

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

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA**

June 2, 2021

In order to minimize the spread of COVID-19, attendees will be required to wear masks and maintain 6' social distancing. Seating inside the City Council Chambers will be limited and available on a first-come-first seated basis.

5:00 P.M. CLOSED SESSION

1. CALL TO ORDER

A. Recess to Closed Session

B. Closed Session

1) Conference with Legal Counsel – Litigation

The District Board will conduct a closed session, pursuant to Government Code section 54956.9(d)(2), to confer with legal counsel; there is a significant exposure to litigation in one case.

C. Reconvene into Regular Meeting

6:00 P.M. REGULAR MEETING NEXT RESOLUTION #681

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 any agenda item(s), or add any emergency agenda item(s).

5. 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.

6. CONSENT AGENDA – Matters listed under the Consent Agenda are considered routine and shall be acted upon without discussion and by one motion. If discussion is desired the item will be removed from the Consent Agenda for discussion and voted on as a separate item. If no discussion is desired, then the suggested action is for the Chair to request that a motion be made to approve the Consent Agenda.

A. Minutes for Special Board Meetings of April 24 and May 12, 2021 and Regular Board Meeting of May 5, 2021

Approval receives and files minutes.

B. Warrants, Accounts Payable & Payroll

District's disbursements dated on or before April 30, 2021.

C. Financial Reports

Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for April 2021.

D. Review and Approval of Surplus Supplies and Equipment List

The Board can review the current equipment list provided for the uniform disposal of District owned surplus personal property.

E. Consideration and Adoption of Updated Surplus District Property Disposal Policy

The update explicitly states that District items deemed as a “No-Value Item” may be disposed of without Board approval.

F. Consideration and Approval of Resolution No. 674 Updating Authorized Signatures for Wire Transfers with Ventura County Treasury Pool

Approval of the resolution updates the signatures as to who is authorized to sign and/or authorize wire transfers for the District from the Ventura County Treasury Pool.

G. Consideration and Adoption of Resolution No. 675 Allocating Fees from RPD-177, KB Homes Springville Subdivision at 333 Townsite Promenade for Projects at the Camarillo Community Center and the Dos Caminos Park Classroom

Facility improvements at the Camarillo Community Center and facility expansion and ADA improvements at the Dos Caminos Park Classroom meet the requirements for the expenditure of these Quimby funds.

H. Consideration and Adoption of Resolution No. 676 Allocating Fees from RPD-194 the Mission Oaks Townhomes Subdivision (Teso Robles) at the Southwest Corner of Verdugo Way at Camino Ruiz for Projects such as the Proposed Pickleball Facility at Freedom Park, the Camarillo Nature Center, and the Completion of Projects within the Freedom Park Master Plan

Each of these proposed projects would expand capacity through various infrastructure improvements and the development of new recreation features that would serve the entire community.

I. Approval of Resolution No. 677 Authorizing an Energy Conservation Assistance Act Loan Application

Approval of this resolution authorizes the District to apply for an energy efficiency loan from the California Energy Commission to implement energy efficiency measures.

J. Review and Approval of Resolution No. 678 Adopting Board Bylaws and Rules of Procedure

Proposed updates regarding elections and procedures & order were recommendations from the Policy Committee.

K. Review and Approval of Resolution No. 679 Setting Compensation, Reimbursement of Board Member Expenses, Providing for Ethics Training and Related Matters

Primary changes to the resolution are the inclusion of language which defers dollar amount compensation rates to the “most recent ordinance” governing Director compensation for five authorized meetings.

7. PUBLIC HEARINGS

A. Consideration and Adoption of Resolution No. 680, Approving Engineer’s Report, Confirming Diagram and Assessment, and Ordering Levy of Assessments for FY 2021-2022 for the Park Maintenance and Recreation Improvement District for the Pleasant Valley Recreation and Park District

The budget for the services and improvements that would be funded by the proposed assessments was developed by staff in cooperation with SCI Consulting Group.

Suggested Actions: A MOTION to Adopt Resolution No. 680 accepting the Engineer’s Report and ordering the levy of assessment at \$43.52.

B. Introduction of Ordinance No. 12 Setting District Board Member Compensation

Any increases in compensation for Directors must be approved by an ordinance of the Board and the increase may not exceed the amount permitted by State law since the last increase.

Suggested Actions: Review and introduce Ordinance No. 12 by:

1. Making a MOTION to read the complete Ordinance No. 12 title – *Ordinance No. 12, An Ordinance of The Board of Directors of The Pleasant Valley Recreation and Park District Setting Board Member Compensation* and to waive further reading;
- AND**
2. Making a MOTION to APPROVE the introduction and first reading of the District’s *Ordinance No. 12, An Ordinance of The Board of Directors of The Pleasant Valley Recreation and Park District Setting Board Member Compensation.*

8. NEW ITEMS – DISCUSSION/ACTION

A. Monka Soccer Academy FC Community Service Organization Request

Steve Monka, President of the Monka Soccer Academy FC, sent a completed Community Service Organization application to the Pleasant Valley Recreation & Park District asking for the Board of Directors consideration.

Suggested Action: Provide direction on the Monka Soccer Academy FC Community Service Organization request.

B. Consideration and Approval of Preliminary Fiscal Year 2021-2022 Budgets for the General Fund, The Assessment District Fund And Quimby Fee Fund

Approval of the Preliminary FY 2021-2022 Budget will allow staff to proceed with the development of the Final 2021-2022 Budgets for review and adoption at the July 7, 2021 Board meeting.

Suggested Action: A MOTION to Approve Preliminary Fiscal Year 2021-2022 Budgets.

C. Consideration and Selection of District Recreation Management System Vendor

After substantial research and thorough review by a broad group of staff, the SmartRec RMS platform by Amilia Enterprises Inc. is being recommended for selection.

Suggested Action: A MOTION to Approve and authorize the General Manager to enter a three-year agreement with Amilia Enterprises for the implementation and use of the SmartRec Recreation Management System.

D. Proposed Board of Directors Decorum and Norms Policy for Elected Officials

This policy is set forth to clarify what can be a successful procedure or best practices for conduct of civic affairs.

Suggested Actions: A MOTION to Approve and consider the adoption of the Board of Directors Decorum and Norms Policy or direct staff to bring back any revisions for formal Board approval at a later board meeting.

9. ORAL COMMUNICATION - INFORMATIONAL ITEMS, which do not require action but relate to District business, will be reported by members of the Board and staff as follows:

- A. Chairman Malloy

- B. Ventura County Special District Association/California Special District Association
- C. Ventura County Consolidated Oversight Board
- D. Santa Monica Mountains Conservancy
- E. Standing Committees – Finance, Liaison, Long Range Planning, Personnel and Policy
- F. Ad Hoc Committees – Pickleball/Tennis
- G. Foundation for Pleasant Valley Recreation and Parks
- H. General Manager’s Report
- I. Board Members

10. 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. Bumley Street, Camarillo during regular business hours beginning the Friday preceding the Wednesday Board meeting.

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

**Pleasant Valley Recreation and Park District
Minutes of Special Meeting
April 24, 2021**

1. CALL TO ORDER

The special meeting of the Board of Directors of the Pleasant Valley Recreation and Park District was called to order at 8:00 a.m. by Chairman Malloy.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

All present.

Also Present: General Manager Mary Otten, Administrative Services Manager Leonore Young, Park Services Manager Bob Cerasuolo, Recreation Services Manager Eric Storrie, Administrative Analyst/Clerk of the Board Anthony Miller, Customer Service Lead/Recording Board Secretary Karen Roberts, Administrative Analyst Jessica Puckett, Park Supervisors Nick Marienthal and Brandon Lopez, Recreation Supervisors Macy Trueblood and Lanny Binney, Recreation Coordinator Katlyn Simber-Clickener, Human Resources Specialist Kathryn Drewry and Cece Casey.

4. ADOPTION OF AGENDA

Agenda accepted as presented.

5. OPEN COMMUNICATION/PUBLIC FORUM

Cece Casey of Camarillo spoke as a representative for a drop-in tennis group at Bob Kildee Park. She stated that the group has some consternations, but is happy that courts 1, 2 & 3 at Bob Kildee are strictly reserved for tennis. Tennis players are behind the long-term option of Freedom Park for the placement of pickleball courts due to the park's less congested and remote location and hope that the District pursues this option.

