00	\$ 50,033.80	47.43%
Parking Lot Repair Assess	6718	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Tree Care Assess	6719	\$ -	\$ 7,723.00	\$ -	\$ -	\$ -	0.00%
Playgrnd Replacmnt Assess	6721	\$ -	\$ 1,809.00	\$ -	\$ -	\$ -	0.00%
Contracted Pest Control	6730	\$ -	\$ 761.07	\$ -	\$ 2,000.00	\$ 2,000.00	0.00%
Rubbish & Refuse	6740	\$ 5,096.76	\$ 40,417.90	\$ 42,361.19	\$ 51,100.00	\$ 8,738.81	82.90%
Vandalism/Theft	6750	\$ 1,048.08	\$ -	\$ 6,632.78	\$ 4,800.00	\$ 1,832.78	138.18%
Memberships	6810	\$ 150.00	\$ 11,912.98	\$ 8,036.25	\$ 12,272.00	\$ 4,235.75	65.48%
Office Supplies	6910	\$ 496.50	\$ 13,134.80	\$ 12,753.74	\$ 23,897.00	\$ 11,203.26	53.24%
Postage Expense	6920	\$ 5,174.54	\$ 11,676.30	\$ 17,926.64	\$ 23,600.00	\$ 5,673.36	75.96%
Advertising Expense	6930	\$ -	\$ 9,538.99	\$ 5,963.52	\$ 15,890.00	\$ 9,926.48	37.53%
Printing Charges	6940	\$ 2,165.32	\$ 9,730.73	\$ 8,926.46	\$ 17,516.00	\$ 8,589.54	50.96%
Bank & ActiveNet Charges	6950	\$ 1,453.64	\$ 32,236.66	\$ 29,651.10	\$ 38,020.00	\$ 8,368.90	77.99%
Approp Redev/Collection Fees	6960	\$ 31,116.17	\$ 157,103.60	\$ 280,045.50	\$ 373,394.00	\$ 93,348.50	75.00%
Minor Furn Fixture & Equip	6980	\$ 261.23	\$ 1,041.69	\$ 3,071.53	\$ 4,070.00	\$ 998.47	75.47%
Comp Hardware/Software Exp	6990	\$ 4,449.05	\$ 25,135.54	\$ 4,762.81	\$ 8,852.00	\$ 4,089.19	53.80%
Fingerprint Fees (HR)	7010	\$ 32.00	\$ 891.00	\$ 885.00	\$ 1,705.00	\$ 820.00	51.91%
Fire & Safety Insp Fees	7020	\$ -	\$ 2,465.30	\$ 665.00	\$ 5,088.00	\$ 4,423.00	13.07%
Permit & Licensing Fees	7030	\$ -	\$ 2,937.83	\$ 2,690.61	\$ 4,825.00	\$ 2,134.39	55.76%
State License Fee	7040	\$ -	\$ 512.50	\$ 220.00	\$ -	\$ 220.00	0.00%
Professional Services	7100	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Legal Services	7110	\$ 7,684.40	\$ 17,100.80	\$ 38,176.67	\$ 73,815.00	\$ 35,638.33	51.72%
Typeset and Print Services	7115	\$ 2,200.00	\$ 37,434.61	\$ 25,871.19	\$ 50,700.00	\$ 24,828.81	51.03%
Instructor Services	7120	\$ 20,918.93	\$ 117,985.05	\$ 119,923.09	\$ 139,186.00	\$ 19,262.91	86.16%
PERS Admin Fees	7125	\$ -	\$ 903.24	\$ 1,186.06	\$ 1,249.00	\$ 62.94	94.96%
Audit Services	7130	\$ -	\$ 910.00	\$ 6,025.00	\$ 10,950.00	\$ 4,925.00	55.02%
Medical & Health Svcs (HR)	7140	\$ 120.00	\$ 1,265.00	\$ 1,865.00	\$ 2,500.00	\$ 635.00	74.60%
Security Services	7150	\$ 724.26	\$ 3,177.76	\$ 3,473.28	\$ 4,586.00	\$ 1,112.72	75.74%
Entertainment Services	7160	\$ 350.00	\$ 1,150.00	\$ 1,906.79	\$ 1,950.00	\$ 43.21	97.78%
Business Services	7180	\$ 4,952.91	\$ 55,861.74	\$ 45,187.15	\$ 72,268.00	\$ 27,080.85	62.53%
Umpire/Referee Services	7190	\$ -	\$ 1,060.71	\$ 820.00	\$ 1,900.00	\$ 1,080.00	43.16%
Publication/Legal Notices	7200	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Subscriptions	7210	\$ 70.00	\$ 1,839.20	\$ 3,261.16	\$ 3,616.00	\$ 354.84	90.19%
Rents and Leases	7300	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Rents & Leases Equip	7310	\$ 545.41	\$ 12,640.22	\$ 13,453.20	\$ 31,360.00	\$ 17,906.80	42.90%
Bldg/Field Leases & Rental	7320	\$ -	\$ 706.28	\$ 10.00	\$ 8,628.00	\$ 8,618.00	0.12%
Event Supplies	7410	\$ 21.50	\$ 943.59	\$ 998.10	\$ 1,910.00	\$ 911.90	52.26%
Supplies	7420	\$ 625.82	\$ 4,274.53	\$ 1,973.76	\$ 6,705.00	\$ 4,731.24	29.44%
Bingo Supplies	7430	\$ 725.74	\$ 5,161.83	\$ 5,565.67	\$ 7,500.00	\$ 1,934.33	74.21%
Sporting Goods	7440	\$ 759.12	\$ 5,469.37	\$ 5,854.14	\$ 10,029.00	\$ 4,174.86	58.82%
Arts and Craft Supplies	7450	\$ 12.22	\$ 1,883.60	\$ 2,066.85	\$ 3,230.00	\$ 1,163.15	63.99%
Training Supplies	7460	\$ -	\$ 1,173.57	\$ 53.72	\$ 3,650.00	\$ 3,596.28	1.47%

Camp Supplies	7470	\$	-	\$	-	\$	447.51	\$	700.00	\$	252.49	63.93%
Small Tools	7500	\$	-	\$	-	\$	-	\$	-	\$	-	0.00%
Safety Supplies	7510	\$	2,127.75	\$	6,198.05	\$	7,080.75	\$	16,500.00	\$	9,419.25	42.91%
Special Department Expense	7600	\$	-	\$	-	\$	-	\$	-	\$	-	0.00%
Uniform Allowance	7610	\$	160.75	\$	7,301.85	\$	2,372.11	\$	11,285.00	\$	8,912.89	21.02%
Safety Clothing	7620	\$	569.06	\$	3,883.23	\$	4,659.98	\$	8,415.00	\$	3,755.02	55.38%
Transportation and Travel	7700	\$	-	\$	-	\$	-	\$	-	\$	-	0.00%
Conference and Seminar Fees	7710	\$	520.00	\$	1,840.00	\$	4,675.21	\$	15,195.00	\$	10,519.79	30.77%
Conference & Seminars Board	7715	\$	-	\$	-	\$	-	\$	-	\$	-	0.00%
Conf & Seminar Travel Exp	7720	\$	-	\$	2,436.33	\$	2,675.94	\$	16,784.00	\$	14,108.06	15.94%
Private Vehicle Mileage	7730	\$	698.50	\$	1,733.67	\$	2,206.17	\$	4,788.00	\$	2,581.83	46.08%
Transportation Charges	7740	\$	-	\$	390.00	\$	-	\$	1,200.00	\$	1,200.00	0.00%
Buses/Excursions	7750	\$	-	\$	9,928.66	\$	11,474.72	\$	19,320.00	\$	7,845.28	59.39%
Tuition/Book Reimbursement	7760	\$	-	\$	301.79	\$	161.00	\$	165.00	\$	4.00	97.58%
Utilities Gas	7810	\$	293.47	\$	14,127.75	\$	11,387.71	\$	29,693.00	\$	18,305.29	38.35%
Utilities Water	7820	\$	26,370.40	\$	482,320.37	\$	441,595.93	\$	788,626.00	\$	347,030.07	56.00%
Utilities Electric	7830	\$	20,811.97	\$	179,739.94	\$	151,274.75	\$	248,450.00	\$	97,175.25	60.89%
Awards and Certificates	7910	\$	103.00	\$	8,772.49	\$	10,866.78	\$	17,995.00	\$	7,128.22	60.39%
Meals for Staff Training	7920	\$	-	\$	3,838.88	\$	2,461.37	\$	2,800.00	\$	338.63	87.91%
Employee Morale	7930	\$	-	\$	1,246.02	\$	3,208.98	\$	3,450.00	\$	241.02	93.01%
Discount Military	8110	\$	-	\$	-	\$	-	\$	-	\$	-	0.00%
Land Improvements	8200	\$	-	\$	-	\$	22.50	\$	-	\$	22.50	0.00%
Structures & Improvements	8300	\$	-	\$	-	\$	-	\$	-	\$	-	0.00%
Service and Supplies		\$	198,309.35	\$	1,599,262.53	\$	1,655,652.84	\$	2,730,616.00	\$	1,079,173.72	60.6%
YTD Comparison						\$	56,390.31					

