

PLEASANT VALLEY  
RECREATION & PARK DISTRICT

BOARD OF  
DIRECTORS

BOARD  
MEETING AGENDA

**February 4, 2015**  
**Wednesday**

**Regular Meeting 6:00 PM**  
**CITY HALL COUNCIL CHAMBERS**  
**601 CARMEN DRIVE**

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

**BOARD OF DIRECTORS  
REGULAR MEETING AGENDA  
February 4, 2015**

**6:00PM**

**REGULAR MEETING**

**NEXT RESOLUTION #539**

- 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. Introduce New Recreation Coordinator
  - B. American Youth Soccer Organization
  - C. Roadrunners Radio Control Audio Racing Club
- 6. PUBLIC COMMENT** - In accordance with Government Code Section 54954.3, the Board reserves this time to hear from the public. If you would like to speak about an item on the agenda, we would prefer you complete a Speaker Card, give it to the Clerk of the Board, and wait until it comes up. If you would like to make comments about other areas not on this agenda, in accordance with California law, we will listen, note them, and bring them back up at a later date for discussion. Speakers will be allowed three minutes to address the Board.
- 7. CONSENT AGENDA** – Matters listed under the Consent Agenda are considered routine and shall be acted upon without discussion and by one motion. If discussion is desired the item will be removed from the Consent Agenda for discussion and voted on as a separate item. If no discussion is desired then the suggested action is for the Chair to request that a motion be made to approve the Consent Agenda.
  - A. **Minutes for Regular Meeting January 7, 2015**

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

Approval of District's disbursements dated on or before January 29, 2015.
  - C. **Financial Report**

Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial report of December 31, 2014.

**D. Consideration and Adopt Resolution No. 538 Directing SCI to Develop the FY 2015-2016 Engineer's Report for the Assessment District**

Adopting the resolution will allow SCI to begin the process of developing an Engineer's Report for the Assessment District.

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

**A. Consideration and Approval of District FY 2014-2015 Mid-Year Budget Revisions**

Staff is requesting the Board review and discuss the budget revisions for FY 2014-2015.

Suggested Actions: A Motion to Approve the FY 2014-2015 Mid-Year Budget Revisions.

**B. Consideration and Approval of Request for Proposal for Tree Maintenance at Charter Oak Park**

Approval will allow staff to request quotes for pruning and/or removal of trees at Charter Oak Park.

Suggested Action: A MOTION to approve the RFP for tree maintenance at Charter Oak Park.

**C. Discussion and Review the District's Ordinance No. 8**

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

Suggested Action: Provide direction to staff.

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

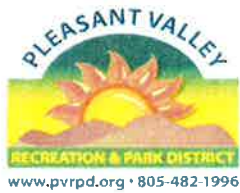
- A. Chairperson Magner
- B. Ventura County Special District Association/California Special District Association
- C. Santa Monica Mountains Conservancy/Joint Land Use Study
- D. Standing Committees – Finance
- E. General Manager's Report

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

**11. ADJOURNMENT**

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

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



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

**Group: American Youth Soccer Organization**

Date: 20-Jan-15

One representative from your organization must attend the following PVRPD Board Meeting on:  
***Wednesday, February 4th at Camarillo City Hall at 6pm***

| <b>OFFICERS</b> | <b>NAME</b>   | <b>ADDRESS</b>      | <b>DAY PHONE</b> | <b>CELL PHONE</b> |
|-----------------|---------------|---------------------|------------------|-------------------|
| President       | Tim Azbell    | 6221 Irena Ave.     | 805 447 1336     | 805 657 3942      |
| Vice President  | Rich Frank    | 1162 Saddleback Cir |                  | 805 377 7450      |
| Treasurer       | Mike Harrison | 4874 Chula Vista    | 805 389 9177     | 805 732 2558      |
| Secretary       | Kim Goodman   | 1730 Ridgewood      | 805 479 8309     |                   |

Number of participants last year: 2226 Players 1222 Volunteers  
 Projected number of participants upcoming year: 2220 Players 1220 Volunteers

Changes Organization has made from previous year: Add a new Fall program called Playtime Adventure for kids 3.5 to 4.5 years. Increased the number of teams playing in the secondary season for 2014-2015 to 22 Teams.  
Added additional AYSO Soccer Camps during the Summer.

Comments for the PVRPD Board of Directors: Thank you for the opportunity and the great facilities.  
Camarillo AYSO did increase our annual maintenance donation for PVF to \$40,000.00

Primary Facility (ies) Used? Pleasant Valley Fields  
 What Time are Board Meetings Held? 7:00 PM  
 Where are Board Meetings Held? 1161 Calle Suerte Suite F  
 When are new Board Members Elected? At the Annual Meeting in January  
 When are new Board Members Installed? At the Annual Meeting in January

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 January 15 to:***

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

Form Completed by (print): Tim Azbell Date 1/20/2014  
 Sign: Tim Azbell

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

NAME OF ORGANIZATION American Youth Soccer Organization

Last Year's Financial Statement

Proposed Budget

Period: June 30, 2013

Period: July 1, 2014

CHECKING

CHECKING

Beginning Balance: \$ 254,630

Beginning Balance: \$ 353,355

**Revenue:**

**Revenue:**

Registration: \$ 271,085  
Tournaments: \$ 242,614  
Fundraisers: \$ 11,923  
Snack Bar: \$ -  
Interest: \$ 1,142  
Dues: \$ -  
Miscellaneous Income: \$ 17,002  
**Total Revenue** \$ 543,766

Registration: \$ 283,290  
Tournaments: \$ 257,400  
Fundraisers: \$ 12,000  
Snack Bar: \$ -  
Interest: \$ 828  
Dues: \$ -  
Miscellaneous Income: \$ 4,000  
**Total Revenue** \$ 557,518

**Expenses:**

**Expenses:**

Admin Expense \$ 19,963  
Advertising \$ 6,436  
Awards \$ 62,607  
Equipment \$ 16,002  
Facility/Field Maint. \$ 60,982  
Insurance \$ 949  
Internet (online registration) \$ 1,148  
Licensing/Membership \$ 60,758  
Maintenance (field/facility) \$ -  
Miscellaneous \$ 19,311  
Paid Staff \$ -  
Professional Services (EMT) \$ 4,200  
Refunds \$ -  
Rentals \$ 40,885  
School District \$ 2,000  
Snack Bar Resale \$ -  
Supplies \$ 17,137  
Tournament Entries \$ 109,207  
Uniforms \$ 68,941  
Contingency \$ 5,000  
**Total Expense** \$ 495,525

Admin Expense \$ 15,000  
Advertising \$ 8,588  
Awards \$ 75,000  
Equipment \$ 20,650  
Facility/Field Maint. \$ 71,597  
Insurance \$ 1,500  
Internet (online registration) \$ 2,500  
Licensing/Membership \$ 51,020  
Maintenance (field/facility) \$ -  
Miscellaneous \$ 28,400  
Paid Staff \$ -  
Professional Services (EMT) \$ 4,200  
Refunds \$ -  
Rentals \$ 59,324  
School District \$ 2,000  
Snack Bar Resale \$ -  
Supplies \$ 27,666  
Tournament Entries \$ 100,750  
Uniforms \$ 74,250  
Contingency \$ 5,000  
**Total Expense** \$ 547,445

**Ending Balance:** \$ 302,871

**Ending Balance:** \$ 363,428

*List Savings/CDs/Investments here:*

Savings Account \$ -  
CD Account 12 month \$ 165,710  
CD Account \_\_\_ month \$ -  
Investment Account \$ -  
Other Account \$ -  
Total Other Accounts \$ -  
**Checking + Other** \$ 468,582

*List Savings/CDs/Investments here:*

Savings Account \$ -  
CD Account 12 month \$ 166,538  
CD Account \_\_\_ month \$ -  
Investment Account \$ -  
Other Account \$ -  
Total Other Accounts \$ -  
**Checking + Other** \$ 529,966



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

Group: Roadrunners R/C Club

Date: 12/3/2014

One representative from your organization must attend the following PVRPD Board Meeting on:
Wednesday, February 4, 2015 at 6pm at Camrillo City Hall

Table with 5 columns: OFFICERS, NAME, ADDRESS, DAY PHONE, CELL PHONE. Rows include President (Ray Harp), Vice President, Treasurer (Mike Evans), and Secretary (Mike O'Daniel).

Number of participants last year: 78 single memberships / 10 family memberships
Projected number of participants upcoming year: 80 single / 15 family memberships

Changes Organization has made from previous year: working on safety at the offroad track with the cars that come around the corner without stopping or even looking to see what's going around them.

Comments for the PVRPD Board of Directors: our new Board of Directors is ready to work side by side with the PVRPD Board of Directors. Willing to work with new racers with driving and repair of their cars and trucks.

Primary Facility (ies) Used? Freedom Park Raceway
What Time are Board Meetings Held? 6:30PM
Where are Board Meetings Held? CoCo's restaurant in Camarillo
When are new Board Members Elected? Nov. each year and work with outgoing BOD thru end of y
When are new Board Members Installed? Dec. club meeting.

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 December 12, 2014:

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

Form Completed by (print): Bill Secara (outgoing President)

Date 12/3/2014

Sign:

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

NAME OF ORGANIZATION Roadrunners RC Club

**Last Year's Financial Statement**

Date: Jan. 2014

Beginning Balance: \$ 3,648.00

(Include all accounts, i.e. savings and CDs)

**Revenue:**

|                            |                     |
|----------------------------|---------------------|
| Registration:              | \$ -                |
| Tournaments:               | \$ 3,600.00         |
| Fundraisers:               | \$ 1,600.00         |
| Onroad races               | \$ 11,626.00        |
| Offroad races              | \$ 7,600.00         |
| Dues: 78 single/ 10 family | \$ 4,060.00         |
| Miscellaneous Income:      | \$ -                |
| <b>Total Revenue</b>       | <b>\$ 32,134.00</b> |

**Expenses:**

|                           |                     |
|---------------------------|---------------------|
| Onroad expense- electric  | \$ 449.00           |
| Offroad expense- electric | \$ 451.00           |
| Advertising               | \$ 597.00           |
| Equipment                 | \$ 697.00           |
| Facility rental           | \$ 2,400.00         |
| Insurance                 | \$ 1,104.00         |
| Internet web site         | \$ 350.00           |
| Licensing/Membership      | \$ 225.00           |
| Maintenance Onroad        | \$ 1,200.00         |
| Maintenance Offroad       | \$ 5,000.00         |
| Equipment Repair          | \$ 175.00           |
| Facility improvements     | \$ 6,332.00         |
| Race directors            | \$ 2,160.00         |
| Admin. Expense            | \$ 1,000.00         |
| Signs                     | \$ 269.00           |
| Member's assistance       | \$ -                |
| Supplies                  | \$ 600.00           |
| Tournament Awards         | \$ 2,804.00         |
| Tournament t-shirts       | \$ 1,900.00         |
| Storage rent              | \$ 829.00           |
| Donations                 | \$ 1,600.00         |
| <b>Total Expense:</b>     | <b>\$ 30,142.00</b> |
| <b>Ending Balance:</b>    | <b>\$ 1,992.00</b>  |

**Proposed Budget**

From: Jan. 2015

Beginning Balance: \$ 1,992.00

(Include all accounts, i.e. savings and CDs)

**Revenue:**

|                       |                     |
|-----------------------|---------------------|
| Registration:         | \$ -                |
| Tournaments:          | \$ 3,500.00         |
| Fundraisers:          | \$ 2,000.00         |
| Onroad races          | \$ 12,000.00        |
| Offroad races         | \$ 8,000.00         |
| Dues:                 | \$ 4,150.00         |
| Miscellaneous Income: | \$ -                |
| <b>Total Revenue</b>  | <b>\$ 31,642.00</b> |

**Expenses:**

|                           |                     |
|---------------------------|---------------------|
| Onroad expense- electric  | \$ 450.00           |
| Offroad expense- electric | \$ 450.00           |
| Advertising               | \$ 600.00           |
| Equipment                 | \$ 400.00           |
| Facility rental           | \$ 2,400.00         |
| Insurance                 | \$ 1,200.00         |
| Internet web site         | \$ 175.00           |
| Licensing/Membership      | \$ 225.00           |
| Maintenance Onroad        | \$ 4,000.00         |
| Maintenance Offroad       | \$ 5,000.00         |
| Equipment Repair          | \$ 200.00           |
| Facility improvements     | \$ 1,500.00         |
| Race directors            | \$ 2,160.00         |
| Admin. Expense            | \$ 500.00           |
| Member's assistance       | \$ -                |
| Supplies                  | \$ 500.00           |
| Tournament Awards         | \$ 2,800.00         |
| Tournament t-shirts       | \$ 1,800.00         |
| Storage rent              | \$ 850.00           |
| Donations                 | \$ 2,000.00         |
| <b>Total Expense:</b>     | <b>\$ 27,210.00</b> |
| <b>Ending Balance:</b>    | <b>\$ 4,432.00</b>  |

*List Savings/CDs/Investments here:*

|                      |    |
|----------------------|----|
| Savings Account      | \$ |
| CD Account ___ month | \$ |
| CD Account ___ month | \$ |
| Investment Account   | \$ |
| Other Account        | \$ |
| Total Other Accounts | \$ |
|                      |    |
| Checking + Other     | \$ |

*List Savings/CDs/Investments here:*

|                      |    |
|----------------------|----|
| Savings Account      | \$ |
| CD Account ___ month | \$ |
| CD Account ___ month | \$ |
| Investment Account   | \$ |
| Other Account        | \$ |
| Total Other Accounts | \$ |
|                      |    |
| Checking + Other     | \$ |



**Pleasant Valley Recreation and Park District  
Minutes of Regular Meeting  
January 7, 2015**

**1. CALL TO ORDER**

**Call to Order**

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

**2. PLEDGE of ALLEGIANCE**

Recreation Services Manager Amy Stewart led the pledge.

**3. ROLL CALL**

**Roll Call**

Ayes: Kelley, Mishler, Malloy, Chairperson Magner

Absent: Dixon

ALSO PRESENT: General Manager Mary Otten, Recreation Services Manager Amy Stewart, Acting Parks Superintendent Bob Cerasuolo, Acting Administrative Services Manager Leonore Young, Administrative Analyst and Clerk of the Board Michele Kostenuik, Customer Service Representative and Board Secretary Karen Roberts, Grounds Supervisor Matthew Parker, Recreation Supervisor Lanny Binney, Matt Lorimer, Bob Aaron, Adam Guise, Kathleen Kelley, and Bob Dawson.

**4. AMENDMENTS TO THE AGENDA**

**Agenda  
Accepted as  
Presented**

None.