6. FY 2021-2022 PROPOSED OPERATING BUDGET WORKSHOP

A. District Overview

General Manager Mary Otten presented a summary of the proposed FY 2021-2022 Operating Budget along with opportunities and challenges for the District. The FY 2020-2021 Mid-Year Budget had over 60 changes and updates due to the COVID-19 pandemic.

B. Administrative Services Department

Administrative Services Manager Leonore Young presented the Administrative Services Department Budget for FY 2021-2022.

The projected 2021-2022 Budget for the Administrative Services Department:

Total Revenue \$ 37,995
Total Expenditures \$ 3,133,727

Discussion included: the impact of a new registration software system on administration fees.

<u>Proposed Projects:</u>	Cost Est.
ADA Transition Plan	\$ 84,000
Room 7 Conversions	\$ 10,000

C. Recreation Services Department

Recreation Services Manager Eric Storrie presented the Recreation Services Department Budget for FY 2021-2022.

The projected 2021-2022 Budget for the Recreation Services Department:

Total Revenue \$ 468,171
Total Expenditures \$ 1,198,818

<u>Proposed Projects:</u>	Cost Est.
Bingo Console	\$15,000

Discussion included: the need to reshape the food distribution program at the Community Center with Food Share, a possible consideration of Community Development Block Grant (HUD funding) with the City and looking at long time partnerships with a need for volunteers to assist as well. Director Dransfeldt stated that she would commit to personally assisting with the program.

D. Park Services Department

Park Services Manager Bob Cerasuolo presented the Park Services Department Budget for FY 2021-2022.

The projected 2021-2022 Budget for the Park Services Department:

Total Revenue \$ 346,333
Total Expenditures \$ 3,508,057

Discussion included: limiting water usage in a drought, mileage analysis versus car allowance, and the need for a current assessment of community service organization fees and the District's fee schedule.

E. Capital

Park Services Manager Bob Cerasuolo presented the projected Capital Improvement Project list for FY 2021-2022.

<u>Proposed Projects:</u>	Cost Est.
Mission Oaks Parking Lot Patch/Slurry w/ Type #2	\$100,000
Springville Park Lower Parking Lot/Slurry w/ Type 2	\$ 80,000
Motor Fleet: Replace One (1) Vehicle	\$ 35,000
Conference Room HVAC Unit	\$ 15,000
Tennis Court LED Lighting – Mission Oaks, Bob Kildee/Valle Lindo	\$140,000
Pool Vacuum	\$ 6,000
TOTAL	\$376,000

Discussion included: Carmenita, Quito and Lokker Parks as the next parks for playground equipment replacement in another year or so.

F. Quimby – Fund 30

Administrative Analyst Anthony Miller and Park Supervisor Brandon Lopez presented the budget for Fund 30 – Quimby along with project accomplishments and proposed projects.

FY 2020-2021 Quimby Projects:

	Budget	Actual Cost YTD	
Comm. Ctr Kitchen Remodel	\$ 250,000	\$16,032	In Progress
Arneill Ranch Park Design	\$1,100,000	\$78,592	In Progress

Proposed FY 2021-2022 Quimby Projects:

	Cost Est.
Freedom Pool/Pickleball Center	\$1,400,000

Discussion included: allocating Quimby funds before their sunset date (staff will bring back Elacora Mission Oaks in June before its August 8, 2021 sunset date), turf removal around perimeter of track at Arneill Ranch Park, earmarking of fees to use towards a community wide project like pickleball courts at Freedom Park, involving user groups in fundraising efforts, inclusion of lights from the start in projects, need for an architect to include potential of multiple usages within new projects, possibility of hosting pickleball tournaments in the future, city fees, and the suggestion of restrooms at Heritage Park.

G. Assessment District – Fund 20

Administrative Services Manager Leonore Young and Park Supervisor Nick Marienthal presented the Assessment District Budget for FY 2021-2022 along with the District's tree maintenance program.

The projected 2021-2022 Budget for the Assessment District:

Total Revenue	\$ 1,209,804
Total Expenditures	\$ 1,149,496

Discussion included: assessment payments and receipt of incremental delinquent tax payments.

H. Other Budget Related Items

General Manager Otten Mary asked for any other questions or comments from the Board. Discussion included: possible reduction in number of recreation budgets, tax increment to be increased by 2%, request for some park positions to be returned with additional rentals and maintenance and to unfreeze the recreation position; an increase in legal services which will cover the Voting Rights Act case, the Somis Ranch Farmworker Housing Project, COVID-19, Human Resources and policy changes; an extended LAFCo timeline with a Somis annexation, request for budget inclusion for employee morale, a facelift for current Senior Center building as proposed center will need a further design, and an ADA plan as part of the updated Strategic Plan.

7. ORAL COMMUNICATIONS

Director Roberts thanked the Board and staff for their diligent work on the FY 2020-2021 budget and this year's budget. Director Magner stated that the Sacramento meetings will be live again beginning in May. CSDA submitted a letter to the editors in Sacramento for a push for funding for special districts.

8. ADJOURNMENT

Chairman Malloy adjourned the meeting at 12:19 pm.

Respectfully submitted,

Approval,

**Karen Roberts
Recording Secretary**

**Mark Malloy
Chairman**

**Pleasant Valley Recreation and Park District
Camarillo City Hall Council Chambers
Minutes of Regular Meeting
May 5, 2021**

1. CALL TO ORDER

The regular meeting of the Board of Directors of the Pleasant Valley Recreation and Park District was called to order at 5:00 p.m. by Chairman Malloy.

A. Recess to Closed Session

B. Closed Session

1) Conference with Legal Counsel – Anticipated Litigation – The Board conducted a closed session, pursuant to Government Code sections 54956.9 (d)(2) and (d)(3), to consider the claim of Andrew Peralta. The claim is available for inspection pursuant to Government Code sec. 54957.5.

C. Reconvene into Regular Meeting

The regular meeting of the Pleasant Valley Recreation & Park District reconvened at 6:00 pm with nothing to report.

2. PLEDGE OF ALLEGIANCE

Mark Malloy led the pledge.

3. ROLL CALL

All present.

Also Present: General Manager Mary Otten, Administrative Services Manager Leonore Young, Park Services Manager Bob Cerasuolo, Administrative Analyst/Clerk of the Board Anthony Miller, Customer Service Lead/Recording Board Secretary Karen Roberts, Administrative Analyst Jessica Puckett, Alex Wilson and Rich Frank.

4. AMENDMENTS TO THE AGENDA

Chairman Malloy called for a motion. A motion was made by Director Magner and seconded by Director Roberts to accept the agenda as presented.

Voting was as follows:

Ayes: Magner, Roberts, Kelley, Dransfeldt, Chairman Malloy

Noes:

Absent:

Motion: Carried

**Motion to
Approve
Agenda as
Presented**

Carried

5. PUBLIC COMMENTS

None.

6. CONSENT AGENDA

- A. Minutes for Regular Board Meeting of April 7, 2021
- B. Warrants, Accounts Payable & Payroll
- C. Financial Reports
- D. Consideration and Adoption of Resolution No. 671, Declaring Intention to Levy Assessments for FY 2021-2022, Preliminarily Approving the Engineer’s Report, and Authorizing the Issuance of a Notice for the Public Hearing for the Proposed FY 2021-2022 Assessments for the Park Maintenance and Recreation Improvement District for the Pleasant Valley Recreation and Park District
- E. Consideration and Adoption of Resolution No. 672 Proclaiming May 2021 as Older Americans Month
- F. Consideration and Approval of the Request for Bid Proposals for the Remodeling of the Community Center Kitchen

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

Motion to Approve Consent Agenda

Voting was as follows:

Ayes: Roberts, Magner, Kelley, Dransfeldt, Chairman Malloy

Noes:

Absent:

Motion: Carried

Carried

7. PUBLIC HEARING – PARK IMPACT FEE NEXUS STUDY

A. Consideration and Approval of a Park Impact Fee to be Levied by the City of Camarillo on Behalf of the Park District on Certain Specific Building Developments within the City of Camarillo

Administrative Analyst Anthony Miller reviewed the SCI Consulting Group Nexus Study that was presented to the City of Camarillo Economic Committee regarding establishing a development impact fee program on new construction in the District not subject to the City’s Quimby ordinance. The fee would be imposed by the City of Camarillo on behalf of the District. Discussion included: utilizing most current census numbers and obtaining number of units; consideration of SB 9 down the road if it passes; the District’s current level of service at 3.56 acres for developed parks for every 1000 residents with the City’s goal to provide 5 acres per 1000 residents; potential discussion within the area out towards the college; no money received from the mixed use building on Ventura Blvd; no need for CEQA process step with this park impact fee and nearly 3.4 million dollars will be generated from this fee between now and 2040 to help offset the growth from businesses.