Total Expense

\$ 470,687.47	\$ 4,434,984.60	\$ 4,301,056.64	\$ 6,694,717.00	\$ 2,403,817.94	64.25%
		\$ (133,927.96)			

Capital	8400	\$	-	\$	23,745.00	\$	5,623.54	\$	340,000.00	\$	334,376.46	1.65%
LWCF Grant	8401	\$	-	\$	186,722.90	\$	-	\$	-	\$	-	0.00%
NRPA Grant	8402	\$	-	\$	75,000.00	\$	-	\$	-	\$	-	0.00%
HCF Trail Project	8403	\$	-	\$	-	\$	7,319.92	\$	56,000.00	\$	48,680.08	13.07%
Greenfield Outdoor Fitness Equ	8404	\$	-	\$	-	\$	12,098.23	\$	30,000.00	\$	17,901.77	40.33%
HCF Grant Wildlife Programs	8405	\$	924.56	\$	-	\$	1,599.56	\$	33,000.00	\$	31,400.44	4.85%
Cam Grove Park	8409	\$	-	\$	-	\$	-	\$	-	\$	-	0.00%
Equip/Facility Replacement	8420	\$	-	\$	26,446.70	\$	-	\$	25,000.00	\$	25,000.00	0.00%
Capital		\$	924.56	\$	311,914.60	\$	26,641.25	\$	484,000.00	\$	457,358.75	5.50%
YTD Comparison						\$	(285,273.35)					

General Ledger
Statement of Revenues and Expenditures
Pleasant Valley Recreation and Park District
Fund 20 - Assessment District
March 2016 75%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Interest Apport Fund	5310	\$ -		\$ 635.95	\$ 1,238.00	\$ 602.05	51.37%
Other Interest Income	5320	\$ -	\$ -	\$ 586.27	\$ -	\$ 586.27	0.00%
Park Dedication Fees	5400	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Dividends PARDEC	5460	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Assessment Revenue	5500	\$ -		\$ 580,986.77	\$ 1,015,912.00	\$ 434,925.23	57.19%
Carryover Balance	5502	\$ -	\$ -	\$ -	\$ 320,426.00	\$ 320,426.00	0.00%
Other/Purchase Discount Taken	5575	\$ 1.56	\$ -	\$ 1.56	\$ -	\$ 1.56	0.00%
Cash Over/Under	5580	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Incentive Income	5585	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Reimbursement ROPS	5600	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Revenue		\$ 1.56	\$ -	\$ 582,210.55	\$ 1,337,576.00	\$ 756,541.11	43.53%
Expense							
Full Time Salaries	6100	\$ 7,217.23		\$ 71,757.15	\$ 97,886.00	\$ 26,128.85	73.31%
Overtime Salaries	6101	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Car Allowance	6105	\$ 370.46	\$ -	\$ 370.46	\$ -	\$ 370.46	0.00%
Cell Phone Allowance	6108	\$ 60.20	\$ -	\$ 60.20	\$ -	\$ 60.20	0.00%
Part Time Salaries	6110	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Retirement	6120	\$ 1,184.57		\$ 10,170.05	\$ 15,840.00	\$ 5,669.95	64.20%
457 Pension	6121	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Employee Insurance	6130	\$ 980.26		\$ 9,121.87	\$ 12,079.00	\$ 2,957.13	75.52%
Workers Compensation	6140	\$ 269.65		\$ 4,539.46	\$ 7,782.00	\$ 3,242.54	58.33%
Unemployment Insurance	6150	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Loan Pension Obligation	6160	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
OPEB Expense	6161	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
PERS Unfunded Liability	6170	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Incidental Costs Assess	6709	\$ -	\$ -	\$ 15,348.25	\$ 27,500.00	\$ 12,151.75	55.81%
Grounds Maintenance	6710	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Parking Lot Repair Assess	6718	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Tree Care Assess	6719	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Contracted LS Services	6720	\$ 32,427.56		\$ 260,611.18	\$ 395,900.00	\$ 135,288.82	65.83%
Playgrnd Replacmnt Assess	6721	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Park Amenities Assess	6722	\$ -	\$ -	\$ 30.00	\$ -	\$ 30.00	0.00%
COP Debt PV Fields	7950	\$ 302,479.39		\$ 739,021.26	\$ 739,021.00	\$ 538,722.23	100.00%
Expense		\$ 344,989.32	\$ -	\$ 1,111,029.88	\$ 1,296,008.00	\$ 724,621.93	85.73%

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Amy Stewart, Recreation Services Manager

DATE: May 4, 2016

**SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION
NO. 556 PROCLAIMING MAY AS NATIONAL WATER
SAFETY MONTH**

RECOMMENDATION

It is recommended the Board proclaim the month of May 2016 as National Water Safety Month and approve Resolution No. 556.

BACKGROUND

National Water Safety Month takes place annually each May and is supported by many leading national organizations to raise awareness and increase education about the risk of drowning and strategies to reduce that risk.

In combination with the National Recreation & Park Association, the State of California and other organizations, staff is requesting the Board proclaim the month of May as National Water Safety Month.

ANALYSIS

The proclamation will be in recognition of the District providing free education to the local community to promote water safety. Staff will display the proclamation at the Pleasant Valley Aquatic Center throughout the year and is hosting a free community Water Safety Event on Saturday, April 30, 2016 featuring free swimming lessons, a water safety talk and activities, a CPR and First Aid station, free family swimming and more.

FISCAL IMPACT

There is no fiscal impact to the District.

RECOMMENDATION

It is recommended the Board proclaim the month of May 2016 as National Water Safety Month and approve Resolution No. 556.

ATTACHMENTS

- 1) Resolution No. 556 (1 page)

**RESOLUTION NO. 556 OF
THE BOARD OF DIRECTORS
OF PLEASANT VALLEY RECREATION & PARK DISTRICT**

**DECLARING THE MONTH OF MAY 2016
National Water Safety Month**

WHEREAS, Pleasant Valley Recreation and Park District recognizes the vital roles that water safety education and teaching the public to swim plays in preventing drowning and water-related recreational injuries; and,

WHEREAS, the Pleasant Valley Recreation and Park District can best ensure the health benefits that come from water recreation by taking proactive steps learned through water-safety education to prevent water-borne illnesses; and,

WHEREAS, the Pleasant Valley Recreation and Park District recognizes the vital importance of employing well trained and certified aquatic professionals who continue to hone their rescue and first aid skills and develop water safety rules with sensible enjoyment in mind;

NOW THEREFORE WE, the Pleasant Valley Recreation and Park District, Board of Directors, do hereby proclaim the month of May, 2016 as Water Safety Month.

Passed and Adopted this 4th day of May.

Mike Mishler, Chair

Neal Dixon, Vice-Chair

Mark Malloy, Secretary

Robert Kelley, Director

Elaine Magner, Director

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

TO: BOARD OF DIRECTORS

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

DATE: May 4, 2016

SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION NO. 557, DECLARING INTENTION TO LEVY ASSESSMENTS FOR FY 2016-2017, PRELIMINARILY APPROVING ENGINEER'S REPORT, AND PROVIDING FOR NOTICE OF HEARING FOR THE PARK MAINTENANCE AND RECREATION IMPROVEMENT DISTRICT FOR THE PLEASANT VALLEY RECREATION AND PARK DISTRICT

RECOMMENDATION

It is recommended the Board adopt Resolution No. 557, accepting the Engineer's Report and scheduling the public hearing for June 1, 2016.

BACKGROUND

On February 3, 2016, the Board adopted Resolution No. 552, directing the preparation of an Engineer's Report for the District and initiating the procedures for the continuation of the Assessment District for FY 2016-2017. The next step in levying assessments for the upcoming fiscal year is the adoption of a Resolution of Intent to Levy the Assessments for FY 2016-2017 and setting the place and time for a Public Hearing to consider the assessments.

ANALYSIS

In order to continue to levy the assessments, the Board, on February 3, 2016, directed SCI Consulting Group to prepare an Engineer's Report for FY 2016-2017. This Engineer's Report, which includes the proposed budget for the assessments for FY 2016-2017 and the updated proposed assessments for each parcel in the District, was completed and filed with the District's attorney on April 25, 2016.

The Board has the authority to approve an annual adjustment to the assessment rate by an amount equal to the change in the Los Angeles Consumer Price Index (CPI), not to exceed 3%. The Engineer's Report contains a proposed assessment rate adjustment of 2.03% for FY 2016-2017. The proposed 2.03% increase was attained through the CPI as of Dec 31, 2015. The increase will reflect a \$38.20 per single-family equivalent benefit unit assessment.

Pending Board approval, a public hearing for the continuation of the assessments will be scheduled for June 1, 2016 at the hour of 6:00 p.m. Notification of the hearing will be given by publishing a notice, at least ten (10) days prior to the date of the hearing specified, in a newspaper circulated in the District. After the public hearing, the Board can, by resolution, levy the assessments for FY 2016-2017.

FISCAL IMPACT

There is no fiscal impact associated with this action.

Preliminary approval of the Engineer's Report and establishment of the hearing date allows for the development of the proposed budget and assessment rate. This information can then be released to District residents for comment at the June 1, 2016 hearing date.

RECOMMENDATION

It is recommended the Board adopt Resolution No. 557, accepting the Engineer's Report and scheduling the public hearing for June 1, 2016.

