

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

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

6:00 P.M.

REGULAR MEETING

NEXT RESOLUTION #549

- 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. Community Band Annual Update
 - B. District Highlights (Jane Raab, Senior Center Supervisor)
 - C. Recognition of Part-time Employee
- 6. PUBLIC COMMENT** - **In accordance with Government Code Section 54954.3, the Board reserves this time to hear from the public.** If you would like to speak about an item on the agenda, we would prefer you complete a Speaker Card, give it to the Clerk of the Board, and wait until it comes up. If you would like to make comments about other areas not on this agenda, in accordance with California law, we will listen, note them, and bring them back up at a later date for discussion. Speakers will be allowed three minutes to address the Board.
- 7. CONSENT AGENDA** – Matters listed under the Consent Agenda are considered routine and shall be acted upon without discussion and by one motion. If discussion is desired the item will be removed from the Consent Agenda for discussion and voted on as a separate item. If no discussion is desired then the suggested action is for the Chair to request that a motion be made to approve the Consent Agenda.
 - A. **Minutes for Regular Meeting June 3, 2015, Special Meetings May 28 and June 12, 2015**

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

Approval of District's disbursements dated on or before June 18, 2015.
 - C. **Financial Report**

Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial report of May 31, 2015.

D. Consideration and Adoption of Resolution No. 546 Declaring July as Parks and Recreation Month

Adoption of the resolution will designate July Park and Recreation Month.

E. Consideration and Approval of California Special Districts Association Ballot for Election of Coastal Network Seat A Board of Director Candidate

Approval to elect Director Elaine Magner for CSDA Seat A and submit the official ballot.

F. Consideration and Adoption of Resolution No. 547 for Financing with Government Capital Corporation for Accounting Software

Adoption will allow the District to finance Springbrook accounting software with Government Capital Corporation.

8. PUBLIC HEARING - A Public Hearing on the District Budget Fiscal Year 2015-2016.

9. NEW ITEMS-DISCUSSION/ACTION

A. Consideration and Adoption of Resolution No. 548 Final District FY 2015-2016 Budget

The preliminary budget was approved by the Board at the June 3, 2015 Board Meeting; the final includes all changes requested.

Suggested Action: A MOTION to Adopt Resolution No. 548 the Final District FY 2015-2016 Budget.

B. Consideration and Adoption of the Amended Ordinance No. 8, Governing the Use of Parks, Recreation Areas, and Facilities

Adoption of the amended Ordinance No. 8 will enact the revised District rules.

Suggested Actions: Chairperson Magner will ask for a MOTION for Secretary Dixon to read the complete Ordinance title and to waive further reading; and ask for a MOTION to Adopt the amended Ordinance No. 8, governing the use of parks, recreation areas, and facilities.

C. Consideration and Adoption of the Amended General Use Policy

Adoption of the General Use Policy will allow staff to initiate the new procedures effective after July 1, 2015.

Suggested Action: A MOTION to adopt the amended General Use Policy.

D. Consideration and Approval of the Salary Schedule, Job Descriptions and Position Allocation

Approval of the Salary Schedule, job descriptions, and position allocation will reflect changes made in employee classifications' rate of pay and new positions.

Suggested Action: A MOTION to approve the Salary Schedule, job descriptions, and position allocations.

E. Consideration and Adoption of District Naming Policy

Adoption will institute the structure for naming parks, facilities and other options within the District.

Suggested Action: a MOTION to adopt the District's Naming Policy.

F. District Turf Removal and Water Conservation Plan Update

Updated information regarding the District's plan to reduce water usage.

Suggested Action: No action required/provide direction to staff.

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

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

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

12. 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: Camarillo Community Band

Date: 7/1/2015

One representative from your organization must attend the following PVRPD Board Meeting on:
Wednesday, July 1st, 2015 at 6pm at Camarillo City Hall

Board	NAME	ADDRESS	DAY PHONE	CELL PHONE
Manager	Dan Rhymes	P.O. Box 903 Camarillo CA 93011	805-484-8050	805-231-1303
Publicity & Logistics	Karen Gatchel	P.O. Box 903 Camarillo CA 93011	805-383-6767	805-338-0072
Communications	Doug Hardie	P.O. Box 903 Camarillo CA 93011	805-498-9391	
Board Member	Mary Ellen Lefler	P.O. Box 903 Camarillo CA 93011	805-384-0308	
Board Member	Linda Rhymes	P.O. Box 903 Camarillo CA 93011	805-484-8050	
Board Member	Betty Weyek	P.O. Box 903 Camarillo CA 93011	805-482-4721	

Number of participants last year:

117 Band Members participated at some point during the year, 300-500 Audience Members per concert

Projected number of participants upcoming year:

100 band members, 300-500 audience members per concert

Changes Organization has made from previous year:

We performed for our usual events this year: Summer Concert Series on Thursdays in July in Community Center Park, July 4th Celebration at Adolfo Camarillo High School, Memorial Day Celebration at the Conejo Mountain Memorial Park, and the Christmas Concert in the Camarillo Community Center.
In addition, we performed for the City of Camarillo's 50th Anniversary Celebration in Constitution Park.

Comments for the PVRPD Board of Directors:

The Camarillo Community Band members would like to thank the Pleasant Valley Recreation and Park District for their generous support of the band for the last 30 years. There are few communities that have supported the grand American tradition of community bands as Camarillo has.

Primary Facility (ies) Used?

Community Center Park & Auditorium, PVSD music room

What Time are Board Meetings Held?

Once a year after a summer rehearsal

Where are Board Meetings Held?

PVSD rehearsal room

When are new Board Members Elected?

NA

When are new Board Members Installed?

NA

Pleasant Valley Recreation and Park District Liaison:

Amy Stewart / Christina Alatorre

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

NA

Please Complete and Return the Annual Update :

Christina Alatorre
1605 E. Burnley Street, Camarillo, CA 93010
Phone: 482-1996 x 16
Fax: 805-482-3468

Form Completed by (print)

Karen Gatchel

Date

June 24, 2015

Sign:

**Pleasant Valley Recreation and Park District
Minutes of Regular Meeting
June 3, 2015**

1. FIRST OPEN SESSION/CALL TO ORDER

Call to Order

The first open session of the regular meeting of the Board of Directors of the Pleasant Valley Recreation and Park District was called to order at 5:00 p.m. by Chairperson Magner.

2. ROLL CALL

Roll Call

All present.

Also present: General Manager Mary Otten, Recreation Services Manager Amy Stewart, Acting Administrative Services Manager Leonore Young, and Human Resources Generalist Kathryn Drewery.

3. PUBLIC COMMENT

None.

4. CLOSED SESSION

A. Conference with Labor Negotiators (Govt. Code Section 54957.6)

Agency designate representative: Mary Otten

Employee Organization SEIU Local 721

5. RECONVENE INTO SECOND OPEN SESSION [Govt. Code Section 54957.7]

Disclosure of actions taken in closed session, as applicable [Govt. Code Section 54957.1] No action taken.

6. CALL TO ORDER

Call to Order

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

7. PLEDGE OF ALLEGIANCE

Acting Administrative Services Manager Leonore Young led the pledge.

8. ROLL CALL

Roll Call

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

Absent:

Also Present: General Manager Mary Otten, Recreation Services Manager Amy Stewart, Acting Administrative Services Manager Leonore Young, Administrative Analyst and Clerk of the Board Michele Kostenuik, Customer Service Representative and Board Recording Secretary Karen Roberts, Recreation Supervisor Jane Raab, Park Supervisor Matt Parker, Ron Schlitzkus, Matt Lorimer, Walt Robbins, Lisa Goldstein, James Passantino, Karen D'Atri, Andrea and Richard Huvad.

9. AMENDMENTS TO THE AGENDA

General Manager Mary Otten requested that Item 14.F. *Consideration and Adoption of District Naming Policy* be pulled from the Agenda to be brought back in July. Item 10.C. *Presentations - American Youth Soccer Association* was also requested to be removed.

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

**Amendments
To the Agenda
Approved**

Voting was as follows:

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

Noes:

Absent:

Motion Carried

Carried

10. PRESENTATIONS

A. District Highlights

Administrative Services Manager Leonore Young presented an update on the monthly status of District events and activities. Highlights of June included National Trails Day on June 6 from 8am to noon at Camarillo Grove Park, Wednesday afternoon Farmers Market at the Community Center, Movie Night at the Park at Mission Oaks Park, Pitts Ranch Park and the Community Center Park on Wednesdays and Fridays, summer swim lessons beginning June 13, Camp Funtastic beginning June 15, National Go Skate Day on June 21 at the Bob Kildee Skate Park, Senior Independence Day Dance on June 30, and employment opportunities for Recreation Leaders and for Grounds/Facilities.

B. Mud Run

Recreation Services Manager Amy Stewart recapped the Mud Crazy event held on May 9 at Mission Oaks Park in partnership with the Mud Crazy organizers, James Passantino and Karen D'Atri. Mr. Passantino thanked the staff and presented a check for \$4680.00 for the event which had over 1000 runners. Sixty percent of the runners are from Ventura County with the rest from all over the world.

C. American Youth Soccer Association

Removed.

D. 50 Plus Expo

Recreation Supervisor Jane Raab introduced Walt Robbins, the volunteer chair of the 50 Plus Expo held on May 5 at the Community Center. Mr. Robbins thanked PVRPD staff Denise Cleric and Julian Munoz for their assistance with the event. He also thanked some of the major sponsors such as AlmaVia - lunch sponsor, Staker Law Living Trusts - pavilion sponsor, Anthem Blue Cross and VC Credit Union - bronze sponsors, and CCOA who sponsored the art gallery and snacks. Mr. Robbins presented a check for \$9547.08.

E. BMX Annual Update

Recreation Supervisor Amy Stewart introduced Andrea and Richard Huvad with BMX who presented their annual report and overview. Ms. Huvad highlighted the facility improvements such as irrigation, deck, track rebuild, landscaping, new safety gate, and pavers. Ms. Huvad reported a lower number of racers but more participants using the track for parties and clinics, etc. Some racers are being lost to larger facilities in Simi Valley and Ventura because they have larger tracks.

11. PUBLIC COMMENT

Chairperson Magner accepted two speaker cards from Administrative Analyst and Clerk of the Board Michele Kostenuik. The first speaker, Matt Lorimer of Camarillo stated that he has been attending the District and City Council meetings for seven years. Mr. Lorimer appreciates slide presentations which show the people at home what is being presented at the meetings. Mr. Lorimer stated that the City does not always include information on the screen for viewers at home. Mr. Lorimer suggested that the City waive fees for the Senior Center and hopes that Bill Little, the new City Manager stops by the Senior Center to show his support of the seniors.

Lisa Goldstein with Friends of the Camarillo Dog Parks (FCDP) updated the group's activities and events. The tile work at Mission Oaks Park was donated by contractor Steve Moline, so the cost for the project came under \$300 instead of \$3,200 which was the lowest bid. Coffee and Canines in April raised \$1300 dollars and in March over \$1200. Snake aversion classes in April raised \$1500. Coming up is snake aversion training July 18 at Camarillo Grove Park and Dogs and Desserts fundraisers at Springville Park July 11 and Mission Oaks Park August 15.

12. CONSENT AGENDA

- A. Minutes for Regular Meetings April 1 and May 6, 2015 and for Special Meetings April 30, May 6, 7, 14, and 21, 2015
- B. Warrants, Accounts Payable & Payroll thru May 21, 2015
- C. Financial Report
- D. Consideration and Adoption of Resolution No. 544 for Gann Appropriating Amount Subject to Limitation for FY 2015-2016

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

Motion to Approve Consent Agenda

Voting was as follows:

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

Noes:

Absent:

Motion Carried

Carried

13. PUBLIC HEARING – A Public Hearing on the Continuation of the Park Maintenance and Recreation Improvement District Assessment in Fiscal Year 2015-2016

Administrative Services Manager Leonore Young introduced Jeanette Hynson of SCI Consulting, Inc. who gave a presentation regarding the background of the annual review and renewal of the District's assessment.

Chairperson Magner declared the Public Hearing open. There was no discussion for or against, so Chairperson Magner declared the Public Hearing closed.

14. NEW ITEMS – DISCUSSION/ACTION

A. Consideration and Adoption Resolution No. 545 Directing Levy of Assessments, Confirming Diagram, and Approving Engineer's Report for the FY 2015-2016 for the Park Maintenance and Recreation Improvement District

Chairperson Magner called for a motion. A motion was made by Director Malloy and seconded by Director Mishler to adopt Resolution No. 545 accepting the Engineer's Report and ordering the levy of assessment at \$37.44.

Motion to Adopt Reso 545, Directing Assessment Levy

Voting was as follows:

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

Noes:

Absent:

Motion Carried

Carried

B. Consideration and Approval of Contract Between the District and Springbrook for Accounting Software

Administrative Services Manger Leonore Young introduced Ron Schlitzkus of Springbrook Accounting Software who presented highlights of the company and its services. Discussion included security, archiving, available modules, attorney review of contract, webinars and training, and the need for new software.

Chairperson Magner called for a motion. A motion was made by Director Malloy and seconded by Director Mishler to approve the contract between the District and Springbrook for purchase of the accounting software and services for \$56,676.

Motion to Approve Springbrook Software Contract

Voting was as follows:

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

Noes:

Absent:

Motion Carried

Carried

C. Discussion and Approval of Financing with Government Capital Corporation for Accounting Software

Administrative Services Manager Leonore Young highlighted options for the financing of Springbrook accounting software. The Finance Committee has already reviewed the options. Discussion included payments over four years, competitive rates, and less impact on the current budget.

Chairperson Magner called for a motion. A motion was made by Director Mishler and seconded by Director Kelley to approve Springbrook accounting software financing with Government Capital Corporation.

**Motion to
Approve
Financing w/
Govt. Capital**

Voting was as follows:

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

Noes:

Absent:

Motion Carried

Carried

D. Discussion and Introduce Ordinance No.8, Governing the Use of Parks, Recreation Areas, and Facilities

Administrative Analyst Michele Kostenuik presented the latest version of Ordinance No. 8. New additions after counsel review were Sections 601, 602, and 603 addressing the repeal of prior versions, creating an effective date and posting of the ordinance in accordance to law. A final version will be brought to the July 1 Regular Board Meeting.

E. Consideration and Approval of the District Wide Fee Schedule FY 2015-2016

Administrative Analyst Michele Kostenuik reviewed recommended changes for the current fee schedule. Some of the changes are the reduction in the minimum number of people from 25 down to 15 people in a party for pricing, nature center pricing for rentals, oversized vehicle parking fees and annual parking passes at Camarillo Grove Park and the re-classification of Friday and Saturday rentals. Discussion included annual parking pass savings, competitive rates in comparison to local areas, and quality parks.

Chairperson Magner called for a motion. A motion was made by Director Mishler and seconded by Director Malloy to approve the District Wide Fee Schedule for FY 2015-2016.

**Motion to
Approve Fee
Schedule for
FY15-16**

Voting was as follows:

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

Noes:

Absent:

Motion Carried

Carried

F. Consideration and Adoption of District Naming Policy
Pulled.

G. Consideration and Approval of Preliminary Budget for FY 2015-2016

Administrative Services Manager Leonore Young presented the preliminary budget for approval. Staff is presenting a balanced budget at \$7,994,649 as it relates to revenues and operational expenses. Discussion included CalPERS unfunded liability which will require an extra \$170,000 for several years, a possible Sacramento plan which may require pay for volunteers, and the fact that the Board has been thoroughly reviewing the budget numbers at several budget workshops in May and in committee meetings.

Chairperson Magner called for a motion. A motion was made by Director Mishler and seconded by Director Dixon to approve the preliminary budget for FY 2015-2016.

**Motion to
Approve the
Preliminary
FY15-16 Budget**

Voting was as follows:

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

Noes:

Absent:

Motion Carried

Carried

15. INFORMATIONAL ITEMS

- A. Chairperson Magner – Chairperson Magner wanted to remind the public that some of the passive use areas of some parks will be turning brown due to less watering. Sports fields will be kept up for the safety of the children playing.
- B. Ventura County Special District Association/California Special District Association – Chairperson Magner reported that she and General Manager Mary Otten were in Sacramento in May and met with Senator Hannah Beth Jackson and Assemblywoman Jackie Irwin. The VCSDA meeting on groundwater was attended by Ms. Magner and Directors Malloy and Mishler.
- C. Santa Monica Mountains Conservancy/Joint Land Use Study – Director Mishler attended the meeting in May.
- D. Standing Committees – Finance – none. Personnel – The committee reviewed updates on job descriptions and salary schedules. Policy – Director Kelley stated that the committee met and the suggested changes are reflected in Ordinance No. 8 and the updated fee schedule. Foundation – Director Dixon stated that the *Acorn* had a nice article and editorial advice and fundraising is still underway. The Foundation will meet in a special meeting on June 4.
- E. General Manager’s Report – General Mary Otten invited the community to National Trails Day and the trail dedication to Daryl Wagar on June 6 at Camarillo Grove Park. Reclaimed water should be up in a couple of weeks at PV Fields. The District is currently evaluating eight parks that have passive use areas (app. 200,000 sq ft of turf) that the District may be able to look into for water conservation. Farmers Market continues on Wednesdays from 3pm to 7pm and paper shredding will be held at the Community Center on June 6.

10. ORAL COMMUNICATIONS

Director Dixon stated that the state of California is not addressing the water emergency situation as much as it should be. Long term solutions are needed and the costs of the bullet train versus an increase in the number of needed desalinization plants should be considered. Director Kelley stated that he was not happy with the press and its coverage that deep water extractions have caused some areas to sink and that farmers and user groups shouldn’t be pumping from deep aquifers, but yet they are not addressing the wasted water out of the Delta caused by politics and special interest groups. Chairperson Magner stated that special districts want the prevailing wage exemption for volunteers to pass so that the districts don’t have to pay. The special districts oppose AB1315 Contracting for Public Works. The District could not afford to take on the liability

expense of contractors and would have to have an engineer on staff with the projects that it handles.

11. ADJOURNMENT

Chairperson Magner adjourned the meeting at 8:12 p.m.

Respectfully submitted,

Approval,

Karen Roberts
Recording Secretary

Elaine Magner
Chairperson

**Pleasant Valley Recreation and Park District
Minutes of Special Meeting
May 28, 2015**

1. CALL TO ORDER

Call to Order

The special meeting of the Board of Directors of the Pleasant Valley Recreation and Park District was called to order at 5:21 p.m. by Chairperson Magner.

2. PLEDGE of ALLEGIANCE

3. ROLL CALL

Roll Call

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

Also present: General Manager Mary Otten, Acting Administrative Services Manager Leonore Young, Recreation Services Manager Amy Stewart, Customer Service Representative and Recording Secretary Karen Roberts, Recreation Supervisor Jane Raab, and Walt Robbins.

4. ADOPTION OF AGENDA

Agenda accepted as presented.

5. OPEN COMMUNICATION/PUBLIC FORUM

No comments.

6. FY 2015-2016 BUDGET WORKSHOP

A. District Wide Overview

General Manager Mary Otten reviewed changes and questions that had come up in prior budget workshops. Discussion included city tax apportionments, park ranger rates, fertilizer injectors, health insurance increases, retirees, CalPERS unfunded liability, financial software purchase/financing, property tax apportionment, Somis annexation, senior center architect drawings, capital projects, and reserves.

7. ORAL COMMUNICATIONS

8. ADJOURNMENT

Chairperson Magner adjourned the meeting at 6:24 p.m.

Respectfully submitted,

Approval,

**Karen Roberts
Recording Secretary**

**Elaine Magner
Chairperson**

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

1. CALL TO ORDER

Call to Order

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

2. PLEDGE of ALLEGIANCE

3. ROLL CALL

Roll Call

Ayes: Malloy, Mishler, Dixon, Chairperson Magner

Absent: Kelley

Also present: General Manager Mary Otten and Human Resource Generalist Kathryn Drewry.

4. ADOPTION OF AGENDA

Agenda accepted as presented.

5. OPEN COMMUNICATION/PUBLIC FORUM

No comments.

6. CLOSED SESSION

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

Agency designate representative: Mary Otten

Employee organization: SEIU Local 721

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

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

8. REPORT ANY ACTION TAKEN IN CLOSED SESSION

No action taken.

9. ORAL COMMUNICATIONS

10. ADJOURNMENT

Chairperson Magner adjourned the meeting at 6:40 p.m.

Respectfully submitted,

Approval,

**Karen Roberts
Recording Secretary**

**Elaine Magner
Chairperson**

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

TO: BOARD OF DIRECTORS

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

DATE: July 1, 2015

SUBJECT: FINANCE REPORT

RECOMMENDATION

It is recommended that the Board review and approve the Financial Statement for May 31, 2015.

ANALYSIS OF COMPARATIVE FINANCIAL THRU MAY 31, 2015

Attached you will find the PVRPD Summary Financial Statement for the period of July 1, 2014 through May 31, 2015 with a year-to-date comparison for the period of July 1, 2013 through May 31, 2014. The percentage rate used for the Fiscal Year 2014-2015 budget is 91.6% for Period 11 of the fiscal year.

REVENUES

Total revenue ending May 31, 2015 has increased by \$207,932 over the same period as last year. This is due to an increase of \$198,700 in Tax Apportionment, \$9,000 increase in Assessment District Tax, \$20,400 increase in Workmen's Compensation reimbursement from prior year along with various other revenue accounts with increases.

EXPENDITURES

Personnel Expense has increased \$111,515 in comparison to Personnel Expense for the same time as last year, but is still within the Fiscal Year 2014-2015 budget at 86.31%. This is due to having a full time General Manager from August 2014 - May 2015 versus a part-time General Manager from November 2013 - May 2014 and the General Manager's housing allowance and moving expense being charged to Personnel.

For the eleventh month ending May 31, 2015 total expenditures for Supplies and Services has increased \$1,929 over the same time period as last year, but overall is still within budget at 77.8%. The increase is distributed among various expense accounts.

CAPITAL

Capital has increased by \$275,735 in comparison to fiscal year 2013-2014 primarily due to the Camarillo Grove Interpretive Nature Center Project.

FISCAL IMPACT

The District has completed the eleventh month of the fiscal year 2014-2015 budget (91.6%) and continues the fiscal year under the approved budget by 5.29 % for Personnel Costs and 13.76% in Service and Supply Expenditures. Managers continue to make a concerted effort to spend under the adopted budget to help build reserves.

RECOMMENDATION

It is recommended that the Board review and approve the Financial Statement for May 31, 2015.

ATTACHMENTS

- 1) District Unaudited Manager Version Financial Statement as of May 31, 2015 (2 pages)

Pleasant Valley Recreation and Park District
PVRPD:SUMMARY(Unaudited) from Great Plains
Year to Date Comparison
Statement of Revenues and Expenditures
For the period July 1, 2014 through May 31, 2015

Account	Current Month May	PREVIOUS Year To Date 2014	CURRENT Year To Date 2015	BUDGET TOTAL Adopted 7/29/2014 Mid-Year 2/4/15	BUDGET REMAINING	% Of Budget Used 91.60%
DISTRICT WIDE REVENUE						
Tax Apportionment	5110 2,344,706.06	5,272,256.38	5,470,950.47	5,375,300.00	(95,650.47)	101.78%
Supplemental Assess Roll	5240 119.10	126.04	289.24	200.00	(89.24)	144.62%
Assessment Income	5500 415,314.55	976,568.69	985,643.63	1,008,650.00	23,006.37	97.72%
Park Dedication Fees (Quimby Fee)	5400		2,866,198.70	-	(2,866,198.70)	0.00%
District Wide Revenue	2,760,139.71	6,248,951.11	9,323,082.04	6,384,150.00	(2,938,932.04)	146.03%
RECREATION AND PARK REVENUE						
Public Fees	5510 109,384.97	585,459.04	558,784.27	727,920.00	169,135.73	76.76%
Certification Income	5512			-	-	100.00%
Public Passes	5520 7,729.60	76,916.59	76,057.56	75,150.00	(907.56)	101.21%
Facility Rentals	5530 29,506.78	213,261.91	256,643.71	304,450.00	47,806.29	84.30%
Veteran's Field Rental	5531 286.00	2,137.75	4,002.00	-	(4,002.00)	0.00%
BMX Track Rental	5532 580.00	2,751.00	2,470.00	-	(2,470.00)	0.00%
RC Track Rental	5533	1,800.00	1,800.00	-	(1,800.00)	0.00%
Roller Hockey Rink Rental	5534	7,500.00	4,950.00	-	(4,950.00)	0.00%
Facility Cleaning Fee	5505			550.00	550.00	0.00%
Park Patrol Citations	5506 661.40	2,719.45	4,153.33	900.00	(3,253.33)	100.00%
Plan Check Fee	5507			100.00	100.00	0.00%
Dividends Pardec Prior Yrs	5460	34,210.00	37,511.00	17,100.00	(20,411.00)	219.36%
Cell Tower Income	5535 4,499.01	87,356.11	87,478.54	93,400.00	5,921.46	93.66%
Indemnity Income	5545	1,000.00		5,000.00	5,000.00	0.00%
Senior Dues	5550	1,095.00	1,064.00	1,500.00	436.00	70.93%
Senior Services Income	5515 150.00	1,106.31	1,630.00	2,200.00	570.00	74.09%
Activity Guide Income	5555 300.00	5,765.00	4,800.00	6,000.00	1,200.00	80.00%
Vending Commissions	5525 56.48	429.71	420.93	800.00	379.07	52.62%
Banner Income	5562			900.00	900.00	0.00%
Donations	5570 177.80	95,307.55	89,885.36	96,400.00	6,514.64	93.24%
Grant - NRPA	5572		75,000.00	-	(75,000.00)	#DIV/0!
Other Misc Income	5575 5,822.66	44,107.19	45,968.44	37,500.00	(8,468.44)	122.58%
Over/Under	5580 1.00	(332.71)	6.47	900.00	893.53	0.72%
Incentive Income	5585 19.67	18,438.35	18,377.32	17,350.00	(1,027.32)	105.92%
Reimbursement	5600	56,898.90	11,770.61	75,000.00	63,229.39	15.69%
Other Interest Income	5310 1,147.03	4,036.11	6,421.16	5,000.00	(1,421.16)	128.42%
Recreation and Park Revenue	160,322.40	1,255,081.62	1,289,194.70	1,468,120.00	178,925.30	87.81%
TOTAL GENERAL FUND REVENUE	2,920,462.11	7,504,032.73	10,612,276.74	7,852,270.00	(2,760,006.74)	135.15%
GENERAL FUND EXPENDITURES						
Regular Wages	6100 153,657.61	1,801,179.90	1,828,841.30	2,026,242.00	197,400.70	90.26%
Overtime Wages	6101 1,320.98	19,057.94	9,709.91	16,950.00	7,240.09	57.29%
Part-Time Wages	6110 44,114.84	561,072.55	523,768.48	666,190.00	142,421.52	78.62%
Retirement	6120 28,694.53	367,397.43	329,777.32	437,365.00	107,587.68	75.40%
Part-Time 457 Pension	6121 135.22	2,154.22	2,028.30	4,100.00	2,071.70	49.47%
Employee Group Insurance	6130 23,970.19	336,735.83	260,267.46	299,800.00	39,532.54	86.81%
Worker's Compensation	6140 9,601.00	87,269.68	105,610.99	93,460.00	(12,150.99)	113.00%
Unemployment Insurance	6150	1,980.00	5,329.00	7,500.00	2,171.00	71.05%
Other Post Employee Benefit Exp	6161			-	-	0.00%
Personnel Expenditures	261,494.37	3,176,847.55	3,065,332.76	3,551,607.00	486,274.24	86.31%
Telephone	6210 1,220.17	13,116.37	17,608.80	18,800.00	1,191.20	93.66%
Internet Services	6220 756.08	7,682.14	6,689.58	7,250.00	560.42	92.27%
Pool Supplies	6310 424.20	11,964.76	7,272.24	15,000.00	7,727.76	48.48%
Janitorial Supplies	6320 4,511.12	44,812.14	44,319.18	46,050.00	1,730.82	96.24%
Kitchen Supplies	6330 127.88	875.69	997.45	2,050.00	1,052.55	48.66%
Food Supplies	6340 210.28	4,669.11	5,447.26	9,095.00	3,647.74	59.89%
Water Maint & Service	6350 51.60	1,117.28	1,294.91	1,300.00	5.09	99.61%
Laundry/Wash Service	6360	422.95	179.75	-	(179.75)	#DIV/0!
Janitorial Services	6370	14,572.00		-	-	#DIV/0!
Medical Supplies	6380	125.00	2,075.18	2,800.00	724.82	74.11%
Insurance - Liability	6410 8,177.92	86,955.91	89,957.10	99,600.00	9,642.90	90.32%
Fuel	6510 3,362.06	43,123.76	38,553.49	48,000.00	9,446.51	80.32%
Vehicle Maintenance/Repair	6520 2,144.62	36,500.85	20,208.71	40,050.00	19,841.29	50.46%
Office Equipment & Repair	6530 143.32	1,017.36	674.07	5,250.00	4,575.93	12.84%
Computer Equip.-Maint./Repair	6540	6,139.51	3,992.06	11,650.00	7,657.94	34.27%
Bldg Maintenance/Repair	6610 6,241.42	54,698.78	42,922.06	80,300.00	37,377.94	53.45%
Bldg Eqpt Maint Repair	6620 132.62	5,156.91	8,820.84	10,800.00	1,979.16	81.67%
Improvements/Maintenance	6630	7,635.12	9,454.50	14,500.00	5,045.50	65.20%

	Account	Current Month	PREVIOUS	CURRENT	BUDGET	BUDGET	% Of Budget
		May	Year To Date	Year To Date	TOTAL	REMAINING	Used
			2014	2015	Adopted 7/29/2014		91.60%
Incidental Costs-Assessment	6709		14,986.14	15,105.02	26,000.00	10,894.98	58.10%
Grounds Maintenance	6710	13,861.26	53,756.05	43,814.35	85,200.00	41,385.65	51.43%
Contracted Landscaping Services	6720	30,646.93	324,854.02	319,892.47	383,400.00	63,507.53	83.44%
Contracted Pest Control	6730		675.00	761.07	2,000.00	1,238.93	0.00%
Rubbish & Refuse	6740	5,424.49	47,272.28	49,849.88	55,100.00	5,250.12	90.47%
Memberships & Dues	6810	(2,637.17)	7,468.73	9,634.14	11,870.00	2,235.86	81.16%
Office Supplies	6910	2,012.43	11,046.06	17,647.78	19,500.00	1,852.22	90.50%
Postage/Freight & Express Mail	6920	89.46	22,027.66	17,271.88	24,200.00	6,928.12	71.37%
Advertising	6930	1,537.69	11,805.74	12,775.47	13,440.00	664.53	95.06%
Printing Charges	6940	293.87	15,890.91	11,805.68	19,050.00	7,244.32	61.97%
Bank & ActiveNet Charges	6950	3,871.51	37,130.56	39,525.80	40,250.00	724.20	98.20%
Approp.-Redev /Collection Fees (est)	6960	153,167.09	425,026.14	308,867.45	391,700.00	82,832.55	78.85%
Minor Furniture Fixtures & Equipment	6980		1,614.22	1,041.69	1,650.00	608.31	63.13%
Computer Hardware/Software	6990		4,408.84	27,536.34	26,400.00	(1,136.34)	104.30%
Fingerprint Fees-HR	7010	445.00	945.00	1,606.00	1,700.00	94.00	94.47%
Fire & Safety Inspection Fees	7020	302.96	2,519.85	2,768.26	5,075.00	2,306.74	54.55%
Business Permit & License Fees	7030		4,769.95	2,937.83	4,450.00	1,512.17	66.02%
State License Fee	7040		97.50	512.50	-	(512.50)	0.00%
Legal Services	7110		55,006.16	26,049.22	75,300.00	49,250.78	34.59%
Typeset & Print Services	7115	2,645.00	37,354.47	42,279.61	50,700.00	8,420.39	83.39%
Instructor Services/Payment	7120	14,594.71	166,534.09	149,346.16	168,360.00	19,013.84	88.71%
PERS Administrative Fees	7125	114.55	1,331.28	1,134.33	1,250.00	115.67	90.75%
Audit Services	7130		635.00	5,800.00	10,700.00	4,900.00	54.21%
Medical & Health Services-HR	7140	1,030.00	1,410.00	2,400.00	2,400.00	-	100.00%
Security Services	7150	724.26	4,484.38	4,335.52	4,450.00	114.48	97.43%
Entertainment Services	7160		2,838.05	1,600.00	250.00	(1,350.00)	640.00%
Business-Services	7180	2,068.72	65,690.60	60,910.88	80,400.00	19,489.12	75.76%
Umpire&Referee Services	7190	200.00	1,670.00	1,260.71	1,900.00	639.29	66.35%
Publications & Subscriptions	7210	196.13	1,605.26	2,178.33	3,175.00	996.67	68.61%
Rents & Leases-Equipment	7310	1,025.25	21,043.56	15,934.52	30,145.00	14,210.48	52.86%
Building/Field Leases and Rentals	7320		13,775.00	706.28	13,200.00	12,493.72	5.35%
Aquatic Supplies	7410	14.73	1,006.59	958.32	1,900.00	941.68	50.44%
Classroom Supplies	7420	378.04	4,373.14	4,735.07	6,575.00	1,839.93	72.02%
Bingo Supplies	7430	802.76	7,515.10	6,785.09	7,500.00	714.91	90.47%
Sporting Goods	7440		7,480.62	6,214.57	10,400.00	4,185.43	59.76%
Art & Craft Supplies	7450	48.25	2,243.82	2,072.50	2,015.00	(57.50)	102.85%
Training Supplies	7460		549.38	1,173.57	3,300.00	2,126.43	35.56%
Camp Supplies	7470		12.89		600.00	600.00	0.00%
Small Tools	7510	2,310.98	14,119.44	8,779.43	16,500.00	7,720.57	53.21%
Uniforms	7610	1,177.35	2,905.59	8,903.73	11,115.00	2,211.27	80.11%
Safety Clothing & Supplies	7620	77.40	4,088.05	3,960.63	7,120.00	3,159.37	55.63%
Conference & Seminars	7710	420.00	4,854.00	2,455.00	9,660.00	7,205.00	25.41%
Out of Town Travel	7720	983.24	3,982.61	3,419.57	14,765.00	11,345.43	23.16%
Private Vehicle Mileage	7730	95.46	3,345.56	2,104.76	4,300.00	2,195.24	48.95%
Transportation Charges	7740		725.00	390.00	1,550.00	1,160.00	25.16%
Special Events	7750		11,489.88	9,928.66	16,850.00	6,921.34	58.92%
Tuition/Book Reimbursement	7760	213.78		515.57	750.00	234.43	68.74%
Gas	7810	5,187.91	27,174.67	19,642.39	31,000.00	11,357.61	63.36%
Water	7820	53,279.40	713,453.79	596,839.21	830,500.00	233,660.79	71.87%
Electricity	7830	13,329.29	226,790.61	213,243.66	267,375.00	54,131.34	79.75%
Awards & Certificates	7910	2,688.01	14,768.99	11,630.50	18,000.00	6,369.50	64.61%
Meals & Entertainment	7920	43.40	2,827.54	4,161.85	5,650.00	1,488.15	73.66%
Employee Morale	7930		2,034.94	1,769.91	3,750.00	1,980.09	47.20%
Cost to Issue Side Fund Loan	8971		4,440.59	807.38	4,850.00	4,042.62	16.65%
Cost to Issue COP's	8970		22,744.04	4,135.28	24,800.00	20,664.72	16.67%
Loan Payment Pension Obligation (est)	6160	18,300.00	79,610.49	201,300.00	219,600.00	18,300.00	91.67%
COP Debt - PV Fields (est)	7950	60,125.00	414,191.85	661,375.00	721,500.00	60,125.00	91.67%
Service and Supply Expenditures		418,592.43	3,276,987.32	3,275,058.00	4,207,635.00	932,577.00	77.84%
				(1,929.32)			
Capital Expenditures	8400	21,600.00	49,020.66	45,345.00	318,000.00	272,655.00	14.26%
LWCF Grant	8401			190,531.96			
NRPA Grant	8402			75,000.00			
Equipment/Facility Replacement	8420			26,446.70	25,000.00	(1,446.70)	
Parking Lot Repair-Assessment	6718			-	-	-	#DIV/0!
Tree Care-Assessment	6719		11,900.00	7,723.00	-	(7,723.00)	#DIV/0!
Playground Replacement- Assess	6721	5,000.63	6,571.93	6,809.63	-	(6,809.63)	#DIV/0!
Park Amenities- Assess	6722		9,958.91	1,329.84	-	(1,329.84)	#DIV/0!
Facility Replacement	6723				-	-	#DIV/0!
Capital Expenditures		26,600.63	77,451.50	353,186.13	343,000.00	255,345.83	102.97%
TOTAL GENERAL FUND EXPENDITURES		706,687.43	6,531,286.37	6,693,578.89	8,102,242.00	1,674,197.07	82.61%

RESOLUTION NO. 546

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
PLEASANT VALLEY RECREATION AND PARK DISTRICT
TO PROCLAIM JULY AS PARK AND RECREATION MONTH**

WHEREAS parks and recreation programs are an integral part of communities throughout this country, including Pleasant Valley Recreation and Park District; and

WHEREAS our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

WHEREAS parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS parks and recreation areas are fundamental to the environmental well-being of our community; and

WHEREAS parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS Pleasant Valley Recreation and Park District recognizes the benefits derived from parks and recreation resources.

NOW THEREFORE, BE IT RESOLVED BY that the Pleasant Valley Recreation & Park District proclaims July as Park and Recreation Month.

PASSED AND ADOPTED by the Board of Directors of Pleasant Valley Recreation and Park District this 1st day of July 2015, by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

Elaine Magner, Chairperson, PVRPD Board of Directors

ATTESTED:

Neal Dixon, Secretary, PVRPD Board of Directors

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

TO: BOARD OF DIRECTORS

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

DATE: July 1, 2015

**SUBJECT: CONSIDERATION AND APPROVAL TO SELECT
DIRECTOR ELAINE MAGNER ON THE BALLOT FOR
CALIFORNIA SPECIAL DISTRICT ASSOCIATION
(CSDA) BOARD OF DIRECTORS 2015 ELECTION FOR
SEAT A**

RECOMMENDATION

It is recommended that the Board approve the official ballot selecting Director Elaine Magner for CSDA Board of Directors 2015 Election Seat A.