Chairman Malloy opened the Public Hearing. With no members of the public speaking for or against the proposed park impact fee program, Chairman Malloy closed the public hearing.

Chairman Malloy called for a motion. A motion was made by Director Magner and seconded by Director Roberts to approve the maximum fees as stated in the Park Impact Fee Nexus Study and refer the study and fees to the Camarillo City Council for review and the approval of the program’s implementation.

Motion to Approve Park Impact Fees and Refer to City for Review

Voting was as follows:

Ayes: Magner, Roberts, Kelley, Dransfeldt, Chairman Malloy

Noes:

Absent:

Carried

Motion: Carried

8. NEW ITEMS – DISCUSSION/ACTION

A. Review and Approve the Updated 2021-2026 Five-Year Strategic Plan

General Manager Mary Otten reviewed the goals and strategies of the 2021-2026 Five-Year Strategic Plan. Discussion included: possibly moving the Freedom Park Master Plan up to 23/24 rather than 24/25; good understanding of the Board's vision by staff and consultant Brent Ives.

Chairman Malloy called for a motion. A motion was made by Director Magner and seconded by Director Dransfeldt to approve and adopt the updated Five Year (2021-2026) Strategic Plan.

Motion to Approve and Adopt the 21-26 Strategic Plan

Voting was as follows:

Ayes: Magner, Dransfeldt, Kelley, Roberts, Chairman Malloy

Noes:

Absent:

Carried

Motion: Carried

B. Consideration and Approval of the Request for Bid Proposals for the Construction of Phase 1 of the Arneill Ranch Park Renovation Project

Administrative Analyst Anthony Miller summarized the design of phase 1 which was intended for the initial groundwork which would also prepare the park for future expansion as well. This phase will include a major overhaul of the park's irrigation, electrical, and landscaping resources. Over 50,000 sq ft of turf will be removed outside the track area. Material costs have increased by 30% since the original estimate of this phase. Discussion included: potential use of money from park impact fees for the new fitness trail or a new or expanded feature of the park; question if an inclusive playground or feature can be considered in a later phase; analysis of efficiency of native and drought tolerant plants and substantial water savings; increased concrete, construction and irrigation materials cost; and the need for flexibility because of prices now and having to keep costs under control.

Chairman Malloy called for a motion. A motion was made by Director Magner and seconded by Director Dransfeldt to approve the request for proposals for the construction of the Arneill Ranch Park Renovation Project Phase 1.

Motion to Approve RFP for Arneill Park Reno

Voting was as follows:

Ayes: Magner, Dransfeldt, Kelley, Roberts, Chairman Malloy

Noes:

Absent:

Motion: Carried

Carried

9. ORAL COMMUNICATION - INFORMATIONAL ITEMS

A. Chairman Malloy – Chairman Malloy reported on meetings attended. A complaint that the test well area used by the Camrosa Water District at Woodcreek Park was not being maintained yielded a fence removal by Camrosa which returned the area back to the District for grass maintenance. Ventura County's rainfall is normally 12.63 inches by this time, and we have only received 2.69 inches this year to date. Mr. Malloy presented a slide on the status of state wide snow water equivalents provided by the California Cooperative Snow Surveys. Overall statewide, the snow pack is 15% and so low that there is no run off going into the streams.

B. Ventura County Special District Association/California Special District Association – VCSDA – Director Magner reported that the April speaker was Supervisor Carmen Ramirez. CSDA – Director Magner stated that CSDA is following 383 bills and that the May 17 & 18, 2021 Legislative Days will be virtual. Director Magner and the chapter president drafted a letter which received support from the VC Board of Supervisors to join the coalition to get the state to provide 2.4 billion dollars for special districts that have been previously excluded from COVID relief funding. Over 800 people and organizations have signed on.

C. Ventura County Consolidated Oversight Board – No meeting.

D. Santa Monica Mountains Conservancy – Director Dransfeldt reported that the agency received 12 million dollars from SB 45 for wildfire prevention. SMMC has a 30 x 30 initiative to conserve 30% of land and coastal waters by 2030.

E. Standing Committees – Finance – Director Roberts stated that the committee reviewed the debt management policy and is looking at a new reserve bucket along with an energy partnership audit review for energy efficiencies. Chairman Malloy stated that the District received its 2nd property tax and the District is at 109% of budget for our property tax. Liaison – No meeting. Long Range Planning – No meeting. Personnel – No meeting. Policy – Chairman Malloy stated that the committee reviewed Board compensation, bylaws, policies and Rosenberg's Rules of Order.

F. Ad Hoc Committees – Pickleball/Tennis - Director Dransfeldt received an email from Dave Orr regarding their gold medal placement in a pickleball tournament in Santa Barbara. Mr. Orr requested that the Pickleball/Tennis Ad Hoc Committee consider a message board at Bob Kildee Park.

G. Foundation for Pleasant Valley Recreation and Parks – Director Magner reported that the group met to start planning for a future fundraising event. The group also would like to see work started on the garage at the Camarillo Grove Nature Center.

H. General Manager's Report – Ethics and harassment trainings are due. Long Range Planning will work with the HOA and meet in late June. Lights were replaced at Bob Kildee and Mission Oaks Parks and a couple of trees were removed at the Community Center. Bingo has started again indoors with about 78 people. AB 339 will not pertain to public meetings of agencies with a population of 250 thousand or less. Ms. Otten reported that Administrative Analyst Anthony Miller will be leaving to go to Oxnard as manager for the assessment district.

I. Board Members - Director Roberts thanked Anthony Miller for his service with the District. Mr. Roberts was invited to play and learn pickleball by Dave and Nancy Orr. Director Roberts requested that MSA FC's CSO application be considered by the Board and placed on the agenda at a future board meeting. Director Magner urged board members, community service groups, pickleball and tennis groups and the Friends of Camarillo Dog Parks to write to their local legislative people to consider signing onto the coalition letter in support. Director Dransfeldt congratulated Anthony Miller on his new position. Ms.

Dransfeldt commended the aquatics team and the adult sports leagues that have been running. Ms. Dransfeldt would like to keep Zoom as an option even though it is not required. Director Magner asked about Miracle League updates and Ms. Otten stated that the group received an \$8000 donation from a baseball team and that staff is working on documents that will be brought before the Board.

10. ADJOURNMENT

Chairman Malloy adjourned the meeting at 7:48 p.m.

Respectfully submitted,

**Karen Roberts
Recording Secretary**

Approval,

**Mark Malloy
Chairman**

**Pleasant Valley Recreation and Park District
Minutes of Special Meeting
May 12, 2021**

1. CALL TO ORDER

The special meeting of the Board of Directors of the Pleasant Valley Recreation and Park District was called to order at 5:00 pm by Chairman Malloy.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

All present.

Also Present: General Manager Mary Otten, Administrative Services Manager Leonore Young, Park Services Manager Bob Cerasuolo, Recreation Services Manager Eric Storrie, Administrative Analyst/Clerk of the Board Anthony Miller, Customer Service Lead/Recording Board Secretary Karen Roberts, Administrative Analyst Jessica Puckett, Park Supervisors Nick Marienthal and Brandon Lopez, Recreation Supervisor Macy Trueblood, Recreation Coordinator Katlyn Simber-Clickener, and Human Resources Specialist Kathryn Drewry.

4. ADOPTION OF AGENDA

Agenda accepted as presented.

5. OPEN COMMUNICATION/PUBLIC FORUM

No comments.

6. CONSENT AGENDA

A. Consideration and Adoption of Resolution No. 673, Approving the Pleasant Valley Recreation and Park District Park Impact Fee Nexus Study and Requesting that the Camarillo City Council Approve and Implement the Proposed Park Impact Fee on Behalf of the District

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

Voting was as follows:

Ayes: Roberts, Magner, Kelley, Dransfeldt, Chairman Malloy

Noes:

Absent:

Motion: Carried

**Motion to
Approve the
Consent
Agenda**

Carried

7. FY 2021-2022 PROPOSED OPERATING BUDGET WORKSHOP

A. District Overview

General Manager Mary Otten reviewed the follow up items for the Board requests from the April 24, 2021 Budget Workshop.

