

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

**BOARD OF DIRECTORS  
REGULAR MEETING AGENDA  
November 2, 2017**

**6:00 P.M.**

**REGULAR MEETING**

**NEXT RESOLUTION #580**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. AMENDMENTS TO THE AGENDA** - This is the time and place to change the order of the agenda, delete, or add any agenda item(s) and to remove any consent agenda items for discussion.
- 5. PRESENTATIONS**
  - A. District Highlights/Holiday Events
  - B. CPBA
  - C. Wii Bowling Tournament Recognition
  - D. CYBA
- 6. PUBLIC COMMENT** - In accordance with Government Code Section 54954.3, the Board reserves this time to hear from the public. If you would like to speak about an item on the agenda, we would prefer you complete a Speaker Card, give it to the Clerk of the Board, and wait until it comes up. If you would like to make comments about other areas not on this agenda, in accordance with California law, we will listen, note them, and bring them back up at a later date for discussion. Speakers will be allowed three minutes to address the Board.
- 7. CONSENT AGENDA** – Matters listed under the Consent Agenda are considered routine and shall be acted upon without discussion and by one motion. If discussion is desired the item will be removed from the Consent Agenda for discussion and voted on as a separate item. If no discussion is desired, then the suggested action is for the Chair to request that a motion be made to approve the Consent Agenda.
  - A. Minutes for Special Meeting of October 4, 2017 and Regular Meeting of October 4, 2017**  
Approval receives and files minutes.
  - B. Warrants, Accounts Payable & Payroll**  
Approval of District's disbursements dated on or before October 24, 2017.
  - C. Financial Report**  
Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for September 30, 2017.

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

Approval constitutes adoption of Ordinance No. 8, reading of the title, and waiver of reading of the Ordinance.

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

**A. Consideration and Approval of Bid Award for the Parks Maintenance Yard Driveway**

Of the six companies that were solicited for bids, three submitted bids with the low bidder being Toro Enterprises in the amount of \$44,420.

Suggested Action: A MOTION to Approve and authorize the General Manager to enter into an agreement with Toro Enterprises to replace the asphalt driveway with a concrete driveway in the amount of \$44,420.

**B. Consideration and Approval of Bid Award for the Mission Oaks Park Concessions Building Roof**

Of the six companies that were solicited for bids, four submitted bids with the low bidder being Falcon Roofing in the amount of \$17,886.

Suggested Action: A MOTION to Approve and authorize the General Manager to enter into a contract with Falcon Roofing to replace the roof at the Mission Oaks Concessions Building in the amount of \$17,886.

**C. Consideration and Approval of Auditorium Patio Remodel**

Staff has provided options for the repair of the patio adjacent to the auditorium.

Suggested Action: A MOTION to Approve and authorize the General Manager to direct staff to move forward with this project with a budget amount not to exceed \$12,000.

**D. Senior and Community Recreation Facility Needs Study Update**

Information is provided regarding the status of the study to date.

Suggested Action: None.

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

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

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

**11. ADJOURNMENT**

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

**Announcement:** Public Comment: Members of the public may address the Board on any agenda item before or during consideration of the item. [Government Code section 54954.3] Should you need special assistance (i.e. a disability-related modification or accommodations) to participate in the Board meeting or other District activities (including receipt of an agenda in an appropriate alternative format), as outlined in the Americans With Disabilities Act, or require further information, please contact the General Manager at 482-1996, extension 114. Please notify the General Manager 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.



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

Group: Camarillo Pony Baseball Association

Date: Oct 18 2017

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

**Wednesday, October 4, 2017 at 6pm at Camarillo City Hall**

OFFICERS	NAME	ADDRESS	DAY PHONE	CELL PHONE
President	Johnny Lovato	3890 Olivo Ct Camarillo CA	805-443-7078	805-443-7078
Vice President	Alex Mathis	1201 E. Loma Ave Somis CA	805-444-2716	805-444-2716
Treasurer	Rene Randel	1735 Cervato Dr Camarillo CA	805-300-3172	805-300-3172
Secretary	Doug Kubiske	1707 Corte Jubilo Camarillo CA	805-443-8957	805-443-8957

Number of participants last year: 770 Spring, 200 Fall  
 Projected number of participants upcoming year: 670 Spring, 175 Fall

Changes Organization has made from previous year: 10 new board members this year is the biggest change to our organization. Another big change is we changed our CPBA website to BlueSombbrero run by Dick's Sporting Goods. Still working on getting site fully set up.

Comments for the PVRPD Board of Directors: You will see we are anticipating a drop in our player participation this year. This is due to Pony Headquarters officially changing the age cut off for each division from April 30th to August 31st effective for the 2018 Spring season. This may cause a lot of players to stay with their travel teams year round versus taking a break from their travel teams and playing Pony baseball during the Spring season. We are hoping for the best.

Primary Facility (ies) Used? Kildee and Freedom Park Baseball Fields  
 What Time are Board Meetings Held? 7pm on the 1st Thursday of every month  
 Where are Board Meetings Held? Skyway Room at Freedom Park  
 When are new Board Members Elected? General Board meeting in June every year  
 When are new Board Members Installed? General Board meeting in September every year

Pleasant Valley Recreation and Park District Liaison: Lanny Binney, Recreation Supervisor

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

**Please Complete and Return the Annual Update and Financial Statement by September 15, 2017**

Lanny Binney  
 1605 E. Burnley Street, Camarillo, CA 93010  
 Phone: 482-1996 x 17  
 Fax: 805-482-3468

Form Completed by (print): Johnny Lovato Date Oct 18 2017  
 Sign: \_\_\_\_\_

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

NAME OF ORGANIZATION CAMARILLO PONY BASEBALL

Last Year's Financial Statement

Proposed Budget

Date: September 1, 2016 - August 31, 2017

From: September 1, 2017 - August 31, 2018

Beginning Balance:	\$ 211,410.00
<i>(Include all accounts, i.e. savings and CDs)</i>	
<b>Revenue:</b>	
Registration:	\$ 164,015.00
Tournaments:	\$ 72,476.00
Fundraisers:	\$ 7,189.00
Snack Bar:	\$ 121,327.00
Interest:	\$
Dues:	\$
Miscellaneous Income:	\$ 3,630.00
<b>Total Revenue</b>	<b>\$ 368,637.00</b>

Beginning Balance:	\$ 138,996.00
<i>(Include all accounts, i.e. savings and CDs)</i>	
<b>Revenue:</b>	
Registration:	\$ 175,000.00
Tournaments:	\$ 117,000.00
Fundraisers:	\$ 7,500.00
Snack Bar:	\$ 130,000.00
Interest:	\$
Dues:	\$
Miscellaneous Income:	\$ 3,500.00
<b>Total Revenue</b>	<b>\$ 433,000.00</b>

**Expenses:**

**Expenses:**

Admin Expense	\$ 4,218.00
Advertising	\$ 2,722.00
Awards	\$ 4,281.00
Equipment	\$ 4,709.00
Facility/Field Maint.	\$ 153,391.00
Insurance	\$ 11,334.00
Background Checks	\$ 3,020.00
Credit Card Fees	\$ 7,851.00
Maintenance (field/facility)	\$
Miscellaneous	\$ 2,401.00
Paid Staff	\$
Professional Services (refs)	\$ 42,600.00
Refunds	\$
PVRPD	\$ 28,685.00
School District	\$
Snack Bar Resale	\$ 116,984.00
Supplies	\$
Tournament Entries	\$ 30,250.00
Uniforms	\$ 33,056.00
Contingency	\$
<b>Total Expense:</b>	<b>\$ 445,502.00</b>

Admin Expense	\$ 4,800.00
Advertising	\$ 2,500.00
Awards	\$ 4,500.00
Equipment	\$ 5,000.00
Facility/Field Maint.	\$ 111,700.00
Insurance	\$ 12,000.00
Background Checks	\$ 5,000.00
Credit Card Fees	\$ 8,000.00
Maintenance (field/facility)	\$
Miscellaneous	\$ 2,500.00
Paid Staff	\$
Professional Services (refs)	\$ 43,000.00
Refunds	\$
PVRPD	\$ 30,000.00
School District	\$
Snack Bar Resale	\$ 130,000.00
Supplies	\$
Tournament Entries	\$ 32,000.00
Uniforms	\$ 41,750.00
Contingency	\$
<b>Total Expense:</b>	<b>\$ 432,750.00</b>

**Ending Balance:** \$ \$ (76,865.00)

**Ending Balance:** \$ \$ 250.00

*List Savings/CDs/Investments here:*

Savings Account	\$
CD Account ____ month	\$
CD Account ____ month	\$
Investment Account	\$
Other Account	\$
Total Other Accounts	\$
<b>Checking + Other</b>	<b>\$ 138,996.00</b>

*List Savings/CDs/Investments here:*

Savings Account	\$
CD Account ____ month	\$
CD Account ____ month	\$
Investment Account	\$
Other Account	\$
Total Other Accounts	\$
<b>Checking + Other</b>	<b>\$ 139,246.00</b>



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

Group: Camarillo Youth Basketball Association

Date: 10/10/2017

One representative from your organization must attend the following PVRPD Board Meeting on:  
**Thursday, November 2 at 6pm at The City of Camarillo Council Chambers**

OFFICERS	NAME	ADDRESS	DAY PHONE	CELL PHONE
President	Tony Sheppard	209 Picado Drive	Camarillo	(805) 535-8299
Program Dir	Mike Willard	381 East Loop	Camarillo	(805) 302-9693
Treasurer	Mike Harrison	4874 Chula Vista Ct	Camarillo	(805) 904-5634
Secretary	Terri Barton	4948 Via Fresco	Camarillo	(805) 377-8786
Rules & Ref	Mark Davis	2034 Glenbrook Ave	Camarillo	(805) 814-4300
Facilities	Shannon Porter	1517 Shepherd Dr	Camarillo	(805) 444-1382

Number of participants last year: 496  
 Projected number of participants upcoming year: 485

Changes Organization has made from previous year: The 2017-2018 CYBA season began with significant Board Member changes: new Chair, Treasurer, and a Director of Rules and Officials. With these changes, the current and previous Boards are spending considerable time and effort to ensure continuity of operations is maintained while seeking opportunities to enhance an already stellar organization. We are looking to increase community awareness of our program through advertising, community events and social media.

Comments for the PVRPD Board of Directors: We are looking forward to a continued partnership with PVRPD and providing an outstanding youth recreational basketball league for our community.

Primary Facility (ies) Used? Monte Vista, Las Colinas, UCMS, Boys and Girls Club  
 What Time are Board Meetings Held? First Wednesday of each month (except July)  
 Where are Board Meetings Held? East Meeting Room - PV Fields  
 When are new Board Members Elected? April  
 When are new Board Members Installed? May

Pleasant Valley Recreation and Park District Liaison: Lanny Binney, Recreation Supervisor

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

**Please Complete and Return the Annual Update and Financial Statement by October 11, 2017 to:**  
 Lanny Binney  
 1605 E. Burnley Street, Camarillo, CA 93010  
 Phone: 482-1996 x 108  
 Fax: 805-482-3468

Form Completed by (print): Tony Sheppard Date 10/12/2017  
 Sign: 

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

NAME OF ORGANIZATION **Camarillo Youth Basketball Association**

**Last Year's Financial Statement**

Period:	2016-17
<b>CHECKING</b>	
Beginning Balance:	\$ 41,855.00
<b>Revenue:</b>	
Registration:	\$ 82,258.00
Tournaments:	\$ -
Sponsors:	\$ 250.00
Snack Bar:	\$ -
Interest:	\$ 53.00
Dues:	\$ -
Miscellaneous Income:	\$ 5,664.00
<b>Total Revenue</b>	<b>\$ 88,225.00</b>

<b>Expenses:</b>	
Admin Expense	\$ 10,497.00
Advertising	\$ 2,049.00
Awards	\$ 3,295.00
Equipment	\$ -
Facility/Field Maint.	\$ 18,849.00
Insurance	\$ 5,278.00
Internet (online registration)	\$ 4,035.00
Scholarships:	\$ 1,020.00
Maintenance (field/facility)	\$ -
Miscellaneous (pictures)	\$ 1,523.00
Paid Staff	\$ -
Professional Services (refs)	\$ 21,000.00
Refunds	\$ -
Rentals	\$ -
School District	\$ -
Snack Bar Resale	\$ -
Supplies	\$ 83.00
Tournament Entries	\$ 840.00
Uniforms	\$ 17,824.00
Contingency	\$ -
<b>Total Expense:</b>	<b>\$ 86,293.00</b>

**Ending Balance:** \$ 43,787.00

**Proposed Budget**

Period:	2017-18
<b>CHECKING</b>	
Beginning Balance:	\$ 43,787.00
<b>Revenue:</b>	
Registration:	\$ 87,700.00
Tournaments:	\$ -
Fundraisers:	\$ 1,000.00
Snack Bar:	\$ -
Interest:	\$ 50.00
Dues:	\$ -
Miscellaneous Income:	\$ 500.00
<b>Total Revenue</b>	<b>\$ 89,250.00</b>

<b>Expenses:</b>	
Admin Expense	\$ 8,000.00
Advertising	\$ 2,346.00
Awards	\$ 4,100.00
Equipment	\$ -
Facility/Field Maint.	\$ 24,168.00
Insurance	\$ 5,278.00
Internet (online registration)	\$ 3,500.00
Licensing/Membership	\$ 1,020.00
Maintenance (field/facility)	\$ -
Miscellaneous (pictures)	\$ 2,000.00
Paid Staff	\$ -
Professional Services (refs)	\$ 21,000.00
Refunds	\$ -
Rentals	\$ -
School District	\$ -
Snack Bar Resale	\$ -
Supplies	\$ 300.00
Tournament Entries	\$ -
Uniforms	\$ 17,824.00
Contingency	\$ -
<b>Total Expense:</b>	<b>\$ 89,536.00</b>

**Ending Balance:** \$ 43,501.00

<i>List Savings/CDs/Investments here:</i>	
Savings Account	\$
CD Account (3, 12 month)	\$ 25,174.00
CD Account ___ month	\$
Investment Account	\$
Other Account	\$
Total Other Accounts	\$
<b>Checking + Other</b>	<b>\$ 68,961.00</b>

<i>List Savings/CDs/Investments here:</i>	
Savings Account	\$
CD Account (3, 12 month)	\$ 25,218.00
CD Account ___ month	\$
Investment Account	\$
Other Account	\$
Total Other Accounts	\$
<b>Checking + Other</b>	<b>\$ 68,719.00</b>

**Pleasant Valley Recreation and Park District  
Minutes of Special Meeting  
October 4, 2017**

**1. CALL TO ORDER**

The special meeting of the Board of Directors of the Pleasant Valley Recreation and Park District was called to order at 5:30 p.m. by Chairman Dixon.

**Call to Order**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

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

Absent:

ALSO PRESENT: General Manager Mary Otten, Administrative Services Manager Leonore Young, Administrative Analyst and Clerk of the Board Mitchell Cameron and Customer Service Lead and Recording Secretary Karen Roberts.

**Roll Call**

**4. ADOPTION OF AGENDA**

Chairman Dixon called for a motion. A motion was made by Director Magner and seconded by Director Malloy to adopt the Agenda.

**Motion to  
Adopt Agenda**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

**Carried**

**5. OPEN COMMUNICATIONS/PUBLIC FORUM**

No public comments.

**6. CLOSED SESSION**

A. Conference with Legal Counsel - Anticipated Litigation

Significant exposure to litigation pursuant to Govt. Code Section 54956.9(e)(3): one case.