BACKGROUND

The California Special Districts Association is in the process of an election for a representative to the CSDA Board of Directors in the Coastal Network Seat A. Each candidate is either a board member or management-level employee of a member district.

There are three candidates listed on the ballot: Robert Blair, Nipomo Community Services District; Peter Le, Marina Coast Water District; and Elaine Magner, Pleasant Valley Recreation and Park District.

The selected member must serve until 2018 and attend the required meetings.

ANALYSIS

The Board approved at the Regular Board Meeting on May 6, 2015 nominating Director Elaine Magner to be placed on the ballot. The revised official ballot was received on June 15, 2015 and must be submitted no later than August 7, 2015. Each member district can vote for only one candidate.

FISCAL IMPACT

There is no fiscal impact associated with this action.

RECOMMENDATION

It is recommended that the Board approve the official ballot selecting Director Elaine Magner for CSDA Board of Directors 2015 Election Seat A.

ATTACHMENTS

- 1) CSDA Election Ballot Information (5 pages)



**California Special
Districts Association**
Districts Stronger Together

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2015 BOARD ELECTIONS

MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Network for Seat A. Each of CSDA's six (6) networks has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its network.

We have enclosed the candidate information for each candidate who submitted one. Please vote for **only one** candidate to represent your network in Seat A and be sure to sign, date and fill in your member district information. If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 7, 2015**.

If you do not use the enclosed envelope, please mail in your ballot to:

California Special Districts Association
Attn: 2015 Board Elections
1112 I Street, Suite 200
Sacramento, CA 95814

Please contact Charlotte Lowe toll-free at 877.924.CSDA or charlottel@csga.net with any questions.



Hello!

My Name is Dr. Robert L. "Bob" Blair,

I am one of the candidates running for Seat A in the Coastal Network of the California Special Districts Association.

Why should you elect me over the other aspiring CSDA Candidates?

1. I have prior experience. I served on the CSDA Board as a representative of Region 4 from 2002 to 2004. During that time, I served on the committee that returned the ERAF money to the Cities, Counties, & Special Districts.
2. I hold a Doctor of Pharmacy Degree from the University of California Medical Center in San Francisco (UCSF) and an AA degree from San Francisco City College. I also hold two valid Pharmacy licenses (California & Nevada).
3. I have been married to my wife Eileen for over 60 years. Together we have raised three very successful adult children: Lisa, Lodene & James.
4. I served on the NCSD Board of Directors from 1994 to 2004. In 2012, I ran a successful campaign, was the top vote getter by a large margin, and returned to the NCSD for 4 more years.
5. I have a strong longtime personal relationship with our current 35th District Assemblyman Katcho Achadjian. Katcho and I both ran for local office in San Luis Obispo County in 1994.
6. I never missed a meeting when I represented CSDA Region 4 in 2002-2004. I will give you 100% of my time, if you give me your Vote in this coming election.
7. I have been involved in Water, Land use, and planning at the State & Local levels for some 35 years. Please let me put my many talents and experience to work for all the people of Coastal Network.

Please vote to put "Dr. Bob back on the job". Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robert Blair". The signature is stylized and cursive.

Dr. Robert L. "Bob" Blair
Director Nipomo Community Service District

Active member of:
San Luis Obispo Sheriff Advisory Council
Nipomo Chamber of Commerce
CA Sheriff's Association

Candidate Statement for Peter Le

"Peter is a California licensed Civil Engineer with over 30 years of experience including water and wastewater. The majority of his experience was with local governments in the US and a few years in New Zealand and Australia.

Elected in 2012, Peter completed the entire CSDA modules for elected Directors. He attended CSDA, ACWA and AWWA annual conferences.

Peter received his Bachelor of Civil Engineering from University of Auckland in 1978 and Executive Master of Public Administration from Golden Gate University in 2007. He previously hold California wastewater license and QSD/QSP".

My Fellow CSDA Members,

I am requesting your support for my election as representative to the California Special Districts Association (CSDA), Board of Directors for the Coastal Network.

As the current Chairperson of the Board of Directors for the Pleasant Valley Recreation and Park District (PVRPD), I support CSDA's on-going efforts to offer educational classes and informative conferences and their active monitoring of legislative and policy proposals that greatly affect District operations. Through my involvement with CSDA I actively serve on the Fiscal and Audit Committees and Legislative Feedback group and have previously served on the By-laws and Elections Committee.



Elaine Magner

If elected, I will work with the other Board Members and CSDA staff to increase memberships, lower membership fees and other expenses, and continue to enhance the service provided to the member agencies.

I have been on the PVPRD Board of Directors since February 2008. I have served as Board President twice, serve on the Personnel and Finance committees and am PVRPD's representative to the Ventura County Special Districts Association (VCSDA) and CSDA. I was honored by VCSDA by being named the 2014 Director of the Year. I worked in Public Service for 31 years in law enforcement Human Resources. Additionally, I worked as a contract investigator for the Department of Justice for 10 years following my retirement. My experience on the Pleasant Valley Recreation and Park District (PVRPD) Board of Directors and my work as a public servant has provided me with a solid foundation of experience and prepared me to represent your District's interests on the CSDA Board of Directors.

I would appreciate the opportunity to serve as a Coastal Network representative on the CSDA Board of Directors and respectfully ask for your vote.

Sincerely,

Elaine L. Magner, Director
Pleasant Valley Recreation and Park District

CSDA BOARD OF DIRECTORS 2015 ELECTION



COASTAL NETWORK

SEAT A
term ends 2018

Please vote for only one.

- Robert Blair**
Nipomo Community Services District
- Peter Le**
Marina Coast Water District
- Elaine Magner**
Pleasant Valley Recreation & Park District

** incumbent running for re-election*

SIGNATURE:

DATE

MEMBER DISTRICT:

Must be received by **5pm, August 7, 2015**. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814

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

TO: BOARD OF DIRECTORS

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

DATE: July 1, 2015

**SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION NO. 547
REGARDING A FINANCING AGREEMENT FOR THE PURPOSE
OF PROCURING SPRINGBROOK**

RECOMMENDATION

It is recommended the Board adopt Resolution No. 547, regarding the financing agreement with Government Capital Corporation for the purpose of procuring Springbrook Software. The agreement was approved by the Board at the June 3, 2015 meeting.

BACKGROUND

In January 2015, staff contacted numerous financial software companies requesting demonstrations of the software and a list of various financial modules each had to offer. Five software companies responded and demonstrated their products to the Finance and Human Resources staff. At the May 6, 2015 Board Meeting, staff and board members agreed to purchase Springbrook Accounting Software. The District has the option to finance the software over a period of four (4) years with an interest rate of 4.644% or purchase the product at a cost of \$66,130. At the June 3, 2015 the Board approved the financing agreement between the District and Government Capital Corporation. In order for Government Capital Corporation to move forward with the financing, a resolution must be adopted by the Board.

ANALYSIS

At the June 3, 2015 Board Meeting the Board approved to finance the accounting software through Government Capital Corporation. The cost would be \$17,674.65 a year for a period of four (4) years, equating to a total purchase price of \$70,698.60 with interest paid of \$4,568.60 over the period of four (4) years. Financing the software would leave some flexibility in the budget should there be any other budgetary needs of the District for the next fiscal year.

FISCAL IMPACT

The financial impact will be \$66,130 plus \$4,568.60 in interest totaling \$70,698.60 over a period of four (4) years.

RECOMMENDATION

It is recommended the Board adopt Resolution No. 547 regarding the financing agreement that was approved at the June 3, 2015 Board Meeting to procure Springbrook Software.

ATTACHMENT

- 1) Resolution No. 547 (1 page)

RESOLUTION #547

A RESOLUTION REGARDING A FINANCING AGREEMENT FOR THE
PURPOSE OF PROCURING "SPRINGBROOK SOFTWARE".

WHEREAS, Pleasant Valley Recreation and Park District desires to enter into that certain Financing Agreement, by and between Government Capital Corporation and Pleasant Valley Recreation and Park District, for the purpose of procuring "Springbrook Software". The District desires to designate this Agreement as a "qualified tax exempt obligation" of the District for the purposes of Section 265 (b) (3) of the Internal Revenue Code of 1986, as amended. Pleasant Valley Recreation and Park District desires to designate the board president, as an authorized signer of the Agreement.

NOW THEREFORE, BE IT RESOLVED BY PLEASANT VALLEY RECREATION AND PARK DISTRICT:

Section 1. That the District enters into a Financing Agreement with Government Capital Corporation for the purpose of procuring "Springbrook Software".

Section 2. That the Financing Agreement, by and between Pleasant Valley Recreation and Park District and Government Capital Corporation is designated by the District as a "qualified tax exempt obligation" for the purposes of Section 265 (b) (3) of the Internal Revenue Code of 1986, as amended.

Section 3. That Pleasant Valley Recreation and Park District designates the Board President, as an authorized signer of the Financing Agreement, by and between Pleasant Valley Recreation and Park District and Government Capital Corporation.

This Resolution has been PASSED upon Motion made by Board member _____, seconded by Board member _____ by a vote of _____ to _____ and is effective this July 1, 2015.

Pleasant Valley Recreation and Park District

Witness Signature

Elaine Magner, Board President

Neal Dixon, Board Secretary

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

TO: BOARD OF DIRECTORS

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

DATE: July 1, 2015

**SUBJECT: CONSIDERATION AND ADOPT OF RESOLUTION NO. 548,
ADOPTION OF FISCAL YEAR 2015-2016 FINAL BUDGET**

RECOMMENDATION

Conduct a public hearing on the Proposed Fiscal Year 2015-2016 Operating and Capital Improvement Program for the Pleasant Valley Recreation and Park District. At the conclusion of the hearing, consider approving Resolution 548 adopting the Fiscal Year 2015-2016 Operating Budget and Capital Improvement Program.

BACKGROUND

On May 7th, May 14th, May 21st and May 28th, Pleasant Valley Recreation and Park District held public workshops on the Proposed Budget totaling approximately \$7.9 million. The public received notice of these workshops through the posting of agendas.

The proposed operating budget for FY 2015-2016 strives to continue to move the Pleasant Valley Recreation and Park District along the path of fiscal sustainability. The budget as presented is balanced. The budget workshops provided the Board and staff the opportunity to address any concerns and questions from the public. The budget workshops allowed the Board an opportunity to review and provide additional comments before adoption of the budget.

At the conclusion of the workshops, the Preliminary Budget was presented and approved by the Board at the June 3, 2015 Regular Board Meeting as required by Public Resources Code 5788. Also, per Public Resources Code 5785.1(b), the notice of a public hearing was posted on June 9, 2015 in the *Ventura County Star*. The notice served to announce the public hearing on adoption of the final budget at this meeting. The Board has until August 30, 2015 to adopt a final budget as required by Public Resource Code 5788.5.

As a budgeting goal, staff was challenged with keeping the expenditures equal to or less than the FY 2014-2015 mid-year budget adjustments. Staff is presenting a balanced budget at \$7,994,649 as it relates to revenues and operational expenses (*Personnel and Services & Supplies*). Revenue exceeds expenditures by a total of \$9,545 of the proposed budget.

The major changes in the fiscal year 2015-2016 budget include the following:

- CalPERS Unfunded Liability
- Purchase of Financial Software
- Part Time Sick Leave Law
- Removal of a Cell Tower
- Restructuring of the Assessment Budget

ANALYSIS

The analysis is comparative from the Approved FY 2014-2015 Operating Budget. The following items should be noted when reviewing the budget:

1. The budget contains an overall increase in revenue of \$144,449 which reflects an increase in Tax Apportionment of \$249,755 and a decrease of \$124,243 for Public Fees.
2. Total revenues available are \$8,004,194 and total operating expenditures are \$7,994,649 which equates to revenue exceeding expenditures by \$9,545.
3. Personnel expenditures have increased by \$280,307 in comparison to the FY 2014-2015 due to the CalPERS unfunded liability of \$174,072 and the part-time sick law.
4. Services and Supplies have increased \$79,650 from the original budget due to an increased amount budgeted for electricity of \$87,075 in comparison to what was budgeted in FY 2014- 2015 Budget.
5. An increase in the employee PERS retirement contribution rate, reflecting a 12% contribution for first tier employees, 7% contribution for second tier employees and 6.25% for third tier.

Capital Improvement Program (CIP) Budget:

The Pleasant Valley Recreation and Park District developed a Five Year Capital Improvement Plan. The document was designed to provide the Board of Directors information regarding short and long term capital projects for improvements and future infrastructure needs. Quimby funds which are fees received from developers in lieu of land may only be used for developing new parks/recreation facilities or rehabilitating existing neighborhood or community park/recreational facilities. The CIP budget which will derive its funds from Quimby monies will include 11 projects for FY 2015-2016 of which 10 are new projects adding \$479,000.

The Capital Outlay projects are:

- a. Cam Grove Parking Lot
- b. Cam Grove Pavilion #1
- c. Fertilizer Injector (Will be reviewed at Mid-Year)
- d. Charter Oak Tree Row
- e. Exterior on Cam Grove House (Will be reviewed at Mid-Year)
- f. Slurry Parking Lot at PV Fields
- g. Springville Tennis Court Refinish
- h. Lokker Park Basketball Refinish
- i. HCF Grant Trails/Programs (Match)
- j. HCF Grant Trails/Programs (Match)
- k. Sr. Center Architecture Rendering
- l. Equipment Replacement Fund
- m. Capital Outlay-Tractor

FISCAL IMPACT

There have been no changes made to the budget from the Preliminary Budget approved on June 3, 2015 to the final budget being presented on July 1, 2015, therefore there is no fiscal impact.

RECOMMENDATION

It is recommended that the Board of Directors adopt Resolution No. 548, Adoption of Fiscal Year 2015-2016 Final Budget for the Pleasant Valley Recreation and Park District.

ATTACHMENTS

- 1) FY 2015-2016 Final Budget Summary Sheets (15 pages)
- 2) Resolution No. 548 (1 page)

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
2015-2016 ANNUAL BUDGET
DISTRICT WIDE SUMMARY**

Account Description	Actual REV/EXP 2013-2014	Mid-Year Budget 2014-2015	Projected REV/EXP 2014-2015	Proposed Budget 2015-2016	Rounded Figures 2015-2016
5110-5230 Tax Apportionment	5,392,669.82	5,341,500.00	5,392,669.82	5,625,055.41	5,625,055.00
5240 Supplemental Assessment Roll	163.84	300.00	163.84	168.00	168.00
5500 Assessment Income	994,216.94	1,008,650.00	1,008,650.00	1,017,150.23	1,017,150.00
5400 Park Dedication Fees	-	-	-	-	-
5561 Land/Park Sale	-	-	-	-	-
DISTRICT WIDE REVENUE	6,387,050.60	6,350,450.00	6,401,483.66	6,642,373.63	6,642,373.00
5501 Prop 12 Fund-Income	-	-	-	-	-
5510 Public Fees	672,920.27	702,445.00	478,624.95	610,177.60	610,177.00
5512 CPR/FA Certification Income	-	-	-	-	-
5520 Public Passes	88,478.61	71,540.00	67,526.36	71,216.50	71,217.00
5530 Facility Rentals	288,543.71	306,340.00	293,269.73	269,768.75	269,769.00
5505 Facility Cleaning Fee	-	550.00	-	-	-
5506 Park Patrol Citations	3,599.27	-	858.27	900.00	900.00
5507 Plan Check Fee	-	100.00	100.00	100.00	100.00
5460 Prior Year Dividends from Pardec	34,210.00	15,000.00	34,210.00	14,200.00	14,200.00
5535 Cell Tower Income	101,636.46	91,100.00	88,158.75	93,380.88	93,381.00
5545 Insurance Indemnity Income	22,662.25	6,400.00	16,973.11	5,000.00	5,000.00
5550 Senior Dues	1,608.90	1,450.00	1,066.67	1,800.00	1,800.00
5515 Senior Services Income	1,256.31	1,300.00	1,341.75	2,200.00	2,200.00
5555 Activity Guide Income	6,365.00	6,000.00	6,000.00	6,000.00	6,000.00
5525 Vending Commissions	500.39	2,200.00	482.07	940.00	940.00
5562 Banner Income	-	900.00	-	900.00	900.00
5570 Donations	96,433.55	81,650.00	103,593.39	92,350.00	92,350.00
5571 Donations for CIP Projects	13,118.36	227,995.00	30,039.25	-	-
5575/5540 Other Misc Income	52,560.07	35,000.00	42,972.50	34,335.00	34,335.00
5580 Over/Under	(332.71)	50.00	(375.09)	(96.00)	(96.00)
5585 Incentive Income	18,438.35	17,800.00	23,126.63	17,075.00	17,075.00
5600 Reimbursement ROPS&Grant	123,745.34	191,000.00	81,898.90	136,000.00	136,000.00
5310-5320 Interest Income	5,889.62	5,400.00	5,181.69	5,573.00	5,573.00
RECREATION AND PARK FEES	1,531,633.75	1,764,220.00	1,275,048.91	1,361,820.73	1,361,821.00
TOTAL GEN FUND REVENUES	7,918,684.35	8,114,670.00	7,676,532.57	8,004,194.36	8,004,194.00
6100 Full-Time Wages	2,321,517.97	2,157,400.00	2,159,886.12	2,173,806.67	2,173,806.00
6101 Overtime Wages	20,139.49	17,800.00	17,800.00	17,162.00	17,162.00
6110 Part-Time Wages	633,404.87	617,799.00	613,144.13	689,336.16	689,336.00
6120 Retirement (Pers/SS/Medicare)	425,905.23	439,290.00	459,573.81	373,844.47	373,844.00
6121 457 Part-Time Pension	7,447.41	4,100.00	3,148.75	4,100.00	4,100.00
6130 Employee Health Insurance	358,850.59	400,000.00	375,766.66	283,043.05	283,043.00
6140 Workers Compensation	95,203.03	94,058.00	91,858.68	98,227.54	98,228.00
6150 Unemployment Insurance	8,025.00	7,500.00	7,500.00	7,500.00	7,500.00
6160 Loan Payment-Pension Obligation	132,883.01	219,600.00	219,600.00	399,044.50	399,045.00
TOTAL PERSONNEL	4,003,376.60	3,957,547.00	3,948,278.15	4,046,064.38	4,046,064.00

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
2015-2016 ANNUAL BUDGET
DISTRICT WIDE SUMMARY**

Account Description	Actual REV/EXP 2013-2014	Mid-Year Budget 2014-2015	Projected REV/EXP 2014-2015	Proposed Budget 2015-2016	Rounded Figures 2015-2016
6210 Telephone	15,488.18	19,050.00	20,040.00	18,792.00	18,792.00
6220 Internet Services	8,418.68	7,600.00	7,600.00	10,488.00	10,488.00
6310 Pool Supplies	12,729.39	14,000.00	14,000.00	15,000.00	15,000.00
6320 Janitorial Supplies	45,995.89	40,050.00	40,050.00	46,100.00	46,100.00
6330 Kitchen Supplies	1,338.63	2,050.00	1,825.00	1,395.00	1,395.00
6340 Food Supplies	5,394.51	9,330.00	7,182.57	8,252.50	8,253.00
6350 Water Maintenance Service	1,214.51	1,250.00	1,250.00	1,320.00	1,320.00
6360 Laundry/Wash Services	648.80	1,400.00	1,000.00	350.00	350.00
6370 Janitorial Services	14,572.00	18,250.00	17,250.00	3,000.00	3,000.00
6380 Medical Supplies	465.78	3,000.00	2,960.00	1,745.00	1,745.00
6410 Liability/Property Insurance	94,860.98	99,600.00	99,600.00	103,042.80	103,043.00
6510 Fuel	54,273.75	60,000.00	60,000.00	48,000.00	48,000.00
6520 Vehicle Maint/Repair	44,737.01	40,000.00	40,000.00	37,800.00	37,800.00
6530 Office Equip Maint/Repair	1,761.98	5,350.00	4,400.00	1,175.00	1,175.00
6540 Computer Equip Maint/Repair	6,743.85	11,200.00	11,200.00	5,247.99	5,248.00
6610 Building Maintenance/Repair	78,592.42	83,500.00	83,500.00	90,300.00	90,300.00
6620 Bldg. Equip Maint. Repair	5,250.14	10,800.00	8,000.00	10,800.00	10,800.00
6630 Improvements/Maint.	7,635.12	7,500.00	7,500.00	24,500.00	24,500.00
6709 Incidental Costs	14,986.14	26,000.00	20,180.00	27,500.00	27,500.00
6710 Grounds Maint.	65,425.97	68,900.00	67,600.00	95,180.00	95,180.00
6720 Contracted Landscape Services	378,235.64	393,800.00	393,800.00	395,900.00	395,900.00
6730 Contracted Pest Control	675.00	-	-	2,000.00	2,000.00
6740 Rubbish & Refuse	56,265.64	60,600.00	60,600.00	51,100.00	51,100.00
6810 Memberships & Dues	9,256.56	12,170.00	12,098.00	12,272.00	12,272.00
6910 Office Expense	15,831.85	19,800.00	19,522.33	23,896.50	23,897.00
6920 Postage/Freight/Mail Expense	22,625.66	24,250.00	23,150.00	23,600.00	23,600.00
6930 Advertising Expense	14,458.34	14,375.00	13,216.00	16,590.00	16,590.00
6940 Copy Machine Charges	19,884.96	18,150.00	14,000.00	17,516.44	17,516.00
6950 Bank/Activenet Charges	46,666.15	40,250.00	40,572.00	38,019.76	38,020.00
6960 Apportionment Collection Fees	425,843.00	391,700.00	306,750.00	366,092.00	366,092.00
6970 Cost to Issue COP's	-	24,800.00	-	-	-
6971 Cost to Issue Side Fund Loan	-	4,850.00	-	-	-
6980 Minor Office Equip. F F & E	2,815.67	1,650.00	1,200.00	4,070.32	4,070.00
6990 Computer Hardware/Software	4,408.84	25,400.00	25,400.00	18,852.00	18,852.00
7010 Fingerprint Fees	1,872.00	1,700.00	1,700.00	1,705.00	1,705.00
7020 Fire Inspection Fees	2,519.85	2,925.00	2,925.00	5,088.00	5,088.00
7030 Business Permit & Licence Fee	5,340.95	4,950.00	5,167.00	4,825.00	4,825.00
7040 State Licences	97.50	-	-	-	-
7110 Legal Fees	66,540.77	75,300.00	50,000.00	73,815.00	73,815.00
7115 Typsetting & Printing Services	48,283.58	50,700.00	50,700.00	50,700.00	50,700.00
7120 Instructor Services	215,967.78	169,460.00	115,428.76	139,186.13	139,186.13
7125 Admin Fees	1,426.97	1,250.00	1,250.00	1,248.90	1,249.00
7130 Audit Services	9,525.00	10,700.00	10,700.00	10,950.00	10,950.00
7140 Medical & Health Services	2,910.00	2,400.00	2,400.00	2,500.00	2,500.00
7150 Security Services	5,390.39	4,450.00	4,450.00	4,586.43	4,586.00
7160 Entertainment Services	3,088.05	1,950.00	1,650.00	1,950.00	1,950.00
7180 Business Services	78,604.15	40,689.00	30,739.92	72,267.82	72,268.00
7190 Umpire/Referee Services	2,233.56	1,900.00	1,600.00	1,900.00	1,900.00
7210 Publication & Subscriptions	1,876.06	3,425.00	3,450.85	3,616.00	3,616.00
7310 Rents & Leases - Equipment	24,155.92	31,945.00	32,111.01	31,360.00	31,360.00
7320 Bidg./Field Leases & Rentals	14,611.00	13,200.00	8,575.00	8,628.00	8,628.00
7410 Aquatic Supplies	1,821.06	1,900.00	1,834.26	1,910.00	1,910.00
7420 Classroom Supplies	7,454.42	6,575.00	6,709.71	6,705.00	6,705.00

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
2015-2016 ANNUAL BUDGET
DISTRICT WIDE SUMMARY**

Account Description	Actual REV/EXP 2013-2014	Mid-Year Budget 2014-2015	Projected REV/EXP 2014-2015	Proposed Budget 2015-2016	Rounded Figures 2015-2016
7430 Bingo Supplies	8,060.23	7,500.00	6,800.00	7,500.00	7,500.00
7440 Sporting Goods	9,087.74	11,200.00	9,600.00	10,029.00	10,029.00
7450 Arts & Crafts Supplies	2,950.48	2,250.00	2,457.19	3,230.00	3,230.00
7460 Training Supplies	1,584.33	3,300.00	3,200.75	3,650.00	3,650.00
7470 Camp Supplies	612.89	600.00	600.00	700.00	700.00
7510 Small Tools	14,517.14	16,500.00	16,500.00	16,500.00	16,500.00
7610 Uniform Allowance	4,743.34	11,165.00	10,300.00	11,285.00	11,285.00
7620 Safety clothing & Supplies	5,360.14	5,620.00	4,675.90	8,415.00	8,415.00
7710 Conference & Seminars	5,540.00	9,860.00	8,200.00	15,195.00	15,195.00
7720 Out-of-town Travel	5,140.32	15,965.00	9,100.00	16,783.75	16,784.00
7730 Private Vehicle Mileage	4,076.20	4,456.00	2,924.97	4,903.38	4,903.00
7740 Transportation Charges	727.00	1,550.00	390.00	1,200.00	1,200.00
7750 Excursions & Camp Trips	11,891.44	16,850.00	16,200.00	19,320.00	19,320.00
7760 Tuition/Book Reimbursement	-	750.00	302.00	-	-
7810 Utilities - Gas	31,285.09	27,900.00	27,900.00	29,693.40	29,693.00
7820 Utilities - Water	860,446.82	748,100.00	748,100.00	829,626.06	829,626.00
7830 Utilities - Electricity	267,775.74	275,700.00	275,700.00	264,450.00	264,450.00
7910 Awards & Certificates	16,912.28	18,000.00	12,550.00	17,995.00	17,995.00
7920 Meals & Entertainment	4,086.65	5,650.00	3,550.00	2,800.00	2,800.00
7930 Employee Moral	3,125.79	3,750.00	3,275.00	3,450.00	3,450.00
7950 Lease Payment- VATP	620,828.10	721,500.00	409,860.00	739,021.26	739,021.00
TOTAL SERVICES/ SUPPLIES	3,849,971.77	3,894,210.00	3,329,023.22	3,948,585.43	3,948,585.13
TOTAL OPERATIONAL EXPENDITURES	7,853,348.37	7,851,757.00	7,277,301.37	7,994,649.81	7,994,649.13
8400 Capital Outlay	29,968.60	333,000.00	276,558.00	454,000.00	454,000.00
8420 Equipment Replacement fund	-	25,000.00	-	25,000.00	25,000.00
TOTAL CAPITAL EXPENSES	29,968.60	358,000.00	276,558.00	479,000.00	479,000.00
TOTAL EXPENDITURES	7,883,316.97	8,209,757.00	7,553,859.37	8,473,649.81	8,473,649.13
5502 CARRY OVER	4,533,408.73	4,085,089.38	2,947,187.46	6,495,040.00	6,495,040.00
8500 Appropriation for Contingency	228,534.00	79,848.00	35,124.00	25,000.00	25,000.00
8500 Appropriation for Reserves	2,108,841.00	3,381,979.00	2,407,443.00	697,579.00	697,579.00
8500 Appropriation for Equipment	25,000.00	57,506.82	78,194.61	50,000.00	50,000.00
8500 Appropriation for Cap Improve	1,005,818.00	11,413.33	-	2,647,732.00	2,647,732.00
8500 Appropriation for Debt Service	366,616.88	384,991.88	384,991.88	550,583.00	550,583.00
8500 Appropriation for Assessment	315,497.60	107,542.77	480,256.77	35,503.88	35,504.00
TOTAL APPROPRIATIONS	4,050,307.48	4,023,281.80	3,386,010.26	4,006,397.88	4,006,398.00
TOTAL EXCESS OVER EXPENSES	518,468.63	(33,279.42)	(316,149.60)	2,019,186.68	2,019,186.87

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
2015-2016 ANNUAL BUDGET
GENERAL FUND SUMMARY**

Account Description	Actual REV/EXP 2013-2014	Mid-Year Budget 2014-2015	Projected REV/EXP 2014-2015	Proposed Budget 2015-2016	Rounded Figures 2015-2016
5110-5230 Tax Apportionment	5,392,669.82	5,341,500.00	5,392,669.82	5,625,055.41	5,625,055.00
5240 Supplemental Assessment Roll	163.84	300.00	163.84	168.00	168.00
DISTRICT WIDE REVENUE	5,392,833.66	5,341,800.00	5,392,833.66	5,625,223.41	5,625,223.00
5510 Public Fees	587,338.26	702,445.00	478,624.95	610,177.60	610,177.00
5512 Life Guard Certification Income	310.00	-	-	-	-
5520 Public Passes	65,448.04	71,540.00	67,526.36	71,216.50	71,217.00
5530 Facility Rentals	324,289.11	306,340.00	293,269.73	269,768.75	269,769.00
5505 Facility Cleaning Fee	-	550.00	-	-	-
5506 Park Patrol Citations	3,599.27	-	858.27	900.00	900.00
5507 Plan Check Fee	-	100.00	100.00	100.00	100.00
5460 Prior Year Dividends from Pardec	34,210.00	15,000.00	34,210.00	14,200.00	14,200.00
5535 Cell Tower Income	101,636.46	91,100.00	88,158.75	93,380.88	93,381.00
5545 Insurance Indemnity Income	22,662.25	6,400.00	16,973.11	5,000.00	5,000.00
5550 Senior Dues	1,300.00	1,450.00	1,066.67	1,800.00	1,800.00
5515 Senior Services Income	1,875.00	1,300.00	1,341.75	2,200.00	2,200.00
5555 Activity Guide Income	6,365.00	6,000.00	6,000.00	6,000.00	6,000.00
5525 Vending Commissions	462.94	2,200.00	482.07	940.00	940.00
5562 Banner Income	-	900.00	-	900.00	900.00
5570 Donations	101,443.67	81,650.00	103,593.39	92,350.00	92,350.00
5571 Donations for CIP Projects	11,785.36	227,995.00	30,039.25	-	-
5575/5540 Other Misc Income	51,770.41	35,000.00	42,972.50	34,335.00	34,335.00
5580 Over/Under	(332.71)	50.00	(375.09)	(96.00)	(96.00)
5585 Incentive Income	15,015.57	17,800.00	23,126.63	17,075.00	17,075.00
5600 Reimbursement ROPS&Grant	123,745.34	191,000.00	81,898.90	136,000.00	136,000.00
5310-5320 Interest Income	4,938.96	4,100.00	4,148.69	4,335.00	4,335.00
RECREATION AND PARK FEES	1,457,862.93	1,762,920.00	1,274,015.91	1,360,582.73	1,360,583.00
TOTAL GEN FUND REVENUES	6,850,696.59	7,104,720.00	6,666,849.57	6,985,806.14	6,985,806.00
6100 Full-Time Wages	2,235,862.77	2,065,500.00	2,070,834.12	2,075,920.67	2,075,920.00
6101 Overtime Wages	20,139.49	17,800.00	17,800.00	17,162.00	17,162.00
6110 Part-Time Wages	633,170.16	617,799.00	613,144.13	689,336.16	689,336.00
6120 Retirement (Pers/SS/Medicare)	408,734.27	418,590.00	435,759.81	358,004.48	358,004.00
6121 457 Part-Time Pension	7,447.41	4,100.00	3,148.75	4,100.00	4,100.00
6130 Employee Health Insurance	348,368.95	390,900.00	365,594.66	270,963.98	270,964.00
6140 Workers Compensation	89,238.54	86,508.00	84,725.68	90,445.60	90,446.00
6150 Unemployment Insurance	8,025.00	7,500.00	7,500.00	7,500.00	7,500.00
6160 Loan Payment-Pension Obligation	132,883.01	219,600.00	219,600.00	399,044.50	399,045.00
TOTAL PERSONNEL	3,883,869.60	3,828,297.00	3,818,107.15	3,912,477.39	3,912,477.00
6210 Telephone	15,488.18	19,050.00	20,040.00	18,792.00	18,792.00
6220 Internet Services	8,418.68	7,600.00	7,600.00	10,488.00	10,488.00
6310 Pool Supplies	12,729.39	14,000.00	14,000.00	15,000.00	15,000.00
6320 Janitorial Supplies	45,995.89	40,050.00	40,050.00	46,100.00	46,100.00
6330 Kitchen Supplies	1,338.63	2,050.00	1,825.00	1,395.00	1,395.00
6340 Food Supplies	5,394.51	9,330.00	7,182.57	8,252.50	8,253.00
6350 Water Maintenance Service	1,214.51	1,250.00	1,250.00	1,320.00	1,320.00
6360 Laundry/Wash Services	648.80	1,400.00	1,000.00	350.00	350.00
6370 Janitorial Services	14,572.00	18,250.00	17,250.00	3,000.00	3,000.00
6380 Medical Supplies	465.78	3,000.00	2,960.00	1,745.00	1,745.00
6410 Liability/Property Insurance	94,860.98	99,600.00	99,600.00	103,042.80	103,043.00
6510 Fuel	54,273.75	60,000.00	60,000.00	48,000.00	48,000.00
6520 Vehicle Maint/Repair	44,737.01	40,000.00	40,000.00	37,800.00	37,800.00
6530 Office Equip Maint/Repair	1,761.98	5,350.00	4,400.00	1,175.00	1,175.00

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
2015-2016 ANNUAL BUDGET
GENERAL FUND SUMMARY**

Account Description	Actual REV/EXP 2013-2014	Mid-Year Budget 2014-2015	Projected REV/EXP 2014-2015	Proposed Budget 2015-2016	Rounded Figures 2015-2016
6540 Computer Equip Maint/Repair	6,743.85	11,200.00	11,200.00	5,247.99	5,248.00
6610 Building Maintenance/Repair	78,592.42	83,500.00	83,500.00	90,300.00	90,300.00
6620 Bldg. Equip Maint. Repair	5,250.14	10,800.00	8,000.00	10,800.00	10,800.00
6630 Improvements/Maint.	7,635.12	7,500.00	7,500.00	24,500.00	24,500.00
6701 Maintenance of Grounds	-	-	-	-	-
6709 Incidental Costs	-	-	-	-	-
6710 Grounds Maint.	65,425.97	68,900.00	67,600.00	95,180.00	95,180.00
6720 Contracted Landscape Services	378,235.64	393,800.00	393,800.00	-	-
6730 Contracted Pest Control	675.00	-	-	2,000.00	2,000.00
6740 Rubbish & Refuse	56,265.64	60,600.00	60,600.00	51,100.00	51,100.00
6810 Memberships & Dues	9,256.56	12,170.00	12,098.00	12,272.00	12,272.00
6910 Office Expense	15,831.85	19,800.00	19,522.33	23,896.50	23,897.00
6920 Postage/Freight/Mail Expense	22,625.66	24,250.00	23,150.00	23,600.00	23,600.00
6930 Advertising Expense	14,435.73	14,375.00	13,216.00	16,590.00	16,590.00
6940 Copy Machine Charges	19,884.96	18,150.00	14,000.00	17,516.44	17,516.00
6950 Bank/Activenet Charges	46,666.15	40,250.00	40,572.00	38,019.76	38,020.00
6960 Apportionment Collection Fees	419,014.07	384,950.00	300,000.00	366,092.00	366,092.00
6970 Cost to Issue COP's	-	24,800.00	-	-	-
6971 Cost to Issue Side Fund Loan	-	4,850.00	-	-	-
6980 Minor Office Equip. F F & E	2,815.67	1,650.00	1,200.00	4,070.32	4,070.00
6990 Computer Hardware/Software	4,322.45	25,400.00	25,400.00	18,852.00	18,852.00
7010 Fingerprint Fees	1,872.00	1,700.00	1,700.00	1,705.00	1,705.00
7020 Fire Inspection Fees	2,519.85	2,925.00	2,925.00	5,088.00	5,088.00
7030 Business Permit & Licence Fee	5,340.95	4,950.00	5,167.00	4,825.00	4,825.00
7040 State Licences	97.50	-	-	-	-
7110 Legal Fees	66,540.77	75,300.00	50,000.00	73,815.00	73,815.00
7115 Typsetting & Printing Services	48,283.58	50,700.00	50,700.00	50,700.00	50,700.00
7120 Instructor Services	215,967.78	169,460.00	115,428.76	139,186.13	139,186.00
7125 Admin Fees	1,426.97	1,250.00	1,250.00	1,248.90	1,249.00
7130 Audit Services	9,525.00	10,700.00	10,700.00	10,950.00	10,950.00
7140 Medical & Health Services	2,910.00	2,400.00	2,400.00	2,500.00	2,500.00
7150 Security Services	5,390.39	4,450.00	4,450.00	4,586.43	4,586.00
7160 Entertainment Services	1,993.05	1,950.00	1,650.00	1,950.00	1,950.00
7170 Sign Language Services	-	-	-	-	-
7180 Business Services	78,604.15	40,689.00	30,739.92	72,267.82	72,268.00
7190 Umpire/Referee Services	2,233.56	1,900.00	1,600.00	1,900.00	1,900.00
7210 Publication & Subscriptions	1,876.06	3,425.00	3,450.85	3,616.00	3,616.00
7310 Rents & Leases - Equipment	24,155.92	31,945.00	32,111.01	31,360.00	31,360.00
7320 Bidg./Field Leases & Rentals	14,611.00	13,200.00	8,575.00	8,628.00	8,628.00
7410 Aquatic Supplies	1,821.06	1,900.00	1,834.26	1,910.00	1,910.00
7420 Classroom Supplies	7,454.42	6,575.00	6,709.71	6,705.00	6,705.00
7430 Bingo Supplies	8,060.23	7,500.00	6,800.00	7,500.00	7,500.00
7440 Sporting Goods	9,087.74	11,200.00	9,600.00	10,029.00	10,029.00
7450 Arts & Crafts Supplies	2,831.88	2,250.00	2,457.19	3,230.00	3,230.00
7460 Training Supplies	1,474.38	3,300.00	3,200.75	3,650.00	3,650.00
7470 Camp Supplies	722.84	600.00	600.00	700.00	700.00
7510 Small Tools	14,517.14	16,500.00	16,500.00	16,500.00	16,500.00
7610 Uniform Allowance	4,743.34	11,165.00	10,300.00	11,285.00	11,285.00
7620 Safety clothing & Supplies	5,360.14	5,620.00	4,675.90	8,415.00	8,415.00
7710 Conference & Seminars	5,540.00	9,860.00	8,200.00	15,195.00	15,195.00
7720 Out-of-town Travel	5,140.32	15,965.00	9,100.00	16,783.75	16,784.00
7730 Private Vehicle Mileage	4,076.20	4,456.00	2,924.97	4,903.38	4,903.00
7740 Transportation Charges	727.00	1,550.00	390.00	1,200.00	1,200.00
7750 Excursions & Camp Trips	11,891.44	16,850.00	16,200.00	19,320.00	19,320.00

