

PLEASANT VALLEY
RECREATION & PARK DISTRICT

BOARD OF
DIRECTORS

BOARD
MEETING AGENDA

September 2, 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
September 2, 2015

6:00 P.M.

REGULAR MEETING

NEXT RESOLUTION #549

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. AMENDMENTS TO THE AGENDA - This is the time and place to change the order of the agenda, delete, or add any agenda item(s) and to remove any consent agenda items for discussion.
5. PRESENTATIONS
 - A. District Highlights (Matt Parker, Parks Supervisor)
 - B. Military Veteran Expo
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 July 1, 2015, Special Meetings July 21 and July 24, 2015

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

Approval of District's disbursements dated on or before August 20, 2015.
 - C. Financial Report

Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for June 30, 2015 and July 31, 2015.
 - D. Consideration and Approval of 2.5% Cost of Living Adjustment for Non-represented Employees and Salary Schedule

Approval of the 2.5% cost of living adjustment for non-represented employees and Salary Schedule will reflect changes made in employees' rate of pay.

8. NEW ITEMS-DISCUSSION/ACTION

A. Woodcreek Well Site Update

Update on the status of the project.

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

B. Consideration and Adoption of District Naming Policy

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

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

C. District Turf Removal and Water Conservation Plan Update

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

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, Personnel and Policy
- E. Foundation for Pleasant Valley Recreation and Parks
- F. General Manager's Report

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

11. ADJOURNMENT

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

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

**Pleasant Valley Recreation and Park District
Minutes of Regular Meeting
July 1, 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

Jane Raab led the pledge.

3. ROLL CALL

Roll Call

Ayes: Malloy, Dixon, Mishler, Chairperson Magner

Absent: Kelley

ALSO PRESENT: General Manager Mary Otten, Acting Administrative Services Manager Leonore Young, Recreation Services Manager Amy Stewart, Administrative Analyst and Clerk of the Board Michele Kostenuik, Customer Service Representative and Board Secretary Karen Roberts, Recreation Supervisor Jane Raab, Park Supervisor Matt Parker, Human Resources Generalist Kathryn Drewry, Program Specialist Denise Cleric, Matthew Lorimer, Jesse Mota, Tom Van Sciver, Bret Muhlitner, Karen Gatchel and Dan Rhymes.

4. AMENDMENTS TO THE AGENDA

General Manager Mary Otten and Chairperson Elaine Magner requested that Item 7.F. *Consideration and Adoption of Resolution No. 547 for Financing with Government Capital Corporation for Accounting Software* and Item 7.E. *Consideration and Approval of California Special Districts Association Ballot for Election of Coastal Network Seat A Board of Director Candidate*, respectively, be pulled from the agenda for discussion.

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

Motion to Approve the Amended Agenda

Voting was as follows:

Ayes: Mishler, Malloy, Dixon, Chairperson Magner

Noes:

Absent: Kelley

Motion Carried

Carried

5. PRESENTATIONS

A. Community Band Annual Update

Recreation Supervisor Jane Raab introduced Dan Rhymes and Karen Gatchel who presented highlights from the Camarillo Community Band which is now in its 30th year. Over 500 musicians from high school age to seniors have played during the 30 years in over 150 concerts including Christmas concerts, Summer Thursdays in the Park, Memorial Day and July 4th holiday concerts and more. Costs of over \$2000/year to run programs are met by donations.

B. District Highlights

Recreation Supervisor Jane Raab and Program Specialist Denise Cleric presented the July 2014 – June 2015 District highlights as part of a recognition of July as Park and Recreation Month. Camarillo Grove Nature Center, summer camp-out, senior movies and lunches, Mil-Vet Expo, 50+ Expo, reclaimed water at PV Fields, benches and dog park events, Wii bowling tournament, youth sports, adult sports, community service group events, lifeguard classes, Halloween, Easter and Christmas Parade and festivals, New Year's Seniors dance, Charter Oak tree trimming, playground repairs, rummage sales, Daryl Wagar Trail dedication at Camarillo Grove Park, National Trails Day, Camp Funtastic, and year-round swim lessons were just a few events and offerings of the District.

C. Recognition of Part-time Employee

Recreation Supervisor Jane Raab presented Denise Cleric, program specialist at the Senior Center with a certificate in recognition of her hard work and tireless service with the District. Ms. Cleric has assisted with adaptive programs, preschool classes, the Mil-Vet Expo, the 50+ Expo, the Christmas parade, and other District events and programs.

6. PUBLIC COMMENT

Chairperson Magner accepted two speaker cards from Administrative Analyst and Clerk of the Board Michele Kostenuik. The first speaker, Matt Lorimer of Camarillo passed out a flier with possible sponsor information for the District. Mr. Lorimer also addressed the vandalism to the parks in the last couple of weeks and suggested that the police department be expanded to keep up with the growing population. Mr. Lorimer stated that the community should continue to help look out for the parks and for those individuals who might be doing something abnormal or out of the ordinary.

Bret Muhlitner, Jesse Mota and Tom Van Sciver with the Revolution Board Company in Camarillo would like to open up a discussion with the District to make the skatepark more accessible to people for more hours. Brett and Jesse, Revolution's owners, stated that people need to be able to skate at the skatepark and not in the streets and parking lots. Chairperson Magner suggested that they get in touch with the District staff.

7. CONSENT AGENDA

- A. Minutes for Regular Meeting June 3, 2015 and Special Meetings May 28 and June 12, 2015
- B. Warrants, Accounts Payable & Payroll thru June 18, 2015
- C. Financial Report
- D. Consideration and Adoption of Resolution No. 546 Declaring July as Parks and Recreation Month
- E. Consideration and Approval of California Special Districts Association Ballot for Election of Coastal Network Seat A Board of Director Candidate
- F. Consideration and Adoption of Resolution No. 547 for Financing with Government Capital Corporation for Accounting Software

Chairperson Magner called for a motion. A motion was made by Director Malloy and seconded by Director Mishler to approve the Consent Agenda with Items 7.E. and 7.F. removed.

Motion to Approve Agenda Minus Items 7.E. and 7.F.

Voting was as follows:

Ayes: Malloy, Mishler, Dixon, Chairperson Magner

Noes:

Absent: Kelley

Motion Carried

Carried

Director Mishler called for a motion for Item 7.E. A motion was made by Director Dixon and seconded by Director Malloy to approve the official ballot selecting Director Elaine Magner for CSDA Board of Directors 2015 Election Seat A.

Motion to Approve Ballot Selecting Magner for CSDA Board

Voting was as follows:

Ayes: Dixon, Malloy, Mishler

Noes:

Abstained: Chairperson Magner

Absent: Kelley

Motion Carried

Carried

Chairperson Magner opened up discussion on Item 7.F. General Manager Otten requested that verbiage in Resolution No. 547 be changed from ‘financing agreement’ to “lease purchase agreement”.

Chairperson Magner called for a motion. A motion was made by Director Malloy and seconded by Mishler to adopt Resolution No. 547 with the verbiage change regarding the lease purchase agreement that was approved at the June 3, 2015 Board Meeting to procure Springbrook Software.

Motion to Adopt Reso No. 547, Lease Purchase Agreement

Voting was as follows:

Ayes: Malloy, Mishler, Dixon, Chairperson Magner

Noes:

Absent: Kelley

Motion Carried

Carried

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

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

9. NEW ITEMS – DISCUSSION/ACTION

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

Acting Administrative Services Manager Leonore Young presented the Final District FY 2015-2016 Budget. No changes were made from the Preliminary Budget approved on June 3. Discussion included the preliminary budget preparation completed by staff and Board members, the opportunity for review, and the significance of having a capitol expense budget with over \$479,000 budgeted in comparison to no money budgeted for capitol expense two years ago.

Chairperson Magner called for a motion. A motion was made by Director Malloy and seconded by Director Dixon to adopt Resolution No. 548, the FY 2015-2016 Final Budget for the District.

Motion to Adopt Reso No. 548, FY 15-16 Final Budget

Voting was as follows:

Ayes: Malloy, Dixon, Mishler, Chairperson Magner

Noes:

Absent: Kelley

Motion Carried

Carried

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

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

Motion for Board Sec. To Read Ord. No. 8 Title

Voting was as follows:

Ayes: Mishler, Malloy, Dixon, Chairperson Magner

Noes:

Absent: Kelley

Motion Carried

Carried

Board Secretary Dixon read the Ordinance No. 8 title. Chairperson Magner asked for any public comments or any discussion from the board members.

Chairperson Magner called for a motion. A motion was made by Director Mishler and seconded by Director Dixon to adopt the amended Ordinance No. 8, governing the use of parks, recreation areas, and facilities. The ordinance will become effective 30 days after adoption by the Board.

Motion to Adopt Amended Ord. No. 8

Voting was as follows:

Ayes: Mishler, Dixon, Malloy, Chairperson Magner

Noes:

Absent: Kelley

Motion Carried

Carried 4/43

C. Consideration and Adoption of the Amended General Use Policy

Administrative Analyst Michele Kostenuik presented and explained some of the changes and additions to the proposed amended General Use Policy. Non-profit rentals, refunds, cancellations and procedures were further defined. Discussion included the need for policy changes to be consistent with the newly adopted Ordinance No. 8, changes that address current issues, the website posting of changes, and District notice to non-profit groups renting facilities for Friday and Saturday events.

Chairperson Magner called for a motion. A motion was made by Director Mishler and seconded by Director Dixon to adopt the proposed General Use Policy with an effective date of July 1, 2015.

Motion to Adopt General Use Policy

Voting was as follows:

Ayes: Mishler, Dixon, Malloy, Chairperson Magner

Noes:

Absent: Kelley

Motion Carried

Carried

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

Acting Administrative Services Manager Leonore Young and Human Resources Generalist Kathryn Drewry reviewed changes needed in order to provide a systematic classification of job positions and a standardization of salaries within the District. Some position titles were changed or updated, new positions created, and the pay schedule was changed from steps to a pay range. Discussion included Personnel Committee approval, recognition of more transparent, consistent and easier to understand job classifications, and public awareness of reasonable salaries.

Chairperson Magner called for a motion. A motion was made by Director Malloy and seconded by Director Dixon to approve the salary schedule, updated job descriptions and position allocations.

Motion to Approve Salary Schedule & Job Descrip.

Voting was as follows:

Ayes: Malloy, Dixon, Mishler, Chairperson Magner

Noes:

Absent: Kelley

Motion Carried

Carried

E. Consideration and Adoption of District Naming Policy

General Manager Mary Otten presented the District Naming Policy to address the need for a consistent approach to how the District names parks, fields, roads, trails, facilities and amenities while encouraging public participation. The policy provides a guide for an application process, a naming approval process and a renaming process. Discussion included Policy Committee guidelines, transparency, sponsorships and significant donations, public input, Board evaluations, historical name preservation, acreage

donations, and clarity of content. Chairperson Magner requested that staff bring the staff report back in September.