**5. PRESENTATIONS**

**A. Eagles Soccer Club**

Recreation Supervisor Lanny Binney introduced Kathleen Kelley, president of the Eagles Soccer Club, who provided an overview of the club. Highlights included player injury prevention education, college night with recruiters, fundraisers, and scholarships. Two Eagles players made the National Team pool.

**6. PUBLIC COMMENT**

Chairperson Magner accepted two speaker cards from Administrative Analyst and Clerk of the Board Michele Kostenuik. The first speaker, Matt Lorimer stated that he has visited other parks in California and noted that many are not in as good a shape as the District parks. Mr. Lorimer congratulated Chairperson Magner and Director Kelley on their reelection and emphasized that even though the elections are over, he will continue to stand up for the seniors. He hopes the City will assist in the building of a new senior center.

The second speaker, Bob Aaron requested what the best method would be to communicate with the District. In the last board elections, Mr. Aaron mentioned that over 20% of the community voted for a non- incumbent. Mr. Aaron stated he would like the Board to look at the budget and how the District money is being spent. Chairperson Magner suggested Mr. Aaron to contact General Manager Mary Otten and to also e-mail the Board with his concerns.

**7. CONSENT AGENDA**

- A. Minutes for Regular Meeting December 4, 2014
- B. Warrants, Accounts Payable & Payroll thru December 30, 2014
- C. Financial Report

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

**Motion to  
Approve  
Consent Agenda**

Voting was as follows:

Ayes: Malloy, Mishler, Kelley, Chairperson Magner

Noes:

Absent: Dixon

Motion Carried

**Carried**

**8. NEW ITEMS – DISCUSSION/ACTION**

A. Board Committee Assignments

Chairperson Magner announced the 2015 Board Committee assignments.

Standing Committees

- Finance: Elaine Magner, Mark Malloy – Alternate: Neal Dixon
- Foundation: Neal Dixon, Elaine Magner – Alternate: Mike Mishler
- Liaison: Mike Mishler, Neal Dixon – Alternate: Mark Malloy
- Long Range  
Planning: Neal Dixon, Bob Kelley – Alternate: Mike Mishler
- Personnel: Elaine Magner, Mike Mishler – Alternate: Bob Kelley
- Policy: Mark Malloy, Bob Kelley – Alternate: Elaine Magner

Ad Hoc Committees

None

Outside Committees

- Santa Monica Mountains Conservancy: Mike Mishler
- Ventura County Special District Association: Elaine Magner
- California Special District Association: Elaine Magner
- Joint Land Use Study: Mike Mishler

B. Discussion Regarding Board Goal Setting

General Manager Mary Otten recommended that the Board set a date during the week of January 26 for a board goal setting meeting. The annual meeting provides an opportunity

to establish priorities for the upcoming fiscal year. Chairperson Magner suggested Thursday, January 29 at 4:00 p.m.

C. Consideration and Approval of Capital Improvement Projects

Acting Park Superintendent Bob Cerasuolo presented a power point presentation of priority capital improvement projects - parking lot paving at the Community Center, Mission Oaks and Camarillo Grove and tree maintenance at Charter Oak Park. Asphalt slurry was suggested for the Community Center and Mission Oaks and the merits of decomposed granite (DG) versus slurry were discussed for Camarillo Grove Park. Grounds Supervisor Matt Parker outlined proposals for tree maintenance at Charter Oak Park. Safety being the main concern, options given were to remove designated trees and/or to prune selected trees. Discussion included the possible use of assessment funds for the projects, immediate concerns versus a three to five plan, planting of new trees, neighbors and park user concerns, staff availability, size of the project and costs.

Chairperson Magner called for a motion. A motion was made by Director Mishler and seconded by Director Malloy to spend up to \$20,000 for tree removal and pruning at Charter Oak Park and for staff to go out to bid and decide internally how to split up the \$20,000.

**Motion to  
Approve \$20,000  
For Charter  
Oak Tree  
Maintenance**

Voting was as follows:

Ayes: Mishler, Malloy, Kelley, Chairperson Magner

Noes:

Absent: Dixon

Motion Carried

**Carried**

Due to the number of events at the community center and the clientele, General Manager Otten suggested that the Community Center parking lot should be a priority for paving. Chairperson Magner requested that staff go out to bid for all three sites (Community Center, Mission Oaks and Camarillo Grove) looking at decomposed granite and asphalt pavement and then report back.

D. Consideration and Approval of Agreement Between the District and Camrosa Water District for the Woodcreek Park Well

Acting Parks Superintendent Bob Cerasuolo introduced Tony Stafford, the general manager of Camrosa Water District who provided a slide show presentation. Mr. Stafford explained the need for the new well and its placement within Woodcreek Park. Discussion included Camrosa's need for both the existing well which is starting to deteriorate and the proposed well at Woodcreek Park for about two to five years, possible noise issues with an emergency generator on the premises, the footprint of the two wells, and impact on the soccer field at the park.

Chairperson Magner called for a motion. A motion was made by Director Mishler and seconded by Director Malloy to approve the agreement with Camrosa Water District to install a second well on the northwest corner at Woodcreek Park.

Voting was as follows:

Ayes: Mishler, Malloy, Kelley, Chairperson Magner

Noes:

Absent: Dixon

Motion Carried

**Motion to  
Approve Well  
Agreement with  
Camrosa Water  
At Woodcreek**

E. Consideration and Approval of Fiscal Year 2013-2014 Annual Financial Report Audit

**Carried**

Acting Administrative Services Manager Leonore Young introduced Adam Guise, CPA with Moss, Levy & Hartzheim to discuss the financial report audit. Discussion included fiscal progress, GASB 65 (Governmental Accounting Standards Board) which changes the occurrence of the cost of debt expense, retiree health benefits, and a couple of internal control findings. General Manager Mary Otten addressed the two findings. One is the District needs to verify that personnel records match the salary schedule and the second is petty cash should only be handled by the designated supervisor or his/her designee.

Chairperson Magner called for a motion. A motion was made by Director Malloy and seconded by Director Mishler to approve the Annual Financial Report for FY 2013-2014 as prepared by Moss, Levy & Hartzheim LLP, CPAs.

**Motion to  
Approve  
FY 13-14 Audit**

Voting was as follows:

Ayes: Malloy, Mishler, Kelley, Chairperson Magner

Noes:

Absent: Dixon

Motion Carried

**Carried**

F. Discussion Regarding Potential Names for the New Park at the Springville Housing Development

General Manager Mary Otten stated that within the next six months, phase one of the Springville Housing Development will begin and will include a five acre park. The park will contain the following amenities: half-court basketball, walking trail, playground equipment, green area, outdoor fitness equipment and benches. Staff considered several park naming options and Ms. Otten presented the following:

- Rancho Vista Park
- Valley Vista Park
- Scholle Park
- Sunset View Park

Discussion included the usage of a family name, the street names of the development, and the consideration of a second phase. Chairperson Magner requested that the item be tabled until further research and information can be provided to the Board.

## 9. INFORMATIONAL ITEMS

A. Chairperson Magner's Report – Chairperson Magner thanked staff for their hard work on the holiday events, Breakfast with Santa and the Christmas Parade. Ms.

Magner stated that she is looking forward to working with General Manager Mary Otten and the Board this year. Ms. Magner also stated that the senior center and the need to find a funding source are at the top of her list.

- B. Ventura County Special District Association/California Special District Association – Chairperson Magner mentioned the next VCSDA meeting will be February 3 at the Las Posas Country Club.
- C. Santa Monica Mountains Conservancy/Joint Land Use Study – Director Mishler reported that there will be meetings the last week of January.
- D. Standing Committees – Finance – Personnel – reported within the agenda items.
- E. Foundation for Pleasant Valley Recreation & Parks – Chairperson Magner stated that there will be a meeting on January 15.
- F. General Manager’s Report – General Manager Mary Otten provided an update on the status of the school wall at Valle Lindo Park. It has been completed and a screen will be put up to prevent any further damage. The homeowners in the area have thanked staff and Eagles Soccer for the completed work. At Pleasant Valley Fields, the west end should be receiving reclaimed water soon. To reduce the load and expense of electricity at Pleasant Valley Fields, pumps will be removed from current usage and be structured as agricultural use. Facility assessment will be complete by the end of this month.

**10. ORAL COMMUNICATIONS**

Directors Kelley, Mishler and Malloy commented on how well the Christmas Parade was organized. Director Malloy suggested that agenda items involving the presence of external people should be moved to the top of the list so that the people do not have to wait too long for their item to come up. Director Malloy stated that the recent property tax installment increased which helps the fiscal status along with not having to water parks because of the recent rains.

**11. ADJOURNMENT**

Chairperson Magner adjourned the meeting at 8:01 p.m.

**Respectfully submitted,**

**Approval,**

**Karen Roberts  
Recording Secretary**

**Elaine Magner  
Chairperson**

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

**TO: BOARD OF DIRECTORS**

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

**DATE: February 4, 2015**

**SUBJECT: FINANCE REPORT**

**RECOMMENDATION**

It is recommended that the Board review and approve the Financial Statement for December 31, 2014.

**ANALYSIS OF COMPARATIVE FINANCIAL THRU DECEMBER 31, 2014**

Attached you will find the PVRPD Summary Financial Statement for the period of July 1, 2014 through December 31, 2014 with a year-to-date comparison for the period of July 1, 2013 through December 31, 2013.

**REVENUES**

Total revenue ending December 31, 2014 has increased by \$818,135 over the same period as last year. The increase is primarily due to the District receiving the Quimby Fees in the amount of \$615,709 from AMLI and the December tax apportionment increasing by \$216,682 over the same time period as last year. These increases coupled with decreases of \$4,561 in Incentive Income, \$4,316 in Donations and \$4,089 in Public Fees make up approximately the \$818,135 increase in revenue.

**EXPENDITURES**

Personnel Expense increased for fiscal year 2014-2015 by \$86,083 in comparison to Personnel Expense for the same time as last year. This is due to having 14 payrolls from July through December of 2014 in comparison to July through December 2013 which only had 13 payrolls.

For the sixth month ending December 31, 2014 total expenditures for Supplies and Services has increased \$4,294 over the same time period as last year. The increase is primarily due to a decrease in three line items: \$35,021 in Water, \$14,572 in Janitorial Expenditures, and \$12,396 in Vehicle Maintenance/Repair. These decreases along with an increase of \$24,081 in the computer software/hardware line item due to the cost of financial data recovery and the re-installation of the financial software (corrupted by virus) and an increase of \$35,448 in Contracted Landscaping Services due to payment timing (five payments in FY 2013-20214 versus six payments in FY 214-2015 for the same time period) equate to the overall increase of \$4,294 in Supplies and Services.

**CAPITAL**

Capital has increased by \$109,751 in comparison to fiscal year 2013-2014 due to the Camarillo Grove Interpretive Center Project.

**FISCAL IMPACT**

The District has completed the sixth month of the fiscal year 2014-2015 budget (50.0%) and continues the fiscal year under the approved budget by 1.34% for Personnel Costs and 10.54% in Service and Supply Expenditures. Managers continue to make a concerted effort to spend under the adopted budget to help build reserves.

**RECOMMENDATION**

It is recommended that the Board review and approve the Financial Statement for December 31, 2014.

**ATTACHMENTS**

- 1) District Unaudited Manager Version Financial Statement as of December 31, 2014  
(2 pages)

**Pleasant Valley Recreation and Park District**  
**Year to Date Comparison**  
**Statement of Revenues and Expenditures**  
**For the period July 1, 2014 through December 31, 2014**