**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 was taken.

**9. ORAL COMMUNICATIONS**

None.



**10. ADJOURNMENT**

Chairman Dixon adjourned the special meeting at 6:03 p.m.

**Respectfully submitted,**

**Approval,**

**Karen Roberts**  
**Recording Secretary**

**Neal Dixon**  
**Chairman**

**Pleasant Valley Recreation and Park District  
Minutes of Regular Meeting  
October 4, 2017**

**1. CALL TO ORDER**

**Call to Order**

The regular meeting of the Board of Directors of the Pleasant Valley Recreation and Park District was called to order at 6:03 p.m. by Chairman Dixon.

**2. PLEDGE OF ALLEGIANCE**

Lanny Binney led the pledge.

**3. ROLL CALL**

**Roll Call**

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

Absent:

ALSO PRESENT: General Manager Mary Otten, Administrative Services Manager Leonore Young, Park Services Manager Bob Cerasuolo, Administrative Analyst and Clerk of the Board Mitchell Cameron, Customer Service Lead and Recording Board Secretary Karen Roberts, Park Supervisors Nick Marienthal and Matt Parker, Recreation Supervisors Lanny Binney and Macy Andersen, Program Specialist Denise Cleric, Recreation Coordinator Katlyn Simber-Clickener, Karen Riggin, Fred Phipps, Patty Rogozinski, Tom De La Cerda, Som Khampanya, Joyce Tashiro, Mike Parrent, Cece Casey, and Dee Horn.

**4. AMENDMENTS TO THE AGENDA**

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

**Motion to  
Approve Agenda**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

**Carried**

**5. PRESENTATIONS**

**A. District Highlights**

Recreation Supervisor Lanny Binney introduced Recreation Coordinator Katlyn Simber - Clickener who presented the highlights of the District's September/October activities, programs, and special events along with a spotlight on three of the District's parks and a recap of the Summer Programs. The Aquatic Center was closed for two weeks in September for maintenance after a busy summer. Our outdoor education classes and programs include a sunset hike and rock painting this fall. The public is invited to an Open Forum on Thursday, October 5 at the Community Center to discuss the senior and community recreation facility needs assessment study. At the Senior Center, the Rummage Sale will be held on Saturday, October 7 and the Ventura County Wii Bowling Tournament on Thursday, October 12. Also the Senior Halloween Dance will take place on October 31 at 12:30 pm followed by the family friendly Halloween in the Park which starts at 5 pm at the Community Center. December brings Breakfast with

Santa on Saturday, December 2 and the Christmas Parade and Santa's Village on Saturday, December 9.

The featured parks this month are Freedom Park, Trailside Park and Lokker Park. Freedom Park contains lighted baseball fields, a remote control car track, a BMX track, an outdoor roller hockey rink, a gymnasium and indoor facilities for rental. Trailside Park in the Mission Oaks area is about 0.5 acres and holds a playground. Lokker Park has a basketball court, sand volleyball, a horseshoe pit, two playgrounds and 3.4 acres of open space.

The District Spotlight highlighted the past summer in recreation. There were over 36,000 attendees at the Aquatic Center this summer with lessons, mermaid camps, birthday parties, lifeguard camps and swim programs. Over 200 people attended the June 3<sup>rd</sup> grand opening of the trail at Camarillo Grove Park and popular this past summer was the Junior Ranger camp and the Survival Skills camp at the park. Summer at the Senior Center entertained 146 people at the Independence Day Dance and offered monthly movies and lunches, a tech fair, excursions and the Military Expo. In sports, there were baseball and tennis tournaments and BMX state and regional races. Summer also brought the Camarillo Community Band to the Community Center on Thursday nights in July and Movies in the Park on Friday nights. The End of Summer Campout had over 300 in attendance and Camp Funtastic had over 1,800 participants throughout the summer.

#### B. Foundation

Administrative Analyst Megan Hamlin presented an overview of the Pleasant Valley Recreation and Parks Foundation's August 26<sup>th</sup> fundraiser which raised over \$27,000 through ticket sales, raffles, donations and sponsorships at the Camarillo Grove Park Nature Center. Some major sponsors of the event were the Camarillo Hotel and Tourism Association, Ventura Investment Company, Livingston Memorial and Store Safe. There is currently a balance of \$42,235.21 in the bank which will eventually be used for the renovation of the house at the Nature Center. The next fundraiser, Painting with a Purpose, will be held on October 19 at the Painting with a Twist studio in Camarillo.

#### C. CGSA

Recreation Supervisor Lanny Binney introduced Tom De La Cerda, president and Som Khampanya, treasurer of the Camarillo Girls Softball Association who presented highlights of the past year. Their 8U, 9U and 10U teams reached the state tournament level with an 8U team winning the regional state tournament in San Diego. ASA Softball rebranded to USA Softball this past year. USA Softball has a program called Select Teams which helps to retain local girls from going to travel ball teams in other counties. The 2018 season will be the first year with the 12U division who will compete in friendly tournaments to see how it goes.

### 6. PUBLIC COMMENT

Administrative Analyst Mitchell Cameron received five speaker cards and presented them to Chairman Dixon. The first speaker Cece Casey of Camarillo, plays tennis and thanked the District for heeding the tennis players' needs. Pickleball players do need courts too but Ms. Casey stated that Bob Kildee Park is not the answer. Ms. Casey would like to see a separate site for the pickleball players.

Karen Riggin of Camarillo stated that tennis and pickleball have different needs. Tennis requires more silence for concentration and is not as fast paced or as loud as pickleball.

Fred Phipps has lived in Camarillo since 1960 and participated within the District in softball, basketball and tennis. He would like to see the tennis courts repaired and keep the courts for tennis only as the District signs state. (Mr. Phipps submitted a photo of the current sign to Chairman Dixon.) Mr. Phipps said that tennis and pickleball should be kept separate and at separate sites because they are not compatible. He proposed that the District convert Springville to pickleball courts only if new tennis courts are built at the new Springville park that is being proposed.

Dee Horn of Camarillo read a note written by Ardelle Bahl of Camarillo. Ms. Horn stated that other sites other than Bob Kildee Park should be considered for pickleball courts. Springville's courts are far from everywhere and there is a port-a-potty and lights. Pitts Ranch Park could be used with lights installed at a later date. At Bob Kildee Park, a cloth sound barrier will not block the noise from pickleball and it is not practical to have concrete walls. Ms. Horn stated that tennis and pickleball are not compatible on the same courts.

Patricia Rogozinski runs the roller hockey program at Freedom Park. Ms. Rogozinski asked if the District was involved in the ice rink proposal that was mentioned in the newspaper. General Manager Mary Otten stated that no one has come forward with the proposal to the District yet. Ms. Rogozinski stated that she is not against the proposal because they are a feeder program and asked to meet with Ms. Otten.

**7. CONSENT AGENDA**

- A. Minutes for Regular Board Meeting September 7, 2017
- B. Warrants, Accounts Payable & Payroll thru September 14, 2017
- C. Financial Report

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

**Motion to  
Approve  
Consent Agenda**

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

**Carried**

**8. PUBLIC HEARING – A Public Hearing on Ordinance No. 8, Governing the Use of Parks, Recreation Areas and Facilities**

**A. Review Amended Ordinance No. 8, Governing the Use of Parks, Recreation Areas and Facilities**

Administrative Analyst Mitchell Cameron provided a background on the development of the ordinances through recent years. Current proposed changes include lowering the minimum age for obtaining permits, changing permit requirements from groups of 15 to 25, addressing parking fee restrictions and allowing park rangers to place citations on car window shields. Discussion included the use of consistent wording in section 113 which

will be verified with the attorney, “organized group” definition, “resident organizations” definition and the need for the organization to reside within the District boundaries.

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

Chairman Dixon called for a motion. A motion was made by Director Malloy and seconded by Director Mishler to read the complete Ordinance No. 8 title and to waive further reading.

**Motion to  
Read Ord. No. 8  
Title and Waive  
Further Reading**

Voting was as follows:

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

Noes:

Absent:

**Carried**

Motion: Carried

Chairman Dixon called for a motion. A motion was made by Director Magner and seconded by Director Mishler to approve the introduction and first reading of the District’s amended Ordinance No. 8, Governing the Use of Parks, Recreation Areas and Facilities.

**Motion to  
Approve Intro  
& First Reading  
of Amended  
Ord. No. 8**

Voting was as follows:

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

Noes:

Absent:

**Carried**

Motion: Carried

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

**A. Two Year Community Service Group Agreement Between the District and Community Service Groups**

Recreation Supervisor Lanny Binney presented updates to the community service group agreement with staff recommendations and attachments that would be included if they pertain to the specific groups. Discussion included the location of the various groups’ storage containers, aligning winter turf shoe rules with the wear and tear season for best effect, turf wear starting at 11U and up, the significant amount of wear at this time, District monitoring of field conditions, difficulty in growing grass at PV Fields, user group responsibilities, application of winter rules next year and poorer turf quality with year round use.

Chairman Dixon called for a motion. A motion was made by Director Kelley and seconded by Director Magner to approve the updated two-year Agreement between the District and Community Service Groups with a revision to amend section 4.1. to include “all groups U11 and above will use turf shoes for practices year-round” and a revision to amend section 14.b. to denote “all equipment/materials within storage units and facilities occupied by the organization on District property have to be insured”.

Voting was as follows:

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

Noes:

Absent:

**Motion to  
Approve  
Agreement with  
Revisions**

Motion: Carried

**Carried**

**B. Approval of Updated Technology Use Policy**

Human Resources Specialist Kathryn Drewry provided recent changes regarding electronic and telephone usage and privacy policy to be included within the Technology Use Policy. Discussion included 180 day e-mail retention, limiting the use of personal phones for business, the San Jose case and subpoenaed private phones, not using text messaging for any serious information and attorney advisements.

Chairman Dixon called for a motion. A motion was made by Director Magner and seconded by Director Mishler to approve the updated Technology Use Policy to include the Electronic and Telephone Usage and Privacy Policy.

**Motion to  
Approve the  
Technology Use  
Policy Updates**

Voting was as follows:

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

Noes:

Absent:

**Carried**

Motion: Carried

**C. Consideration and Approval of Bid Award for the Administration Office and Rooms 6-7 Roofs**

Park Services Manager Bob Cerasuolo presented a recommendation to approve the bid award to the lowest bidder, Falcon Roofing, which meets all the specifications. Discussion included allotted capital funds, the need for a new roof before the winter rains and Falcon Roofing as a local vendor.

Chairman Dixon called for a motion. A motion was made by Director Magner and seconded by Director Mishler to approve and authorize the General Manager to enter into an agreement with Falcon Roofing to replace the roofs on the Administration Office and Room 6-7 in the amount of \$133,091.

**Motion to  
Approve Falcon  
Roofing for the  
Administrative  
Office Roofs**

Voting was as follows:

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

Noes:

Absent:

**Carried**

Motion: Carried

**D. Consideration and Approval of Regular Board Meeting Dates for 2018**

Administrative Analyst Mitchell Cameron provided dates for the calendar year 2018. Discussion included possible scheduling conflicts with the City chambers, holding Board meetings at the Community Center during conflicting months, consistency of transparency and a regular Wednesday schedule.

Chairman Dixon called for a motion. A motion was made by Director Mishler and seconded by Director Malloy to approve the dates for the Regular Board Meetings for calendar year 2018.

Voting was as follows:

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

Noes:

Absent:

Motion: Carried

**Motion to  
Approve Board  
Meeting Dates  
For 2018**

**Carried**

RECESS/RECONVENE IN THE COUNCIL CONFERENCE ROOM – 8:01 p.m.

E. Developer Fee Study Session

Study Session – Introductory discussion of developer fees payable to the District.

RECESS/RECONVENE IN THE COUNCIL CHAMBERS – 8:37 p.m.

F. Developer Fees for the Proposed St. John’s Seminary Residential Community Project  
Administrative Analyst Mitchell Cameron presented background information regarding the proposed senior citizen housing development at St. John’s Seminary which would require a park land dedication of 3.71 acres. The initial appraisal of \$2,280,000 did not take into account the buildings, the best use of the land and the valuation of the property. District staff negotiated with the City’s Community Development Department to determine the more appropriate land value of \$47,159,091. It is recommended that the District accept this negotiated value. Discussion included the trailhead which would best be suited to be maintained by the City, a typical dollar amount per unit, the risk that another appraisal could be lower, the senior residence will have their own HOA recreational activities, and the City’s assistance with the negotiations.

Chairman Dixon called for a motion. A motion was made by Director Magner and seconded by Director Mishler to approve and accept the negotiated value of land that will be subdivided for the St. John’s Seminary Residential Community Project and authorize the General Manager to draft a letter declining acceptance of a parking lot at the corner of Upland Road and Somis Road.

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

Noes:

Absent:

Motion: Carried

**Motion to  
Approve the Land  
Value and Decline  
Parking Lot at  
St John’s Project**

**Carried**

**10. INFORMATIONAL ITEMS**

A. Chairman Dixon – No report.

B. Ventura County Special District Association/California Special District Association-  
Director Magner reported that the VCSD meeting was held at the Community Center on October 3 with Jacquelyn McMillan of the Metropolitan Water District speaking

about the Oroville Dam failure. Ms. Magner and Park Services Manager Bob Cerasuolo attended the CSDA conference in Monterey. Ms. Magner requested the support of her fellow board members in completing the renewal of the District's transparency certificate.

- C. Santa Monica Mountains Conservancy – Director Mishler attended the September 25<sup>th</sup> meeting.
- D. Standing Committees – Finance – Director Malloy reported that the new fiscal year is just getting underway and on track. Policy – Director Mishler – No report.
- E. Foundation for Pleasant Valley Recreation and Parks – Director Magner reported that Administrative Analyst Megan Hamlin did a great job with the update and the Foundation has set a tentative date for next year's fundraiser. The Painting with a Twist fundraiser will be held on October 19.
- F. General Manager's Report – General Manager Otten reported on the legislative overview with LAFCo representation passing, indemnity and design professional liability with the District, the DIR revamp, the Parks and Water Bond, CEQA and the possible extension of family leave for a total of 24 weeks for smaller organizations like the District. The needs assessment public forum will be held at 6:30 pm on October 5<sup>th</sup>, Thursday night.

#### 11. ORAL COMMUNICATIONS

Director Mishler thanked Amy Stewart for all of her work with getting the District signs ready for current installation. Director Malloy reported that City Council agreed to move forward with the Camarillo Springs development, but with some restrictions on the developer so that the business prospect is sound. Directors Kelly, Mishler and Malloy attended the City Council meeting. Director Malloy stated the property will be under scrutiny because it is in the flood plain. Director Kelley stated that the City should be paying better attention and that they should not allow outsiders to pocket their cash and leave town. Mr. Kelley also stated that Hannah Beth Jackson sponsored the family leave bill, but six months of paid leave will not be affordable to any small employers. Chairman Dixon thanked staff for all the research provided for the staff reports amidst the ongoing needs assessment.

#### 12. ADJOURNMENT

Chairman Dixon adjourned the meeting at 9:13 p.m.

**Respectfully submitted,**

**Karen Roberts**  
**Recording Secretary**

**Approval,**

**Neal Dixon**  
**Chairman**



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

**TO: BOARD OF DIRECTORS**

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

**DATE: November 2, 2017**

**SUBJECT: FINANCE REPORT SEPTEMBER 2017**

**RECOMMENDATION**

It is recommended the Board review and approve the District's Financial Statements for September 30, 2017 for Fund 10 and Fund 20.