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
2015-2016 ANNUAL BUDGET
GENERAL FUND SUMMARY**

Account Description	Actual REV/EXP 2013-2014	Mid-Year Budget 2014-2015	Projected REV/EXP 2014-2015	Proposed Budget 2015-2016	Rounded Figures 2015-2016
7760 Tuition/Book Reimbursement	-	750.00	302.00	-	-
7810 Utilities - Gas	31,285.09	27,900.00	27,900.00	29,693.40	29,693.00
7820 Utilities - Water	860,446.82	748,100.00	748,100.00	829,626.06	829,626.00
7830 Utilities - Electricity	267,775.74	275,700.00	275,700.00	264,450.00	264,450.00
7910 Awards & Certificates	16,912.28	18,000.00	12,550.00	17,995.00	17,995.00
7920 Meals & Entertainment	4,086.65	5,650.00	3,550.00	2,800.00	2,800.00
7930 Employee Moral	3,125.79	3,750.00	3,275.00	3,450.00	3,450.00
TOTAL SERVICES/ SUPPLIES	3,206,006.00	3,139,960.00	2,892,233.22	2,786,164.17	2,786,164.00
TOTAL OPERATIONAL EXPENDITURES	7,089,875.60	6,968,257.00	6,710,340.37	6,698,641.56	6,698,641.00
8400 Capital Outlay/Improvements	2,280.50	85,000.00	85,000.00	454,000.00	454,000.00
8420 Equipment Replacement fund	1,485.48	25,000.00	-	25,000.00	25,000.00
TOTAL CAPITAL EXPENSES	3,765.98	110,000.00	85,000.00	479,000.00	479,000.00
TOTAL EXPENDITURES	7,093,641.58	7,078,257.00	6,795,340.37	7,177,641.56	7,177,641.00
5502 CARRY OVER	4,428,575.16	3,855,996.61	2,718,094.69	6,174,614.00	6,174,614.00
8500 Appropriation for Contingency	228,534.00	79,848.00	35,124.00	25,000.00	25,000.00
8500 Appropriation for Reserves	2,108,841.00	3,381,979.00	2,407,443.00	697,579.00	697,579.00
8500 Appropriation for Equipment	25,000.00	57,506.82	78,194.61	50,000.00	50,000.00
8500 Appropriation for Cap Improve	1,005,818.00	11,413.33	-	2,647,732.00	2,647,732.00
8500 Appropriation for Debt Service	366,616.88	384,991.88	384,991.88	550,583.00	550,583.00
8500 Appropriation for Assessment				35,503.00	35,503.00
TOTAL APPROPRIATIONS	3,734,809.88	3,915,739.03	2,905,753.49	4,006,397.00	4,006,397.00
TTL EXCESS OVER EXPENSES	450,820.29	(33,279.42)	(316,149.60)	1,976,381.58	1,976,382.00

2014-2015 Budget REV 1
Over (Under) 14-15 Budget

7,078,257.00
99,384.00
1.40%

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
2015-2016 ANNUAL BUDGET
ADMINISTRATIVE SERVICES DEPARTMENT**

Account Description	Actual REV/EXP 2013-2014	Mid-Year Budget 2014-2015	Projected REV/EXP 2014-2015	Proposed Budget 2015-2016	Rounded Figures 2015-2016
5110-5230 Tax Apportionment	5,392,669.82	5,341,500.00	5,392,669.82	5,625,055.41	5,625,055.00
5240 Supplemental Assessment Roll	163.84	300.00	163.84	168.00	168.00
DISTRICT WIDE REVENUE	5,392,833.66	5,341,800.00	5,392,833.66	5,625,223.41	5,625,223.00
5460 Dividends Pardec Prior Years	34,210.00	15,000.00	34,210.00	14,200.00	14,200.00
5575/5540 Other Misc Income	36,788.25	26,450.00	31,696.95	25,200.00	25,200.00
5580 Over/Under	0.03	50.00	(375.09)	(96.00)	(96.00)
5585 Incentive Income	12,837.67	15,500.00	18,173.44	15,625.00	15,625.00
5600 Reimbursement ROPS& Grant	123,695.23	191,000.00	81,898.90	136,000.00	136,000.00
5310-5320 Interest Income	4,938.96	4,100.00	4,148.69	4,335.00	4,335.00
RECREATION AND PARK FEES	212,470.14	252,100.00	169,752.89	195,264.00	195,264.00
TOTAL GEN FUND REVENUES	5,605,303.80	5,593,900.00	5,562,586.55	5,820,487.41	5,820,487.00
6100 Regular Salaries	361,642.73	430,700.00	427,247.00	488,602.76	488,603.00
6110 Extra Help	118,230.13	66,425.00	93,064.00	68,457.20	68,457.00
6120 Retirement	59,097.32	71,550.00	92,576.00	77,494.76	77,495.00
6121 457 PT Pension	-	100.00	100.00	100.00	100.00
6130 Employee Insurance	63,090.21	71,750.00	65,296.00	65,922.13	65,922.00
6140 Workers Compensation	1,820.16	4,450.00	4,450.00	4,372.86	4,373.00
6150 Unemployment Insurance	8,025.00	7,500.00	7,500.00	7,500.00	7,500.00
6160 Loan Payment-Pension Obligation	132,883.01	219,600.00	219,600.00	399,044.50	399,045.00
TOTAL PERSONNEL	744,788.56	872,075.00	909,833.00	1,111,494.21	1,111,495.00
6210 Telephone	6,676.95	10,200.00	10,200.00	10,200.00	10,200.00
6220 Internet Services	3,495.83	3,600.00	3,600.00	6,788.00	6,788.00
6330 Kitchen Supplies	487.39	700.00	700.00	-	-
6340 Food Supplies	274.18	600.00	600.00	-	-
6350 Water Maintenance Service	762.34	1,000.00	1,000.00	900.00	900.00
6380 Medical Supplies	-	1,750.00	2,010.00	395.00	395.00
6410 Liability/Property Insurance	94,860.98	99,600.00	99,600.00	103,042.80	103,043.00
6530 Office Equip Maint/Repair	1,227.37	1,700.00	1,700.00	450.00	450.00
6540 Computer Equip Maint/Repair	2,560.87	6,350.00	6,350.00	1,440.00	1,440.00
6810 Memberships & Dues	8,226.16	9,800.00	10,618.00	10,312.00	10,312.00
6910 Office Expense	10,183.18	11,350.00	11,350.00	12,386.50	12,386.00
6920 Postage/Freight/Mail Expense	2,900.00	3,250.00	3,250.00	2,200.00	2,200.00
6940 Copy Machine Charges	16,388.88	15,650.00	11,500.00	15,666.44	15,666.00
6950 Bank/Activenet Charges	46,666.15	40,250.00	40,572.00	38,019.76	38,020.00
6960 Apportionment Collection Fees	419,014.07	384,950.00	300,000.00	366,092.00	366,092.00
6970 Cost to Issue COP's	-	24,800.00	-	-	-
6971 Cost to Issue Side Fund Loan	-	4,850.00	-	-	-
6980 Minor Office Equip. F F & E	1,177.46	1,050.00	700.00	1,045.32	1,045.00
6990 Computer Hardware/Software	2,048.14	22,500.00	22,500.00	13,552.00	13,552.00
7010 Fingerprint Fees	1,872.00	1,700.00	1,700.00	1,705.00	1,705.00
7030 Business Permit & Licence Fee	50.00	-	-	-	-
7110 Legal Fees	66,540.77	75,300.00	50,000.00	73,815.00	73,815.00

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
2015-2016 ANNUAL BUDGET
ADMINISTRATIVE SERVICES DEPARTMENT**

Account Description	Actual REV/EXP 2013-2014	Mid-Year Budget 2014-2015	Projected REV/EXP 2014-2015	Proposed Budget 2015-2016	Rounded Figures 2015-2016
7120 Instructor Services	-	1,500.00	-	1,500.00	1,500.00
7125 Admin Fees	1,426.97	1,250.00	1,250.00	1,248.90	1,249.00
7130 Audit Services	9,525.00	10,700.00	10,700.00	10,950.00	10,950.00
7140 Medical & Health Services	2,910.00	2,400.00	2,400.00	2,500.00	2,500.00
7150 Security Services	5,390.39	4,450.00	4,450.00	4,586.43	4,586.00
7180 Business Services	57,782.60	20,589.00	20,589.92	61,412.82	61,412.82
7210 Publication & Subscriptions	1,360.64	2,150.00	2,150.00	2,264.00	2,264.00
7460 Training Supplies	438.68	700.00	600.75	700.00	700.00
7610 Uniform Allowance	36.85	1,000.00	200.00	780.00	780.00
7620 Safety clothing & Supplies	-	900.00	-	600.00	600.00
7710 Conference & Seminars	2,563.00	4,800.00	3,400.00	4,305.00	4,305.00
7720 Out-of-town Travel	3,739.41	11,700.00	5,000.00	11,710.00	11,710.00
7730 Private Vehicle Mileage	352.64	650.00	650.00	649.00	649.00
7760 Tuition/Book Reimbursement	-	750.00	302.00	-	-
7910 Awards & Certificates	82.68	725.00	100.00	725.00	725.00
7920 Meals & Entertainment	3,661.33	4,700.00	2,600.00	1,900.00	1,900.00
7930 Employee Moral	2,743.42	2,400.00	2,000.00	2,175.00	2,175.00
7950 Lease Payment- VATP	-	-	-	-	-
TOTAL SERVICES/ SUPPLIES	777,426.33	792,314.00	634,342.67	766,015.97	766,014.82
TOTAL OPERATIONAL EXPENDITURES	1,522,214.89	1,664,389.00	1,544,175.67	1,877,510.18	1,877,509.82
8400 Capital Outlay/Improvements	-	-	-	-	-
8420 Equipment Replacement fund	-	-	-	-	-
TOTAL CAPITAL EXPENSES	-	-	-	-	-
TOTAL EXPENDITURES	1,522,214.89	1,664,389.00	1,544,175.67	1,877,510.18	1,877,509.82
5502 CARRY OVER					
EXPENSE + CONTINGENCY	1,522,214.89	1,664,389.00	1,544,175.67	1,877,510.18	1,877,509.82
TTL EXCESS OVER EXPENSES	4,083,088.91	3,929,511.00	4,018,410.88	3,942,977.22	3,942,977.18

2014-2015 Mid Year Budget
Over (Under) 14-15 Budget

1,664,389.00
213,120.82
12.80%

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
2015-2016 ANNUAL BUDGET
SUMMARY OF ALL RECREATION**

Account Description	Actual REV/EXP 2013-2014	Mid-Year Budget 2014-2015	Projected REV/EXP 2014-2015	Proposed Budget 2015-2016	Rounded Figures 2015-2016
DISTRICT WIDE REVENUE					
5510 Public Fees	568,556.61	653,875.00	467,039.90	595,177.60	595,177.00
5512 Certification Income	310.00	-	-	-	-
5520 Public Passes	65,448.04	77,600.00	67,526.36	71,216.50	71,217.00
5530 Rentals	193,919.71	171,450.00	169,500.71	134,520.75	134,521.00
5550 Senior Dues	1,300.00	1,450.00	1,066.67	1,800.00	1,800.00
5515 Senior Services Income	1,875.00	1,300.00	1,341.75	2,200.00	2,200.00
5555 Activity Guide Income	6,365.00	6,000.00	6,000.00	6,000.00	6,000.00
5525 Vending Commissions	462.94	2,200.00	482.07	940.00	940.00
5562 Banner Income	-	900.00	-	900.00	900.00
5570 Donations	28,158.11	21,650.00	27,643.39	22,350.00	22,350.00
5575/5540 Other Misc Income	4,730.59	1,700.00	3,268.05	1,505.00	1,505.00
5580 Over/Under	(332.74)				
5585 Incentive Income	2,177.90	2,000.00	4,953.19	1,150.00	1,150.00
RECREATION AND PARK FEES	872,971.16	940,125.00	748,822.07	837,759.85	837,760.00
TOTAL GEN FUND REVENUES	872,971.16	940,125.00	748,822.07	837,759.85	837,760.00
6100 Regular Salaries	387,708.34	368,400.00	377,187.12	393,732.38	393,732.00
6101 Overtime Wages	-	-	-	-	-
6110 Extra Help	351,526.35	418,224.00	386,930.13	439,070.21	439,070.00
6120 Retirement	93,760.13	74,390.00	70,533.81	71,761.32	71,761.00
6121 457 PT Pension	7,124.80	2,500.00	1,548.75	2,500.00	2,500.00
6130 Employee Insurance	50,274.45	55,050.00	36,198.66	51,867.92	51,868.00
6140 Workers Compensation	11,237.06	11,535.00	9,775.68	12,533.02	12,533.00
TOTAL PERSONNEL	901,631.13	930,099.00	882,174.15	971,464.85	971,464.00
6210 Telephone	2,539.60	2,350.00	3,540.00	2,352.00	2,352.00
6220 Internet Services	1,508.41	1,200.00	1,200.00	1,200.00	1,200.00
6310 Pool Supplies	13.95	-	-	-	-
6320 Janitorial Supplies	4.30	50.00	50.00	100.00	100.00
6330 Kitchen Supplies	851.24	1,350.00	1,125.00	1,395.00	1,395.00
6340 Food Supplies	5,120.33	8,375.00	6,582.57	8,252.50	8,253.00
6350 Water Maintenance Service	-	-	-	-	-
6360 Laundry/Wash Services	-	-	-	-	-
6370 Janitorial Services	-	-	-	-	-
6380 Medical Supplies	465.78	1,050.00	750.00	1,150.00	1,150.00
6410 Liability/Property Insurance	-	-	-	-	-
6510 Fuel	-	-	-	-	-
6520 Vehicle Maint/Repair	-	-	-	-	-
6530 Office Equip Maint/Repair	287.68	1,250.00	300.00	725.00	725.00
6540 Computer Equip Maint/Repair	602.17	800.00	800.00	1,300.00	1,300.00
6610 Building Maintenance/Repair	2,111.38	2,300.00	2,300.00	2,300.00	2,300.00
6620 Bldg. Equip Maint. Repair	47.03	500.00	500.00	500.00	500.00

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
2015-2016 ANNUAL BUDGET
SUMMARY OF ALL RECREATION**

Account Description	Actual REV/EXP 2013-2014	Mid-Year Budget 2014-2015	Projected REV/EXP 2014-2015	Proposed Budget 2015-2016	Rounded Figures 2015-2016
6630 Improvements/Maint.	-	-	-	2,000.00	2,000.00
6701 Maintenance of Grounds	-	-	-	-	-
6709 Incidental Costs	-	-	-	-	-
6710 Grounds Maint.	-	1,200.00	-	1,200.00	1,200.00
6720 Contracted Landscape Services	-	-	-	-	-
6730 Contracted Pest Control	-	-	-	-	-
6740 Rubbish & Refuse	-	-	-	-	-
6810 Memberships & Dues	985.40	1,520.00	1,030.00	1,560.00	1,560.00
6910 Office Expense	3,867.06	4,150.00	4,172.33	5,370.00	5,370.00
6920 Postage/Freight/Mail Expense	19,719.55	21,000.00	19,900.00	21,400.00	21,400.00
6930 Advertising Expense	14,435.73	14,375.00	13,216.00	16,590.00	16,590.00
6940 Copy Machine Charges	-	-	-	-	-
6950 Bank/Activenet Charges	-	-	-	-	-
6960 Apportionment Collection Fees	-	-	-	-	-
6970 Cost to Issue COP's	-	-	-	-	-
6971 Cost to Issue Side Fund Loan	-	-	-	-	-
6980 Minor Office Equip. F F & E	1,595.22	600.00	500.00	3,025.00	3,025.00
6990 Computer Hardware/Software	1,153.70	1,800.00	1,800.00	3,700.00	3,700.00
7010 Fingerprint Fees	-	-	-	-	-
7020 Fire Inspection Fees	296.00	325.00	325.00	1,428.00	1,428.00
7030 Business Permit & Licence Fee	610.00	1,400.00	1,617.00	2,675.00	2,675.00
7040 State Licences	-	-	-	-	-
7110 Legal Fees	-	-	-	-	-
7115 Typsetting & Printing Services	48,283.58	50,700.00	50,700.00	50,700.00	50,700.00
7120 Instructor Services	215,967.78	167,960.00	115,428.76	137,686.13	137,686.00
7125 Admin Fees	-	-	-	-	-
7130 Audit Services	-	-	-	-	-
7140 Medical & Health Services	-	-	-	-	-
7150 Security Services	-	-	-	-	-
7160 Entertainment Services	1,993.05	1,950.00	1,650.00	1,950.00	1,950.00
7170 Sign Language Services	-	-	-	-	-
7180 Business Services	18,543.73	15,600.00	5,650.00	7,855.00	7,855.00
7190 Umpire/Referee Services	2,233.56	1,900.00	1,600.00	1,900.00	1,900.00
7210 Publication & Subscriptions	515.42	675.00	700.85	752.00	752.00
7310 Rents & Leases - Equipment	13,168.50	12,745.00	12,911.01	13,960.00	13,960.00
7320 Bidg./Field Leases & Rentals	14,611.00	13,200.00	8,575.00	8,628.00	8,628.00
7410 Aquatic Supplies	1,821.06	1,900.00	1,834.26	1,910.00	1,910.00
7420 Classroom Supplies	7,454.42	6,575.00	6,709.71	6,705.00	6,705.00
7430 Bingo Supplies	8,060.23	7,500.00	6,800.00	7,500.00	7,500.00
7440 Sporting Goods	7,951.56	7,700.00	6,100.00	8,029.00	8,029.00
7450 Arts & Crafts Supplies	2,713.53	2,250.00	2,457.19	3,230.00	3,230.00
7460 Training Supplies	1,035.70	2,600.00	2,600.00	2,950.00	2,950.00
7470 Camp Supplies	612.89	600.00	600.00	700.00	700.00

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
2015-2016 ANNUAL BUDGET
SUMMARY OF ALL RECREATION**

Account Description	Actual REV/EXP 2013-2014	Mid-Year Budget 2014-2015	Projected REV/EXP 2014-2015	Proposed Budget 2015-2016	Rounded Figures 2015-2016
7510 Small Tools	-	100.00	100.00	100.00	100.00
7610 Uniform Allowance	1,751.87	3,265.00	3,200.00	3,625.00	3,625.00
7620 Safety clothing & Supplies	952.40	1,720.00	1,675.90	2,165.00	2,165.00
7710 Conference & Seminars	810.00	2,960.00	2,700.00	7,490.00	7,490.00
7720 Out-of-town Travel	1,355.23	3,065.00	2,900.00	5,073.75	5,074.00
7730 Private Vehicle Mileage	3,723.56	3,506.00	1,974.97	3,954.38	3,954.00
7740 Transportation Charges	597.00	1,550.00	390.00	1,200.00	1,200.00
7750 Excursions & Camp Trips	11,891.44	16,850.00	16,200.00	19,320.00	19,320.00
7760 Tuition/Book Reimbursement	-	-	-	-	-
7810 Utilities - Gas	-	-	-	-	-
7820 Utilities - Water	-	-	-	-	-
7830 Utilities - Electricity	-	-	-	-	-
7910 Awards & Certificates	16,829.60	17,275.00	12,450.00	17,270.00	17,270.00
7920 Meals & Entertainment	57.24	450.00	450.00	400.00	400.00
7930 Employee Moral	304.44	850.00	775.00	775.00	775.00
TOTAL SERVICES/ SUPPLIES	439,453.32	411,041.00	326,840.55	394,050.75	394,051.00
TOTAL OPERATIONAL EXPENDITURES	1,341,084.45	1,341,140.00	1,209,014.70	1,365,515.60	1,365,515.00
8400 Capital Outlay/Improvements	742.74	-	-	25,000.00	25,000.00
8420 Equipment Replacement fund	1,485.48	-	-	-	-
TOTAL CAPITAL EXPENSES	2,228.22	-	-	25,000.00	25,000.00
TOTAL EXPENDITURES	1,343,312.67	1,341,140.00	1,209,014.70	1,390,515.60	1,390,515.00
5502 CARRY OVER					
8500 Appropriation for Village					
8500 Appropriation for Contingency					
8500 Appropriation for Reserves					
8500 Appropriation for Assessment					
EXPENSE + CONTINGENCY	1,343,312.67	1,341,140.00	1,209,014.70	1,390,515.60	1,390,515.00
TTL EXCESS OVER EXPENSES	(470,341.51)	(401,015.00)	(460,192.63)	(552,755.75)	(552,755.00)

2014-2015 Mid Year Budget
Over (Under) 14-15 Budget

1,341,140.00
49,375.00
3.7%

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
2015-2016 ANNUAL BUDGET
SUMMARY OF ALL PARKS**

Account Description	Actual REV/EXP 2013-2014	Mid-Year Budget 2014-2015	Projected REV/EXP 2014-2015	Proposed Budget 2015-2016	Rounded Figures 2015-2016
DISTRICT WIDE REVENUE	-	-	-	-	-
5510 Public Fees	18,781.65	17,350.00	11,585.05	15,000.00	15,000.00
5530 Rentals	145,582.82	144,890.00	123,769.03	135,248.00	135,248.00
5505 Facility Cleaning Fee	-	550.00	-	-	-
5506 Park Patrol Citations	3,599.27		858.27	900.00	900.00
5507 Plan Check Fee	-	100.00	100.00	100.00	100.00
5535 Cell Tower Income	101,636.46	91,100.00	88,158.75	93,380.88	93,381.00
5545 Insurance Indemnity Income	22,662.25	6,400.00	16,973.11	5,000.00	5,000.00
5570 Donations	73,285.56	60,000.00	75,950.00	70,000.00	70,000.00
5571 Donations for CIP Projects	11,785.36	227,995.00	30,039.25		
5575/5540 Other Misc Income	10,251.57	6,850.00	8,007.50	7,630.00	7,630.00
5585 Incentive Income	-	300.00	-	300.00	300.00
5600 Reimbursement	50.11	-	-	-	-
RECREATION AND PARK FEES	387,635.05	555,535.00	355,440.95	327,558.88	327,559.00
TOTAL GEN FUND REVENUE	387,635.05	555,535.00	355,440.95	327,558.88	327,559.00
6100 Regular Salaries	1,486,511.70	1,266,400.00	1,266,400.00	1,193,585.53	1,193,585.00
Overtime Wages	20,139.49	17,800.00	17,800.00	17,162.00	17,162.00
6110 Part Time Salaries	163,413.68	133,150.00	133,150.00	181,808.75	181,809.00
6120 Retirement	255,876.82	272,650.00	272,650.00	208,748.40	208,748.00
6121 457 PT Pension	322.61	1,500.00	1,500.00	1,500.00	1,500.00
6130 Employee Insurance	235,004.29	264,100.00	264,100.00	153,173.93	153,174.00
6140 Workers Compensation	76,181.32	70,500.00	70,500.00	73,539.72	73,540.00
TOTAL PERSONNEL	2,237,449.91	2,026,100.00	2,026,100.00	1,829,518.33	1,829,518.00
6210 Telephone	6,271.63	6,500.00	6,300.00	6,240.00	6,240.00
6220 Internet Services	3,414.44	2,800.00	2,800.00	2,500.00	2,500.00
6310 Pool Supplies	12,715.44	14,000.00	14,000.00	15,000.00	15,000.00
6320 Janitorial Supplies	45,991.59	40,000.00	40,000.00	46,000.00	46,000.00
6350 Water Maintenance Service	452.17	250.00	250.00	420.00	420.00
6360 Laundry/Wash Services	648.80	1,400.00	1,000.00	350.00	350.00
6370 Janitorial Services	14,572.00	18,250.00	17,250.00	3,000.00	3,000.00
6380 Medical Supplies	-	200.00	200.00	200.00	200.00
6510 Fuel	54,273.75	60,000.00	60,000.00	48,000.00	48,000.00
6520 Vehicle Maint/Repair	44,737.01	40,000.00	40,000.00	37,800.00	37,800.00
6530 Office Equip Maint/Repair	246.93	2,400.00	2,400.00		
6540 Computer Equip Maint/Repair	3,580.81	4,050.00	4,050.00	2,507.99	2,508.00
6610 Building Maintenance/Repair	76,481.04	81,200.00	81,200.00	88,000.00	88,000.00
6620 Bldg Equip Maint/Repair	5,203.11	10,300.00	7,500.00	10,300.00	10,300.00

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
2015-2016 ANNUAL BUDGET
SUMMARY OF ALL PARKS**

Account Description	Actual REV/EXP 2013-2014	Mid-Year Budget 2014-2015	Projected REV/EXP 2014-2015	Proposed Budget 2015-2016	Rounded Figures 2015-2016
6630 Improvements/Maint.	7,635.12	7,500.00	7,500.00	22,500.00	22,500.00
6710 Grounds Maint.	65,425.97	67,600.00	67,600.00	93,980.00	93,980.00
6720 Contracted Landscape Servi	378,235.64	393,800.00	393,800.00	-	-
6730 Contrcted Pest Control	675.00	-	-	2,000.00	2,000.00
6740 Rubbish & Refuse	56,265.64	60,600.00	60,600.00	51,100.00	51,100.00
6810 Memberships & Dues	45.00	850.00	450.00	400.00	400.00
6910 Office Expense	1,781.61	4,300.00	4,000.00	6,140.00	6,140.00
6920 Postage/Freight/Mail Expens	6.11	-	-	-	-
6940 Copy Machine Charges	3,496.08	2,500.00	2,500.00	1,850.00	1,850.00
6980 Minor Office Equip. F F & E	42.99	-	-	-	-
6990 Computer Hardware/Softwar	1,120.61	1,100.00	1,100.00	1,600.00	1,600.00
7020 Fire Inspection Fees	2,223.85	2,600.00	2,600.00	3,660.00	3,660.00
7030 Business Permit & Licence F	4,680.95	3,550.00	3,550.00	2,150.00	2,150.00
7040 State Licences	97.50	-	-	-	-
7180 Business Services	2,277.82	4,500.00	4,500.00	3,000.00	3,000.00
7210 Publication & Subscriptions	-	600.00	600.00	600.00	600.00
7310 Rents & Leases - Equipment	10,987.42	19,200.00	19,200.00	17,400.00	17,400.00
7440 Sporting Goods	1,136.18	3,500.00	3,500.00	2,000.00	2,000.00
7450 Arts & Crafts Supplies	118.35	-	-	-	-
7470 Camp Supplies	109.95	-	-	-	-
7510 Small Tools	14,517.14	16,400.00	16,400.00	16,400.00	16,400.00
7610 Uniform Allowance	2,954.62	6,900.00	6,900.00	6,880.00	6,880.00
7620 Safety clothing & Supplies	4,407.74	3,000.00	3,000.00	5,650.00	5,650.00
7710 Conference & Seminars	2,167.00	2,100.00	2,100.00	3,400.00	3,400.00
7720 Out-of-town Travel	45.68	1,200.00	1,200.00	-	-
7730 Private Vehicle Mileage	-	300.00	300.00	300.00	300.00
7810 Utilities - Gas	31,285.09	27,900.00	27,900.00	29,693.40	29,693.00
7820 Utilities - Water	860,446.82	748,100.00	748,100.00	829,626.06	829,626.00
7830 Utilities - Electricity	267,775.74	275,700.00	275,700.00	264,450.00	264,450.00
7920 Meals & Entertainment	368.08	500.00	500.00	500.00	500.00
7930 Employee Moral	77.93	500.00	500.00	500.00	500.00
TOTAL SERVICES/ SUPPLIES	1,989,126.35	1,936,150.00	1,931,050.00	1,626,097.45	1,626,097.00
TOTAL OPERATIONAL EXPENDITURE	4,226,576.26	3,962,250.00	3,957,150.00	3,455,615.78	3,455,615.00
8400 Capital Outlay/Improvements	1,537.76	85,000.00	85,000.00	429,000.00	429,000.00
8420 Equipment Replacement fund	-	25,000.00	-	25,000.00	25,000.00
TOTAL CAPITAL EXPENSES	1,537.76	110,000.00	85,000.00	454,000.00	454,000.00
TOTAL EXPENDITURES	4,228,114.02	4,072,250.00	4,042,150.00	3,909,615.78	3,909,615.00
5502 CARRY OVER					

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
2015-2016 ANNUAL BUDGET
SUMMARY OF ALL PARKS**

Account Description	Actual REV/EXP 2013-2014	Mid-Year Budget 2014-2015	Projected REV/EXP 2014-2015	Proposed Budget 2015-2016	Rounded Figures 2015-2016
EXPENSE + CONTINGENCY	4,228,114.02	4,072,250.00	4,042,150.00	3,909,615.78	3,909,615.00
TTL EXCESS OVER EXPENSE	(3,840,478.97)	(3,516,715.00)	(3,686,709.05)	(3,582,056.90)	(3,582,056.00)

2014-2015 Budget REV 1
Over (Under) 14-15 Budget

4,072,250.00
(162,635.00)
-4.0%

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
2015-2016 ANNUAL BUDGET
SUMMARY OF ASSESSMENT DISTRICT**

Account Description	Actual REV/EXP 2013-2014	Mid-Year Budget 2014-2015	Projected REV/EXP 2014-2015	Proposed Budget 2015-2016	Rounded Figures 2015-2016
5500 Assessment Income	994,216.94	1,008,650.00	1,008,650.00	1,017,150.23	1,017,150.00
DISTRICT WIDE REVENUE	994,216.94	1,008,650.00	1,008,650.00	1,017,150.23	1,017,150.00
5310-5320 Interest Income	950.66	1,300.00	1,033.00	1,238.00	1,238.00
RECREATION AND PARK FEES	950.66	1,300.00	1,033.00	1,238.00	1,238.00
TOTAL GEN FUND REVENUES	995,167.60	1,009,950.00	1,009,683.00	1,018,388.23	1,018,388.00
6100 Regular Salaries	85,655.20	91,900.00	89,052.00	97,886.00	97,886.00
6120 Retirement	17,167.56	20,700.00	23,814.00	15,839.98	15,840.00
6130 Employee Insurance	10,481.64	9,100.00	10,172.00	12,079.07	12,079.00
6140 Workers Compensation	5,961.62	7,550.00	7,133.00	7,781.94	7,782.00
TOTAL PERSONNEL	119,266.02	129,250.00	130,171.00	133,586.99	133,587.00
6709 Incidental Costs	14,986.14	26,000.00	20,180.00	27,500.00	27,500.00
6720 Contracted Landscape Services	-	-	-	395,900.00	395,900.00
6960 Apportionment Collection Fees	6,828.93	6,750.00	6,750.00	7,302.10	7,302.00
7950 Lease Payment- VATP	620,828.10	721,500.00	409,860.00	739,021.26	739,021.00
TOTAL SERVICES/ SUPPLIES	642,643.17	754,250.00	436,790.00	1,169,723.36	1,169,723.00
TOTAL OPERATIONAL EXPENDITURES	761,909.19	883,500.00	566,961.00	1,303,310.35	1,303,310.00
8400 Capital Outlay/Improvements	22,594.38	248,000.00	191,558.00	-	-
TOTAL CAPITAL EXPENSES	22,594.38	248,000.00	191,558.00	-	-
TOTAL EXPENDITURES	784,503.57	1,131,500.00	758,519.00	1,303,310.35	1,303,310.00
5502 CARRY OVER	104,833.57	229,092.77	229,092.77	320,426.00	320,426.00
TOTAL APPROPRIATIONS	-	-	-	-	-
TTL EXCESS OVER EXPENSES	315,497.60	107,542.77	480,256.77	35,503.88	35,504.00

2014-2015 Budget REV 1
Over (Under) 14-15 Budget

1,131,500.00
171,810.00
15.2%

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT
ADOPTING THE 2015-2016 FISCAL YEAR BUDGET**

WHEREAS, the Board of Directors of the Pleasant Valley Recreation and Park District (“District”) has reviewed and adopted the draft budget for Fiscal Year 2015/16;

NOW, THEREFORE, IT IS HEREBY RESOLVED, DETERMINED, AND ORDERED by the District Board of Directors as follows:

1. That the budget document which is on file with the Secretary of the Board be adopted as the final operating and capital budget for the District for the Fiscal Year 2015/16.
2. That the amounts designated in the final Fiscal Year 2015/16 budget are hereby appropriated and may be expended by the departments or funds for which they are designated and such appropriation shall be neither increased nor decreased excepted herein.
3. That the following controls are hereby placed on the use and transfer of budgeted funds:
 - a. The General Manager is responsible for keeping expenditures within budget allocations for positions, salaries, operational expenses, and capital expenditures and may adopt budget policies as necessary to carry out that responsibility. No expenditure of funds shall be authorized unless sufficient funds have been appropriated by the Board or General Manager as described herein.
 - b. The Board must authorize any increase in the overall operating budget, capital budget, salary budget, and number of authorized regular personnel positions above the level identified in the final budget. The General Manager may authorize the hiring of temporary or part-time staff as necessary, within the limits imposed by the available funds in the budget.

PASSED AND ADOPTED by the Board of Directors of Pleasant Valley Recreation and Park District this 1st day of July, 2015, by the following vote:

AYES: _____
NAYS: _____
ABSENT: _____

 Elaine L. Magner, Chairperson, Board of Directors
 PLEASANT VALLEY RECREATION
 AND PARK DISTRICT

Attested:

 Neal Dixon, Secretary
 PLEASANT VALLEY RECREATION
 AND PARK DISTRICT

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER

DATE: July 1, 2015

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

RECOMMENDATION

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

BACKGROUND

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

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

ANALYSIS

It has been a common practice to review the Ordinance annually and if necessary update it according to current needs of the organization. The Board has reviewed and provided input at the following Board Meetings: September 3, 2014, February 4, 2015, April 1, 2015 and was officially introduced at the June 3, 2015 Board Meeting. Staff has included all recommendations from meetings in the final version of the document. Legal counsel reviewed and provided recommended changes which are included in the final document.

This evening is the time and place for public comment. As required by Government Code Sec. 25124(b), a public notice was printed in the local newspaper as a means of notifying the community. Staff would request that the Board Chair make the appropriate announcement and entertain comments from the public.

Based on approval by the Board the ordinance will take effect 30 days from the date of this meeting.

COMMITTEE REVIEW

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

FISCAL IMPACT

No fiscal impact is associated with this review.