B. Administrative Services Department

Administrative Services Manager Leonore Young reviewed the following changes in the Fund 10 Budget: increased property tax revenue from 0% to 2% - an increase of \$189,728; added positions of Grounds I and Grounds II in the Parks Department; an increase of \$3000 for employee morale; an increase of \$1000 for uniforms; \$16,000 for a proposed fee schedule study; and a decrease in the special services expense since a translator will not be needed for board meetings (AB339).

General Manager Otten stated that adding a $\frac{3}{4}$ Recreation Specialist was not feasible, but that increasing a current PTYR Recreation Specialist to a full-time position would have a cost difference of \$11,577. In addition, the Recreation Coordinator position would be reclassified as the Development Analyst to consolidate fundraising efforts for the Foundation and for the District's special events and still cover grant management, volunteers and community partnerships. Room #7 of the Community Center was considered for conversion to a virtual meeting room.

C. Recreation Services Department

Recreation Services Manager Eric Storrie discussed the Summer Concert Series, Food Share/CDBG and the Camarillo Christmas Parade. City Council will have a budget meeting on May 19 which will address the City's commitment to these projects. Discussion included: possible change to layout of summer concerts, extra expenses due to COVID-19 related costs, an online platform for ticketing; possible grant application for HUD funding (3 yr program) with the City to bring back Food Share to the Community Center; food distribution as a City program; a possible 3 yr agreement with the City for the annual Christmas Parade; and District challenge because city agencies with deeper pockets usually run the recreation departments.

D. & E. Park Services Department/Capital

Park Services Manager Bob Cerasuolo reviewed the Capital Improvement Projects with the addition of an ECAA Lighting Loan project at \$190,000, the Senior Center carpet replacement at \$15,000, and a Senior Center wall sound board upgrade at \$15,000. The ECAA Lighting Loan would allow for a retrofit of fluorescent fixtures with new LED tubes, add exterior smart controls for new LED fixtures, and replace incandescent light and HID fixtures with LED lamps and fixtures. This low-cost loan would pay itself back with the energy savings.

Proposed Capital Items for the Administrative and Recreation Departments include \$82,880 for the ADA Transition Plan, \$10,000 for the Room #7 conversion, and \$15,000 for a replacement of the bingo console.

F. Quimby – Fund 30

Administrative Services Manager Leonore Young reviewed the FY 2020-2021 projects – the Community Center Kitchen remodel and the Arneill Ranch Park renovation along with the FY 2021-2022 project – the pickleball complex at Freedom Park. Pickleball, the Camarillo Nature Center, Freedom Park Landscape & Walking Path and Freedom Baseball Fields have been earmarked as projects that may receive Quimby funds from Elacora Mission Oaks. The Community Center classrooms and auditorium enhancements and the Dos Caminos expansion and ADA have been earmarked as project to possibly receive Quimby funds from KB Homes. The amounts earmarked can be adjusted accordingly to how the bids come back.

G. Assessment District – Fund 20

Administrative Services Manager Leonore Young presented the proposed Fund 20 budget for FY 2021-2022 with no difference from the budget presented at the first budget workshop meeting on April 24, 2021.

H. Other Budget Related Items

General Manager Mary Otten asked for any questions or comments from the Board. Discussion included: COVID-19 supplies, CVRA budget of about \$60,000, concern about water prices increasing, request for quick couplers at sports parks for hand watering brown spots as needed, no need for the room #7 conversion, budgeting conservatively; question if there will be an impact to the District if part time employees come back to work and are allowed to also keep their unemployment; potential for programs coming back, and direction to proceed with the ECAA Lighting Loan, the new carpet and sound board in the Senior Center and to remove room #7 conversion from capital. Ms. Otten stated the District would look to move the ¾ Recreation Specialist position to full time and will reanalyze the Recreation Coordinator/Development Analyst position.

8. ORAL COMMUNICATIONS

None.

9. ADJOURNMENT

Chairman Malloy adjourned the meeting at 6:23 pm.

Respectfully submitted,

Karen Roberts
Recording Secretary

Approval,

Mark Malloy
Chairman

Pleasant Valley Recreation and Park District
Finance Report
April 2021

	Date	Amount	
Accounts Payables:	04/2021	\$ 414,372.53	
	Total	\$ 414,372.53	
Payroll (Total Cost):	4/1/2021	\$ 130,162.68	
	4/15/2021	\$ 127,689.02	
	4/29/2021	\$ 119,073.56	
	Total	\$ 376,925.26	
Outgoing: Online Payments			
	4/2/2021	\$ 14,924.47	CALPERS- Ret.-PR-04/1/21
	4/9/2021	\$ 32,782.25	CALPERS- Health Insurance
	4/9/2021	\$ 521.25	VSP- Vision Insurance
	4/9/2021	\$ 1,820.87	The Hartford
	4/9/2021	\$ 2,268.84	The Guardian
	4/9/2021	\$ 568.26	Aflac
	4/16/2021	\$ 14,636.89	CALPERS- Ret.-PR-04/15/2021
	4/29/2021	\$ 14,629.67	CALPERS- Ret.-PR-04/29/2021
	Total	\$ 82,152.50	
	Grand Total	\$ 873,450.29	

CASH REPORT

	4/30/2021 Balance	4/30/2020 Balance	
Restricted Funds			
Debt Service - Restricted	\$ 256,414.93	\$ 126,721.19	
457 Pension Trust Restricted	\$ 86,363.73	\$ 60,872.45	
Quimby Fee - Restricted	\$ 413,468.34	\$ 175,638.90	
Multi-Bank Securities Restricted	\$ -	\$ 415,421.14	
Ventura County Pool - Restricted	\$ 4,543,919.59	\$ 4,670,334.00	
FCDP Checking	\$ 13,465.76	\$ 22,128.61	
Total	\$ 5,313,632.35	\$ 5,471,116.29	
Semi-Restricted Funds			
Assessment	\$ 1,114,227.06	\$ 1,021,886.08	
Capital Improvement	\$ 49,702.58	\$ 30,651.75	
Capital - Vehicle Replacement	\$ 79,843.80	\$ 60,843.80	
Capital - Designated Project	\$ 16,397.94	\$ 16,397.94	
LAIF - Capital #1200	\$ 2,320,504.80	\$ 2,542,455.63	
Contingency - Dry Period	\$ 361,000.00	\$ 361,000.00	
Contingency - Computer	\$ 20,000.00	\$ 15,000.00	
Contingency - Repair/Oper/Admin	\$ 200,000.00	\$ 50,000.00	
Total	\$ 4,161,676.18	\$ 4,098,235.20	
Unrestricted Funds			
Contingency	\$ 12,221.82	\$ 76,200.94	
LAIF/Cal Trust - Contingency #1301	\$ 4,045,795.87	\$ 2,621,272.02	
General Fund Checking	\$ 616,528.87	\$ 678,399.05	
Total	\$ 4,674,546.56	\$ 3,375,872.01	
Total of all Funds	\$ 14,149,855.09	\$ 12,945,223.50	\$ 1,204,631.59

	5/10/2021 Balance	5/31/2020 Balance	
Restricted Funds			
Debt Service - Restricted	\$ 256,414.93	\$ 126,725.49	
457 Pension Trust Restricted	\$ 86,363.73	\$ 60,874.52	
Quimby Fee - Restricted	\$ 413,468.34	\$ 172,186.41	
Multi-Bank Securities Restricted	\$ -	\$ 415,421.14	
Ventura County Pool - Restricted	\$ 4,543,919.59	\$ 4,682,264.92	
FCDP Checking	\$ 13,465.76	\$ 22,128.61	
Total	\$ 5,313,632.35	\$ 5,479,601.09	
Semi-Restricted Funds			
Assessment	\$ 1,064,296.35	\$ 980,529.45	
Capital Improvement	\$ 49,707.58	\$ 30,655.42	
Capital - Vehicle Replacement	\$ 79,843.80	\$ 60,843.80	
Capital - Designated Project	\$ 16,397.94	\$ 16,397.94	
LAIF - Capital #1200	\$ 2,320,504.80	\$ 2,542,455.63	
Contingency - Dry Period	\$ 361,000.00	\$ 361,000.00	
Contingency - Computer	\$ 20,000.00	\$ 15,000.00	
Contingency - Repair/Oper/Admin	\$ 200,000.00	\$ 50,000.00	
Total	\$ 4,111,750.47	\$ 4,056,882.24	
Unrestricted Funds			
Contingency	\$ 12,221.82	\$ 76,202.20	
LAIF/Cal Trust - Contingency #1301	\$ 4,045,795.87	\$ 2,621,990.77	
General Fund Checking	\$ 551,580.61	\$ 382,876.94	
Total	\$ 4,609,598.30	\$ 3,081,069.91	
Total of all Funds	\$ 14,034,981.12	\$ 12,617,553.24	\$ 1,417,427.88