**ANALYSIS OF COMPARATIVE FINANCIAL THROUGH SEPTEMBER 30, 2017**

Attached you will find the District's Statements of Revenues and Expenditures for the period of July 1, 2017 through September 30, 2017 with a year-to-date comparison for the period of July 1, 2016 through September 30, 2016. The percentage rate used for the 2017-2018 fiscal year budget is 25% for Period 3 of the fiscal year.

**REVENUES**

Total revenue for the 3rd month ending September 30, 2017 for Fund 10 (General Fund) has an overall decrease of \$3,145,484 in comparison to fiscal year 2016-2017. The majority of the decrease is due to the following items: 1) Park Dedication Fee (\$3,123,562) [if Park Dedication Fees from fiscal year 2016-2017 are not factored in, fiscal year 2017-2018 revenue has a decrease of \$21,922]; this decrease is due to various line items including Reimbursement ROPS (\$5,854) and 2) Interest Earnings (\$7,533). Interest Earnings will see an increase for the October financials as the interest has yet to be documented.

Total revenue for the 3rd month ending September 30, 2017 for Fund 20 (Assessment District) is at 0.0% of budget. The first installment of tax apportionment for fiscal year 2017-2018 will arrive around December 28, 2017. At that time the Assessment District will receive approximately 60% of their budgeted tax apportionment. Until then the finance reports will reflect minimal activity in the revenue section of the report.

**EXPENDITURES**

Personnel Expenditures have increased by \$252,436 for FY 2017-2018 in comparison to personnel expense for the same time period last year. This increase will be a constant for the first few months of the fiscal year as the District paid the CalPERS Unfunded Liability in full for fiscal year 2017-2018. In comparing the prior fiscal year with the current fiscal year, the

variances are in CalPERS Unfunded Liability (\$181,833), Full-Time Wages (\$25,077), Part-Time Wages (\$18,789) and the Loan Pension Obligation (\$19,083).

Service and Supply Expenditures have increased \$93,698 in comparison to the same time period as last year. This increase is primarily due to the following items: 1) COP Debt Service Payment PV Fields (\$61,602) 2) Business Services (\$13,767) and 3) Appropriation Redevelopment/Collection Fee (\$10,891). The Debt Service payment increase is due to moving a portion of the 2017 COP payment to the General Fund, as this expense has been paid out of the Assessment District fund in prior years. Business Service is increased due to the Springbrook payments which are due in July of every year along with the LAFCO payment. As the fiscal year progresses, the Percentage Used will catch up with the Percentage of Budget Used column on the finance report and the variance will not be as large.

Fund 20 is at 18.78% in Personnel and 11.79% in Service and Supplies. The Assessment District is staying within budget in all categories.

The Capital projects are underway and currently the District is at 24.68% of budget on capital projects.

#### **FISCAL IMPACT**

Overall the District is under the approved budget for Fund 10 by 1.4% and Fund 20 by 12.4%. Staff continues to analyze ways to run operations and services in a proficient manner while remaining inside the approved spending plan.

#### **RECOMMENDATION**

It is recommended the Board review and approve the Financial Statements for September 30, 2017 for Fund 10 and Fund 20.

#### **ATTACHMENTS**

- 1) Financial Statement of Revenues and Expenditures as of September 30, 2017 Fund 10  
(3 pages)
- 2) Financial Statement of Revenue and Expenditures as of September 30, 2017 Fund 20  
(1 page)

General Ledger  
Statement of Revenues and Expenditures  
Fund 10 General Fund  
September 2017 25%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>							
Tax Apport Cur Year Secured	5110	\$ -	\$ -	\$ -	\$ 6,126,646.00	\$ 6,126,646.00	0.00%
Tax Apport Prior Year Sec	5130	\$ -	\$ 43,613.97	\$ -	\$ -	\$ -	0.00%
Tax Deeded Sales	5150	\$ 26.30	\$ -	\$ 26.30	\$ -	\$ 26.30	0.00%
HOPTR Prior Year	5231	\$ -	\$ -	\$ 15,982.52	\$ -	\$ 15,982.52	0.00%
Interest Earnings	5310	\$ -	\$ 8,830.34	\$ 1,297.06	\$ 18,690.00	\$ 17,392.94	6.94%
MBS Interest Earnings	5320	\$ -	\$ 7,755.56	\$ 6,201.56	\$ -	\$ 6,201.56	0.00%
Park Dedication Fees	5400	\$ -	\$ 3,123,562.00	\$ -	\$ -	\$ -	0.00%
Park Patrol Citations	5506	\$ 292.56	\$ 860.50	\$ 317.66	\$ 3,025.00	\$ 2,707.34	10.50%
Plan Check Fee	5507	\$ -	\$ -	\$ -	\$ 100.00	\$ 100.00	0.00%
Contract Classes Public Fees	5510	\$ 24,012.30	\$ 183,287.10	\$ 75,262.87	\$ 235,111.00	\$ 159,848.13	32.01%
Public Fees	5511	\$ 17,458.45	\$ -	\$ 107,224.40	\$ 413,610.00	\$ 306,385.60	25.92%
Swim Passes	5513-5529	\$ 3,707.53	\$ 16,126.95	\$ 15,065.93	\$ 65,445.00	\$ 50,379.07	23.02%
Rental	5530	\$ 35,731.94	\$ 84,215.58	\$ 89,459.71	\$ 347,727.00	\$ 258,267.29	25.73%
Cell Tower Revenue	5535	\$ 9,930.44	\$ 16,344.89	\$ 21,465.59	\$ 82,272.00	\$ 60,806.41	26.09%
Annual Passes	5536	\$ 812.20	\$ 462.00	\$ 2,222.25	\$ -	\$ 2,222.25	0.00%
Parking Fees	5540	\$ 2,248.79	\$ 45.00	\$ 7,489.38	\$ 12,024.00	\$ 4,534.62	62.29%
Dues	5550	\$ -	\$ 430.00	\$ 240.00	\$ 2,208.00	\$ 1,968.00	10.87%
Activity Guide Revenue	5555	\$ 340.00	\$ 1,100.00	\$ 2,990.00	\$ 8,800.00	\$ 5,810.00	33.98%
Gain/(Loss) LAIF Investments	5565	\$ -	\$ 1,703.98	\$ -	\$ -	\$ -	0.00%
Donations	5570	\$ 1,712.50	\$ 78,364.00	\$ 76,970.50	\$ 80,620.00	\$ 3,649.50	95.47%
Grant HCF	5573	\$ -	\$ 19.00	\$ -	\$ -	\$ -	0.00%
Other/Purchase Discount Taken	5575	\$ 5,818.70	\$ 18,681.94	\$ 23,533.09	\$ 53,133.00	\$ 29,599.91	44.29%
Cash Over/Under	5580	\$ 35.00	\$ -	\$ 65.00	\$ -	\$ 65.00	0.00%
Incentive Income	5585	\$ 574.10	\$ 635.26	\$ 593.54	\$ 3,340.00	\$ 2,746.46	17.77%
Reimbursement ROPS	5600	\$ -	\$ 114,200.16	\$ 108,346.56	\$ 90,000.00	\$ 18,346.56	120.39%
<b>Revenue</b>		<b>\$ 102,700.81</b>	<b>\$ 3,700,238.23</b>	<b>\$ 554,753.92</b>	<b>\$ 7,542,751.00</b>	<b>\$ 7,073,685.46</b>	<b>7.35%</b>
<b>YTD Comparison</b>				<b>\$ (3,145,484.31)</b>			

<b>Personnel</b>							
Full Time Salaries	6100	\$ 168,380.16	\$ 444,242.82	\$ 469,319.74	\$ 2,235,781.00	\$ 1,766,461.26	20.99%
Overtime Salaries	6101	\$ 540.73	\$ 2,807.22	\$ 2,533.97	\$ 32,225.00	\$ 29,691.03	7.86%
Car Allowance	6105	\$ 462.66	\$ 2,127.57	\$ 1,387.99	\$ 10,800.00	\$ 9,412.01	12.85%
Cell Phone Allowance	6108	\$ 1,499.37	\$ 3,072.62	\$ 3,577.03	\$ 17,550.00	\$ 13,972.97	20.38%
PartTime Salaries	6110	\$ 42,860.69	\$ 151,725.70	\$ 170,514.76	\$ 707,997.00	\$ 537,482.24	24.08%
Retirement	6120	\$ 28,101.19	\$ 74,677.34	\$ 77,358.78	\$ 399,353.00	\$ 321,994.22	19.37%
457 Pension	6121	\$ 135.22	\$ 6,230.30	\$ 6,230.30	\$ 7,945.00	\$ 1,714.70	78.42%
Employee Insurance	6130	\$ 18,925.41	\$ 43,578.94	\$ 47,911.91	\$ 330,067.00	\$ 282,155.09	14.52%
Workers Compensation	6140	\$ 11,377.68	\$ 28,057.30	\$ 32,293.29	\$ 145,957.00	\$ 113,663.71	22.13%
Unemployment Insurance	6150	\$ -	\$ 3,136.65	\$ -	\$ 9,000.00	\$ 9,000.00	0.00%
Loan Pension Obligation	6160	\$ -	\$ 7,928.41	\$ 27,011.50	\$ 238,043.00	\$ 211,031.50	11.35%
OPEB Expense	6161	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	0.00%
PERS Unfunded Liability	6170	\$ -	\$ 50,461.98	\$ 232,344.00	\$ 245,195.00	\$ 12,851.00	94.76%
<b>Personnel</b>		<b>\$ 272,283.11</b>	<b>\$ 818,046.85</b>	<b>\$ 1,070,483.27</b>	<b>\$ 4,384,913.00</b>	<b>\$ 3,314,429.73</b>	<b>24.4%</b>
<b>YTD Comparison</b>				<b>\$ 252,436.42</b>			

<b>Services and Supplies</b>							
Telephone	6210	\$ 881.61	\$ 3,543.25	\$ 2,588.90	\$ 11,556.00	\$ 8,967.10	22.40%
Internet Services	6220	\$ 1,729.47	\$ 1,506.00	\$ 5,880.57	\$ 33,882.00	\$ 28,001.43	17.36%
Pool Chemicals	6310	\$ -	\$ 1,768.80	\$ 1,884.86	\$ 12,000.00	\$ 10,115.14	15.71%
Janitorial Supplies	6320	\$ 2,977.35	\$ 17,090.14	\$ 8,636.45	\$ 48,325.00	\$ 39,688.55	17.87%
Kitchen Supplies	6330	\$ 43.79	\$ 105.72	\$ 123.17	\$ 1,510.00	\$ 1,386.83	8.16%
Food Supplies	6340	\$ 453.27	\$ 1,077.82	\$ 675.82	\$ 8,811.00	\$ 8,135.18	7.67%
Water Maint & Service	6350	\$ 92.35	\$ 201.50	\$ 175.75	\$ 1,380.00	\$ 1,204.25	12.74%
Laundry/Wash Service	6360	\$ -	\$ -	\$ -	\$ 680.00	\$ 680.00	0.00%
Insurance Liability	6410	\$ -	\$ 43,960.50	\$ 48,579.00	\$ 125,434.00	\$ 76,855.00	38.73%
Fuel	6510	\$ 3,186.61	\$ 8,704.69	\$ 6,190.25	\$ 41,000.00	\$ 34,809.75	15.10%
Vehicle Maintenance	6520	\$ 4,119.89	\$ 8,482.03	\$ 5,545.64	\$ 34,200.00	\$ 28,654.36	16.22%
Office Equipment Maintenance	6530	\$ 688.19	\$ -	\$ 688.19	\$ 900.00	\$ 211.81	76.47%
Computer Equip Maintenance	6540	\$ -	\$ -	\$ -	\$ 2,800.00	\$ 2,800.00	0.00%
Building Repair	6610	\$ 4,579.23	\$ 11,928.14	\$ 9,724.33	\$ 78,315.00	\$ 68,590.67	12.42%
Bldg Equip Maint/Repair	6620	\$ 9,858.04	\$ 174.03	\$ 9,858.04	\$ 35,700.00	\$ 25,841.96	27.61%
Improvements/Maintenance	6630	\$ 949.33	\$ 8,284.77	\$ 949.33	\$ 31,200.00	\$ 30,250.67	3.04%
Grounds Maintenance	6710	\$ 6,731.47	\$ 18,368.99	\$ 17,209.28	\$ 88,980.00	\$ 71,770.72	19.34%
Tree Care Assess	6719	\$ -	\$ -	\$ 225.00	\$ -	\$ 225.00	0.00%
Park Amenities Assess	6722	\$ 974.87	\$ -	\$ 974.87	\$ -	\$ 974.87	0.00%
Park Signage (Branding)	6725	\$ 304.00	\$ 1,547.19	\$ 304.00	\$ -	\$ 304.00	0.00%
Contracted Pest Control	6730	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	0.00%
Rubbish & Refuse	6740	\$ 8,096.65	\$ 10,213.20	\$ 13,827.78	\$ 56,800.00	\$ 42,972.22	24.34%
Vandalism/Theft	6750	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	0.00%
Memberships	6810	\$ -	\$ 6,144.50	\$ 2,950.00	\$ 14,310.00	\$ 11,360.00	20.61%
Office Expense	6900	\$ -	\$ -	\$ -	\$ 100.00	\$ 100.00	0.00%
Office Supplies	6910	\$ 1,055.70	\$ 4,152.55	\$ 2,613.00	\$ 23,314.00	\$ 20,701.00	11.21%
Postage Expense	6920	\$ 500.00	\$ 5,259.62	\$ 5,457.26	\$ 26,100.00	\$ 20,642.74	20.91%
Advertising Expense	6930	\$ 301.06	\$ 2,894.29	\$ 1,438.06	\$ 15,592.00	\$ 14,153.94	9.22%