RECOMMENDATION

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

ATTACHMENT

- 1) Amended District Ordinance No. 8, Governing Use of Parks, Recreation Areas, and Facilities (41 pages)
- 2) Certificate of Publication (1 page)



**PLEASANT VALLEY
RECREATION AND PARK DISTRICT**

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

Board Introduction – June 3, 2015

Public Posting- June 9, 2015

Board Adoption – July ____, 2015

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

ARTICLE I

GENERAL CONDITIONS

SECTION 101- PURPOSE/SEVERABILITY	1
SECTION 102- DEFINITIONS	1
SECTION 103- AUTHORITY AND ENFORCEMENT	4
SECTION 104- COMPLIANCE	5
SECTION 105- ENFORCEMENT	5
SECTION 106- ADMINISTRATIVE PENALTY PROCEDURES	6
SECTION 107- ADMINISTRATIVE PENALTY CITATIONS	8
SECTION 108- PAYMENT OF ADMINISTRATIVE PENALTIES	8
SECTION 109- APPLICATION FOR USE	8
SECTION 110- RIGHT OF APPEAL	9
SECTION 111- INTERFERENCE	9
SECTION 112- LIABILITY	9
SECTION 113- USE OF PARKS	9
SECTION 114- PERMIT	10
SECTION 115- DISTRICT RIGHT TO ALTER USE	10
SECTION 116- VIOLATION OF PERMIT	10
SECTION 117- SALES, SOLICITATION AND UNLAWFUL ADVERTISING	10
SECTION 118- CONDUCTING BUSINESS IN DISTRICT PARK	11
SECTION 119- EQUESTRIAN ACCESS	13

ARTICLE II

PARK REGULATIONS

SECTION 201- EXCEPTION	14
SECTION 202- VEHICLES AND PARKING	14
SECTION 203- RIGHT OF APPEAL	15
SECTION 204- VEHICULAR TRESPASS	16
SECTION 205- FIREARMS AND WEAPONS	16
SECTION 206- HUNTING	16
SECTION 207- VANDALISM	16
SECTION 208- THROWING MISSILES	16
SECTION 209- AMPLIFIED SOUND	16
SECTION 210- GOLF	16
SECTION 211- MODEL CRAFT	17
SECTION 212- AIRCRAFT/HUMAN FLIGHT	17
SECTION 213- OVERNIGHT CAMPING	17
SECTION 214- FIREWORKS AND DANGEROUS OBJECTS	18
SECTION 215- NUDITY	18
SECTION 216- WASHING	18
SECTION 217- HOURS OF USE	18

SECTION 218- FLORA AND TURF	18
SECTION 219- ARCHAEOLOGICAL FEATURES	18
SECTION 220- GEOLOGICAL FEATURES	19
SECTION 221- DOMESTIC ANIMALS.....	19
SECTION 222- ALCOHOLIC BEVERAGES, INTOXICATED PERSONS, DANGEROUS DRUGS	19
SECTION 223- SALE OF ALCOHOLIC BEVERAGES.....	19
SECTION 224- LITTER AND RUBBISH.....	20
SECTION 225- FIRES AND BARBEQUES IN DISTRICT PARKS.....	20
SECTION 226- DUMPING.....	20
SECTION 227- TRESPASSING.....	20
SECTION 228- PARK CLOSURE	20
SECTION 229- ENTRY TO ACTIVITIES.....	21
SECTION 230- UNLAWFUL ADVERTISING	21
SECTION 231- USE OF DISTRICT VEHICLES AND EQUIPMENT BY NON-DISTRICT GROUPS.....	21
SECTION 232- UNLAWFUL CONSTRUCTION	21
SECTION 233- PUBLIC URINATION.....	21
SECTION 234- SKATEBOARD, IN-LINE SKATING AND ROLLER SKATING REGULATIONS	22
SECTION 235- DOG PARK RULES AND REGULATIONS.....	22
SECTION 236- DISORDERLY CONDUCT.....	23
SECTION 237- TENNIS COURTS	24

ARTICLE III

PLEASANT VALLEY OPEN SPACE AREAS

SECTION 301- EXCLUSIVE USE.....	25
SECTION 302- ACCESS	25
SECTION 303- OPENING AND CLOSING TIMES.....	25
SECTION 304- APPLICATION FOR USE.....	25
SECTION 305- FIRES AND SMOKING IN DISTRICT OPEN SPACE.....	25
SECTION 306- DAY USE	26
SECTION 307- TRAILS	26
SECTION 308- CLOSURE/TRESPASS.....	26
SECTION 309- BICYCLES	26
SECTION 310- VEHICLES	25
SECTION 311- NATURE PRESERVES.....	26

ARTICLE IV

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

SECTION 401- USE OF RECREATION BUILDINGS, ATHLETIC FIELDS, SPORT PARKS/COMPLEXES AND PICNIC AREAS	28
SECTION 402- APPLICATION FOR USE AND SCHEDULING.....	28
SECTION 403- EXTENDED USAGE.....	29
SECTION 404- HOURS.....	29
SECTION 405- RENTAL PERIODS.....	29
SECTION 406- PRIORITY OF USE	29

SECTION 407- DAMAGE TO DISTRICT PROPERTY	29
SECTION 408- USE OF RESERVABLE PICNIC AREAS.....	30
SECTION 409- PROHIBITION ON USE OF TOBACCO- RELATED PRODUCTS.	30
SECTION 410- ALCOHOL IN RECREATION BUILDINGS AND PARKS....	30
SECTION 411- USE OF RESERVABLE ATHLETIC FIELDS.....	30
SECTION 412- USE OF SPORTS PARKS/COMPLEXES.....	31
SECTION 413- EXCLUSION FROM DISTRICT AREAS AND FACILITIES.	31

ARTICLE V

FEES AND DEPOSITS

SECTION 501- PURPOSE.....	32
SECTION 502- FEES	32
SECTION 503- BASIC RATE	323
SECTION 504- CLASSIFICATION OF FACILITY USES AND FEE CHARGES	33
SECTION 505- ADDITIONAL CHARGES OVER BASIC RATE.....	33
SECTION 506- REFUNDABLE DEPOSITS	34
SECTION 507- PAYMENT OF DEPOSITS AND FEES	34
SECTION 508- ALCOHOL PERMITS	34
SECTION 509- SETUP	34
SECTION 510- DECORATIONS	35
SECTION 511- CANCELLATION REFUND POLICY	35
SECTION 512- SECURITY.....	35
SECTION 513- WAIVERS	35
SECTION 514- FILMING.....	36
SECTION 515- LIABILITY INSURANCE.....	36
SECTION 516- PARKING FEES	36

ARTICLE VI

GENERAL

SECTION 601- REPEAL OF PRIOR VERSIONS OF ORDINANCE NO. 8.....	37
SECTION 602- EFFECTIVE DATE.....	37
SECTION 603- PUBLICATION AND POSTING.....	37

The Board of Directors of the Pleasant Valley Recreation and Park District ordains as follows:

GENERAL CONDITIONS

SECTION 101- PURPOSE/SEVERABILITY

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

SECTION 102- DEFINITIONS

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

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

- I. **“Citation”** shall mean a civil or administrative penalty citation issued in accordance with Government Code Section 53069.4 charging a Citee with an ordinance violation pursuant to this Ordinance.
- J. **“Citee”** shall mean the person served with a civil penalty citation charging them as a responsible person for an ordinance violation.
- K. **“Community Service Organizations”** shall mean an organization that performs a service for the benefit of the public, is sponsored and approved by the Pleasant Valley Recreation and Park District, and the Organization resides within the District boundaries. These activities are not part of the “District” programs/classes.
- L. **“District”** shall mean the Pleasant Valley Recreation and Park District (District) and/or all land managed by Pleasant Valley Recreation and Park District.
- M. **“District Activities”** refer to District directed, sponsored programs or approved activities.
- N. **“District Community Service Groups”** shall mean resident organizations approved by the District’s Board of Directors that conduct organized activities and programs.
- O. **“District Lands”** shall mean all lands and facilities under ownership or control of Pleasant Valley Recreation and Park District. “District Lands” are sometimes referred to herein as “District property.”
- P. **“Enforcement Officer” or “Ranger”** shall mean any District employee or agent of the District with the authority and responsibility to enforce provisions of this ordinance as authorized in accordance with Section 103.
- Q. **“Hearing Officer”** shall mean a person appointed by the District to conduct, consider, and decide administrative hearings. Prior to being appointed, a hearing officer must first be designated by the General Manager as qualified to provide a fair and impartial hearing based on appropriate education, training and experience.
- R. **“Facility”** shall mean any building, structure, park or facility under the ownership, management or control of the District and available for public use.
- S. **“Fund Raising”** means the activity of raising money: organized activity of soliciting and collecting money for a nonprofit, service group or political organization. This shall mean funds derived from the event must be spent within the Community.
- T. **“General Manager”** shall mean the chief administrative officer of the Pleasant Valley Recreation and Park District or designee.
- U. **“Green Space”** community space consisting of land (such as parks) rather than buildings and use that is maintained for recreational enjoyment.

- V. **“In-District Resident / In-District Resident Group / In-District Public/ In-District General Public”** shall mean any person who resides within the boundaries of the District.
- W. **“Issuance Date”** shall mean the date when a citation is served on the Citee.
- X. **“Leash”** shall mean a length of six (6) feet or less.
- Y. **“Major Impact”** shall apply when the nature of the activity or proposed use is found to (a) limit the use of the facility, (b) cause damage or nuisance to the neighbors, (c) require parking beyond capacity of the park, or (d) any use that is deemed extraordinary.
- Z. **“Organized Use / Organized Sports”** meeting any one of the following conditions: 1) league games, practices, tournaments, clinics, instruction, special events; or other uses where a fee is charged for participation, 2) a rental application requesting more than three dates of use, 3) a rental application requesting more than one field.
- AA. **“Open Space”** shall mean all lands under the ownership, management, and/or control of the District that are left in a natural vegetative state with limited public access.
- BB. **“Out-of-District / Non-Resident, Group or Organization”** shall mean any person who resides outside the boundaries of the District, and any group, organization, association, partnership, firm, entity, or corporation located outside the boundaries of the Pleasant Valley Recreation and Park District.
- CC. **“Park”** shall mean all grounds, roadways, building, structures, and lands acquired by the District or any area to which the District holds title or exercises delegated authority.
- a. **Neighborhood Park** which generally range in size up to 10 acres, serve as a social and recreational focal points for neighborhoods. Many include playgrounds and may offer a range of facilities and passive or active recreation in response to demographic and cultural characteristics of surrounding neighborhoods. Neighborhood parks are largely accessible by foot, bicycle, within at least a quarter-mile radius from residences, providing easy access especially for children and senior adults.
 - b. **Community Park** which generally range in size from 11 acres and up as well as serve as a recreational point for the community. Many include: playgrounds, pavilions, sports fields, and offer active and passive space. These parks serve as a community gathering spot as well as support a larger service area.
 - c. **Sports Park** which generally range in size from 10 acres and up. These parks serve as a location to host competitive activities which through casual or organized participation provide competition and have governing bodies.
- DD. **“Permit”** shall mean a permit for use of parks, equipment, or buildings as provided for and defined within District ordinances.

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

SECTION 103- AUTHORITY AND ENFORCEMENT

The Board of Directors authorizes the General Manager to implement and administer the policies, ordinances, and regulations contained herein. Whenever a power is granted to, or a duty imposed on, the General Manager, the power may be exercised, or the duty performed, by

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

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

SECTION 104- COMPLIANCE

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

SECTION 105- ENFORCEMENT

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

Violation of Section 202, Subsections a, c, f, g, j, k, and l shall be subject to the civil penalty citation process set forth in Section 106.

The first and any subsequent violation of the following Sections shall be misdemeanors: Sections 116, 205, 206, 207, 215, 222, 233, 302, and 413.

A violation of this Ordinance which is an infraction shall be punishable by a fine not to exceed Five Hundred Dollars (\$500). A violation of this Ordinance which is a misdemeanor will be

punishable by a fine not to exceed One Thousand Dollars (\$1,000) or by imprisonment in the County jail for a period not to exceed six (6) months, or by both such fine and imprisonment.

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

SECTION 106- ADMINISTRATIVE PENALTY PROCEDURES

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

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

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

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

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

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

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

Within ten (10) days following the receipt of a request for an administrative hearing and deposit of the full amount, the District's third party administrator shall schedule an administrative hearing. The date of the hearing shall be no more than 90 days later than the date the request for

the hearing was filed. The District's third party administrator shall notify the citee of the date of the hearing.

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

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

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

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

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

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

SECTION 107- ADMINISTRATIVE PENALTY CITATIONS

Upon determining that a provision of this ordinance has been violated, a Ranger has the authority to issue a civil penalty citation to any Responsible Person. A Responsible Person upon whom a citation is served is liable for and shall pay the penalties described in the citation. A citation may be issued for violation of one or more ordinance sections and for one or more days on which a violation exists. Each ordinance violation shall constitute a separate violation and be subject to a separate penalty. Civil penalty citations shall contain following information:

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

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

SECTION 108- PAYMENT OF ADMINISTRATIVE PENALTIES/CITATION

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

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

SECTION 109- APPLICATION FOR USE

The General Manager or designee is authorized to grant or deny all applications for use of District facilities. All applications for use of District parks, fields, or buildings shall be filed by

an adult over 21 years of age. The park, field, or facility is reserved only when the completed Application is accepted and approved by the District office and applicable fees are paid.

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

SECTION 110- RIGHT OF APPEAL

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

SECTION 111- INTERFERENCE

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

SECTION 112- LIABILITY

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

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

SECTION 113- USE OF PARKS

The District's reservable areas may be made available for the use of persons and groups subject to the issuance of a permit and the payment of appropriate fees. A permit must be issued for the use of any park for assemblies or by groups consisting of 15 or more persons. All applications for use of any park must be signed by an adult 21 years or older who shall agree to be responsible for said use. Groups that exceed the maximums will be required to pay additional fees. These additional fees will be charged for portable toilets, garbage dumpsters, an additional cleaning deposit, staff time, and any other costs incurred by the District as a result of a Group's

use of the park. The District will make arrangements for these items to be placed at the park. The cost of these items will be passed on to the Applicant.

SECTION 114- PERMIT

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

SECTION 115- DISTRICT RIGHT TO ALTER USE

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

SECTION 116- VIOLATION OF PERMIT

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

SECTION 117- SALES, SOLICITATION, AND UNLAWFUL ADVERTISING

Permission must be obtained from the General Manager before permits shall be issued authorizing use of any park or building when the activity proposed is to be held for the sole purpose of:

- a) Advertising for sale any product, goods, wares, merchandise, services, or event.
- b) Conducting or soliciting for any trade, occupation, business, service, or profession.

It is unlawful to post, place, erect, or leave posted, placed or erected, any commercial or noncommercial bill, handbill, circular, notice, paper, banners, or advertising device or matter of any kind, in or upon any building, structure, pole, wire, or other architectural or natural feature of whatever character, or on vehicles. The only exception is upon a bulletin board or such place especially designated and provided for such purposes, which approval shall be given only if the General Manager determines that it would be affirmatively in the public interest to allow the use of public property for such purposes.

ADVERTISING

- a) It shall be unlawful for any person to place or maintain any sign, billboard, or advertisement on any District property.
- b) It shall be unlawful for any person to paint or attach any sign or advertisement to or upon any District property.

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

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

SECTION 118 – CONDUCTING BUSINESS IN A DISTRICT PARK

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

- a. No one shall conduct any business in any “District” park except as provided in this section.
- b. Anyone desiring to conduct any business in any district park shall apply to the district for a permit to do so, on an application form to be prepared consistent with this section.
- c. Application Information required:
 1. Name and address and phone number of the applicant, and if by a corporation, the officers of the corporation,
 2. A description of the park location at which it is desired to conduct such business,
 3. A copy of a current city business license, or proof of application
 4. Types of any items to be sold,
 5. Description of how business will be conducted, and a drawing of the vehicle or stand from which goods will be sold, to show its size, color, signage, etc., and a description of means by which goods will be transported to and from the site.
 6. A statement to be signed by the applicant agreeing to indemnify, defend and hold harmless the “District” and its directors, officers, and employees from any claims for injuries or damage alleged by any person to have been caused by such activity.
 7. If goods are to be sold from any stand or cart, proof of insurance in the amount of \$1M or as approved by District standards to cover claims for injury or damages suffered or alleged to have been suffered by any person as a result of such activity, which insurance policy shall name the District as an additional insured and shall provide it cannot be canceled except after ten days’ written notice to the district.

8. Proof of application for all permits required by other public agencies such as County Health.
9. Issuance of a permit by the District shall not be deemed to be an endorsement by the District of any product or any form of District warranty concerning the product's fitness for use or consumption.

APPLICATION FEE AND REVIEW

All applications made under this section, shall be accompanied by a non-refundable fee of \$75 (seventy-five dollars), and all such applications shall be reviewed.

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

c. Such permit shall be valid for one year from the date of issue, and may be renewed upon application and payment of another \$75 (seventy-five dollars), unless it has been found that the permittee has failed to conform to this section or to the terms and conditions under which it was issued, or it is found that such permit is inconsistent with the public safety or public use of such park or district property.

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

OPERATION RESTRICTIONS

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

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

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

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

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

PERMIT REVOCATION

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

The General Manager or designee may issue such permits when the conduct of such trade, occupation, business, service, or profession is compatible with usual park activities and uses, is of convenience or benefit to park patrons, and does not conflict with the business of established concessions. A fee may be charged to cover administrative costs of the issuance of such permit and/or costs associated with the use of park facilities. A person shall not solicit in any manner or for any purpose, or sell or offer for sale any goods, wares, or merchandise, or give or distribute handbills, advertising matter, or literature except under the following conditions:

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

SECTION 119- EQUESTRIAN ACCESS

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

ARTICLE II

PARK REGULATIONS

SECTION 201- EXCEPTION

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

SECTION 202- VEHICLES AND PARKING

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

- a. Vehicles shall be operated on District property only on designated roadways, without written permission of the General Manager or designee.
- b. Park entrance fees where designated and applicable (a) No person or persons shall remain on the park property without having paid the established fee. Persons desiring to park vehicles within areas designated shall make payment of the parking fee. All fees shall be paid at time of arrival either purchase of a daily pass or current annual pass. The pass must be visible in the vehicle. (b) The applicant for an overnight permit shall furnish to the District staff and/or Park Ranger the permit.
- c. Vehicles shall not be parked on District property except within designated parking lot areas or within designated markings without written permission of the General Manager or designee.
- d. Vehicles shall not be allowed on any grass areas unless the vehicle owner receives prior written permission from the General Manager or designee.
- e. If the General Manager finds that at certain times, under specific restrictions or at designated places, a vehicle can be operated so as not to interfere in any way with the use of a park; permission may be granted to operate such vehicle. Parking such vehicle is permitted only in areas so designated.
- f. Vehicles operated within the boundaries of public parks shall be driven at a careful and prudent speed not greater than is reasonable and proper with due regard for the traffic, surface, and width of the roads. In no event shall a vehicle be driven on park property at a speed greater than 15 miles per hour.
- g. No person who owns or has possession, custody, or control of any vehicle, trailer, or camper shall park upon any District property for more than a period of eighteen (18) consecutive hours.

- h. All parked vehicles are subject to being removed from District property under the following circumstances:
 - 1. When a vehicle is parked or left standing on District property when the park is closed to public use.
 - 2. When a vehicle is parked or left standing upon a roadway in such a position as to obstruct the normal movement of traffic or in such a condition as to create a hazard to other traffic upon the roadway.
 - 3. When a vehicle is parked so as to block the entrance to a driveway.
 - 4. When a vehicle is parked so as to prevent access by firefighting equipment to a fire hydrant or emergency service.
 - 5. When a vehicle is parked in any parking restricted zone.
- i. If an illegally parked vehicle is removed from District property as provided for in this section, the owner shall be liable for all fees, towing, and storage charges.
- j. No vehicle maintenance may be performed on District property except for minor repairs needed to move the vehicle.
- k. No vehicle shall be parked on District property after the closing time of the park or facility.
- l. Disabled Persons Parking Zones

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

- 1. Improper display of placard. It shall be unlawful to fail to, or improperly display a handicap placard.
- 2. Space identification. Disabled persons parking shall be designated by blue striping to mark the stall and a profile view of a wheelchair printed within the stall or space as well as a sign with the same type of marking on it.

SECTION 203- RIGHT OF APPEAL

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

SECTION 204- VEHICULAR TRESPASS

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

SECTION 205- FIREARMS AND WEAPONS

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

SECTION 206- HUNTING

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

SECTION 207- VANDALISM

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

SECTION 208- THROWING MISSILES

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

SECTION 209- AMPLIFIED SOUND

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

SECTION 210- GOLF

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

SECTION 211- MODEL CRAFT

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

SECTION 212- AIRCRAFT/HUMAN FLIGHT

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

SECTION 213- OVERNIGHT CAMPING

a. Definitions:

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

1. *Camp* means to pitch or occupy camp facilities; to use camp paraphernalia.
2. *Camp Facilities* include, but are not limited to, tents, huts, temporary shelters, trailers, motor homes, campers, or vehicles otherwise used for shelter.
3. *Camp Paraphernalia* includes, but is not limited to, tarpaulins, cots, beds, sleeping bags, hammocks, or non-District designated cooking facilities and similar equipment.
4. *Store* means to put aside or accumulate for use when needed, to put for safekeeping, to place or leave in a location.

- b. It shall be unlawful for any person to camp, occupy camp facilities, or use camp paraphernalia on District property, except as otherwise provided in this Section.
- c. House trailers, campers, or motor homes may not be used for overnight sleeping purposes on any District property, except as otherwise provided in this Article.
- d. It shall be unlawful for any person to store personal property, including camp facilities and camp paraphernalia on any District property, except as otherwise provided for in this Section.
- e. Camping is only permitted for District hosted events with approval by the General Manager.

SECTION 214- FIREWORKS AND DANGEROUS OBJECTS

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

SECTION 215- NUDITY

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

SECTION 216- WASHING

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

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

SECTION 217- HOURS OF USE

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

SECTION 218- FLORA AND TURF

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

SECTION 219- ARCHAEOLOGICAL FEATURES

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

SECTION 220- GEOLOGICAL FEATURES

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

SECTION 221- DOMESTIC ANIMALS

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

SECTION 222- ALCOHOLIC BEVERAGES, INTOXICATED PERSONS, DANGEROUS DRUGS

Patrons are not allowed on District property while under the influence of intoxicating liquors or dangerous drugs as defined under California Vehicle Code, Section 23152(a) (b) as amended. Under specific circumstances, consumption of alcohol is permitted on District property as outlined in Sections 223 and 410 and 508.

SECTION 223- SALE OF ALCOHOLIC BEVERAGES

A group desiring to sell alcoholic beverages in park areas or to sell alcoholic beverages in recreation facilities operated by the District must apply for an alcoholic beverage permit at the time of application for facility permit as contained in Articles IV and V herein. Such alcoholic beverage permit shall be issued only to an individual of legal age. Adequate safeguards shall be provided to prohibit consumption by minors. Security guards may be required as defined under

Section 512. Alcohol is not permitted at any time if the primary purpose of an event or function is for minors, i.e., debuts, dances or birthday parties for participants under the age of 21 years. Alcoholic beverages may be present at the event for a maximum of four hours and ending a minimum of one hour prior to the end of the event.

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

SECTION 224- LITTER AND RUBBISH

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

SECTION 225- FIRES AND BARBEQUES IN DISTRICT PARKS

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

SECTION 226- DUMPING

Dumping rocks, soil, grass clippings, branches, leaves, equipment, vehicles, furniture or accessories, or any other item or material is prohibited without prior written approval of the General Manager.

SECTION 227 - TRESPASSING

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

SECTION 228- PARK CLOSURE

The General Manager or designee, may close a park area or recreation facility at any time when there is an apparent danger to the persons using the property, the property itself, or for any cause

which could affect the safety and welfare of the public. This section may be enforced without the concurrence of those persons or organizations then using the property or facility.

SECTION 229- ENTRY TO ACTIVITIES

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

SECTION 230- UNLAWFUL ADVERTISING

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

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

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

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

SECTION 231- USE OF DISTRICT VEHICLES AND EQUIPMENT BY NON-DISTRICT GROUPS

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

SECTION 232- UNLAWFUL CONSTRUCTION

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

SECTION 233- PUBLIC URINATION

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

SECTION 234- SKATEBOARD, IN-LINE SKATING AND ROLLER SKATING REGULATIONS

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

- a. No person shall skateboard, in-line skate, or roller skate on or within District skating facilities without wearing a helmet, elbow and knee pads.
- b. Skateboarding, in-line skating, roller skating, scooters, bicycles or similar devices are permitted only at designated District facilities. Any device not specifically listed is prohibited.
- c. No smoking is permitted on District property. No alcohol is allowed within 50 feet, of any facility provided for skateboarding, in-line skating, or roller skating.
- d. No glass beverage containers or food are allowed within the skating facility.
- e. Skateboarders, in-line skaters, and roller skaters shall at all times yield to pedestrians. No person shall skateboard, in-line skate, or roller skate in any area where signs are posted, or known to have been posted, prohibiting such activity.

SECTION 235- DOG PARK RULES AND REGULATIONS

- a. Dog Park hours of operation are 7:00 a.m. to Dusk unless otherwise posted. The Dog Parks may be closed at the discretion of the General Manager.
- b. The Dog Park may be closed periodically during the year for special events and maintenance as needed.
- c. Enter at your own risk. Adults and children assume all risks associated with the off-leash Dog Park. No children under 16 allowed without adult supervision. Small children must be within arm's reach of a supervising adult.
- d. Dogs must display current license and be properly inoculated, healthy (no contagious conditions), and parasite-free.
- e. Dogs are to be kept on a leash (with a preferred length not exceeding 6') when OUTSIDE the Dog Park fence at all times. Do not have your dog unleashed between your vehicle and gated entrance.
- f. Leash and unleash your dog inside the double-gated holding area, not inside the Dog Park.
- g. All dog owners must carry a leash, but no dogs shall be leashed once inside the park.

- h. No spiked collars or the like that have the potential of injuring another dog or person are permitted.
- i. Dogs left unattended at the Dog Park will be impounded with Animal Control. Close supervision of your dog is required. Close supervision means that the dog is within voice command range at all times. Failure to closely supervise dogs may result in the dog being banned for an appropriate period of time.
- j. Owners must clean up after their pets. If you see someone who forgets to clean up, please remind him/her to help keep the park clean.
- k. **AGGRESSIVE DOGS** must be removed from the Dog Park area **IMMEDIATELY WITHOUT DEBATE**. You are responsible for your actions and those of your dog. Aggressive dogs may be banned for appropriate periods of time. Aggressive dogs are defined as either potentially dangerous or vicious dogs as defined in the California Food and Agricultural Code Section 31602 and 31603. Furthermore, an aggressive dog is defined as any dog that is determined by the District to pose a threat to dogs or people by virtue of a single incident or history of unprovoked acts of aggression against people or animals. Violation of these provisions is an infraction.
- l. No air horns or bullhorns are allowed.
- m. No food of any kind is allowed inside the Dog Park, including people food.
- n. Three dogs per dog owner is the maximum allowed inside the Dog Park. Due to inability to closely supervise their dogs, owners may not have one dog in the large dog section and one in the small dog section, if so designated.
- o. No female dogs in heat. No puppies under five months of age, due to their vulnerability to disease and injury.
- p. People may not run or jump while within the Dog Park. Please remind your young children of this rule.
- q. No grooming of dogs at the Dog Park.
- r. When leaving the park, please remove all tennis balls, toys, or other personal items or they will be discarded.
- s. The District reserves the right to designate certain parks with signage, as “off-leash” parks, allowing for dogs to run free without a leash.

SECTION 236- DISORDERLY CONDUCT

No person shall engage in boisterous, threatening, intimidating, abusive, insulting, discriminatory, profane or indecent language; threaten or engage in fighting or physical altercation or engage in any disorderly conduct or behavior tending to a breach of the peace and

interfering with the enjoyment of other persons on the premises. Person(s) exhibiting these behaviors will be required to leave the premises immediately. The District reserves the right to refuse services and prohibit entry on District property.

SECTION 237- TENNIS COURTS

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

ARTICLE III
PLEASANT VALLEY OPEN SPACE AREAS

SECTION 301- EXCLUSIVE USE

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

SECTION 302- ACCESS

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

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

SECTION 303- OPENING AND CLOSING TIMES

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

SECTION 304- APPLICATION FOR USE

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

SECTION 305- FIRES AND SMOKING IN DISTRICT OPEN SPACE

The District ordinance regarding fires is contained in Section 225; in addition, the following policies shall apply to all District open space:

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

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

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

SECTION 306- DAY USE

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

SECTION 307- TRAILS

Unauthorized travel off designated trails is prohibited.

SECTION 308- CLOSURE/TRESPASS

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

SECTION 309- BICYCLES

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

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

SECTION 310- VEHICLES

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

SECTION 311- NATURE PRESERVES

- a. The District has the authority to designate an area as a "nature preserve" to protect the resources and/or flora and fauna. Entrance to such an area shall be prohibited, except with written permission for the purposes of scientific study, a docent-led

hike, or other authorized activities. These areas may be posted as “no trespassing.”

- b. Alcohol is prohibited in “Nature Preserves.”

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

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

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

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

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

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

SECTION 402- APPLICATION FOR USE AND SCHEDULING

Applications for use shall be made in accordance with Section 109-114. Exceptions will be based on event size, type, and location requested. These requests may be waived if requests for waiver are submitted in writing and require the General Manager's or designee approval.

SECTION 403- EXTENDED USAGE

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

SECTION 404- HOURS

Buildings, park areas, and athletic facilities are available for individual and group use during normally scheduled hours (dawn to dusk unless otherwise posted) of operations pursuant to the District's General Use Policy. Sports parks and complexes equipped with field lighting can be utilized until 10 p.m. with permit. Exceptions are subject to General Manager or designee for approval.

SECTION 405- RENTAL PERIODS

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

SECTION 406- PRIORITY OF USE

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

Group priority rating shall be as defined in Section 504:

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

SECTION 407- DAMAGE TO DISTRICT PROPERTY

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

SECTION 408- USE OF RESERVABLE PICNIC AREAS

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

A group consisting of more than 15 persons must file a permit for all reservable picnic areas. Groups of fewer than 15 may use any designated reservable or non-reservable area of any park on a first-come, first-served basis, however, such groups must vacate any reservable area at the time a permit group arrives. Neighborhood parks may be non-reservable. Individual picnic tables are available on a first-come, first-served basis in all non-reservable areas (Section 113.)

SECTION 409- PROHIBITION ON USE OF TOBACCO-RELATED PRODUCTS

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

SECTION 410-ALCOHOL IN RECREATION BUILDINGS AND PARKS

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

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

SECTION 411- USE OF RESERVABLE ATHLETIC FIELDS

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

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

SECTION 412- USE OF SPORTS PARKS/COMPLEXES

Sports parks/complexes in the District are considered to be the following locations: Pleasant Valley Fields, Bob Kildee Park, Freedom Park, and Mission Oaks Park. They are defined as complexes 10 acres or more in size acres where the primary use is for competitive activities which through casual or organized participation provide competition and have governing bodies.

A permit is required at these locations if there are more than 5 people participating in any form of activity.

SECTION 413 - EXCLUSION FROM DISTRICT AREAS AND FACILITIES

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

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

ARTICLE V
FEES AND DEPOSITS

SECTION 501- PURPOSE

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

SECTION 502- FEES

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

SECTION 503- BASIC RATE

Building

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

Athletic Facilities

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

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

Basic rates do not include:

- a. Diamond preparation and ball field lining.
- b. Lighting.
- c. Removal or installation of athletic field equipment (bases, pitcher's mound, goals etc.) and special location of base anchors, goals, bleachers, or other equipment.
- d. Sporting equipment such as balls, nets, gloves, etc.
- e. Cleaning of the area following the event.

Picnic Area

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

SECTION 504- CLASSIFICATION OF FACILITY USES AND FEE CHARGES

Class 1

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

Class 2 - Half of Basic Rate (50%)

- a. Resident Organization

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

Class 3 - Full Basic Rate (100%)

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

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

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

SECTION 505- ADDITIONAL CHARGES OVER BASIC RATE

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

- a. When extraordinary use requires field renovation or rehabilitation.
- b. All non-residents will pay a 25 % additional fee.
- c. Full payment is due 30 days prior to the use date.
- d. An additional fee is required when alcohol is served or sold at a function.

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

SECTION 506- REFUNDABLE DEPOSITS

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

SECTION 507- PAYMENT OF DEPOSITS AND FEES

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

A payment equal to 50% of the total applicable fees must be paid at the time the application is approved by the District, as set forth in the District's General Use Policy. If the reservation is made 30 days or less prior to the event, full payment is due at time of application.

SECTION 508- ALCOHOL PERMITS

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

SECTION 509- SETUP

Setup and breakdown may be performed by the District. Basic cleanup, including placing all trash in bins provided, will be the responsibility of the group utilizing the facility. When District

personnel are required for setup, finalized setup instructions must be submitted a minimum of 10 days prior to the event date.

SECTION 510- DECORATIONS

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

SECTION 511- CANCELLATION REFUND POLICY

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

SECTION 512- SECURITY

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

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

SECTION 513- WAIVERS

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

SECTION 514- FILMING

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

SECTION 515- LIABILITY INSURANCE

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

SECTION 516- PARKING FEES

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

Camarillo Grove Park does requires a parking fee for vehicular traffic either by purchasing a daily or annual pass.

ARTICLE VI

GENERAL

SECTION 601—REPEAL OF PRIOR VERSIONS OF ORDINANCE NO. 8

This Ordinance repeals and supersedes any prior versions of Ordinance No. 8, which are no longer of any force or effect.

SECTION 602—EFFECTIVE DATE

This Ordinance shall be effective 30 days after its adoption by the District Board of Directors.

SECTION 603—PUBLICATION AND POSTING

The Board's Clerk shall certify to the passage of this Ordinance and cause the same to be posted and published in accordance with law.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2015.

Elaine Magner, Chairperson
Board of Directors

ATTEST:

Neal Dixon, Secretary
Board of Directors

Certificate of Publication

Ad #561243

In Matter of Publication of:

Public Notice

State of California)

)§

County of Ventura)

I, **Maria Rodriguez**, hereby certify that the **Ventura County Star Newspaper** has been adjudged a newspaper of general circulation by the Superior Court of California, County of Ventura within the provisions of the Government Code of the State of California, printed in the City of Camarillo, for circulation in the County of Ventura, State of California; that I am a clerk of the printer of said paper; that the annexed clipping is a true printed copy and publishing in said newspaper on the following dates to wit:

June 09, 2015

I, Maria Rodriguez certify under penalty of perjury, that the foregoing is true and correct.

Dated this June 09, 2015; in Camarillo, California, County of Ventura.



Maria Rodriguez

(Signature)

NOTICE OF PROPOSED AMENDMENT TO ORDINANCE NO. 8 OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT GOVERNING USE OF PARKS, RECREATION AREAS AND FACILITIES.

NOTICE IS HEREBY GIVEN that the Pleasant Valley Recreation and Park District (District) at its June 3, 2015, regular Board meeting introduced an amended ordinance governing the use of parks, recreation areas and facilities. The Board of Directors at their regular meeting on July 1, 2015, at 6:00 p.m. at the City of Camarillo, City Hall Council Chambers located at 601 Carmen Drive, Camarillo, CA, will consider adoption of the proposed amended ordinance. A summary of this proposed amended ordinance is as follows:
It will amend existing Ordinance No. 8 governing the activities, uses and regulations pertaining to parks, recreation areas and facilities, including but not limited to providing updated definitions related to enforcement provisions to the ordinance and making the ordinance consistent with the District's General Policy for Facility Use.

A certified copy of the proposed amendments to the ordinance has been posted at the District's office located at 1505 East Burnley Street, Camarillo, CA
Publish: June 9, 2015 Ad No.561243

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

TO: BOARD OF DIRECTORS

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

DATE: July 1, 2015

**SUBJECT: CONSIDERATION AND ADOPTION OF
GENERAL USE POLICY**

RECEOMMENDATION

It is recommended that the Board review and adopt the proposed General Use Policy.

BACKGROUND

The General Use policy provides the framework for the request and use of District facilities. The document provides guidelines and processes for use of the facilities and property. Additionally if requested, the document informs residents of the policies governing facility use. The policy provides language on such items as the application process, issuance of permits, fees and charges (not including the actual fees), classification of organizations for priority use of facilities, miscellaneous charges, possession and sale of alcoholic beverages, and liability.

The General Use Policy (previously titled General Facility Use Policy) was last updated in April 2011. Changes recently made to Ordinance No. 8 and the need to address specific issues has required amending the document.

ANALYSIS

The document has been reviewed by staff and the Policy Committee over the last six months. Most of the changes to the policy mirror the changes made in Ordinance No. 8, as well as refining internal processes to be more efficient and effective for staff and customers. In addition, there were new sections added:

- **I.C. Request for Waiver of Fees-** detailed information addressing process
- **I.D. Bounce Houses-** defines use
- **I.L. Refund and Payments-** defines process and circumstances related to facilities and classes
- **I.M. Cancellations-** defines procedures
- **III. Non-Profit Rental-** outlines definition and usage
- **IX. Authorized Use of District Logo and/or Name-** defines permission process for use

COMMITTEE REVIEW

The document has been reviewed by the Policy Committee on: February 26, March 13, April 22, and May 27, 2015.

FISCAL IMPACT

There is no negative fiscal impact associated with this recommendation.

RECOMMENDATION

It is recommended that the Board review and adopt the proposed General Use Policy.

ATTACHMENT

- 1) General Use Policy (18 pages)



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE POLICY Board Approved

Pleasant Valley Recreation and Park District (District) encourages the use of our facilities and parks by the community. In an effort to be fair to all, the procedures and definitions below are used in the application of this policy.

- District facilities and services are available for District sponsored programs and other approved public, private, resident and non-resident use.
- Usage is conditional and appropriate fees shall be charged as stated in the rules and regulations governing payment of deposits, fees, permits, and groups. These are subject to change and vary by classification.

The Pleasant Valley Recreation and Park District offers diversified leisure services to its residents. Historically, these services have been financed by appropriations of tax dollars from the District's general fund. The growing population has increased the demand for new, expanded and even more diversified facilities and services. Cost for land and capital projects have also increased, as have operational expenses. These trends coupled with increased competition have resulted in greater emphasis on generating non-tax revenues. These alternative sources of revenue are becoming more critical for the operations of parks and facilities.

The District works to ensure that the programs and facilities offered meet the needs of the community and that access to them is as economically feasible as possible. Fees are used to offset public expenses to operate, maintain, supervise and administer the use of the parks, recreation facilities and pavilions. These policies and procedures are designed to facilitate the safe, efficient and equitable use of District facilities.

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

V. USE OF DISTRICT FACILITIES, PROPERTIES, PARKS, PICNIC AREAS and TENNIS COURTS

The District's reservable facilities, parks, picnic areas, and tennis courts may be made available for use by any individual, organization, or group subject to the issuance of a permit and the payment of appropriate fees and deposits. A permit must be issued for the use of any facility, park, picnic area and organized tennis events for pre-advertised assemblies or by groups consisting of 15 people or more for picnic areas/green space usage.. All applications for use of any facility, park, and picnic area or tennis court must be signed by an adult over 21 years of age who shall agree to be responsible for said use. Individuals, organizations, or groups under 15 may use any designated reservable facility, park, picnic area, or tennis court on an as available basis; however, such group must vacate the premises at the time a permit group arrives.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE POLICY Board Approved

This does not include athletic facilities, which are covered in Section II. Athletic Facilities.

Groups that exceed the maximums will be required to pay additional fees. These additional fees will be charged for portable toilets, garbage dumpsters, and staffing and require an additional cleaning deposit. The District will arrange for these items to be placed at the park or facility. The cost of these items will be passed on to the Applicant.

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

District personnel will open and close the facility, park, and picnic area and tennis courts and, when required, monitor the use of the grounds.

A. APPLICATION FOR USE AND SCHEDULING

The General Manager or designee is authorized to grant or deny all applications for use of parks or buildings within the District. All rental applications for use of a District facility, park, picnic area or tennis court shall be filed and signed by an adult over 21 years of age. The rental location is reserved only when the completed Application is accepted and approved by the District office, applicable insurance documentation is provided, and applicable fees and deposits are paid. The signed rental application for a permit shall include, but not be limited to, the following information:

- i. Name of applicant, sponsoring organization, or group, and name of persons responsible for proposed activity alongside the application fee.
- ii. Address, telephone number and email of applicant(s).
- iii. Specific park or building being reserved and area involved.
- iv. Starting and ending time of proposed activity. Times should include set up and clean up times.
- v. Number of persons expected.
- vi. Additional District personnel or items requested, such as tables, chairs, set-up and associated equipment.
- vii. Nature of proposed activity(ies), including equipment to be brought into the park, duration and nature of use of such equipment, and duration and nature of use of any amplified sound.
- viii. Fees or admission charged and monies collected.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE POLICY Board Approved

- ix. Persons who will receive monies collected and disposition of such monies.
- x. Certificate of liability insurance and separate endorsement naming the District as additional insured and containing a 30-day cancellation clause.
- xi. Non-refundable application fee.