F. District Turf Removal and Water Conservation Plan Update

Park Supervisor Matt Parker identified the District's strides in reducing water consumption within the parks, working with the City of Camarillo to add reclaimed water at PV Fields, cutting back in passive use areas of the parks and exploring water conservation measures for an approximate 32% reduction in water use compared to last year. Recommendations were made for turf conversion of passive use areas, the addition of soil amendments and water retention supplements and an update of current irrigation systems and controllers. Discussion included long range vs short range plans, grants, parking islands, Mission Oaks passive use areas, wood chips, impact on the trees with turf removal, bocce ball, sand volleyball or senior fitness equipment installations, the need to look at parks and properties serviced by the Camrosa Water District first, and public hearings at neighborhood parks. Staff will come back in September with a plan for the parks in Camrosa's area.

10. INFORMATIONAL ITEMS

- A. Chairperson Magner – Ms. Magner addressed the vandalism within the District parks and thanked the park crews who are trying to save as many trees as possible. Ms. Magner wished a quick recovery to Board member Bob Kelley who was out ill.
- B. Ventura County Special District Association/California Special District Association – No report.
- C. Santa Monica Mountains Conservancy/Joint Land Use Study – Director Mishler passed out a report highlighting the SMMC's competitive grant program guidelines and the US National Park Service's proposal to extend the boundaries of SMM National Recreation Area which would be eligible for additional funding.
- D. Standing Committees – Finance – Director Malloy stated that expenses have been running below budget.
- E. Foundation for Pleasant Valley Recreation and Parks – Director Dixon mentioned that the Foundation is planning an October 10 fundraiser, an outdoor barbecue, and are looking for sponsors and people to attend.
- F. General Manager's Report – Ms. Otten mentioned that reclaimed water construction meetings have started at PV Fields so they should be done by the end of August. Ms. Otten reported over \$56,000 in vandalism and damage costs to trees at various District parks. Springville Dog Park reopened with the small dog area extended and the erosion on the hill addressed with fencing.

11. ORAL COMMUNICATIONS

Director Malloy thanked Stephanie and the Acorn for the reporting on the vandalism in the parks as it helps to let the public know what is going on. Mr. Malloy wished Todd Terres with CCOA and Board member Bob Kelley, both in the hospital best wishes. Director Dixon thanked Recreation Supervisor Jane Raab for the District highlights, wished Bob Kelley a speedy recovery and asked the community to keep an eye out for our parks.

12. ADJOURNMENT

Chairperson Magner adjourned the meeting at 8:11 p.m.

Respectfully submitted,

**Karen Roberts
Recording Secretary**

Approval,

**Elaine Magner
Chairperson**

**Pleasant Valley Recreation and Park District
Minutes of Special Meeting
July 21, 2015**

1. CALL TO ORDER

Call to Order

The special meeting of the Board of Directors of the Pleasant Valley Recreation and Park District was called to order at 6:30 p.m. by Chairperson Magner.

2. PLEDGE of ALLEGIANCE

3. ROLL CALL

Roll Call

Ayes: Mishler, Dixon, Malloy, Chairperson Magner

Absent: Kelley

Also present: General Manager Mary Otten, Acting Administrative Services Manager Leonore Young, Acting Park Superintendent Bob Cerasuolo, Recreation Services Manager Amy Stewart, Administrative Analyst and Clerk of the Board Michele Kostenuik, Human Resources Generalist Kathryn Drewry, Recreation Supervisor Jane Raab, and Michele Willer-Allred.

4. ADOPTION OF AGENDA

Agenda accepted as presented.

5. OPEN COMMUNICATION/PUBLIC FORUM

No comments.

6. CONSIDERATION AND APPROVAL OF MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE DISTRICT AND SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU) LOCAL 721

General Manager Mary Otten presented the MOU representing employees to be effective July 1, 2015 to June 30, 2018. Discussion included wording conflicts, furlough in Article 2, new article with volunteers, the process for medical contributions, definition of CalPERS formulas, and work week schedules. Staff will make the suggested changes and bring them back for the special meeting scheduled for Friday, July 24, 2015.

7. ORAL COMMUNICATIONS

None.

8. ADJOURNMENT

Chairperson Magner adjourned the meeting at 8:04 p.m.

Respectfully submitted,

Approval,

**Karen Roberts
Recording Secretary**

**Elaine Magner
Chairperson**

**Pleasant Valley Recreation and Park District
Minutes of Special Meeting
July 24, 2015**

1. FIRST OPEN SESSION/CALL TO ORDER

Call to Order

The special meeting of the Board of Directors of the Pleasant Valley Recreation and Park District was called to order at 6:33 p.m. by Chairperson Magner.

2. PLEDGE of ALLEGIANCE

3. ROLL CALL

Roll Call

Ayes: Mishler, Dixon, Malloy, Chairperson Magner

Absent: Kelley

Also present: General Manager Mary Otten, Human Resources Generalist Kathryn Drewry, Acting Park Superintendent Bob Cerasuolo, and Administrative Analyst and Clerk of the Board Michele Kostenuik.

4. PUBLIC COMMENT

None.

5. CLOSED SESSION

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

Agency designate representative: Mary Otten

Employee organization: SEIU Local 721

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

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

7. CALL TO ORDER

Second call to order at 7:01 p.m.

8. ADOPTION OF AGENDA

Agenda accepted as presented.

9. OPEN COMMUNICATIONS

None.

10. CONSIDERATION AND APPROVAL OF MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE DISTRICT AND SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU) LOCAL 721

General Manager Mary Otten presented new changes from the July 21 Special Board Meeting. Discussion included changes made and SEIU's non-acceptance of the request for "volunteer" verbiage.

Chairperson Magner called for a motion. A motion was made by Director Malloy and seconded by Director Dixon to approve the MOU between the District and SEIU Local 721 representing PVRPD employees.

**Motion to
Approve MOU
w/ SEIU**

Voting was as follows:

Ayes: Malloy, Dixon, Mishler, Chairperson Magner

Noes:

Absent: Kelley

Motion Carried

Carried

11. ORAL COMMUNICATION

Director Mishler reported that AYSO does not have insurance for equipment vandalism and will have to pay up to \$30,000 or \$40,000 for their damages at PV Fields. Chairperson Magner suggested that the community service groups should inventory their equipment for their insurance companies. Director Mishler mentioned that the Board should look at COLA adjustments for the non-union employees. Chairperson Magner said that they would cover that during upcoming Personnel and Finance Committee meetings.

12. ADJOURNMENT

Chairperson Magner adjourned the meeting at 7:18 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, Administrative Services Manager

DATE: September 2, 2015

SUBJECT: FINANCE REPORT - JUNE

RECOMMENDATION

It is recommended that the Board review and approve the Financial Statement for June 30, 2015.

ANALYSIS OF COMPARATIVE FINANCIAL THRU JUNE 30, 2015

Attached you will find the PVRPD Summary Financial Statement for the period of July 1, 2014 through June 30, 2015 with a year-to-date comparison for the period of July 1, 2013 through June 30, 2014. The percentage rate used for the Fiscal Year 2014-2015 budget is 100% for Period 12 of the fiscal year.

REVENUES

Total revenue ending June 30, 2015 has increased by \$3,150,912 over the same period as last year. This is due to an increase of \$2,866,198 in Quimby Fees which are restricted funds that are kept in the general fund, \$232,328 in Tax Apportionment, \$20,400 increase in Workmen's Compensation from prior year and \$13,336 increase in Assessment District Tax.

EXPENDITURES

Personnel Expense has decreased \$368,494 in comparison to Personnel Expense for the same time as last year. This is due to employees paying for portions of their health insurance and making contributions towards their own retirement.

For the twelfth month ending June 30, 2015 total expenditures for Supplies and Services has decreased \$40,152 over the same time period as last year.

CAPITAL

Capital has increased by \$353,805 in comparison to fiscal year 2013-2014 primarily due to the Camarillo Grove Interpretive Nature Center Project and parking lot repairs.

FISCAL IMPACT

As of this date the District stands at 40.97% more in collection of revenue including the Quimby Fee and 4% more in revenue collections (not including the Quimby Fees). Personnel Expense is 0.60% below budget and Supplies and Services are 6.97% below budget for fiscal year 2014-2015. Keep in mind staff is still preparing for the year end audit which is taking place in September and there might be a few more journal entries that will take place for the audit preparation. During the audit it is not uncommon for the auditors to request staff to make year-end journal entry adjustments for the prior fiscal year.

RECOMMENDATION

It is recommended that the Board review and approve the Financial Statement for June 30, 2015.

ATTACHMENTS

- 1) District Unaudited Manager Version Financial Statement as of June 30, 2015 (2 pages)

Pleasant Valley Recreation and Park District
PVRPD:SUMMARY(Unaudited) from Great Plains
Year to Date Comparison
Statement of Revenues and Expenditures
For the period July 1, 2014 through June 30, 2015