General Ledger  
Statement of Revenues and Expenditures  
Fund 10 General Fund  
September 2017 25%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Printing Charges	6940	\$ 1,063.85	\$ 2,631.26	\$ 1,837.05	\$ 19,543.00	\$ 17,705.95	9.40%
Bank & ActiveNet Charges	6950	\$ 5,487.74	\$ 15,987.03	\$ 15,044.43	\$ 45,990.00	\$ 30,945.57	32.71%
Approp Redev/Collection Fees	6960	\$ 30,789.17	\$ 81,476.49	\$ 92,367.50	\$ 369,470.00	\$ 369,470.00	25.00%
Minor Fum Fixture & Equip	6980	\$ 258.44	\$ 522.46	\$ 516.88	\$ 1,683.00	\$ 1,166.12	30.71%
Comp Hardware/Software Exp	6990	\$ 21.44	\$ 1,949.31	\$ 1,692.07	\$ 13,564.00	\$ 11,871.93	12.47%
Fingerprint Fees (HR)	7010	\$ 196.00	-	\$ 196.00	\$ 2,440.00	\$ 2,244.00	8.03%
Fire & Safety Insp Fees	7020	\$ 133.26	-	\$ 133.26	\$ 3,140.00	\$ 3,006.74	4.24%
Permit & Licensing Fees	7030	\$ -	-	\$ 3,329.50	\$ 4,400.00	\$ 1,070.50	75.67%
State License Fee	7040	\$ 341.25	-	\$ 341.25	-	\$ 341.25	0.00%
Professional Services	7100	\$ -	-	\$ -	\$ 500.00	\$ 500.00	0.00%
Legal Services	7110	\$ 11,230.58	\$ 4,003.80	\$ 13,157.58	\$ 69,150.00	\$ 55,992.42	19.03%
Typeset and Print Services	7115	\$ -	\$ 9,545.39	\$ 12,200.26	\$ 50,147.00	\$ 37,946.74	24.33%
Instructor Services	7120	\$ 8,780.45	\$ 44,996.23	\$ 43,572.01	\$ 169,925.00	\$ 126,352.99	25.64%
PERS Admin Fees	7125	\$ 116.98	-	\$ 379.22	\$ 1,550.00	\$ 1,170.78	24.47%
Audit Services	7130	\$ -	\$ 5,640.00	\$ -	\$ 22,260.00	\$ 22,260.00	0.00%
Medical & Health Svcs (HR)	7140	\$ 300.00	\$ 100.00	\$ 300.00	\$ 5,500.00	\$ 5,200.00	5.45%
Security Services	7150	\$ 850.00	\$ 1,677.60	\$ 3,502.60	\$ 3,600.00	\$ 97.40	97.29%
Entertainment Services	7160	\$ 300.00	-	\$ 550.00	\$ 3,450.00	\$ 2,900.00	15.94%
Business Services	7180	\$ 4,060.37	\$ 31,822.61	\$ 45,589.84	\$ 67,375.00	\$ 21,785.16	67.67%
Umpire/Referee Services	7190	\$ -	\$ 630.00	\$ 160.00	\$ 1,640.00	\$ 1,480.00	9.76%
Subscriptions	7210	\$ -	-	\$ -	\$ 4,322.00	\$ 4,322.00	0.00%
Rents & Leases Equip	7310	\$ 5,515.03	\$ 759.86	\$ 6,120.48	\$ 27,610.00	\$ 21,489.52	22.17%
Bldg/Field Leases & Rental	7320	\$ 5.00	\$ 15.00	\$ 5.00	\$ 11,466.00	\$ 11,461.00	0.04%
Event Supplies	7410	\$ 160.00	\$ 925.96	\$ 4.68	\$ 2,310.00	\$ 2,314.68	0.20%
Supplies	7420	\$ 598.62	\$ 168.15	\$ 352.92	\$ 7,175.00	\$ 7,527.92	4.92%
Bingo Supplies	7430	\$ 798.74	\$ 1,797.46	\$ 1,822.60	\$ 7,500.00	\$ 5,677.40	24.30%
Sporting Goods	7440	\$ 1,984.95	\$ 1,495.34	\$ 2,004.25	\$ 8,085.00	\$ 6,080.75	24.79%
Arts and Craft Supplies	7450	\$ -	\$ 384.62	\$ 246.07	\$ 4,820.00	\$ 4,573.93	5.11%
Training Supplies	7460	\$ -	-	\$ -	\$ 3,095.00	\$ 3,095.00	0.00%
Camp Supplies	7470	\$ -	\$ 659.52	\$ 318.50	\$ 1,080.00	\$ 761.50	29.49%
Small Tools	7500	\$ 729.53	\$ 1,357.45	\$ 1,319.24	\$ 6,400.00	\$ 5,080.76	20.61%
Safety Supplies	7510	\$ 285.20	\$ 1,544.70	\$ 545.20	\$ 7,289.00	\$ 6,743.80	7.48%
Uniform Allowance	7610	\$ 141.13	\$ 1,178.60	\$ 419.83	\$ 12,426.00	\$ 12,006.17	3.38%
Safety Clothing	7620	\$ -	\$ 484.59	\$ 139.14	\$ 3,150.00	\$ 3,010.86	4.42%
Conference&Seminar Staff	7710	\$ -	\$ 1,707.68	\$ 6,500.00	\$ 20,745.00	\$ 14,245.00	31.33%
Conference&Seminar Board	7715	\$ -	\$ 212.47	\$ 110.00	\$ 2,240.00	\$ 2,130.00	4.91%
Conference&Seminar Travel Exp	7720	\$ -	\$ 1,860.40	\$ 2,377.92	\$ 13,573.00	\$ 11,195.08	17.52%
Out of Town Travel Board	7725	\$ -	\$ 303.92	\$ -	\$ 6,615.00	\$ 6,615.00	0.00%
Private Vehicle Mileage	7730	\$ 45.48	\$ 523.80	\$ 157.31	\$ 4,190.00	\$ 4,032.69	3.75%
Transportation Charges	7740	\$ -	-	\$ -	\$ 750.00	\$ 750.00	0.00%
Buses/Excursions	7750	\$ 3,388.76	\$ 1,827.64	\$ 5,907.02	\$ 22,870.00	\$ 16,962.98	25.83%
Utilities Gas	7810	\$ 111.98	\$ 2,519.07	\$ 2,188.48	\$ 26,431.00	\$ 24,242.52	8.28%
Utilities Water	7820	\$ 80,336.21	\$ 159,928.08	\$ 162,119.72	\$ 757,800.00	\$ 595,680.28	21.39%
Utilities Electric	7830	\$ 21,833.76	\$ 38,423.20	\$ 33,487.49	\$ 226,374.00	\$ 192,886.51	14.79%
Awards and Certificates	7910	\$ 2,110.85	\$ 4,374.25	\$ 2,486.07	\$ 16,490.00	\$ 14,003.93	15.08%
Meals for Staff Training	7920	\$ 42.87	\$ 112.00	\$ 40.74	\$ 2,710.00	\$ 2,669.26	1.50%
Employee Morale	7930	\$ 54.95	\$ 58.33	\$ 65.66	\$ 9,974.00	\$ 9,908.34	0.66%
COP Debt PV Fields	7950	\$ 20,534.08	-	\$ 61,602.25	\$ 246,409.00	\$ 246,409.00	25.00%
Reserve Vehicle Fleet	7970	\$ 833.33	-	\$ 2,500.00	\$ 10,000.00	\$ 10,000.00	25.00%
Reserve Computer Fleet	7971	\$ 416.67	-	\$ 1,250.00	\$ 5,000.00	\$ 5,000.00	25.00%
Reserve Designated Project	7972	\$ 1,666.67	\$ 7,500.00	\$ 5,000.00	\$ 20,000.00	\$ 20,000.00	25.00%
Reserve Dry Period	7973	\$ 7,500.00	\$ 22,749.99	\$ 22,500.00	\$ 90,000.00	\$ 90,000.00	25.00%
<b>Services and Supplies</b>		<b>\$ 260,546.22</b>	<b>\$ 609,261.99</b>	<b>\$ 702,959.57</b>	<b>\$ 3,141,115.00</b>	<b>\$ 2,627,780.62</b>	<b>22.38%</b>
<b>YTD Comparison</b>				<b>\$ 93,697.58</b>			

Capital	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Capital	8400	\$ -	\$ -	\$ 538.53	\$ -	\$ 538.53	0.00%
HCF Grant Trails	8403	\$ -	\$ 58.87	\$ -	\$ -	\$ -	0.00%
HCF Grant Wildlife Programs	8405	\$ -	\$ 2,697.86	\$ -	\$ -	\$ -	0.00%
Equip/Facility Replacement	8420	\$ 6,378.62	\$ -	\$ 33,358.52	\$ -	\$ 33,358.52	0.00%
Telephone System	8421	\$ -	\$ 4,500.00	\$ -	\$ -	\$ -	0.00%
Needs Assessment	8422	\$ 9,175.00	\$ -	\$ 9,175.00	\$ 68,790.00	\$ 59,615.00	13.34%
Bob Kildee Parking Lot	8423	\$ 131,944.55	\$ -	\$ 131,944.55	\$ 150,000.00	\$ 18,055.45	87.96%
PV Fields Parking Lot	8424	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
Hardwalls GM/HR Offices	8425	\$ 1,311.24	\$ -	\$ 7,177.65	\$ -	\$ 7,177.65	0.00%
Charter Oak Windrow	8426	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	0.00%
Bob Kildee PoupPlay	8429	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00	0.00%
Cam Grve Dog PkArtificial Turf	8430	\$ 9,630.00	\$ -	\$ 9,630.00	\$ 20,000.00	\$ 10,370.00	48.15%
Shop DriveWay	8431	\$ -	\$ -	\$ -	\$ 35,000.00	\$ 35,000.00	0.00%
Freedom Pk Baseball Flds Desig	8432	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	0.00%
Aquatics Tankless Wtr Heaters	8433	\$ -	\$ -	\$ -	\$ 37,000.00	\$ 37,000.00	0.00%
Auditorium Patio	8434	\$ -	\$ -	\$ -	\$ 12,000.00	\$ 12,000.00	0.00%
Auditorium Restroom Remodel	8435	\$ -	\$ -	\$ -	\$ 65,000.00	\$ 65,000.00	0.00%
Springville Dog Park Wall	8436	\$ -	\$ -	\$ -	\$ 81,000.00	\$ 81,000.00	0.00%
Bob Kildee Pavilion Replacemen	8437	\$ -	\$ -	\$ -	\$ 38,000.00	\$ 38,000.00	0.00%
Mission Oaks Roof	8438	\$ -	\$ -	\$ -	\$ 30,000.00	\$ 30,000.00	0.00%

General Ledger  
Statement of Revenues and Expenditures  
Fund 10 General Fund  
September 2017 25%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Auditorium Ducting/Replacement	8439	\$ -	\$ -	\$ -	\$ 30,000.00	\$ 30,000.00	0.00%
Office Design/Carpet/Server	8440	\$ -	\$ -	\$ 6,783.74	\$ 53,000.00	\$ 46,216.26	12.80%
Admin Bldg Roofs #6, #7 Admin	8441	\$ -	\$ -	\$ -	\$ 125,000.00	\$ 125,000.00	0.00%
<b>Capital</b>		<b>\$ 158,439.41</b>	<b>\$ 7,256.73</b>	<b>\$ 198,607.99</b>	<b>\$ 804,790.00</b>	<b>\$ 688,331.41</b>	<b>24.68%</b>
YTD Comparison				\$ 191,351.26			
<b>Expense w/out Capital</b>		<b>\$ 532,829.33</b>	<b>\$ 1,427,308.84</b>	<b>\$ 1,773,442.84</b>	<b>\$ 7,526,028.00</b>	<b>\$ 5,942,210.35</b>	<b>23.6%</b>
YTD Comparison				\$ 346,134.00			

**General Ledger  
Statement of Revenues and Expenditures  
Fund 20 Assessment District  
September 2017 25%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>							
Interest Earnings	5310	\$ -	\$ 164.40	\$ 36.27	\$ 389.00	\$ 352.73	9.32%
Assessment Revenue	5500	\$ -	\$ 10,680.27	\$ -	\$ 1,072,301.00	\$ 1,072,301.00	0.00%
<b>Revenue</b>		<b>\$ -</b>	<b>\$ 10,844.67</b>	<b>\$ 36.27</b>	<b>\$ 1,072,690.00</b>	<b>\$ 1,072,653.73</b>	<b>0.00%</b>
<b>YTD Coparison</b>				<b>\$ (10,808.40)</b>			
<b>Personnel</b>							
Full Time Salaries	6100	\$ 6,189.31	\$ 18,738.90	\$ 16,354.77	\$ 91,142.00	\$ 74,787.23	17.94%
Overtime Salaries	6101	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Car Allowance	6105	\$ 370.24	\$ 369.22	\$ 1,110.72	\$ -	\$ 1,110.72	0.00%
Cell Phone Allowance	6108	\$ 60.16	\$ 246.00	\$ 180.48	\$ -	\$ 180.48	0.00%
PartTime Salaries	6110	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Retirement	6120	\$ 1,059.20	\$ 2,754.88	\$ 2,813.94	\$ 15,247.00	\$ 12,433.06	18.46%
457 Pension	6121	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Employee Insurance	6130	\$ 965.71	\$ 6,626.56	\$ 2,310.53	\$ 14,910.00	\$ 12,599.47	15.50%
Workers Compensation	6140	\$ 613.53	\$ 2,412.44	\$ 1,636.93	\$ 8,695.00	\$ 7,058.07	18.83%
Unemployment Insurance	6150	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Loan Pension Obligation	6160	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
OPEB Expense	6161	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
PERS Unfunded Liability	6170	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Personnel</b>		<b>\$ 9,258.15</b>	<b>\$ 31,148.00</b>	<b>\$ 24,407.37</b>	<b>\$ 129,994.00</b>	<b>\$ 108,169.03</b>	<b>18.78%</b>
<b>YTD Comparison</b>				<b>\$ (6,740.63)</b>			
<b>Services and Supplies</b>							
Incidental Costs Assess	6709	\$ 15,426.15	\$ 15,610.13	\$ 15,426.15	\$ 29,204.00	\$ 13,777.85	52.82%
Tree Care Assess	6719	\$ 600.00	\$ -	\$ 600.00	\$ 40,000.00	\$ 39,400.00	1.50%
Contracted LS Services	6720	\$ 40,200.78	\$ 76,780.09	\$ 86,981.95	\$ 415,596.00	\$ 328,614.05	20.93%
Park Amenities Assess	6722	\$ 6,057.80	\$ -	\$ 6,057.80	\$ 40,000.00	\$ 33,942.20	15.14%
Bank & ActiveNet Charges	6950	\$ -	\$ 30.00	\$ -	\$ 60.00	\$ 60.00	0.00%
Approp Redev/Collection Fees	6960	\$ -	\$ -	\$ -	\$ 7,500.00	\$ 7,500.00	0.00%
Business Services	7180	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	0.00%
COP Debt PV Fields	7950	\$ -	\$ 100,826.48	\$ -	\$ 392,859.00	\$ 392,859.00	0.00%
<b>Expense</b>		<b>\$ 62,284.73</b>	<b>\$ 198,246.70</b>	<b>\$ 109,065.90</b>	<b>\$ 925,219.00</b>	<b>\$ 816,153.10</b>	<b>11.79%</b>
<b>YTD Comparison</b>				<b>\$ (89,180.80)</b>			
<b>Total Expense</b>		<b>\$ 71,542.88</b>	<b>\$ 229,394.70</b>	<b>\$ 133,473.27</b>	<b>\$ 1,055,213.00</b>	<b>\$ 924,322.13</b>	<b>12.6%</b>

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

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**

**DATE: November 2, 2017**

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

**RECOMMENDATION**

It is recommended the Board approve and waive a second reading and adopt the amended Ordinance No. 8, *Governing the Use of Parks, Recreation Areas and Facilities*.

**BACKGROUND**

As the District evolved, ordinances were developed to control the use of District facilities. The ordinances provided 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, each maintained as a separate document. Based on a need to have one concise document listing, all ordinances were consolidated by staff and legal counsel to create 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 and 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. At the June 3, 2015 Board Meeting, the Board approved the ordinance currently used by the District.

**ANALYSIS**

It has been common practice to review the ordinance annually and update if necessary according to current needs of the organization. Staff has met with the Policy Committee for review of the document. The updates and revisions to the ordinance have been included in the attachments. There were a variety of grammatical and spelling errors that have been identified and corrected, but the impact changes are as follows:

- Changed the minimum age for permits from 21 to 18 unless alcohol is present
- Changed the permit requirement from groups of more than 15 to 'Organized Group,' defined as "a meeting or assembly at one of the parks that includes more than 25 people, including but not limited to picnics and parties for family, religious institution, community or school events, or other similar activities"
- Authorized Park Rangers to place citations on car window shields
- Increased business application fees to \$100
- Created a section that prevents permit holders from charging fees and restricting access
- Deleted Section 118-*Permit Issuance c.* to minimize duplication
- Added Parking fee restriction and timeline to Section 202
- Separated vehicle parking fee and park access fee
- Deleted Section 202-*Vehicle and Parking e.* to minimize duplication
- Added competitive activity to definitions

- Combined Sections 506 and 511
- Changed ‘parks’ to ‘District Lands’ in section 113

### **FISCAL IMPACT**

District staff does not anticipate a fiscal impact associated with approval of the revised Ordinance.

