

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

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
April 6, 2016**

6:00 P.M.

REGULAR MEETING

NEXT RESOLUTION #556

- 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 (Bob Cerasuolo, Park Services Manager)
 - B. Eagles Soccer
- 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 March 2, 2016 Regular Board

Approval receives and files minutes.

B. Warrants, Accounts Payable & Payroll

Approval of District's disbursements dated on or before March 31, 2016.

C. Financial Report

Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for February 29, 2016.

D. Consideration and Approval of Resolution No. 554 Recognition of Older Americans Month

The proclamation will recognize the month of May 2016 as Older American's Month acknowledging the senior population in Pleasant Valley Recreation and Park District.

E. Consideration and Approval of Resolution No. 555 Recognition of Arbor Day

The proclamation will recognize April 16, 2016 as Arbor Day within the District.

F. Consideration and Approval of FY 2016-2017 Workshop Dates

Approval will set the dates for the upcoming budget workshops.

8. NEW ITEMS-DISCUSSION/ACTION

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

Adoption of the District-wide Fee Schedule for FY 2016-2017.

Suggested Action: A MOTION to adopt the FY 2016-2017 Fee Schedule.

B. Consideration and Approval of Revised Job Descriptions

Five job descriptions were been updated to include additional duties, requirements, and/or title change.

Suggested Action: A MOTION to approve revised job descriptions.

C. Consideration and Approval of Revised Employee Manual

The District Employee Manual has been revised extensively and reflects changes in various categories.

Suggested Action: A MOTION to approve the revised Employee Manual.

D. Consideration and Approval of Cash Payout for Vacation

Vacation cap limits were reduced resulting in cash payouts for hours that exceed the new minimum for five management positions.

Suggested Action: A MOTION to approve the cash payout for vacation.

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

A. Chairman Mishler

B. Ventura County Special District Association/California Special District Association

C. Santa Monica Mountains Conservancy

- D. Standing Committees – Finance, 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.