Account	Current Month June	PREVIOUS Year To Date 2014	CURRENT Year To Date 2015	BUDGET TOTAL Adopted 7/29/2014 Mid-Year 2/4/15	BUDGET REMAINING	% Of Budget Used 100.00%
DISTRICT WIDE REVENUE						
Tax Apportionment	5110 153,870.01	5,392,669.82	5,624,820.48	5,375,300.00	(249,520.48)	104.64%
Supplemental Assess Roll	5240 51.05	163.84	340.29	200.00	(140.29)	170.15%
Assessment Income	5500	994,216.94	1,007,553.36	1,008,650.00	1,096.64	99.89%
Park Dedication Fees (Quimby Fee)	5400 15,289.05		2,866,198.70	-	(2,866,198.70)	0.00%
District Wide Revenue	169,210.11	6,387,050.60	9,498,912.83	6,384,150.00	(3,114,762.83)	148.79%
RECREATION AND PARK REVENUE						
Public Fees	5510 94,430.62	672,920.27	653,214.89	727,920.00	74,705.11	89.74%
Certification Income	5512			-	-	100.00%
Public Passes	5520 12,018.33	88,478.61	88,075.89	75,150.00	(12,925.89)	117.20%
Facility Rentals	5530 55,172.03	274,104.96	311,815.74	304,450.00	(7,365.74)	102.42%
Veteran's Field Rental	5531 1,274.00	2,137.75	5,276.00	-	(5,276.00)	0.00%
BMX Track Rental	5532	3,001.00	2,470.00	-	(2,470.00)	0.00%
RC Track Rental	5533	1,800.00	1,800.00	-	(1,800.00)	0.00%
Roller Hockey Rink Rental	5534	7,500.00	4,950.00	-	(4,950.00)	0.00%
Facility Cleaning Fee	5505			550.00	550.00	0.00%
Park Patrol Citations	5506 688.97	3,599.27	4,842.30	900.00	(3,942.30)	100.00%
Plan Check Fee	5507			100.00	100.00	0.00%
Dividends Pardec Prior Yrs	5460	34,210.00	37,511.00	17,100.00	(20,411.00)	219.36%
Cell Tower Income	5535 12,733.29	101,636.46	100,211.83	93,400.00	(6,811.83)	107.29%
Indemnity Income	5545	22,662.25		5,000.00	5,000.00	0.00%
Senior Dues	5550 295.00	1,608.90	1,359.00	1,500.00	141.00	90.60%
Senior Services Income	5515	1,256.31	1,630.00	2,200.00	570.00	74.09%
Activity Guide Income	5555 900.00	6,365.00	5,700.00	6,000.00	300.00	95.00%
Vending Commissions	5525 79.22	500.39	500.15	800.00	299.85	62.52%
Banner Income	5562			900.00	900.00	0.00%
Donations	5570 1,918.11	96,433.55	91,803.47	96,400.00	4,596.53	95.23%
Donations for CIP Projects	5571	13,118.36		-	-	#DIV/0!
Grant - NRPA	5572		75,000.00	-	(75,000.00)	#DIV/0!
Other Misc. Income	5575 7,134.66	52,580.07	53,103.10	37,500.00	(15,603.10)	141.61%
Over/Under	5580	(332.71)	6.47	900.00	893.53	0.72%
Incentive Income	5585 481.81	18,438.35	18,959.13	17,350.00	(1,509.13)	108.70%
Reimbursement - ROPS	5600 93,916.20	123,745.34	105,686.81	75,000.00	(30,686.81)	140.92%
Other Interest Income	5310 446.65	5,889.62	6,867.81	5,000.00	(1,867.81)	137.36%
Recreation and Park Revenue	281,488.89	1,531,633.75	1,570,683.59	1,488,120.00	(102,563.59)	108.99%
TOTAL GENERAL FUND REVENUE	450,699.00	7,918,684.35	11,069,596.42	7,852,270.00	(3,217,326.42)	140.97%
GENERAL FUND EXPENDITURES						
Regular Wages	6100 247,787.23	2,321,517.97	2,076,628.53	2,026,242.00	(50,386.53)	102.49%
Overtime Wages	6101 836.38	20,139.49	10,546.29	16,950.00	6,403.71	62.22%
Part-Time Wages	6110 91,479.73	633,404.67	615,034.69	666,190.00	51,155.31	92.32%
Retirement	6120 78,117.68	425,905.23	430,023.87	437,365.00	7,341.13	98.32%
Part-Time 457 Pension	6121 8,485.16	7,447.41	8,648.68	4,100.00	(4,548.68)	210.94%
Employee Group Insurance	6130 8,527.27	358,650.59	268,794.73	299,800.00	31,005.27	89.66%
Worker's Compensation	6140 9,602.00	95,203.03	115,212.99	93,460.00	(21,752.99)	123.28%
Unemployment Insurance	6150	8,025.00	5,329.00	7,500.00	2,171.00	71.05%
Other Post Employee Benefit Exp	6161	28,219.00	-	-	-	0.00%
Personnel Expenditures	442,835.45	3,898,712.59	3,530,216.78	3,551,607.00	21,388.22	99.40%
Telephone	6210 1,132.01	15,488.18	18,740.81	18,800.00	59.19	99.69%
Internet Services	6220 330.64	8,418.68	7,020.22	7,250.00	229.78	96.83%
Pool Supplies	6310 573.29	12,729.39	7,845.53	15,000.00	7,154.47	52.30%
Janitorial Supplies	6320 392.81	45,985.89	44,711.99	46,050.00	1,338.01	97.09%
Kitchen Supplies	6330 324.22	1,338.63	1,321.67	2,050.00	728.33	64.47%
Food Supplies	6340 547.69	5,394.51	5,994.95	9,095.00	3,100.05	65.91%
Water Maint. & Service	6350 182.80	1,214.51	1,457.71	1,300.00	(157.71)	112.13%
Laundry/Wash Service	6360 196.95	648.80	376.70	-	(376.70)	#DIV/0!
Janitorial Services	6370	14,572.00		-	-	#DIV/0!
Medical Supplies	6380 335.62	465.78	2,410.80	2,800.00	389.20	86.10%
Insurance - Liability	6410 8,177.90	94,860.98	98,135.00	99,800.00	1,465.00	98.53%
Fuel	6510 7,518.75	54,273.75	46,072.24	48,000.00	1,927.76	95.98%
Vehicle Maintenance/Repair	6520 10,223.85	44,737.01	30,432.56	40,050.00	9,617.44	75.99%
Office Equipment & Repair	6530	1,761.98	674.07	5,250.00	4,575.93	12.84%
Computer Equip.-Maint./Repair	6540 153.13	6,743.85	4,145.19	11,650.00	7,504.81	35.58%
Bldg Maintenance/Repair	6610 11,146.24	78,592.42	54,068.30	80,300.00	26,231.70	67.33%
Bldg. Eqpt. Maint./Repair	6620 1,732.00	5,250.14	10,552.84	10,800.00	247.16	97.71%

Account	Current Month June	PREVIOUS	CURRENT	BUDGET	BUDGET	% Of Budget	
		Year To Date 2014	Year To Date 2015	TOTAL Adopted 7/29/2014	REMAINING	Used 100.00%	
Improvements/Maintenance	6630	181.07	7,635.12	9,635.57	14,500.00	4,864.43	66.45%
Incidental Costs-Assessment	6709	30.00	14,986.14	15,135.02	26,000.00	10,864.98	58.21%
Grounds Maintenance	6710	14,683.92	65,425.97	58,498.27	85,200.00	26,701.73	68.66%
Contracted Landscaping Services	6720	50,409.90	378,235.64	370,302.37	383,400.00	13,097.63	96.58%
Contracted Pest Control	6730		675.00	761.07	2,000.00	1,238.93	0.00%
Rubbish & Refuse	6740	6,729.77	56,265.64	56,579.65	55,100.00	(1,479.65)	102.69%
Memberships & Dues	6810	208.34	9,256.56	9,842.48	11,870.00	2,027.52	82.92%
Office Supplies	6910	3,687.67	15,831.85	21,335.45	19,500.00	(1,835.45)	109.41%
Postage/Freight & Express Mail	6920	881.28	22,625.66	18,153.16	24,200.00	6,046.84	75.01%
Advertising	6930	5,300.14	14,458.34	18,075.61	13,440.00	(4,635.61)	134.49%
Printing Charges	6940	2,951.05	19,884.96	14,756.73	19,050.00	4,293.27	77.46%
Bank & ActiveNet Charges	6950	9,663.80	46,666.15	49,189.60	40,250.00	(8,939.60)	122.21%
Approp.-Redev./Collection Fees (est)	6960	32,641.67	425,843.00	391,700.00	391,700.00	-	100.00%
Minor Furniture Fixtures & Equipment	6980		2,815.67	1,041.69	1,650.00	608.31	63.13%
Computer Hardware/Software	6990	2,251.06	4,408.84	29,787.40	26,400.00	(3,387.40)	112.83%
Fingerprint Fees-HR	7010	611.00	1,872.00	2,217.00	1,700.00	(517.00)	130.41%
Fire & Safety Inspection Fees	7020		2,519.85	2,768.26	5,075.00	2,306.74	54.55%
Business Permit & License Fees	7030	1,115.41	5,340.95	4,053.24	4,450.00	396.76	91.08%
State License Fee	7040		97.50	512.50	-	(512.50)	0.00%
Legal Services	7110	17,200.69	66,540.77	43,249.91	75,300.00	32,050.09	57.44%
Typeset & Print Services	7115	10,170.27	48,283.58	52,449.88	50,700.00	(1,749.88)	103.45%
Instructor Services/Payment	7120	38,829.95	215,967.78	188,176.11	168,360.00	(19,816.11)	111.77%
PERS Administrative Fees	7125	112.79	1,428.97	1,247.12	1,250.00	2.88	99.77%
Audit Services	7130	4,000.00	9,525.00	9,800.00	10,700.00	900.00	91.59%
Medical & Health Services-HR	7140	1,545.00	2,910.00	3,945.00	2,400.00	(1,545.00)	164.38%
Security Services	7150		5,390.39	4,335.52	4,450.00	114.48	97.43%
Entertainment Services	7160	208.29	3,088.05	1,808.29	250.00	(1,558.29)	723.32%
Business-Services	7180	7,433.13	78,604.15	72,274.43	80,400.00	8,125.57	89.89%
Umpire&Referee Services	7190	200.00	2,233.56	1,460.71	1,900.00	439.29	76.88%
Publications & Subscriptions	7210	388.96	1,876.06	2,567.29	3,175.00	607.71	80.86%
Rents & Leases-Equipment	7310	4,219.74	24,155.92	20,154.26	30,145.00	9,990.74	66.86%
Building/Field Leases and Rentals	7320	10,469.00	14,611.00	11,175.28	13,200.00	2,024.72	84.66%
Aquatic Supplies	7410	284.32	1,821.06	1,242.64	1,900.00	657.36	65.40%
Classroom Supplies	7420	542.93	7,454.42	5,278.00	6,575.00	1,297.00	80.27%
Bingo Supplies	7430	644.15	8,060.23	7,429.24	7,500.00	70.76	99.06%
Sporting Goods	7440	3,990.54	9,087.74	10,205.11	10,400.00	194.89	98.13%
Art & Craft Supplies	7450	191.65	2,950.48	2,264.15	2,015.00	(249.15)	112.36%
Training Supplies	7460	438.44	1,584.33	1,612.01	3,300.00	1,687.99	48.85%
Camp Supplies	7470	1,421.98	612.89	1,421.98	600.00	(821.98)	237.00%
Small Tools	7510	1,503.19	14,517.14	10,282.62	16,500.00	6,217.38	62.32%
Uniforms	7610	1,844.64	4,743.34	10,748.37	11,115.00	366.63	96.70%
Safety Clothing & Supplies	7620	933.98	5,360.14	4,894.61	7,120.00	2,225.39	68.74%
Conference & Seminars	7710	330.00	5,540.00	2,785.00	9,660.00	6,875.00	28.83%
Out of Town Travel	7720	1,171.42	5,140.32	4,590.99	14,765.00	10,174.01	31.09%
Private Vehicle Mileage	7730	835.81	4,078.20	2,940.57	4,300.00	1,359.43	68.39%
Transportation Charges	7740		727.00	390.00	1,550.00	1,160.00	25.16%
Special Events	7750	7,316.10	11,891.44	17,244.76	16,850.00	(394.76)	102.34%
Tuition/Book Reimbursement	7760			515.57	750.00	234.43	68.74%
Gas	7810	2,844.75	31,285.09	22,487.14	31,000.00	8,512.86	72.54%
Water	7820	183,346.81	860,446.82	780,186.02	830,500.00	50,313.98	93.94%
Electricity	7830	32,916.15	267,775.74	246,159.81	267,375.00	21,215.19	92.07%
Awards & Certificates	7910	1,120.42	16,912.28	12,750.92	18,000.00	5,249.08	70.84%
Meals & Entertainment	7920	982.41	4,088.65	5,144.26	5,650.00	505.74	91.05%
Employee Morale	7930	90.38	3,125.79	1,860.29	3,750.00	1,889.71	49.61%
Cost to Issue Side Fund Loan	6971	(807.38)			4,850.00	4,850.00	0.00%
Cost to Issue COP's	6970	(4,135.28)			24,800.00	24,800.00	0.00%
Loan Payment Pension Obligation (est)	6160	18,300.00	104,864.01	219,600.00	219,600.00	-	100.00%
COP Debt - PV Fields (est)	7950	60,125.00	620,828.10	721,500.00	721,500.00	-	100.00%
Service and Supply Expenditures		585,304.21	3,954,635.78	3,914,483.51	4,207,635.00	293,151.49	93.03%
Capital Expenditures	8400	13,579.00	1,537.76	(40,152.27)	318,000.00	259,076.00	18.53%
LWCF Grant	8401	12.00		58,924.00			
NRPA Grant	8402			75,000.00			
Equipment/Facility Replacement	8420			26,448.70	25,000.00	(1,446.70)	105.79%
Parking Lot Repair-Assessment	6718	16,996.89		16,996.89	-	(16,996.89)	#DIV/0!
Tree Care-Assessment	6719		11,900.00	7,723.00	-	(7,723.00)	#DIV/0!
Playground Replacement- Assess	6721		6,571.93	6,809.63	-	(6,809.63)	#DIV/0!
Park Amenities- Assess	6722		9,958.91	1,329.84	-	(1,329.84)	#DIV/0!
Facility Replacement	6723				-	-	#DIV/0!
Capital Expenditures		30,587.89	29,988.60	383,774.02	343,000.00	224,769.94	111.89%
TOTAL GENERAL FUND EXPENDITURES		1,058,727.55	7,883,316.97	7,828,476.31	8,102,242.00	539,309.65	96.62%