### **POLICY COMMITTEE REVIEW**

The District’s Policy Committee met in March, June, and August. The committee provided staff direction for changes in the ordinance. Staff has prepared a redlined and clean version of the ordinance with revisions identified by the Policy Committee.

### **BOARD ACTION**

The District Board held a Public Hearing at the October 4<sup>th</sup> Board meeting. At the public meeting the Board read the title of the ordinance and waived further reading. The Board then approved the draft of Ordinance No. 8.

### **RECOMMENDATION**

It is recommended the Board approve and waive a second reading and adopt the amended Ordinance No. 8, *Governing the Use of Parks, Recreation Areas and Facilities*.

### **ATTACHMENTS**

- 1) Redlined Ordinance No. 8 (45 pages)
- 2) Amended Ordinance No. 8 (41 pages)





**PLEASANT VALLEY  
RECREATION AND PARK DISTRICT**

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

Board Introduction — ~~June 3, 2015~~ October 4, 2017

Public Posting — ~~June 9, 2015~~ September  
19, 2017

Board Adoption — ~~July 1, 2015~~ November 2,  
2017

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RECREATION AREAS AND FACILITIES**

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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~~this Ordinance, which can be given effect without the invalid provision or application and, to this end, ~~the such~~ provisions of ~~these ordinances~~this Ordinance 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. ~~A.~~ **“Applicant”** shall mean an individual who submits an application for a District use permit to utilize a District facility, park or building.
- b. ~~B.~~ **“Administrative Hearing”** shall mean a civil proceeding to contest a civil penalty citation.
- c. ~~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. ~~D.~~ **“Aircraft”** shall mean any device that is used or intended to be used to carry a person or persons in the air.
- e. ~~E.~~ **“Amplified Sound”** shall mean sound projected and transmitted by electronic equipment, including amplifiers, radios, or other devices.
- f. ~~F.~~ **“Article”** shall mean an article of this ~~ordinance~~Ordinance, policy, or statute is stipulated.
- g. ~~G.~~ **“Basic Date”** shall mean the date for use of specific areas of District lands based upon Section 503.
- h. ~~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. ~~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. ~~J.~~ **“Citee”** shall mean the person served with a civil penalty citation charging them as a responsible person for an ~~ordenance~~ Ordinance violation.
- k. ~~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. ~~L.~~ “Competitive Activity” shall mean an event or gathering in which one or more persons meet to test skill and/or ability and focused on winning.
- m. ~~M.~~ **“District”** shall mean the Pleasant Valley Recreation and Park District (~~District~~) and/or all land managed by Pleasant Valley Recreation and Park District.
- n. ~~N.~~ **“District Activities”** refer to District directed, sponsored programs or approved activities.
- o. ~~O.~~ **“District Community Service Groups”** shall mean resident organizations approved by the District’s Board of Directors that conduct organized activities and programs.
- p. ~~P.~~ **“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.”
- q. ~~Q.~~ **“Enforcement Officer” or “Ranger”** shall mean any District employee or agent of the District with the authority and responsibility to enforce provisions of this ~~ordenance~~ Ordinance as authorized in accordance with Section 103.
- r. ~~R.~~ **“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.
- s. ~~S.~~ **“Facility”** shall mean any building, structure, park or facility under the ownership, management or control of the District and available for public use.
- t. ~~T.~~ **“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.
- u. ~~U.~~ **“General Manager”** ~~shall mean means~~ the District’s chief administrative officer ~~of the Pleasant Valley Recreation and Park District or or his or her~~ designee.



- v. ~~U.~~ **“Green Space”** community space consisting of land (such as parks) rather than buildings and use that is maintained for recreational enjoyment.
- w. ~~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.
- x. ~~W.~~ **“Issuance Date”** shall mean the date when a citation is served on the Citee.
- y. ~~X.~~ **“Leash”** shall mean a lead on a dog of a length of six (6) feet or less.
- z. ~~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.
- aa. ~~Z.~~ **“Organized group”** a meeting or assembly at one of the parks that includes more than 25 people, including but not limited to picnics and parties for family, religious institution, community or school events, or other similar activities.
- bb. ~~ZZ.~~ **“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.
- cc. ~~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.
- dd. ~~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 that resides~~ outside the District’s boundaries of the Pleasant Valley Recreation and Park District.
- ee. ~~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 means a park~~ generally ~~range in size~~ up to 10 acres, ~~serve in size which serves~~ 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 means a park that generally range-ranges~~ in size from ~~1-10~~ acres ~~and up as well as to larger that~~ serve as a recreational point for the community. Many include: playgrounds, pavilions, restrooms, 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 a park that is generally range in size from~~ 10 acres ~~and up or larger~~. These parks serve as a location to host competitive activities which through casual or organized participation provide competition and have governing bodies.

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

gg. ~~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.

hh. ~~FF.~~ **“Resident Organizations”** shall mean public and private educational, service and civic groups and non-profit organizations. ~~Programs sponsored by non-profit groups with members who reside within the District when such groups are located within the District and providing programs 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.~~

ii. ~~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.

jj. ~~HH.~~ **“Section”** shall mean a section of this ~~ordinance~~ Ordinance unless some other statute or policy is specifically identified.

kk. ~~H.~~ **“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.

ll. ~~JJ.~~ **“Structure”** ~~shall mean means~~ 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.

mm. ~~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.



nn. ~~LL.~~ **“Vehicle”** ~~shall mean means~~ every device by which any person or property is or may be transported or drawn upon a public street or highway excepting ~~devices-a device~~ moved exclusively by human power or used exclusively upon stationary rails or tracks 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.

oo. ~~MM.~~ **“Violation”** ~~shall mean means~~ a violation of the Pleasant Valley Recreation and Park District’s ordinance(s), including this ordinanceOrdinance.

### SECTION 103- AUTHORITY AND ENFORCEMENT

The District’s 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 ordinanceOrdinance. The General Manager shall also 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 is~~ 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 ordinanceOrdinance, 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 must~~ 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 or any other applicable laws, 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; PENALTIES**

~~Pursuant Unless otherwise specified in this Section, pursuant~~ to Public Resource Code section 5786.17, any person within District Lands who violates any provision of this ~~ordinance~~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~~Violations of Section 202, "Vehicles and Parking", Subsections a, b, c, d, f, g, j, k, and l ~~shall be~~are 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.~~

116 – Violation of Permit

205 – Firearms and Weapons

206 - Hunting

207 - Vandalism

215 - Nudity

222 – Alcoholic Beverages, Intoxicated Persons, Dangerous Drugs

233 – Public Urination

302 - Access

413 – Exclusion from District Areas and Facilities

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~~Ordinance is also referred to 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~~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~~submit a completed 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 his or her 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 citation 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~~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's designated representative. All continuance requests ~~shall~~must be made ~~by a written request in writing~~and 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~~ appear 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 and 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~~ 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 ~~the~~ violation of one or more ordinance sections and for ~~one or more days on which a each day that the~~ violation exists. ~~Each~~ Hence, each ordinance violation ~~shall constitute~~ ~~is~~ 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; and
12. A distinct citation number.

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

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

The District's Board of Directors ~~shall approve~~ has, by resolution, adopted a penalty/citation fee-fine schedule to establish the amount for violations of any civil penalties and provisions of District ordinances. The Board ~~of Directors will review~~ reviews the penalty/citation fees fines 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~~ 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~~ 18 years of age or older. The park, field, or facility is reserved only when the completed Application is accepted and approved by the District office ~~and~~ after all applicable fees are paid.

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

#### **SECTION 110- USE PERMIT RIGHT OF APPEAL**

An Applicant may appeal the decision of a District representative ~~to the General Manager~~ regarding facility permits to the General Manager. 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 decision on the application and, or direct that a permit be issued subject to if the decision is to issue the permit, add appropriate terms and conditions to the permit. The General Manager shall specify grounds for upholding the denial of a permit. 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.

### **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~~ As part of a use permit application, the Applicant 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, including District Lands, 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 being undertaken by the Applicant. ~~A~~ Any 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 therefrom.

~~These requirements may be waived if requests for waiver are submitted in writing and require by the General Manager's approval, in his or her sole discretion, upon receipt of a written request for a waiver.~~

### **SECTION 113- USE OF PARKSDISTRICT LANDS**

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 required fees. A permit ~~must be issued is required~~ for the use of any park District Lands for assemblies or by groups consisting of 15 or more persons organized group. ~~All applications~~ Each application for use of any park District Lands must be signed by an adult 21-18 years or older who shall agree agrees to be responsible for said use; however, when alcohol may be present an application must be signed by an adult 21 years or older. ~~Groups that exceed the maximums~~ A groups that exceeds the maximum attendance listed on its permit 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 group's use of the District Lands park. The District will make arrangements for these items to be placed at the park on District Lands. ~~The and 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 any previously scheduled use to minimize interference with District activities or to suspend an existing use application if the user or any of his or her agents, employees, or guests violates any section applicable to of the District's General Use Policy or any District ordinance or other applicable law.

## SECTION 116- VIOLATION OF PERMIT

Violation of any terms, conditions, rules, and regulations of the permit by the permittee or any agent, guest, or employee of permittee is prohibited. The General Manager reserves the right to: (1) ~~to~~ revoke any permit for a violation ~~thereof of terms of the permit or any District ordinance or other applicable law~~, with or without notice to the persons or organization to whom the permit was issued, and (2) enforce ~~a penalty under any applicable penalties as set forth in~~ Section 105.

## SECTION 117- SALES, SOLICITATION, AND UNLAWFUL ADVERTISING

~~To prevent littering and the destruction of District property, 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 to this prohibition on posting 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 by the District.~~

### ADVERTISING

### SIGNAGE

a) It ~~shall be~~ is unlawful for any person to place or maintain any commercial sign, billboard which includes: billboards and banners, or advertisement on any District property without District authorization.

b) It ~~shall be~~ is 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~~.

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

Advertising for sale any product, goods, wares, merchandise, services, or event.

Conducting or soliciting for any trade, occupation, business, service, or profession.

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

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

- a. No one shall conduct any business in any ~~“District”~~ park except as provided in this section and section 117.
- b. Anyone desiring to conduct ~~any~~ business in any ~~district~~ District park shall apply to the ~~district~~ District for a permit to do so, on an application form ~~to be prepared consistent with this section~~ by the District.
- c. Application Information required:
  1. Name and address and phone number of the ~~applicant~~ Applicant, and if by a corporation, the officers of the corporation;<sub>;</sub>
  2. A description of the park location at which it is desired to conduct such business;<sub>;</sub>
  3. A copy of a current city business license, or proof of application;<sub>;</sub>
  4. Types of any services or items to be sold;<sub>;</sub>
  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, all proposed signage, etc., and a description of means by which goods will be transported to and from the site;<sub>;</sub>
  6. A statement ~~to be~~ signed by the ~~applicant~~ 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;<sub>;</sub>
  7. If goods are to be sold from any stand or cart, proof of insurance in the amount of ~~\$1M-1,000,000~~, or as ~~approved~~ required by District standards, <sub>;</sub> 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~~District and proof of Worker's Compensation meeting the requirements of state law if applicable; and

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~~ Each application made under this section, ~~shall~~ must be accompanied by a non-refundable fee of ~~\$75 (seventy five dollars), 100~~ or it will not be accepted and all such applications shall be reviewed by District staff.

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~~ Lands.

~~b.~~ b. 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~~ Each permit shall ~~be conditioned upon its face as to include conditions such as~~ hours of permitted operation ~~use and as to other requirements found necessary, and such permit may be conditioned that it shall not be valid.~~ The District may refuse to issue permits during any ~~designated~~ District special events.

c. ~~Such~~ No permit shall be ~~valid~~ issued for more than one year from the date of issue, ~~and. A permit~~ may be renewed upon application and payment of another ~~\$75 (seventy five dollars), application fee~~ unless it has been found that the permittee has failed to ~~conform to comply with~~ 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~~ District property.

d. All permits issued under this section shall be nontransferable and may be used only by the permittee ~~and other fees.~~ Fees in addition to the application fee may apply.

#### OPERATION RESTRICTIONS

~~All permittees~~ Each permittee 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 area or stand free from all litter in the area and~~ surrounding ~~the stand or cart by~~

area (at least ~~fifty~~ 50 feet in each direction,) of his or her use free from all litter and permittee shall provide, ~~and remove/empty at the end of each period of use,~~ 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,~~ in his or her discretion, ~~may~~ 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.

## PERMIT ISSUANCE

The General Manager ~~or designee~~ may issue ~~such~~ permits under this section when the conduct of ~~such~~ the proposed 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 use fee may be charged to cover administrative costs of the issuance of such permit and ~~or~~ costs associated with the use of park-District facilities.

~~A~~ No person shall ~~not,~~ without a District permit, 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.

~~e. 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.~~

c. ~~d.~~ When found to be consistent with the policies of the District or to promote the program of the a District program under conditions prescribed by the General Manager.

d. e. When an application is approved for sale of items and all necessary fees and deposits have been made and proof of insurance has been provided to the District.

It is unlawful for any person or persons to throw, deposit, leave, place or to cause the throwing, depositing, leaving or placing of any commercial or noncommercial handbill or unsolicited newspaper on any District Lands including vehicle windshields; however, it shall not be a violation of this section to hand out or to distribute handbills to any person.

#### **SECTION 119- EQUESTRIAN PARK ACCESS DURING PERMITTED ACTIVITY**

A permit holder shall not restrict access or charge a fee to access any District- owned lands without the express written permission of the District Board sought at least 60 days prior to the imposition of any fee or restriction of access, which includes, but is not limited to, the locking of any gates or doors that would inhibit free access to District Lands.

#### **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, or 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 Country 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 for~~ an emergency vehicle or to deliver supplies to a ~~permit~~ permitted group may be authorized, ~~by the District~~ 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**

### **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 ~~(as described in Section 106.)~~ of this Ordinance.

- a. ~~Vehicles-Without written permission of the General Manager vehicles shall be operated on District property Lands only on designated roadways, without written permission of the General Manager or designee.~~
- b. Park entrance or parking fee apply where designated and applicable: (a) No person or persons shall enter or remain on the park-District property without having paid the established fee. Persons desiring to park vehicles within areas designated shall make payment of the entrance and/or parking fees. All fees shall be paid at time of arrival either through the purchase of a daily parking permit or presentation of a current annual parking permit. The permit must be visible in the vehicle. (b) The applicant for Anyone parking on District property pursuant to an overnight permit shall furnish to must show the permit to District staff and/or Park Ranger the permit upon request.
- c. ~~Vehicles-Without written permission of the General Manager 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's 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.~~
- e.  Vehicles operated within the boundaries of public parks shall be driven at a careful and prudent speed not greater than is reasonable and proper with due regard for the traffic, surface, and width of the roads. In no event shall a vehicle be driven on park property at a speed greater than 15 miles per hour.
- 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.~~
- f. h.All parked vehicles are subject to being removed Vehicles are subject to removal 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 in a manner that completely or partially blocks~~ 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.
6. When a vehicle has been parked on District property for more than eighteen (18) consecutive hours without a valid permit.

g. ~~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.

h. ~~j.~~ No vehicle maintenance may be performed on District property except for minor repairs needed to move ~~the a~~ vehicle.

i. ~~k.~~ No vehicle shall be parked on District property after the closing time of the park or facility.

j. ~~l.~~ Disabled Persons Parking Zones

k. No Organized Group or person shall inhibit accessor charge a fee to access or park a vehicle at any District owned lands without the express written permission of the District Board 60 days prior to charging a fee or restricting access

It shall be unlawful for the operator of any vehicle other than a vehicle bearing a distinguishing license place defined by the California State Vehicle Code to stop or park ~~such a~~ 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~~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-Vehicle use is prohibited on fire~~ breaks and fire protection roads, ~~and hiking and riding trails shall be prohibited from vehicular use.~~ An exception ~~will~~may 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~~Lands 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 while acting in their capacity as law enforcement.