Pleasant Valley Recreation & Park District
 FY 20-21 Investments Summary
 31-Mar-21

	Purchase Date	Maturity Date	Purchase Price	Purchase Price	Purchase Price	Market Price	Accrued Interest	Est. Annual Income	Est. Yield	Cur. Market Value	Int. Received Since Inception	2020-2021				Ending Cash Balance Per GL As of 03/31/2021	
												FY 15-16 Interest	FY 16-17 Interest	FY 17-18 Interest	FY 18-19 Interest		FY 19-20 Interest
MBS Interest Summary																	
YTD Dividends and Interest			7,320.00	7,300.00	7,300.00	7,300.00	7,300.00	7,300.00		3,640.00	3,680.00	7,320.00					36,540.00
LAIF:																	
Ventura County Pool & CALTRUST																	
County Pool Restricted -0241																	
CALTRUST & County Unrestricted- 0240																	
Pacific Western Bank Accounts																	
457 Pension																	
Assessment District																	
Capital																	
Contingency																	
Debt Service																	
Quimby																	
Total Invested Balance																	
Interest Earnings Summary																	
Total Dividends and Interest																	

Ventura County Pool

Investment Name	November 2019	December 2019	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020
Ventura County Pool	2.259%	2.089%	2.02%	1.995%	1.887%	1.796%	1.604%	1.451%	1.293%
	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021
Ventura County Pool	1.103%	.958%	.796%	.690%	.518%	.464%	.495%	.410%	.383%

- Rates are determined at the end of the month

Local Agency Investment Fund (LAIF)

Investment Name	November 2019	December 2019	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020
Local Agency Investment Fund (LAIF)	2.150%	2.043%	1.967%	1.912%	1.787%	1.648%	1.363%	1.217%	.920%
	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021
Local Agency Investment Fund (LAIF)	.784%	.685%	.620%	.576%	.540%	.458%	.407%	.357%	.339%

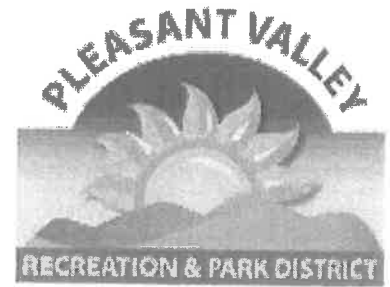
Cal Trust

Investment Name	November 2020	December 2019	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020
Cal Trust	1.56%	1.52%	1.50%	1.50%	.79%	.27%	.15%	.10%	.07%
	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021
Cal Trust	.004%	.09%	.07%	.04%	.03%	.03%	.03%	.05%	.05%

Bank Reconciliation

Board Audit

User: FSantos
 Printed: 04/30/2021 - 8:39AM
 Date Range: 04/01/2021 - 04/30/2021
 Systems: 'AP'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 10 General Fund				
Department: 00 Non Departmentalized				
0	MUFG UNION BANK , N.A.	MUFG UNION BANK: INTEREST P	04/09/2021	229,759.38
24166	DEVON HANKS	HANKS, D: SEC. DEP. REFUND/PE	04/08/2021	50.00
Total for Department: 00 Non Departmentalized				229,809.38
Department: 03 Recreation				
0	US BANK	US BANK: CALCARD CHARGES S	04/09/2021	1,443.04
0	ELEONORA CORTINA	E.CORTINA: INSTRUCTOR FEES/Z	04/22/2021	227.50
0	PATRICIA J. BOLLAND	P.BOLLAND:INSTRUCTOR FEES/5	04/08/2021	416.00
24165	CLIFTON G. GORE JR.	C.GORE: INSTRUCTOR FEES/TAI (04/08/2021	592.80
24169	BRYAN MONKA	INSTRUCTOR FEES:MSA YOUTH :	04/08/2021	633.75
24197	BRYAN MONKA	B.MONKA: INSTRUCTOR FEES/M:	04/22/2021	568.75
24199	PARKER-ANDERSON LEARNING (PA ENRICHMENT: INSTRUCTOR F	04/22/2021	577.50
Total for Department: 03 Recreation				4,459.34
Department: 04 Parks				
0	ARAMSCO INC.	ARAMSCO: BLACK LINER/BOB K	04/08/2021	1,157.46
0	ARAMSCO INC.	ARAMSCO: PAPER TOWELS & CL	04/22/2021	630.36
0	CITY OF CAMARILLO	CITY OF CAM: WATER SERVICE/L	04/05/2021	10,315.54
0	CITY OF CAMARILLO	CITY OF CAM: WATER SERVICE/1.	04/16/2021	520.51
0	CITY OF CAMARILLO	CITY OF CAM: WATER SERV/LS-R	04/20/2021	3,517.61
0	CITY OF CAMARILLO	CITY OF CAM: WATER SERVICE/P	04/23/2021	11,211.09
0	CITY OF CAMARILLO	CITY OF CAMARILLO- WATER SE	04/29/2021	7,115.40
0	CULLIGAN OF SYLMAR	CULLIGAN:BOTTLED WATER MC	04/08/2021	3.00
0	E.J.HARRISON AND SONS, INC.	EJ HARRISON: 04/2021 TRASH CO	04/23/2021	4,336.74
0	GRAINGER	GRAINGER: REPLACEMENT QUA	04/08/2021	976.05
0	SOCAL GAS COMPANY	SOCAL GAS CO.: GAS SERVICE/C	04/06/2021	3,911.91
0	SOCAL GAS COMPANY	SOCAL GAS CO.: GAS SERVICE/P	04/29/2021	2,187.95
0	SOUTHERN CALIF EDISON COMP.	SCE: POWER SERVICE/ARNEILL F	04/16/2021	8,959.71
0	SOUTHERN CALIF EDISON COMP.	SCE: POWER SERVICE/QUITO PAF	04/20/2021	662.56
0	SOUTHERN CALIF EDISON COMP.	SCE: POWER SERVICE/FOOTHILL	04/23/2021	1,654.48
0	SPRINT	SPRINT:MONTHLY CELL PHONE S	04/23/2021	166.37
0	UNITED SITE SERVICES OF CA IN	UNITED SITE SVC: WEEKLY SVC-	04/08/2021	227.54
0	UNITED SITE SERVICES OF CA IN	UNITED SITE SVCS: PORTA RR/M	04/23/2021	123.93
0	US BANK	US BANK: CALCARD CHARGES S	04/09/2021	2,932.14
0	WEX BANK	WEX (76): 03/2021 FUEL PURCHAS	04/06/2021	4,819.07
0	ADAM WHEAT	A.WHEAT: REIMBURSEMENT FOI	04/22/2021	94.34
0	SAM RIOS	S.RIOS: JEANS REIMBURSEMENT	04/08/2021	291.07
24158	ALL PHASE ELECTRIC	ALL PHASE ELECTRIC: RETROFI	04/08/2021	125.45
24159	ASTRA INDUSTRIAL SERVICES IN	ASTRA INDUSTRIAL: BACKFLOW	04/08/2021	90.00
24160	B & B DO IT CENTER	B&B: POWDER GRAPHITE/PKG E	04/08/2021	1,639.34
24163	COUNTY OF VENTURA	COUNTY OF VENTURA:ANNUAL	04/08/2021	471.23
24164	DAVE BANG ASSOCIATES INC.	DAVE BANG & ASOC: PLAYGROU	04/08/2021	472.82
24168	M & B SERVICES INC.	M&B SERVICES:EXT RESTROOM	04/08/2021	650.00
24170	NAPA AUTO PARTS	NAPA AUTO: AC PART FOR TRUCI	04/08/2021	457.30
24172	PAVEMENT COATINGS COMPANY	PAVEMENT COATINGS CO: ROAD	04/08/2021	4,885.92
24173	PHOENIX GROUP INFORMATION ;	PHOENIX GROUP: PCSC FOR MO	04/08/2021	695.89
24175	RAIN MASTER IRRIGATION SYST.	RAIN MASTER:MONTHLY IRRIGA	04/08/2021	568.10