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

TO: BOARD OF DIRECTORS

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

DATE: September 2, 2015

SUBJECT: FINANCE REPORT - JULY

RECOMMENDATION

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

ANALYSIS OF COMPARATIVE FINANCIAL THRU JULY 31, 2015

Attached you will find the PVRPD Summary Financial Statement for the period of July 1, 2015 through July 31, 2015 with a year-to-date comparison for the period of July 1, 2014 through July 31, 2014.

REVENUES

Total revenue for the 1st month ending July 31, 2015 has decreased \$458,143 over the same period as last year. This decrease is primarily due to the District receiving the Quimby Fee in the amount of \$615,709 from AMLI in July 2014 but off set by \$116,732 the District received in the Recognized Obligation Payment Schedule (ROPS) and receiving both donations from American Youth Soccer Organization (AYSO) and Eagles Soccer Club of \$70,000 in July 2015. Actual revenues have reached 3.8% of the annual adopted budgeted.

EXPENDITURES

Personnel Expenditures decreased for fiscal year 2015-2016 by \$13,400 in comparison to personnel expense for the same period as fiscal year 2014-2015. This is a result of staff contributing more towards their own benefits.

Service and Supply Expenditures have increased \$15,802 in comparison to the same time period as last year. The increase is primarily due to the timing of the posting of the Contracted Landscaping Services. During fiscal year 2014-2015 there was no July payment posted and during fiscal year 2015-2016 there was a payment posted in the amount of \$30,788 in the month of July. There are currently a few credit card charges for fiscal year 2014-2015 that have not been posted at the time this report was written. These charges will be reflected in the next financial report.

There has been no activity in Capital Expenditures for the 1st month of fiscal year 2015-2016.

FISCAL IMPACT

The District is starting the fiscal year under the approved budget by 3.6% and managers will continue to make a concerted effort to spend under the adopted budget during this fiscal year to help build reserves.

RECOMMENDATION

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

ATTACHMENTS

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

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

Account	Current Month July	PREVIOUS Year To Date 2015	CURRENT Year To Date 2016	BUDGET TOTAL Adopted 7/1/15	BUDGET REMAINING	% Of Budget Used 8%
DISTRICT WIDE REVENUE						
Tax Apportionment	5110			5,625,055.00	5,625,055.00	0.00%
Supplemental Assess Roll	5240			168.00	168.00	0.00%
Assessment Income	5500			1,017,150.00	1,017,150.00	0.00%
Park Dedication Fees (Quimby Fee)	5400	615,709.00		-	-	0.00%
District Wide Revenue	-	615,709.00	(615,709.00)	6,642,373.00	6,642,373.00	0.00%
RECREATION AND PARK REVENUE						
Public Fees	5510	72,308.90	76,967.08	610,177.00	537,868.10	11.85%
Certification Income	5512			-	-	100.00%
Public Passes	5520	11,336.91	8,872.00	71,217.00	59,880.09	15.92%
Facility Rentals	5530	16,515.00	13,768.35	269,769.00	253,254.00	6.12%
Veteran's Field Rental	5531		840.25	-	-	0.00%
BMX Track Rental	5532	290.00	250.00	-	(290.00)	0.00%
RC Track Rental	5533		600.00	-	-	0.00%
Roller Hockey Rink Rental	5534	1,425.00			(1,425.00)	0.00%
Facility Cleaning Fee	5505				-	#DIV/0!
Park Patrol Citations	5506		412.46	900.00	900.00	100.00%
Plan Check Fee	5507			100.00	100.00	0.00%
Dividends Pardec Prior Yrs	5460			14,200.00	14,200.00	0.00%
Cell Tower Income	5535	8,725.63	6,549.23	93,381.00	84,655.37	9.34%
Indemnity Income	5545			5,000.00	5,000.00	0.00%
Senior Dues	5550	251.00	100.00	1,800.00	1,549.00	13.94%
Senior Services Income	5515	595.00	1,050.00	2,200.00	1,605.00	27.05%
Activity Guide Income	5555		1,100.00	6,000.00	6,000.00	0.00%
Vending Commissions	5525	161.67	53.56	940.00	778.33	17.20%
Banner Income	5562			900.00	900.00	0.00%
Donations	5570	70,308.25	30,631.30	92,350.00	22,041.75	76.13%
Donations for CIP Projects	5571				-	#DIV/0!
Grant - NRPA	5572				-	#DIV/0!
Other Misc. Income	5575	5,253.89	5,385.06	34,335.00	29,081.11	15.30%
Over/Under	5580		3.00	(96.00)	(96.00)	0.00%
Incentive Income	5585			17,075.00	17,075.00	0.00%
Reimbursement - ROPS	5600	116,732.00		136,000.00	19,268.00	85.83%
Other Interest Income	5310	322.11	77.11	5,573.00	5,250.89	5.78%
Recreation and Park Revenue	304,225.36	146,659.40	304,225.36	1,361,821.00	1,057,595.64	22.34%
TOTAL GENERAL FUND REVENUE	304,225.36	762,368.40	304,225.36 (458,143.04)	8,004,194.00	7,699,968.64	3.80%
GENERAL FUND EXPENDITURES						
Regular Wages	6100	133,275.46	142,869.78	2,173,806.00	2,040,530.54	6.13%
Overtime Wages	6101	583.10	1,439.15	17,162.00	16,578.90	3.40%
Part-Time Wages	6110	60,612.45	69,564.65	689,336.00	628,723.55	8.79%
Retirement	6120	23,508.02	33,431.77	373,844.00	350,335.98	6.29%
Part-Time 457 Pension	6121	135.22		4,100.00	3,964.78	3.30%
Employee Group Insurance	6130	29,847.38	31,084.82	283,043.00	253,195.62	10.55%
Worker's Compensation	6140	10,456.34	7,933.35	98,228.00	87,771.66	10.64%
Unemployment Insurance	6150			7,500.00	7,500.00	0.00%
PERS Unfunded Liability	6170	14,506.00		174,072.00	159,566.00	8.33%
Other Post Employee Benefit Exp	6161				-	0.00%
Personnel Expenditures	272,923.97	286,323.52	272,923.97 (13,399.55)	3,821,091.00	3,548,167.03	7.14%
Telephone	6210	1,058.81		18,792.00	17,733.19	5.63%
Internet Services	6220	427.00	496.87	10,488.00	10,061.00	4.07%
Pool Supplies	6310		114.06	15,000.00	15,000.00	0.00%
Janitorial Supplies	6320	2,247.50		46,100.00	43,852.50	4.88%
Kitchen Supplies	6330		16.08	1,395.00	1,395.00	0.00%
Food Supplies	6340		65.35	8,253.00	8,253.00	0.00%
Water Maint. & Service	6350			1,320.00	1,320.00	0.00%
Laundry/Wash Service	6360			350.00	350.00	0.00%
Janitorial Services	6370			3,000.00	3,000.00	0.00%
Medical Supplies	6380	250.00	125.00	1,745.00	1,495.00	14.33%
Insurance - Liability	6410	8,395.92	8,177.92	103,043.00	94,647.08	8.15%
Fuel	6510		267.31	48,000.00	48,000.00	0.00%
Vehicle Maintenance/Repair	6520	860.62	798.17	37,800.00	36,939.38	2.28%
Office Equipment & Repair	6530		(155.63)	1,175.00	1,175.00	0.00%
Computer Equip.-Maint./Repair	6540		354.66	5,248.00	5,248.00	0.00%
Bldg.Maintenance/Repair	6610	461.43	225.07	90,300.00	89,838.57	0.51%