| Account                            | Current Month<br>December | PREVIOUS<br>Year To Date<br>2014 | CURRENT<br>Year To Date<br>2015 | BUDGET<br>TOTAL<br>Adopted 7/29/2014 | BUDGET<br>REMAINING | % Of Budget<br>Used<br>50.00% |
|------------------------------------|---------------------------|----------------------------------|---------------------------------|--------------------------------------|---------------------|-------------------------------|
| <b>DISTRICT WIDE REVENUE</b>       |                           |                                  |                                 |                                      |                     |                               |
| Tax Apportionment                  | 5110 3,003,274.30         | 2,835,083.32                     | 3,051,765.64                    | 5,375,300.00                         | 2,323,534.36        | 56.77%                        |
| Supplemental Assess Roll           | 5240 51.04                | 37.81                            | 51.04                           | 200.00                               | 148.96              | 25.52%                        |
| Assessment Income                  | 5500 562,114.70           | 557,370.43                       | 562,114.70                      | 1,008,650.00                         | 446,535.30          | 55.73%                        |
| Dedication Fees                    | 5400                      |                                  | 615,709.00                      | -                                    | (615,709.00)        | 0.00%                         |
| District Wide Revenue              | 3,565,440.04              | 3,392,491.56                     | 4,229,640.38                    | 6,384,150.00                         | 2,154,509.62        | 66.25%                        |
| Year to Date Difference            |                           |                                  | 837,148.82                      |                                      |                     |                               |
| <b>RECREATION AND PARK REVENUE</b> |                           |                                  |                                 |                                      |                     |                               |
| Public Fees                        | 5510 19,406.10            | 267,528.51                       | 263,438.98                      | 734,420.00                           | 470,981.02          | 35.87%                        |
| Certification Income               | 5512                      |                                  |                                 | -                                    | -                   | 100.00%                       |
| Public Passes                      | 5520 4,270.25             | 37,366.93                        | 40,124.97                       | 75,150.00                            | 35,025.03           | 53.39%                        |
| Facility Rentals                   | 5530 22,433.18            | 106,658.32                       | 116,067.33                      | 302,950.00                           | 186,882.67          | 38.31%                        |
| Veteran's Field Rental             | 5531                      | 1,400.00                         | 2,835.25                        | -                                    | (2,835.25)          | 0.00%                         |
| BMX Track Rental                   | 5532                      | 1,431.00                         | 750.00                          | -                                    | (750.00)            | 0.00%                         |
| RC Track Rental                    | 5533                      | 1,200.00                         | 1,200.00                        | -                                    | (1,200.00)          | 0.00%                         |
| Roller Hockey Rink Rental          | 5534                      | 3,750.00                         |                                 | -                                    | -                   | 0.00%                         |
| Facility Cleaning Fee              | 5505                      |                                  |                                 | 550.00                               | 550.00              | 0.00%                         |
| Park Patrol Citations              | 5506 294.28               | 948.18                           | 1,983.35                        | 900.00                               | (1,083.35)          | 100.00%                       |
| Plan Check Fee                     | 5507                      |                                  |                                 | 100.00                               | 100.00              | 0.00%                         |
| Dividends Pardec Prior Yrs         | 5460                      | 23,739.00                        |                                 | 17,100.00                            | 17,100.00           | 0.00%                         |
| Cell Tower Income                  | 5535 12,578.64            | 51,779.76                        | 48,856.73                       | 93,400.00                            | 44,543.27           | 52.31%                        |
| Indemnity Income                   | 5545                      | 1,000.00                         |                                 | 5,000.00                             | 5,000.00            | 0.00%                         |
| Senior Dues                        | 5550 35.00                | 500.00                           | 659.00                          | 1,500.00                             | 841.00              | 43.93%                        |
| Senior Services Income             | 5515 50.00                | 850.00                           | 1,430.00                        | 2,200.00                             | 770.00              | 65.00%                        |
| Activity Guide Income              | 5555 400.00               | 2,675.00                         | 3,600.00                        | 6,000.00                             | 2,400.00            | 60.00%                        |
| Vending Commissions                | 5525 23.71                | 162.55                           | 177.30                          | 800.00                               | 622.70              | 22.16%                        |
| Banner Income                      | 5562                      |                                  |                                 | 900.00                               | 900.00              | 0.00%                         |
| Donations                          | 5570 203.27               | 81,032.24                        | 76,715.51                       | 96,400.00                            | 19,684.49           | 79.58%                        |
| Donations for CIP Projects         | 5571                      | 9,771.71                         | 75,000.00                       | 7,475.00                             | (67,525.00)         | 1003.34%                      |
| Other Misc. Income                 | 5575 1,849.25             | 21,705.64                        | 22,563.82                       | 37,500.00                            | 14,936.18           | 60.17%                        |
| Over/Under                         | 5580 1.25                 | (83.55)                          | 5.37                            | (100.00)                             | (105.37)            | -5.37%                        |
| Incentive Income                   | 5585 594.47               | 15,412.44                        | 10,851.06                       | 17,350.00                            | 6,498.94            | 62.54%                        |
| Reimbursement                      | 5600                      | 56,898.90                        |                                 | 75,000.00                            | 75,000.00           | 0.00%                         |
| Other Interest Income              | 5310 1,042.96             | 1,925.07                         | 2,378.86                        | 5,000.00                             | 2,621.14            | 47.58%                        |
| Recreation and Park Revenue        | 63,182.36                 | 687,651.70                       | 668,637.53                      | 1,479,595.00                         | 810,957.47          | 45.19%                        |
| <b>TOTAL GENERAL FUND REVENUE</b>  | <b>3,628,822.40</b>       | <b>4,080,143.26</b>              | <b>4,898,277.91</b>             | <b>7,863,745.00</b>                  | <b>2,965,467.09</b> | <b>62.29%</b>                 |
| Year to Date Difference            |                           |                                  | 818,134.65                      |                                      |                     |                               |
| <b>GENERAL FUND EXPENDITURES</b>   |                           |                                  |                                 |                                      |                     |                               |
| Regular Wages                      | 6100 235,340.46           | 921,421.28                       | 1,052,883.77                    | 2,026,242.00                         | 973,358.23          | 51.96%                        |
| Overtime Wages                     | 6101 1,536.57             | 7,532.51                         | 6,069.59                        | 16,950.00                            | 10,880.41           | 35.81%                        |
| Part-Time Wages                    | 6110 50,434.23            | 319,996.09                       | 301,368.21                      | 666,190.00                           | 364,821.79          | 45.24%                        |
| Retirement                         | 6120 68,213.43            | 226,687.30                       | 263,432.39                      | 437,115.00                           | 173,682.61          | 60.27%                        |
| Part-Time 457 Pension              | 6121 676.10               | 1,074.88                         | 1,352.20                        | 4,100.00                             | 2,747.80            | 32.98%                        |
| Employee Group Insurance           | 6130 21,425.41            | 221,288.40                       | 145,886.62                      | 297,500.00                           | 151,613.38          | 49.04%                        |
| Worker's Compensation              | 6140 17,935.32            | 47,602.00                        | 57,605.99                       | 93,060.00                            | 35,454.01           | 61.90%                        |
| Unemployment Insurance             | 6150                      | 677.00                           | 3,764.00                        | 5,000.00                             | 1,236.00            | 75.28%                        |
| Other Post Employee Benefit Exp    | 6161                      |                                  |                                 | 219,600.00                           | 219,600.00          | 0.00%                         |
| Personnel Expenditures             | 395,561.52                | 1,746,279.46                     | 1,832,362.77                    | 3,765,757.00                         | 1,933,394.23        | 48.66%                        |
| Year to Date Difference            |                           |                                  | 86,083.31                       |                                      |                     |                               |
| Telephone                          | 6210 1,812.72             | 7,058.52                         | 8,534.74                        | 14,700.00                            | 6,165.26            | 58.06%                        |
| Internet Services                  | 6220 450.11               | 5,060.71                         | 3,161.95                        | 6,250.00                             | 3,088.05            | 50.59%                        |
| Pool Supplies                      | 6310 170.60               | 5,936.15                         | 3,448.15                        | 15,000.00                            | 11,551.85           | 22.99%                        |
| Janitorial Supplies                | 6320 2,411.82             | 20,981.24                        | 24,302.23                       | 40,050.00                            | 15,747.77           | 60.68%                        |
| Kitchen Supplies                   | 6330 202.50               | 674.74                           | 396.75                          | 2,050.00                             | 1,653.25            | 19.35%                        |
| Food Supplies                      | 6340 454.89               | 3,975.22                         | 3,149.08                        | 8,025.00                             | 4,875.92            | 39.24%                        |
| Water Maint. & Service             | 6350 86.94                | 541.64                           | 671.82                          | 950.00                               | 278.18              | 70.72%                        |
| Laundry/Wash Service               | 6360 75.00                | 422.95                           | 179.75                          | -                                    | (179.75)            | #DIV/0!                       |
| Janitorial Services                | 6370                      | 14,572.00                        |                                 | -                                    | -                   | #DIV/0!                       |
| Medical Supplies                   | 6380                      | 125.00                           | 270.18                          | 2,800.00                             | 2,529.82            | 9.65%                         |
| Insurance - Liability              | 6410 8,177.90             | 47,430.50                        | 49,067.50                       | 99,600.00                            | 50,532.50           | 49.26%                        |
| Fuel                               | 6510 3,225.07             | 22,813.80                        | 22,938.08                       | 48,000.00                            | 25,061.92           | 47.79%                        |
| Vehicle Maintenance/Repair         | 6520 2,406.78             | 21,261.92                        | 8,865.95                        | 40,050.00                            | 31,184.05           | 22.14%                        |
| Office Equipment & Repair          | 6530                      | 1,794.48                         | (155.63)                        | 4,750.00                             | 4,905.63            | -3.28%                        |
| Computer Equip.-Maint./Repair      | 6540 82.50                | 5,046.16                         | 3,907.84                        | 7,150.00                             | 3,242.16            | 54.66%                        |
| Bldg. Maintenance/Repair           | 6610 5,235.84             | 20,698.29                        | 23,720.21                       | 80,300.00                            | 56,579.79           | 29.54%                        |
| Bldg. Eqpt. Maint./Repair          | 6620 371.73               | 4,359.79                         | 1,645.91                        | 10,800.00                            | 9,154.09            | 15.24%                        |
| Improvements/Maintenance           | 6630 4,500.00             | 7,548.98                         | 7,875.00                        | 14,500.00                            | 6,625.00            | 54.31%                        |



|  | Account | Current Month<br>December | PREVIOUS             | CURRENT              | BUDGET                     | BUDGET              | % Of Budget<br>Used |
|--|---------|---------------------------|----------------------|----------------------|----------------------------|---------------------|---------------------|
|  |         |                           | Year To Date<br>2014 | Year To Date<br>2015 | TOTAL<br>Adopted 7/29/2014 | REMAINING           |                     |
| Incidental Costs-Assessment            | 6709    |                           | 14,986.14            | 15,075.02            | 26,000.00                  | 10,924.98           | 57.98%              |
| Grounds Maintenance                    | 6710    | 2,422.72                  | 15,960.98            | 19,660.46            | 85,200.00                  | 65,539.54           | 23.08%              |
| Contracted Landscaping Services        | 6720    | 51,770.80                 | 153,343.92           | 188,791.73           | 383,400.00                 | 194,608.27          | 49.24%              |
| Contracted Pest Control                | 6730    |                           | 675.00               | 701.07               | 2,000.00                   | 1,298.93            | 0.00%               |
| Rubbish & Refuse                       | 6740    | 4,518.65                  | 22,135.91            | 27,849.28            | 51,100.00                  | 23,250.72           | 54.50%              |
| Memberships & Dues                     | 6810    | 6,339.18                  | 4,682.88             | 10,918.00            | 11,870.00                  | 952.00              | 91.98%              |
| Office Supplies                        | 6910    | 957.53                    | 8,211.01             | 8,243.99             | 19,250.00                  | 11,006.01           | 42.83%              |
| Postage/Freight & Express Mail         | 6920    | 5,087.33                  | 10,611.36            | 11,331.34            | 24,325.00                  | 12,993.66           | 46.58%              |
| Advertising                            | 6930    | 805.47                    | 6,083.84             | 4,592.25             | 13,550.00                  | 8,957.75            | 33.89%              |
| Printing Charges                       | 6940    | 1,509.57                  | 7,213.62             | 6,525.55             | 19,050.00                  | 12,524.45           | 34.25%              |
| Bank & ActiveNet Charges               | 6950    | (2,014.21)                | 20,986.07            | 20,454.17            | 40,250.00                  | 19,795.83           | 50.82%              |
| Approp.-Redev /Collection Fees (est)   | 6960    | 154,871.36                | 149,671.32           | 155,640.91           | 391,700.00                 | 236,059.09          | 39.73%              |
| Minor Furniture Fixtures & Equipment   | 6980    |                           | 1,352.99             | 392.64               | 1,650.00                   | 1,257.36            | 23.80%              |
| Computer Hardware/Software             | 6990    | 765.00                    | 1,054.22             | 25,135.54            | 18,400.00                  | (6,735.54)          | 136.61%             |
| Fingerprint Fees-HR                    | 7010    | 32.00                     | 288.00               | 776.00               | 1,700.00                   | 924.00              | 45.65%              |
| Fire & Safety Inspection Fees          | 7020    | 650.00                    | 2,223.85             | 2,465.30             | 5,075.00                   | 2,609.70            | 48.58%              |
| Business Permit & License Fees         | 7030    | 201.00                    | 3,384.95             | 2,172.83             | 4,450.00                   | 2,277.17            | 48.83%              |
| State License Fee                      | 7040    |                           | 97.50                | 512.50               | -                          | (512.50)            | 0.00%               |
| Legal Services                         | 7110    | 2,714.00                  | 12,798.84            | 7,843.00             | 75,300.00                  | 67,457.00           | 10.42%              |
| Typeset & Print Services               | 7115    | 11,450.86                 | 13,537.85            | 22,884.17            | 50,700.00                  | 27,815.83           | 45.14%              |
| Instructor Services/Payment            | 7120    | 20,702.73                 | 100,982.77           | 99,739.22            | 172,360.00                 | 72,620.78           | 57.87%              |
| PERS Administrative Fees               | 7125    | 120.94                    | 659.45               | 563.79               | 1,250.00                   | 686.21              | 45.10%              |
| Audit Services                         | 7130    | 1,200.00                  | 635.00               | 5,800.00             | 10,700.00                  | 4,900.00            | 54.21%              |
| Medical & Health Services-HR           | 7140    | 80.00                     | 500.00               | 1,020.00             | 2,400.00                   | 1,380.00            | 42.50%              |
| Security Services                      | 7150    | 689.79                    | 2,669.92             | 2,054.47             | 4,450.00                   | 2,395.53            | 46.17%              |
| Entertainment Services                 | 7160    |                           | 1,845.00             | 700.00               | 1,350.00                   | 650.00              | 51.85%              |
| Business-Services                      | 7180    | 5,425.21                  | 27,562.94            | 25,922.08            | 76,900.00                  | 50,977.92           | 33.71%              |
| Umpire&Referee Services                | 7190    |                           | 752.00               | 870.00               | 1,900.00                   | 1,030.00            | 45.79%              |
| Publications & Subscriptions           | 7210    | 180.80                    | 789.54               | 951.65               | 3,425.00                   | 2,473.35            | 27.79%              |
| Rents & Leases-Equipment               | 7310    | 2,439.21                  | 11,250.33            | 8,008.27             | 29,845.00                  | 21,836.73           | 26.83%              |
| Building/Field Leases and Rentals      | 7320    | 627.00                    | 2,383.00             | 706.28               | 13,200.00                  | 12,493.72           | 5.35%               |
| Aquatic Supplies                       | 7410    | 323.38                    | 1,002.11             | 579.00               | 1,900.00                   | 1,321.00            | 30.47%              |
| Classroom Supplies                     | 7420    | 673.29                    | 2,049.12             | 2,914.65             | 6,025.00                   | 3,110.35            | 48.38%              |
| Bingo Supplies                         | 7430    |                           | 3,815.06             | 3,063.64             | 7,500.00                   | 4,436.36            | 40.85%              |
| Sporting Goods                         | 7440    |                           | 3,716.82             | 3,709.56             | 10,400.00                  | 6,690.44            | 35.67%              |
| Art & Craft Supplies                   | 7450    | 98.23                     | 1,878.75             | 1,546.62             | 2,250.00                   | 703.38              | 68.74%              |
| Training Supplies                      | 7460    | 96.32                     | 331.43               | 741.57               | 3,300.00                   | 2,558.43            | 22.47%              |
| Camp Supplies                          | 7470    |                           | 12.89                |                      | 600.00                     | 600.00              | 0.00%               |
| Small Tools                            | 7510    | 524.25                    | 7,938.04             | 3,149.34             | 16,500.00                  | 13,350.66           | 19.09%              |
| Uniforms                               | 7610    | 252.30                    | 1,870.37             | 6,227.12             | 10,765.00                  | 4,537.88            | 57.85%              |
| Safety Clothing & Supplies             | 7620    | 200.00                    | 2,375.36             | 3,522.38             | 7,120.00                   | 3,597.62            | 49.47%              |
| Conference & Seminars                  | 7710    |                           | 3,556.00             | 1,800.00             | 9,660.00                   | 7,860.00            | 18.63%              |
| Out of Town Travel                     | 7720    | 712.96                    | 2,999.46             | 2,365.68             | 14,765.00                  | 12,399.32           | 16.02%              |
| Private Vehicle Mileage                | 7730    | 144.49                    | 1,406.46             | 1,465.43             | 4,300.00                   | 2,834.57            | 34.08%              |
| Transportation Charges                 | 7740    |                           | 390.00               | 390.00               | 1,850.00                   | 1,460.00            | 21.08%              |
| Special Events                         | 7750    | 6,824.48                  | 10,244.88            | 9,928.66             | 16,850.00                  | 6,921.34            | 58.92%              |
| Tuition/Book Reimbursement             | 7760    |                           |                      |                      | -                          | -                   | #DIV/0!             |
| Gas                                    | 7810    | 1,911.30                  | 8,525.89             | 7,803.29             | 31,000.00                  | 23,196.71           | 25.17%              |
| Water                                  | 7820    | 35,441.53                 | 469,245.91           | 434,225.27           | 830,500.00                 | 396,274.73          | 52.28%              |
| Electricity                            | 7830    | 19,223.83                 | 125,179.27           | 133,634.75           | 177,375.00                 | 43,740.25           | 75.34%              |
| Awards & Certificates                  | 7910    | 446.23                    | 9,792.21             | 7,865.99             | 18,000.00                  | 10,134.01           | 43.70%              |
| Meals & Entertainment                  | 7920    | 320.34                    | 1,714.62             | 1,464.84             | 5,650.00                   | 4,185.16            | 25.93%              |
| Employee Morale                        | 7930    | 659.59                    | 1,702.79             | 718.07               | 3,750.00                   | 3,031.93            | 19.15%              |
| Cost to Issue Side Fund Loan           | 6971    |                           | 2,422.14             | 807.38               | 4,850.00                   | 4,042.62            | 16.65%              |
| Cost to Issue COP's                    | 6970    |                           | 12,405.84            | 4,135.28             | 24,800.00                  | 20,664.72           | 16.67%              |
| Loan Payment Pension Obligation (est)  | 6160    |                           | 40,472.00            | 37,554.66            | 219,600.00                 | 182,045.34          | 17.10%              |
| COP Debt - PV Fields (est)             | 7950    |                           | 104,238.34           | 103,318.14           | 721,500.00                 | 618,181.86          | 14.32%              |
| Service and Supply Expenditures        |         | 371,063.86                | 1,608,918.05         | 1,613,212.34         | 4,088,535.00               | 2,475,322.66        | 39.46%              |
| Year to Date Difference                |         |                           |                      | 4,294.29             |                            |                     |                     |
| Capital Expenditures                   | 8400    | 30,193.63                 | 11,279.70            | 137,535.58           | 318,000.00                 | 180,464.42          | 43.25%              |
| Equipment/Facility Replacement         | 8420    |                           |                      | 1,820.45             | 25,000.00                  | 23,179.55           | 7.28%               |
| Parking Lot Repair-Assessment          | 6718    |                           |                      |                      |                            |                     | #DIV/0!             |
| Tree Care-Assessment                   | 6719    | 1,696.00                  | 11,000.00            | 4,322.00             |                            | (4,322.00)          | #DIV/0!             |
| Playground Replacement- Assess         | 6721    | 1,609.70                  | 6,571.93             | 1,809.00             |                            | (1,809.00)          | #DIV/0!             |
| Park Amenities- Assess                 | 6722    |                           | 8,214.01             | 1,329.84             |                            | (1,329.84)          | #DIV/0!             |
| Facility Replacement                   | 6723    |                           |                      |                      |                            |                     | #DIV/0!             |
| Capital Expenditures                   |         | 33,499.33                 | 37,065.64            | 146,816.87           | 343,000.00                 | 196,183.13          | 42.80%              |
| <b>TOTAL GENERAL FUND EXPENDITURES</b> |         | <b>800,124.71</b>         | <b>3,392,263.15</b>  | <b>3,592,391.98</b>  | <b>8,197,292.00</b>        | <b>4,604,900.02</b> | <b>43.82%</b>       |