ATTACHMENT

- 1) Resolution No. 557 (3 pages)
- 2) Preliminary Engineer's Report for FY 2016-2017 (39 pages)
- 3) Assessment Summary (1 page)

RESOLUTION NO. 557

**A RESOLUTION DECLARING INTENTION TO CONTINUE ASSESSMENTS
FOR FISCAL YEAR 2016-17,
PRELIMINARILY APPROVING ENGINEER'S REPORT,
AND PROVIDING FOR NOTICE OF HEARING FOR THE
PARK MAINTENANCE AND RECREATION IMPROVEMENT DISTRICT
FOR THE
PLEASANT VALLEY RECREATION AND PARK DISTRICT**

WHEREAS, on April 4th, 2001, by its Resolution No. 356, after receiving a weighted majority of 58.7% of ballots in support of the proposed assessment, the Board of Directors of the Pleasant Valley Recreation and Park District (the "Board") ordered the formation of and levied the first assessment within the Pleasant Valley Recreation and Park District, Park Maintenance and Recreation Improvement Assessment District (the "District") pursuant to the provisions of Article XIID of the California Constitution, and the Landscaping and Lighting Act of 1972 (the "Act"), Part 2 of Division 15 of the California Streets and Highways Code (commencing with Section 22500 thereof); and

WHEREAS, by Resolution No. 552, the Board ordered the preparation of an Engineer's Report for the Park Maintenance and Recreation Improvement Assessment District (the "District") for fiscal year 2016-17; and

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

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

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

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

SECTION 2. It is the intention of this Board to continue to collect assessments within the Assessment District for fiscal year 2016-17. Within the District, the existing and proposed improvements, are generally described as installation, maintenance and servicing of public facilities, including but not limited to, playing fields, playground equipment, hard court surfaces, irrigation and sprinkler systems, landscaping, turf and track facilities, gymnasiums, swimming pools, landscaping, sprinkler systems, park grounds, park facilities, landscape corridors, and trails,

as applicable, for property owned or maintained by the Pleasant Valley Recreation and Park District. Maintenance means the furnishing of services and materials for the ordinary and usual maintenance, operation and servicing of said improvements, including repair, removal, or replacement of all or part of any improvement; providing for the life, growth, health and beauty of landscaping; and cleaning, sandblasting and painting of walls and other improvements to remove or cover graffiti. Servicing means the furnishing of electric current or energy for the operation or lighting of any improvements, and water for irrigation of any landscaping or the maintenance of any other improvements.

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

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

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

The change in the CPI from December 2014 to December 2015 was 2.03%. Therefore, the maximum authorized assessment rate for fiscal year 2016-17 is increased by 2.03% which equates to \$38.20 per single family equivalent benefit unit. The estimate of cost and budget in the Engineer's Report proposes assessments for fiscal year 2016-17 at the rate of \$38.20.

SECTION 6. Notice is hereby given that on June 1, 2016, at the hour of 6:00 o'clock p.m. at the City of Camarillo, City Hall Council Chambers 601 Carmen Dr., Camarillo, California the Board of Directors will hold a public hearing to consider the ordering of the improvements and the continuation of the proposed assessments.

SECTION 7. Prior to the conclusion of the hearing, any interested person may file a written protest with the Clerk of the Board, or, having previously filed a protest, may file a written withdrawal of that protest. A written protest shall state all grounds of objection. A protest by a property owner shall contain a description sufficient to identify the property owned by such owner. Such protest or withdrawal of protest should be mailed to Pleasant Valley Recreation and Park District, 1605 East Burnley Street, Camarillo, CA 93010.

SECTION 8. The Clerk of the Board shall cause a notice of the hearing to be given by

publishing a copy of this resolution once, at least ten (10) days prior to the date of the hearing above specified, in a newspaper circulated in the Pleasant Valley Recreation and Park District.

PASSED AND ADOPTED this 4th day of May, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

MIKE MISHLER, CHAIRPERSON
PLEASANT VALLEY RECREATION AND PARK DISTRICT

ATTESTED:

MARK MALLOY, SECRETARY
PLEASANT VALLEY RECREATION AND PARK DISTRICT



**PLEASANT VALLEY RECREATION AND PARK DISTRICT
PARK MAINTENANCE AND RECREATION IMPROVEMENT DISTRICT**

ENGINEER'S REPORT

FISCAL YEAR 2016-17

APRIL 2016

PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972
AND ARTICLE XIII D OF THE CALIFORNIA CONSTITUTION

ENGINEER OF WORK:
SCI Consulting Group
4745 MANGELS BOULEVARD
FAIRFIELD, CALIFORNIA 94534
PHONE 707.430.4300
FAX 707.430.4319
www.sci-cg.com

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INTRODUCTION

OVERVIEW

The Pleasant Valley Recreation and Park District (the "Park District") currently provides park facilities and recreational programs for its service area of 25,900 parcels. The Park District currently owns, operates and maintains 28 neighborhood, community, and regional parks which are distributed throughout the Park District. (For locations of the Park District's facilities, see the Diagram following in this Report.)

The Park District's facilities are summarized as follows:

DISTRICT PARKS

- ❖ **ADOLFO PARK**, (3.0 acres), 3601 N. Adolfo.
- ❖ **ARNEILL RANCH PARK**, (5.0 acres), 1301 Sweetwater.
- ❖ **BIRCHVIEW PARK**, (0.7 acres), 5564 Laurel Ridge Lane, Birchview/Laurel Ridge.
- ❖ **CALLEGUAS CREEK PARK**, (3.0 acres), 675 Avenida Valencia.
- ❖ **CAMARILLO OAK GROVE PARK**, (24.55 acres), 6968 Camarillo Springs Road.
- ❖ **CARMENITA PARK**, (1.0 acres), 1506 Sevilla.
- ❖ **CHARTER OAK PARK**, (5.7 acres), 2500 Charter Oak Drive.
- ❖ **COMMUNITY CENTER PARK**, (12.9 acres), 1605 E. Burnley Street, Carmen/Burnley.
- ❖ **DOS CAMINOS PARK**, (4.4 acres), 2198 N. Ponderosa Road, Las Posas/Ponderosa.
- ❖ **ENCANTO PARK**, (3.0 acres), 5300 Encanto.
- ❖ **FOOTHILL PARK**, (2.3 acres), 1501 Cranbrook Street.
- ❖ **FREEDOM PARK**, (33.9 acres), 275 E. Pleasant Valley Road, Skyway/Eubanks.
- ❖ **HERITAGE PARK**, (9.0 acres), 1630 Heritage Trail, Joshua Trail/Heritage Trail.
- ❖ **LAS POSAS EQUESTRIAN PARK**, (2.0 acres), 2084 Via Veneto, El Tuaca/Via Veneto.
- ❖ **LAURELWOOD PARK**, (1.5 acres), 2127 Dexter, Mobil/Dexter.
- ❖ **LOKKER PARK**, (7.0 acres), 848 Vista Coto Verde, Calle Higuera/Avenida Sultura.
- ❖ **MISSION OAKS PARK**, (20.2 acres), 5501 Mission Oaks Boulevard, Mission Oaks/Oak Canyon.
- ❖ **MISSION VERDE PARK**, (2.0 acres), 5358 Mission Verde Drive.
- ❖ **NANCY BUSH PARK**, (3.4 acres), 1150 Bradford.

- ❖ **PITTS RANCH PARK**, (10.0 acres), 1400 Flynn Road.
- ❖ **BOB KILDEE COMMUNITY PARK**, (13.0 acres), 1030 Temple Avenue, Ponderosa/Temple.
- ❖ **QUITO PARK**, (5.0 acres), 7073 Quito Court, Calle Dia/Quito.
- ❖ **SPRINGVILLE PARK**, (5.0 acres), 801 Via Zamora.
- ❖ **TRAILSIDE PARK**, (0.5 acres), 5462 Cherry Ridge Drive, Willow View/Maple View.
- ❖ **VALLE LINDO PARK**, (10.0 acres), 889 Aileen Street, Valle Lindo/Aileen.
- ❖ **PLEASANT VALLEY FIELDS**, (55.0 acres), 3777 Village at the Park Drive.
- ❖ **WOODCREEK PARK**, (5.0 acres), 1200 Woodcreek Road, Lynwood/Woodcreek.
- ❖ **WOODSIDE PARK**, (5.0 acres), 247 Japonica Avenue, Ridgeview/Japonica.

ASSESSMENT PROCESS

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

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

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

ENGINEER'S REPORT AND CONTINUATION OF ASSESSMENTS

In each subsequent year for which the assessments will be continued, the Board must direct the preparation of an Engineer's Report, budgets and proposed assessments for the upcoming fiscal year. After the Engineer's Report is completed, the Board may preliminarily approve the Engineer's Report and proposed assessments and establish the date for a public hearing on the continuation of the assessments. This Report was prepared pursuant to the direction of the Board adopted on February 3, 2016.

This Engineer's Report ("Report") was prepared to establish the budget for the continued improvements and services ("Improvements") that would be funded by the proposed 2016-17 assessments, determine the benefits received by property from the improvements and services within the Park District and the method of assessment apportionment to lots and parcels within the Park District. This Report and the proposed assessments have been made pursuant to the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the *California Streets and Highways Code* (the "Act") and Article XIID of the California Constitution (the "Article").