## SECTION 206- HUNTING

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

## SECTION 207- VANDALISM

It ~~shall be~~is 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~~Lands. Persons causing vandalism, or parents of persons under the age of 18 causing vandalism, 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~~thereunder 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 [within District Lands](#).

### **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 [landsLands](#).

### **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 [those models specifically geared for the RC track, which may only be used on the RC track, or](#) 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 [landsLands](#).

### **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 [Sectionsection](#).

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 [Sectionsection](#).

- 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~~[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~~[Lands](#) 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~~[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 on District Lands~~ [other](#) than in facilities [expressly](#) 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 [other than](#) 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 or plants, 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.

- a. It is unlawful for any person to injure or destroy any tree growing within the District boundaries by any means, including, but not limited to the following:
  - a. Pouring any deleterious matter on or around any tree or on the surrounding ground, lawn, or sidewalk.
  - b. Posting any sign, poster, notice or other item on any tree, tree stake, or guard, or fastening any guy wire, cable, rope, nail, screw, or other device to any tree, tree stake, or guard without having first obtained a permit from the District.
  - c. Causing any fire or burning near or around any tree or plant life

## 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 securely fastened on a leash~~ a not exceeding six feet in length and is held continuously 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. No person shall walk with more than 4 dogs (or cats) at any given time
- c. ~~b-~~The removal of feces of animals that defecate on park property shall be the responsibility of the owner or custodian of said animal.
- d. e.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.~~

- ~~e.~~ ~~d.~~ No animal shall graze in any park except on property leased for such purpose.
- ~~f.~~ ~~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.
- ~~g.~~ ~~f.~~ Animals may be prohibited from specific parks at specific times or events at the discretion of the General Manager ~~or designee.~~
- ~~h.~~ ~~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~~ No person may be 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 or provide alcoholic beverages ~~in park areas or to sell alcoholic beverages in recreation facilities operated by the District must apply for an on District Lands must obtain a District-issued~~ alcoholic beverage permit at the time of application for facility permit as contained in Articles IV and V herein. ~~Such~~ An alcoholic beverage permit shall be issued only to an individual of legal ~~age.~~ Adequate drinking age upon proof that adequate safeguards ~~shall~~ will be provided to prohibit consumption by minors and excessive consumption by adults. 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 an~~ event for a maximum of four hours and ending the provision of alcohol must end a minimum of one hour prior to the end of the event.

~~The applicant shall also~~ To obtain an alcoholic beverage permit the Applicant must first 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 a~~ 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 on~~ District ~~parks and open Lands~~ 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. It is the responsibility of every person igniting a fire in a District installed barbeque to completely extinguish it (dead out) before leaving the park.

Upon notice of park closure due to a 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-items~~ or material on District Lands 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 without the Board's or General Manager's written permission.

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-~~ 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

Properly licensed and tagged (i.e. ownership identification) dogs without vicious, dangerous, or aggressive propensities may be exercised without a leash in the designated areas and at the designated times established by the District and subject to the following 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 are allowed without adult supervision. Small children must be within arm's reach of a supervising adult.
- d. ~~Dogs~~ Each dog must display a current license and be properly inoculated, healthy (no contagious conditions), and parasite-free. No dog that is sick, in heat, vicious, aggressive or has previously bitten any person is permitted in the off-leash area.
- e. Dogs are to be kept on a leash (~~with a preferred leash~~ 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, as determined in the General Manager's sole discretion.

- 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, as determined in the General Manager's sole discretion. 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 An aggressive dog is also 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 or more dogs in the large dog section and one or more dogs in the small dog section, if so designated.
- o. No female dogs in heat. ~~No or~~ puppies under five months of age, due to their vulnerability to disease and injury, are allowed in a Dog Park.
- ~~p. People may not run or jump while within the Dog Park. Please remind your young children of this rule.~~
- ~~p.~~ q. ~~q.~~ No grooming of dogs at ~~the a~~ Dog Park.
- ~~q.~~ r. ~~r.~~ When leaving the park, please remove all tennis balls, toys, or other personal items or they will be discarded.
- ~~r.~~ s. ~~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.
- ~~s.~~ t. ~~t.~~ The entrance into an off-leash area within the District constitutes an agreement to comply with the rules contained in this section as well as all those regulations posted with respect to the use of such off-leash areas.
- ~~t.~~ u. ~~u.~~ The entrance into an off-leash area within the District constitutes an agreement to protect, indemnify, defend and hold harmless the District from any claim, injury or damage arising from or in connection with such use of District property.

## **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~~ is a further violation of these 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-green~~ space areas will be processed in accordance with District procedures established in this ~~document~~ Ordinance.

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

~~The District ordinance regarding fires is contained~~ In addition to the regulations 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~~on District ~~Parks~~Lands.
- b. Smoking ~~of tobacco and marijuana~~ is prohibited ~~in~~on all District ~~designated open space consistent with Section 409 herein~~Lands.

#### **SECTION 306- ~~DAY~~ GROUP USE**

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

#### **SECTION 307- OFF 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 ~~form~~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~~may be operated or parked on any open space lands except where specifically permitted. ~~An exception will be made for those vehicles that are~~ unless 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, ~~as determined by the General Manager,~~ will be subject to Board approval. All requests are subject to the 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, or any other applicable law or regulation. 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~~ the Applicants shall be responsible for the 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~~ Sections 109-114. Exceptions will be based on event size, type, and location requested. ~~These~~ Exception 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 a 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 Organization
- 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~~ An organized group (25 or more) must obtain a permit for all reservable picnic areas. ~~Groups of fewer than 15 that have less people than an organized group~~ 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-TOBACCO- OR MARIJUANA-~~ RELATED PRODUCTS**

No smoking of any kind on District property to include all ~~tobacco-related tobacco- and marijuana-related~~ products, and 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 receiving~~ all necessary permits ~~have been approved and fees paid, insurance and paying all applicable fees.~~

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 receiving~~ all necessary permits have been approved and ~~paying all applicable 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 ~~21-18~~ 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~~ These are ~~defined as complexes of 10 acres or more in size acres where the primary use is primarily used~~ 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 for the use of these facilities by any organized group.~~

#### **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's Board of Directors shall establish reasonable fees for the use of District property. Full payment is due 30 days prior to the use date. 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 the use of rooms, chairs, tables, setup, and cleanup. ~~These~~ The following services are also available at for an additional fee: security, custodial service, and other services identified by staff in advance of permittee's use as set forth in the District's General Use Policy. When Use at a time when the facility is normally closed, will result in the assessment of 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 Areas

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

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

**Class 1**

- a. ~~Recognized~~ For a recognized District Community Service Organization as approved by the District's Board of Directors. ~~Fees-~~ 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-rates~~ 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.

~~e. Full payment is due 30 days prior to the use date.~~

- ~~c.~~ ~~d.~~ An additional fee is required when alcohol ~~is~~ will be served or sold at a function.
- ~~d.~~ ~~e.~~ Additional administrative fees may be charged on all applicant-initiated changes, including cancellations.
- ~~e.~~ ~~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.
- ~~f.~~ ~~g.~~ When a facility is not normally open and recreation staff or custodian is required to be on duty additional fees accrue. The minimum hourly coverage for custodian is two hours.
- ~~g.~~ ~~h.~~ When recreation staff is needed for facility control additional fees accrue.
- ~~h.~~ ~~i.~~ When ball field lights or other special equipment are required additional fees accrue.
- ~~i.~~ ~~j.~~ When facility damage and/or liability insurance fees are required additional fees accrue.
- ~~j.~~ ~~k.~~ 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 a facility's~~ maximum occupancy.
- ~~k.~~ ~~l.~~ The determination of requirements for additional personnel and associated charges thereof shall be made by the General Manager or designee.

#### **SECTION 506- REFUNDABLE DEPOSITS AND CANCELLATION REFUND POLICY**

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.

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

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

The park, field, or facility is reserved only when ~~the a~~ completed Application is accepted and approved by the District office and after 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**

The District will perform setup and breakdown unless otherwise stated in the application. 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\_ or~~ additional fees may apply.

### **SECTION 510- DECORATIONS**

When decorations are to be used, prior approval shall be obtained by the user from the District's ~~designee~~ Parks Services Manager. 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 511- 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 as determined in the General Manager's sole discretion.
- b. When alcohol is being served, sold, or consumed.
- c. When additional precautions are deemed necessary due to the nature of the event as determined in the General Manager's sole discretion.

~~d. The District will arrange for Security Guards any required security guards at the event and costs will be passed onto at the Applicant's cost.~~

~~e. Security Guards on duty for a function must report. If security is required, security guards must begin their shift a ½ hour before the scheduled event starts and remain on duty for a ½ hour after the event is scheduled to end and must stay until 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. When security is required by the District or requested by the Applicant, the application requires approval by the General Manager or designee.~~

### ~~SECTION 512- 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 513- 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 514- 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 ~~14-5~~ 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 for any event scheduled more than 5 days in advance. 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 515- SECTION 516- PARKING FEES~~

~~Normally~~ District parking facilities are typically 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.

Vehicles entering Camarillo Grove Park ~~does requires must pay~~ 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~~2017.

Chairperson

\_\_\_\_\_  
~~Elaine~~ ~~Magner~~ Neal Dixon,

Board of Directors

ATTEST:

\_\_\_\_\_  
~~Neal Dixon~~ Bob Kelley, Secretary

Board of Directors



**PLEASANT VALLEY  
RECREATION AND PARK DISTRICT**

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

Board Introduction – October 4, 2017  
Public Posting – September 19, 2017  
Board Adoption – November 2, 2017



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

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**GENERAL**

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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 this Ordinance, which can be given effect without the invalid provision or application and, to this end, such provisions of this Ordinance 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. **“Competitive Activity”** shall mean an event or gathering in which one or more persons meet to **test skill and/or ability and focused on winning.**
- m. **“District”** shall mean the Pleasant Valley Recreation and Park District and/or all land managed by Pleasant Valley Recreation and Park District.
- n. **“District Activities”** refer to District directed, sponsored programs or approved activities.
- o. **“District Community Service Groups”** shall mean resident organizations approved by the District’s Board of Directors that conduct organized activities and programs.
- p. **“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.”
- q. **“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.
- r. **“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.
- s. **“Facility”** shall mean any building, structure, park or facility under the ownership, management or control of the District and available for public use.
- t. **“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.
- u. **“General Manager”** means the District’s chief administrative officer or his or her designee.

- v. **“Green Space”** community space consisting of land (such as parks) rather than buildings and use that is maintained for recreational enjoyment.
- w. **“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.
- x. **“Issuance Date”** shall mean the date when a citation is served on the Citee.
- y. **“Leash”** shall mean a lead on a dog of a length of six (6) feet or less.
- z. **“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.
- aa. **“Organized group”** a meeting or assembly at one of the parks that includes more than 25 people, including but not limited to picnics and parties for family, religious institution, community or school events, or other similar activities.
- bb. **“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.
- cc. **“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.
- dd. **“Out-of-District / Non-Resident, Group or Organization”** shall mean any person, group, organization, association, partnership, firm, entity, or corporation that resides outside the District’s boundaries.
- ee. **“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** means a park generally up to 10 acres in size which serves 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** means a park that generally ranges in size from 10 acres to larger that serve as a recreational point for the community. Many include:

playgrounds, pavilions, restrooms, sports fields, and offer active and passive space.

- c. **Sports Park** a park that is generally 10 acres or larger. These parks serve as a location to host competitive activities which through casual or organized participation provide competition and have governing bodies.
- ff. **“Permit”** shall mean a permit for use of parks, equipment, or buildings as provided for and defined within District ordinances.
- gg. **“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.
- hh. **“Resident Organizations”** shall mean public and private educational, service and civic groups and non-profit organizations with members who reside within the District when such groups are located within the District and providing programs open to the public with a primary purpose of recreation and/or youth service.
- ii. **“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.
- jj. **“Section”** shall mean a section of this Ordinance unless some other statute or policy is specifically identified.
- kk. **“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.
- ll. **“Structure”** means 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.
- mm. **“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.
- nn. **“Vehicle”** means every device by which any person or property is or may be transported or drawn upon a public street or highway excepting a device moved exclusively by human power or used exclusively upon stationary rails or tracks 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.

- oo. **“Violation”** means a violation of the District’s ordinance(s), including this Ordinance.

### **SECTION 103- AUTHORITY AND ENFORCEMENT**

The District’s 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. Unless this policy expressly provides otherwise the General Manager shall enforce the provisions of this Ordinance. The General Manager shall also 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 is 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 must carry identification and shall issue citations in accordance with Penal Code Section 853.5 *et seq.*

### **SECTION 104- COMPLIANCE**

Persons entering District Lands 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 or any other applicable laws, 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.

### **SECTION 105- ENFORCEMENT; PENALTIES**

Unless otherwise specified in this Section, 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 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.

Violations of Section 202, "Vehicles and Parking", Subsections a, b, c, d, f, g, j, k, and l are 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:

- 116 – Violation of Permit
- 205 – Firearms and Weapons
- 206 - Hunting
- 207 - Vandalism
- 215 - Nudity
- 222 – Alcoholic Beverages, Intoxicated Persons, Dangerous Drugs
- 233 – Public Urination
- 302 - Access
- 413 – Exclusion from District Areas and Facilities

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 is also referred to 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 submit a completed 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 his or her 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 citation 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's designated representative. All continuance requests must be made in writing and 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 appear 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 and 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 the violation of one or more ordinance sections and for each day that the violation exists. Hence, each ordinance violation is a separate violation and 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; and
12. A distinct citation number.

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

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

The District's Board of Directors has, by resolution, adopted a penalty/citation fine schedule to establish the amount for violations of any civil penalties and provisions of District ordinances. The Board reviews the penalty/citation fines 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 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 18 years of age or older. The park, field, or facility is reserved only when the completed Application is accepted and approved by the District office after all 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- USE PERMIT RIGHT OF APPEAL**

An Applicant may appeal the decision of a District representative regarding facility permits to the General Manager. 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 decision on the application and, if the decision is to issue the permit, add appropriate terms and conditions to the permit. The General Manager shall specify grounds for upholding the denial of a permit. 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.

## **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**

As part of a use permit application, the Applicant 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, including District Lands, occurring as the result of the activity being undertaken by the Applicant. Any 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 therefrom.

These requirements may be waived by the General Manager, in his or her sole discretion, upon receipt of a written request for a waiver.

## **SECTION 113- USE OF DISTRICT LANDS**

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 required fees. A permit is required for the use of District Lands for assemblies or organized group. Each application for use of District Lands must be signed by an adult 18 years or older who agrees to be responsible for said use; however, when alcohol may be present an application must be signed by an adult 21 years or older. A groups that exceeds the maximum attendance listed on its permit 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 District Lands. The District will make arrangements for these items to be placed on District Lands and 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 any previously scheduled use to minimize interference with District activities or to suspend an existing use application if the user or any of his or her agents, employees, or guests violates any section of the District's General Use Policy or any District ordinance or other applicable law.