B. DEPOSITS

- i. A reservation payment must be made upon submittal of the rental application. The payment consists of 50% of the total rental fees. The payment will secure the facility pending the payment of all applicable fees.
- ii. Total rental fees include the rental rate, non-refundable application fee, refundable cleaning/security deposit, and if applicable insurances, vendor and/or security guard charges. The refundable cleaning/security deposit is designed to ensure that the applicant leaves the facility in a clean and usable condition. If, at the conclusion of the activity the facility is not clean and usable, the District will retain the cleaning deposit.
- iii. Deposits are due and payable along with all other fees and charges at the time of the application. No application will be executed for a period greater than six months in advance of the event date without approval by the General Manager or designee
The refundable cleaning/security deposit will be refunded for cancellations made 30 days in advance.

C. REQUEST FOR WAIVER OF FEES

- i. The District recognizes the value of partnering with other agencies and organizations in providing services that benefit the community and its residents. In an effort to provide support for organizations providing valuable community services that the District would not otherwise provide or is unable to provide, specific guidelines have been established for determining when permit fees may be waived. In order to request a waiver of fees, please complete the "Waiver Fee Form" and submit it to the Pleasant Valley Recreation and Park District office.
- ii. General Manager or designee shall, at her/his discretion, approve other uses at the non-profit rental rate, provided that she/he determines that the group or event will provide services to the District commensurate with the rental discount. Any use authorized by the General Manager or designee as a "non fee or reduced fee" must be held with a deposit at the full-fee deposit rate. Events cancelled will fall under the standard refund policy.
 - a. A fee waiver, if approved will not waive any refundable cleaning/security deposits required as part of your permit arrangements. Deposits are required to be submitted along with your permit application. Your application will be reviewed and you will



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE POLICY

Board Approved

be notified once a determination is made. Until then, your deposit will hold your reservation. Please remember that your events qualifications for a waiver shall be determined based upon the information you provide. Please make sure that you provide complete information.

- b. Applications are accepted three times yearly (please note there is a 4-month lead time):
 - i. January 1st – January 31st for all events taking place May 1st – August 31st
 - ii. April 1st – April 30th for events taking place September 1st – December 31st
August 1st – August 30th for events taking place January 1st – April 30th
- iii. Community Service Groups may be granted free or reduced use of District Facilities or fields for practices, games, as determined by their core functions unless there is a current agreement in place in which case the agreement would be followed.
 - a. Sports Organizations may have access to free or reduced fees for sports fields.
 - b. Senior Groups and/or Services Groups may have access to reduced fees for a specific facility only when they meet the following requirements: 1) meet, daily, weekly, or monthly as part of the organizational operations, 2) meet a minimum of once per month on the same day or date of the week/month, 3) meet during the current operation hours of the facility.
 - c. These organizations are responsible for the full cost of any set-up/tear down, special service request, lighting, and staffing fees thirty (30) days in advance of the rental.

D. BOUNCE HOUSES, JUMPERS AND OTHER INFLATABLE ITEMS

- i. In order to provide a safe and enjoyable experience, the District has established certain criteria for apparatus used in the park system. Specifically, the following identifies both permitted and prohibited apparatus:
 - a. Must use vendor from District approved Bounce House/Inflatable Vendor list.
 - b. A reservation permit with PVRPD (if group size is under 15, picnic shelter isn't needed, and there is no alcohol, renter may be able to obtain a permit for a nominal fee, provided there is availability).
 - c. Bounce houses/inflatable jumpers may be located only in easy accessible areas. Bounce House/Inflatable Vendors cannot drive on park turf to deliver the bounce house/inflatable.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE POLICY

Board Approved

- d. Insurance certificate must include the date of use, location of event, limits of liability, Pleasant Valley Recreation and Park District named insured, and must cover the entire event.
- e. Bounce houses/inflatables are limited to 20' x 20' in size, without water features, and must be powered by a vendor supplied generator under 5KW. The District does not provide electricity or generators. Generators may NOT be fueled and/or refueled on District property.
- f. All bounce houses/inflatables must be attended at all times.
- g. Inflatables utilizing water, such as water slides, are PROHIBITED in all District parks.
- h. The following items are prohibited, unless permitted in advance by the General Manager or designee:
 - i. "Sumo Wrestling" and/or "Jousting"
 - ii. Laser Tag
 - iii. "Rock Climbing Walls"
 - iv. Inflatable "Mechanical Bulls"
 - v. Inflatable "Hamster Balls"
 - vi. Inflatable Water Features, Dunk Tanks and/or Pools
 - vii. Petting Zoos
- i. The following items require additional approvals in advance by the General Manager or designee and other fees may apply:
 - i. Game Truck/Games on wheels (requires additional approvals)
 - ii. Concession (require additional approvals)

E. DENIAL OF RENTAL APPLICATION

Denial of an application may be based on the following criteria:

- i. When a facility or park with the required capacity for the proposed activity is not available.
- ii. Refusal of an applicant to agree in writing to conditions of the permit.
- iii. Failure of an applicant to file an application in sufficient time for review and processing. The District must receive the Agreement, applicable cleaning/security deposit, rental fees, and permits at least 30 working days in advance. Failure to comply with the deadline date may render the contract null and void.
- iv. The requirement of an excessive number of personnel as determined by the General Manager or designee to properly police the activity, and protect other users of the facility or area due to the size or nature of the proposed activity.
- v. The filing of more than one application for the same facility at the same time. Under these circumstances, the General Manager or designee will consider the application and the schedule of priority classification.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE POLICY

Board Approved

- vi. When usage of facility may damage, destroy, or detract from the District property and/or cause harm, injury, discomfort, or displeasure to other persons in or near the park.
- vii. When false or misleading information is provided.

F. PERMITS

A Permit is issued when the completed Application is accepted and approved by the District office, the rental Agreement is signed by the applicant, and all applicable fees and deposits are paid in full. The District must receive the signed rental Agreement, applicable deposits, and fees at least 30 days in advance. Failure to comply with the deadline date renders the contract null and void.

G. RENTAL PERIODS

Rental periods are based on a two-hour or four-hour minimum for facility rentals (i.e. picnic areas, buildings and classrooms). Refer to approved current Fee Schedule for details. Tennis court rental periods are based on a minimum of two-hour increments. The time indicated on the application will reflect the actual facility use time, which includes setup and cleanup. Charges for additional time beyond the two or four hour block will be based on an hourly rate.

H. HOURS

All parks, recreation areas, and open space areas within the District boundaries will be available to the general public from dawn to dusk or hours as otherwise posted except with the permission of the General Manager or designee.

Dog park facility hours of operation are:

- a.) *Camarillo Grove Park*- Open daily from 7:00 a.m. to dusk. Entire park is off-leash Monday- Friday. Saturday & Sunday, dogs are allowed off-leash only in the designated dog park area and on the trails from 7:00 a.m. until 10 a.m.
- b.) *Mission Oaks Park Off-Leash Area*- Open daily from 4 p.m. to dusk. Saturday & Sunday, dawn until dusk.
- c.) *Springville Dog Park*- Open daily 7 a.m.-dusk; closed Friday mornings until 10:00 a.m. for lawn maintenance.

Buildings, park areas and facilities (except sports parks/fields) are available for individual and group use during normally scheduled hours of operation as posted at the facility. Exceptions are subject to General Manager or designee approval.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE POLICY Board Approved

I. PRIORITY OF USE AND FEE CHARGES

Use of facilities, properties, parks, picnic areas and tennis courts is based on when the application is received, rental availability, and priority ranking. Groups ranked at a low priority may be subject to rescheduling with 30 days' written notice. In that case, the District will attempt to relocate the group to another District facility. Group priority rating and fee charges shall be as follows:

- i. Class 0 - District Activities
- ii. Class 1 - Community Service Groups – Recognized District Community Service Organization as approved by the District's Board of Directors. Fees are subject to the individual group's Memorandum of Understanding (MOU) with the District.
- iii. Class 2 - Resident Organization- 50% of Basic Rate. Local school districts, governmental agencies and non-profit organizations may have fees waived for reciprocal services as approved by the General Manager or designee.
- iv. Class 3 – In-District Resident- 100% of Basic Rate (full rate). This includes in-District residents, groups, and organizations that hold private functions. Also includes any event held on Friday and Saturday.
- v. Class 4 – Out of District or Non-Resident- 100% of Basic Rate plus 25%, includes non-resident/out of District individuals, groups, and organizations.

J. FEES

- i. Basic Rate - Application fees will be charged in accordance with the Board approved Fee Schedule.
 - a. Indoor Facility - During normal business hours of operation, rates will include rooms, chairs, and tables, single setup and cleanup.
 - i. Beyond the basic services, additional fees will be required for security staffing, additional custodial service and other services requested by permittee, or identified by staff in advance of permittee use.
 - ii. For rentals outside of normal business hours of operation, additional fees will be assessed for staffing required beyond the posted curfew and on holidays.
 - b. Picnic Area - During normal hours of operation, rates include existing site amenities such as picnic tables and barbecue, where available, and outdoor restrooms. Rates do not include supervision or special setup of tables.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE POLICY Board Approved

K. ADDITIONAL CHARGES OVER BASIC RATE

Additional charges may be levied over basic rate as defined in Section I. I. PRIORITY OF USE AND FEE CHARGES and under the following conditions:

- i. All non-residents will pay a 25% additional fee.
- ii. When alcohol is served or sold at a function.
- iii. On all applicant-initiated changes, including cancellations.
- iv. To cover the cost of security guards for certain events or functions. The District will arrange with an approved vendor.
- v. When a facility is not normally open and District staff is required to be on duty.
- vi. When District staff is needed for facility control.
- vii. When facility damage and/or liability insurance fees are required.
- viii. To cover the cost of dumpsters, portable toilets, other additional equipment and/or resources to accommodate the rental.

The determination of requirements for additional personnel and associated charges shall be made by the General Manager or designee.

L. REFUNDS AND PAYMENTS

Facility Refunds - The rental reservation is only complete when the application is accepted and approved by the District office and all applicable deposits and fees are paid. Refund of deposits is outlined in Section B. DEPOSITS. Cancellations must be made through the District office no later than 30 days prior to the use date to qualify for any refund of paid fees. The application fee is non-refundable.

Class Refunds - If withdrawal/transfer from a program/class is made 5 business days prior to the start of a class there will be a full refund less a \$10 administrative fee. If withdrawal is made less than 5 business days before the first day of the program, there will be no refund issued. Registrants failing to be present for the program will forfeit all fees paid. No refund will be issued for programs and activities where the registration cost is \$10 or less.

Payments- Personal checks will be accepted 10 days prior to event or program.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE POLICY Board Approved

M. FACILITY CANCELLATION

- i. Application fee is non-refundable.
- ii. If a reservation is cancelled sixty one (61) or more days prior to event date, customer will receive a full refund minus the application fee.
- iii. If the reservation is cancelled between thirty (30) and sixty (60) days prior to event date, customer will receive refund of any cleaning/security deposit paid and 50% refund of all other fees paid (excluding application fee).
 - a.) In lieu of a full or partial refund, the payments made for a cancelled event can be transferred one time to a future event to be held within six months. An additional \$25 non-refundable administrative fee will be charged. Additional fees may apply depending on venue. Refer to current approved Fee Schedule for facility fees.
- iv. If the reservation is cancelled twenty-nine (29) or less days prior to event customer will receive refund of cleaning/security deposit only.
- v. If a reservation is paid through a credit card, any refund will be issued to the same credit card within seven (7) business days following the event.
- vi. If a reservation is paid check or cash, a refund by check will be processed within fifteen (15) business days following the event.
- vii. No refunds will be given for inclement weather.
- viii. No personal checks accepted 10 days prior to event.
- ix. NSF Charges will apply for returned checks.

N. ALCOHOL INSURANCE

Events with alcohol for consumption will require the purchase of alcohol insurance at the time the permit is approved.

O. SETUP

The District will perform setup and breakdown. Basic cleanup, including placing all trash in bins provided, will be the responsibility of the group utilizing the facility. When District personnel are required for setup, finalized setup instructions must be submitted a minimum of 15 business days prior to the event date, otherwise additional fees may apply.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE POLICY Board Approved

P. DECORATIONS

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

Q. SECURITY

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

- i. If the type of event and/or anticipated attendance places a major impact on the facility.
- ii. When alcohol is being served, sold, or consumed.
- iii. When additional precautions are deemed necessary due to the nature of the event.
- iv. The District will determine the total number of security guards required (typically 1 guard for every 50 people).

R. DAMAGE TO DISTRICT PROPERTY

Individuals or groups causing damage or excessive wear and tear to any building, grounds, fixtures, furniture, or appurtenances shall be required to reimburse the District for all costs involved to clean, repair, restore, or replace the building, grounds, fixtures, furniture, or appurtenances to the original condition.

S. EXTENDED USAGE

Facility usage may be granted for a maximum period of six months. Requests for facility usage exceeding six months require the General Manager or designee's approval. Scheduled groups may be subject to cancellation when a determination is made in accordance with Section A. APPLICATION FOR USE AND SCHEDULING. When cancellation is necessary, the District will attempt to relocate the activity.

T. LIABILITY INSURANCE

All individuals or groups for which use permits are granted, must agree in writing to hold the District harmless and indemnify the District from any and all liability for injury to persons or property occurring as the result of the activity sponsored by permittee, and said person shall be liable to the District for any and all damages to parks, equipment, and buildings owned or controlled by the District which result from the activity or permittee or is caused by any participant in said activity. A person exercising any of the privileges



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE POLICY

Board Approved

authorized by this policy does so at his/her own risk without liability on the part of the Pleasant Valley Recreation and Park District for any injury to persons or property resulting there from.

A certificate of insurance with an endorsement page naming the District as an additional insured must be submitted 30 days prior to date of facility use by any group for commercial purposes, and by any group conducting an event where there is a major impact. **The District shall determine the amount of liability insurance required.** Failure to provide adequate insurance will be cause for denial of permit.

When there is a request for the use of District facilities, or when the District is involved with scheduling and/or coordinating the activities, a certificate of insurance is required, naming the District as an additional insured and must include an endorsement page, and must contain a 30-day cancellation clause. All paperwork must be filed with the District a minimum of 30 days in advance of the use date of facilities involved. The District may require proof of liability insurance with limits of bodily injury and property damage of not less than \$1,000,000/\$1,000,000 and a certificate of insurance for any individual or group when it is determined that:

- i. Liquor is to be sold and/or served on park property. If alcoholic beverages are served, Liquor Law Liability coverage in the amount of \$1,000,000 is required. All certificates of insurance for alcohol use must have Pleasant Valley Recreation and Park District named as "Additional Named Insured" and must include an endorsement page. The certificate must contain a 30-day cancellation clause.
- ii. The proposed activity may result in serious injury to persons and/or significant damage to District property.
- iii. Caterers and vendors are required to provide the same insurance coverage to the District.

U. REQUIRED INSURANCE

Coverage must be general liability for at least \$1,000,000 per occurrence for bodily injury and \$100,000 for property damage, or \$1,000,000 combined single limit and must list Pleasant Valley Recreation and Park District as additionally insured on a separate endorsement and on the certificate. **The District shall determine the amount of liability insurance required.**

Insurance certificate must include the date of use, location of event, limits of liability, Pleasant Valley Recreation and Park District as named insured, and must cover the entire event.

The following groups and organizations must provide insurance for use of "District" facilities, regardless of type of event(s):



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE POLICY

Board Approved

- Sports leagues using “District” facilities for regular play
- All Sport Organizations
- Private Instruction (i.e. Personal Training, Dog Obedience Class, Clinics)
- Bounce House/Entertainment Attractions
- All Runs/Walks/Cycling/Parades/Events
- All Vendors
- Special Events

Events with more than 300 attendees, whether the event is private or open to the public.

V. ALCOHOLIC BEVERAGES

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

Any group desiring to sell alcoholic beverages in recreation facilities operated by the District must apply for an alcoholic beverage permit at the time of application for a facility permit. Such alcoholic beverage permit shall be issued only to an individual of legal age. The Applicant shall provide adequate safeguards to prohibit consumption of alcohol by minors, including utilizing Responsible Beverage Server (RBS) wristbands on all minors attending the event. Security guards are required for all activities providing alcohol and will be assigned by the District. Alcoholic beverages are only allowed at the event for a maximum of four hours and will not be served a minimum of one hour prior to the end of the event, or no later than 9 p.m.

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



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE POLICY Board Approved

II. ATHLETIC FACILITIES

Certain athletic fields may be reserved for use by persons or groups consisting of 5 people or more. The District reserves the right to determine the appropriate facility for the requested activity based on the nature and size of the activity. An adult, over the age of 21, must sign all applications and be responsible for said use. No use permit shall be granted if, at the time of application, there is a conflict with a District or Community Service Group sponsored event taking place or a prior reservation at the same time and place. All requests must be reviewed and approved by the District staff. No use permit will be granted for any reservable field before 8:00 a.m. or as determined by the General Manager or designee, or beyond sunset unless the field has appropriate lighting. Lights can be utilized up to 10 p.m. (with prior permit approval and payment).

Organized athletic activities requiring a permit include, but are not limited to any activity that utilizes one or more of the following:

- i. A game official to maintain adherence to the rules of the game, or
- ii. A marked or defined field of play, track, or course, or
- iii. Specialized equipment such as uniforms or apparel that distinguishes teams, goals, flags, personal protective equipment, shoes, cleats, harnesses, or helmets, or
- iv. Motorized, energized, or otherwise powered equipment, or
- v. Is an activity that by its' nature, negatively impacts or creates a potential hazard to other users of the site or the facility, or
- vi. Personal training by individuals earning a fee for services, or
- vii. Any activity sponsored or held by groups or organizations that charge a fee to members for participation.

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

- viii. Use of the athletic fields and supporting structures.
- ix. Use of onsite restrooms.
- x. Basic turf management such as watering, mowing, and edging fields.
- xi. Staffing costs

Basic rates do not include:

- xii. Diamond preparation and ball field lining.
- xiii. Lighting.
- xiv. Removal or installation of athletic field equipment (bases, pitcher's mound, goals etc.) and special location of base anchors, goals, bleachers, or other equipment.
- xv. Sporting equipment such as balls, nets, gloves, etc.
- xvi. Cleaning of the area following the event.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE POLICY Board Approved

A. PRIORITY OF USE OF ATHLETIC FACILITIES

Use of athletic facilities space is based on the date the application is received, availability, and priority ranking. Groups ranked at a low priority may be subject to rescheduling with a 30 day written notice. In that case, the District will attempt to relocate the group to another District facility. Group priority rating shall be as defined in Section I. I. PRIORITY OF USE AND FEE CHARGES.

- i. Class 0 - District Activities
- ii. Class 1 - Community Service Groups
- iii. Class 2 - Resident Organization
- iv. Class 3 – In-District Resident
- v. Class 4 – Out of District or Non-Resident

B. ADDITIONAL CHARGES OVER BASIC RATE FOR ATHLETIC FACILITIES

Additional charges will be charged over the basic rate under the following conditions:

- i. When extraordinary use requires facility renovation or rehabilitation.
- ii. When ball field lights or other special equipment are required.

C. ADDITIONAL FEES FOR ATHLETIC FACILITIES

Groups that exceed the maximums will be required to pay additional fees. These additional fees will be charged for portable toilets, garbage dumpsters and any additional cleaning deposit. The District, or applicant, to the approval of the District, will arrange for these items to be placed at the park or facility. The cost of these items will be passed on to the Applicant. No use permit shall be granted if, at the time of application, there is a conflict with a prior reservation or a District-sponsored event taking place at the same time and place. No use permit shall be granted for reservable areas from one hour before sunset until 8:00 a.m., unless the park has appropriate lighting.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE POLICY Board Approved

III. NON-PROFIT RENTAL USE

Community Service Organizations: Organized non-profit groups with 501(c)3 or 501(c)(4) IRS status, whose membership are open to the public and whose primary purpose is to serve the Pleasant Valley Recreation & Park District community. The Community Service Organization must be based out of the Pleasant Valley Recreation and Park District boundaries. An organizational file must be completed and approved on an annual basis to receive the priority and fees of this classification.

Pleasant Valley Recreation and Park District based Charitable, Social Welfare and Veterans' Organizations: Organized non-profit groups with current 501(c) (3) or 501(c) (4) and 501(c) (1) IRS status, whose membership is open to the public and whose primary purpose is to serve the Pleasant Valley Recreation & Park District community. An organized church, synagogue, temple, religious group, non-profit, provided that a: the reservation request is submitted on organization letterhead, or the reservation payment is made by check with the name and address of the organization imprinted on it.

The following criteria are in effect for approved Community Service Organizations and Camarillo-based Charitable, Social Welfare and Veterans' Organizations:

- i. Must provide:
 - a. Proof of current non-profit status 501(c) (3), 501(c) (4) or 501(c) (19).
 - b. Fill out and complete application
 - c. Organization must be based out of Pleasant Valley Recreation & Park District
 - d. Organization must have been established within the Community for a minimum of 12 consecutive months.
- ii. Full-fees apply for all fundraising events.
- iii. There is no non-profit rate for fees for special services, lighting, or staffing
- iv. Non-profit rental rates are ONLY available Sunday – Thursday.
- v. Request for Waiver of Fees – The District recognizes the value of partnering with other agencies and organizations in providing services that benefit the community and its residents. In an effort to provide support for organizations providing valuable community services that the District would not otherwise provide or is unable to provide, specific guidelines have been established for determining when permit fees may be waived. In order to request a waiver of fees, please complete the “Waiver Fee Form” and submit it to the District office.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE POLICY Board Approved

IV. FILMING

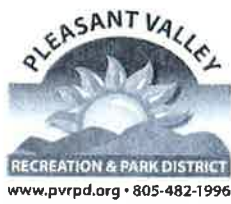
Individuals engaged in the making of movies, still photography, or television films for commercial purposes shall observe the following procedures. The General Manager or designee with the following stipulations may grant permission to film on District property pursuant to this section:

- A. Completion of a commercial filming application and compliance with its contents. Requests may be received by letter, telephone, or in person at the District's Administration office.
- B. A certificate of insurance is required naming the Pleasant Valley Recreation and Park District as an additional insured and must include an endorsement page, and must contain a 30-day cancellation clause, and insured on the day or days of filming with the limits as required for District liability and property liability, which must be on file with the District prior to approval of the permit.
- C. The General Manager or designee shall assess a fee for the use of public property for commercial purposes. This fee will be reviewed annually.
- D. The applicant shall obtain all necessary permits to film and provide all personnel and services necessary to the satisfaction of the District for crowd control, traffic control, fire control, maintenance, and any other situations that attract potential hazards due to the presence of the filming production. Any District personnel services provided shall be compensated to the District at an hourly rate designated by the General Manager or designee. The appropriate fee will be established to cover all costs incurred by the District. At the time of permit issuance, an estimate of such fees will be given the applicant.
- E. Use of specialized equipment such as trailers, cranes, pyrotechnics etc. must be disclosed and approved with the application prior by the General Manager or designee.
- F. The applicant shall be responsible for complete replacement, refurbishing, or payment to the District for any negative impact incurred, including any damaged, destroyed, or otherwise disturbed furnishings, turf, facility, or property during the time of the filming for which the permit applies.
- G. The applicant is responsible for any other required permits.

V. SALES, SOLICITATION AND UNLAWFUL ADVERTISING

Permission must be obtained from the General Manager before permits shall be issued authorizing use of any park or building when the activity proposed is to be held for the sole purpose of:

- a) Advertising for sale any product, goods, wares, merchandise, services, or event.
- b) Conducting or soliciting for any trade, occupation, business, service, or profession.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE POLICY

Board Approved

It is unlawful to post, place, erect, or leave posted, placed or erected, any commercial or noncommercial bill, handbill, circular, notice, paper, banners, or advertising device or matter of any kind, in or upon any building, structure, pole, wire, or other architectural or natural feature of whatever character, or on vehicles. The only exception is upon a bulletin board or such place especially designated and provided for such purposes, which approval shall be given only if the General Manager determines that it would be affirmatively in the public interest to allow the use of public property for such purposes.

- a) It shall be unlawful for any person to place or maintain any sign, billboard, or advertisement on any District property.
- b) It shall be unlawful for any person to paint or attach any sign or advertisement to or upon any District property.
- c) Any sign, billboard, advertisement, defacement, or damage existing in violation of the provisions of this section will be removed immediately.
- d) Exceptions to the provisions of this section shall be pre-approved by the General Manager or designee.

VI. NON DISCRIMINATION

No organization or person will be discriminated against based on belief or affiliation, religion, age, ethnicity, native origin, medical condition, physical or mental disability, gender, gender orientation or marital status. Any person or organization entering into a rental agreement with the District is required to comply with this non-discrimination policy. Any person or organization entering into a rental agreement with the District will be required to execute a statement agreeing to indemnify and hold harmless the Pleasant Valley Recreation and Park District, its Board of Directors, and the officers, agents and employees of these agencies for any failure to comply with this non-discrimination policy.

VII. VIOLATION OF PERMIT

Violation of any terms, conditions, rules, and regulations of the permit by permittee or any agent or employee of permittee is prohibited. The General Manager or designee reserves the right to revoke or refuse to issue permit(s) for a violation thereof, with or without notice to the persons or organization to which the permit was issued. No group or organization owing any outstanding debts or obligations to the District shall be permitted to use District facilities until such debts are paid. If violations are ongoing by the same party, the District reserves the right not to issue permits. Users that do not comply with the rules and regulations set forth by the District may be required to return keys and be restricted from any future use of the District's facilities.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE POLICY Board Approved

VIII. RIGHT OF APPEAL

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

The decision of the General Manager may be appealed to the Board. An appeal to the Board shall be filed within five working days of the General Manager's decision.

Exceptions will be based on event size, type, and location requested. These requests may be waived if requests for waiver are submitted in writing and require the General Manager's or designee approval.

IX. AUTHORIZED USE OF DISTRICT LOGO AND/OR NAME

District logos or names can only be used for purposes, events and publications that officially relate to Pleasant Valley Recreation and Park District. No use is permitted to any other third party without written permission from the General Manager or designee.

Logos may not be used for the commercial profit of outside organizations or ventures.

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER

By: Leonore Young, Acting Administrative Services Manager

DATE: July 1, 2015

**SUBJECT: APPROVAL OF SALARY SCHEDULE
JOB DESCRIPTIONS AND POSITION ALLOCATIONS**

RECOMMENDATION

Review and approve 1) Salary Schedule, 2) Updated job descriptions, and 3) Position allocations.

BACKGROUND

The Pleasant Valley Recreation and Park District last performed a complete Salary Schedule update in 2012. During the last fiscal year audit it was discovered that the Salary Schedule did not match current wages. It was also discovered the District did not have a complete list of job descriptions. Over the course of the past seven months staff has been conducting an internal audit of all District positions along with the current Salary Schedule and ranges in order to provide a systematic classification of positions and a standardization of salaries.

Based on minimum wage increases and the approval of the Preliminary Budget, the Salary Schedule needs to be updated to reflect the approved rate of pay. The updated Salary Schedule, updated/revised/added job descriptions, and position allocation documents implement changes to job titles and/or salaries and currently reflect the position allocation which will occur during the upcoming fiscal year.

The Salary Schedule is utilized by staff when hiring as well as using it as a guide when awarding merit increases to staff. There are currently five steps within each job classification; however, staff is requesting the Board approve a classification range and not actual steps. 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

The information presented herein is recommended by both the Personnel Committee as well as the staff. These changes are necessary to comply with minimum wage increases as well as the responsibilities for all positions.

New Positions Created:

- **Human Resources Specialist**

During the Personnel Committee meeting on February 26, 2015 staff was asked to review the position and place it in the FY 2015-2016 budget as a full-time position with the title of Human Resources Specialist. In addition to performing needed human resources tasks, the specialist will also serve as a primary back-up to payroll including performing duties such as collecting timesheets, running payroll as necessary, and working with the Accounting Specialist to verify accuracy.

- **Administrative Services Worker**

This is a part-time classification and will function to work in any one of the departments assisting with a high level of skill and/or specialized skills to include but not be limited to: project management, principles of urban land use, District ordinances/regulations, customer service and issue resolution techniques, community organization, governmental budget preparation and administration.

- **Customer Service Representative – Lead Worker**

This is a full-time position and leads assigned clerical operations or support unit with highly technical skills. This position serves as a recording Secretary for the Board of Directors, attends board meetings, as well as assists with preparation of Board packets and is back up to the Clerk of the Board.

- **Office Assistant I/II**

Classification added to assist office staff with low level clerical functions.

Position Title Changes:

- **Service Maintenance Aide *formerly* Work Trainee**

This classification was changed to reflect the duties performed.

- **Customer Service Representative I/II *formerly* Customer Service Representative – Full Time, CSR II, CSR III**

The former three titles have been combined into one title with two levels.

- **Grounds/Facilities I/II *formerly* Grounds II and Grounds/Facilities I/II**

Positions combined and format changed. It is now required for employees to obtain three certificates in order to promote to a level II; this is consistent with addition of the SEIU Memorandum Of Understanding (MOU).

- **Recreation Leader I/II and Senior Recreation Leader I/II *formerly* Recreation Leader, Senior Leader and Program Specialist**

These positions were combined to make a series of classification with a clear promotional system.

Positions Updated:

The below job descriptions had either not been updated and/or approved.

- Administrative Analyst

- Park Maintenance Lead Worker
- Mechanic
- Lifeguard and Water Safety Instructor
- Recreation Coordinator
- Recreation Manager

Format Changes:

The following positions have had changes to the formatting to remain consistent.

- Accounting Specialist
- Administrative Services Manager
- Human Resources Generalist
- Irrigation Specialist
- Park Ranger
- Park Superintendent
- Park Supervisor
- Program Coordinator – Aquatic Center
- Program Specialist
- Recreation Aide
- Recreation Specialist
- Recreation Supervisor

In order to demonstrate progression within job classes there have been title changes to reflect both responsibilities, as well as to distinguish between full-time and part-time employees.

COMMITTEE REVIEW

The Personnel Committee met and reviewed the information on February 26, March 17, April 21, and May 26, 2015.

FISCAL IMPACT

On June 3, 2015, the Pleasant Valley Recreation and Park District approved the FY 2015-2016 Preliminary Budget encompassing all salary adjustments, as well as position allocation changes. The fiscal impact reflected in the budget is due to the minimum wage state law increase as well as the salary schedule adjustments. The fiscal impact from FY 2014-2015 budget to FY 2015-2016 budget is \$50,141.

RECOMMENDATION

Review and approve 1) Salary Schedule, 2) Updated job descriptions, and 3) Position allocations.

ATTACHMENTS

- 1) FY 2015-2016 Salary Schedule (2 pages)
- 2) Job Descriptions (55 pages)
- 3) Position Allocations (2 pages)

FULL TIME/PART TIME YEAR ROUND CLASSIFICATIONS AND SALARY RANGES

	BOTTOM	TOP
GENERAL MANAGER (Contract Employee)	\$4,366.65	\$5,308.00
	\$54.58	\$66.35
ADMINISTRATIVE SERVICES MANAGER	\$2,888.63	\$3,509.60
	\$36.11	\$43.87
ADMINISTRATIVE ANALYST	\$2,224.84	\$2,703.20
	\$27.81	\$33.79
ACCOUNTING SPECIALIST	\$1,583.59	\$1,924.00
	\$19.79	\$24.05
HUMAN RESOURCES SPECIALIST	\$1,583.59	\$1,924.00
	\$19.79	\$24.05
CUSTOMER SERVICE REP LEAD WORKER	\$1,691.12	\$2,054.40
	\$21.14	\$25.68
CUSTOMER SERVICE REPRESENTATIVE I	\$1,398.40	\$1,699.20
	\$17.48	\$21.24
CUSTOMER SERVICE REPRESENTATIVE II	\$1,537.38	\$1,868.80
	\$19.22	\$23.36
RECREATION SERVICES MANAGER	\$2,804.48	\$3,408.80
	\$35.06	\$42.61
RECREATION SUPERVISOR	\$2,475.66	\$3,009.60
	\$30.95	\$37.62
RECREATION COORDINATOR	\$2,067.69	\$2,512.00
	\$25.85	\$31.40
RECREATION SPECIALIST	\$1,549.98	\$1,883.20
	\$19.37	\$23.54
PROGRAM COORDINATOR - AQUATIC CENTER	\$1,549.98	\$1,883.20
	\$19.37	\$23.54
PROGRAM SPECIALIST	\$1,174.40	\$1,427.20
	\$14.68	\$17.84
SUPERINTENDENT OF PARKS	\$3,307.33	\$4,018.40
	\$41.34	\$50.23
PARK SUPERVISOR	\$2,478.28	\$3,011.20
	\$30.98	\$37.64
PARK MAINTENANCE LEAD WORKER	\$2,104.97	\$2,557.60
	\$26.31	\$31.97
MECHANIC	\$2,104.97	\$2,557.60
	\$26.31	\$31.97
IRRIGATION SPECIALIST	\$2,104.97	\$2,557.60
	\$26.31	\$31.97
GROUNDS/FACILITIES I	\$1,583.59	\$1,924.80
	\$19.79	\$24.06
GROUNDS/FACILITIES II	\$1,819.86	\$2,212.00
	\$22.75	\$27.65

PART TIME NON PERS (SEASONAL)

	Bottom	Top
ADMINISTRATIVE SERVICE WORKER	\$9.00	\$50.00
HUMAN RESOURCES GENERALIST	\$13.97	\$16.97
OFFICE ASSISTANT I	\$10.95	\$13.30
OFFICE ASSISTANT II	\$12.05	\$14.64
AIDE	\$8.00	\$9.72
2014 Min Wage Increase	\$9.00	\$10.94
2016 Min Wage Increase	\$10.00	\$12.15
RECREATION LEADER	\$8.80	\$10.69
2014 Min Wage Increase	\$9.90	\$12.03
2016 Min Wage Increase	\$11.00	\$13.37
RECREATION LEADER II	\$9.24	\$11.23
2014 Min Wage Increase	\$10.40	\$12.63
2016 Min Wage Increase	\$11.55	\$14.03
SENIOR LEADER	\$10.42	\$12.66
2014 Min Wage Increase	\$11.72	\$14.24
2016 Min Wage Increase	\$13.02	\$15.82
SENIOR LEADER II	\$12.05	\$14.64
2014 Min Wage Increase	\$13.55	\$16.46
2016 Min Wage Increase	\$15.06	\$18.30
LIFEGUARD	\$9.95	\$12.09
2014 Min Wage Increase	\$11.19	\$13.60
2016 Min Wage Increase	\$12.43	\$15.10
WATER SAFETY INSTRUCTOR	\$10.95	\$13.30
2014 Min Wage Increase	\$12.31	\$14.96
2016 Min Wage Increase	\$13.67	\$16.61
AQUATIC CENTER ASSISTANT MANAGER	\$12.05	\$14.63
2014 Min Wage Increase	\$13.54	\$16.45
2016 Min Wage Increase	\$15.04	\$18.27
PARK RANGER	\$22.67	\$27.54
SERVICE MAINTENANCE AIDE	\$10.42	\$12.66
2014 Min Wage Increase		
2016 Min Wage Increase	\$11.00	\$13.37



Pleasant Valley Recreation and Park District Job Description

Job Title: Administrative Services Manager
Department: Administration
Reports To: General Manager
FLSA Status: Exempt

Category: Management
Prepared Date: April 2015
Approved by:
Approved Date:

SUMMARY: Supervise the delivery of all customer service activities for the District. Responsibilities entail accountability based on efficiency, productivity, and quality of activities performed by the Administration and Finance staff. Responsible for District Contracts, Human Resources, Financial, and Board of Directors document files. Monitor and approve work schedules of Administrative and Finance staff. Provide written and oral reports to the General Manager and the Board of Directors.

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

- Supervise the administrative functions of the District by selecting, overseeing and evaluating various administrative employees.
- Prepare new budget files for District, communicate expectations, provide budget restrictions, review draft budgets, make recommendations, monitor budget appropriations throughout the year, prepare Administration Division budget, present budget amendments for Board approval, schedule budget workshops, and help prepare annual District Budget and related charts.
- Provide District Financials to staff and the Board of Directors on a monthly basis and report on the investment portfolio of the District on a quarterly basis.
- Review the risk management and insurance programs, administers investment and cash flow management programs, including District petty cash fund.
- Supervise accounting, accounts payable, payroll operations, purchasing, maintaining general ledger, protects financial security by following internal accounting controls and reports employee counts to the US Department of Labor on a monthly basis.
- Complete Forms: W-2, W-3, 1099 & 1096(Annually), EDD DE-6(Quarterly) and DE34(Monthly).
- Administer part time employee 457 pension plan.
- Maintain Amortization and Prepaid Schedules.
- Research funding for capital improvement planning and new recreational facilities, manage capital funding, track expenditures and review grant reports for accuracy.
- Analyze and recommend changes in fiscal policies and present to the Board of Directors for adoption.
- Coordinate and assist independent Auditors during the annual audit and throughout the year.
- Complete the annual CAPRI Worker's Compensation Questionnaire.
- File the Compensation Report with the State Controller's Office on an annual basis.
- Apply for reimbursement from the State for the Open Meeting Act/Brown Act Reform Program 219.
- Supervise the preparation and delivery of the monthly board meeting packets, attend board meetings, prepare and present staff reports and other necessary correspondence, represent the division on various board committees, and maintain the Master Work program.
- Oversee and make recommendations regarding District management information systems and computer hardware and software needs.
- Coordinate the District's business management functions, acting as liaison with Board members, co-workers, supervisors, other governmental agencies, elected and appointed officials, community groups and the public-at-large.
- Attend and participate in professional group meetings and conferences to stay abreast of new trends and innovations in the field of Finance and work close with other government agencies.
- Implement and maintain ongoing training programs to enhance individual development in customer service, program knowledge, interpersonal and technical skills.
- Establish and maintain an open and effective system of communication throughout the District.