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

Following the minimum 10-day time period after publishing the notice, a public hearing is held for the purpose of allowing public testimony about the proposed continuation of the assessments. This hearing is currently scheduled for June 1, 2016. At this hearing, the Board would consider approval of a resolution confirming the continuation of the assessments for fiscal year 2016-17. If the assessments are so confirmed and approved, the levies would be submitted to the County Auditor/Controller by August 2016 for inclusion on the property tax roll for fiscal year 2016-17.

LEGISLATIVE ANALYSIS

PROPOSITION 218

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

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

SILICON VALLEY TAXPAYERS ASSOCIATION, INC. v SANTA CLARA COUNTY OPEN SPACE AUTHORITY

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

- Benefit assessments are for special, not general, benefit
- The services and/or improvements funded by assessments must be clearly specified and identified
- Special benefits are directly received by and provide a direct advantage to property in the assessment district
- The assessments must be proportional to the special benefits conferred

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

DAHMS V. DOWNTOWN POMONA PROPERTY

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

BONANDER V. TOWN OF TIBURON

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

BEUTZ V. COUNTY OF RIVERSIDE

On May 26, 2010 the 4th District Court of Appeal issued a decision on the Steven Beutz v. County of Riverside ("Beutz") appeal. This decision overturned an assessment for park

maintenance in Wildomar, California, primarily because the general benefits associated with improvements and services were not explicitly calculated, quantified and separated from the special benefits.

GOLDEN HILL NEIGHBORHOOD ASSOCIATION V. CITY OF SAN DIEGO

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

COMPLIANCE WITH CURRENT LAW

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

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

PLANS & SPECIFICATIONS

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

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

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

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

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

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

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

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

FISCAL YEAR 2016-17 ESTIMATE OF COST AND BUDGET

INTRODUCTION

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

Final Level of Improvements	=	Baseline Level of Improvements	+	Enhanced Level of Improvements
--	----------	---	----------	---

SUMMARY OF DISTRICT'S IMPROVEMENT PLANS

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

TABLE 1 - ESTIMATE OF COST, FY 2016-17

	Total Budget		
<hr/>			
Installation, Maintenance & Servicing Costs			
Capital Improvements	\$1,410,865		
Equipment and Facility Replacement	\$715,000		
Services and Supplies	\$1,923,954		
Maintenance and Operations of Improvements ¹	\$2,044,519		
Totals for Installation, Maintenance and Servicing	\$6,094,338		
Less: District Contribution ²	(\$4,792,677)		
Net Cost of Installation, Maintenance and Servicing	<u>\$1,301,661</u>		
Incidental Costs	\$27,500		
Less: Beginning Fund Balance (July 1, 16)	(\$379,171)		
Contribution to Reserve Fund/Improvement Fund/Contingency ³	\$99,915		
Total Park Maintenance and Recreation Improvement District Budget ⁴ (Net Amount to be Assessed)	<u>\$1,049,905</u>		
<hr/>			
Budget Allocation to Property			
Total Assessment Budget*	\$1,049,905		
		Unadjusted SFE	Adjusted SFE
Single Family Equivalent Benefit Units - Zone A		26,475.32	26,475.32
Single Family Equivalent Benefit Units - Zone B		404.64	101.16
Single Family Equivalent Benefit Units - Zone C		1,815.89	907.95
Adjusted SFE Units		<u>27,484.43</u>	
Assessment per Single Family Equivalent Unit			\$38.20
Budget Allocation to Property			

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

Notes to Estimate of Cost:

1. The item, Maintenance and Operation of Improvements provides funding for enhanced maintenance of all parks and recreation facilities on a daily basis, seven days per week. Improvements include mowing turf, trimming and caring for landscaping, fertilization and aeration of grounds and playfields, routine maintenance and safety inspections, painting, replacing/repairing broken or damaged equipment, trash removal and cleanup, irrigation and irrigation system maintenance, and other services as needed.
2. As determined in the following section, at least 25% of the cost of Improvements must be funded from sources other than the assessments to cover any general benefits from the Improvements. Therefore, out of the total cost of Improvements of \$6,094,338, the District must contribute at least \$1,523,585 from sources other than the assessments. The District will contribute much more than this amount, which more than covers any general benefits from the Improvements.
3. This amount is the projected ending fund balance as of June 30, 2017. The Fund Balance shown includes operating reserves and the Capital Improvement Reserve Fund.
4. The Act stipulates that proceeds from the assessments must be deposited into a special fund that has been set up for the revenues and expenditures of the Improvement District. Moreover, funds raised by the assessment shall be used only for the purposes stated within this Report. Any balance remaining at the end of the fiscal year, July 1, must be carried over to the next fiscal year. The funds shown under contribution to Reserve Fund / Improvement Fund / Contingency are primarily being accumulated for future capital improvement and capital renovation needs.

METHOD OF APPORTIONMENT

METHOD OF APPORTIONMENT

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

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

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

DISCUSSION OF BENEFIT

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

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

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

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

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

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

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

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

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

BENEFIT FACTORS

The special benefits from the Improvements are listed below:

EXTENSION OF A PROPERTY'S OUTDOOR AREAS AND GREEN SPACES FOR PROPERTIES WITHIN CLOSE PROXIMITY TO THE IMPROVEMENTS

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

According to the industry-standard guidelines established by the National Park and Recreation Association (the "NPRA"), neighborhood parks in urban areas have a service

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

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

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

PROXIMITY TO IMPROVED PARKS AND RECREATIONAL FACILITIES

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

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

ACCESS TO IMPROVED PARKS, OPEN SPACE AND RECREATIONAL AREAS

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

IMPROVED VIEWS

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

BENEFIT FINDING

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

GENERAL VERSUS SPECIAL BENEFIT

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

In other words:

Total Benefit	=	General Benefit	+	Special Benefit
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There is no widely-accepted or statutory formula for general benefit. General benefits are benefits from improvements or services that are not special in nature, are not “particular

and distinct” and are not “over and above” benefits received by other properties. SVTA vs. SCCOSA provides some clarification by indicating that general benefits provide “an indirect, derivative advantage” and are not necessarily proximate to the improvements.

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

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

A formula to estimate the general benefit is listed below:

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

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

CALCULATING GENERAL BENEFIT

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

BENEFIT TO PROPERTY OUTSIDE THE IMPROVEMENT DISTRICT

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

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

Assumptions:

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

25,370 parcels in the Improvement District.

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

Calculation of General Benefit to Property Outside the Improvement District

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

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

BENEFIT TO PROPERTY *INSIDE* THE DISTRICT THAT IS *INDIRECT AND DERIVATIVE*

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

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

BENEFIT TO THE PUBLIC AT LARGE

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

TOTAL GENERAL BENEFITS

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

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

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

General Benefit Calculation

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

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

The Park District's total budget for maintenance and improvement of its parks and recreational facilities is \$6,094,338. Of this total budget amount, the Park District will contribute \$4,792,677 from sources other than the assessments for park maintenance and operation. This contribution by the Park District equates to approximately 79% of the total budget for maintenance and improvements and constitutes far more than the amount attributable to the general benefits from the Improvements.

ZONES OF BENEFIT

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

Relative proximity and access to the Park District's facilities is a measure of the level of special benefit conferred by the assessments. Parcels in Zone B are approximately four times farther removed from the Park District's facilities as those within Zone A; therefore

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

these properties are determined to receive 1/4 (25%) the level of benefit as those within Zone A.

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

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

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

TABLE 2 - SUMMARY OF PARCELS AND ASSESSMENTS BY ZONE OF BENEFIT

	<i>Zone of Benefit</i>			<i>Total</i>
	<i>A</i>	<i>B</i>	<i>C</i>	
Total Parcels	22,539	771	2,396	25,706
SFE Units (Unadjusted for Benefit Weighting)	26,475.32	404.64	1,815.89	28,695.85
Benefit Adjustment Factor	100%	25%	50%	
Assessment Rate per SFE	\$38.20	\$9.55	\$19.10	
Total Assessment	\$1,011,357.22	\$3,864.31	\$34,683.50	\$1,049,905.04

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

Assessed properties within the Improvement District are within the industry-accepted proximity/service area for parks and recreation facilities. As noted, these proximity radii were specifically established to only encompass properties with good proximity and access to local parks and in effect make local parks within the proximity radii an extension of

usable land area for the properties in the area. Since all parcels in the Improvement District have good access and proximity to the Improvements and the benefits to relatively closer proximity are offset by other factors, additional proximity is not considered to be a factor in determining benefit within each Zone of Benefit. In other words, the boundaries of the Improvement District and the Zones of Benefit have been narrowly drawn to include only properties that have good proximity and access and will specially benefit from the Improvements.

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

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

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

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

METHOD OF ASSESSMENT AND PROPORTIONALITY

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

It should be noted that many other types of “traditional” assessments also use parcel population densities to apportion the assessments. For example, the assessments for sewer systems, roads and water systems are typically allocated based on the population

density of the parcels assessed. Moreover, assessments have a long history of use in California and are in large part based on the principle that benefits from a service or improvement funded by assessments that is enjoyed by tenants and other non-property owners ultimately is conferred directly to the underlying property.⁴

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

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

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

Finally, the special benefits derived from the assessments are conferred on property and are not based on a specific property owner's use of the improvements, or a specific property owner's occupancy of property or the property owner's demographic status such

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

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

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

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

This method is further described below.