Check No.	Vendor/Employee	Transaction Description	Date	Amount
24176	SITEONE LANDSCAPE SUPPLY LI	SITE ONE: 9 INCH EDGER BLADE;	04/08/2021	2,359.32
24178	TRAFFIC TECHNOLOGIES LLC.	TRAFFIC TECHNOLOGIES: SIGNA	04/08/2021	139.54
24179	U-RENT INC.	U RENT: STUMP GRINDER & TRA	04/08/2021	212.17
24180	WEST COAST ARBORISTS INC.	WCA: GRID/FULL PRUNE/FOOTHI	04/08/2021	4,800.00
24182	VISTA FORD OF OXNARD	VISTA FORD: PARTS FOR TRUCK ;	04/08/2021	184.33
24185	AG RX	AG RX:200LBS AMONIA SULFATE	04/22/2021	64.35
24187	AMERICAN RESOURCE RECVY	AMERICAN RESOURCE: 03/2021 T	04/22/2021	947.39
24188	BOETHING TREELAND FARMS IN	BOETHING TREELAND: VARIOUS	04/22/2021	1,902.35
24189	CAMROSA WATER DISTRICT	CAMROSA: WATER SVC/QUITO P/	04/22/2021	9,988.48
24191	COASTAL PIPCO IRRIGATION INC	COASTAL PIPCO: PE TUBING & D	04/22/2021	25.38
24192	CRESTVIEW MUTUAL WATER CO.	CRESTVIEW WATER: WATER SVC.	04/22/2021	80.06
24193	KASTLE KARE	KASTLE KARE: RAT STATIONS/L#	04/22/2021	100.00
24198	NAPA AUTO PARTS	NAPA AUTO PARTS: SPARK PLUG/	04/22/2021	97.86
24200	SITEONE LANDSCAPE SUPPLY LI	SITE ONE: RAINBIRD IRRIGATION	04/22/2021	364.64
24203	TRAFFIC TECHNOLOGIES LLC.	TRAFFIC TECHNOLOGIES: 8 SIGN	04/22/2021	488.35
24204	TURF STAR INC.	TURF STAR: SWITCH-BAIL/MOWI	04/22/2021	41.20
24205	W & S SERVICES	W&S: SEWER SVC /FREEDOM GY	04/22/2021	536.01
24206	WEST COAST ARBORISTS INC.	WCA: PALM TREE PRUNING/MISS	04/22/2021	2,740.00
24209	LYNDA RESTELLI	HIGHLAND BUSINESS FORMS: PA	04/30/2021	1,951.72

Total for Department: 04 Parks

102,894.03

Department: 05 Administration

0	CULLIGAN OF SYLMAR	CULLIGAN: BOTTLED WATER MC	04/08/2021	192.00
0	DIGITAL DEPLOYMENT	STREAMLINE: 04/2021 WEBSITE S	04/08/2021	300.00
0	MUFG UNION BANK , N.A.	MUFG UNION BANK: CREDIT-INI	04/09/2021	-2.60
0	SPECTRUM BUSINESS	SPECTRUM:MONTHLY CABLE SV	04/08/2021	17.05
0	US BANK	US BANK: CALCARD CHARGES S	04/09/2021	3,447.60
24157	ADVANTAGE TELECOM/A+WIREL	ADVANTAGE TELECOM: 04/2021 I	04/08/2021	1,518.86
24162	CAMARILLO CHAMBER OF COME	CAMARILLO CHAMBER OF COME	04/08/2021	300.00
24167	J. THAYER COMPANY	J THAYER OFFICE SUPPLIES: 10 C	04/08/2021	854.48
24174	PONDEROSA FLOWER SHOP	PONDEROSA FLOWER SHOP: ARF	04/08/2021	80.00
24177	DAVID TORFEH	TORFEH, D: INSTRUCTOR FEE/HC	04/08/2021	62.50
24184	ACCU-PRINTS/M&L PARTNERSHII	ACCU-PRINTS: FEE/JASON ENGL	04/22/2021	15.00
24186	ALLCONNECTED, INC.	ALLCONNECTED: HP INT/LIGHTS	04/22/2021	48.00
24190	CENTERS FOR FAMILY HEALTH	CENTERS FOR FAMILY HEALTH: I	04/22/2021	100.00
24195	KONICA MINOLTA	KONICA MINOLTA: 03/2021 BIZHU	04/22/2021	947.57
24201	STATE OF CALIFORNIA DEPT. OF	STATE OF CA-DOJ: FINGERPRINT	04/22/2021	32.00
24202	CODY SWANSON	C.SWANSON: INSTRUCTOR FEES/	04/22/2021	62.50
24208	ALLCONNECTED, INC.	ALLCONNECTED: 5/2021 COMPUI	04/30/2021	964.00

Total for Department: 05 Administration

8,938.96

Total for Fund:10 General Fund

346,101.71

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 20 Assessment Fund				
Department: 00 Non Departmentalized				
0	US BANK	US BANK: CALCARD CHARGES S	04/09/2021	2,890.06
24161	BRIGHTVIEW LANDSCAPE SERVI	BRIGHTVIEW: 03/2021 LANDSCAI	04/08/2021	21,980.84
24171	NATURAL GREEN LANDSACAPES	NATURAL GREEN: 3/2021 LANDS	04/08/2021	16,012.37
24180	WEST COAST ARBORISTS INC.	WCA: WIND ROW PRUNE & REMO	04/08/2021	6,537.00
24194	KIRBY BUILT QUALITY PRODUCT	KIRBY BUILT: PARK BENCHES/VA	04/22/2021	2,815.96
Total for Department: 00 Non Departmentalized				50,236.23
Total for Fund:20 Assessment Fund				50,236.23

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 30 Park Dedication Fund				
Department: 00				
24181	WITHERS & SANDGREN, LTD.	WITHERS&SANDGREN: CONST D	04/08/2021	15,562.75
24196	LAUTERBACH & ASSOCIATES, IN	LAUTERBACH&ASSOC: CONSTR	04/22/2021	2,471.84
Total for Department: 00				18,034.59
Total for Fund:30 Park Dedication Fund				18,034.59

Check No.	Vendor/Employee	Transaction Description	Date	Amount
		Grand Total		414,372.53

**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: June 2, 2021

SUBJECT: FINANCE REPORT APRIL 2021

RECOMMENDATION

It is recommended the Board review and approve the Financial Statements for April 30, 2021 for Fund 10, Fund 20, and Fund 30.

ANALYSIS OF COMPARATIVE FINANCIALS THROUGH APRIL 30, 2021

The District's Statements of Revenues and Expenditures for the period of July 1, 2020 through April 30, 2021 with a year-to-date comparison for the period of July 1, 2019 through April 30, 2020 are attached. The percentage rate used for the 2020-2021 fiscal year budget is 83% for Period 10 of the fiscal year.

REVENUES

Total revenue for the 10th month ending April 30, 2021 for Fund 10 (General Fund) has an overall decrease of \$164,348 in comparison to fiscal year 2019-2020. The increase in property tax revenue (\$600,972) that has been received this fiscal year has helped bridge the deficit the District is experiencing when comparing revenue to prior year.

Total revenue for the 10th month ending April 30, 2021 for Fund 20 (Assessment District) is at 99.06% of budget.

For Fund 30, the Park Dedication Fund had limited revenue for the month of April 2021.

EXPENDITURES

Personnel Expenditures have decreased by \$113,804 for fiscal year 2020-2021 in comparison to personnel expenses for the same time last year. This is primarily due to a decrease in Part Time Salaries (\$254,290) and an increase in 1) Employee Insurance (\$102,916) and 2) Unemployment Insurance (\$18,820).

Services and Supplies Expenditures for Fund 10 have decreased \$566,031 in comparison to the same time as last year. The primary accounts showing a decrease in comparison to last fiscal year are 1) Hill Fire (\$368,974) and 2) Reserve Bucket-Repair/Operations/Administration (\$120,000) and Instructor Services (\$62,032).

Fund 20 is at 86.95% in Personnel and 88.25% in Service and Supplies. Services and Supplies are above the marker by 5.25% for the 10th month of the fiscal year, primarily due to the COP Debt Service Payment being paid in full.