Pleasant Valley Recreation and Park District Job Description

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

- Thorough knowledge of: generally accepted accounting principles, practices and standards; financial and operational auditing standards and techniques; policy and procedure development techniques; principles and practices of supervision, management; and public administration; project management techniques; the application of automated systems for financial reporting and accounting/auditing purposes; principles of cost/benefit analysis; fiscal monitoring and control mechanisms; budgeting methods and techniques; rules and regulations that apply to government accounting/auditing practices, procedures and standards.
- Ability to: plan, organize, supervise the work of professional and technical fiscal staff; analyze and evaluate administrative and abstract accounting/auditing concepts and procedures; devise new or revised policies and procedures to adapt to internal and external policy changes or legal mandates; manage the production of various comprehensive reports; make public presentations; exercise sound judgment in sensitive situations, and establish and maintain effective working relationships with others.

EDUCATION and/or EXPERIENCE: Bachelor's Degree in Business, Finance, Communications, Public Administration or related field with minimum of four (4) years of progressive experience, including four (4) years of supervisory and administrative responsibility, or equivalent combination of education and experience.

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.

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 Job Description

Job Title: Administrative Analyst
Department: Administration
Reports To: Administrative Services Manager
FLSA Status: Exempt

Category: Management
Prepared Date: April 2015
Approved by:
Approved Date:

SUMMARY: Under general supervision, performs a variety of complex and responsible administrative duties for management positions, in accordance with District policies and procedures.

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

- Serves as Clerk of the Board. Prepares, monitors, distributes or publishes administrative records (Board of Directors' Agenda, Board of Directors' Minutes, Agenda Items, etc.) to Board members, District divisions and the public.
- Independently responds to public records requests, complaints, information requests, letters, and general correspondence related to District policy and/or procedures, and public records requests.
- Participates and assists in the preparation of comprehensive reports.
- Independently responds to letters and general correspondence of a routine nature.
- Reviews material upon completion for conformance to District requirements.
- Researches, compiles, and analyzes data for special projects.
- Administer the risk management and insurance programs.
- Assists in reviewing and proofing District Activity Guide, brochures and technical manuals and staff reports.
- Assist in the management of capital funding, track expenditures and review grant reports for accuracy.
- Write and prepare grants. Manage grant funds and track expenditures, including preparing required grant reports.
- Oversee/prepare the Status report, public notices, and other similar communications.
- Assist in the preparation and delivery of the monthly board meeting packets.
- Conduct special studies relating to the development and implementation of clerical work methods and procedures and may be required to periodically fill in for customer service.
- Must maintain the District's policies regarding Standards of Conduct and Confidentiality. Must maintain the same in all matters, which any reasonable person would assume, deserves such treatment.
- Insure the application of and compliance with established District Policies and Procedures.
- Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- Establish and maintain an open and effective system of communication throughout the organization.
- Perform related duties as assigned.
- Act as liaison with the County of Ventura: Elections Division, County Clerk & Records, Assessor's Office, Board of Supervisor's Office and Auditor's Office; and remind staff to file Conflict of Interest Form 700 online and update every two years the AB1234 training.
- May be required to supervise, train, and monitor Customer Service Representatives, office volunteers, or temporary employees.
- May be elected or assigned administrative duties from the District's Foundation.

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

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Pleasant Valley Recreation and Park District Job Description

- Working to considerable knowledge of: principles and techniques of administrative and fiscal analysis, organization and staffing, public relations and personnel or benefits administration.
- Working to considerable ability to: prepare a variety of reports and recommendations, communicate orally and in writing, establish and maintain effective working relationships with co-workers, the general public and outside contractors.
- Thorough knowledge of: current records technology, State code, District ordinances, and regulations governing the transcription, maintenance and disposition of official records.
- Thorough skills to: use a variety of current computer-based document transcription, storage, and retrieval systems and various types of standard office equipment.

EDUCATION and/or EXPERIENCE: Bachelor's Degree in Business, Finance, Communications, Public Administration or related field with minimum of four (4) years of progressive experience, administrative responsibility, or equivalent combination of education and experience.

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.

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 Job Description

Job Title: Accounting Specialist
Department: Administration
Reports To: Administrative Services Manager
FLSA Status: Exempt

Category: Staff
Prepared Date: December 2, 2013
Approved by: Board of Directors
Approved Date: January 8, 2014

SUMMARY: Under general supervision, performs a variety of accounting, personnel, and financial duties in accordance with District policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following and performs additional duties as assigned.

- Perform a variety of computerized accounting duties including but not limited to accounts payable, payroll, and account reconciliation.
- Perform accounts payable functions, from receipt of invoice through release of payment.
- Prepare and process payroll; compile payroll data from timesheets and other records; generate computer reports necessary to verify data entered, calculate withholdings; prepare third party payments, and respond to all questions regarding payroll.
- Verify for accuracy and enter cash reports into the accounting system.
- Prepare and/or audit bank reconciliations; process related journal entries.
- Participates and assists in the preparation of comprehensive reports, assists with the annual District Budget preparation.
- Identifies legal requirements for accuracy affecting human resources functions, administer the salary and benefits, maintaining the files and records that are relevant to the payroll function.
- Interacts with all levels of management, all vendors, employees, group insurance carriers, and medical care providers.
- Maintains a variety of files and records.
- Tracking of capital assets for year-end accounting.
- Complete Forms: W-2 & W-3, 1099 & 1096(annually).
- Perform related duties as assigned.

OTHER SKILLS AND ABILITIES: Must be able to operate basic office equipment and be PC literate with software applications in use at the District. Knowledge and expertise of MS Office Suite, including Word, Excel, and Outlook; database software and contact management systems. Must have the ability to utilize other job related software programs. Ability to be self-motivated, work independently, and manage time well. Knowledge and experience with materials, methods, practices, and equipment in relation to recreation programs. Must be able to "multitask" to handle competing priorities and demands. Must be able to keep accurate records and prepare detailed reports. Ability to communicate effectively with the public, organization, employees, user groups, and community leaders in oral and written form. Must abide by the District's policies regarding Standards of Conduct and Confidentiality. Must maintain the same in all matters, which any reasonable person would assume, deserves such treatment.

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

SUPERVISORY RESPONSIBILITIES: May be required to supervise, train, and monitor staff who is assigned to assist you.



Pleasant Valley Recreation and Park District Job Description

EDUCATION and/or EXPERIENCE: Associate of Arts Degree in Business, Finance, Public Administration or related field with minimum of two (2) years of progressive experience, administrative responsibility, or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires some amount of driving, therefore, must own a vehicle or have daily access to a vehicle, and possess a valid Driver's License with a clean California Department Motor Vehicle record, 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.

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.

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 Job Description

Job Title: Human Resources Specialist **Category:** Staff
Department: Administration **Prepared Date:** April 2015
Reports To: Admin. Svcs. Mgr. **Approved By:**
FLSA Status: Non-Exempt **Approved Date:**

SUMMARY: Under general supervision, performs a variety of technical and office administrative human resources support functions, including assisting with the recruitment, testing, and selection of staff, benefits, administration, and workers' compensation. Provides responsible technical support to District management staff, assist in completing various human resources studies and reports; and performs related work as required. This is a single-position confidential classification that performs a full range of specialized technical work.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following and performs additional duties as assigned.

- Ensure Department of Labor compliance; interpret and apply labor and employment laws, rules and regulations per Government Code and Federal laws.
- Understanding of CalPERS and the CalPERS software.
- Maintain accurate and consistent document/record processing and organization.
- Assist in recruiting process: job description creation/posting, handle inbound recruiting tasks, manage and support outbound recruiting; interview scheduling and applicant tracking.
- Responsible for preparation of offer letters, reference checks, degree verifications, eligibility verification, investigation and compliance with background checks as appropriate.
- Responsible for updating hiring packets and new hire orientation for all assigned divisions and/or locations.
- Work with insurance carriers, process claim reports and follow up with injured workers.
- Maintain vehicle insurance records and minor work permits.
- Maintain relationship with outside supplemental insurance agent and insurance brokers for health benefits.
- Act as one of the points of contact for legal counsel as required for labor relations, conduct District work related to this area.
- Assist with day-to day-employee benefits and personnel related questions.
- Assist with preparation of all necessary District communication pieces (i.e.: benefit offerings, compensation, policies, procedures, and employee manual).
- Facilitate employee salary and benefit surveys. Maintain records of summaries, statistics, and follow up.
- Maintain accurate and up to date position list and salary schedule for all departments on District website.
- Serve as primary back-up to payroll, collecting timesheets and running payroll as necessary.
- Work with the Accounting Specialist to verify payroll accuracy.
- Responds to employee and retiree questions and complaints and interfaces with medical insurance providers and insurance representatives.
- Interprets, describes and applies District policies and procedures and Memorandum of Agreement in performance of assigned duties.
- Collects and compiles human resources data; prepares various human resources and technical reports at the State and District levels.
- Attends labor management meetings with management staff and provides information as requested.
- Maintains/verifies mandated documents in all personnel files
- Perform related duties as assigned.

OTHER SKILLS AND ABILITIES:

- Perform detailed human resources office support work accurately and in a timely manner.



Pleasant Valley Recreation and Park District Job Description

- Interpret, apply and explain policies, procedures and practices of human resources administration.
- Review human resources documents for completeness and accuracy.
- Administer effective recruitment, testing and selection and employee benefits administration practices.
- Maintain accurate and confidential human resources records.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees and other matters affecting employee relations.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Make accurate arithmetic and statistical computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Operate modern office equipment including computer equipment and specialized software application programs.
- Organize own work, set priorities and meet critical time deadlines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

QUALIFICATIONS:

Knowledge of:

- Policies and procedures related to recruitment, selection, benefits administration, workers' compensation, classification and compensation.
- Methods, techniques and practices of data collection and report writing.
- Business letter writing and standard letter writing practices for correspondence.
- Applicable Federal, State and local laws, regulatory codes, ordinances and procedures relevant to assigned area of responsibility.
- Recent and on-going developments, current literature and sources of information related to human resources programs.
- Record keeping principles and procedures.
- Modern office practices, methods, computer equipment and computer applications related to work, including word processing and spreadsheet software.
- Principles and procedures of record keeping and reporting.
- English usage, spelling, vocabulary, grammar and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the phone.

EDUCATION and/or EXPERIENCE: Associates Degree in Human Resources, Business, Finance, Communications, Public Administration or related field, or Human Resource Professional Certification with minimum of five (5) years of progressive experience, administrative responsibility, or equivalent combination of education and experience.

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.



Pleasant Valley Recreation and Park District Job Description

Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone. Environmental: frequent exposure to noise.

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 Job Description

Job Title: Customer Service Rep. - Lead Worker **Category:** Staff
Department: Administration **Prepared Date:** April 2015
Reports To: Administrative Services Manager **Approved by:**
FLSA Status: Non-Exempt **Approved Date:**

SUMMARY: Under direction, plans, organizes and leads assigned clerical operations or support unit(s) which may involve highly technical and specialized (e.g., administrative, collections, accounting) journey or advanced journey level clerical work.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of quality customer service being primary for all positions. Perform other duties as assigned.

- Plans, organizes and reviews the work of a clerical staff; reviews work of staff to ensure adequacy and accuracy of documents and files processed through the department.
- Serve as Recording Secretary for Board of Directors and attend Board meetings as scheduled
- Create, transcribe, and distribute meeting agendas and minutes, maintain paper copy and electronic copies on the District IT server and website.
- Assist with preparation of Board packets.
- Develops and implements internal program procedures and work methods; instructs staff on changes in procedure or policy that affect operation; conducts training and orientation of new clerical staff and ongoing training for all current clerical staff.
- Handles the more difficult and complex procedural problems; researches state law, and district policies to ensure compliance and prepares and processes documents as needed; responds to questions and special problems of the public or various departmental representatives or outside agencies.
- Maintains pertinent records and performs related work as required which may include typing, filing, preparing and mailing of correspondence, various documents, civil service matters and other employee relations matters.
- Maintains current knowledge of office computer systems and word processing software.
- May receive and resolve routine personnel matters and make recommendations to superiors on difficult and complex personnel matters.
- Will act as back-up Customer Service Representative and assist all clerical staff.
- Will be assigned additional clerical, technical, administrative and/or lead worker duties and responsibilities.
- Will assist with staffing needs and other program decisions.
- Will assist with the processing of public records requests.

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

- Thorough to comprehensive knowledge of: clerical/secretarial practices and procedures related to position assignment, including standard abbreviations and terminology; general office practices and procedures; record retention practices; clerical work methods and techniques.
- Working to considerable knowledge of: clerical/secretarial systems as applicable to position assignment; automated systems applicable to work assignment; plan, organize and direct the work of staff to meet varying workload demands and specific time requirements.
- Thorough to comprehensive ability to: perform and lead others involved in clerical/secretarial file processing, records maintenance and other specialized clerical work; apply rules policies and procedures; evaluate unusual situations and resolve them through the application of standard policies and procedures; develop and implement work methods and procedures; prepare documents and



Pleasant Valley Recreation and Park District Job Description

narrative statistical/program status reports; establish and maintain cooperative working relationships; communicate effectively both verbally and in writing; understand and follow written and verbal directions.

EDUCATION and/or EXPERIENCE: Must have a high school diploma or general education degree (GED); and four (4) years of experience gained within recent years, which involved direct customer service. Visibility of work requires attention to detail, excellent organizational skills, and discretion with confidential information.

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.

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 Job Description

Job Title: Customer Service Representative I/II
Department: Various
Reports To: Various
FLSA Status: Non-Exempt

Category: Staff
Prepared Date: June 2009
Approved by:
Approved Date:

SUMMARY: Under general supervision, performs a variety of routine to complex customer service functions including providing information; researching problems; processing reservations, registrations and fees; receiving payments and issuing applicable permits; by telephone, online and in person; acts as liaison between customers and staff; performs a variety of routine clerical support duties; and performs related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of quality customer service being primary for all positions. Perform other duties as assigned.

- Use of cash register in day-to-day operations and accurately reconcile daily cash register report.
- Verify daily transactions, receipts, checks, and cash in preparation of daily bank deposit.
- Provide customer service by serving as the first point of contact; and is responsible for determining the customer's needs and providing appropriate information or directing customers to the appropriate area/individual for further assistance; respond to various questions and inquiries regarding District services, classes, parks and facilities; research and resolve problems in response to customer and staff requests.
- Accurately complete all necessary reservation/registration forms, receipts, permits, insurance, and credits with appropriate cash, credit card, or check transactions and enter these transactions into the reservation/registration program with the appropriate forms for accounting.
- May assist staff with the processing of public record requests.
- Perform a variety of general administrative and clerical duties in support of the Division and sort and process incoming and outgoing correspondence; maintain office supplies; prepare correspondence and other written materials including typing, copying and faxing information as requested.
- Prepare weekly schedule and report for all weekly District facility usage and prepare monthly report of facility usage.
- Create and maintain a variety of logs and other records, including certificates of insurance; conduct research on returned mail; data entry of address and name changes.
- May be assigned to create, transcribe, and distribute meeting agendas and minutes, maintain paper copy and electronic copies on the District IT server and website.
- May serve as back up to Payroll and Accounting.

OTHER SKILLS AND ABILITIES: Requires knowledge and use of standard and accepted office operations and clerical procedures, methods and practices; English usage, spelling, grammar, and punctuation; business letter writing techniques. Familiar with and use methods and techniques of outstanding customer service; methods and techniques of proper phone etiquette; office procedures, methods, and equipment.

CSR I is the journey level classification in this job series. Incumbents perform a variety of clerical duties requiring the application of specialized program knowledge in support of on-going operations and services.

CSR II is the advanced journey classification in this job series. Incumbents perform support duties requiring interpretation of rules and regulations and assessment of individual circumstances to determine appropriate course of action(s).

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



Pleasant Valley Recreation and Park District Job Description

- Thorough knowledge of: modern office methods and practices; record maintenance systems; letter writing and report compilation and public contact techniques.
- Considerable knowledge of: the operations, procedures and practices used in support of the function to which assigned; techniques to expedite or improve clerical tasks and record processing; correct English usage, spelling, grammar and punctuation.
- Working skills: depending on assignment, incumbents may be required to demonstrate a certain prescribed proficiency in typing or equivalent word processing/data entry and/or note taking/transcribing dictation.
- Thorough ability to: perform and coordinate moderately difficult and responsible clerical work with little or no direct supervision; set up and maintain records and filing systems; extract information from a variety of sources; operate a variety of automated office equipment; accurately perform and proof the transfer of information from one document to another; establish and maintain cooperative working relationships; understand, follow and convey written and verbal directions.

EDUCATION and/or EXPERIENCE: Must have a high school diploma or general education degree (GED); and two (2) years (CSR I) or three (3) (CSR II) of experience gained within recent years, which involved direct customer service and operation of a personal computer and peripheral equipment; and requires one to two years' experience working with public and/or equivalent combination of education and experience.

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.

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 Job Description

Job Title: Human Resource Generalist
Department: Administration
Reports To: Administrative Services Manager
FLSA Status: Part Time

Category: Staff
Prepared Date: January 2014
Approved by:
Approved Date:

SUMMARY: Under general supervision, responsible for human resource duties, including processing of personnel transactions, compensation, personnel record-keeping, and benefits.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following and performs additional duties as assigned.

- Ensure Department of Labor compliance; interpret and apply labor and employment laws, rules and regulations per Government Code and Federal laws.
- Maintain accurate and consistent document/record processing and organization.
- Assist in recruiting process: job description creation/posting, handle inbound recruiting tasks, manage and support outbound recruiting; interview scheduling and applicant tracking.
- Responsible for preparation of offer letters, reference checks, degree verifications, eligibility verification, investigation and compliance with background checks as appropriate.
- Responsible for updating hiring packets and new hire orientation for all assigned divisions and/or locations.
- Work with insurance carriers, process claim reports and follow up with injured workers.
- Maintain vehicle insurance records and minor work permits.
- Maintain relationship with outside supplemental insurance agent and insurance brokers for health benefits.
- Act as one of the points of contact for legal counsel as required for labor relations, conduct District work related to this area.
- Assist with day-to-day-employee benefits and personnel related questions.
- Assist with preparation of all necessary District communication pieces (i.e.: benefit offerings, compensation, policies, procedures, and employee manual).
- Facilitate employee salary and benefit surveys. Maintain records of summaries, statistics, and follow up.
- Maintain accurate and up to date position list and salary schedule for all departments on District website.
- Serve as primary back-up to payroll, collecting timesheets and running payroll as necessary.
- Work with the Accounting Specialist to verify payroll accuracy.
- Perform related duties as assigned.

OTHER SKILLS AND ABILITIES: Knowledge and enforcement of employee rights, benefits, and obligations. Experience with CalPERS system a plus. Must be able to operate basic office equipment and be PC literate with software applications in use at the District. Knowledge and expertise of MS Office Suite, including Word, Excel, and Outlook; database software and contact management systems. Must maintain the District's policies regarding Standards of Conduct and Confidentiality. Possess ability to "multitask" to handle competing priorities and demands, keep accurate records and prepare detailed reports. Communicate effectively with the public, organizations, employees, user groups, and community leaders in oral and written form. Be self-motivated, work independently, and manage time well.

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



Pleasant Valley Recreation and Park District Job Description

EDUCATION and/or EXPERIENCE: Associates Degree in Human Resources, Business, Finance, Communications, Public Administration or related field, or Human Resource Professional Certification with minimum of three (3) years of progressive experience, administrative responsibility, or equivalent combination of education and experience.

LANGUAGE SKILLS: Must possess excellent oral and written communication skill. Ability to read and interpret documents such as general business periodicals, professional journals, technical procedures, or governmental regulations, contracts, safety rules, operating and maintenance instructions, and procedure manuals. Ability to develop and write reports, conduct analysis, and correspondence.

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.

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 Job Description

Job Title: Admin. Worker Special Projects
Department: Administration/Parks/Recreation
Reports To: General Manager or Designee
Category: Staff

FLSA Status: Part Time
Prepared Date: April 2015
Approved by:
Approved Date:

SUMMARY: This is an hourly position, limited to working approximately 15 hours per week. If applicable this position will not exceed 1000 hours per fiscal year. This position is non-benefited and is designated as a non-classified, at-will position and will receive immediate supervision from higher level supervisory staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Perform complex administrative and professional work on a wide variety of project management and District functions. These functions may encompass providing technical support, administrative responsibilities or field work. The position works closely with the General Manager and the Directors to define and accomplish established strategic goals, objectives and business strategies. Strives to be pro-active and looks for innovative solutions to resolve problems. Functions will be to work in any one of the Departments assisting with a high level of skill and/or specialized skills to include but not limited to: project management, principles of urban land use, District ordinances/regulations, customer service, and issue resolution techniques, community organization, governmental budget preparation and administration. This position may be required to perform other duties as assigned when needed.

OTHER SKILLS AND ABILITIES:

- Understand the principles and practices of public administration, applicable laws and regulations.
- Understand English usage, spelling, grammar and punctuation, as applicable.
- Be proficient in using a personal computer, a variety of computer software and other equipment essential to performing daily activities.
- Problem solve and use reason even when dealing with complex, confidential, and sensitive topics.
- Communicate tactfully and effectively with all levels of staff, Board of Directors and public, both in writing and verbal presentations with organized thoughts using proper sentence construction, grammar and punctuation. Understand procedures, processes and forms related to assigned area.
- Perform procedures in an organized and accurate manner.
- Understand and carry out oral and written instructions.
- Develop favorable public relations and maintain an appearance that projects a positive image.

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

- Working to considerable knowledge of: principles and techniques of administrative and fiscal analysis, organization and staffing, public relations and personnel or benefits administration.
- Working to considerable ability to: prepare a variety of reports and recommendations, communicate orally and in writing, establish and maintain effective working relationships with co-workers, the general public and outside contractors.
- Thorough knowledge of: current records technology, State code, District ordinances, and regulations governing the transcription, maintenance and disposition of official records.
- Thorough skills to: use a variety of current computer-based document transcription, storage, and retrieval systems and various types of standard office equipment.



Pleasant Valley Recreation and Park District Job Description

EDUCATION and/or EXPERIENCE: Bachelor's Degree in Accounting, Finance or Business is preferred along with a minimum of two years of progressive experience or the equivalent combination of education and experience with a specialized degree such as Architecture, Parks Planning, Engineering, etc. as needed per project.

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.

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 Job Description

Job Title: Office Assistant I/II
Department: Administration
Reports To: Administrative Services Manager
FLSA Status: Non-Exempt

Category: Staff
Prepared Date: April 2015
Approved by:
Approved Date:

SUMMARY: Under direct supervision (I), general supervision (II), performs a variety of routine to clerical duties in support of administration or other program. Support activities may include, public service, document production, and/or record maintenance, also performs related duties as required. Ability to adhere to attendance and punctuality guidelines and demonstrate flexibility in working varying shifts, including some evenings and weekends as necessary

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of quality customer service being primary for all positions. Depth and breadth of assignments increase at each level and may include, but are not limited to the following:

- Types a variety of documents in draft and final form, such as correspondence, standard forms, charts, proposals, specifications, and reports written, recorded, printed sources, and/or verbal instructions, proofreads typed materials for correct grammar, spelling and punctuation.
- Prepares, validates, processes, and/or checks a variety of documents such as permit applications, reservations, program applications, invoices, etc., for completeness, accuracy, and submission standards.
- Answers phone calls and walk-ins; determines how incoming customers should be routed; directs people to appropriate offices, or customers to proper information sources; answer routine questions; explains routing procedures, processes, or district activities; schedules appointments, training, or examinations; obtains routine factual information to create or update files; provides assistance in the completion of forms.
- Sorts and/or files materials such as correspondence, contract documents, and customer information; maintains files; conducts systematic search for misplaced materials; maintains cross-reference files or invoices; purges filing systems as necessary.
- Compiles routine reports and records by extracting and/or tabulating information from a variety of sources, such as files, correspondence, meeting notes, logs, previous reports, and/or verbal instruction.
- Transfers professional and technical instructions to project or customer files; researches reference materials to respond to customer or co-worker inquiries.
- Operates a variety of automated office equipment.
- May perform equipment/system maintenance checks.
- Uses computerized equipment to produce routine reports, correspondence, or forms; enters, updates, and/or extracts stored information using such equipment.

OA I is the entry level classification in this job series. Incumbents perform routine clerical and/or manual tasks with simple, clear cut instructions involving no more than a few steps and limited knowledge of operational processes and procedures.

OA II is the journey level classification in this job series. Incumbents perform a variety of clerical duties according to established criteria and prescribed procedures. Some independent judgment is required in choosing among alternative courses of action in mostly standardized operations and services.

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

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Some to thorough knowledge (depending on level in series) of: modern office methods and practices; record maintenance systems; letter writing and report compilation and public contact techniques.



Pleasant Valley Recreation and Park District Job Description

- Working to considerable knowledge (depending on level in series) of: the operation and procedures and practices used in support of the function to which assigned; techniques to expedite or improve clerical tasks and record processing; correct English usage, spelling, grammar, and punctuation.
- Working skills: depending on assignment, incumbents may be required to demonstrate a certain prescribed proficiency in typing or equivalent word processing/data entry and/or taking/transcribing dictation.
- Working to thorough ability (depending on level in series) to: perform and coordinate moderately difficult and responsible clerical work with little or no direct supervision; set up and maintain records and filing systems; extract information from a variety of sources; operate a variety of automated office equipment; accurately perform and proof the transfer of information from one document to another; establish and maintain cooperative working relationships; understand, follow and convey written and verbal directions.

EDUCATION and/or EXPERIENCE: High school diploma or General Education Degree (GED). Some (I), to considerable (II) clerical experience which has led to the acquisition of the required knowledge, skills and abilities.

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.

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 Job Description

Job Title:	Park Superintendent	Category:	Management
Department:	Parks	Prepared Date:	April 2006
Reports To:	General Manager	Approved by:	General Manager
FLSA Status:	Exempt	Approved Date:	April 2006

SUMMARY: Under general direction, plan, organize, direct and manage operations maintenance and construction of park facilities and open space areas; provide administrative and technical direction to staff, in accordance with District policies and procedures.

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

- Plans, directs and coordinates the alteration, repair, and maintenance of buildings, grounds, open space operations and the enforcement of District ordinances.
- Develops and recommends long-range operations and maintenance programs.
- Analyzes and determines future materials and human resource needs for capital projects and determines types, methods and cost of repairs to existing sites.
- Makes recommendations for building or repair projects and coordinates the implementation of new construction or park improvement projects, interpreting building plans and specifications to do so.
- Prepares annual budget, requests for the funding of buildings and grounds maintenance, and controls expenditures.
- Maintain records of work requests, projects scheduled and all phases of project work.
- Conducts periodic inspections of facilities and reviews the work of employees for the compliance with District standards.
- Receives, stores, and disposes of excess and/or unserviceable property pursuant to District policies and procedures.
- Selects, supervises, trains and evaluates employees.
- Recommend and implement District's customer service ethic, and changes to District policy and procedures.
- Resolves citizen and other agency complaints and issues.
- Maintain records of work requests, projects scheduled and all phases of project work.
- May be asked to negotiate union contracts.
- Will be responsible for Parks Department RFP's.

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.

- Thorough knowledge of: relevant parks and recreation program administration, organization, management and planning theories, policies, practices and techniques; related public and business administration principles and practices relative to financial management and customer-focused program development and administration.
- Thorough knowledge of the full range of supervisory principles and practices, labor relations and personnel management.
- Thorough knowledge of and ability to use computer software applicable to the duties of the position.
- Working knowledge of budgetary principles and procedures.
- Working knowledge of relevant State and Federal laws, rules and regulations.
- Ability to manage a wide variety of parks programs, activities and facilities.
- Ability to develop and maintain effective division policies, practices, and standards within public policy parameters.
- Ability to oversee the implementation of effective business procedures in enterprise operations.
- Ability to provide policy-level consultation on District Parks matters. Ability to exercise considerable judgment in planning for future parks development.



Pleasant Valley Recreation and Park District Job Description

- Ability to prepare, administer, and monitor the division budget. Ability to work with a high degree of independence.
- Ability to hire, train, assign, evaluate and discipline employees. Ability to manage personnel both directly and through subordinate supervisors. Ability to organize, direct, coordinate, evaluate and control the activities of clerical, technical and professional employees. Ability to establish and maintain effective working and public relationships and to represent Parks interests in a wide variety of venues.
- Ability to effectively develop and communicate technical recommendations to Boards, Commissions, elected officials, other governmental officials and the public. Ability to prepare and present persuasive written and oral reports and recommendations. Ability to communicate effectively both orally and in writing and to speak persuasively before diverse groups. Ability to attend meetings and other functions during the evening and/or on weekends.
- Ability to maintain adequate attendance.

EDUCATION and/or EXPERIENCE: Bachelor's Degree in Park Administration, Ornamental Horticulture, Landscape Architecture or related field, five (5) years of increasingly responsible experience in landscape and building maintenance or crafts work including at least three (3) years of supervisory experience; or an equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: California Driver's License; Agricultural Pest Control Advisor's License, Certified Arborist, Irrigation Auditor Certificate, and Playground Safety Inspector Certificate are desirable. CPR and First Aid Certification required no later than six (6) months after employment.

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

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

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



Pleasant Valley Recreation and Park District Job Description

Job Title: Park Supervisor
Department: Parks
Reports To: Park Superintendent
FLSA Status: Exempt

Category: Management
Prepared Date: April 2015
Approved by:
Approved Date:

SUMMARY: Under general direction, plans, organizes, coordinates, directs and participates in the maintenance, construction and repair of park, recreation and public facility landscapes, maintaining buildings, structures and facilities. Performs contract administration for contractual parks and facilities. Assists in the preparation and administration of budgets; ensures safe work practices, work quality and accuracy; prepares, supervises and maintains work records and reports; serves as a technical resource for assigned personnel.

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

- Plan, prioritize, assign, supervise and review the work of crews/contractors involved in grounds, facilities and aquatic center equipment maintenance and repair.
- Assist in budget preparation and resource allocation of equipment and materials based on maintenance and safety standards and user needs.
- Ensure that employees are thoroughly trained in all phases of their jobs. Monitor and provide statistics on staff productivity.
- Administer and monitor contract performance.
- Evaluate requests for proposal (RFP) and/or quotations, including assisting in the preparation of RFP's, evaluating and negotiating proposals and/or quotations.
- Negotiate contracts and purchase orders for price, delivery requirements, payment terms, warranty, etc.
- Monitor contract performance and assures compliance to contract requirements.
- Maintain accurate records for time, material and equipment use.
- Develop and implement staff and equipment deployment schedules to maximize effectiveness.
- Participate in the selection of division staff and volunteers; provide or coordinate staff training; work with employees to improve performance or take corrective action and implement discipline procedures in accordance with District policy.
- Respond to user's concerns, problems or complaints in a timely manner, maintaining a customer service philosophy that is responsive and strives to improve park safety, security and accessibility.
- Maintain a visible profile in the community and with employees, through field visits and inspection of parks, grounds, facilities and equipment, noting needs for maintenance and repairs. Observe the work of crews, while in progress and provide technical advice and assistance as needed.
- Supervise and train staff in the safe application and use of equipment, pesticides, and fertilizers per federal, state and local laws and mandates.

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

- Thorough to comprehensive knowledge of: operations, services and activities of a grounds and recreation facilities maintenance program; principles and practices of facilities and grounds maintenance activities; current irrigation system operation and repair techniques; proper watering techniques as applied to individual plant life; principles and practices of plant maintenance including the pruning and trimming of a variety of shrubs; types and levels of maintenance and repair activities generally performed in a maintenance, repair and operation program for 1) horticultural and park grounds, 2) an aquatic center maintenance, 3) a quality facilities maintenance and repair program, and 4) contracts and purchase orders for price, delivery requirements, payment terms, warranty, etc.



Pleasant Valley Recreation and Park District Job Description

- Working to considerable knowledge of: proper uses and methods of a variety of tools and equipment used in facility and grounds maintenance; care, operation and maintenance of a variety of power tools and equipment; safe work practices.
- Thorough to comprehensive ability to: supervise others involved in facilities maintenance and grounds keeping; understand and follow oral and written instructions; communicate clearly and concisely, both orally and in writing; work independently in the absence of supervision; establish and maintain effective working relationships with those contacted in the course of work.
- Considerable to thorough knowledge of: principles of supervision, employee motivation, training, and performance evaluation; common office practices; basic office equipment.

EDUCATION and/or EXPERIENCE: Must have a high school diploma or general education degree (GED); Bachelors of Arts degree preferred in ornamental horticulture, landscape architecture, park maintenance, natural resources, soils or related field; plus a minimum five (5) years' experience or specialized training in horticulture, turf management, facilities management; and must possess a minimum of three (3) years' experience negotiating contracts and purchase orders for price, delivery requirements, payment terms and warranty; and four years supervisory level responsibilities.

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires above average amount of driving, therefore, must possess a valid California Class C Driver's License and maintain a clean California Department Motor Vehicle record. Will drive a District vehicle in the course of job duties and must be able to drive both automatic and manual transmission vehicles. Position involves driving to various District locations during the course of work and drive to events as a representative of the District. Ability to obtain a CDPR Pesticide Applicator's Certificate, Landscape Maintenance Category within one year of appointment. Ability to obtain an Aquatic Facility Operator's certification within two years of appointment. CPR and First Aid Certification required no later than six (6) months after employment.

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

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

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



Pleasant Valley Recreation and Park District Job Description

Job Title: Park Maintenance Lead Worker
Division: Park Division
Reports To: Park Supervisor
FLSA Status: Non-Exempt

Category: Staff
Prepared Date: April 2015
Approved By:
Approved Date:

SUMMARY: Under general supervision, provides lead support to Park Supervisor, directs and assists subordinate personnel in performing skilled activities of grounds landscaping, maintenance and facility maintenance in accordance with District policies and procedures; receives only occasional instruction or assistance as new or unusual situations arise; ensures that daily workload and preventive maintenance of properties owned by the District are carried out. This is the lead supervisory class within the Grounds Maintenance Worker series. Employees within this class are distinguished from the Grounds Maintenance II Worker by the performance of the full range of duties as assigned in addition to performing lead supervisory responsibilities for an assigned crew.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes but are not limited to the following:

- Lead, plan, train, and review the work of a crew responsible for maintaining park grounds and recreational facilities.
- Supervise the use of and operate a variety of tools and equipment; perform general maintenance duties including refueling, changing oil, and lubricating parts, make minor adjustments and conduct equipment inspections as necessary.
- Plan, direct, and participate in a variety of plant maintenance and landscape duties including trimming shrubs, pulling weeds, mowing and edging lawns, raking recreation areas, watering the plants and sweeping.
- Oversee and schedule the maintenance and installation of park irrigation systems.
- Oversee the application of herbicides, pesticides and fertilizers; ensure compliance with the established safety procedures.
- Oversee the inspection and ensure the safety of various park facilities including, playgrounds, soccer fields, buildings, tennis courts, and ball fields.
- Verify the work of assigned employees for the accuracy, proper work method techniques, and compliance with the safety standards.
- Issue supplies for park facilities and ground maintenance, requisition maintenance materials and supplies as necessary.
- Respond to public inquiries in a courteous manner; provide information within the area of assignment.
- Prepare park facilities for special events including parades and recreation-sponsored events.
- Estimate time, materials, and equipment required for jobs assigned; requisition materials as required.
- Participate in setting forms, mixing, pouring, and finishing concrete.
- Participate in the installation and maintenance of irrigation systems.
- Oversee, participate, and schedule the custodial care and upkeep of District buildings.
- Oversee, participate, and schedule recreational set-up and takedown schedules.
- May be required to work weekends and or nights.
- Perform related duties and responsibilities as required.

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

- Thorough to comprehensive knowledge of: operations, services and activities of a grounds and recreation facilities maintenance program; principles and practices of facilities and grounds maintenance activities; current irrigation system operation and repair techniques; proper watering techniques as applied to individual plant life; principles and practices of plant maintenance including the pruning and trimming of a variety of shrubs.



Pleasant Valley Recreation and Park District Job Description

- Working to considerable knowledge of: proper uses and methods of a variety of tools and equipment used in facility and grounds maintenance; care, operation and maintenance of a variety of power tools and equipment; safe work practices.
- Thorough to comprehensive ability to: perform and lead others involved in facilities maintenance and grounds keeping; understand and follow oral and written instructions; communicate clearly and concisely, both orally and in writing; work independently in the absence of supervision; establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION and/or EXPERIENCE: High school diploma or General Education Degree (GED). Four (4) years of increasingly responsible experience maintaining park grounds and recreational facilities including one (1) year of supervisory responsibility or any combination of education and experience. 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.

LICENSE OR CERTIFICATE: Position will require daily access to a vehicle and must possess a valid California driver's license. Must possess at least four (4) of the following licenses/certificates:

1. Pesticide license
2. Playground Safety certification
3. Back Flow license
4. Class "A" license
5. Aquatic Facility Operator (AFO) certification
6. Certified Pool or Spa Operator (CPO) certification
7. Tree Worker or Arborist Certification by the International Society of Arboriculture (ISA)
8. Irrigation certification
9. Horticulture certification
10. Small Engine Repair
11. Heating Ventilation and Air Conditioning (HVAC)

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

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

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



Pleasant Valley Recreation and Park District Job Description

environment is usually loud. May be required to work overtime, or be required to adjust schedule due to special events.



Pleasant Valley Recreation and Park District Job Description

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

Category: Staff
Prepared Date: April 2015
Approved by:
Approved Date:

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

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

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

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

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



Pleasant Valley Recreation and Park District Job Description

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

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

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

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

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

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



Pleasant Valley Recreation and Park District Job Description

Job Title:	Irrigation Specialist	Category:	Staff
Department:	Park Division	Prepared Date:	April 2015
Reports To:	Park Supervisor	Approved by:	
FLSA Status:	Non-exempt	Approved Date:	

SUMMARY: Under general supervision performs semi-skilled and skilled work in the installation, maintenance and repair of a variety of automatic and manual irrigation systems. Responsible for installing and testing Backflow Prevention Devices as required. Incumbent may be required to work stand-by on a rotational basis and report to work on a callback basis as needed. Standby assignment is at the discretion of the Division Head.