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

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

EQUATION 1 – SPECIAL BENEFIT APPORTIONMENT FACTORS

<p>Special Benefit $\approx \Sigma$ (Special Benefit apportionment factors including use property type, size, location, and proximity to Improvements)</p>

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

relative special benefit in relation to a single family home on one parcel (the benchmark parcel). The formula for this special benefit assignment is as follows.

EQUATION 2 – RELATIVE SPECIAL BENEFIT (SFE)

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

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

EQUATION 3 – ASSESSMENT APPORTIONMENT

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

METHOD OF APPORTIONMENT

RESIDENTIAL PROPERTIES

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

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

TABLE 3 - RESIDENTIAL DENSITY AND ASSESSMENT FACTORS

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

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

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

COMMERCIAL/INDUSTRIAL PROPERTIES

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

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

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

The employee density per acre is generally 2 times the population density of single family residential property per acre (24 employees per acre / 12.3 residents per acre). Therefore, the average employee density can be used as the basis for allocating benefit to commercial or industrial property since a commercial/industrial property with 2 employees receives generally similar special benefit to a residential property with 1 resident. This factor of equivalence of benefit between 1 resident to 2 employees is the basis for

allocating commercial/industrial benefit. Table 4 shows the average employees per acre of land area or portion thereof for commercial and industrial properties and lists the relative SFE factors per quarter acre for properties in each land use category.

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

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

TABLE 4 - COMMERCIAL/INDUSTRIAL DENSITY AND ASSESSMENT FACTORS

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

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

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

VACANT PROPERTIES

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

As properties are approved for development, their value increases. Likewise, the special benefits received by vacant property increases as the property is approved for development, or becomes closer to being improved. When property is approved for development with a final map, the property has passed the final significant hurdle to development and can shortly undergo construction. Since the property is nearing the point

of development, its special benefits increase. In addition, these properties are generally sold soon after completion of improvements, so the properties receive the additional benefit of desirability from prospective buyers due to the special benefits provided by proximity to improved parks and recreational facilities of the Park District. It is therefore determined that property with final map approval receives 50% of the relative benefit to improved property of similar use-type.

OTHER PROPERTIES

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

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

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

DURATION OF ASSESSMENT

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

APPEALS AND INTERPRETATION

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

authorized to refund to the property owner the amount of any approved reduction. Any dispute over the decision of the General Manager or her or his designee, shall be referred to the Board of the Pleasant Valley Recreation and Park District and the decision of the Board of the Pleasant Valley Recreation and Park District shall be final.

ASSESSMENT

WHEREAS, on February 3, 2016 the Pleasant Valley Recreation and Park District Board of Directors adopted its Resolution Designating Engineer of Work, and Directing Preparation of the Engineer's Report for the Pleasant Valley Recreation and Park District, County of Ventura, California;

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

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

The amount to be paid for the Improvements and the expense incidental thereto, to be paid by the Improvement District for the fiscal year 2016-17 is generally as follows:

TABLE 5 - SUMMARY COST ESTIMATE

	<i>F.Y. 2016-17</i>
	<u><i>Budget</i></u>
Parks Maintenance	\$4,683,473
Parks Improvements	\$1,410,865
Contingency and Reserve	\$99,915
Incidental Expenses	\$27,500
TOTAL BUDGET	<u>\$6,221,753</u>
Less:	
Beginning Fund Balance (July 1, 16)	(\$379,171)
Park District Contribution	<u>(\$4,792,677)</u>
NET AMOUNT TO ASSESSMENTS	<u>\$1,049,905</u>

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

I do hereby assess and apportion said net amount of the cost and expenses of said improvements, including the costs and expenses incident thereto, upon the parcels and lots of land within said Improvement District, in accordance with the special benefits to be

received by each parcel or lot, from the improvements, and more particularly set forth in the Cost Estimate and Method of Assessment hereto attached and by reference made a part hereof.

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

The change in the CPI from December 2014 to December 2015 was 2.03%. Therefore, the maximum authorized assessment rate for fiscal year 2016-17 is increased by 2.03% which equates to \$38.20 per single family equivalent benefit unit. The estimate of cost and budget in this Engineer's Report proposes assessments for fiscal year 2016-17 at the rate of \$38.20.

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

Each parcel or lot of land is described in the Assessment Roll by reference to its parcel number as shown on the Assessor's Maps of the County of Ventura for the fiscal year 2016-17. For a more particular description of the property, reference is hereby made to the deeds and maps on file and of record in the office of the County Recorder of said County.

I hereby place opposite the Assessor Parcel Number for each parcel or lot within the Assessment Roll, the amount of the assessment for the fiscal year 2016-17 for each parcel or lot of land within the Improvement District.

Dated: April 20, 2016

Engineer of Work



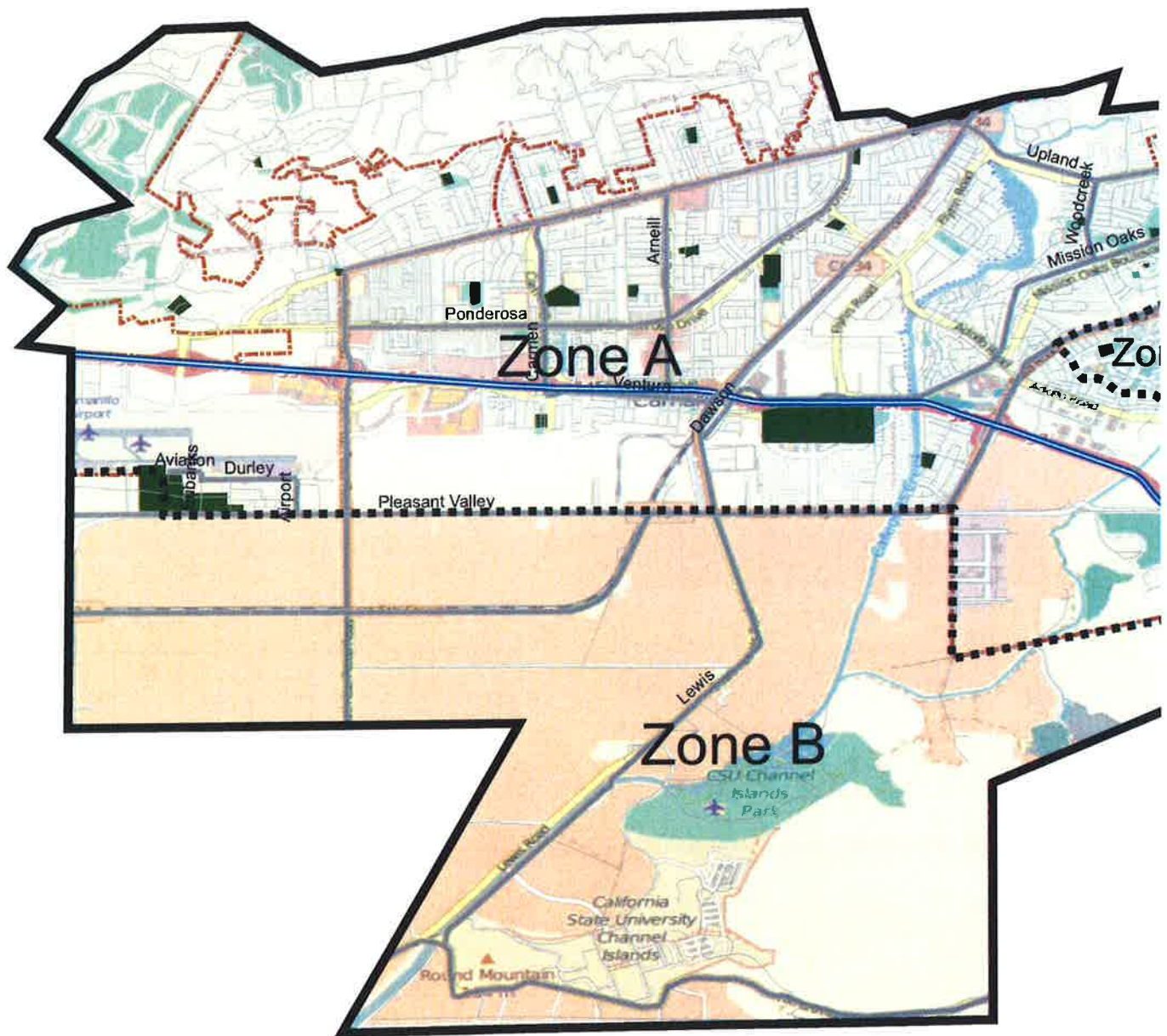
A handwritten signature in blue ink, appearing to read "John W. Bliss".

By _____
John Bliss, License No. C52091








ASSESSMENT DIAGRAM

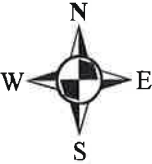
The Improvement District includes all properties within the boundaries of the Pleasant Valley Recreation and Park District. The boundaries of the Improvement District are displayed on the following Assessment Diagram. The lines and dimensions of each lot or parcel within the Improvement District are those lines and dimensions as shown on the maps of the Assessor of the County of Ventura, for fiscal year 2016-17, and are incorporated herein by reference, and made a part of this Diagram and this Report.