Fund 30 had minimal activity for April 2021.

Both Fund 10 and Fund 30 continue to show progress in the Capital Improvement Projects for the fiscal year.

FISCAL IMPACT

Overall, the financials show the District is under the approved budget for Fund 10 by 2.85% and over the approved budget for Fund 20 by 5.22%.

RECOMMENDATION

It is recommended the Board review and approve the Financial Statements for April 30, 2021 for Fund 10, Fund 20, and Fund 30.

ATTACHMENTS

- 1) Financial Statement of Revenues and Expenditures as of April 30, 2021 Fund 10
(3 pages)
- 2) Financial Statement of Revenue and Expenditures as of April 30, 2021 Fund 20
(1 page)
- 3) Financial Statement of Revenue and Expenditures as of April 30, 2021 Fund 30
(1 page)

General Ledger
Fund 10 General Fund
April 2021 83%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Tax Apport - Cur Year Secured	5110-5240	\$ (2,998,810.37)	\$ (6,768,725.47)	\$ (7,082,841.22)	\$ (6,481,869.00)	\$ 600,972.22	109.27%
Interest Earnings	5310	\$ (5,706.76)	\$ (71,493.87)	\$ (23,553.34)	\$ (20,635.00)	\$ 2,918.34	114.14%
Hill Fire 2018	5465	\$ -	\$ (156,693.01)	\$ (219,884.01)	\$ (219,884.00)	\$ 0.01	100.00%
Park Patrol Citations	5506	\$ -	\$ (3,842.95)	\$ (1,100.00)	\$ (1,900.00)	\$ (800.00)	57.89%
Contract Classes-Public Fees	5510	\$ (18,606.26)	\$ (140,049.30)	\$ (70,255.11)	\$ (41,698.00)	\$ 28,557.11	168.49%
Public Fees	5511	\$ (15,803.69)	\$ (221,847.35)	\$ (51,184.94)	\$ (20,000.00)	\$ 31,184.94	255.92%
Public Fees-Entry Fees	5520	\$ (1,945.00)	\$ (27,797.76)	\$ (3,964.00)	\$ (2,000.00)	\$ 1,964.00	198.20%
Vending Concessions	5525	\$ -	\$ (2,525.50)	\$ -	\$ -	\$ -	0.00%
Rental	5530	\$ (32,313.35)	\$ (315,470.58)	\$ (170,071.22)	\$ (100,900.00)	\$ 69,171.22	168.55%
Cell Tower Revenue	5535	\$ (8,136.70)	\$ (78,719.49)	\$ (81,233.45)	\$ (91,704.00)	\$ (10,470.55)	88.58%
Parking Fees	5540	\$ (2,851.34)	\$ (9,171.40)	\$ (7,742.45)	\$ (6,261.00)	\$ 1,481.45	123.66%
Dues	5550	\$ -	\$ 50.00	\$ -	\$ -	\$ -	0.00%
Activity Guide Revenue	5555	\$ -	\$ (23,460.00)	\$ (850.00)	\$ -	\$ 850.00	0.00%
Sponsorships/Donations	5558	\$ -	\$ (4,700.00)	\$ (2,565.00)	\$ -	\$ 2,565.00	0.00%
Staffing Cost Recovery	5563	\$ -	\$ (15,550.06)	\$ (19,472.00)	\$ (7,500.00)	\$ 11,972.00	259.63%
Special Event Permits	5564	\$ -	\$ (303.00)	\$ (600.00)	\$ -	\$ 600.00	0.00%
Security Services Recovery	5566	\$ -	\$ (2,250.00)	\$ -	\$ -	\$ -	0.00%
Contributions	5570	\$ -	\$ (94,777.00)	\$ (35,000.00)	\$ (36,000.00)	\$ (1,000.00)	97.22%
Grants	5573	\$ -	\$ (24.65)	\$ -	\$ -	\$ -	0.00%
Other Misc Revenue	5575	\$ (3,756.00)	\$ (58,231.52)	\$ (57,063.21)	\$ (20,082.00)	\$ 36,981.21	284.15%
Credit Card Processing Fee	5576	\$ -	\$ (696.03)	\$ (92.89)	\$ -	\$ 92.89	0.00%
Cash Over/Under	5580	\$ (19.00)	\$ (110.00)	\$ (111.00)	\$ -	\$ 111.00	0.00%
Incentive Income	5585	\$ (18.36)	\$ (2,190.55)	\$ (600.44)	\$ (800.00)	\$ (199.56)	75.06%
Reimbursement - ROPS	5600	\$ -	\$ (309,187.20)	\$ (373,105.94)	\$ (313,000.00)	\$ 60,105.94	119.20%
Reimb-Needs Assessment/LPA	5605	\$ -	\$ (75,482.17)	\$ (17,610.38)	\$ -	\$ 17,610.38	0.00%
Revenue		\$ (3,087,966.83)	\$ (8,383,248.66)	\$ (8,218,900.60)	\$ (7,364,233.00)	\$ 854,667.60	111.61%
YTD Comparison				\$ 164,348.26			
Personnel Expense							
Full Time Salaries	6100	\$ 263,832.68	\$ 1,915,444.03	\$ 1,901,624.17	\$ 2,331,694.00	\$ 430,069.83	81.56%
Overtime Salaries	6101	\$ 798.07	\$ 23,271.52	\$ 8,528.57	\$ 15,490.00	\$ 6,961.43	55.06%
Car Allowance	6105	\$ 1,246.11	\$ 9,138.14	\$ 9,138.14	\$ 10,800.00	\$ 1,661.86	84.61%
Cell Phone Allowance	6108	\$ 1,578.21	\$ 13,799.14	\$ 11,728.28	\$ 14,610.00	\$ 2,881.72	80.28%
Part-Time Salaries	6110	\$ 25,346.93	\$ 392,968.66	\$ 138,678.98	\$ 232,516.00	\$ 93,837.02	59.64%
Retirement	6120	\$ 45,246.91	\$ 317,625.99	\$ 328,042.31	\$ 404,671.00	\$ 76,628.69	81.06%
457 Pension	6121	\$ 142.81	\$ 6,696.34	\$ 6,926.32	\$ 7,445.00	\$ (60,992.07)	93.03%
Deferred Compensation	6125	\$ 532.38	\$ -	\$ 3,904.12	\$ 4,615.00	\$ 710.88	84.60%
Employee Insurance	6130	\$ 23,557.36	\$ 178,323.43	\$ 281,239.01	\$ 303,622.00	\$ 22,382.99	92.63%
Workers Compensation	6140	\$ 15,941.99	\$ 94,017.99	\$ 80,892.01	\$ 141,014.00	\$ 60,121.99	57.36%
Unemployment Insurance	6150	\$ 3,112.50	\$ 633.00	\$ 19,452.50	\$ 53,400.00	\$ 33,947.50	36.43%
Loan - Pension Obligation	6160	\$ 21,395.00	\$ 250,736.70	\$ 213,950.00	\$ 256,742.00	\$ 42,792.00	83.33%
PERS Unfunded Liability	6170	\$ -	\$ 349,318.00	\$ 434,065.00	\$ 434,065.00	\$ -	100.00%
Personnel		\$ 402,730.95	\$ 3,551,972.94	\$ 3,438,169.41	\$ 4,210,684.00	\$ 711,003.84	81.65%
YTD Comparison				\$ (113,803.53)			
Services and Supplies Expense							
Telephone/Internet	6210	\$ 1,685.23	\$ 14,822.68	\$ 17,024.34	\$ 16,596.00	\$ (428.34)	102.58%
Internet Services	6220	\$ 1,522.00	\$ 29,367.07	\$ 15,958.00	\$ 27,135.00	\$ 11,177.00	58.81%
IT Infrastructure	6230	\$ 685.64	\$ 1,013.62	\$ 1,196.96	\$ 2,000.00	\$ 803.04	59.85%
Computer Hardware/Software	6240	\$ 1,788.62	\$ 10,905.96	\$ 9,059.89	\$ 10,040.00	\$ 980.11	90.24%
Pool Chemicals	6310	\$ -	\$ 2,597.49	\$ 1,448.73	\$ 7,250.00	\$ 5,801.27	19.98%
Janitorial Supplies	6320	\$ 4,551.92	\$ 32,081.07	\$ 23,034.80	\$ 52,400.00	\$ 29,365.20	43.96%
COVID-19	6321	\$ 2,674.49	\$ 19,529.48	\$ 10,285.84	\$ 5,100.00	\$ (5,185.84)	201.68%
Kitchen Supplies	6330	\$ -	\$ 352.26	\$ -	\$ -	\$ -	0.00%
Food Supplies	6340	\$ -	\$ 2,624.88	\$ -	\$ -	\$ -	0.00%
Water Maint & Service	6350	\$ 64.00	\$ 712.37	\$ 764.75	\$ 1,239.00	\$ 474.25	61.72%
Laundry/Wash Service	6360	\$ -	\$ 181.00	\$ 178.00	\$ 480.00	\$ 302.00	37.08%
Medical Supplies	6380	\$ -	\$ 21.98	\$ -	\$ -	\$ -	0.00%
Insurance Liability	6410	\$ -	\$ 142,201.00	\$ 208,084.00	\$ 209,311.00	\$ 1,227.00	99.41%
Equipment Maintenance	6500	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Fuel	6510	\$ 4,085.92	\$ 35,919.77	\$ 36,954.05	\$ 50,400.00	\$ 13,445.95	73.32%
Vehicle Maintenance	6520	\$ 2,120.67	\$ 19,844.14	\$ 19,720.35	\$ 34,400.00	\$ 14,679.65	57.33%
Office Equipment Maintenance	6530	\$ -	\$ -	\$ 116.89	\$ -	\$ (116.89)	0.00%
Building Repair	6610	\$ 1,191.04	\$ 66,202.82	\$ 28,866.95	\$ 83,000.00	\$ 54,133.05	34.78%
HVAC	6620	\$ -	\$ 1,109.61	\$ 3,699.69	\$ 8,820.00	\$ 5,120.31	41.95%
Playground Maintenance	6630	\$ -	\$ 21,333.27	\$ 3,443.80	\$ 40,000.00	\$ 36,556.20	8.61%
Hill Fire 2018	6640	\$ -	\$ 368,974.05	\$ -	\$ -	\$ -	0.00%
Grounds Maintenance	6710	\$ 3,615.90	\$ 67,350.57	\$ 67,719.20	\$ 86,220.00	\$ 18,500.80	78.54%
Parking Lot Repair - Assess	6718	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Tree Care	6719	\$ -	\$ 27,972.00	\$ 25,559.88	\$ 30,000.00	\$ 4,440.12	85.20%
Park Signage (Branding)	6725	\$ -	\$ 6,895.75	\$ -	\$ -	\$ -	0.00%