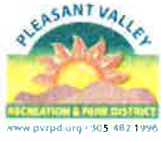
ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Performs other duties as assigned.

- Installs, maintains and repairs automatic and manual irrigation systems.
- Maintains and repairs decorative fountains, drinking fountains and associated pumps, motors and filters.
- Inspects new and proposed park and facility developments to ensure proper layout of irrigation system; as required make recommendations to Park Supervisor and /or Park Superintendent for modifications and/or changes.
- Performs maintenance and repair on sprinkler heads, valves and related equipment.
- Maintains and conducts minor repair on electronic controller boxes to ensure proper functioning; may be required to lay conduit and connect wiring from main source to controller.
- Maintains tools and equipment as required.
- Operates mechanical and manual equipment incidental to the installation and maintenance of irrigation systems.
- May perform the duties of those listed in the Grounds/Facilities series.
- Related duties as required.

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

- Knowledge of: principles and procedures of plumbing and irrigation systems; care, operation, and maintenance of a variety of power tools and equipment; occupational hazards and standard safety practices necessary in the area of work assigned; cross-connection devices and Unified Plumbing Codes; techniques and procedures of irrigation system repair and maintenance.
- Working knowledge of: principles and procedures of record keeping; basic principles of accounting.
- Some to working knowledge of: principles of computer programming; hydraulic principles relating to irrigation design and construction; drainage system design and installation; proper maintenance of a variety of automatic and manual irrigation systems including all component parts (e.g. valves, controller, heads, etc.); installation, maintenance and repair of backflow prevention devices; turf, soil, fertilizer and landscape maintenance.
- Working to thorough ability to: troubleshoot, service and repair residential and commercial irrigation systems, and customer service and ability to read and interpret blueprints; work effectively with plastic, copper and galvanized pipe; follow oral and written instructions; test and maintain backflow prevention devices.
- Working experience in low-voltage lighting, water feature service, and irrigation auditing and backflow.

EDUCATION and/or EXPERIENCE: Must be 18 years of age with a high school diploma or general education degree (GED); three (3) years of experience in landscape maintenance with substantial experience in the



Pleasant Valley Recreation and Park District Job Description

installation, maintenance and repair of a variety of automatic and manual irrigation systems; or equivalent combination of education and experience.

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

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

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

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



Pleasant Valley Recreation and Park District Job Description

Job Title: Grounds/Facilities I/II
Department: Park Division
Reports To: Park Lead/Supervisor
FLSA Status: Non-exempt

Category: Staff
Prepared Date: January 2008
Approved by:
Approved Date:

SUMMARY: Performs semi-skilled and skilled labor including general maintenance of parks, landscape, irrigation systems, vehicles, equipment, pool and facilities/buildings. Performs a variety of cleaning activities in District buildings and facilities; sets up rooms for meetings and special events; and performs a variety of related technical tasks as assigned. This is an entry-level classification in the Grounds series. The Grounds/Facilities I position performs the routine tasks and duties including less complex and general park maintenance and repair of irrigation systems, facilities, pool, vehicles and equipment. Since this is an entry-level class, employees may have only limited or no directly related work experience. Receives day-to-day direction from Park Maintenance/Facilities Lead Worker.

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

- Performs general grounds and landscape maintenance functions such as mowing, edging, watering, weeding, fertilizing, sodding, raking and cultivating; maintains flowers and shrubs; performs pesticide and herbicide spraying as assigned; ball field prep (draft and line fields); manually waters brick dust infields to provide suitable surface for play.
- Operates construction and maintenance equipment and power tools such as a dump truck, tractor, mowers, edgers, weed whips, chainsaws, pruners and blowers; maintain hand and power tools and assigned equipment; conduct equipment inspections and perform preventive maintenance on equipment.
- Maintain the cleanliness of assigned District buildings; empty trash receptacles; dust and clean offices, clean interior and exterior windows and glass doors; disinfect and clean restroom areas; sweep, scrub, strip, wax, seal and buff floors, vacuum and shampoo carpets.
- Perform maintenance on park facilities; including touch-up painting, minor carpentry, plumbing and other repair activity.
- Operates light to medium motor-driven turf maintenance equipment, including tractors and trucks; tows equipment trailers and other related equipment used to level and prepare brick dust fields as assigned; performs minor repairs to keep equipment in running order.
- Ensure the safety of various park facilities including playgrounds, soccer fields, buildings, tennis courts and ball fields.
- Lines in-fields for play with chalk; cleans infield based pegs and attaches bases; replaces damaged based pegs, pitching rubbers and home plates; provides field safety checks and take appropriate actions to correct problems.
- Picks up litter and trash from grounds and performs other housekeeping duties including but not limited to sidewalks, parks, dugouts, and bleacher areas; inspect, maintain and clean restrooms.

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

- Ability to: work outdoors in inclement weather; perform a variety of routine tasks in the care, cleaning and general maintenance of building, grounds and equipment; ability to work hours as assigned.
- Ability to: apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; establish and maintain effective working relations with others; read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.



Pleasant Valley Recreation and Park District Job Description

EDUCATION and/or EXPERIENCE: Must be 18 years of age with a high school diploma or general education degree (GED); and six months related experience and/or training preferred (Level I); three (3) years of experience as a Grounds/Facilities I (Level II); or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires above average amount of driving, therefore, must possess a valid California Driver's License and maintain a clean California Department Motor Vehicle record. Will drive a District vehicle in the course of job duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required. In order to promote to Level II in the Grounds/Facilities series the District must have an opening and the employee must possess any combination of three (3) of the below certificates:

1. Pesticide license
2. Playground Safety certification
3. Back Flow license
4. Class "A" license
5. Aquatic Facility Operator (AFO) certification
6. Certified Pool or Spa Operator (CPO) certification
7. Tree Worker or Arborist Certification by the International Society of Arboriculture (ISA)
8. Irrigation certification
9. Horticulture certification
10. Small Engine Repair
11. Heating Ventilation and Air Conditioning (HVAC)

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

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

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



Pleasant Valley Recreation and Park District Job Description

Job Title: Park Ranger
Department: Parks
Reports To: Park Superintendent
FLSA Status: Non-exempt

Location: All District Parks and Facilities
Prepared Date: April 2015
Approved by: General Manager
Approved Date: September 18, 2007

SUMMARY: Patrol and police parks and facilities under the jurisdiction of the Pleasant Valley Recreation and Park District.

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

- Responsible for compliance with security policies and procedures. In conjunction with the Park Superintendent, in reference to responsibility of the security and safety within the Park Patrol Program ability to analyze security and safety practices and procedures and to alert staff of any changes.
- Establish and maintain an open and effective system of communication throughout the organization.
- Ensure that appropriate image and approach are being consistently exercised within the Division.
- Assists in providing information to the general public; answers inquiries and complaints concerning park conditions, operations and maintenance.
- Explains and interprets rules and other applicable regulations to patrons of the District's park and recreational facilities; and ensures compliance with those rules and regulations.
- Provides crowd control and enforces safety at special events.
- Protects park patrons and park employees against unruly elements.
- Provides assistance in emergencies enforces safety and precautions and administers first aid when necessary.
- Ensure adherence to parking rules within the parks and facilities.
- Checks security of buildings against fire, vandalism, damage and theft.
- Investigates and takes the necessary action on disturbances, violations of park rules and other applicable regulations, and investigates accidents and injuries and hazardous conditions.
- Works with other law enforcement agencies where a situation is beyond the Park Patrol's control or expertise (i.e., drug violations), and works with police agencies in other areas of law enforcement that occur in the parks and facilities where assistance is required.
- Patrols assigned areas.
- Patrols areas on foot or in a patrol vehicle to promote an orderly and congenial atmosphere among park visitors.
- Keeps a record of patrol time and activities and prepares reports.
- Obeys and properly executes orders issued by Superintendent.
- Under supervision, issues warnings and citations for appropriate ordinances.
- Compliance of park regulations and if needed, utilizes law enforcement agencies to achieve compliance.
- Administers emergency first aid to sick or injured park visitors.
- Issues warnings and/or citations, when necessary, to patrons who violate District rules.
- May be mobilized in the event of a disaster.

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

EDUCATION and/or EXPERIENCE: Associate of Science Degree with work in natural resources or closely related field; one year experience; or two years related experience and/or training; or equivalent combination of education and experience.



Pleasant Valley Recreation and Park District Job Description

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires above average amount of driving, therefore, must possess a valid Driver's License and maintain a clean Department Motor Vehicle record. Will drive a District vehicle in the course of job duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required. Successful completion of tuberculosis screening and criminal justice fingerprint clearance/background check required.

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

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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



Pleasant Valley Recreation and Park District Job Description

Job Title: Service Maintenance Aide
Department: Park Division
Reports To: Park Maintenance Crew Leader
FLSA Status: Non-exempt

Location: All District Parks and Facilities
Prepared Date: March 2015
Approved by:
Approved Date:

SUMMARY: Under direct supervision, performs routine labor including general maintenance of parks, landscape, irrigation systems, vehicles, equipment, pool and buildings. Performs a variety of cleaning activities in District buildings and facilities; sets up rooms for meetings and special events; and performs a variety of related routine tasks as assigned. This is an entry-level part-time classification in the Grounds/Facilities series. Receives day-to-day direction from Park Maintenance Lead Worker and/or Grounds/Facilities II.

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

- Performs general grounds and landscape maintenance functions such as mowing, edging, watering, weeding, fertilizing, sodding, raking and cultivating; maintains flowers and shrubs; performs pesticide and herbicide spraying as assigned.
- Works weekends, evenings, holidays, special events as assigned.
- Drives light trucks and operates motorized equipment as required.
- Perform minor adjustments and repairs of tools and equipment
- Maintain the cleanliness of assigned District buildings; custodial duties.
- Perform maintenance on park facilities; including touch-up painting, minor carpentry, plumbing and other repair activity.
- Ensure the safety of various park facilities including playgrounds, soccer fields, buildings, tennis courts and ball fields.
- Maintain ball fields; lines in-fields for play with chalk; cleans infield based pegs and attaches bases; replaces damaged based pegs, pitching rubbers and home plates.
- Picks up litter and trash from grounds and performs other housekeeping duties including but not limited to sidewalks, parks, dugouts, and bleacher areas; inspect, maintain and clean restrooms.
- Set up and break down various facilities.

QUALIFICATIONS:

- Some knowledge of: the tools, materials, and equipment used in the landscape maintenance and custodial trade; the proper operation of gas powered equipment normally associated with maintenance activities; common plants, turf, trees, and their care; common landscaping and gardening tools and equipment.
- Working ability to: perform plant care and construction activities; perform strenuous manual labor, follow oral and written instructions; establish and maintain effective working relationships with others.

EDUCATION and/or EXPERIENCE: Must be 18 years of age with a high school diploma or general education degree (GED). Any combination of education and/or experience which provides the knowledge and the ability to use tools basic to landscaping and maintenance.

OTHER SKILLS AND ABILITIES: Must be able to operate automobiles with either an automatic or manual transmission. Establish and maintain effective working relations with others; and ability to work hours as assigned. Ability to be self-motivated, work independently and manage time well.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid California driver's license. 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.



Pleasant Valley Recreation and Park District Job Description

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

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

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



Pleasant Valley Recreation and Park District Job Description

Job Title: Recreation Services Manager
Department: Recreation
Reports To: General Manager
FLSA Status: Exempt

Category: Management
Prepared Date: April 2015
Approved by:
Approved Date:

SUMMARY: Supervise the delivery of all recreation programs, services and activities for the District. Responsibilities entail accountability based on measurable cost effective results for the substance, efficiency, productivity, and quality of activities performed by the Recreation Department and assigned management, supervisory and support staff. Responsible for department contract administration. Provide written and oral reports to the General Manager and the Board of Directors.

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

- Establish and maintain an open and effective system of communication throughout the organization.
- Supervises the administrative functions of the recreation department.
- Oversee department management staff with development of department's preliminary budgets, monitor and administer the final department budgets; recommend program fees and expenditures; monitor and track expenditures.
- Oversee and review department activities, projects, and programs, evaluate work products, methods, and procedures, conduct special projects including capital improvement planning and the development of new recreational facilities.
- Oversee and recommend the implementation of department goals and objectives; establish schedules and methods for providing general recreation, aquatics, senior citizen programs; and sports; implement policies and procedures.
- Plan and direct publicity for recreation programs and special events; represent the department on various boards and committees; oversee scheduling of a variety of District operated facilities; oversee/coordinate the operation of the recreation department with assigned recreation support staff.
- Oversee and monitor work of recreation staff, and individual program instructors; provide information and guidance on budgetary limits and resources.
- Advocate and work closely with citizens and other service providers in a cooperative community response to program needs including but not limited to non-profit organizations, civic groups, and other governmental agencies.
- Oversee/prepare calendar of events, including newsletters, public relations announcements, and other similar communications.
- Evaluate programs and facilities to ensure optimum utilization and service to community. Adapt recreation programs to meet the needs of the District's clientele of all ages and abilities.
- Develop and implement short and long-term Recreation strategies and goals to keep pace with community demands and needs.
- Supervise the use of District recreational facilities and various associated programs.
- Oversee programs and special events, and coordinate with other departments, local agencies, and groups.
- Develop and implement market driven initiatives, which will enhance service delivery.
- Respond to inquiries and suggestions regarding programs and facilities.
- Attend board meetings; prepare and present staff reports and other necessary correspondence.
- Meet with civic organizations and individuals to promote programs and obtain input regarding service delivery and community needs.
- Maintain communications and effective working relationships with co-workers, supervisors, other governmental agencies, elected and appointed officials, community groups and the public-at-large.



Pleasant Valley Recreation and Park District Job Description

- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation.
- Hire new employees, train or assign training, address employee complaints, and resolve personnel issues, plan and assign employee responsibilities and schedules.
- May require some Holiday, evening, and/or weekend work assignments.

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

- Thorough to comprehensive knowledge of: common office practices; current recreation trends; principles of supervision, employee motivation, training and performance evaluation.
- Working knowledge of: social and advocacy programs, services, and activities within the recreation field; laws and regulations governing recreation programs.
- Ability to read, analyze and interpret periodicals related to area of expertise, technical procedures, or government regulations. Ability to write reports, correspondence, procedure manuals or articles. Ability to effectively communicate, present information in oral and written form, and respond to questions from managers and the general public; interpret and explain pertinent District policies and procedures.
- Ability to: assist in the development and monitoring of an assigned program budget; develop and recommend policies and procedures related to assigned operations; coordinate, organize, implement, and publicize recreation and leisure time activities and specialized events.
- Knowledge and experience with materials, methods, practices, and equipment in relation to recreation programs.
- Knowledge and principles of supervision, employee motivation, training and performance evaluation.

EDUCATION and/or EXPERIENCE: Bachelor's Degree in recreation, physical education, leisure studies, sociology, gerontology, communications, health care profession, or related field with minimum of four (4) years of progressive experience in recreation, including a minimum five (5) years of comprehensive recreation programming experience at a level equivalent to recreation supervisor, including four (4) years of supervisory and administrative responsibility, or equivalent combination of education and experience. Working knowledge of related social and advocacy programs, services, and activities within the recreation field. May require specialized knowledge within department assigned, including laws/regulations governing recreation programs. Certification as Parks and Recreation Professional is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires average amount of driving, therefore, must have daily access to a vehicle, and possess a valid Driver's License with a clean California Department Motor Vehicle record, 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.

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

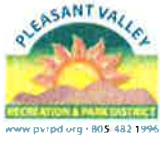
While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.



Pleasant Valley Recreation and Park District Job Description

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may

be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.



Pleasant Valley Recreation and Park District Job Description

Job Title:	Recreation Supervisor	Category:	Management
Department:	Recreation	Prepared Date:	April 2015
Reports To:	Recreation Manager	Approved by:	
FLSA Status:	Exempt	Approved Date:	

SUMMARY: Plans, oversees and supervises comprehensive recreational programs of cultural, arts, youth or adult sports, contract classes, senior citizen programs or other recreation programs involving the supervision of group instructors, contractors, staff and volunteers in the planning of activities and events. Performs contract administration for contractual instructors. Prepares and administers department/section budget. Ensures safe work practices, work quality and accuracy; prepares, supervises and maintains work records and reports; serves as a technical resource for assigned personnel. Provides written and oral reports to the Recreation Services Manager, General Manager, and the Board of Directors.

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

- Responsible for planning, directing, organizing and controlling the operational budget.
- Establish and maintain an open and effective system of communication throughout the organization.
- Advocate and work closely with citizens and other service providers in a cooperative community response to program needs including but not limited to non-profit organizations, civic groups, and other governmental agencies.
- Directly supervise assigned employees and program volunteers; interview, hire and train new employees; address employee complaints and resolve personnel issues; plan, assign and schedule assigned employees.
- Adapt recreation programs to meet the needs of the District's clientele of all ages and abilities.
- Maintain communications and effective working relationships with co-workers, supervisors, other governmental agencies, elected and appointed officials, community groups and the public-at-large.
- Prepare calendar of events, including newsletters, public relations announcements, and other similar communications.
- Ability to communicate effectively with the general public, organization, employees, user groups, and community leaders in oral and written form.
- Plan, implement, schedule and evaluate special events and activities related to program to which assigned.
- Participate in training of recreation staff and volunteers as needed.
- Serve as liaison between Pleasant Valley Recreation and Park District and Community Service Groups; negotiate and resolve significant and controversial issues.
- Coordinate and solicit co-sponsorships with commercial businesses and non-profit agencies to provide financial support in offering a wide variety of special events. Follow up with potential supporters as appropriate.
- Develop and implement training programs to improve/develop employee skills.
- May require some Holiday, evening, and/or weekend work assignments.

OTHER SKILLS AND ABILITIES: Knowledge and experience with materials, methods, practices, and equipment in relation to recreation programs. Must be able to "multitask" to handle competing priorities and demands. Must be able to keep accurate records and prepare reports.

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



Pleasant Valley Recreation and Park District Job Description

- Thorough to comprehensive knowledge of: common office practices; current recreation trends; principles of supervision, employee motivation, training and performance evaluation.
- Working knowledge of: social and advocacy programs, services, and activities within the recreation field; laws and regulations governing recreation programs.
- Ability to read, analyze and interpret periodicals related to area of expertise, technical procedures, or government regulations. Ability to write reports, correspondence, procedure manuals or articles. Ability to effectively communicate, present information in oral and written form, and respond to questions from managers and the general public; interpret and explain pertinent District policies and procedures.
- Ability to: assist in the development and monitoring of an assigned program budget; develop and recommend policies and procedures related to assigned operations; coordinate, organize, implement, and publicize recreation and leisure time activities and specialized events.

EDUCATION and/or EXPERIENCE: Bachelor's Degree in recreation, physical education, leisure studies, sociology, gerontology, communications, health care profession, or related field with minimum of four (4) years of progressive experience in recreation, including two (2) years of supervisory experience, or equivalent combination of education and experience

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

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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



Pleasant Valley Recreation and Park District Job Description

Job Title:	Recreation Coordinator	Category:	Staff
Department:	Recreation	Prepared Date:	April 2015
Reports To:	General Manager	Approved By:	
FLSA Status:	Non-Exempt	Approved Date:	

SUMMARY: To supervise, assign and review the work of staff responsible for various programs; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

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

- Implement and maintain ongoing training programs to enhance individual development in service, program knowledge, interpersonal and technical skills.
- Direct, coordinate and review the work plan for assigned programs; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review work products, methods and procedures; assist other staff in a variety of special events or special projects.
- Participate in the selection of program staff and volunteers; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Plan, prioritize, assign, supervise and review the work of assigned staff responsible for providing recreation programs; provide responsible staff assistance to the division supervisor; prepare and present staff reports and other necessary correspondence.
- Initiate, direct, coordinate and supervise a variety of recreational programs and activities.
- Procure equipment and supplies as required for assigned program; coordinate with management and other public and private agencies in procuring materials and equipment for program use.
- Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
- Serve as an information resource to other divisions, departments outside agencies, and the general public.
- Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
- Serve as liaison between Pleasant Valley Recreation and Park District and Community Service Groups; negotiate and resolve significant and controversial issues.
- Plan and coordinate marketing efforts; make presentations to professional groups, and social and community organizations; assist in design of brochures, flyers, bulletin boards and other publicity releases; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation and parks.
- Participate in the preparation and administration of the recreation division budget: submit budget recommendations; monitor expenditures.
- Maintain records and prepare evaluation reports on new or ongoing programs; document the number of registrations and fees collected; maintain and file accident reports; prepare statistical reports as required.
- Coordinate various recreation programs; develop event schedules and supply appropriate staffing levels; attend scheduled events and assess program fulfillment of community needs.
- Plan, organize and supervise a variety of age-specific recreation activities and special events; solicit sponsorships for various special events; follow-up with potential supporters as appropriate.
- Coordinate co-sponsorships with commercial businesses and non-profit agencies to provide financial support in offering a wide variety of special events.
- Assist with surveying and educating the community on recreation programs.
- May require some Holiday, evening, and/or weekend work assignments.



Pleasant Valley Recreation and Park District Job Description

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

- Thorough to comprehensive knowledge of: operations, services and activities of parks and recreation programs; principles and practices of recreation program development and administration; marketing theories, principles and practices as related to recreation services; principles of budget preparation and control; procurement practices; principles of supervision, training, and performance evaluation.
- Thorough to comprehensive ability to: read, analyze, and interpret documents in area of expertise, technical procedures, or government regulations; write reports, correspondence and procedure manuals; communicate effectively in written and oral form; present information and respond to questions.

EDUCATION and/or EXPERIENCE: Bachelor's Degree with emphasis in Recreation or a closely related field; two years (2) in public group recreational activity leadership experience including supervisory, public relations, marketing skills. Knowledge of principles and techniques pertaining to the specialized program activities and program marketing and evaluation methods; or an equivalent combination of education and experience.

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

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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



Pleasant Valley Recreation and Park District Job Description

Job Title:	Recreation Specialist	Category:	Staff
Department:	Based on Assignment	Prepared Date:	April 2015
Reports To:	Recreation Coordinator	Approved by:	
FLSA Status:	Non-Exempt	Approved Date:	

SUMMARY: Under general supervision, conducts programs and coordinates activities of paid and volunteer Recreation Division personnel at assigned parks and facilities.

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

- Ability to, as assigned, coordinate and work with part-time staff, volunteers, the public and diverse populations.
- Develop and conduct assigned programs and activities to achieve goals within available resources; trains, motivates and evaluates assigned part-time staff, reviews progress and recommends changes as needed.
- Provide feedback to recreation management; makes presentation to supervisors, boards, civic groups and the general public.
- Communicate official plans; policies and procedures to part-time staff and the general public.
- Under supervision assures that areas of responsibility are performed within the budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determine work procedures, prepares work schedules for part-time staff, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Assists in the development and promotion of recreation program including music, dance, arts and crafts, cultural arts, senior services, nature study, swimming, social recreation, special events and games.
- Adapt recreation programs to meet needs of the public.
- Introduce new program activities, equipment, and materials to customers.
- Interpret recreation service to public and participates in community meetings and organizational planning.
- Work in teams with administrative or other professional personnel to ensure that recreation is well balanced, coordinated, and integrated with special services.
- As assigned, issue written and oral instructions; assign duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Performs or assists subordinates in performing duties; adjusts errors and complaints.
- Prepare a variety of studies; reports and related information for decision-making purposes
- Prepares attendance, accident and routine accounting reports.
- Supervise classes, workshops and activities for persons engaged in the programs and co-sponsored programs. Coordinate part-time staff in the development and implementation of programs.
- Perform a variety of miscellaneous duties such as answering phones, typing correspondence, picking up supplies needed for activities, conducting classes, selling tickets, collecting fees, officiating at events/classes; making arrangements for rentals and use of facilities, helping set up for classes, events, etc.
- Prepares for review a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding programs.
- Promote interest and provides information regarding programs to community officials, other recreation officials, community service groups, other departments/divisions, and the general public.
- Oversee the custodial maintenance of assigned park or facility.
- May serve as a member of various employee committees, as assigned.
- Assist in the planning and management of any concession related activities, including design, layout, operation, inventory, contracting and staffing.



Pleasant Valley Recreation and Park District Job Description

- Serve as an information resource to other divisions, departments outside agencies, and the general public.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation and parks.
- Assist with surveying and educating the community on recreation programs.
- Assist other staff in a variety of special events or special projects.
- May require some Holiday, evening, and/or weekend work assignments.

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

- Thorough to comprehensive knowledge of: operations, services and activities of parks and recreation programs; principles and practices of recreation program development and administration; marketing theories, principles and practices as related to recreation services; principles of budget preparation and control; procurement practices; principles of supervision, training, and performance evaluation.
- Thorough to comprehensive ability to: read, analyze, and interpret documents in area of expertise, technical procedures, or government regulations; write reports, correspondence and procedure manuals; communicate effectively in written and oral form; present information and respond to questions.

EDUCATION and/or EXPERIENCE: Associates degree with major course work in applicable field; and two years of experience working with recreation programs, including six months of lead or supervisory responsibility, or one year of paid experience in supervision of public recreation programs involving supervision of part-time recreation leaders, personnel, and volunteers (2,000 hours of part-time and/or internship experience is equivalent to one year of full-time experience), or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires 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, alcohol and drug screenings and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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



Pleasant Valley Recreation and Park District Job Description

Job Title: Program Coordinator – Aquatic Center **Location:** Aquatic Center
Department: Aquatic Center **Prepared Date:** April 2015
Reports To: Recreation Manager **Approved by:**
FLSA Status: Non-Exempt **Approved Date:**

SUMMARY: Under direction, coordinates, organizes and supervises the District's aquatics program utilizing a multi-use family aquatic center. Plans, coordinates and supervises day-to-day operations, general and preventive maintenance and instructional, community and recreational swimming programs. Coordinates and develops aquatic programs and activities to meet the needs of the community. Trains, supervises and evaluates the performance of assigned staff.

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

- Ensure the application of and compliance with established operating policies and procedures of the District.
- Responsible for compliance with security and safety policies and procedures. Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly. Promotes staff training and safety procedures.
- Ensure that appropriate image and approach are being consistently exercised within the Department.
- Maintain professional image and interaction with District employees, subordinates and customers.
- Assist the development, planning and promotion of recreation programs, classes, activities, and events.
- Create and present oral presentations to staff, community groups, contractors, volunteers or assigned.
- Supervise assigned employees, volunteers and contractors. Assist with hiring, training, discipline and evaluation of part time staff.
- Schedule and arrange activities; maintain applicable records, prepare and submit reports.
- Schedule staff, contractors, volunteers, classes, programs, activities, rentals and events to operate within the approved budget; maintain and exercise efficient use of facilities in relation to recreation programs.
- Perform a variety of miscellaneous duties such as answering phones, typing correspondence, picking up supplies, conducting and set up of classes and events, etc.
- Prepare for review a variety of marketing and communication material related to programs, activities, classes and events. Ensure correct use of grammar and spelling.
- May assist with the development of department's budget and proper management of budget allocations.
- Collect, analyze and interpret financial data as related to the department. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

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

- Knowledge of: principles and practices of planning, developing and directing creative and innovative aquatics programs; principles and practices of water safety, swim instruction, lifeguarding, first aid and CPR instruction; regulations, techniques and procedures pertaining to the operation and maintenance of public swimming pools and aquatic facilities; public relations and marketing of community-based programs; program administration, budget preparation and control; standard and accepted English usage, spelling, grammar and punctuation; computer software operation and applications; interpersonal skills using tact, patience and courtesy; common recreational, cultural and social needs of various age groups; and principles and practices of supervision and training.
- Ability to: plan, coordinate and supervise the daily operation and general and preventive maintenance of a community aquatics facility; develop aquatic activities to meet the needs of the community; read,



Pleasant Valley Recreation and Park District Job Description

interpret, and apply rules, policies and procedures; observe health and safety regulations; work with and secure cooperation of all age groups; operate a variety of office equipment such as personal computers and calculators; establish and maintain a variety of record keeping, and tracking systems; communicate effectively with staff, other agencies and the general public; make oral presentations and facilitate group meetings; train, supervise, and evaluate staff and volunteers; work independently with little direction; prioritize and schedule work; organize and prioritize a variety of projects and multiple tasks in an effective and timely manner for self and others; analyze situations and identify pertinent problems and issues; prepare complex written material, which may include grant applications and agenda reports; and recommend and implement appropriate courses of action.

EDUCATION and/or EXPERIENCE: Bachelor's Degree in approved related field; two (2) years' experience as a lifeguard, plus one (1) year supervisory experience as an Assistant Pool Manager or Head guard, or equivalent combination of education and experience. One year experience working with the public preferred. Additional requirements as established by Division head.

CERTIFICATES, LICENSES, REGISTRATIONS: Required certificates include: Current American Red Cross (ARC) certifications in Lifeguarding, CPR, First Aid & Oxygen Administration; Title 22; ARC Lifeguard Instructor; CPR for the Professional Rescuer, Water Safety Instructor (WSI), and preferred certifications include: Water Safety Instructor Trainer (WSIT), and Emergency Response Trainer. Position requires average amount of driving, therefore, must have daily access to a vehicle, and possess a valid 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. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required. Additional requirements as established by Department Manager.

PHYSICAL DEMANDS: Swimming sufficient to perform lifesaving techniques and rescues; travels across wet, sloping surfaces; vision and hearing sufficient to and communicate across a noisy public swimming pool; speaking sufficient to exchange information in person, on the telephone, or at formal presentations; dexterity of hands and fingers to operate pool equipment; bending, stooping, reaching, kneeling, or crouching; sitting or standing for extended periods of time; and lifts, pushes and pulls 50 pounds when responding to emergency lifesaving situations. **Hazards:** Chemicals associated with a swimming pool; contact with blood, other body fluids, and communicable diseases; and slippery, uneven surfaces.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Works inside and outside in seasonal climate and weather conditions; works on slippery surfaces, where water and swimming pool chemicals are frequently encountered; may drive a vehicle to different locations; works irregular schedules including evenings, weekends, and holidays; and subject to emergency situations.



Pleasant Valley Recreation and Park District Job Description

Job Title: Program Specialist
Division: Recreation
Reports To: Recreation Supervisor/Coordinator
FLSA Status: Non-Exempt

Location: Based on Assignment
Prepared Date: April 2015
Approved by:
Approved Date:

SUMMARY: Under general supervision, assist with recreation programs and activities in order to provide opportunities and encourage and promote a healthy lifestyle for community residents. Plan, supervise and conduct a variety of recreational activities that include supervising recreation staff to provide a safe and positive environment for the public attending programs located within the District. May work with any aspect of recreation programs and/or work in any assigned division: Administration, Aquatics, Parks, Recreation, Senior Services and Youth and Adult Sports and special events.

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

- Assist recreation management staff with the development and promotion of recreation program, including sports, music, dance, arts and crafts, cultural arts, senior services, nature study, swimming, social recreation and games.
- Supervise program specific employees, contract instructors, and program volunteers.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Adapt recreation programs to meet needs of the public.
- Schedule and arrange facility activities, maintain applicable records, prepare and submit program evaluations.
- Perform a variety of miscellaneous duties such as answering phones, typing correspondence, picking up supplies needed for activities, conducting classes, selling tickets, collecting fees, officiating at events/classes; making arrangements for rentals and use of facilities, helping set up for classes, events, etc.
- Prepare for recreation management staff to review a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding programs.
- Promotes staff training and safety procedures.
- May require some Holiday, evening, and/or weekend work assignments.

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

- Some to thorough knowledge of: leadership techniques, methodology, recreation and sports activities; basic office skills including the ability to use standard to complex office machinery.
- Some to thorough knowledge of: principles of supervision, training and performance evaluation.
- Working to considerable ability to: use good oral and written communication skills; read, comprehend and interpret documents such as safety rules, maintenance instruction and procedure manuals.

EDUCATION and/or EXPERIENCE: Recommended Associates Degree in Recreation Management, Business, Communications, Public Administration, Sociology or a related field with minimum of two years of progressive experience, management responsibility, working with the public or equivalent combination of education and experience. A Bachelor's Degree is preferred. Previous experience working within the field of recreation of program development is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires 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



Pleasant Valley Recreation and Park District Job Description

representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

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

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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



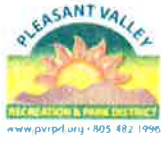
Pleasant Valley Recreation and Park District Job Description

Job Title: Recreation Leader I/II & Senior Leader I/II
FLSA Status: Non-Exempt
Prepared Date: April 2015
Department: Recreation
Approved By:
Reports To: Recreation Supervisor or as assigned
Approved Date:
Category: Staff

SUMMARY: Under general supervision, assist with recreation programs and activities in order to provide opportunities and encourage and promote a healthy lifestyle for community residents. May work with any aspect of recreation programs and/or work in any assigned division or department: Administration, Parks, Recreation – aquatics, classes, senior services and youth and adult sports and special events. Conducts, instructs and monitors recreational program activities within one or more assigned program areas, based on District rules, regulations, policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: A focus of Quality Customer Service being primary for all positions. Performs other duties as assigned. Recreation Leader Series and Senior Recreation Series require the following:

- Opens, closes, secures and maintains a safe program environment and facility; conducts safety checks as required.
- Administers First Aid and CPR as needed.
- Show respect and sensitivity for cultural differences; promotes a harassment-free environment; builds a diverse workforce.
- Ensure that appropriate image and approach and respect are being consistently exercised.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Set up and take down program equipment as required (i.e., cones, mats and bases on fields, balls, chairs, tables, scorecards, sign-in sheets, set up concession stand(s), remove and place program or event signage as appropriate, open and close applicable rooms.) and prepare venue for activities and events; supervise and coach participants; maintain equipment and facilities in clean and safe condition; communicate with general public, community resource agencies, and other organizations in order to coordinate and promote program activities.
- Instruct various arts, crafts, games, classes, and sports; explain the rules and techniques for specific activities; evaluate performance of program participants and assist with skills improvement.
- Assist in the development and promotion of recreation programs, including but not limited to music, dance, arts and crafts, cultural arts, nature study, swimming, social recreation, youth and adult sports, and games.
- Maintain order during activities and enforce District rules and regulations (i.e., wearing required safety equipment).
- Issue and receive recreation equipment specific to the program or event (i.e., skate board elbow and kneepads, balls, scorecards, sign-in sheets, remove, and place program or event signage as appropriate).
- Walk distances of a few feet to several hundred yards to observe the field, program or event and participants frequently during the program.
- Prepare score sheets, statistics, and written reports, maintain records and reports for accident, incident, emergency, attendance, activity, registration and reservation, perform program surveys and evaluations.
- Respond to public inquiries made by telephone, correspondence, or during public meetings about assigned programs.
- Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money and make change, and prepare the cash report for the day, shift, or event.
- Assist with surveying and educating the community on recreation programs.
- May require some Holiday, evening, and/or weekend work assignments.



Pleasant Valley Recreation and Park District Job Description

SENIOR LEADER I:

- May act as the Assistant Camp Director for the District's summer camp program.
- Will be able to fill in for the Senior Leader II as needed.

SENIOR LEADER II:

- May act as Camp Director for District's summer camp program.
- Assist Recreation Coordinator with staff schedules.
- Provide input on yearly performance reviews.
- Will serve in a lead capacity for other Recreation Leaders and Aides.
- May help with specific programs, i.e. Farmer's Market.

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

- Working knowledge of: common office practices; basic office equipment and software.
- Must possess excellent oral and written communication skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires average amount of driving, therefore, must own a vehicle or 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 within first six (6) months of hire date. At the option of the Department Manager or Recreation Supervisor, persons hired into this position may be required to either possess at entry or obtain within specified time limits designated licenses, certificates or specialized education and training relevant to the area of assignment. Successful completion of tuberculosis screening and criminal justice fingerprint clearance/background check required.

EDUCATION and/or EXPERIENCE:

- Recreation Leader I: must be 16 years old and have complete two years of High School; one (1) year of recreation or related experience. Volunteer or paid work experience with youth/teens/seniors is desirable.
- Recreation Leader II: Possession of a high school diploma or general equivalency diploma (GED), and a minimum of one (1) year of recreation or related experience relevant to the area of assignment.
- Senior Leader I: thirty (30) units of applicable college course work; two (2) years recreation related experience.
- Senior Leader II: Associate's Degree in applicable field; two (2) years recreation related experience.

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

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

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.



Pleasant Valley Recreation and Park District Job Description

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



Pleasant Valley Recreation and Park District Job Description

Job Title:	Recreation Aide	Location:	Various
Department:	Recreation	Prepared Date:	April 2015
Reports To:	Recreation Leader	Approved By:	
FLSA Status:	Non-Exempt	Approved Date:	

SUMMARY: Under supervision, assist in conducting recreational program activities at assigned parks, community center or recreational area.

ESSENTIAL DUTIES AND RESPONSIBILITIES: A focus of Quality Customer Service being primary for all positions. Performs other duties as assigned.

- Provide responsible staff assistance and support to the assigned supervisor.
- Assist with organizing and promoting interest in recreational programs and activities including sports, games, arts and crafts, day camp, recreational classes, and events.
- Monitor activity of participants in recreation programs and activities; enforce rules and regulations of recreational programs to maintain discipline and ensure safety.
- Set-up and clean- up for recreational programs and activities.
- Help ensure that recreational programs and activities start and finish in the prescribed manner and time frames.
- Issue equipment for recreational programs and activities.
- May assist with officiating games and keeping score for sports leagues.
- Administer first aid according to prescribed procedures and notify emergency medical personnel when necessary.
- Provide information to recreation participants; explain principles, techniques, and safety procedures to participants in recreational programs and activities; demonstrate use of materials and equipment.
- May assist in minor maintenance of recreational facilities and equipment including cleaning and stocking facilities.
- Help assess supplies and equipment needed for recreational programs.
- May assist with senior/active adult events and programs.
- Assist with a variety of administrative reports on activities and operations.
- Perform related duties and responsibilities as required.
- May require some Holiday, evening, and/or weekend work assignments.

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.

- Ability to: Maintain records and reports; understand and follow oral and written instructions; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.
- Ability to: common sense understanding to carry out detailed but uninvolved written or oral instructions; ability to deal with problems involving a few concrete variables in standardized situations.