(This page intentionally left blank.)



Legend

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



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

SCI Consulting Group
 4745 Mangels Blvd
 Fairfield, Ca 94534
 707-430-4300

APPENDIX A - 2016-17 ASSESSMENT ROLL

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

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

FISCAL YEAR	MAX RATE	ACTUAL RATE LEVIED	ACTUAL INCREASE USED	ACTUAL CPI	ACTUAL CPI CHANGE	UNUSED CPI	TOTAL ASSESSMENT
2001-02 Rate	\$27.00	\$27.00					\$674,157
2002-03 Rate	\$27.57	\$27.56	2001 CPI	2.10%	2.07%	-0.03%	\$685,696
2003-04 Rate	\$28.40	\$28.40	2002 CPI	3.00%	3.73%	0.73%	\$717,023
2004-05 Rate	\$29.12	\$29.10	2003 CPI	2.53%	1.80%	-0.70%	\$735,585
2005-06 Rate	\$29.99	\$29.10	2004 CPI	3.00%	4.39%	1.39%	\$751,297
2006-07 Rate	\$30.89	\$30.88	2005 CPI	3.00%	4.46%	1.46%	\$810,017
2007-08 Rate	\$31.82	\$31.80	2006 CPI	3.00%	3.29%	0.29%	\$852,747
2008-09 Rate	\$32.77	\$32.76	2007 CPI	3.00%	4.16%	1.16%	\$882,629
2009-10 Rate	\$33.75	\$33.74	2008 CPI	3.00%	0.11%	-2.89%	\$906,918
2010-11 Rate	\$34.76	\$34.76	2009 CPI	3.00%	1.83%	-1.17%	\$942,344
2011-12 Rate	\$35.30	\$35.30	2010 CPI	1.58%	1.34%	-0.24%	\$960,711
2012-13 Rate	\$36.06	\$36.06	2011 CPI	2.17%	2.17%	0.00%	\$981,609
2013-14 Rate	\$36.76	\$36.76	2012 CPI	1.93%	1.93%	0.00%	\$999,880
2014-15 Rate	\$37.18	\$37.18	2013 CPI	1.14%	1.14%	0.00%	\$1,011,822
2015-16 Rate	\$37.44	\$37.44	2014 CPI	0.72%	0.72%	0.00%	\$1,025,179
2016-17 Rate	\$38.20	\$38.20	2015 CPI	2.03%	2.03%	0.00%	\$1,049,905

Unused CPI Balance 0.00%

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

TO: BOARD OF DIRECTORS
FROM: MARY OTTEN, GENERAL MANAGER
DATE: May 4, 2016
**SUBJECT: CONSIDERATION AND REVIEW OF REVISED
EMPLOYMENT AGREEMENT BETWEEN THE
DISTRICT AND GENERAL MANAGER**

RECOMMENDATION

It is recommended that the Board of Directors review the revised Employment Agreement between the District and Mary Otten to serve as the District's General Manager.

BACKGROUND

The Board convened on February 11, 2016 to review the information presented by the Personnel Committee and to determine the conditions for the employment agreement. The Board and the General Manager met and agreed on the terms and conditions as set forth in the agreement.

At the March 2, 2016 District Regular Board meeting, the Board approved an updated contract however, sections fifteen thru sections twenty were accidentally omitted along with exhibit "A".

ANALYSIS

As reviewed and prepared by legal counsel, the attached employment agreement provides for a three (3) year term of employment, commencing on August 25, 2015 and terminating on August 24, 2018. Additional language is provided with respect to duties, compensation, benefits, conflict of interest, evaluation and termination of employment. The entire contract is attached along with exhibit "A".

COMMITTEE REVIEW

On April 13, 2016 the Personnel Committee reviewed the page that had been omitted from the General Manager's contract along with Exhibit "A" and recommended the revised Employment Agreement between the District and Mary Otten be presented at the May Board.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDATION

It is recommended the Board of Directors review the revised Employment Agreement between the District and Mary Otten to serve as the District's General Manager.

ATTACHMENT

- 1) Employment Agreement (13 pages)
- 2) Exhibit A (2 pages)

**AMENDMENT TO AND FULLY RESTATED
EMPLOYMENT AGREEMENT BETWEEN
PLEASANT VALLEY RECREATION AND PARK DISTRICT
AND
MARY OTTEN, GENERAL MANAGER**

THIS AMENDMENT TO AND FULLY RESTATED EMPLOYMENT AGREEMENT is made this 25th day of August, 2015, between **MARY OTTEN** and the **PLEASANT VALLEY RECREATION AND PARK DISTRICT** (“District”), a California public agency, to amend and supersede the Employment Agreement dated August 6, 2014 between Mary Otten and the District.

RECITALS

A. District is authorized to employ a General Manager pursuant to Section 5786.1 of the California Public Resources Code.

B. District desires to employ Mary Otten (“Manager”) as General Manager of the District effective August 25, 2014. Manager accepts such employment, in accordance with the terms and conditions set forth herein.

C. District employs Manager on an “at-will” basis. District has the right to terminate Manager’s employment at any time, with or without cause. Manager is free to terminate employment at any time as well, with or without cause.

NOW THEREFORE, in consideration of the mutual covenants set forth below, the parties agree as follows:

SECTION 1. TERM OF EMPLOYMENT.

The term of this agreement shall be three (3) years commencing on August 25, 2015 (“Effective Date”) and terminating on August 25, 2018, unless terminated earlier with or without cause as provided in Section 7.

Unless otherwise earlier terminated, the parties will begin negotiations on a renewal of this Agreement or new employment agreement three (3) months prior to the expiration of its term. Manager is responsible for placing the item for closed session on the District Board of Directors (“Board”) agenda for this purpose. Nothing herein, however shall be construed as requiring either party to ultimately agree to such renewal of the Agreement or a new employment agreement.

SECTION 2. DUTIES.

Manager shall function as the District’s General Manager. Her duties shall include the responsibilities set forth in Exhibit “A” attached hereto: implementation of District policies and directives set by the Board; meeting performance goals, objectives and standards for the Manager set by the Board; supervision of the District’s facilities, operations, programs, projects, financial affairs, personnel and planning; and such duties as assigned to Manager by the Board from time to time. Manager expressly acknowledges and agrees that she is an exempt management employee and serves at the will and pleasure of the Board and, subject only to the terms and conditions of this Agreement, her employment may be terminated with or without cause and with or without advance notice at any time.

SECTION 3. COMPENSATION.

Commencing on August 25, 2015 and during the full term of the Agreement, District shall pay to Manager a two percent (2%) increase on the biweekly salary of Five Thousand Three Hundred Seven Dollars and Sixty Nine Cents (\$5,307.69), equating to

new biweekly base salary of Five Thousand Four Hundred Thirteen Dollars and Eighty Four Cents (\$5,413.84), subject to all applicable tax withholding and other authorized deductions.

The base salary shall be paid to Manager according to the same pay periods utilized for other District employees. The base salary shall be prorated for any period of partial employment.

Manager shall not receive cost of living increases to her base salary. Any cost of living increase(s) granted by the Board to non-contract District employees during the term of this Agreement shall have no impact upon or relationship to this Agreement. Based on the results of the annual performance review consistent with Section 6 herein, the District, in its sole discretion, may increase Manager's compensation. Manager has no right to a salary increase

Manager shall receive a one-time deferred compensation contribution made by the District of three percent (3%). This contribution will be three percent (3%) of \$138,000 equating to \$4,140.

SECTION 4. EMPLOYEE BENEFITS.

A. Employee Benefits. Unless otherwise specified herein, throughout the term of this Agreement, Manager shall be entitled to receive the same employee benefits (including medical/dental/vision insurance benefits, and paid holidays), on the same terms, as other full-time District employees to the extent permitted by law. If employee benefits are modified by the Board during the term of this Agreement, such modified benefits shall also apply to Manager to the extent permitted by law.

B. Vacation. On Manager's first day of employment, District will give Manager forty (40) hours of vacation leave. In addition, starting from Manager's first day of employment, Manager's accrual rate will include the years of service with the City of Modesto added to the years of service with the District. The sum of years of service with both agencies is what will determine the accrual rate. Employment with the City of

Modesto is January 2008 through August 2014, which equates to 6 years, 8 months of service. Vacation time will not accrue during any period of Manager's unpaid leave of absences. Consistent with policies pertaining to other District employees, the maximum cap on vacation at any time during this Agreement shall be three hundred twenty (320) hours. Manager may utilize vacation time once it is accrued. Manager will cease to accrue vacation time until the vacation hours fall below 320 hours.

The parties acknowledge the importance of Manager maintaining consistent and effective communications with the Board concerning Manager's anticipated vacation schedule. Manager shall notify the Board Chairperson in advance of taking vacation days and shall provide at least one week's advance notice before taking more than three (3) continuous vacation days. The Board Chairperson may deny Manager's use of vacation only for legitimate District-related reasons.

C. Sick Leave. On Manager's first day of employment, District will give Manager forty (40) hours of sick leave. In addition, starting on Manager's first day of employment, Manager shall be entitled to accrue ninety-five point ninety-four (95.94) hours sick leave during each 12-month period starting on Manager's first day of employment, which shall accrue on a pro-rata basis at 3.69 hours per two-week pay period. Sick time will not accrue during any period of Manager's unpaid leave of absences to the extent permitted by law.