	Account	Current Month	PREVIOUS	CURRENT	BUDGET	BUDGET	% Of Budget
		July	Year To Date 2015	Year To Date 2016	TOTAL Adopted 7/1/15	REMAINING	Used 8%
Bldg. Eqpt. Maint.Repair	6620				10,800.00	10,800.00	0.00%
Improvements/Maintenance	6630				24,500.00	24,500.00	0.00%
Incidental Costs-Assessment	6709				27,500.00	27,500.00	0.00%
Grounds Maintenance	6710	2,652.02	1,283.95	2,652.02	95,180.00	92,527.98	2.79%
Contracted Landscaping Services	6720	30,787.81		30,787.81	395,900.00	365,112.19	7.78%
Contracted Pest Control	6730				2,000.00	2,000.00	0.00%
Rubbish & Refuse	6740	3,360.10		3,360.10	51,100.00	47,739.90	6.58%
Vandalism/Theft	6750	76.89		76.89		(76.89)	#DIV/0!
Memberships & Dues	6810	8,408.42	1,199.50	8,408.42	12,272.00	3,863.58	68.52%
Office Supplies	6910	(82.54)	1,238.87	(82.54)	23,897.00	23,979.54	-0.35%
Postage/Freight & Express Mail	6920	4,882.08	4,701.98	4,882.08	23,600.00	18,717.92	20.69%
Advertising	6930		170.00		16,590.00	16,590.00	0.00%
Printing Charges	6940	(7.50)	789.45	(7.50)	17,516.00	17,523.50	-0.04%
Bank & ActiveNet Charges	6950	4,354.82	3,080.41	4,354.82	38,020.00	33,665.18	11.45%
Approp -Redev./Collection Fees (est)	6960	30,507.67	32,641.67	30,507.67	366,092.00	335,584.33	8.33%
Minor Furniture Fixtures & Equipment	6980				4,070.00	4,070.00	0.00%
Computer Hardware/Software	6990		1,231.04		18,852.00	18,852.00	0.00%
Fingerprint Fees-HR	7010				1,705.00	1,705.00	0.00%
Fire & Safety Inspection Fees	7020				5,088.00	5,088.00	0.00%
Business Permit & License Fees	7030				4,825.00	4,825.00	0.00%
State License Fee	7040				-	-	0.00%
Legal Services	7110				73,815.00	73,815.00	0.00%
Typeset & Print Services	7115				50,700.00	50,700.00	0.00%
Instructor Services/Payment	7120	683.15	4,360.25	683.15	139,186.00	138,502.85	0.49%
PERS Administrative Fees	7125	110.80	90.59	110.80	1,249.00	1,138.20	8.87%
Audit Services	7130				10,950.00	10,950.00	0.00%
Medical & Health Services-HR	7140				2,500.00	2,500.00	0.00%
Security Services	7150	433.50	229.93	433.50	4,586.00	4,152.50	9.45%
Entertainment Services	7160				1,950.00	1,950.00	0.00%
Business-Services	7180	2,542.86	7,131.43	2,542.86	72,268.00	69,725.14	3.52%
Umpire&Referee Services	7190		100.00		1,900.00	1,900.00	0.00%
Publications & Subscriptions	7210		115.98		3,616.00	3,616.00	0.00%
Rents & Leases-Equipment	7310	402.90	97.90	402.90	31,360.00	30,957.10	1.28%
Building/Field Leases and Rentals	7320		5.00		8,628.00	8,628.00	0.00%
Aquatic Supplies	7410		1.28		1,910.00	1,910.00	0.00%
Classroom Supplies	7420		225.68		6,705.00	6,705.00	0.00%
Bingo Supplies	7430	721.60		721.60	7,500.00	6,778.40	9.62%
Sporting Goods	7440				10,029.00	10,029.00	0.00%
Art & Craft Supplies	7450				3,280.00	3,280.00	0.00%
Training Supplies	7460		89.00		3,650.00	3,650.00	0.00%
Camp Supplies	7470				700.00	700.00	0.00%
Small Tools	7510	48.98	321.58	48.98	16,500.00	16,451.02	0.30%
Uniforms	7610				11,285.00	11,285.00	0.00%
Safety Clothing & Supplies	7620		127.06		8,415.00	8,415.00	0.00%
Conference & Seminars	7710	(195.05)	550.00	(195.05)	15,195.00	15,390.05	-1.28%
Out of Town Travel	7720		1,093.52		16,784.00	16,784.00	0.00%
Private Vehicle Mileage	7730				4,903.00	4,903.00	0.00%
Transportation Charges	7740				1,200.00	1,200.00	0.00%
Special Events	7750				19,320.00	19,320.00	0.00%
Tuition/Book Reimbursement	7760				-	-	#DIV/0!
Gas	7810				29,693.00	29,693.00	0.00%
Water	7820				829,626.00	829,626.00	0.00%
Electricity	7830		2,190.29		264,450.00	264,450.00	0.00%
Awards & Certificates	7910				17,995.00	17,995.00	0.00%
Meals & Entertainment	7920		73.45		2,800.00	2,800.00	0.00%
Employee Morale	7930				3,450.00	3,450.00	0.00%
Cost to Issue Side Fund Loan	6971		403.69		-	-	#DIV/0!
Cost to Issue COP's	6970		2,067.64		-	-	#DIV/0!
Loan Payment Pension Obligation (est)	6160	18,747.75	18,300.00	18,747.75	224,973.00	206,225.25	8.33%
COP Debt - PV Fields (est)	7950	61,585.08	60,125.00	61,585.08	739,021.00	677,435.92	8.33%
Service and Supply Expenditures		183,722.62	154,521.00	183,722.62	4,173,608.00	3,989,885.38	4.40%
Capital Expenditures	8400				454,000.00	454,000.00	0.00%
LWCF Grant	8401						
NRPA Grant	8402						
Equipment/Facility Replacement	8420				25,000.00	25,000.00	0.00%
Parking Lot Repair-Assessment	6718				-	-	#DIV/0!
Tree Care-Assessment	6719				-	-	#DIV/0!
Playground Replacement- Assess	6721				-	-	#DIV/0!
Park Amenities- Assess	6722				-	-	#DIV/0!
Facility Replacement	6723				-	-	#DIV/0!
Capital Expenditures		-	-	-	479,000.00	479,000.00	0.00%
TOTAL GENERAL FUND EXPENDITURES		456,646.59	440,844.52	456,646.59	8,473,699.00	8,017,052.41	5.39%

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER

By: Leonore Young, Administrative Services Manager

DATE: September 2, 2015

SUBJECT: CONSIDERATION AND APPROVAL OF 2.5% COST OF LIVING ADJUSTMENT (COLA) FOR NON-REPRESENTED EMPLOYEES AND SALARY SCHEDULE

RECOMMENDATION

Review and approval of 2.5% cost of living adjustment for non-represented employees and approval of the Salary Schedule which reflects the cost of living adjustment.

BACKGROUND

At the July 1, 2015 board meeting the Board approved an updated Salary Schedule along with updated job descriptions.

ANALYSIS

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

1. Pleasant Valley Recreation and Park District (District) and Service Employees International Union (SEIU) ratified the contract on July 1, 2015, agreeing to a 2.5% COLA for FY 2015-2016 for all represented employees who are full time and part time year round.
2. Adjust two non-represented positions that did not match the current salary schedule. This discrepancy was due to rounding by using different tools (calculator or Excel) in factoring the calculations.
3. The salary schedule will also reflect changes to the three manager positions. The management positions will now be called 1) Administrative Services Manager 2) Parks Services Manager 3) Recreation Services Manager. The former salary schedule showed the three manager positions with different ranges. To keep the positions in line according to responsibility, the salary range has been adjusted to \$37.50 per hour to \$46.71 per hour.
4. After reviewing the current financial status of the District it has been recommended that non-represented full time and part-time year round employees receive a 2.5% COLA with an effective date of July 11, 2015.

The salary schedule is typically updated when job classifications are added or changed, there is an adjustment made to a position salary range or when the Board awards a COLA.

COMMITTEE REVIEW

The Finance Committee met and reviewed the information on August 5, 2015 and the Personnel Committee met and reviewed the information on August 12, 2015.

FISCAL IMPACT

On July 1, 2015, the Pleasant Valley Recreation and Park District approved the FY 2015-2016 Budget. The fiscal impact to the FY 2015-2016 budget for the salary schedule adjustments is \$59,721.

RECOMMENDATION

Review and approval of 2.5% cost of living adjustment for non-represented employees and approval of the Salary Schedule which reflects the cost of living adjustment.

ATTACHMENTS

- 1) FY 2015-2016 Salary Schedule (2 pages)



FULL TIME/PART TIME YEAR ROUND CLASSIFICATIONS AND SALARY RANGES

	Minimum <u>Bi-Weekly</u> Hourly	Maximum <u>Bi-Weekly</u> Hourly	New Maximum 2.5% COLA
GENERAL MANAGER (Contract Employee)	\$4,366.65 \$54.58	\$5,308.00 \$66.35	
ADMINISTRATIVE SERVICES MANAGER	\$3,000.00 \$37.50	\$3,645.60 \$45.57	\$3,736.74 \$46.71
ADMINISTRATIVE ANALYST	\$2,224.84 \$27.81	\$2,703.20 \$33.79	\$2,770.78 \$34.63
ACCOUNTING SPECIALIST	\$1,583.59 \$19.79	\$1,924.00 \$24.05	\$1,972.10 \$24.65
HUMAN RESOURCES SPECIALIST	\$1,583.59 \$19.79	\$1,924.00 \$24.05	\$1,972.10 \$24.65
CUSTOMER SERVICE REP LEAD WORKER	\$1,691.12 \$21.14	\$2,054.40 \$25.68	\$2,105.76 \$26.32
CUSTOMER SERVICE REPRESENTATIVE I	\$1,398.40 \$17.48	\$1,699.20 \$21.24	\$1,741.68 \$21.77
CUSTOMER SERVICE REPRESENTATIVE II	\$1,537.38 \$19.22	\$1,868.80 \$23.36	\$1,915.52 \$23.94
RECREATION SERVICES MANAGER	\$3,000.00 \$37.50	\$3,645.60 \$45.57	\$3,736.74 \$46.71
RECREATION SUPERVISOR	\$2,475.66 \$30.95	\$3,009.60 \$37.62	\$3,084.84 \$38.56
RECREATION COORDINATOR	\$2,067.69 \$25.85	\$2,512.00 \$31.40	\$2,574.80 \$32.19
RECREATION SPECIALIST	\$1,549.98 \$19.37	\$1,883.20 \$23.54	\$1,930.28 \$24.13
PROGRAM COORDINATOR - AQUATIC CENTER	\$1,549.98 \$19.37	\$1,883.20 \$23.54	\$1,930.28 \$24.13
PROGRAM SPECIALIST	\$1,174.40 \$14.68	\$1,427.20 \$17.84	\$1,462.88 \$18.29
PARK SERVICES MANAGER	\$3,000.00 \$37.50	\$3,645.60 \$45.57	\$3,736.74 \$46.71
PARK SUPERVISOR	\$2,478.28 \$30.98	\$3,012.80 \$37.66	\$3,088.12 \$38.60
PARK MAINTENANCE LEAD WORKER	\$2,104.97 \$26.31	\$2,558.40 \$31.98	\$2,622.36 \$32.78
MECHANIC	\$2,104.97 \$26.31	\$2,558.40 \$31.98	\$2,622.36 \$32.78
IRRIGATION SPECIALIST	\$2,104.97 \$26.31	\$2,558.40 \$31.98	\$2,622.36 \$32.78
GROUNDS/FACILITIES I	\$1,583.59 \$19.79	\$1,924.80 \$24.06	\$1,972.92 \$24.66
GROUNDS/FACILITIES II	\$1,819.86 \$22.75	\$2,212.80 \$27.66	\$2,268.12 \$28.35



PART TIME

Restricted/Seasonal/Temporary

	HOURLY	
	Minimum	Maximum
OFFICE ASSISTANT I	\$10.95	\$13.30
OFFICE ASSISTANT II	\$12.05	\$14.64
HUMAN RESOURCES GENERALIST	\$13.97	\$16.97
ADMINISTRATIVE SERVICE WORKER	\$9.00	\$50.00
AIDE	\$9.00	\$10.94
RECREATION LEADER	\$9.90	\$12.03
RECREATION LEADER II	\$10.40	\$12.63
SENIOR LEADER	\$11.72	\$14.24
SENIOR LEADER II	\$13.55	\$16.46
LIFEGUARD	\$11.19	\$13.60
WATER SAFETY INSTRUCTOR	\$12.31	\$14.96
AQUATIC CENTER ASSISTANT MANAGER	\$13.55	\$16.46
PARK RANGER	\$22.67	\$27.54
SERVICE MAINTENANCE AIDE	\$10.42	\$12.66

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER

DATE: September 2, 2015

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

RECOMMENDATION

It is recommended that the Board consider and adopt the District Naming Policy.