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

**TO: BOARD OF DIRECTORS**

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

**DATE: February 4, 2015**

**SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION NO. 538 DIRECTING SCI CONSULTING GROUP TO PREPARE AN ENGINEER'S REPORT FOR THE FY 2015-2016 ASSESSMENT DISTRICT**

**RECOMMENDATION**

It is recommended the Board approve Resolution No. 538, directing SCI Consulting Group to prepare the FY 2015-2016 Engineer's Report.

**BACKGROUND**

SCI Consulting Group was retained in 2001 by the District to prepare and file a report. The report was to include: estimate of costs; a diagram for the assessment district; and an assessment to cover the estimated costs of the improvements pursuant to the provisions of the Landscaping and Lighting Act of 1972 and Article XIID of the California Constitution. The Assessment District was formed to provide adequate revenues for park maintenance services as well as for expanding and improving park facilities to meet the growing demand placed on the parks.

**ANALYSIS**

The Engineer's Report is prepared annually to establish the budget for the services that would be funded by the proposed fiscal year. The FY 2015-2016 projects will determine the benefits received from the park maintenance and improvements by property within the Park District and the method of assessment apportionment to lots and parcels within the Park District. Specifically, the Engineer's Report with input from District staff will reflect the projects, staffing and funding allocation for the upcoming fiscal year. The Board will then have the opportunity to review the proposed report and budget.

**FISCAL IMPACT**

The FY 2015-2016 special assessment funds will be dedicated to the debt service for the Certificates of Participation (COP) sold as the funding source for the Village at the Park Sports Complex, the Park Superintendent's expenses, tree maintenance program, parking lot repair, and miscellaneous park projects.

**RECOMMENDATION**

It is recommended that the Board approve Resolution No. 538 directing SCI Consulting Group to prepare the FY 2015-2016 Engineer's Report.

**ATTACHMENT**

- 1) Resolution No. 538 (2 pages)

RESOLUTION NO. 538

A RESOLUTION DIRECTING PREPARATION OF THE ENGINEER'S REPORT  
FOR THE PLEASANT VALLEY RECREATION AND PARK DISTRICT

**RESOLVED**, by the Governing Board (the "Board") of the Pleasant Valley Recreation and Park District (the "District"), County of Ventura, State of California, that

1. On April 4<sup>th</sup>, 2001 by its Resolution No. 356 this Board ordered the formation of a landscaping and lighting district pursuant to Article XIID of the California Constitution, and the Landscaping and Lighting Act of 1972 (the "Act"), Part 2 of Division 15 of the California Streets and Highways Code (commencing with Section 22500 thereof).

2. The purpose of the landscaping and lighting district shall be for the installation, maintenance and servicing of improvements to the Pleasant Valley Recreation and Park District described in Section 3 below.

3. The landscaping and lighting district has been given the distinctive designation of the "Park Maintenance and Recreation Improvement District", which proposed landscaping and lighting district is primarily described as all of the lands within the current boundaries of the Pleasant Valley Recreation and Park District.

4. Within the landscaping and lighting district, the existing and proposed improvements to be undertaken by the Recreation Improvement and Maintenance District are described as installation, maintenance and servicing of public facilities, including but not limited to, playing fields, playground equipment, hard court surfaces, irrigation and sprinkler systems, landscaping, turf and track facilities, gymnasiums, swimming pools, landscaping, sprinkler systems, park grounds, park facilities, landscape corridors, and trails, as applicable, for property owned or maintained by the Pleasant Valley Recreation and Park District. Maintenance means the furnishing of services and materials for the ordinary and usual maintenance, operation and servicing of said improvements, including repair, removal, or replacement of all or part of any improvement; providing for the life, growth, health and beauty of landscaping; and cleaning, sandblasting and painting of walls and other improvements to remove or cover graffiti.

Servicing means the furnishing of electric current or energy for the operation or lighting of any improvements, and water for irrigation of any landscaping or the maintenance of any other improvements.

5. SCI Consulting Group is hereby designated as Engineer of Work for purposes of these proceedings and is hereby ordered to prepare an Engineer's Report in accordance with Article 4 of Chapter 1 of the Act and Article XIID of the California Constitution. Upon completion, the Engineer shall file the Engineer's Report with the Clerk of the Board for submission to the Board.

**PASSED AND ADOPTED** this 4th day of February, 2015 by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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ELAINE L. MAGNER, CHAIR  
PLEASANT VALLEY RECREATION AND PARK DISTRICT

ATTESTED:

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NEAL DIXON, SECRETARY  
PLEASANT VALLEY RECREATION AND PARK DISTRICT

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

**TO: BOARD OF DIRECTORS**

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

**DATE: February 4, 2015**

**SUBJECT: CONSIDERATION AND APPROVAL OF MID-YEAR  
BUDGET REVISIONS**

**RECOMMENDATION**

It is recommended that the Board review and approve the mid-year budget revisions to the FY 2014–2015 Budget.

**BACKGROUND**

The Fiscal Year 2014-2015 Budget was approved July 29, 2014. The budget was developed by staff and reviewed and approved by the Board of Directors. The budget at mid-year is reviewed and analyzed by staff and the General Manager before going to the Board for approval of the budget adjustments. Budget revisions during the fiscal year are consistent with accounting practices and recommended by the District’s auditors.

**ANALYSIS**

District Wide the revenue is at 66.25%, up 16.25% from the budgeted 50% for mid-year. This is mainly due to the Park Dedication Fee (Quimby Fee) of \$615,709 the District received in July from AMLI and also due to increased assessed values resulting in an increased Property Tax Apportionment.

Recreation Revenue is down 4.6% (45.4%) from a budgeted 50% due to a decrease in the Public Fees line item. Staff has noticed a decline over the past two years in Program revenue due to the turnover in staffing and the reassignment of duties. As we begin to hire staff and reassign programming such as seniors, aquatics, and camps back to supervisors, we project to be back on track to hit revenue projections. Recreation will also see an increase in Public Fees in the spring and summer once the classes are advertised in the Activity Guide and the citizens register for the classes.

Overall the District’s expenses are running below (5.24%) the budgeted amount of 50% for mid-year. The General Fund Service & Supply expenditures are at 39.17% (down 10.83%) for the period ending December 31, 2014. Even though the District is doing well managing the expenses, there are a few line items that need to be addressed. The first is Electricity. For fiscal year 2013-2014 the District budgeted \$275,700 and actually spent \$267,776. During the budget workshop for fiscal year 2014-2015, the Parks Department budgeted \$222,525, but due to Southern California Edison communicating an allowance for the District to get a less expensive rate called “AL2”, the Board decided to reduce the electricity line item by \$45,150, budgeting \$177,375 for fiscal year 2014-2015. This additional budget reduction on top of what was cut from fiscal year 2013-2014 equates to \$90,400. Unfortunately Southern California Edison did not come “on-line” as originally planned and the District needs to increase the budget by \$90,000 to allow for the electricity charges for the remainder of fiscal year 2014-2015.

Due to a computer crash in September 2014 the District experienced unforeseen expenses in getting the hardware and software back up and running. Staff is asking the Board to approve the \$16,600 budget adjustment for the Computer Hardware/Software (\$7,500) and Equipment Maintenance (\$5,000) line items and Telephone (\$4,100).

During fiscal year 2014-2015 the District decided to take back the responsibility of the restroom maintenance. Since this has taken place the cost of janitorial supplies has increased. Staff is asking the Board to approve an increase of \$6,000 for the janitorial supply line item.

The Other Post Employment Benefit (OPEB) report is due every three years. The OPEB report was due for renewal on July 1, 2014. In order for the District to meet the OPEB requirement and for it not to be a finding in our audit report, the District must have an OPEB report completed by June 30, 2015. Staff is currently in contact with Nicolay Consulting to prepare the OPEB report so that the District is in compliance with Governmental Accounting Standards Board (GASB) 68.

In looking at the increase in expenses the Board also needs to remember that the District had to borrow \$319,038 (principle and interest) to cover the payroll and account payable obligations through the end of calendar year 2014 until the December property tax apportionment arrived. The loan came from the Capital account and the Capital account was reimbursed once the tax apportionment came in.

Along with the mid-year budget adjustments previously mentioned there were a few others that had either no impact on the budget or a very small effect on the budget. These mid-year budget adjustments have been reviewed with the General Manager for approval.

### **FISCAL IMPACT**

Keeping in mind the changes that are mentioned above, the impact on the budget in fiscal year 2014-2015 is a decrease of \$114,100 in budget savings. The new total for mid-year went from \$229,053 in revenue over expenses to \$114,953 in revenue over expense. This figure does not include the loan from the capital account to the general fund of \$319,038 that has already been paid back to the capital account nor does it include the one time revenue of \$615,709 from AMLI for the Park Dedication Fees.

### **STAFF RECOMMENDATION**

It is recommended that the Board review and approve the mid-year budget revisions to the FY 2014–2015 Budget.

### **ATTACHMENTS**

- 1) District Wide Mid-Year Budget Summary Pages (3 Pages)