D. Administrative Leave. On Manager's first day of employment, District will give Manager One hundred twenty (120) hours of Administrative Leave. In addition, every January 1st starting on January 1, 2015 and every year thereafter the Manager will be given eighty (80) hours of Administrative Leave. All unused Administrative Leave will be rolled over at the beginning of each calendar year. All Administrative Leave will have no cash value.

E. Retirement. Manager may participate in a PERS plan to the extent permitted by law and consistent with District's contractual agreement with PERS and

Manager's classification in the PERS System. Manager will contribute her employee share to PERS in an amount not to exceed 7% of her salary, to the extent permitted by law.

F. Auto Allowance. District shall pay Manager a motor vehicle allowance of Two Hundred Thirty Dollars and Seventy Six Cents (\$230.76), (which includes fuel costs) per pay period. This allowance is in lieu of receiving any reimbursements for expenses incurred when using a personal vehicle for District business. Manager acknowledges that this auto allowance adequately compensates Manager for the expenses incurred in using Manager's personal vehicle for District business.

G. Housing Stipend. District will pay Manager a housing stipend of Two Thousand Dollars (\$2,000.00) per month for nine (9) consecutive months, starting from Manager's first day of employment to help Manager with temporary housing pending Manager's securing a permanent residence near the District.

H. Relocation Reimbursement. District will provide up to Ten Thousand Dollars (\$10,000.00) to Manager to assist Manager in relocating to a permanent residence closer to the District. This is a one-time reimbursement only and the reimbursement is conditioned upon Manager's providing receipts for moving expenses of actual costs paid by Manager. Manager may request reimbursement as expenses are incurred and need not to submit the request all at one time. This right to reimbursement is good for fifteen (15) months, starting from Manager's first day of employment.

I. Cell Phone. The District shall provide Manager with a cell phone allowance of Thirty Dollars (\$30) per pay period. This allowance is in lieu of receiving reimbursement for expenses incurred using Manager's personal cell phone for District business. Manager acknowledges that this allowance adequately compensates Manager for expenses incurred in using Manager's personal cell phone for District business.

J. Laptop Computer. District shall provide Manager with a laptop computer for District-related use and occasional personal use.

SECTION 5. HOURS OF WORK; CONFLICTS OF INTEREST.

During the term of this Agreement, Manager shall devote appropriate and sufficient time, ability and attention to the services she is to perform for District. It is generally expected that Manager perform services on behalf of District during regular business hours (Monday through Friday 8:00 a.m. to 5:00 p.m.), evening meetings of the Board, and at other times as necessary in the performance of her duties. The parties acknowledge and agree that some services to be performed for District may necessitate Manager being away from District facilities, e.g. representing the District in various meetings. To avoid any actual or potential conflicts of interest, Manager shall not directly or indirectly render any services of a business or commercial nature to any other person or organization, whether for compensation or otherwise, that competes with the business of the District or interferes with the performance of her duties hereunder while employed by District. Manager is permitted to volunteer her time for non-profit corporations so long as such volunteer duties do not create an actual or perceived conflict of interest.

SECTION 6. PERFORMANCE EVALUATION.

The Board shall evaluate and review Manager's job performance on at least an annual basis and to the extent practicable, close to Manager's anniversary of the start of employment. It shall be the Manager's responsibility to annually place a performance evaluation session on the Board's agenda for a closed session. Evaluations of the Manager's performance, however, may occur at any time at the discretion of the Board. The Board may at any time establish performance goals, objectives and standards for the Manager. Evaluation(s) shall be passed upon Manager's achievement of such performance goals, objectives, and standards, and any other factors or criteria deemed

relevant by the Board. Failure to meet such performance goals, objectives or standards in the sole discretion of the Board shall be a basis for the Board to consider disciplinary measures, termination for cause and/or changes in compensation. The evaluation of Manager's job performance shall be at the sole discretion of the Board and shall be final.

SECTION 7. TERMINATION OF EMPLOYMENT.

A. This Agreement shall terminate automatically on Manager's death. The District may in its discretion as determined in good faith by the District, terminate this Agreement if Manager is unable to perform the essential functions of the position, even with reasonable accommodation, to the extent permitted by law.

B. This Agreement may be terminated at any time by District in its sole discretion for cause by giving written notice of termination to Manager. The phrase "for cause" shall include, but not limited to, conduct whereby the Manager: (1) willfully breaches or habitually neglects the duties that she is required to perform under the terms of this Agreement; (2) inadequately performs her assigned duties as set forth in Section 2, fails to meet performance goals, objectives or standards set by the Board, or otherwise is evaluated as unsatisfactory in the sole discretion of the Board pursuant to Section 6; (3) conviction of a crime, whether misdemeanor or a felony involving moral turpitude (other than minor traffic infraction); (4) commits acts of dishonesty, fraud, misrepresentation or other acts of moral turpitude; (5) fails to follow a lawful directive of the Board; (6) has repeated and protracted unexcused absences from Manager's office or duties; or (7) engages in conduct deemed to be in violation of Government Code Section 1090, *et seq.* in the sole discretion of the District, or by a court of law or any legal or administrative tribunal.

C. This Agreement may be terminated at any time by District in its sole discretion without cause, and without advance notice or hearing or opportunity to be

heard, upon written notice thereof communicated to Manager. Manager agrees that, in such event, she shall be entitled only to the compensation set for in Section 8.B.

D. Manager may terminate this Agreement at any time upon thirty (30) days' prior written notice to the District. If Manager terminates this Agreement, she shall not be entitled to receive any compensation for services to District after the thirty (30) day notice period, or upon her voluntary cessation of work for the District, whichever is sooner.

SECTION 8. PAYMENT UPON TERMINATION.

A. If District terminates Manager's employment for cause, Manager shall receive no further compensation or benefits after the date of termination, other than such compensation as may be accrued but unpaid as of such date, or as otherwise required by law.

B. If District terminates Manager's employment without cause, Manager shall be entitled only to the following:

(1) Conditioned upon Manager's execution of a settlement and release agreement offered by District in accordance with applicable law and applicable District policies, Manager shall be entitled to receive a severance amount equal to her monthly salary, less any deductions required by law, multiplied by six months; except that in no event shall such amount exceed the remaining number of months left on the unexpired term. [For example, if employment is terminated with seven (7) months, remaining in the term of this Agreement, Manager shall receive six (6) months' salary. As another example, if employment is terminated with two (2) months remaining in the term of this Agreement, Manager shall receive two (2) month's salary.]

(2) This Section 8.B. shall be construed and interpreted in accordance with Article 3.5 (commencing with Section 53260) of Chapter 2 of Part 1 of Division 2 of Title 5 of the California Government Code.

(3) The following provisions are in compliance with Government Code Section 53243 *et seq.*:

a) In the event the District determines to place Manager on paid leave pending an investigation, Manager shall fully reimburse such pay to the District if she is subsequently convicted of a crime involving the abuse of her office or position.

b) In the event the District determines to fund all or part of a legal criminal defense for Manager, she shall fully reimburse such funds to the District if she subsequently convicted of a crime involving an abuse of her office or position.

c) Regardless of the term of this Agreement, if the Agreement is terminated, any cash settlement related to the termination that Manager may receive from the District shall be fully reimbursed to the District if Manager is convicted of a crime involving an abuse of her office or position.

C. For purposes of this Section 8, the “date of termination” shall mean the date District communicates written notice of employment termination to Manager as set forth in Section 11.

SECTION 9. OWNERSHIP OF MATERIALS, CONFIDENTIALITY.

Upon termination of this Agreement, Manager agrees to deliver to District all equipment, laptop computer, materials, documents and other property belonging to District. Manager also agrees to maintain the confidentiality of information related to the District obtained during the term of her employment and thereafter, to the extent permitted by law.

SECTION 10. NON-ASSIGNMENTS.

This is an agreement for personal services and may not be assigned by Manager to any third party.

SECTION 11. NOTICES.

A. Any notices to be given under this Agreement by either party to the other shall be in writing and may be transmitted by personal delivery or by mail, registered or certified, postage paid, with return receipt requested. Mailed notices shall be addressed as follows:

If to District: Pleasant Valley Recreation and Park District
Attention: Chairperson, Board of Directors
1605 E. Burnley
Camarillo, CA 93010

With a Copy to: Musick Peeler & Garrett LLP
Attention: Kristine E. Kwong
One Wilshire Blvd., Suite 2000
Los Angeles, CA 90017

If to Manager: Mary Otten

B. Each party may change that party's address by written notice in accordance with this paragraph.

C. Notices delivered personally shall be deemed communicated as of the date of actual receipt; mailed notices shall be deemed communicated as of the date of mailing.

SECTION 12. MODIFICATION.

This agreement may not be modified or amended in any way unless such modification or amendment is in writing and signed by Manager and District.

SECTION 13. ENTIRE AGREEMENT.

This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the employment of Manager by District, and contains all of the covenants and agreements between the parties with respect to that employment in any manner whatsoever. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, that are not embodied herein, and that no other agreement, statement or promise not contained in this Agreement shall be valid or binding on either party. No representations or conduct on the part of any representative of the Board or District shall alter the at-will nature of Manager's employment.