BACKGROUND

The Pleasant Valley Recreation and Park District wanted to establish a systematic and consistent approach for the naming of parks, recreational areas, facilities as well as amenities. The policy is intended to be a guide to:

- Ensure that parks, recreational areas and facilities are easily identified and located
- Ensure that given names to parks, recreational areas and facilities are consistent with the values and character of the area or neighborhood served
- Encourages the dedication of lands, facilities, or donations by individuals and/or groups
- Ensure control for naming policy

ANALYSIS

The policy for the Pleasant Valley Recreation and Park District is to name parks, recreation areas and facilities through an adopted process utilizing established criteria emphasizing community values and character, local history, geography, environmental, civics and service to the Pleasant Valley Community.

The Naming Policy is intended to be a guide which would contain an application process, a naming approval process and a renaming process. The Application Process would include: name of applicant, proposed asset, background, demonstrated community support, description of location, proposal of name, and documentation of contribution to the District, City, and State. The Naming Approval Process – any person, group or organization may submit a written proposal, which should include sufficient explanation to make a determination. Regarding the

naming or renaming of the parks, recreation facilities or features within such areas, the District General Manager or designee's consideration shall be guided by the following considerations:

- Recognized geographic names
- Natural or geological features
- Cultural or historical significance
- A deceased individual who made a significant community contribution

The Policy Committee shall consider the commemorative naming proposal upon it being advanced from the General Manager, or designee, and shall offer the opportunity for public input. If recommended by the Policy Committee, the proposal shall be advanced to each of the Board of Directors.

The renaming of parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so that it does not diminish the original justification for the name or discount the value of the prior contributors. Only those parks and facilities named for location or subdivision shall be considered for renaming. Parks named by deed restriction shall not be considered for renaming.

COMMITTEE REVIEW

The Policy Committee has reviewed the Naming Policy at the April 22, May 27, and July 30, 2015 meetings.

FISCAL IMPACT

Currently, there is no fiscal impact.

RECOMMENDATION

It is recommended that the Board consider and adopt the District Naming Policy.

ATTACHMENT

- 1) Naming Policy (3 pages)



PLEASANT VALLEY RECREATION AND PARK DISTRICT

PARKS, AREAS, & FACILITIES NAMING POLICY

Board approved _____ 2015

The Pleasant Valley Recreation and Park District (the District) shall establish a systematic and consistent approach for the official naming of parks and recreational areas and facilities. This policy establishes the procedure and these policies and procedures are intended as a guide to:

- Ensure that parks, recreational areas and facilities are easily identified and located.
- Ensure that given names to parks, recreational areas and facilities are consistent with the values and character of the area or neighborhood served.
- Encourage the dedication of lands, facilities, or donations by individuals and/or groups.
- Ensure control for naming policy.

POLICY

The policy of the Pleasant Valley Recreation and Park District is to name parks, recreation areas and facilities through an adopted process utilizing established criteria emphasizing community values and character, local history, geography, environmental, civics and service to the Pleasant Valley Community. The following criteria shall be used in determining the appropriateness of the naming designation:

- GEOGRAPHIC LOCATION - neighborhood, significant areas or facility
- NATURAL FEATURES - hill, street, stream, lake, notable tree, orchard or other
- NAMING FOR INDIVIDUAL OR CORPORATION FOR SIGNIFICANT DONATION
- NAMING FOR OUTSTANDING INDIVIDUAL - naming a park and/or recreational facility for an outstanding individual is allowed posthumously (at least 5 years since date of passing) and where that person's significance and good reputation have been accepted in the District, City, State and/or Nation's history.
 - When considering the naming of a park, recreational facility, regional trail or natural area after a person, consideration will be given when:
 - The person was exceptionally dedicated or demonstrated excellence in service in ways that made a significant contribution to the land, community, Pleasant Valley Recreation & Park District, City of Camarillo, or State of California.
 - The person must have contributed significantly to the acquisition or development of the park or facility or to the parks system overall. The suggested name must be accompanied by a biographical sketch which shall provide evidence of contributions to the park, facility, or parks system overall.
 - There is an outstanding community leader who had made significant civic contributions to the Pleasant Valley Recreation and Park District and had given highly productive support to the District and community.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

PARKS, AREAS, & FACILITIES NAMING POLICY

Board approved _____ 2015

DEFINITIONS

- **PARKS** - All traditional designed parks, natural open spaces, historic sites, specialized parks, roads, and trails under the Districts' jurisdiction or management.
- **BUILDINGS** - Significant park and recreation structures that house parks and recreational programs (e.g., recreation centers, enclosed pavilions, lodges, etc.).
- **MAJOR FEATURES** - Major, permanent components of park and recreational facilities (e.g., ball fields, swimming pools, tennis courts, playgrounds, fountains, artwork or physical features). Rooms within buildings are considered to be Major Features.
Projects, programs or special uses will be identified by the District General Manager and/or the Board of Directors and approved by the Board. Uses must further the mission of Pleasant Valley Recreation and Park District and will be evaluated for designation according to value to communities and/or the District.
- **OTHER NAMING ALTERNATIVES** - A facility within a park (e.g., playground, picnic shelter, fountain, bricks, tables, benches, etc.) can be named separately from the park or facility location.

NAMING APPLICATION PROCESS

Any person, group, or organization may submit an application to name or re-name a park, facility, regional trail or natural area. The application should be submitted to the General Manager of the Pleasant Valley Recreation and Park District. Applications should contain the following minimum information:

1. Name of applicant
2. Proposed name for asset
3. Background/support for proposed name
4. Description/map showing location
5. If proposing to name a recreation facility within a park, include a description/map showing the location of the facility within the park
6. If proposing to name a Park asset after an outstanding person, documentation of that person's contribution to the District, City, State
7. If proposing to re-name a facility, the application should also include background information on the current name and the rationale for requesting a new name

NAMING APPROVAL PROCESS

- Any person, group or organization may submit a written proposal or request to commemoratively name or rename a public park or recreation facility to the Pleasant Valley Recreation and Park District General Manager or designee.
- A written proposal or request shall include sufficient explanation to enable the Pleasant Valley Recreation and Park District General Manager or designee to make a determination that commemorative naming or renaming is justified and complies with this policy.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

PARKS, AREAS, & FACILITIES NAMING POLICY

Board approved _____ 2015

- The Pleasant Valley Recreation and Park District may also initiate and facilitate a commemorative naming process associated with new park acquisitions and construction whereby neighborhoods and general public shall be invited to participate in the naming process consistent with these policies.
- The Pleasant Valley Recreation and Park District General Manager's or designee's consideration regarding the naming or renaming of the parks, recreation facilities or features within such areas, shall be guided by the following considerations:
 - Recognized geographic names
 - Natural or geological features
 - Cultural or historical significance
 - A deceased individual who made a significant community contribution
 - Significant monetary/land/facility donation
- The Pleasant Valley Recreation and Park District General Manager or designee shall review the proposal for adherence to the stated policy criteria and authentication of statements, as well as existing features already named within a particular park or recreation facility, before advancing the proposal to the Policy Committee.
- The Policy Committee shall consider the commemorative naming proposal upon it being advanced from the General Manager or designee and shall offer the opportunity for public input.
- If the proposal meets the qualification process, the Policy Committee will forward the information to the Board of Directors at which time a recommendation can be made by a Board Member to add the item to an agenda.
- Special features within a park, trail, open space or building can be named with the approval by the General Manager or designee and the Policy Committee.
- Record of the approved name will be recorded in the Pleasant Valley Recreation and Park District park inventory database and all applicable records, signage and documentation shall be updated, as applicable, with the new name.

RENAMING

- The renaming of parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so that it does not diminish the original justification for the name or discount the value of prior contributors.
- Parks named by deed restriction shall not be considered for renaming.
- A park or facility shall not be renamed if the name was a condition of a gift and the noncompliance with that condition would invalidate that gift.

**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: September 2, 2015

**SUBJECT: CALIFORNIA SEVERE DROUGHT AND DISTRICT
WATER CONSERVATION RECOMMENDATIONS**

RECOMMENDATION

Implement water conservation measures to achieve required reduction (range of 20% to 32%, depending on Water Agency), including:

1. Provide direction to staff on turf removal/conversion projects.
2. Authorize staff to seek funding to replace turf with either drought tolerant plants or other types of landscaping to reduce water usage.
3. Authorize staff to investigate and implement further water conservation measures.

BACKGROUND

With the Governor's April 1, 2015 Executive Order B-29-15, along with targeted water-use reductions set for water retail agencies (Camrosa Water District, City of Camarillo, etc.), it is evident that the District must take additional steps to reduce the amount of water it uses. In order for the Pleasant Valley Recreation and Park District to meet these requirements of water conservation, we must do more than what the District has already started with the reclaimed water at Pleasant Valley Fields.

The current ongoing severe California drought, rapidly escalating water prices, and statewide mandates, policies and laws that are encouraging the reduction of the use of water (especially turf) are all factors which will require the Pleasant Valley Recreation and Park District to consider the amount of turf in its parks. Currently, staff is investigating the non-essential areas of grass turf and working toward converting the areas into alternative ground cover, such as wood chips, drought tolerant plants or replacing with other low maintenance options.

At the regular July Board meeting, the Board directed staff to further investigate water conservation measures and to initially focus efforts on the parks serviced by the Camrosa Water District. This decision was supported by the fact that the Park District will be able to meet the City of Camarillo's 20% reduction goal of potable water consumption once the full implementation of recycled/non-potable water use at Pleasant Valley Fields is online for landscape irrigation. Inversely the 32% potable water reduction goal for the nine parks serviced by Camrosa Water District will pose a challenge for the Park District, considering the Park District has already been irrigating those nine parks approximately 27% below the formulated value established by water use efficiency standards. Therefore to meet those water reduction

goals set by the Camrosa Water District, the Park District must reduce its potable water consumption by 13,655 HCFs or approximately 10 million gallons compared to 2013.

Staff has formulated the following options to reduce water use in the District parks serviced by Camrosa Water District.