**PLEASANT VALLEY RECREATION AND PARK DISTRICT  
2014-2015 ANNUAL BUDGET  
DISTRICT WIDE SUMMARY**

| Account Description                   | Actual<br>REV/EXP<br>2012-2013 | Final<br>Budget<br>2013-2014 | Actual<br>REV/EXP<br>2013-2014 | Mid-Year<br>Budget<br>2014-2015 | Rounded<br>Figures<br>2014-2015 |
|---------------------------------------|--------------------------------|------------------------------|--------------------------------|---------------------------------|---------------------------------|
| 5110-5230 Tax Apportionment           | 5,210,600.72                   | 5,341,500.00                 | 5,392,669.82                   | 5,375,274.01                    | 5,375,300.00                    |
| 5240 Supplemental Assessment Roll     | 190.78                         | 300.00                       | 163.84                         | 170.50                          | 200.00                          |
| 5500 Assessment Income                | 979,956.86                     | 986,200.00                   | 986,200.00                     | 1,008,643.00                    | 1,008,650.00                    |
| 5400 Park Dedication Fees             | 0.00                           | 0.00                         | 0.00                           | 0.00                            | 0.00                            |
| 5561 Land/Park Sale                   | 0.00                           | 0.00                         | 0.00                           | 0.00                            | 0.00                            |
| <b>DISTRICT WIDE REVENUE</b>          | <b>6,190,748.36</b>            | <b>6,328,000.00</b>          | <b>6,379,033.66</b>            | <b>6,384,087.51</b>             | <b>6,384,150.00</b>             |
| 5501 Prop 12 Fund-Income              | 0.00                           | 0.00                         | 0.00                           | 0.00                            | 0.00                            |
| 5510 Public Fees                      | 575,276.47                     | 665,770.00                   | 587,835.38                     | 733,489.10                      | 734,420.00                      |
| 5512 CPR/FA Certification Income      | 310.00                         | 0.00                         | 0.00                           | 0.00                            | 0.00                            |
| 5520 Public Passes                    | 65,448.04                      | 71,540.00                    | 67,526.36                      | 76,016.50                       | 75,150.00                       |
| 5530 Facility Rentals                 | 290,916.57                     | 306,340.00                   | 293,269.73                     | 302,922.00                      | 302,950.00                      |
| 5505 Facility Cleaning Fee            | 0.00                           | 550.00                       | 0.00                           | 570.00                          | 550.00                          |
| 5506 Park Patrol Citations            | 0.00                           | 0.00                         | 858.27                         | 900.00                          | 900.00                          |
| 5507 Plan Check Fee                   | 0.00                           | 100.00                       | 100.00                         | 100.00                          | 100.00                          |
| 5460 Prior Year Dividends from Pardec | 35,841.00                      | 15,000.00                    | 34,210.00                      | 17,105.00                       | 17,100.00                       |
| 5535 Cell Tower Income                | 93,288.49                      | 91,100.00                    | 88,158.75                      | 93,380.88                       | 93,400.00                       |
| 5545 Insurance Indemnity Income       | 2,847.12                       | 6,400.00                     | 16,973.11                      | 5,000.00                        | 5,000.00                        |
| 5550 Senior Dues                      | 1,300.00                       | 1,450.00                     | 1,066.67                       | 1,500.00                        | 1,500.00                        |
| 5515 Senior Services Income           | 1,875.00                       | 1,300.00                     | 1,341.75                       | 2,200.00                        | 2,200.00                        |
| 5555 Activity Guide Income            | 3,500.00                       | 4,000.00                     | 5,500.00                       | 6,000.00                        | 6,000.00                        |
| 5525 Vending Commissions              | 462.94                         | 2,200.00                     | 482.07                         | 840.00                          | 800.00                          |
| 5562 Banner Income                    | 0.00                           | 900.00                       | 0.00                           | 900.00                          | 900.00                          |
| 5570 Donations                        | 95,861.09                      | 81,650.00                    | 103,593.39                     | 96,420.00                       | 96,400.00                       |
| 5571 Donations for CIP Projects       | 0.00                           | 227,995.00                   | 30,039.25                      | 7,475.00                        | 7,475.00                        |
| 5575/5540 Other Misc Income           | 37,085.36                      | 35,000.00                    | 42,972.50                      | 37,526.95                       | 37,500.00                       |
| 5580 Over/Under                       | (73.30)                        | 50.00                        | (375.09)                       | -97.73                          | -100.00                         |
| 5585 Incentive Income                 | 17,637.95                      | 17,800.00                    | 23,126.63                      | 17,330.00                       | 17,350.00                       |
| 5600 Reimbursement (RDA)              | 191,020.75                     | 191,000.00                   | 81,898.90                      | 75,000.00                       | 75,000.00                       |
| 5310-5320 Interest Income             | 14,299.85                      | 6,150.00                     | 5,402.42                       | 5,032.52                        | 5,000.00                        |
| <b>RECREATION AND PARK FEES</b>       | <b>1,426,897.33</b>            | <b>1,726,295.00</b>          | <b>1,383,980.07</b>            | <b>1,479,610.21</b>             | <b>1,479,595.00</b>             |
| <b>TOTAL GEN FUND REVENUES</b>        | <b>7,617,645.69</b>            | <b>8,054,295.00</b>          | <b>7,763,013.73</b>            | <b>7,863,697.72</b>             | <b>7,863,745.00</b>             |

| Account Description                  | Actual<br>REV/EXP<br>2012-2013 | Final<br>Budget<br>2013-2014 | Actual<br>REV/EXP<br>2013-2014 | Mid-Year<br>Budget<br>2014-2015 | Rounded<br>Figures<br>2014-2015 |
|--------------------------------------|--------------------------------|------------------------------|--------------------------------|---------------------------------|---------------------------------|
| 6100 Full-Time Wages                 | 2,380,429.95                   | 2,048,650.00                 | 1,865,886.51                   | 2,026,324.33                    | 2,026,242.00                    |
| 6101 Overtime Wages                  | 30,103.36                      | 17,800.00                    | 17,800.00                      | 16,932.01                       | 16,950.00                       |
| 6110 Part-Time Wages                 | 598,377.17                     | 695,875.00                   | 666,479.39                     | 666,276.13                      | 666,190.00                      |
| 6120 Retirement (Pers/SS/Medicare)   | 567,423.77                     | 464,350.00                   | 421,123.74                     | 436,288.99                      | 437,115.00                      |
| 6121 457 Part-Time Pension           | 9,415.72                       | 4,100.00                     | 3,060.44                       | 4,100.00                        | 4,100.00                        |
| 6130 Employee Health Insurance       | 494,156.96                     | 395,400.00                   | 381,928.93                     | 297,550.79                      | 297,500.00                      |
| 6140 Workers Compensation            | 108,831.68                     | 91,523.00                    | 88,295.09                      | 89,573.70                       | 93,060.00                       |
| 6150 Unemployment Insurance          | 12,701.00                      | 10,000.00                    | 1,015.50                       | 5,000.00                        | 5,000.00                        |
| 6160 Loan Payment-Pension Obligation | 103,874.50                     | 210,600.00                   | 210,600.00                     | 219,603.00                      | 219,600.00                      |
| <b>TOTAL PERSONNEL</b>               | <b>4,305,314.11</b>            | <b>3,938,298.00</b>          | <b>3,656,189.59</b>            | <b>3,761,648.95</b>             | <b>3,765,757.00</b>             |
| 6210 Telephone                       | 23,861.72                      | 15,750.00                    | 15,798.61                      | 18,799.88                       | 18,800.00                       |
| 6220 Internet Services               | 15,468.30                      | 5,900.00                     | 6,561.38                       | 6,228.00                        | 6,250.00                        |
| 6310 Pool Supplies                   | 13,808.58                      | 14,000.00                    | 14,470.53                      | 15,000.00                       | 15,000.00                       |
| 6320 Janitorial Supplies             | 35,166.10                      | 40,100.00                    | 41,816.41                      | 46,100.00                       | 46,050.00                       |
| 6330 Kitchen Supplies                | 2,008.38                       | 2,300.00                     | 1,781.42                       | 2,080.00                        | 2,050.00                        |
| 6340 Food Supplies                   | 7,015.76                       | 8,680.00                     | 6,014.55                       | 8,072.00                        | 8,025.00                        |
| 6350 Water Maintenance Service       | 1,209.12                       | 1,100.00                     | 1,107.47                       | 960.00                          | 950.00                          |
| 6360 Laundry/Wash Services           | 1,185.65                       | 1,400.00                     | 522.95                         | -                               | -                               |
| 6370 Janitorial Services             | 55,422.24                      | 18,250.00                    | 14,572.00                      | -                               | -                               |
| 6380 Medical Supplies                | 706.43                         | 1,400.00                     | 900.00                         | 2,820.00                        | 2,800.00                        |
| 6410 Liability/Property Insurance    | 99,669.96                      | 94,900.00                    | 94,861.08                      | 99,604.01                       | 99,600.00                       |
| 6510 Fuel                            | 61,259.99                      | 60,000.00                    | 45,983.79                      | 48,000.00                       | 48,000.00                       |
| 6520 Vehicle Maint/Repair            | 38,170.91                      | 40,000.00                    | 38,533.95                      | 40,020.00                       | 40,050.00                       |
| 6530 Office Equip Maint/Repair       | 4,960.29                       | 3,500.00                     | 2,206.35                       | 4,680.00                        | 4,750.00                        |
| 6540 Computer Equip Maint/Repair     | 5,291.07                       | 6,550.00                     | 7,234.10                       | 7,135.98                        | 7,150.00                        |
| 6610 Building Maintenance/Repair     | 98,931.63                      | 83,500.00                    | 50,705.53                      | 80,300.00                       | 80,300.00                       |
| 6620 Bldg. Equip Maint. Repair       | 11,832.08                      | 11,900.00                    | 7,112.23                       | 10,800.00                       | 10,800.00                       |
| 6630 Improvements/Maint.             | 33,018.68                      | 7,500.00                     | 8,000.00                       | 14,500.00                       | 14,500.00                       |
| 6701 Maintenance of Grounds          | -                              | -                            | -                              | -                               | -                               |
| 6709 Incidental Costs                | 15,641.97                      | 15,500.00                    | 14,986.14                      | 26,000.00                       | 26,000.00                       |
| 6710 Grounds Maint.                  | 60,539.24                      | 68,500.00                    | 46,132.07                      | 85,180.00                       | 85,200.00                       |
| 6720 Contracted Landscape Services   | 349,738.39                     | 393,800.00                   | 334,897.11                     | 383,400.00                      | 383,400.00                      |
| 6730 Contracted Pest Control         | 300.00                         | -                            | 675.00                         | 2,000.00                        | 2,000.00                        |
| 6740 Rubbish & Refuse                | 61,804.32                      | 60,600.00                    | 49,384.72                      | 51,100.00                       | 51,100.00                       |
| 6810 Memberships & Dues              | 8,785.26                       | 10,050.00                    | 8,682.23                       | 11,803.82                       | 11,870.00                       |
| 6910 Office Expense                  | 17,859.93                      | 20,350.00                    | 16,412.27                      | 19,256.50                       | 19,250.00                       |
| 6920 Postage/Freight/Mail Expense    | 21,329.03                      | 23,450.00                    | 22,840.18                      | 24,311.00                       | 24,325.00                       |
| 6930 Advertising Expense             | 15,810.91                      | 13,800.00                    | 15,350.68                      | 13,511.00                       | 13,550.00                       |
| 6940 Copy Machine Charges            | 15,910.72                      | 14,900.00                    | 18,512.95                      | 19,088.99                       | 19,050.00                       |
| 6950 Bank/Activenet Charges          | 41,939.13                      | 35,700.00                    | 39,612.06                      | 40,257.26                       | 40,250.00                       |
| 6960 Apportionment Collection Fees   | 400,313.35                     | 368,250.00                   | 379,738.87                     | 391,712.31                      | 391,700.00                      |
| 6970 Cost to Issue COP's             | 24,811.68                      | 24,800.00                    | 24,800.00                      | 24,811.68                       | 24,800.00                       |
| 6971 Cost to Issue Side Fund Loan    | 4,036.90                       | 4,850.00                     | 4,850.00                       | 4,844.28                        | 4,850.00                        |
| 6980 Minor Office Equip. F F & E     | 2,552.69                       | 1,600.00                     | 1,967.34                       | 1,666.32                        | 1,650.00                        |
| 6990 Computer Hardware/Software      | 8,374.74                       | 4,850.00                     | 5,168.75                       | 25,900.00                       | 25,900.00                       |
| 7010 Fingerprint Fees                | 1,609.00                       | 2,600.00                     | 1,120.00                       | 1,705.00                        | 1,700.00                        |
| 7020 Fire Inspection Fees            | -                              | 2,925.00                     | 3,290.13                       | 5,088.00                        | 5,075.00                        |
| 7030 Business Permit & Licence Fee   | 4,950.11                       | 4,950.00                     | 5,271.95                       | 4,440.00                        | 4,450.00                        |