## **SECTION 116- VIOLATION OF PERMIT**

Violation of any terms, conditions, rules, and regulations of the permit by the permittee or any agent, guest, or employee of permittee is prohibited. The General Manager reserves the right to: (1) revoke any permit for a violation of terms of the permit or any District ordinance or other applicable law, with or without notice to the persons or organization to whom the permit was issued, and (2) enforce any applicable penalties as set forth in Section 105.

## **SECTION 117- SALES, SOLICITATION, AND UNLAWFUL ADVERTISING**

To prevent littering and the destruction of District property, 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 to this prohibition on posting is upon a bulletin board or such place especially designated and provided for such purposes by the District.

## SIGNAGE

- a) It is unlawful for any person to place or maintain any commercial sign, which includes; billboards and banners, on any District property without District authorization.
- b) It is 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.

Permission must be obtained from the General Manager before a permit is issued authorizing use of any park or building when the activity proposed is to be held for commercial activity including:

Advertising for sale any product, goods, wares, merchandise, services, or event.

Conducting or soliciting for any trade, occupation, business, service, or profession.

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

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

- a. No one shall conduct any business in any District park except as provided in this section and section 117.
- b. Anyone desiring to conduct business in any District park shall apply to the District for a permit to do so, on an application form prepared by the District.
- 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 services or 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, all proposed signage, etc., and a description of means by which goods will be transported to and from the site;
6. A statement 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 \$1,000,000, or as required 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 and proof of Worker's Compensation meeting the requirements of state law if applicable; and
8. Proof of application for all permits required by other public agencies such as County Health.

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

Each application made under this section must be accompanied by a non-refundable fee of \$100 or it will not be accepted and all such applications shall be reviewed by District staff.

- 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 Lands.
- b. 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. Each permit shall include conditions such as hours of permitted use and other requirements found necessary. The District may refuse to issue permits during any District special events.

c. No permit shall be issued for more than one year from the date of issue. A permit may be renewed upon application and payment of another application fee unless it has been found that the permittee has failed to comply with 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. Fees in addition to the application fee may apply.

#### OPERATION RESTRICTIONS

Each permittee 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 and surrounding area (at least 50 feet in each direction) of his or her use free from all litter and permittee shall provide, and remove/empty at the end of each period of use, 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, in his or her discretion, may at any time 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.

#### PERMIT ISSUANCE

The General Manager may issue permits under this section when the conduct of the proposed 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 use fee may be charged to cover administrative costs of the issuance of such permit and costs associated with the use of District facilities.

No person shall, without a District permit, 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 found to be consistent with the policies of the District or to promote a District program under conditions prescribed by the General Manager.
- d. When all necessary fees and deposits and proof of insurance has been provided to the District.

It is unlawful for any person or persons to throw, deposit, leave, place or to cause the throwing, depositing, leaving or placing of any commercial or noncommercial handbill or unsolicited newspaper on any District Lands including vehicle windshields; however, it shall not be a violation of this section to hand out or to distribute handbills to any person.

#### **PARK ACCESS DURING PERMITTED ACTIVITY**

A permit holder shall not restrict access or charge a fee to access any District-owned lands without the express written permission of the District Board sought at least 60 days prior to the imposition of any fee or restriction of access, which includes, but is not limited to, the locking of any gates or doors that would inhibit free access to District Lands.

#### **SECTION 119- EQUESTRIAN ACCESS**

The primary form of access into open space areas shall be via foot or horseback on equestrian trails. No person shall block, obstruct, or 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 Country Recorder of Ventura County, California and as amended in the Judgment recorded on March 22, 1993 bearing Instrument Number 93-065046. Vehicular access for an emergency vehicle or to deliver supplies to a permitted group may be authorized by the District 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 as described in Section 106 of this Ordinance.

- a. Without written permission of the General Manager vehicles shall be operated on District Lands only on designated roadways.
- b. Park entrance or parking fee apply where designated and applicable: (a) No person or persons shall enter or remain on District property without having paid the established entrance and/or parking fees. All fees shall be paid at time of arrival either through the purchase of a daily parking permit or presentation of a current annual parking permit. The permit must be visible in the vehicle. (b) Anyone parking on District property pursuant to an overnight permit must show the permit to District staff and/or Park Ranger upon request.
- c. Without written permission of the General Manager vehicles shall not be parked on District property except within designated parking lot areas or within designated markings.
- d. Vehicles shall not be allowed on any grass areas unless the vehicle's owner receives prior written permission from the General Manager.
- e. Vehicles operated within the boundaries of public parks shall be driven at a careful and prudent speed not greater than is reasonable and proper with due regard for the traffic, surface, and width of the roads. In no event shall a vehicle be driven on park property at a speed greater than 15 miles per hour.
- f. Vehicles are subject to removal 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 in a manner that completely or partially blocks 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.
  6. When a vehicle has been parked on District property for more than eighteen (18) consecutive hours without a valid permit.
- g. 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.
  - h. No vehicle maintenance may be performed on District property except for minor repairs needed to move a vehicle.
  - i. No vehicle shall be parked on District property after the closing time of the park or facility.
  - j. Disabled Persons Parking Zones
  - k. No Organized Group or person shall inhibit accessor charge a fee to access or park a vehicle at any District owned lands without the express written permission of the District Board 60 days prior to charging a fee or restricting access

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 a vehicle in a parking zone identified as reserved for disabled or handicapped persons. 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. Vehicle use is prohibited on fire breaks and fire protection roads and hiking and riding trails. An exception may 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 Lands 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 while acting in their capacity as law enforcement.

#### **SECTION 206- HUNTING**

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

#### **SECTION 207- VANDALISM**

It is 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 Lands. Persons causing vandalism, or parents of persons under the age of 18 causing vandalism, 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 thereunder 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 within District Lands.

#### **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 those models specifically geared for the RC track, which may only be used on the RC track, or 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 Lands 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 on District Lands other than in facilities expressly 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 other than 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 or plants, 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.

- a. It is unlawful for any person to injure or destroy any tree growing within the District boundaries by any means, including, but not limited to the following:

- a. Pouring any deleterious matter on or around any tree or on the surrounding ground, lawn, or sidewalk.
- b. Posting any sign, poster, notice or other item on any tree, tree stake, or guard, or fastening any guy wire, cable, rope, nail, screw, or other device to any tree, tree stake, or guard without having first obtained a permit from the District.
- c. Causing any fire or burning near or around any tree or plant life

**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 securely fastened on a leash a not exceeding six feet in length and is held continuously in the care, custody, or control of a competent person. Pets not properly leashed may be impounded by Animal Control and the owner cited.
- b. No person shall walk with more than 4 dogs (or cats) at any given time
- c. The removal of feces of animals that defecate on park property shall be the responsibility of the owner or custodian of said animal.
- d. 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.
- e. No animal shall graze in any park except on property leased for such purpose.
- f. 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.
- g. Animals may be prohibited from specific parks at specific times or events at the discretion of the General Manager.

- h. Specific provisions of this section may be modified in specific instances with written permission of the General Manager.

**SECTION 222- ALCOHOLIC BEVERAGES, INTOXICATED PERSONS, DANGEROUS DRUGS**

No person may be 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 or provide alcoholic beverages on District Lands must obtain a District-issued alcoholic beverage permit at the time of application for facility permit as contained in Articles IV and V herein. An alcoholic beverage permit shall be issued only to an individual of legal drinking age upon proof that adequate safeguards will be provided to prohibit consumption by minors and excessive consumption by adults. 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 an event for a maximum of four hours and the provision of alcohol must end a minimum of one hour prior to the end of the event.

To obtain an alcoholic beverage permit the Applicant must first 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 a request for the alcoholic beverage permit is denied by the staff, provisions in Section 110, Right of Appeal, shall apply. The General Manager 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 barbeques on District Lands 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. It is the responsibility of every person igniting a fire in a District installed barbeque to completely extinguish it (dead out) before leaving the park.

Upon notice of park closure due to a fire hazard warning by the fire district, all reservations shall be cancelled and affected areas closed to the public.

**SECTION 226- DUMPING**

Dumping rocks, soil, grass clippings, branches, leaves, equipment, vehicles, furniture or accessories, or any other items or material on District Lands 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 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 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 without the Board’s or General Manager’s written permission.

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.

**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.

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**

Properly licensed and tagged (i.e. ownership identification) dogs without vicious, dangerous, or aggressive propensities may be exercised without a leash in the designated

areas and at the designated times established by the District and subject to the following 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 are allowed without adult supervision. Small children must be within arm's reach of a supervising adult.
- d. Each dog must display a current license and be properly inoculated, healthy (no contagious conditions), and parasite-free. No dog that is sick, in heat, vicious, aggressive or has previously bitten any person is permitted in the off-leash area.
- e. Dogs are to be kept on a leash with a leash 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, as determined in the General Manager's sole discretion.
- 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, as determined in the General Manager's sole discretion. Aggressive dogs are defined as either potentially dangerous or vicious dogs as defined in the California Food and Agricultural Code Section 31602 and 31603. An aggressive dog is also 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 or more dogs in the large dog section and one or more dogs in the small dog section, if so designated.
- o. No female dogs in heat or puppies under five months of age, due to their vulnerability to disease and injury, are allowed in a Dog Park.
- p. No grooming of dogs at a Dog Park.
- q. When leaving the park, please remove all tennis balls, toys, or other personal items or they will be discarded.
- r. The District reserves the right to designate certain parks with signage, as "off-leash" parks, allowing for dogs to run free without a leash.
- s. The entrance into an off-leash area within the District constitutes an agreement to comply with the rules contained in this section as well as all those regulations posted with respect to the use of such off-leash areas.
- t. The entrance into an off-leash area within the District constitutes an agreement to protect, indemnify, defend and hold harmless the District from any claim, injury or damage arising from or in connection with such use of District property.

### **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 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 is a further violation of these 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 green space areas will be processed in accordance with District procedures established in this Ordinance.

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

In addition to the regulations in Section 225, 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 on District Lands.

- b. Smoking of tobacco and marijuana is prohibited on all District Lands.

### **SECTION 306- GROUP USE**

Reservations are required for use of District Lands by organized groups in accordance with District procedures established in this document.

### **SECTION 307- OFF 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 (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 may be operated or parked on any open space lands except where specifically permitted unless authorized by the District for such use.

### **SECTION 311- NATURE PRESERVES**

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." 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, as determined by the General Manager, will be subject to Board approval. All requests are subject to the District priority-ranking classification (Section 406) and fee schedule (Section 502). The General Manager reserves the right to cancel 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, or any other applicable law or regulation. Applicants shall be responsible for the condition in which they leave District premises. If District property has been damaged or abused beyond normal wear, the Applicants shall be responsible for the 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 Sections 109-114. Exceptions will be based on event size, type, and location requested. Exception requests may be waived if requests for waiver are submitted in writing and require the General Manager's approval.

### **SECTION 403- EXTENDED USAGE**

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

### **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 a permit. Exceptions are subject to General Manager for approval.

### **SECTION 405- RENTAL PERIODS**

Minimum building rental periods are 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 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 Organization
- 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.

An organized group (25 or more) must obtain a permit for all reservable picnic areas. Groups that have less people than an organized group 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- OR MARIJUANA-RELATED PRODUCTS**

No smoking of any kind on District property to include all tobacco- and marijuana-related products and 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 receiving all necessary permits, insurance and paying all applicable fees.

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 receiving all necessary permits have been approved and paying all applicable fees. The sale or serving of alcohol is prohibited at all sporting and youth events except as approved by the General Manager.

#### **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 18 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 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 District.

#### **SECTION 412- USE OF SPORTS PARKS/COMPLEXES**

Sports parks/complexes in the District are the following: Pleasant Valley Fields, Bob Kildee Park, Freedom Park, and Mission Oaks Park. These are complexes of 10 acres or more in size primarily used for competitive activities which, through casual or organized participation, provide competition and have governing bodies.

A permit is required for the use of these facilities by any organized group.

#### **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's Board of Directors shall establish reasonable fees for the use of District property. Full payment is due 30 days prior to the use date. 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 the use of rooms, chairs, tables, setup, and cleanup. The following services are also available for an additional fee: security, custodial service, and other services identified in advance of permittee's use as set forth in the District's General Use Policy. Use at a time when the facility is normally closed will result in the assessment of additional fees.

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 Areas

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

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

**Class 1**

- a. For 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.

**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 rates 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. An additional fee is required when alcohol will be served or sold at a function.
- d. Additional administrative fees may be charged on all applicant-initiated changes, including cancellations.
- e. 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.
- f. When a facility is not normally open and recreation staff or custodian is required to be on duty additional fees accrue. The minimum hourly coverage for custodian is two hours.
- g. When recreation staff is needed for facility control additional fees accrue.
- h. When ball field lights or other special equipment are required additional fees accrue.
- i. When facility damage and/or liability insurance fees are required additional fees accrue.
- j. 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 a facility's maximum occupancy.
- k. The determination of requirements for additional personnel and associated charges thereof shall be made by the General Manager or designee.

**SECTION 506- REFUNDABLE DEPOSITS AND CANCELLATION  
REFUND POLICY**

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

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

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

The park, field, or facility is reserved only when a completed Application is accepted and approved by the District office after 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**

The District will perform setup and breakdown unless otherwise stated in the application. 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 or additional fees may apply.

### **SECTION 510- DECORATIONS**

When decorations are to be used, prior approval shall be obtained by the user from the District's Parks Services Manager. No duct tape, tacks, nails or glue are allowed on any walls, columns, 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- 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 as determined in the General Manager's sole discretion.
- b. When alcohol is being served, sold, or consumed.
- c. When additional precautions are deemed necessary due to the nature of the event as determined in the General Manager's sole discretion.

The District will arrange for any required security guards at the event at the Applicant's cost.

If security is required, security guards must begin their shift a ½ hour before the scheduled event starts and remain on duty for a ½ hour after the event is scheduled to end and must stay until all attendees have left.

When security is required by the District or requested by the Applicant, the application requires approval by the General Manager.

#### **SECTION 512- 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 513- FILMING**

A filming permit and application must be 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 as set forth in the District's General Use Policy.

#### **SECTION 514- 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 5 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 for any event scheduled more than 5 days in advance. The amount of liability insurance required shall be determined by the District.

#### **SECTION 515- PARKING FEES**

District parking facilities are typically 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.

Vehicles entering Camarillo Grove Park must pay a parking fee 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 \_\_\_\_\_, 2017.

\_\_\_\_\_  
Neal Dixon, Chairperson

Board of Directors

ATTEST:

\_\_\_\_\_  
Bob Kelley, Secretary

Board of Directors

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

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER  
By: Bob Cerasuolo, Park Services Manager**

**DATE: November 2, 2017**

**SUBJECT: CONSIDERATION AND APPROVAL OF BID AWARD  
FOR THE PARKS MAINTENANCE YARD DRIVEWAY**

**RECOMMENDATION**

It is recommended that the Board approve and authorize the General Manager to enter into a contract with Toro Enterprises to replace the asphalt driveway with a concrete driveway in the amount of \$44,420.

**BACKGROUND**

This Capital Improvement Project was identified in the FY 2017/2018 budget workshops and funded with the approval of the 2017/18 budget. The Board appropriated capital funds in the amount of \$35,000 to replace the asphalt driveway with a concrete driveway.

The District developed Freedom Park in 1976 with 33.9 acres and built the maintenance yard the following year in 1977. The maintenance yard driveway was built over the top of the underground fuel tank. Those tanks eventually deteriorated and were removed, but caused damage to the driveway due to the corresponding fuel leak. As with most asphalt, it deteriorates quicker when not kept on a reoccurring maintenance schedule. There is approximately 5,200 square feet of surface area located at the maintenance yard which needs to be removed.