- 1) Replace the existing equipment on site with new irrigation auto controllers capable of irrigating the areas based on weather and global time adjustments and utilizing master valves and flow sensors to prevent loss due to piping breaks which could save potentially 7% of the potable used (about 2,987 HCF or 2,234,276 gallons).
 - a. The purchase of the irrigation equipment upgrades would cost the Park District approximately \$50,000.
- 2) Remove approximately 2.5 acres of turf in four parks that do not support recreational use. Removing 2.5 acres of turf and converting areas into drought tolerant landscapes would reduce the annual water consumption by approximately 2% (853 HCF or 638,044 gallons).
 - a. The estimated cost to convert 2.5 acres of grass to drought tolerant landscapes ranges from \$0.75- \$3 per sq. ft. (\$81,675 - \$326,700) depending on materials used, plant palette, extent of irrigation modification and resources used for labor.
- 3) The Park District can save additional water with the use of Hydretain or Cool Terra Bio-Char as a supplement to the soil. (Based on the success measured and stated by Ventura County Parks Department at Sol Park in Ojai as well as the City of Rockland, California, who have reported 40% and 50% water savings in summer water use alone with the use of Hydretain and the City of Thousand Oaks which has reported 50% water savings using Cool Terra Bio-Char.) Therefore it can be concluded that the Park District can also save a conservative amount of 20% additional water use over the entire year. The Park District's average annual water in HCF over the five years of water use evaluated in this report was 42,673 HCF for the parks supplied by Camrosa Water District. Total projected savings using Hydretain or Cool Terra Bio-Char would be 8,534.6 HCF or 6,383,881 gallons of water annually.
 - a. Application of Cool Terra Bio-Char per acre \$2,136 x 41 acres = total expense for material only at \$87,576 (does not include labor for application).
 - b. Application for Hydretain (min. of three applications per year. Must maintain use indefinitely to benefit continual water reduction savings).
 - i. Granular – \$609 per acre. Total annual expense of \$24,969
 - ii. Liquid - \$444 per acre. Total annual expense of \$18,202
- 4) Staff has begun some preliminary work on generating expenses associated with rental of equipment necessary to deliver the non-potable water to the park sites.
 - a. Rental rates for a 2,000 gal. water truck
 - i. Daily - \$245 plus taxes and insurance
 - ii. Weekly - \$795 plus taxes and insurance
 - iii. Monthly - \$1,995 plus taxes and insurance
 - b. Staffing costs associated with driving a water truck have yet to be determined, however, the District would need an employee or contractor who holds a class A driver's license with endorsements for air brakes and tanker trucks.

In total, utilizing current water conservation reduction strategies along with implementing the proposed water conservation strategies results in an overall potable water use reduction of approximately 36% in the District parks serviced by Camrosa, compared to 2013.

ANALYSIS

Governor Brown's Executive Order required Camrosa to reduce potable water consumption by 32% compared to 2013.

The District has made strides in conserving water and has maintained an exceptional water management program throughout the five years of drought. The District has been able to maintain a healthy functional turf throughout this period of time. The turf is stressed, but still has not failed. The nine park sites serviced by Camrosa Water District are watering below the theoretical estimated water use calculation model by 27.7%. In comparison to last fiscal year the Park District has reduced potable water consumption by 17% and is down 20% from 2013.

Staff is recommending the initiation of the outlined water conservation measures as soon as this fall should the Board provide direction to further reduce the use of potable water by the park system and conserve this water for domestic consumption.

FISCAL IMPACT

Reducing the Pleasant Valley Recreation and Park District's overall potable water use by an additional 10 million gallons will result in a savings of up to approximately \$49,000 annually to the Parks water budget based on today's rates. Staff's goal is to implement the most practical and economical steps to reduce water consumption with minimal capital investments. As presented in the above documentation there will be a fiscal impact to implement a water reduction plan.

RECOMMENDATION

Authorize staff to implement water conservation measures. Staff is continuously seeking ways to conserve water throughout the District. Below are some concepts that staff will further investigate and potentially implement. For all concepts, staff will coordinate with local agencies and suppliers to seek rebates, grants and other such funding to assist with these projects.

Recommendation #1:

- Turf Conversions- Implement removing turf in recognizable non-essential areas within parks and convert turf areas into a non-grass landscape material and/or native landscaping.
- Utilizing Organic Materials to Supplement Current Water Usage- Bio-Char, carbon based products, mulch, and/or soil amendments with Bio-Char.
- Utilizing Chemical Supplements for Water Retention
- Updating Current Irrigation Delivery Systems and Controllers

Recommendation #2:

- Import Non-Potable Water via Water Truck for the purpose of watering non irrigated trees.

Recommendation #3:

- Direct staff to provide additional public outreach, including quarterly reports to the Board on water use and water savings projects, as well as communicate the District's actions with patrons.

ATTACHMENTS

- 1) Water Usage and Turf Removal Evaluation (2 pages)
- 2) Park Sites (10 pages)

PLEASANT VALLEY RECREATION AND PARK DISTRICT

HISTORIC ANNUAL WATER USAGE FOR CAMROSA WATER DISTRICT'S SERVICE AREA

Park	Acres Irrigated	2010-2011					2011-2012					2012-2013					2013-2014					2014-2015					5 year average							
Birchview Park	0.35						318				438	1,909				473				387														705
Calleguas Creek Prk	3.2						2,787				2,966	3,288				3,390				2,718														3,030
Camarillo Grove	2.25						976				1,584	1,810				1,714				1,108														1,438
Encanto Park	3						2,254				2,798	3,416				2,982				2,031														2,696
Heritage Park	7						4,471				7,277	8,037				6,807				7,140														6,746
Mission Oaks	15.2						14,466				18,138	17,498				19,048				15,334														16,897
Quito Park	4.7						3,589				7,093	5,910				6,030				4,887														5,502
Trailside Park	0.3						283				414	387				315				258														331
Wood Creek Park	4.2						No Data - Standing use agreement with the Water District allocates free use of water for the site (Inquire info from Camrosa)																											
Woodside Park	5						4,382				5,511	6,039				5,960				4,742														5,327
Total Acres Irrigated		45.2					33,526			46,219		48,294			46,719		38,605			38,605														
Total Annual HCF							76.96511			106.1042		110.8678			107.2521		88.62489			88.62489														

Turf Removal Evaluation

Name	Area (Sq Feet)	Perimeter/Length (Feet)
Quito Park		
QP area #1	5,850.80	1,043.89
QP area #2	6,034.00	848.00
QP area #3	6,592.00	
Park Total	18,476.80	
Mission Oaks Park		
M.O. Blvd. Parking Lot		
Mission Oaks Blvd. north berm	6,343.56	1,103.40
Mo Blvd. south berm	4,889.10	904.95
PL island #1	206.64	54.60
PL island #2	58.19	37.92
PL island #3	61.44	37.23
PL island #4	59.52	42.02
PL island #5	61.21	41.08
PL island #6	90.01	44.34
PL island #7	252.64	62.15
PL island #8	60.42	38.87
PL island #9	84.30	43.30
PL island #10	57.21	39.14
PL island #11	111.38	45.27
PL island #12	1,360.98	218.06
PL island #13	176.28	69.86
PL island #14	59.61	38.15
PL island #15	58.20	37.68
PL island #16	59.51	38.26
PL island #17	59.56	37.06
PL island #18	162.17	88.97
M.O. Fieldcrest Parking Lot		
Area #2	25,949.47	800.41
MO area #1	4,150.04	448.73
MO Fieldcrest berm	7,095.00	975.96
Fieldcrest PL Myrtle island	1,095.98	170.34
fieldcrest PL island #1	47.16	38.78
Fieldcrest PL island #2	75.59	40.90
Fieldcrest PL island #3	82.35	43.32
Fieldcrest PL island #4	53.47	39.86
fieldcrest PL island #5	76.53	42.26
Park Total	52,897.52	
Encanto Park		
Enchanted Pathway	2,520.00	560.00
Encanto area #1	7,689	730
Park Total	10,209.00	
Heritage Park		
HP area #1	9,333.95	380.72
HP area #2	14,839.34	476.00
Park Total	24,173.28	
Total Square footage	115,965.61	



ASSESSOR PARCEL NUMBER:

a: 171-0-023-015

b: 171-0-023-025

Birch View Park

5564 Laurel Ridge Lane

Neighborhood Park

PLEASANT VALLEY PARK & RECREATION DISTRICT





ASSESSOR PARCEL NUMBER:
160-0-321-225

Calleguas Creek Park

Avenida Valencia/Via Jacara

Neighborhood Park

PLEASANT VALLEY PARK & RECREATION DISTRICT





ASSESSOR PARCEL NUMBER:

163-0-180-020

Camarillo Grove Park

6968 E. Camarillo Springs Road

Community Park

PLEASANT VALLEY PARK & RECREATION DISTRICT





ASSESSOR PARCEL NUMBER:

170-0-021-455

Encanto Park

Avenida Encanto/Blanco Ct

Neighborhood Park

PLEASANT VALLEY PARK & RECREATION DISTRICT





ASSESSOR PARCEL NUMBER:

a: 171-0-212-135

b: 172-0-101-095

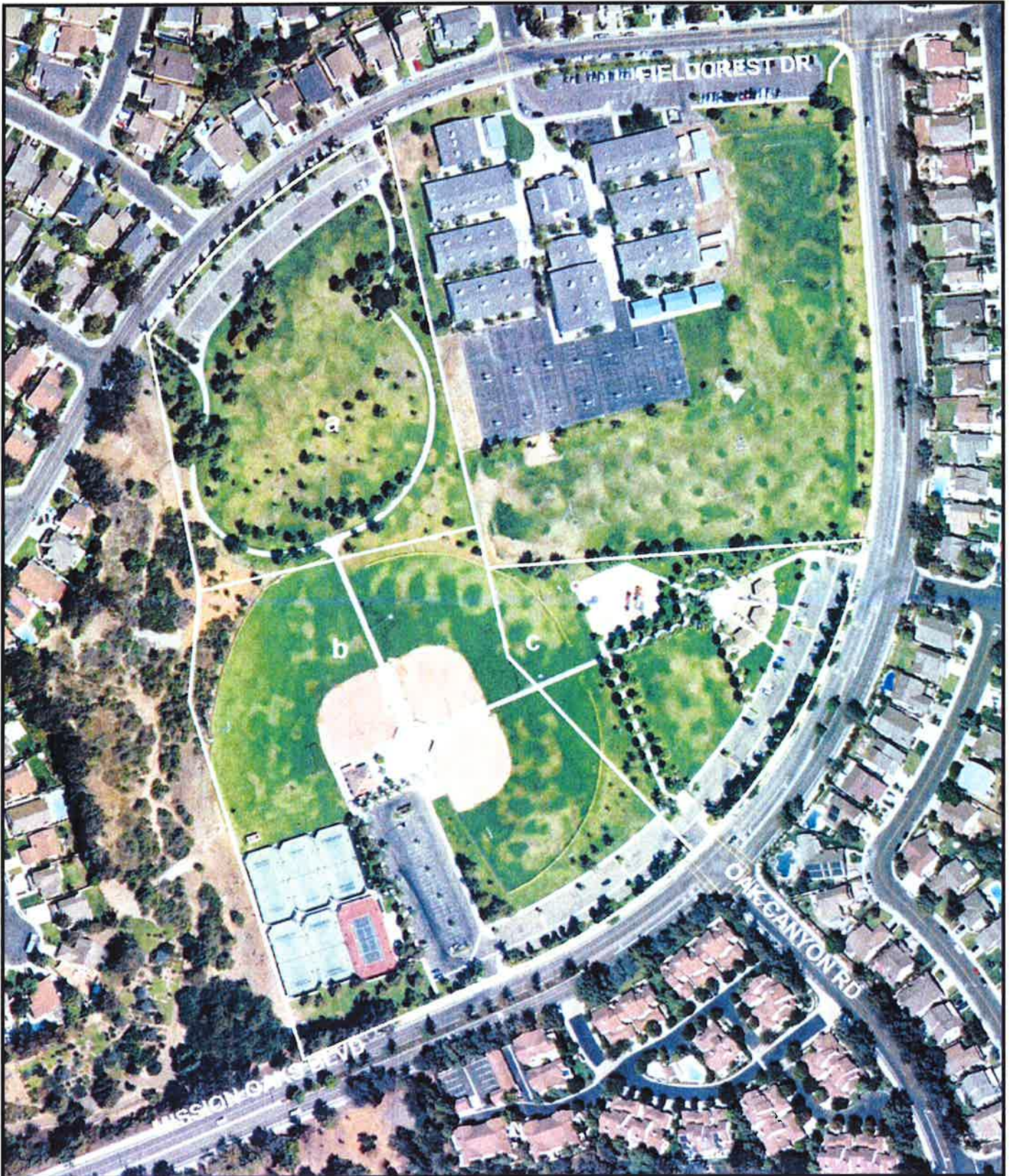
Heritage Park

1630 Heritage Trail

Neighborhood Park

PLEASANT VALLEY PARK & RECREATION DISTRICT





ASSESSOR PARCEL NUMBER:

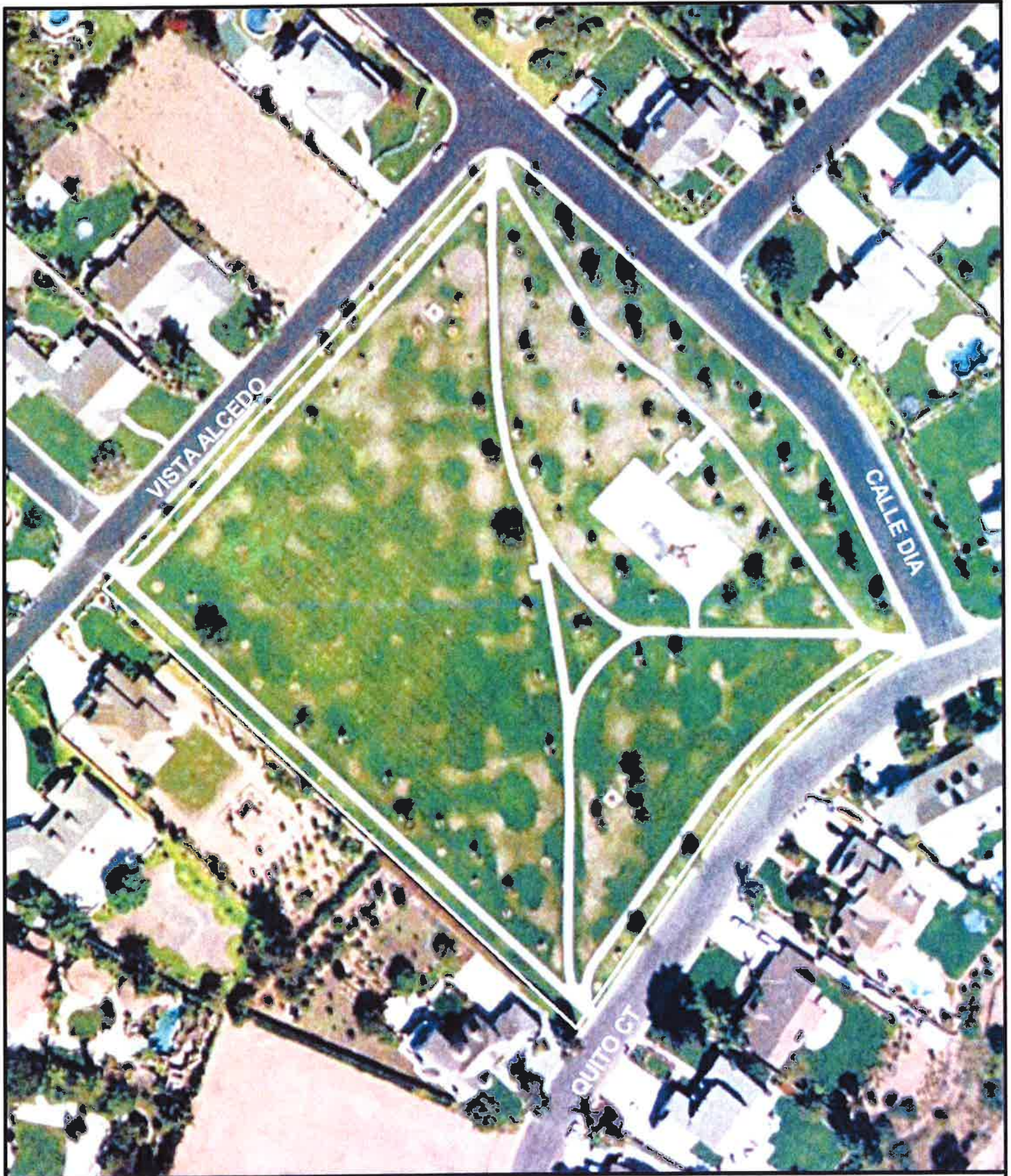
- a. 171-0-250-505
- b. 171-0-250-045
- c. 171-0-250-235

Mission Oaks Park

5501 Mission Oaks Blvd/Oak Canyon
Community Park

PLEASANT VALLEY PARK & RECREATION DISTRICT





ASSESSOR PARCEL NUMBER:

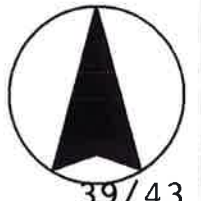
172-0-130-045

Quito Park

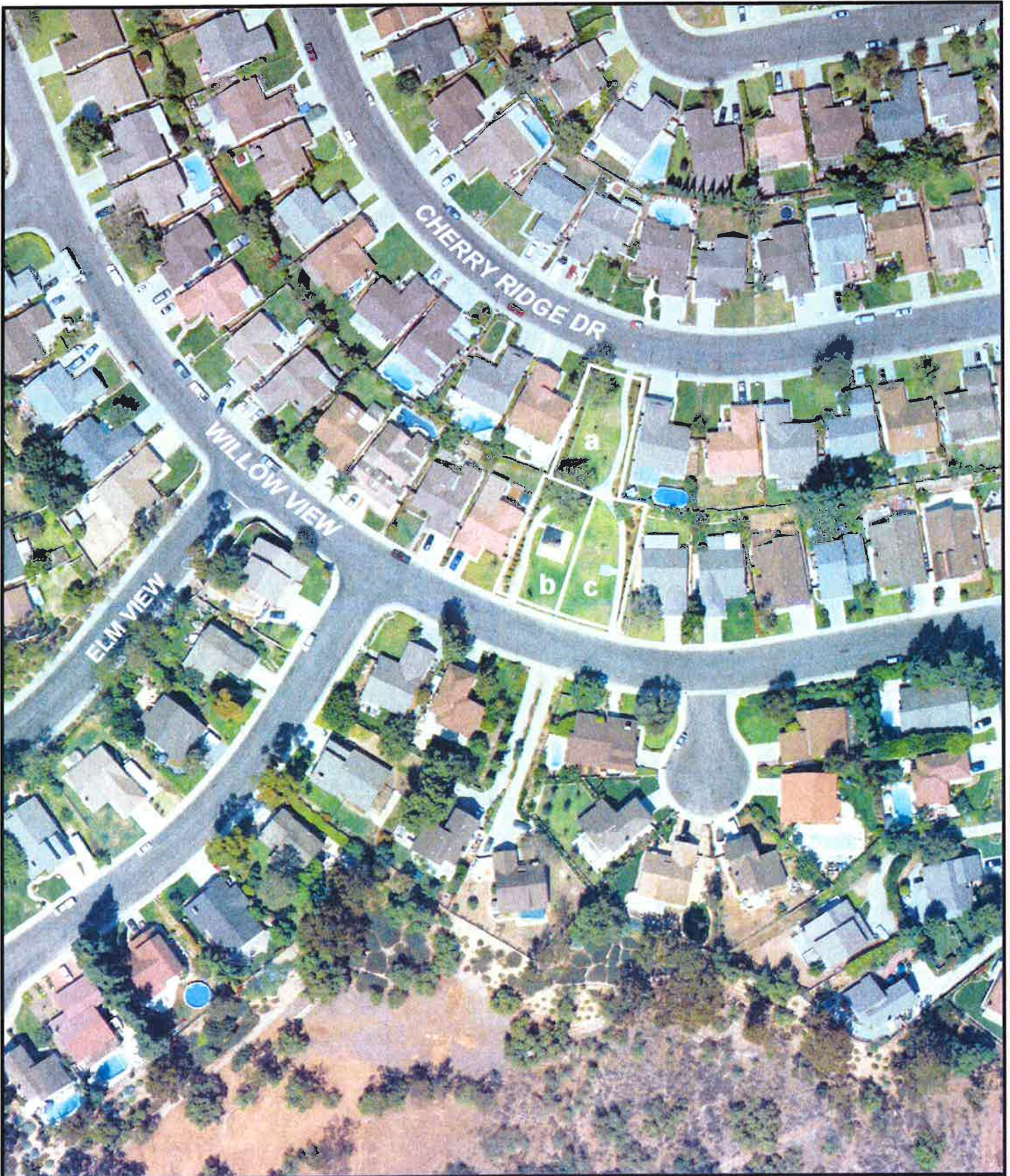
7013 Quito Court Calle Dia/Quito Ct

Neighborhood Park

PLEASANT VALLEY PARK & RECREATION DISTRICT



39/43



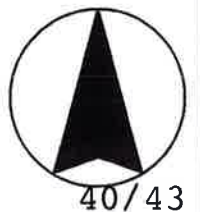
ASSESSOR PARCEL NUMBER:

- a: 171-0-032-265
- b: 171-0-012-015
- c: 171-0-032-475

Trailside Park

5462 Cherry Ridge Drive
Neighborhood Park

PLEASANT VALLEY PARK & RECREATION DISTRICT



40/43



ASSESSOR PARCEL NUMBER:

- a: 171-0-240-215
- b: 171-0-240-205

Woodcreek Park

Lynwood/Woodcreek
Neighborhood Park

PLEASANT VALLEY PARK & RECREATION DISTRICT





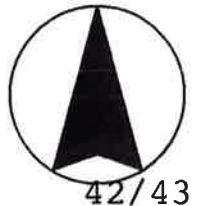
ASSESSOR PARCEL NUMBER:

229-0-101-145

Woodside Park

Ridgeview St/Japonica Ave
Neighborhood Park

PLEASANT VALLEY PARK & RECREATION DISTRICT



42/43

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

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