| Account Description                   | Actual<br>REV/EXP<br>2012-2013 | Final<br>Budget<br>2013-2014 | Actual<br>REV/EXP<br>2013-2014 | Mid-Year<br>Budget<br>2014-2015 | Rounded<br>Figures<br>2014-2015 |
|---------------------------------------|--------------------------------|------------------------------|--------------------------------|---------------------------------|---------------------------------|
| 7040 State Licences                   | 415.00                         | -                            | 97.50                          | -                               | -                               |
| 7110 Legal Fees                       | 30,200.13                      | 75,000.00                    | 65,585.73                      | 75,300.00                       | 75,300.00                       |
| 7115 Typsetting & Printing Services   | 48,733.36                      | 51,250.00                    | 50,700.00                      | 50,700.00                       | 50,700.00                       |
| 7120 Instructor Services              | 176,111.99                     | 175,975.00                   | 172,650.00                     | 172,326.98                      | 172,360.00                      |
| 7125 Admin Fees                       | 1,071.63                       | 1,200.00                     | 1,248.90                       | 1,248.90                        | 1,250.00                        |
| 7130 Audit Services                   | 8,890.00                       | 9,000.00                     | 10,125.00                      | 10,725.00                       | 10,700.00                       |
| 7140 Medical & Health Services        | 3,045.00                       | 2,500.00                     | 1,130.00                       | 2,375.00                        | 2,400.00                        |
| 7150 Security Services                | 4,126.99                       | 4,150.00                     | 4,639.86                       | 4,452.84                        | 4,450.00                        |
| 7160 Entertainment Services           | 1,250.00                       | 1,350.00                     | 1,200.00                       | 1,350.00                        | 1,350.00                        |
| 7170 Sign Language Services           | -                              | -                            | -                              | -                               | -                               |
| 7180 Business Services                | 115,154.81                     | 43,350.00                    | 66,599.07                      | 80,372.82                       | 80,400.00                       |
| 7190 Umpire/Referee Services          | 2,028.00                       | 1,850.00                     | 1,780.00                       | 1,900.00                        | 1,900.00                        |
| 7210 Publication & Subscriptions      | 1,564.67                       | 2,550.00                     | 1,858.11                       | 3,456.00                        | 3,425.00                        |
| 7310 Rents & Leases - Equipment       | 32,944.95                      | 31,000.00                    | 21,162.30                      | 30,370.00                       | 29,845.00                       |
| 7320 Bidg./Field Leases & Rentals     | 12,982.00                      | 14,150.00                    | 14,115.00                      | 13,188.00                       | 13,200.00                       |
| 7410 Aquatic Supplies                 | 2,677.25                       | 2,350.00                     | 2,150.00                       | 1,910.00                        | 1,900.00                        |
| 7420 Classroom Supplies               | 8,193.71                       | 5,525.00                     | 5,995.57                       | 6,005.00                        | 6,025.00                        |
| 7430 Bingo Supplies                   | 7,799.34                       | 7,500.00                     | 7,000.00                       | 7,500.00                        | 7,500.00                        |
| 7440 Sporting Goods                   | 9,519.91                       | 10,000.00                    | 7,304.91                       | 10,407.00                       | 10,400.00                       |
| 7450 Arts & Crafts Supplies           | 3,768.09                       | 2,450.00                     | 3,258.90                       | 2,290.00                        | 2,250.00                        |
| 7460 Training Supplies                | 3,447.02                       | 3,200.00                     | 1,900.00                       | 3,300.00                        | 3,300.00                        |
| 7470 Camp Supplies                    | 872.92                         | 600.00                       | 709.95                         | 600.00                          | 600.00                          |
| 7510 Small Tools                      | 12,165.85                      | 16,550.00                    | 18,439.79                      | 16,500.00                       | 16,500.00                       |
| 7610 Uniform Allowance                | 14,081.12                      | 12,800.00                    | 6,330.79                       | 10,756.00                       | 10,765.00                       |
| 7620 Safety clothing & Supplies       | 5,339.21                       | 6,100.00                     | 5,760.03                       | 7,090.00                        | 7,120.00                        |
| 7710 Conference & Seminars            | 15,424.94                      | 8,550.00                     | 7,736.00                       | 9,670.00                        | 9,660.00                        |
| 7720 Out-of-town Travel               | 20,104.07                      | 14,350.00                    | 8,118.22                       | 14,768.44                       | 14,765.00                       |
| 7730 Private Vehicle Mileage          | 2,636.64                       | 3,750.00                     | 3,400.05                       | 4,246.80                        | 4,300.00                        |
| 7740 Transportation Charges           | 10.00                          | 1,250.00                     | 1,085.00                       | 1,850.00                        | 1,850.00                        |
| 7750 Excursions & Camp Trips          | 15,563.83                      | 18,250.00                    | 17,100.00                      | 16,840.00                       | 16,850.00                       |
| 7760 Tuition/Book Reimbursement       | 795.00                         | 1,000.00                     | -                              | -                               | -                               |
| 7810 Utilities - Gas                  | 29,005.56                      | 27,900.00                    | 28,024.28                      | 31,013.40                       | 31,000.00                       |
| 7820 Utilities - Water                | 741,303.07                     | 748,100.00                   | 814,735.92                     | 830,482.80                      | 830,500.00                      |
| 7830 Utilities - Electricity          | 271,496.01                     | 275,700.00                   | 243,754.25                     | 267,375.00                      | 267,375.00                      |
| 7910 Awards & Certificates            | 20,293.13                      | 17,950.00                    | 15,977.75                      | 17,995.00                       | 18,000.00                       |
| 7920 Meals & Entertainment            | 3,454.35                       | 3,700.00                     | 3,229.32                       | 5,600.00                        | 5,650.00                        |
| 7930 Employee Moral                   | 9,507.84                       | 4,500.00                     | 3,071.50                       | 3,650.00                        | 3,750.00                        |
| 7950 Lease Payment- VATP              | 626,188.93                     | 707,650.00                   | 707,669.77                     | 721,496.26                      | 721,500.00                      |
| <b>TOTAL SERVICES/ SUPPLIES</b>       | <b>3,827,460.56</b>            | <b>3,801,255.00</b>          | <b>3,677,518.25</b>            | <b>3,980,287.26</b>             | <b>3,980,035.00</b>             |
| <b>TOTAL OPERATIONAL EXPENDITURES</b> | <b>8,132,774.67</b>            | <b>7,739,553.00</b>          | <b>7,333,707.83</b>            | <b>7,741,936.21</b>             | <b>7,745,792.00</b>             |
| 8400 Capital Outlay                   | 48,797.22                      | 133,200.00                   | 68,896.38                      | 323,000.65                      | 318,000.00                      |
| 8420 Equipment Replacement fund       | 0.00                           | 25,000.00                    | 0.00                           | 25,000.00                       | 25,000.00                       |
| <b>TOTAL CAPITAL EXPENSES</b>         | <b>48,797.22</b>               | <b>158,200.00</b>            | <b>68,896.38</b>               | <b>348,000.65</b>               | <b>343,000.00</b>               |
| <b>TOTAL EXPENDITURES</b>             | <b>8,181,571.89</b>            | <b>7,897,753.00</b>          | <b>7,402,604.21</b>            | <b>8,089,936.86</b>             | <b>8,088,792.00</b>             |
| <b>5502 CARRY OVER</b>                | <b>4,954,975.16</b>            | <b>4,085,089.38</b>          | <b>2,822,928.26</b>            | <b>3,288,090.77</b>             | <b>3,288,092.77</b>             |
| 8500 Appropriation for Contingency    | 228,534.00                     | 79,848.00                    | 35,124.00                      | 505,803.00                      | 506,188.00                      |
| 8500 Appropriation for Reserves       | 2,108,841.00                   | 3,381,979.00                 | 2,407,443.00                   | 1,992,278.00                    | 1,992,052.00                    |
| 8500 Appropriation for Equipment      | 25,000.00                      | 57,506.82                    | 78,194.61                      | 45,000.00                       | 45,000.00                       |
| 8500 Appropriation for Cap Improve    | 1,005,818.00                   | 11,413.33                    | 0.00                           | 0.00                            | 0.00                            |
| 8500 Appropriation for Debt Service   | 366,616.88                     | 384,991.88                   | 384,991.88                     | 523,362.93                      | 523,362.93                      |
| 8500 Appropriation for Assessment     | 676,238.72                     | 325,892.77                   | 227,075.05                     | 106,507.88                      | 107,542.77                      |
| <b>TOTAL APPROPRIATIONS</b>           | <b>4,411,048.60</b>            | <b>4,241,631.80</b>          | <b>3,132,828.54</b>            | <b>3,172,951.81</b>             | <b>3,174,145.70</b>             |
| <b>TTL EXCESS OVER EXPENSES</b>       | <b>(20,000)</b>                | <b>(0)</b>                   | <b>50,509</b>                  | <b>(111,100)</b>                | <b>(111,100)</b>                |

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

**TO: BOARD OF DIRECTORS**

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

**DATE: February 4, 2015**

**SUBJECT: CONSIDERATION AND APPROVAL OF REQUEST  
FOR PROPOSAL (RFP) FOR TREE MAINTENANCE  
FOR THE CHARTER OAK PARK EUCALYPTUS  
WINDROW**

**RECOMMENDATION**

Consider reviewing and approving the Request for Proposal (RFP) to prune and/or remove designated trees within the Eucalyptus windrow at Charter Oak Park.

**BACKGROUND**

In 2009 the Park Superintendent and Park Supervisor of the Grounds Division identified several hazards with the group of trees located at Charter Oak Park, most in which were associated with the method of “topping” the trees and the fact that there was no selective pruning in the immediate following years to redevelop branch structure. Since 2009 the Park Supervisor has taken steps to manage the windrow of eucalyptus trees at Charter Oak Park.

The trees were inventoried so that the District could begin to track the tree maintenance performed to assist with the development of a long term maintenance plan that would identify pruning cycles, removals, and a replanting plan. The Parks Department allocated approximately 33% (\$3,000) of its annual tree budget to mitigate the issues and hazards associated with this windrow at Charter Oak Park. However,, with past few years’ budget cuts and reduction in resources, progress has been minimal. The District now needs to address the liabilities and structure of the trees. During the budget planning process of fiscal year 2014-2015 staff identified the Charter Oak Windrow Management project as a priority Capital Improvement Project for fiscal year 2014-2015.

Staff and the Board brought back the Charter Oak Park Eucalyptus Windrow Management Capital Improvement Plan (CIP) at the Board Study Session on November 12, 2014. During this study session staff presented this CIP again and received direction from the Board to come back with a short and long range plan for management of the Eucalyptus trees along with options.

The requested plan and options were brought back to the Board for discussion at the regular Board meeting on January 7, 2015. The options were soft estimates of job costs based off of tree size averages and a budget of \$10,000. The options included:

1. Removal of approximately 10 eucalyptus trees. (Contractor would remove all wood.)
2. Removal of approximately 20 eucalyptus trees. (The District would be responsible for the removal of all wood associated with the removals except for limbs.)
3. Utilization of a 5 man tree crew for one work week, focusing on trees on the west side of the windrow, pruning back any limbs that are hanging over the property lines, bad or weak branch attachment, and tree weight balancing.

During this discussion the Board identified the high degree of hazard and liability to the District with the trees of the Eucalyptus windrow and made a motion to have staff request proposals from tree maintenance vendors for work as staff sees fit, not to exceed \$20,000.

#### **ANALYSIS**

Based on previous Board direction, staff developed the project in a form of a Request For Proposal (RFP) allowing time to review, select, and recommend a suitable company based on their proposals and a history of similar projects.

The attached RFP outlines the project, requests relevant experiences and like projects, supplies information on the company, and offers a project scope. Additionally, the RFP provides a tentative schedule for the project with a completion date prior to March 31, 2015. If approved the due date for submission is February 19, 2015.

#### **FISCAL IMPACT**

Approval of the Request for Proposal will have no fiscal impact.

#### **RECOMMENDATION**

Consider reviewing and approving the Request for Proposal (RFP) to prune and/or remove designated trees within the Eucalyptus windrow at Charter Oak Park.

#### **ATTACHMENTS**

- 1) Request For Proposal: Charter Oak Park Eucalyptus Windrow Tree Trimming and Tree Removal (9 pages)

**Charter Oak Park  
Tree Pruning/Removal  
Charter Oak Drive  
Camarillo, CA 93010**

**Request for Proposal:  
Due February 19, 2015 4:00 pm**



Matthew Parker  
Park Supervisor  
Pleasant Valley Recreation  
and Park District, Camarillo, CA  
805-482-5396 x 302  
mparker@pvrpd.org  
www.pvrpd.org

# Request for Proposal: Due February 19, 4:00 pm 2015

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The Pleasant Valley Recreation and Park District is soliciting proposals from qualified vendors to prune and/or remove selected Eucalyptus trees within the Eucalyptus windrow at Charter Oak Park identified on the attached maps and lists. This project has a budget ceiling of \$20,000.

## **BACKGROUND**

The District is seeking qualified contractors for the pruning and /or removal selected Eucalyptus trees within the Eucalyptus windrow at Charter Oak Park to mitigate potential hazards associated with tree species and past pruning practices.

## **SCOPE OF WORK**

The District seeks to contract for tree service for the "safety pruning" of approximately 76 Eucalyptus trees ranging from 18" - >30" in trunk diameter and at heights of 25' – 75' and also 14 potential tree removals. Contractors must be prepared to comply with all state, federal and local safety and BMPs requirements and must also comply with the International Society of Arboriculture's pruning standards. Contractors must employ a certified arborist and must be on the worksite through the duration of the project and must be experienced with rigging and roping techniques.

## **PROPOSAL PROCESS**

The proposal process will consist of a written presentation (three copies) and a potential oral presentation for a selected number of proposers at a later date. The following shall be included in your written proposal:

1. A breakdown of cost to include the pricing for the pruning of each tree site identified on the attached tree trim list.
2. A breakdown of cost to include the removal of each tree site identified on the attached tree removal list and map.
3. A breakdown of cost to include but not limited to: any specialized equipment necessary by the contractor for a complete job.
4. A complete description of capability and history of the contractor. History of similar projects completed within the last three (3) years, including cost and client contact information.
5. Provide the number and type of California State Contractors Licenses held and bond information.
6. Provide information on the certified arborist(s) that will be assigned to the project (years of experience, specialized training etc.)
7. Provide a list of not less than three (3) work references including name of agency, contact person, phone number and/or e-mail.
8. A brief description of the proposed schedule and how the project would be organized.

## **EVALUATION OF PROPOSALS**

District staff will review the written proposals and hear the oral presentation (if necessary). The District will negotiate a final project scope based on budget ceiling and contract with the vendor rated first for the project.

# Request for Proposal: Due February 19, 4:00 pm 2015

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Overall responsiveness to the Request for Proposals is an important factor in the evaluation process. Evaluation of proposal will be based on the following:

- Responsiveness to the RFP and the criteria for the site.
- Equipment designs and concepts presented.
- Safety practices.
- Ability to meet budget, although cost will not be the sole deciding factor.
- Ability to possess appropriate California contractor's license and meet insurance requirements.
- Ability to comply with all state, federal and local safety and BMPs requirements and also must comply with the International Society of Arboriculture's pruning standards.
- Adhering to suggested schedule. Schedule should assume award of contract approximately fourteen (14) days after oral presentation with submittal of necessary bonds and insurance following award before notice to proceed is given.

The Pleasant Valley Recreation and Park District Board of Directors will make final award. No other officer or agent may obligate or bind the District.

## **PROPOSAL DEADLINE**

The deadline for receiving proposals is **4:00 pm on Thursday, February 19, 2015**. Proposals must be submitted in a sealed envelope, marked "RFP Charter Oak Park Tree Pruning/Removal 2015", prior to the deadline. Proposals should be signed by an authorized individual to bind the firm, and must be valid for at least 90 days.

Please submit three (3) copies of the proposal to:

Matthew Parker  
Park Supervisor  
Pleasant Valley Recreation and Park District  
1605 E. Burnley Street  
Camarillo, CA 93010

**FAXED or ELECTRONIC RESPONSES WILL NOT BE ACCEPTED**

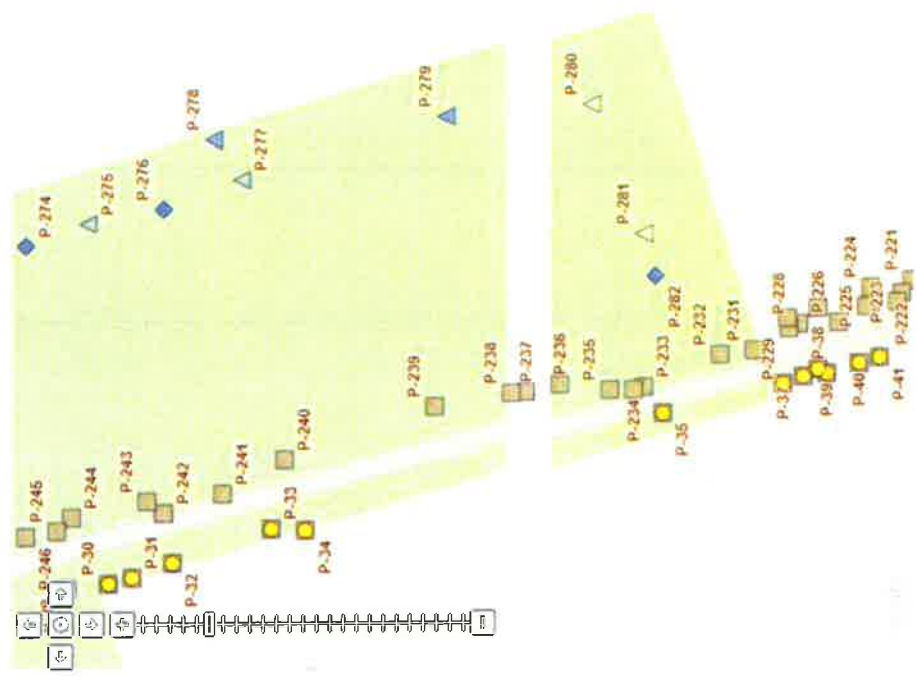
## **TENTATIVE SCHEDULE**

Request for Proposals released February 5, 2015  
Proposals must be received no later than 5:00pm February 19, 2015  
Contract negotiation February 25-27, 2015  
Contract award approximately March 4, 2015  
Project completion prior to April 18, 2015

## **ADDITIONAL INFORMATION**

For questions, please contact:

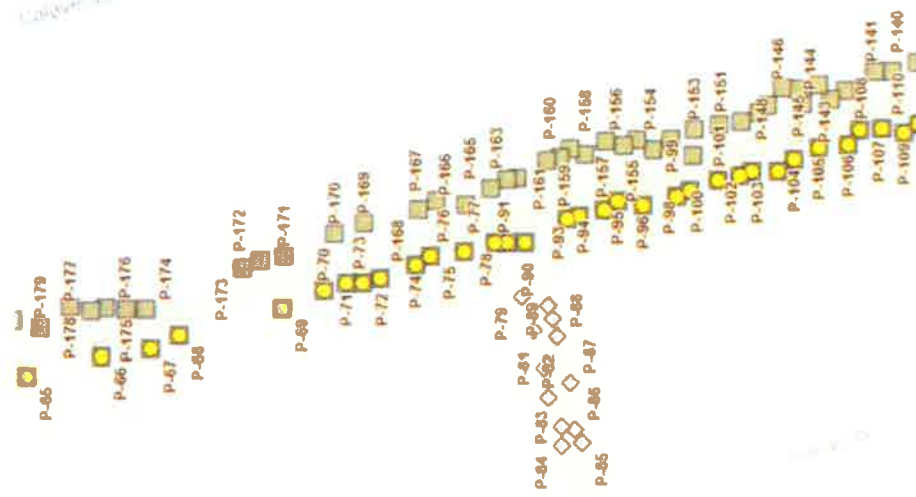
Matthew Parker, Park Supervisor  
805-482-5396 x 302  
[mparker@pvrpd.org](mailto:mparker@pvrpd.org)



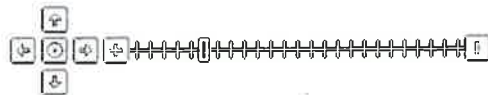
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Kasat Environment

Map - Report a map error

Highlighted tree sites identifies removals. Please provide prices for both trim and removal

| Park             | Tree | CommonName | BotanicalName       | DBH   | Height |
|------------------|------|------------|---------------------|-------|--------|
| CHARTER OAK PARK | 30   | BLUE GUM   | Eucalyptus globulus | 31+   | 60+    |
| CHARTER OAK PARK | 31   | BLUE GUM   | Eucalyptus globulus | 31+   | 60+    |
| CHARTER OAK PARK | 32   | BLUE GUM   | Eucalyptus globulus | 31+   | 60+    |
| CHARTER OAK PARK | 33   | BLUE GUM   | Eucalyptus globulus | 31+   | 60+    |
| CHARTER OAK PARK | 34   | BLUE GUM   | Eucalyptus globulus | 31+   | 60+    |
| CHARTER OAK PARK | 35   | BLUE GUM   | Eucalyptus globulus | 25-30 | 60+    |
| CHARTER OAK PARK | 36   | BLUE GUM   | Eucalyptus globulus | 31+   | 60+    |
| CHARTER OAK PARK | 37   | BLUE GUM   | Eucalyptus globulus | 31+   | 60+    |
| CHARTER OAK PARK | 38   | BLUE GUM   | Eucalyptus globulus | 25-30 | 45-60  |
| CHARTER OAK PARK | 39   | BLUE GUM   | Eucalyptus globulus | 31+   | 45-60  |
| CHARTER OAK PARK | 40   | BLUE GUM   | Eucalyptus globulus | 31+   | 45-60  |
| CHARTER OAK PARK | 41   | BLUE GUM   | Eucalyptus globulus | 31+   | 45-60  |
| CHARTER OAK PARK | 42   | BLUE GUM   | Eucalyptus globulus | 31+   | 60+    |
| CHARTER OAK PARK | 43   | BLUE GUM   | Eucalyptus globulus | 31+   | 60+    |
| CHARTER OAK PARK | 44   | BLUE GUM   | Eucalyptus globulus | 31+   | 60+    |
| CHARTER OAK PARK | 45   | BLUE GUM   | Eucalyptus globulus | 31+   | 60+    |
| CHARTER OAK PARK | 51   | BLUE GUM   | Eucalyptus globulus | 19-24 | 30-45  |
| CHARTER OAK PARK | 52   | BLUE GUM   | Eucalyptus globulus | 31+   | 30-45  |
| CHARTER OAK PARK | 53   | BLUE GUM   | Eucalyptus globulus | 31+   | 60+    |
| CHARTER OAK PARK | 54   | BLUE GUM   | Eucalyptus globulus | 25-30 | 60+    |
| CHARTER OAK PARK | 55   | BLUE GUM   | Eucalyptus globulus | 31+   | 60+    |
| CHARTER OAK PARK | 56   | BLUE GUM   | Eucalyptus globulus | 25-30 | 45-60  |
| CHARTER OAK PARK | 57   | BLUE GUM   | Eucalyptus globulus | 25-30 | 45-60  |
| CHARTER OAK PARK | 58   | BLUE GUM   | Eucalyptus globulus | 25-30 | 60+    |
| CHARTER OAK PARK | 59   | BLUE GUM   | Eucalyptus globulus | 31+   | 60+    |
| CHARTER OAK PARK | 60   | BLUE GUM   | Eucalyptus globulus | 31+   | 60+    |
| CHARTER OAK PARK | 61   | BLUE GUM   | Eucalyptus globulus | 25-30 | 60+    |
| CHARTER OAK PARK | 62   | BLUE GUM   | Eucalyptus globulus | 31+   | 60+    |
| CHARTER OAK PARK | 63   | BLUE GUM   | Eucalyptus globulus | 31+   | 60+    |
| CHARTER OAK PARK | 64   | BLUE GUM   | Eucalyptus globulus | 31+   | 60+    |
| CHARTER OAK PARK | 65   | BLUE GUM   | Eucalyptus globulus | 31+   | 60+    |
| CHARTER OAK PARK | 66   | BLUE GUM   | Eucalyptus globulus | 25-30 | 45-60  |
| CHARTER OAK PARK | 67   | BLUE GUM   | Eucalyptus globulus | 25-30 | 45-60  |
| CHARTER OAK PARK | 68   | BLUE GUM   | Eucalyptus globulus | 25-30 | 45-60  |
| CHARTER OAK PARK | 69   | BLUE GUM   | Eucalyptus globulus | 31+   | 45-60  |
| CHARTER OAK PARK | 70   | BLUE GUM   | Eucalyptus globulus | 31+   | 45-60  |
| CHARTER OAK PARK | 71   | BLUE GUM   | Eucalyptus globulus | 25-30 | 45-60  |
| CHARTER OAK PARK | 72   | BLUE GUM   | Eucalyptus globulus | 25-30 | 45-60  |
| CHARTER OAK PARK | 73   | BLUE GUM   | Eucalyptus globulus | 25-30 | 45-60  |
| CHARTER OAK PARK | 74   | BLUE GUM   | Eucalyptus globulus | 31+   | 45-60  |
| CHARTER OAK PARK | 75   | BLUE GUM   | Eucalyptus globulus | 25-30 | 45-60  |
| CHARTER OAK PARK | 76   | BLUE GUM   | Eucalyptus globulus | 31+   | 45-60  |
| CHARTER OAK PARK | 77   | BLUE GUM   | Eucalyptus globulus | 31+   | 45-60  |
| CHARTER OAK PARK | 78   | BLUE GUM   | Eucalyptus globulus | 31+   | 45-60  |
| CHARTER OAK PARK | 91   | BLUE GUM   | Eucalyptus globulus | 31+   | 60+    |
| CHARTER OAK PARK | 92   | BLUE GUM   | Eucalyptus globulus | 25-30 | 45-60  |

|                  |     |          |                     |       |       |
|------------------|-----|----------|---------------------|-------|-------|
| CHARTER OAK PARK | 93  | BLUE GUM | Eucalyptus globulus | 31+   | 45-60 |
| CHARTER OAK PARK | 94  | BLUE GUM | Eucalyptus globulus | 31+   | 45-60 |
| CHARTER OAK PARK | 95  | BLUE GUM | Eucalyptus globulus | 25-30 | 45-60 |
| CHARTER OAK PARK | 96  | BLUE GUM | Eucalyptus globulus | 31+   | 45-60 |
| CHARTER OAK PARK | 97  | BLUE GUM | Eucalyptus globulus | 25-30 | 45-60 |
| CHARTER OAK PARK | 98  | BLUE GUM | Eucalyptus globulus | 25-30 | 60+   |
| CHARTER OAK PARK | 100 | BLUE GUM | Eucalyptus globulus | 25-30 | 45-60 |
| CHARTER OAK PARK | 101 | BLUE GUM | Eucalyptus globulus | 25-30 | 60+   |
| CHARTER OAK PARK | 102 | BLUE GUM | Eucalyptus globulus | 19-24 | 60+   |
| CHARTER OAK PARK | 103 | BLUE GUM | Eucalyptus globulus | 31+   | 60+   |
| CHARTER OAK PARK | 104 | BLUE GUM | Eucalyptus globulus | 31+   | 60+   |
| CHARTER OAK PARK | 105 | BLUE GUM | Eucalyptus globulus | 25-30 | 60+   |
| CHARTER OAK PARK | 106 | BLUE GUM | Eucalyptus globulus | 31+   | 60+   |
| CHARTER OAK PARK | 107 | BLUE GUM | Eucalyptus globulus | 31+   | 60+   |
| CHARTER OAK PARK | 108 | BLUE GUM | Eucalyptus globulus | 25-30 | 45-60 |
| CHARTER OAK PARK | 109 | BLUE GUM | Eucalyptus globulus | 31+   | 60+   |
| CHARTER OAK PARK | 110 | BLUE GUM | Eucalyptus globulus | 25-30 | 45-60 |
| CHARTER OAK PARK | 111 | BLUE GUM | Eucalyptus globulus | 25-30 | 60+   |
| CHARTER OAK PARK | 112 | BLUE GUM | Eucalyptus globulus | 31+   | 60+   |
| CHARTER OAK PARK | 113 | BLUE GUM | Eucalyptus globulus | 13-18 | 60+   |
| CHARTER OAK PARK | 114 | BLUE GUM | Eucalyptus globulus | 13-18 | 45-60 |
| CHARTER OAK PARK | 115 | BLUE GUM | Eucalyptus globulus | 31+   | 60+   |
| CHARTER OAK PARK | 116 | BLUE GUM | Eucalyptus globulus | 31+   | 45-60 |
| CHARTER OAK PARK | 117 | BLUE GUM | Eucalyptus globulus | 31+   | 45-60 |
| CHARTER OAK PARK | 118 | BLUE GUM | Eucalyptus globulus | 25-30 | 45-60 |
| CHARTER OAK PARK | 119 | BLUE GUM | Eucalyptus globulus | 31+   | 60+   |
| CHARTER OAK PARK | 120 | BLUE GUM | Eucalyptus globulus | 25-30 | 45-60 |
| CHARTER OAK PARK | 121 | BLUE GUM | Eucalyptus globulus | 25-30 | 45-60 |
| CHARTER OAK PARK | 122 | BLUE GUM | Eucalyptus globulus | 25-30 | 45-60 |
| CHARTER OAK PARK | 123 | BLUE GUM | Eucalyptus globulus | 25-30 | 45-60 |
| CHARTER OAK PARK | 124 | BLUE GUM | Eucalyptus globulus | 31+   | 45-60 |

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

**TO: BOARD OF DIRECTORS**

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

**DATE: February 4, 2015**

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

**RECOMMENDATION**

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

**BACKGROUND**

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

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

**ANALYSIS**

It has been a common practice to review the Ordinance annually and if necessary update it according to current needs of the organization. The intent at this stage is to provide the document to the Board for additional comments and input. At the September 3, 2014 Board meeting, the Board initially reviewed the document; staff has included their recommendations from that meeting in the newest draft. Since then, staff has met on numerous occasions during the month of January 2015 to review and research sections of the Ordinance. The following are recommended changes:

- **Section 102 Definitions-** Added new terms “Green Space”, “Organized Use”, “Sports Park”, “Neighborhood Park”, “Community Park”, and “Oversized Use”.  
**Section 102 Definitions-** “Out-of-District” and “Resident Organizations” changed 75% to 50% participants are District residents.
- **Section 103 Authority and Enforcement-** Removed verbiage from paragraph two.

- **Section 117 Solicitation-** Removed “Sales” from title. Added specific information in regards to solicitation of business. Removed items a., b., and c. in regards to sales.
- **Section 118 Conducting Business in a District Park-** Section added outlining specific information including application fee and review, restrictions, and permit revocation.
- **Section 211 Model Craft-** Changed title from aircraft and included drones in type of craft.
- **Section 213 Overnight Camping-** Added e. specifying camping permitted for District hosted events.
- **Section 216 Personal Hygiene-** Section added addressing no washing activities allowed on District property.
- **Section 409 Prohibition on Use of Tobacco or Related Products-** Simplified and clarified no smoking of any type including electronic and vapor products are permitted on District property.
- **Sections 505 Additional Charges & 506 Deposits-** Changed 21 days to 30 days.
- **Section 511 Cancellation Refund Policy-** Changed 21 days to 30 days and added fee may apply for “no shows”.
- **Section 514 Filming-** Added filming permit and application is required prior to filming.

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

**FISCAL IMPACT**

No fiscal impact is associated with this review.

**RECOMMENDATION**

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

**ATTACHMENT**

- 1) Proposed Amended District Ordinance No. 8, Governing Use of Parks, Recreation Areas, and Facilities (40 pages)



# PLEASANT VALLEY RECREATION AND PARK DISTRICT

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

~~Board Introduction 3/2/2011~~

~~Public posting 3/10/2011~~

~~Board Adoption 4/6/2011~~

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

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 SECTION 102- DEFINITIONS ..... 1  
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 SECTION 104- COMPLIANCE ..... 5  
 SECTION 105- ENFORCEMENT ..... 5  
 SECTION 106- ADMINISTRATIVE PENALTY PROCEDURES ..... 6  
 SECTION 107- ADMINISTRATIVE PENALTY CITATIONS ..... 7  
 SECTION 108- PAYMENT OF ADMINISTRATIVE PENALTIES ..... 8  
 SECTION 109- APPLICATION FOR USE ..... 8  
 SECTION 110- RIGHT OF APPEAL ..... 8  
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 SECTION 115- DISTRICT RIGHT TO ALTER USE ..... 9  
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 SECTION 117- SALES AND SOLICITATION ..... 10  
 SECTION 118- ~~EQUESTRIAN~~ ACCESS ..... 12

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**ARTICLE II**

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## GENERAL CONDITIONS

### SECTION 101- PURPOSE/SEVERABILITY

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

### SECTION 102- DEFINITIONS

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

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

- I. **“Citation”** shall mean a civil or administrative penalty citation issued in accordance with Government Code Section 53069.4 charging a Citee with an ordinance violation pursuant to this Ordinance.
- J. **“Citee”** shall mean the person served with a civil penalty citation charging them as a responsible person for an ordinance violation.
- K. **“District”** shall mean the Pleasant Valley Recreation and Park District (District) and/or all land managed by Pleasant Valley Recreation and Park District.
- L. **“District Activities”** refer to District directed, sponsored programs or approved activities.
- M. **“District Community Services Groups”** shall mean organized activities and programs conducted by resident organizations approved by the District’s Board of Directors.
- N. **“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.”
- O. **“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.
- P. **“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.
- Q. **“Facility”** shall mean any building, structure, park or facility under the ownership, management or control of the District and available for public use.
- R. **“Fund Raising”** activity of raising money; organized activity of soliciting and collecting money for a nonprofit, service group or political organization. This shall mean funds derived from the event must be spent within the Community.
- S. **“General Manager”** shall mean the chief administrative officer of the Pleasant Valley Recreation and Park District or designee.
- T. **“Green Space”** community space consisting of land (such as parks) rather than buildings and use that is maintained for recreational enjoyment.
- U. **“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.
- V. **“Issuance Date”** shall mean the date when a citation is served on the Citee.