In September of 2017, staff sent out a RFP (Request for Proposal) and six companies came to the mandatory job walk which was held on September 26, 2017. Of the six (6) companies that were solicited for bids, only three (3) submitted bids with the low bidder being Toro Enterprises in the amount of \$44,420.

**ANALYSIS**

Without yearly maintenance the driveway has developed large pot holes creating safety concerns for staff and delivery personnel since this is the main hub for parks' maintenance trucks, supplies and deliveries. As a construction material, concrete offers outstanding durability and longevity, given proper application, well-designed site structures and regular maintenance. The useful service life of concrete may be anywhere from 30 years to 50 years. Staff chose to use concrete over asphalt which is why the bids came in over the projected cost.

The bids ranged from \$44,420 to \$109,428. The low bid received from Toro Enterprises meets all the required specifications. Recommendation for an award is based on the base bid. Toro Enterprises is a qualified Contractor, with a General Engineering Contractor license class A and has performed projects of similar size and scope including the following projects: City of Camarillo, City of Simi Valley, Swinerton Builders and the City of Ventura.

**FISCAL IMPACT**

The District allocated \$35,000 from Capital funds for this project; these funds were designated in the FY 2017-2018 budget.

**RECOMMENDATION**

It is recommended that the Board of Directors approve and authorize the General Manager to enter into an agreement with Toro Enterprises to replace the asphalt driveway with a concrete driveway in the amount of \$44,420.

**ATTACHMENT**

- 1) Job Qualifications (1 page)
- 2) Bid Abstract (1 page)



Requirements	Proposal #1	Proposal #2	Proposal #3
<b>Categories</b>	<b>Toro Enterprises</b>	<b>Hughes Engineering</b>	<b>United Construction</b>
Current California Contractor License	Yes	Yes	Yes
Classifications	Class A	Class A	Class A
Workers Compensation	Yes	Yes	Yes
Contractor's Bond	Yes	Yes	Yes
Insurance	Yes	Yes	Yes
References	Excellent	Excellent	Excellent
Location	Oxnard	Camarillo	Northridge
D.I.R number (Department of industrial Relations)	Yes	Yes	Yes
Cost	\$44,420	\$46,768	\$109,428



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

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Bob Cerasuolo, Park Services Manager**

**DATE: November 2, 2017**

**SUBJECT: CONSIDERATION AND APPROVAL OF BID AWARD  
FOR THE MISSION OAKS PARK CONCESSIONS  
BUILDING ROOF**

**RECOMMENDATION**

It is recommended that the Board approve and authorize the General Manager to enter into a contract with Falcon Roofing to replace the roof at the Mission Oaks Concessions Building in the amount of \$17,886.

**BACKGROUND**

This Capital Improvement Project was identified in the FY 2017/2018 budget workshops and funded with the approval of the 2017/18 budget. The Board appropriated capital funds in the amount of \$30,000 to replace the roof located at the Mission Oaks Concessions Building

The original building was built in 1995 and in 2009 an addition was built to house the Camarillo Girls Softball Association equipment. The current roof has lasted approximately 22 years with minor repairs throughout the years. The roofing material on this building is made of concrete tiles that typically last 35 years however, this building sits approximately 20 feet away from the softball fields. Consistently, there are foul balls which land on the concrete tile which break and then cause the roof to leak.

As part of this project, Board asked staff to examine the following roofing materials: Tile, Metal, and Asphalt. If the District were to leave the concrete tile roof, there would be a continued cost of approximately \$3,000 per year to replace broken tiles and underlayment along with the risk of these tiles falling on patrons. Metal roofing tends to hold up for 20 to 50 years and is fire resistant. The downside to metal roofs is cost and denting. Asphalt/shingle roofs are the least expensive and tend to be low maintenance and have a life span of 20 to 30 years.

In September of 2017 staff sent out an RFP (Request for Proposal) and six companies came to the mandatory job walk which was held on September 26, 2017. Of the six (6) companies that were solicited for bids, only four (4) submitted bids with the low bidder being Falcon Roofing in the amount of \$17,886.

**ANALYSIS**

Roofs, like any improvement, have a projected service life based on construction methods, maintenance levels, and a number of other key factors. The District is responsible for the maintenance and upkeep of several buildings throughout the District. The systematic repair and maintenance of these required infrastructure items will extend their service life. This project will complete the repair and maintenance at this site and set a starting point for scheduled

preventative maintenance practices. There is a thirty (30) year manufacture warranty on this project and a two (2) year contractor warranty that was included with the bid specifications.

The bids ranged from \$17,886 to \$52,362. The low bid received from Falcon Roofing meets all the required specifications. Recommendation for an award is based on the base bid. Falcon Roofing is a qualified contractor, with a C-39 Roofing Contractor license and has performed projects of similar size and scope including the projects for the following entities: County of Santa Barbara Fire Department, Apex Contractors, Pleasant Valley School District and Oxnard Union High School District.

**FISCAL IMPACT**

The District allocated \$30,000 from Capital funds for this project; these funds were designated in the FY 2017-2018 budget.

**RECOMMENDATION**

It is recommended that the Board of Directors approve and authorize the General Manager to enter into a contract with Falcon Roofing to replace the roof at the Mission Oaks Concessions Building in the amount of \$17,886.

**ATTACHMENT**

- 1) Job Qualifications (1 page)
- 2) Bid Abstract (1 page)

Requirements	Proposal #1	Proposal #2	Proposal #3	Proposal #4
Categories	Falcon Roofing	Channel Islands	Rey-Crest	Best Contracting
Current California Contractor License	Yes	Yes	Yes	Yes
Classifications	C-39	C-39	C-39	C-39
Workers Compensation	Yes	Yes	Yes	Yes
Contractor's Bond	Yes	Yes	Yes	Yes
Insurance	Yes	Yes	Yes	Yes
References	Yes	Yes	Yes	Yes
Location	Camarillo	Oxnard	Los Angeles	Gardena
D.I.R number(Department of Industrial Relations)	Yes	Yes	Yes	Yes
<b>Cost</b>	<b>\$17,886</b>	<b>\$24,775</b>	<b>\$36,550</b>	<b>\$52,362</b>



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

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Bob Cerasuolo, Park Services Manager**

**DATE: November 2, 2017**

**SUBJECT: CONSIDERATION AND APPROVAL OF AUDITORIUM  
PATIO REMODEL**

**RECOMMENDATION**

It is recommended the Board approve and authorize the General Manager to direct staff to move forward with this project with a budget amount not to exceed \$12,000.

**BACKGROUND**

This Capital Improvement Project has been identified as part of the FY 2017/2018 budget. Board appropriated capital funds in the amount of \$12,000 to fix, repair and improve the concrete patio attached to the east side of the auditorium. As part of this project, the Board asked staff to bring back options to keep the cost to a minimum due to the Needs Assessment Study.

The Auditorium building was built in 1969 along with the attached patio. The patio is conveniently set off to the east of the auditorium building, which adds an additional element to the auditorium allowing users to utilize this space for meeting mixers, wedding receptions as well as overflow for other community center activities. This patio has endured approximately 45 years with only minor repairs. Over the course of the past five years staff was forced to restrict its use due to tripping hazards associated with the buckling and lifting of the concrete patio. The buckling and lifting of the concrete is primarily caused by tree roots pushing up under the concrete. Staff has ground down the concrete over the years, however it is now at the minimum tolerance for structural integrity. Staff identified the need to fix and/or replace the concrete to eliminate tripping hazards within the concrete patio.

**ANALYSIS**

Since the District is in the midst of a Needs Assessment, the Board asked staff to examine some basic options for the patio in order to make this space both usable and safe on a limited budget. The total square footage of the patio is approximately 3,500 square feet and about 2,000 square feet is made up of concrete. As the project continues to develop, staff has reviewed the conditions of the facility and initiated a list of improvements that upon completion will significantly upgrade the appearance and condition of the patio.

The following items will be addressed: 1) Remove approximately 2,000 square feet of lifting concrete, 2) Install a paver system walkway approximately 550 square ft. or 50' x 10', 3) Install Decomposed Granite (DG) with a wood bordering system approximately 1,500 sq. ft., and 4) Update and install plants around the edge to give it some depth and dimension. Cost for these materials varies and the breakdown of estimated prices based on the attached layout is included.



If this patio was to be removed later on with the addition of the Senior Center, staff could remove the pavers and store them for future projects throughout the District. If the patio isn't touched the pavers could remain and be expanded upon in the future.

**Estimated prices:**

Dump fees	\$2,000
DG	\$3,000
Pavers	\$5,000
Miscellaneous/Plants	\$2,000

A majority of this project would be completed with current staff which will assist to keep the cost of the project within budget.

**FISCAL IMPACT**

The District allocated \$12,000 from Capital funds for this project; these funds were designated in the FY 2017-2018 budget.

**RECOMMENDATION**

It is recommended the Board approve and authorize the General Manager to direct staff to move forward with this project with a budget amount not to exceed \$12,000.

**ATTACHMENT**

- 1) Drawing (1 page)

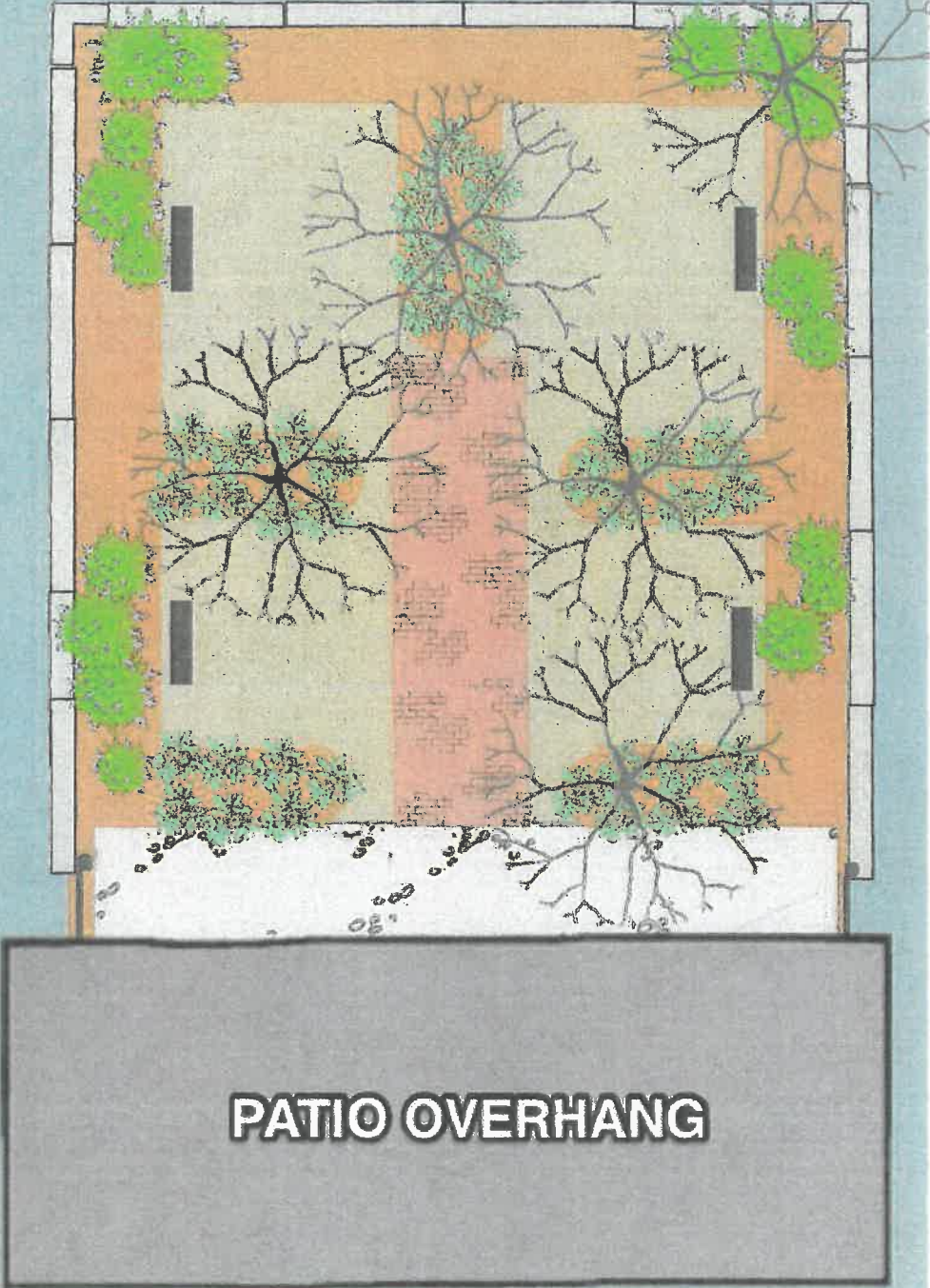
**LEGEND**

Planters

Pavers

Decomposed Granite

Existing Concrete



**PATIO OVERHANG**

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

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**

**DATE: November 2, 2017**

**SUBJECT: SENIOR AND COMMUNITY RECREATION FACILITY  
NEEDS STUDY UPDATE**

**RECOMMENDATION**

The intent of this report is to provide the Board with information regarding the status of the Senior and Community Recreation Facility Needs Study.

**BACKGROUND**

In June of 2017 the District entered into an agreement to complete a Senior and Community Recreation Facility Needs Study (Study) in conjunction with the City of Camarillo (City). This agreement also established a Joint Needs Study Ad Hoc Committee (Committee) consisting of the City's and District's Liaison Committees. This Study will further the efforts identified three (3) years ago and will further outline mechanisms to meet the facility needs within the community.

At the September 2017 Board meeting, the District Board entered into an agreement with GreenPlay to conduct the Senior and Community Recreation Facility Needs Study.

**ANALYSIS**

The purpose of the Study is to evaluate the current shortage of recreational and educational space. The District and the City are seeking to better understand the recreational and educational needs of the community with an emphasis on the senior population. With information from the Study, the District and the City will be able to better plan for the expansion of existing facilities and/or the construction of new facilities to accommodate the indoor recreation needs of the District's and City's constituents.

A key component of the Needs Assessment is a systematic approach to data collection. Collecting data from people in the community provides the community with the opportunity to gain a voice in the process of policy making. Having reliable citizen input serves an extremely important procedural purpose since many policy decisions could be adjusted by what the citizens might say and/or want as the District makes choices between different kinds of recreation options.

The methods Greenplay is currently using to gain citizen input are: stakeholder interviews, focus groups, a statistically valid survey, 2 community wide meetings and at least 3 separate presentations. Thus far, Greenplay has conducted the following outreach: five focus group meetings with approximately 12-15 people per group, 11 individual stakeholder meetings, one Community meeting, tours of facilities and meetings with District and City Staff.

Greenplay is on track to complete the following milestones and deadlines:

November - Statistically Valid Survey will be mailed to 3,000 randomly selected residents and open survey will be available to public

December - Survey analysis

January - Draft versions of the report and presentation will be reviewed by staff

February - Final draft of report and presentation will be presented to the Liaison Committee

March - Final report and presentation will be presented to District Board and City Council

'This document will assist the District to identify next steps and whether or not the District should expand, repurpose existing facilities or if new facilities will be needed.

#### **FISCAL IMPACT**

There is no fiscal impact at this time.

#### **RECOMMENDATION**

The intent of this report is to provide the Board with information regarding the status of the Senior and Community Recreation Facility Needs Study.

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

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