SECTION 14. PARTIAL INVALIDITY

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

SECTION 15. GOVERNING LAW.

This Agreement shall be governed by and construed in accordance with the laws of the State of California.

SECTION 16. DEATH.

If Manager dies prior to the expiration of the term of her employment, any sums that may be due her by District under this Agreement as of the date of death shall be paid to Manager's spouse if still living and married to Manager; if not, any sums shall be paid

to Manager's executors, administrators, heirs, personal representatives, successors and assigns.

SECTION 17. BINDING EFFECT.

This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their heirs, legatees, representatives and successors.

SECTION 18. RECITALS.

The foregoing recitals are incorporated herein as if set forth in full.

SECTION 19. ARBITRATION.

Any dispute or controversy between the parties in connection with or relating to this Agreement or any other matter shall be resolved by binding arbitration to be conducted in the County of Ventura, in accordance with the provisions of California Code of Civil Procedure section 1280 et seq.

SECTION 20. ACKNOWLEDGMENT.

Manager acknowledges that she has carefully read this Agreement and understands its contents; that she has been given the opportunity to consult with an attorney of her choice regarding this Agreement; that she has had sufficient time to review this Agreement; that she is executing this Agreement knowingly and voluntarily, without any coercion or duress; and that she has not relied on any representations or promises of any kind made to her in connection with her decision to execute this Agreement, except for those set forth herein.

Executed at Camarillo, California, with an effective date as set forth above.

PLEASANT VALLEY RECREATION AND
PARK DISTRICT

By: _____

Mike Mishler
Chairperson, Board of Directors

“District”

Mary Otten, General Manager

“Manager”

ATTEST:

Mark Malloy
Secretary, Board of Directors



Pleasant Valley Recreation and Park District Job Description

Job Title: General Manager
Department: Administration
Reports To: Board of Directors
FLSA Status: Exempt

Category: Management
Prepared Date: April 2016
Approved by: Board of Directors
Approved Date:

SUMMARY: The Pleasant Valley Recreation and Park District is seeking an enthusiastic, creative and experienced individual with strong managerial, financial and communication skills. Position requires a highly motivated professional with strong interpersonal, organizational and coordination skills with the ability to use time and resources efficiently as well as possessing leadership skills to motivate staff and participants. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables, along with the ability to project and implement long-range planning.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Administers the District's parks and Recreation programs.
- Directs through subordinates the planning, scheduling, and coordination of all District activities.
- Develops, implements and maintains strategic, fiscal and capital improvement plans for the District.
- Prepares and monitors budgets and prepares special reports as required.
- Formulates and interprets policy and procedures for Board review and approval.
- Coordinates the activities of the District with those of other public and private jurisdictions.
- Develops policies, procedures and priorities to meet established goals and objectives, as set by the Board of Directors.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs other related duties as directed by the Board.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION/EXPERIENCE: Bachelor's Degree in Park Management, Public Administration, or a closely related field; (10) years of increasingly responsible experience in management with a special district recreation and park agency and/or public agency which has included supervisory and administrative responsibilities.

COMMUNICATION SKILLS: Ability to read, analyze and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to Boards of Directors, other agencies and the public.

CERTIFICATES, LICENSES, REGISTRATIONS: Position may require an average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting. Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. Vision: constant use of overall vision, frequent reading and close-up work; occasional color and depth vision. Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching. Hearing/Talking: frequent hearing and talking, in person and on the phone. Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone. Environmental: frequent exposure to noise.



Pleasant Valley Recreation and Park District Job Description

WORK ENVIRONMENT: Work is performed in a typical temperature controlled office environment subject to typical office noise. The positions will mostly be in a fast paced office environment requiring the ability to multi-task. Positions may require rare/occasional overtime or schedule adjustments due to special events.

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

TO: BOARD OF DIRECTORS

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

DATE: May 4, 2016

SUBJECT: CONSIDERATION AND APPROVAL OF 2% COST OF LIVING ADJUSTMENT (COLA) FOR FULL-TIME AND PART-TIME YEAR ROUND SEIU AND NON-REPRESENTED EMPLOYEES AND THE UPDATED SALARY SCHEDULES

RECOMMENDATION

Consideration and approve the updated Salary Schedule.

BACKGROUND

At the July 1, 2015 Regular Board meeting, the Board approved an updated Salary Schedule.

The Salary Schedule is utilized by staff when hiring as well as using it as a guide when awarding merit increases to staff. The schedule is typically updated when job classifications are added or changed, there is an adjustment made in minimum wage, or when the Board awards a COLA.

ANALYSIS

Staff is bringing back the salary schedule to address the following changes:

1. Pleasant Valley Recreation and Park District (District) and Service Employees International Union (SEIU) ratified the contract on July 1, 2015, agreeing to a 2 % COLA for FY 2016-2017 for all represented employees who are full time and part time year round.
2. It has been recommended that non-represented full time and part-time year round employees receive a 2% COLA with an effective date of the first pay period of 2016.
3. Minimum wage increased to \$10.00 per hour in January 2016. Adjustments to the Part Time Restricted/Temporary/Seasonal Salary Schedule reflect the minimum increase as well as adjusted increases to the remaining classifications.

COMMITTEE REVIEW

On April 13, 2016 this report along with the attachments was presented and discussed by the Personnel Committee; on April 20, 2016 the Finance Committee reviewed the report and attachments.

FISCAL IMPACT

On July 1, 2016, the Pleasant Valley Recreation and Park District Board will propose the FY 2016-2017 Budget. The fiscal impact to the FY 2016-2017 budget for the salary schedule adjustments would be \$65,798 if the budget were to be adopted.

RECOMMENDATION

Consideration and approve the updated Salary Schedule.

ATTACHMENTS

- 1) FY 2016-2017 Salary Schedule (2 pages)



FULL TIME/PART TIME YEAR ROUND CLASSIFICATIONS AND SALARY RANGES

	Minimum Bi-Weekly Hourly	Maximum Bi-Weekly Hourly
GENERAL MANAGER (Contract Employee)	\$4,366.65 \$54.58	\$5,308.00 \$66.35
ADMINISTRATIVE SERVICES MANAGER	\$3,000.00 \$37.50	\$3,811.47 \$47.64
ADMINISTRATIVE ANALYST	\$2,224.84 \$27.81	\$2,826.20 \$35.33
ACCOUNTING SPECIALIST	\$1,583.59 \$19.79	\$2,011.54 \$25.14
HUMAN RESOURCES SPECIALIST	\$1,583.59 \$19.79	\$2,011.54 \$25.14
CUSTOMER SERVICE REP LEAD WORKER	\$1,691.12 \$21.14	\$2,147.88 \$26.85
CUSTOMER SERVICE REPRESENTATIVE I	\$1,398.40 \$17.48	\$1,776.51 \$22.21
CUSTOMER SERVICE REPRESENTATIVE II	\$1,537.38 \$19.22	\$1,953.83 \$24.42
RECREATION SERVICES MANAGER	\$3,000.00 \$37.50	\$3,811.47 \$47.64
RECREATION SUPERVISOR	\$2,475.66 \$30.95	\$3,146.54 \$39.33
RECREATION COORDINATOR	\$2,067.69 \$25.85	\$2,626.30 \$32.83
RECREATION SPECIALIST	\$1,549.98 \$19.37	\$1,968.89 \$24.61
PROGRAM COORDINATOR - AQUATIC CENTER	\$1,549.98 \$19.37	\$1,968.89 \$24.61
PROGRAM SPECIALIST	\$1,174.40 \$14.68	\$1,492.14 \$18.65
PARK SERVICES MANAGER	\$3,000.00 \$37.50	\$3,811.47 \$47.64
PARK SUPERVISOR	\$2,478.28 \$30.98	\$3,149.88 \$39.37
PARK MAINTENANCE LEAD WORKER	\$2,104.97 \$26.31	\$2,674.81 \$33.44
MECHANIC	\$2,104.97 \$26.31	\$2,674.81 \$33.44
IRRIGATION SPECIALIST	\$2,104.97 \$26.31	\$2,674.81 \$33.44
GROUNDS/FACILITIES I	\$1,583.59 \$19.79	\$2,012.38 \$25.15
GROUNDS/FACILITIES II	\$1,819.86 \$22.75	\$2,313.48 \$28.92



PART TIME Restricted/Seasonal/Temporary

	HOURLY	
	Minimum	Maximum
OFFICE ASSISTANT I	\$11.17	\$13.30
OFFICE ASSISTANT II	\$12.29	\$14.64
HUMAN RESOURCES GENERALIST	\$14.25	\$16.97
ADMINISTRATIVE SERVICE WORKER	\$10.00	\$50.00
AIDE	\$10.00	\$12.15
RECREATION LEADER	\$10.20	\$13.37
RECREATION LEADER II	\$10.61	\$14.03
SENIOR LEADER	\$11.95	\$15.82
SENIOR LEADER II	\$13.82	\$18.30
LIFEGUARD I	\$11.19	\$13.60
LIFEGUARD II	\$11.41	\$15.10
WATER SAFETY INSTRUCTOR	\$12.56	\$16.61
AQUATIC CENTER ASSISTANT MANAGER	\$13.81	\$18.27
PARK RANGER	\$23.12	\$27.54
SERVICE MAINTENANCE AIDE	\$11.22	\$13.37

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

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