EDUCATION and/or EXPERIENCE: Must be 16 with at least 2 years of High school completed or G.E.D. required; Preferred 500 hours of experience in a paid or voluntary position in recreation by participating in school and/or community activities; three letters of recommendation from non-relatives; maintenance of "C" average if in High School; or an equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: 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.



Pleasant Valley Recreation and Park District Job Description

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

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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



Pleasant Valley Recreation and Park District Job Description

Job Title: Lifeguard & Water Safety Instructor
Department: Recreation
Reports to: Aquatics Center Program Coordinator
FLSA Status: Non-exempt

Location: Aquatic Center
Prepared Date: April 2015
Approved by:
Approved Date:

Summary: Under direct supervision, provides swimming instruction for various levels of classes. Performs life guarding duties for public swimming and instruction.

- Perform water rescues and provide CPR, first aid and rescue breathing as needed
- Instruct and/or assist with instruction of swimming lessons of all ages and abilities by following a structured lesson plan
- Perform accurate cash register operations and ability to count money using addition and subtraction
- Ability to communicate effectively with co-workers and customers in person and over the phone
- Perform set up and breakdown of facility equipment as needed
- Assume a professional attitude and appearance at all times while on duty
- Considerately and patiently enforce facility rules to provide a safe environment and maintain order in swimming areas
- Perform daily cleaning of pool, deck, locker rooms, restrooms, lobby and other areas as assigned
- Perform other duties as assigned

Education/Experience: Must be at least 16 years old, a valid work permit is required if you have not graduated high school or received a GED at time of hire. Water Safety Instructor must have six (6) months experience in teaching swim lessons.

Certifications, Licenses, Registrations: Required American Red Cross certifications (before start of employment): Lifeguarding, Standard First Aid, CPR for the Professional Rescuer and AED. In addition to the required certifications, the American Red Cross WSI (Water Safety Instructor Certification) is preferred for Lifeguards and **required** for Water Safety Instructors. This position requires less than average amount of driving for those over 18 years of age and therefore must have daily access to a vehicle and possess a valid California Driver's License and maintain appropriate insurance on vehicles used in the course of business duties. Position may involve driving to events as a representative of the District. The successful candidate must pass a Department of Justice Live Fingerprint Scan, Background/Reference Check, Screenings for Alcohol, Drug and Tuberculosis prior to the start of employment.

PHYSICAL DEMANDS: Swimming sufficient to perform lifesaving techniques and rescues; travels across wet, sloping surfaces; vision and hearing sufficient to and communicate across a noisy public swimming pool; speaking sufficient to exchange information in person, on the telephone, or at formal presentations; dexterity of hands and fingers to operate pool equipment; bending, stooping, reaching, kneeling, or crouching; sitting or standing for extended periods of time; and lifts, pushes and pulls 50 pounds when responding to emergency lifesaving situations. Hazards: Chemicals associated with a swimming pool; contact with blood, other body fluids, and communicable diseases; and slippery, uneven surfaces.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Works inside and outside in seasonal climate and weather conditions; works on slippery surfaces, where water and swimming pool chemicals are frequently encountered; may drive a vehicle to different locations; works irregular schedules including evenings, weekends, and holidays; and subject to emergency situations.

POSITION ALLOCATION

<u>No. of Positions</u>	<u>FY2015-16</u>	<u>No. of Year Round Part-time</u>
7	ADMINISTRATION	1
23	PARKS	2
6	RECREATION	2
36	TOTAL POSITIONS	5
	<u>Description</u>	
21	SEIU	2
15	OTHER	3
FY 2015-2016 Classification Title		
	<u>Admin (500)</u>	
1	General Manager	
1	Administrative Services Manager	
1	Accounting Specialist	
1	Human Resources Specialist	
1	Administrative Analyst	
2	Customer Service Representative II	
	Customer Service Representative I	1
7		1
7	TOTAL ADMINISTRATION	1
	<u>Parks (400)</u>	
1	Superintendent of Parks	
1	Park Supervisor	
3	Park Maintenance Lead Worker	
1	Mechanic	
1	Irrigation Specialist	
6	Grounds/Facilities II	
10	Grounds/Facilities I	
	Customer Service Rep I	1
	Grounds/Facilities I	1
23		2
23	PARKS	2

	<u>Rec (300)</u>	
1	Recreation Manager	
2	Recreation Supervisor	
1	Aquatics Coordinator	
1	Recreation Coordinator	
1	Recreation Specialist	
	Program Specialist	2
<hr/>		<hr/>
6		2
<hr/>		<hr/>
6	RECREATION	2
<hr/>		<hr/>
36	TOTAL POSITIONS	5

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER

DATE: July 1, 2015

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

RECOMMENDATION

It is recommended that the Board consider and adopt the District Naming Policy.

BACKGROUND

The Pleasant Valley Recreation and Park District wanted to establish a systematic and consistent approach for the naming of parks, recreational areas, facilities as well as amenities. The policy is intended to be a guide to:

- Ensure that parks, recreational areas and facilities are easily identified and located
- Ensure that given names to parks, recreational areas and facilities are consistent with the values and character of the area or neighborhood served
- Encourage public participation in the naming, renaming and dedication of parks, recreation areas and facilities
- Encourages the dedication of lands, facilities, or donations by individuals and/or groups
- Ensure control for naming policy

ANALYSIS

The policy for the Pleasant Valley Recreation and Park District is to name parks, recreation areas and facilities through an adopted process utilizing established criteria emphasized community values and character, local history, geography, environmental, civics and service to the Pleasant Valley Community.

The Naming Policy is intended to be a guide which: would contain an application process, naming approval process and a renaming process. The Application Process would include: name of applicant, proposed asset, background, demonstrated community support, description of location, proposal of name, and documentation of contribution to the District, City, and State.

Naming Approval Process – any person, group or organization may submit a written proposal, which should include sufficient explanation to make a determination. The District General Manager or designee’s consideration, regarding the naming or renaming of the parks, recreation facilities or features within such areas, shall be guided by the following considerations:

- Recognized geographic names
- Natural or geological features
- Cultural or historical significance
- A deceased individual who made a significant community contribution

The policy committee shall consider the commemorative naming proposal upon it being advanced from the General Manager, or designee, and shall offer the opportunity for public input. If recommended by the Policy Committee, the proposal shall be advanced to the Board of Directors.

The renaming of parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so that it does not diminish the original justification for the name or discount the value of the prior contributors. Only those parks and facilities named for location or subdivision shall be considered for renaming. Parks named by deed restriction shall not be considered for renaming.

COMMITTEE REVIEW

The Policy Committee has reviewed the Naming Policy at the April 22 and May 27, 2015 meetings.

FISCAL IMPACT

Currently, there is no fiscal impact.

RECOMMENDATION

It is recommended that the Board consider and adopt the District Naming Policy.

ATTACHMENT

- 1) Naming Policy (3 pages)



PLEASANT VALLEY RECREATION AND PARK DISTRICT

PARKS, AREAS, & FACILITIES NAMING POLICY

Board approved _____ 2015

The Pleasant Valley Recreation and Park District (the District) shall establish a systematic and consistent approach for the official naming of parks and recreational areas and facilities. This policy establishes the procedure and these policies and procedures are intended as a guide to:

- Ensure that parks, recreational areas and facilities are easily identified and located.
- Ensure that given names to parks, recreational areas and facilities are consistent with the values and character of the area or neighborhood served.
- Encourage public participation in the naming, renaming and dedication of parks, recreation areas and facilities.
- Encourages the dedication of lands, facilities, or donations by individuals and/or groups.
- Ensure control for naming policy.

POLICY

The policy of the Pleasant Valley Recreation and Park District is to name parks, recreation areas and facilities through an adopted process utilizing established criteria emphasizing community values and character, local history, geography, environmental, civics and service to the Pleasant Valley Community. The following criteria shall be used in determining the appropriateness of the naming designation:

- GEOGRAPHIC LOCATION - neighborhood, significant areas or facility
- NATURAL FEATURES - hill, street, stream, lake, notable tree, orchard or other
- NAMING FOR OUTSTANDING INDIVIDUAL - naming a park and/or recreational facility for an outstanding individual is allowed posthumously (at least 5 years since date of passing) and where that person's significance and good reputation have been accepted in the District, City, State and/or Nation's history.
 - When considering the naming of a park, recreational facility, regional trail or natural area after a person, consideration will be given when:
 - The person was exceptionally dedicated or demonstrated excellence in service in ways that made a significant contribution to the land, community, Pleasant Valley Recreation & Park District, City of Camarillo, or State of California.
 - The person must have contributed significantly to the acquisition or development of the park or facility or to the parks system overall. The suggested name must be accompanied by a biographical sketch which shall provide evidence of contributions to the park, facility, or parks system overall.
 - There is an outstanding community leader who had made significant civic contributions to the Pleasant Valley Recreation and Park District and had given highly productive support to the District and community.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

PARKS, AREAS, & FACILITIES NAMING POLICY

Board approved _____ 2015

DEFINITIONS

- **PARKS** - All traditional designed parks, natural open spaces, historic sites, specialized parks, and trails under the Districts' jurisdiction or management.
- **BUILDINGS** - Significant park and recreation structures that house parks and recreational programs (e.g., recreation centers, enclosed pavilions, lodges, etc.).
- **MAJOR FEATURES** - Major, permanent components of park and recreational facilities (e.g., ball fields, swimming pools, tennis courts, playgrounds, fountains, artwork or physical features). Rooms within buildings are considered to be Major Features.
Projects, programs or special uses will be identified by the District General Manager and/or the Board of Directors and approved by the Board. Uses must further the mission of Pleasant Valley Recreation and Park District and will be evaluated for designation according to value to communities and/or the District.
- **OTHER NAMING ALTERNATIVES** - A facility within a park (e.g., playground, picnic shelter, fountain, bricks, tables, benches, etc.) can be named separately from the park or facility location.

NAMING APPLICATION PROCESS

Any person, group, or organization may submit an application to name or re-name a park, facility, regional trail or natural area. The application should be submitted to the General Manager of the Pleasant Valley Recreation and Park District. Applications should contain the following minimum information:

1. Name of applicant
2. Proposed name for asset
3. Background/support for proposed name
4. Demonstrated community support for the proposed name
5. Identification of interested/impacted stakeholders
6. Description/map showing location
7. If proposing to name a recreation facility within a park, include a description/map showing the location of the facility within the park
8. If proposing to name a Park asset after an outstanding person, documentation of that person's contribution to the District, City, State
9. If proposing to re-name a facility, the application should also include background information on the current name and the rationale for requesting a new name



PLEASANT VALLEY RECREATION AND PARK DISTRICT

PARKS, AREAS, & FACILITIES NAMING POLICY

Board approved _____ 2015

NAMING APPROVAL PROCESS

- Any person, group or organization may submit a written proposal or request to commemoratively name or rename a public park or recreation facility to the Pleasant Valley Recreation and Park District General Manager or designee.
- A written proposal or request shall include sufficient explanation to enable the Pleasant Valley Recreation and Park District General Manager or designee to make a determination that commemorative naming or renaming is justified and complies with this policy.
- The Pleasant Valley Recreation and Park District may also initiate and facilitate a commemorative naming process associated with new park acquisitions and construction whereby neighborhoods and general public shall be invited to participate in the naming process consistent with these policies.
- The Pleasant Valley Recreation and Park District General Manager's or designee's consideration regarding the naming or renaming of the parks, recreation facilities or features within such areas, shall be guided by the following considerations:
 - Recognized geographic names
 - Natural or geological features
 - Cultural or historical significance
 - A deceased individual who made a significant community contribution
- The Pleasant Valley Recreation and Park District General Manager or designee shall review the proposal for adherence to the stated policy criteria and authentication of statements, as well as existing features already named within a particular park or recreation facility, before advancing the proposal to the Policy Committee.
- The Policy Committee shall consider the commemorative naming proposal upon it being advanced from the General Manager or designee and shall offer the opportunity for public input.
- If recommended by the Policy Committee, the proposal shall be advanced to the Board of Directors.
- Special features within a park, trail, open space or building can be named with the approval by the General Manager or designee and the Policy Committee.
- Record of the approved name will be recorded in the Pleasant Valley Recreation and Park District park inventory database and all applicable records, signage and documentation shall be updated, as applicable, with the new name.

RENAMING

- The renaming of parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so that it does not diminish the original justification for the name or discount the value of the prior contributors.
- Only those parks and facilities named for location or subdivision shall be considered for renaming. Parks named by deed restriction shall not be considered for renaming.
- A park or facility shall not be renamed if the name was a condition of a gift and the noncompliance with that condition would invalidate that gift.
- In order for a park or facility to be considered for renaming, the following must occur:
 - The recommended name must qualify according to this policy.
 - Be accompanied by a petition from the particular park or facility users demonstrating the circumstances as to why renaming should be considered by the District and its Board.

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

TO: BOARD OF DIRECTORS

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

DATE: July 1, 2015

**SUBJECT: CALIFORNIA SEVERE DROUGHT AND DISTRICT
WATER CONSERVATION RECOMMENDATIONS**

RECOMMENDATION

Implement water conservation measures to achieve required reduction (range of 20% to 36%, depending on Water Agency), including:

1. Provide direction to staff on Waterwise turf removal projects.
2. Authorize staff to seek funding to replace turf with either drought tolerant plants or other types of landscaping to reduce water usage.
3. Authorize staff to investigate and implement further water conservation measures.

BACKGROUND

With the Governor's April 1, 2015 Executive Order B-29-15, along with targeted water-use reductions set for water retail agencies (Camrosa Water District, City of Camarillo, etc.) it is evident that the District must take additional steps to reduce the amount of water it uses. In order for the Pleasant Valley Recreation and Park District to meet these requirements of water conservation, we must do more than what the District has already started with the reclaimed water at Pleasant Valley Fields.

The current ongoing severe California drought, rapidly escalating water prices, and statewide mandates, policies and laws that are encouraging the reduction of the use of water (especially turf), are all factors which will require the Pleasant Valley Recreation and Park District to consider the amount of turf in its parks. Currently, staff is investigating the non-essential areas of grass turf and working toward converting into alternative ground cover, such as wood chips, drought tolerant plants or replacing with other low maintenance options.

Staff has formulated a plan to reduce water use in the District parks. Staff has identified approximately 4.8 acres of turf in 8 parks that do not support recreational use. Staff is recommending the removal of this turf as soon as this summer should the board provide direction to further reduce the use of potable water by the park system and conserve this water for domestic consumption. Removing 4.8 acres of turf would reduce the annual water consumption by approximately 1.13 million gallons.

At this time staff has identified the least used and most economical areas to reduce turf in the park system within the Camrosa Water District and City of Camarillo; additional areas for turf

removal may be identified within the City of Camarillo as this process continues to conserve water. In total, utilizing current water conservation reduction strategies along with implementing the proposed water conservation strategies results in an overall potable water use reduction of approximately 36.4% in the District park system.

ANALYSIS

The District has made strides in conserving water by working with the City of Camarillo to add the reclaimed water at the District's 55 acre sports complex as well conserve water usage at other District parks. The District has used 95.6 million gallons of water this year compared to 132.6 million gallons last year at this time, which equates to an approximate 32% reduction overall.

The District is primarily serviced by two Water Agencies: Camrosa Water District (generally on east side of the District), and the City of Camarillo (generally central and west side of the District). A list of parks and which water agency serves those particular parks is attached. Camrosa has established a 36% reduction goal and the City of Camarillo has established a 20% reduction goal.

FISCAL IMPACT

Reducing the Pleasant Valley Recreation and Park District's overall potable water use by an additional 10 million gallons (43%) in its park system from FY 2013-2014, will result in a savings of up to approximately \$49,000 annually to the Parks water budget based on today's rates.

RECOMMENDATION

Authorize staff to investigate and implement water conservation measures. Staff is continuously seeking ways to conserve water throughout the District. Below are some concepts that staff will further investigate and potentially implement. For all concepts, staff will coordinate with local agencies and suppliers to seek rebates, grants and other such funding to assist with these projects.

Recommendation #1:

- Turf Conversions- Implement removing turf in recognizable non-essential areas within parks and convert turf areas into a non-grass landscape material and/or native landscaping.
- Utilizing Organic Materials to Supplement Current Water Usage- Bio-Char, a carbon based products, mulch, and/or soil amendments with Bio-Char
- Utilizing Chemical Supplements for Water Retention
- Updating Current Irrigation Delivery Systems and Controllers

Recommendation #2:

- Direct staff to provide additional public outreach, including quarterly reports to the Board on water use and water savings projects, as well communicate the District's actions with patrons.

ATTACHMENTS

- 1) Park Sites (17 pages)

Name	Area (Sq Feet)	Perimeter/ Length (Feet)
Pits Ranch		
PR area #1	11,501.53	1,408.13
Pr area #2	8,871.91	977.71
PR area #3	6,933.14	634.25
PR area #4	37,895.30	2,615.02
PR area#5	4,846.98	597.00
PR area# 6	1,134.73	137.85
PR area #7	1,402.48	160.14
PR area #8	1,467.05	162.74
PR area #9	1,234.23	149.88
PR area #10	2,657.40	237.36
PR area #11	1,490.00	160.28
PR area #12	620.34	105.08
PR area#13	1,027.85	145.17
PR area #14	447.75	96.44
Park Total	81,530.68	
Quito Park		
QP area #1		1,043.89
Park Total	5,850.80	
Mission Oaks Park		
M.O. Blvd. Parking Lot		
Mission Oaks Blvd. north berm	6,343.56	1,103.40
Mo Blvd. south berm	4,889.10	904.95
PL island #1	206.64	54.60
PL island #2	58.19	37.92
PL island #3	61.44	37.23

PL island #4	59.52	42.02
PL island #5	61.21	41.08
PL island #6	90.01	44.34
PL island #7	252.64	62.15
PL island #8	60.42	38.87
PL island #9	84.30	43.30
PL island #10	57.21	39.14
PL island #11	111.38	45.27
PL island #12	1,360.98	218.06
PL island #13	176.28	69.86
PL island #14	59.61	38.15
PL island #15	58.20	37.68
PL island #16	59.51	38.26
PL island #17	59.56	37.06
PL island #18	162.17	88.97
M.O. Fieldcrest Parking Lot		
Area #2	25,949.47	800.41
MO area #1	4,150.04	448.73
MO Fieldcrest burm	7,095.00	975.96
Fieldcrest PL Myrtle island	1,095.98	170.34
fieldcrest PL island #1	47.16	38.78
Fieldcrest PL island #2	75.59	40.90
Fieldcrest PL island #3	82.35	43.32
Fieldcrest PL island #4	53.47	39.86
fieldcrest PL island #5	76.53	42.26
Park Total	52,897.52	
Encanto Park		
Enchanted Pathway		560.00
Park Total	2,520.00	
Heritage Park		

HP area #1	9,333.95	380.72
HP area #2	14,839.34	476.00
Park Total	24,173.28	

Bob Kildee Park		
Eston Horseshoe area	3,010.06	231.24
BK island #1	412.20	110.83
BK island #2	547.00	97.27
BK island #3	466.76	88.08
BK island #4	336.84	73.90
BK island #5	159.58	50.68
Temple Ave. parkway	5,698.18	621.25
Park Total	10,630.63	

Dos Caminos		
DC area #1	8,326.48	632.09
DC area #2	12,942.34	899.26
Park Total	21,268.82	

Pleasant Valley Fields		
East area #1	9,647.73	461.2975
East area #2	747.6787	120.1009
Park Total	10,395.41	

	Turf Removal	Drought Resistant	Trails	Fitness	Speciality	Signage	Pavilions	Picnic Tables
Quito	Weside/North & East	X		Along west side		X		X
Heritage	near playground				Bocce Courts & Frisbee Golf	X	Add 1 or 2	
Mission Oaks	Eliminate Grass Islands/Remove triangle in Dog Park Area				Dog Agility	X		
Birchview						X		X
Trailside						X		X
Woodcreek						X		X
Encanto			DG Path for walking	X		X		X
Pitts Ranch	West side of Park eliminate turf/Eliminate Grass Islands		DG Path for walking			X		
Woodside						X		
Westside						X		
Dos Caminos	areas along eastside & street					X		
Arneill	North side of track			already exist	V- ball/Bocce	X	add 1-2	need more
Bob Kildee	remove islands				v-ball/bocce	X	replace	
Charter Oak					expand bsk-ball	X		need more
Foothill						X		
Nancy Bush						X		
Valle Lindo						X		

Freedom										X			
Carmenita										X			
Springville										X			
Equestrian										X			
Lokker													
Adolfo													
Com Center													
Calleguas													
Cam Grove													
Laurelwood											bocce/bsk-ball	repair /add	
P V Fields													

Pitts Ranch Park

Proposed Turf Removal Project

Legend

 Turf Removal Areas

Name	Area (Sq Feet)	Perimeter/Length (Feet)
Pitts Ranch	11,501.53	1,408.13
PR area #1	8,971,0055	977.7112
PR area #2	6,535,1449	654.2487
PR area #3	3,7899,4587	4,015.0214
PR area #4	4,846.88	597.002
PR area #5	1,134.73	137.0445
PR area #6	1,402.48	100.1414
PR area #7	1,467.05	102.7386
PR area #8	1,254.85	149.8842
PR area #9	2,157.40	237.359
PR area #10	1,400.00	160.2808
PR area #11	620.34	105.0704
PR area #12	1,027.85	145.107
PR area #13	447.7547	96.4415
PR area #14	84,530.6838	



Quito Park

Turf Removal

Legend

QP area #1

Vista Alcedo

Calle Dia

Camino Las Ramblas

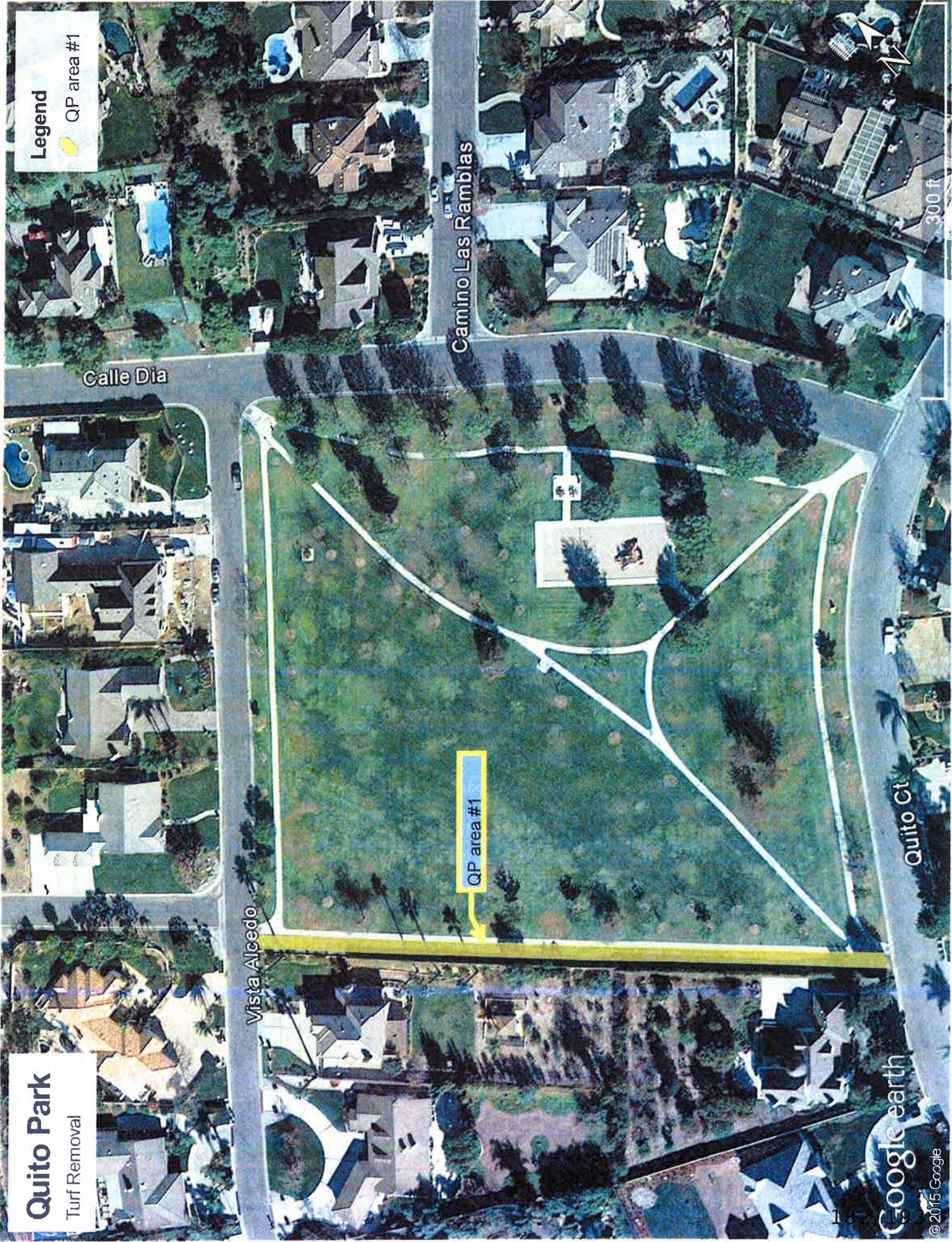
Quito Ct

QP area #1

Google earth

© 2015 Google

300 ft



Mission Oaks Park

Turf Removal

Legend

Turf Removal areas



Mission Oaks Park

Turf Removal / (Mission Oaks Blvd. East)

Legend

 Turf Removal areas

PL island #1

PL island #2

PL island #3

PL island #4

PL island #5

PL island #6

PL island #7

Mission Oaks Blvd. north berm

Mission Oaks Blvd



100 ft

Mission Oaks Park

Turf Removal / (Mission Oaks Blvd. west)

Legend

Turf Removal areas



PL island #18

PL island #17

PL island #16

PL island #15

PL island #14

PL island #13

PL island #12

PL island #8

PL island #9

PL island #10

PL island #11

Mo Blvd. south burm

Mission Oaks Blvd

200 ft

Mission Oaks Park

Turf Removal / Dog Park (Fieldcrest Dr.)

Legend


 Turf Removal areas

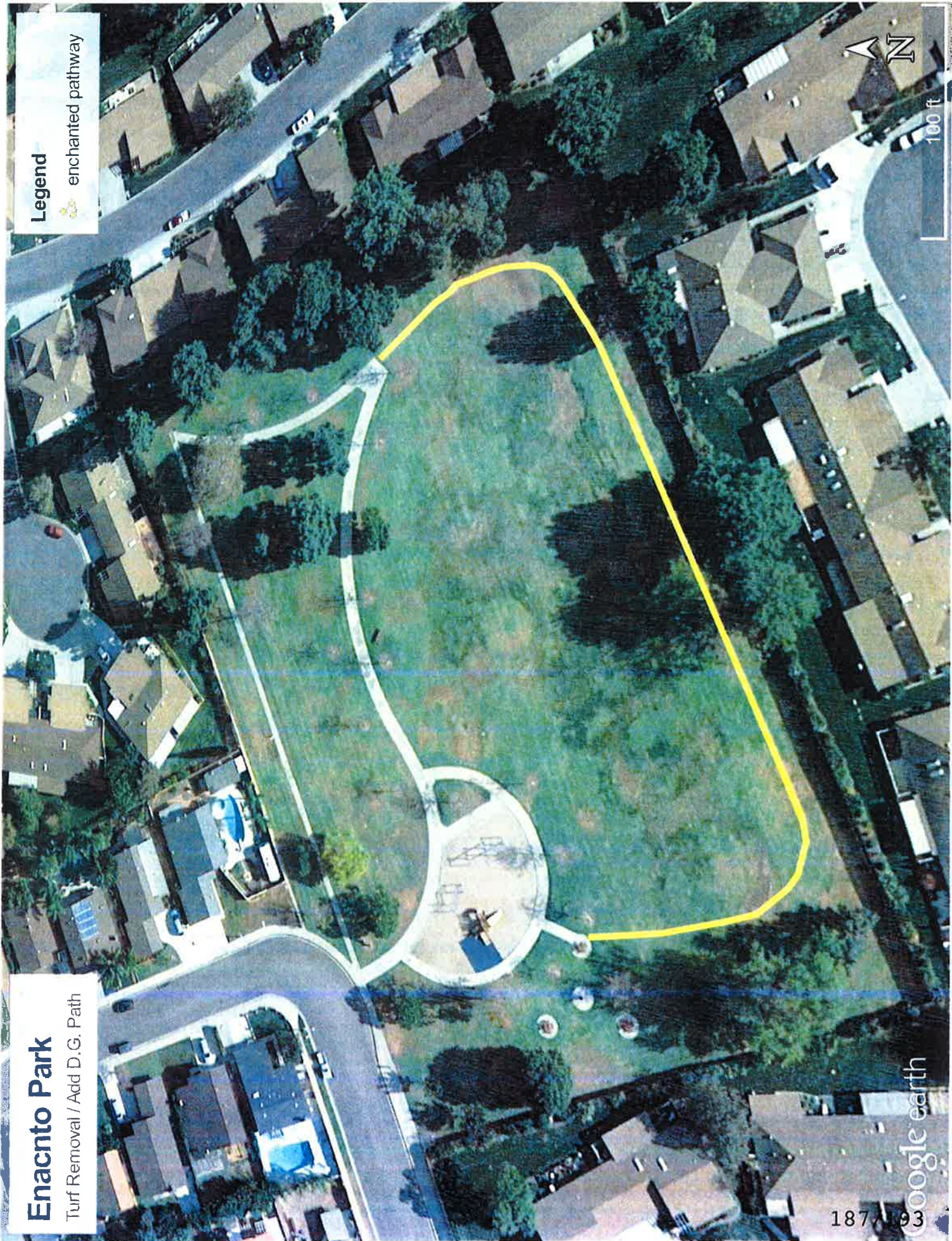


Enacnto Park

Turf Removal / Add D.G. Path

Legend

 enchanted pathway



Heritage Park

Turf Removal

Legend

Turf Removal areas

HP area #2

HP area #1

Google Earth

188/193

© 2015 Google

300 ft

N

Va Latina Dr



Bob Kildee Park

Turf Removal

Legend

Turf Removal areas

Eston Horseshoe area

Island #1

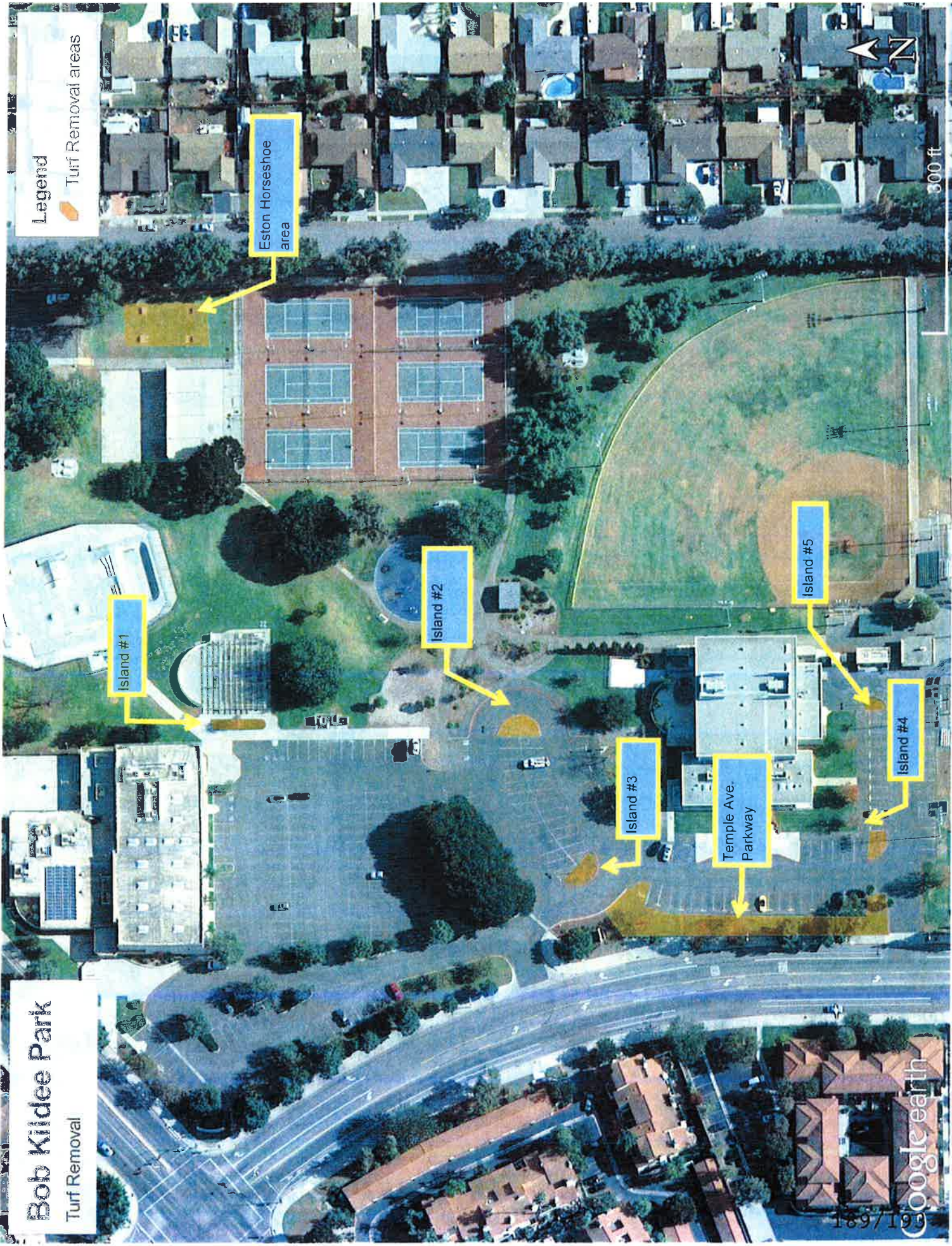
Island #2

Island #3

Temple Ave. Parkway

Island #5

Island #4



Dos Caminos Park

Turf Removal

Area #2

Area #1

Legend

 Turf Removal areas

Dos Caminos

DC area #1

DC area #2

Park Total

8,326.48

12,942.34

21,268.82

632.09

899.26



Pleasant Valley Fields

Turf Removal

Legend

Turf Removal areas



Pleasant Valley Fields

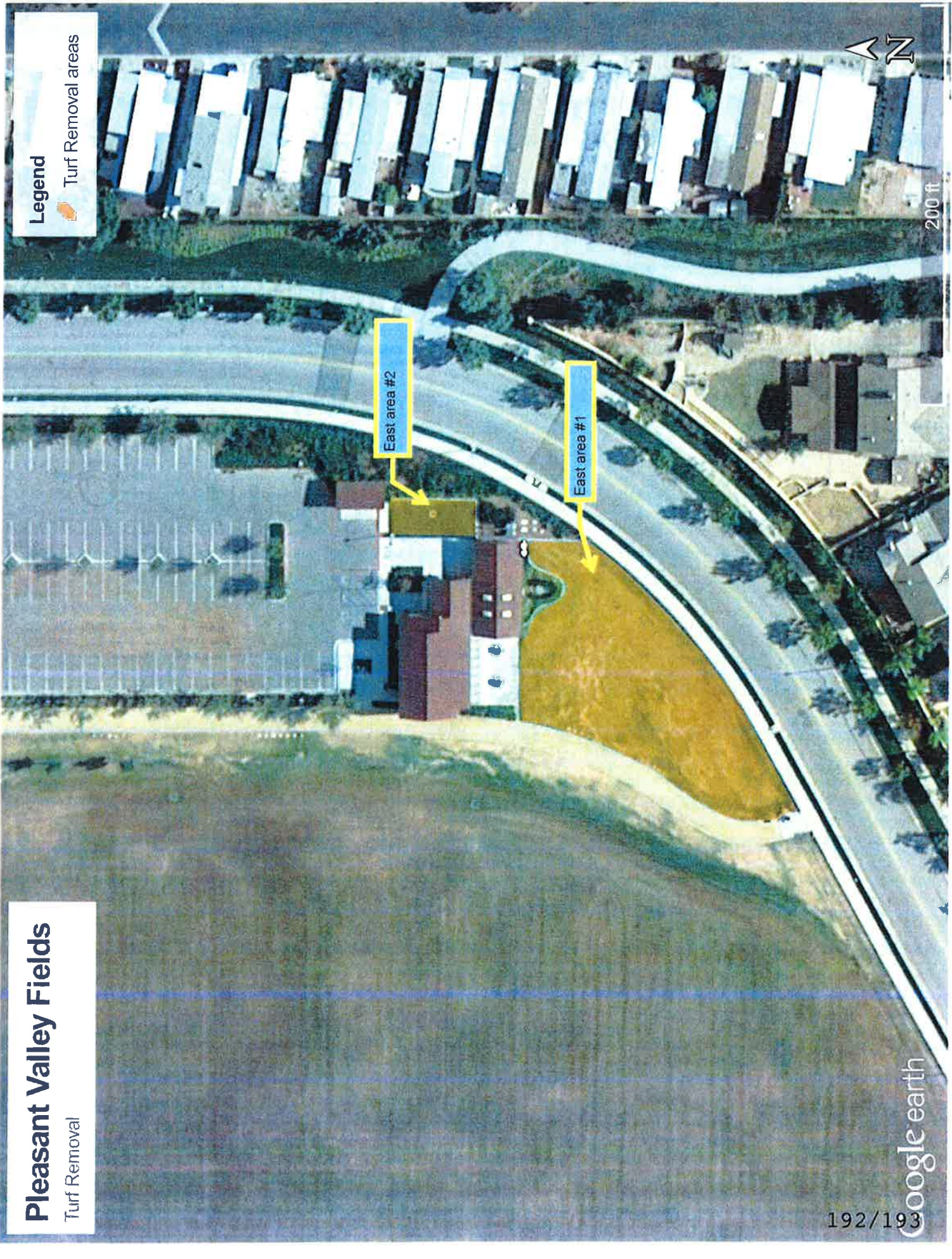
Turf Removal

Legend

Turf Removal areas

East area #2

East area #1



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

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