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W. "Leash" shall mean a length of six (6) feet or less.

X. "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.

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

Z. "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.

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AA. "Out-of-District / Non-Resident, Group or Organization" shall mean any person who resides outside the boundaries of the District, and any group, organization, association, partnership, firm, entity, or corporation located outside the boundaries of the Pleasant Valley Recreation and Park District or when fewer than 50 percent of the participants are District residents.

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

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

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

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

CC. "Permit" shall mean a permit for use of parks, equipment, or buildings as provided for and defined within District ordinances.

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DD. "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.

EE. **“Resident Organizations”** shall mean public and private educational, civic groups and non-profit organizations. Programs sponsored by non-profit groups open to the public with a primary purpose of recreation and/or youth service; District-based adult civic or service groups; groups sponsored by a public agency. Also includes nonprofit or not-for-profit groups and organizations wherein more than 50 percent of the membership is District residents.

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FF. **“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.

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

HH. **“Special Use Activities”** include any event that requires careful evaluation of the Applicant’s participant access and risk management procedures, i.e. use of alcohol or dances.

II. **“Structure”** shall mean anything constructed or erected which requires a location in or on the ground or which is attached to something having a location on or in the ground, such as signs, flagpoles, or similar appurtenances, including a building or a building’s architectural features and roof appurtenances required to operate and maintain the building, but not including fences or walls used as fences less than six feet (6’) in height.

JJ. **“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.

KK. **“Vehicle”** shall mean every device by which any person or property is or may be transported or drawn upon a public street or highway excepting devices moved by human power or used exclusively upon rails as defined in Section 670 of the California Vehicle Code.

a. Oversized Vehicle – is any motorized vehicle or combination of motorized vehicles and non-motorized vehicles or trailers that ; 1) meets or exceeds twenty-two (22) feet in length at any time and 2) meets or exceeds the combination of both more than eight (8) feet in height and also exceeds seven (7) feet in width.

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

#### SECTION 103- AUTHORITY AND ENFORCEMENT

The Board of Directors authorizes the General Manager to implement and administer the policies, ordinances, and regulations contained herein. Whenever a power is granted to, or a duty imposed on, the General Manager, the power may be exercised, or the duty performed, by the General Manager or designee. Unless this policy expressly provides otherwise, the General Manager or designee so designated or assigned such duties shall enforce the provisions of this ordinance. The General Manager shall have the authority to implement reasonable rules and

regulations to protect the public health, safety, welfare, and the resources under the District's care.

~~District employees, who are authorized, shall have the authority to warn, evict, arrest, and cite persons who violate any provisions of the District, state, or local ordinances. District personnel, who are authorized, pursuant to Section 830.31 of the Penal Code, shall carry proper identification.~~ Rangers may also issue civil or administrative penalty citations. Rangers shall carry identification and shall issue citations in accordance with Penal Code Section 853.5 *et seq.*

**Deleted:** District Park Rangers ["Rangers"] are uniformed District employees, designated as peace officers pursuant to Penal Code Section 830.31(b), whose primary duty shall be to protect District Lands and preserve the peace therein. Rangers are authorized to enforce all District ordinances, rules and regulations, all laws of the State of California and all applicable municipal laws or 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.

#### SECTION 104- COMPLIANCE

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

#### SECTION 105- ENFORCEMENT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

1. Name of the Responsible Person;
2. Address or other description of the location where the ordinance violation occurred;
3. Date on which the ordinance violation(s) occurred;
4. Issuing department/division;
5. The ordinance section(s) violated;

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6. Brief description of the violation;
7. Amount of the penalty;
8. Procedure to pay the penalty;
9. Description of the procedure for requesting a Preliminary Review, and an Administrative Hearing to contest a citation.
10. Printed name and signature of the issuing Ranger;
11. Date the citation is served;
12. A distinct citation number.

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

**SECTION 108- PAYMENT OF ADMINISTRATIVE PENALTIES**

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

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

**SECTION 109- APPLICATION FOR USE**

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

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

**SECTION 110- RIGHT OF APPEAL**

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

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appropriate terms and conditions. The General Manager shall specify grounds for denial. The decision of the General Manager may be appealed to the Board. An appeal to the Board shall be filed within five (5) working days of the General Manager's decision.

**SECTION 111- INTERFERENCE**

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

**SECTION 112- LIABILITY**

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

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

**SECTION 113- USE OF PARKS**

The District's reservable areas may be made available for the use of persons and groups subject to the issuance of a permit and the payment of appropriate fees. A permit must be issued for the use of any park for pre-advertised assemblies or by groups consisting of 25 or more persons. All applications for use of any park must be signed by an adult who shall agree to be responsible for said use. Groups that exceed the maximums will be required to pay additional fees. These additional fees will be charged for portable toilets, garbage dumpsters, an additional cleaning deposit, staff time, and any other costs incurred by the District as a result of a Group's use of the park.. The District will make arrangements for these items to be placed at the park. The cost of these items will be passed on to the Applicant.

**SECTION 114- PERMIT**

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

**SECTION 115- DISTRICT RIGHT TO ALTER USE**

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

**SECTION 116- VIOLATION OF PERMIT**

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

### SECTION 117- SOLICITATION

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

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

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

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

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- a. No one shall conduct any business in any “District” park except as provided in this section.
- b. Anyone desiring to conduct any business in any district park shall apply to the district for a permit to do so, on an application form to be prepared consistent with this section.
- c. Application Information required:
  1. Name and address and phone number of the applicant and if by a corporation of the officers,
  2. A description of the park location at which it is desired to conduct such business
  3. A copy of a current city business license, or proof of application,
  4. Types of any items to be sold
  5. Description of how business will be conducted, and a drawing of the vehicle or stand from which goods will be sold, to show its size, color, signage, etc., and a description of means by which goods will be transported to and from the site

6. A statement to be signed by the applicant agreeing to hold harmless the "District" and its officers, and employees from any claims for injuries or damage alleged by any person to have been caused by such activity
7. If goods are to be sold from any stand or cart, proof of insurance in the amount of 1M to cover claims for injury or damages suffered or alleged to have been suffered by any person as a result of such activity, which insurance policy shall name the district as an additional insured and shall provide it cannot be canceled except after ten days' written notice to the district.
8. Proof of application for all permits required by other public agencies such as County Health

#### APPLICATION FEE AND REVIEW

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

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

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

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

#### OPERATION RESTRICTIONS

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

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

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

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

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

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

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

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#### SECTION 118- EQUESTRIAN ACCESS

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

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## ARTICLE II PARK REGULATIONS

### SECTION 201- EXCEPTION

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

### SECTION 202- VEHICLES AND PARKING

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

- a. Vehicles shall be operated on District property only on designated roadways, without written permission of the General Manager.
- b. Vehicles shall not be parked on District property except within designated parking areas or within designated markings without written permission of the General Manager.
- c. 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.
- d. 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.
- e. 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. All parked vehicles are subject to being removed from District property under the following circumstances:
  - 1. When a vehicle is parked or left standing on District property when the park is closed to public use.
  - 2. When a vehicle is parked or left standing upon a roadway in such a position as to obstruct the normal movement of traffic or in such a condition as to create a hazard to other traffic upon the roadway.
  - 3. When a vehicle is parked so as to block the entrance to a driveway.
  - 4. When a vehicle is parked so as to prevent access by firefighting equipment to a fire hydrant or emergency service.
  - 5. When a vehicle is parked in any parking restricted zone.
- 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 the vehicle.
- i. No vehicle shall be parked on District property after the closing time of the park or facility.
- j. **Disabled Persons Parking Zones**

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

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

**SECTION 203- RIGHT OF APPEAL**

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



**SECTION 204- VEHICULAR TRESPASS**

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

**SECTION 205- FIREARMS AND WEAPONS**

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

**SECTION 206- HUNTING**

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

**SECTION 207- VANDALISM**

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

**SECTION 208- THROWING MISSILES**

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

**SECTION 209- AMPLIFIED SOUND**

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

**SECTION 210- GOLF**

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

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

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

**SECTION 212- AIRCRAFT/HUMAN FLIGHT**

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

#### **SECTION 213- OVERNIGHT CAMPING**

a. Definitions:

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

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

#### **SECTION 214- FIREWORKS AND DANGEROUS OBJECTS**

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

## SECTION 215- NUDITY

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

## SECTION 216 – PERSONAL HYGIENE

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

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

## SECTION 216- HOURS OF USE

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

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## SECTION 217- FLORA AND TURF

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

## SECTION 218- ARCHAEOLOGICAL FEATURES

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

## SECTION 219- GEOLOGICAL FEATURES

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

**SECTION 220- ~~DOMESTIC ANIMALS~~**

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

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

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

**SECTION 222- SALE OF ALCOHOLIC BEVERAGES**

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

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

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#### **SECTION 223- LITTER AND RUBBISH**

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

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#### **SECTION 224- FIRES IN DISTRICT PARKS**

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

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#### **SECTION 225- DUMPING**

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

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#### **SECTION 226- TRESPASSING**

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

#### **SECTION 227- PARK CLOSURE**

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

#### **SECTION 228- ENTRY TO ACTIVITIES**

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

**SECTION 229- UNLAWFUL COMMERCIAL ADVERTISING**

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

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

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

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

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

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

**SECTION 231- UNLAWFUL CONSTRUCTION**

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

**SECTION 232- PUBLIC URINATION**

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

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

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

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

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

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

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



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

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**SECTION 235- DISORDERLY CONDUCT**

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

**SECTION 236- TENNIS COURTS**

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

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**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.

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**SECTION 302- ACCESS**

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

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

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**SECTION 303- OPENING AND CLOSING TIMES**

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

**SECTION 304- APPLICATION FOR USE**

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

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

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

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- 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.

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

### SECTION 306- DAY USE

Reservations are required for day use by groups of 25 or more persons in accordance with District procedures established in [this document](#).

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### SECTION 307- TRAILS

Unauthorized travel off designated trails is prohibited.

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

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### SECTION 308- CLOSURE/TRESPASS

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

### SECTION 309- BICYCLES

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

- a. Bicycles must stay on designated [bikepaths](#) 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, establish 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.

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### SECTION 310- VEHICLES

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

### SECTION 311- NATURE PRESERVES

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

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

**SECTION 401- USE OF RECREATION BUILDINGS, PICNIC AREAS AND  
ATHLETIC FIELDS**

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

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

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

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

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

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

**SECTION 403- EXTENDED USAGE**

Facility usage may be granted for a maximum period of six months. Requests for facility usage exceeding six months require the General Manager's approval. Scheduled groups may be subject to cancellation on 30 days' written notice or when a determination is made in accordance

with Section ~~109~~. When cancellation is necessary, the District will attempt to relocate the activity.

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**SECTION 404- HOURS**

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

**SECTION 405- RENTAL PERIODS**

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

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**SECTION 406- PRIORITY OF USE**

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

Group priority rating shall be as defined in Section 504:

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

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**SECTION 407- DAMAGE TO DISTRICT PROPERTY**

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

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

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

pursuant to the District's General Policy for Facility Use, unless the park has appropriate lighting.

A group consisting of more than 25 persons must file a permit for all reservable picnic areas. Groups of fewer than 25 may use any designated reservable or non-reservable area of any park on a first-come, first-served basis, however, such groups must vacate any reservable area at the time a permit group arrives. Neighborhood parks may be non-reservable. Individual picnic tables are available on a first-come, first-served basis in all non-reservable areas. (Section 111.)

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

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

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

#### **SECTION 410- ALCOHOL IN RECREATION BUILDINGS**

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

#### **SECTION 411-ALCOHOL IN PARKS**

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

#### **SECTION 412- USE OF RESERVABLE ATHLETIC FIELDS**

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

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

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

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

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





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

**SECTION 501- PURPOSE**

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

**SECTION 502- FEES**

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

**SECTION 503- BASIC RATE**

Building

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

Athletic Fields

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

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

Basic rates do not include:

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

Picnic Area

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

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

**Class 1**

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

b.

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

- a. Resident Organization

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

c.

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

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

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

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

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

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

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

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

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

- b. All non-residents will pay a 25 % additional fee.
- c. Full payment is due 30 days prior to the use date. Deleted: 21
- d. An additional fee is required when alcohol is served or sold at a function.
- e. Additional administrative fees may be charged on all applicant-initiated changes, including cancellations.
- f. The District may require security guards for certain events or functions at an additional fee. The District will make the arrangements with an approved vendor.
- g. When a facility is not normally open and recreation staff or custodian is required to be on duty. The minimum hourly coverage for custodian is two hours. Deleted: four
- h. When recreation staff is needed for facility control.
- i. When extraordinary use requires field renovation or rehabilitation.
- j. When ball field lights or other special equipment are required.
- k. When facility damage and/or liability insurance fees are required.
- l. Outdoor facilities including picnic shelters and sporting facilities may be subject to additional fees required for dumpsters and portable toilets to accommodate groups of people that exceed the facilities maximum occupancy.
- m. The determination of requirements for additional personnel and associated charges thereof shall be made by the General Manager or designee.

**SECTION 506- REFUNDABLE DEPOSITS**

Rental deposits are 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 paid rental fees minus rental deposit. Deleted: 21

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

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

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

**SECTION 508- ALCOHOL PERMITS**

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

## SECTION 509- SETUP

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

## SECTION 510- DECORATIONS

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

## SECTION 511- CANCELLATION REFUND POLICY

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

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## SECTION 512- SECURITY

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

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

## SECTION 513- WAIVERS

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

#### **SECTION 514- FILMING**

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

#### **SECTION 515- LIABILITY INSURANCE**

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

#### **SECTION 516- PARKING FEES**

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

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

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