General Ledger
Fund 10 General Fund
April 2021 83%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Contracted Pest Control	6730	\$ -	\$ 820.00	\$ 760.00	\$ 3,000.00	\$ 2,240.00	25.33%
Rubbish & Refuse	6740	\$ 4,427.91	\$ 59,035.33	\$ 57,392.51	\$ 77,006.00	\$ 19,613.49	74.53%
Vandalism/Theft	6750	\$ -	\$ -	\$ 265.91	\$ 500.00	\$ 234.09	53.18%
Memberships	6810	\$ -	\$ 12,928.89	\$ 12,370.00	\$ 13,696.00	\$ 1,326.00	90.32%
Office Supplies	6910	\$ (1,335.74)	\$ 15,104.38	\$ 3,875.55	\$ 15,885.00	\$ 12,009.45	24.40%
Postage Expense	6920	\$ -	\$ 12,489.08	\$ 1,037.65	\$ 2,250.00	\$ 1,212.35	46.12%
Advertising Expense	6930	\$ -	\$ 2,865.90	\$ 900.00	\$ 6,240.00	\$ 5,340.00	14.42%
Printing Charges	6940	\$ 1,951.72	\$ 10,889.18	\$ 8,186.38	\$ 13,338.00	\$ 5,151.62	61.38%
ActiveNet Charges	6950	\$ 4,709.37	\$ 39,633.33	\$ 16,474.91	\$ 52,542.00	\$ 36,067.09	31.36%
Approp Redev/Collection Fees	6960	\$ 253,841.21	\$ 541,195.76	\$ 509,538.40	\$ 481,576.00	\$ (27,962.40)	105.81%
Minor Furn Fixture & Equip	6980	\$ -	\$ 1,122.61	\$ 1,121.45	\$ 1,134.00	\$ 12.55	98.89%
Comp Hardware/Software Exp	6990	\$ -	\$ 134.91	\$ -	\$ -	\$ -	0.00%
Fingerprint Fees (HR)	7010	\$ 32.00	\$ 1,241.00	\$ 47.00	\$ 2,060.00	\$ 2,013.00	2.28%
Fire & Safety Insp Fees	7020	\$ -	\$ 3,311.95	\$ 2,239.93	\$ 2,975.00	\$ 735.07	75.29%
Permit & Licensing Fees	7030	\$ -	\$ 3,203.17	\$ 1,740.26	\$ 3,650.00	\$ 1,909.74	47.68%
State License Fee	7040	\$ -	\$ 852.50	\$ 657.50	\$ 800.00	\$ 142.50	82.19%
Professional Services	7100	\$ -	\$ 3,384.13	\$ 7,000.00	\$ 7,000.00	\$ -	100.00%
Legal Services	7110	\$ -	\$ 71,713.94	\$ 34,499.06	\$ 90,000.00	\$ 55,500.94	38.33%
Typeset and Print Services	7115	\$ -	\$ 27,804.57	\$ -	\$ -	\$ -	0.00%
Instructor Services	7120	\$ 5,202.05	\$ 92,379.12	\$ 30,346.80	\$ 57,138.00	\$ 26,791.20	53.11%
PERS Admin Fees	7125	\$ -	\$ 1,867.66	\$ 1,130.80	\$ 2,110.00	\$ 979.20	53.59%
Audit Services	7130	\$ -	\$ 7,260.00	\$ 11,760.00	\$ 20,175.00	\$ 8,415.00	58.29%
Medical & Health Svcs (HR)	7140	\$ 100.00	\$ 4,327.50	\$ 500.00	\$ 4,000.00	\$ 3,500.00	12.50%
Security Services	7150	\$ 330.00	\$ 1,318.09	\$ 2,587.50	\$ 3,200.00	\$ 612.50	80.86%
Entertainment Services	7160	\$ -	\$ 420.00	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
Business Services	7180	\$ 432.04	\$ 48,873.54	\$ 75,646.91	\$ 88,614.00	\$ 12,967.09	85.37%
Conversion Adjustment	7185	\$ -	\$ (52,050.17)	\$ -	\$ -	\$ -	0.00%
Umpire/Referee Services	7190	\$ -	\$ 919.00	\$ -	\$ -	\$ -	0.00%
Subscriptions	7210	\$ 9.99	\$ 1,581.07	\$ 1,273.99	\$ 3,524.00	\$ 2,250.01	36.15%
Rents & Leases - Equip	7310	\$ 123.93	\$ 14,400.05	\$ 2,446.11	\$ 11,200.00	\$ 8,753.89	21.84%
Bldg/Field Leases & Rental	7320	\$ -	\$ 60.00	\$ (60.00)	\$ -	\$ 60.00	0.00%
Event Supplies	7410	\$ 118.63	\$ 986.39	\$ 118.63	\$ 780.00	\$ 661.37	15.21%
Supplies	7420	\$ 188.29	\$ 9,993.37	\$ 1,484.00	\$ -	\$ (1,484.00)	0.00%
Bingo Supplies	7430	\$ -	\$ 5,748.58	\$ -	\$ 600.00	\$ 600.00	0.00%
Sporting Goods	7440	\$ -	\$ 4,035.01	\$ 207.91	\$ 1,000.00	\$ 792.09	20.79%
Arts and Craft Supplies	7450	\$ -	\$ 51.39	\$ -	\$ -	\$ -	0.00%
Training Supplies	7460	\$ -	\$ 764.36	\$ 499.71	\$ 1,600.00	\$ 1,100.29	31.23%
Small Tools	7500	\$ 893.31	\$ 3,122.39	\$ 4,072.04	\$ 5,000.00	\$ 927.96	81.44%
Safety Supplies	7510	\$ -	\$ 3,686.43	\$ 853.51	\$ 1,260.00	\$ 406.49	67.74%
Uniform Allowance	7610	\$ 254.34	\$ 6,952.40	\$ 4,168.94	\$ 3,250.00	\$ (918.94)	128.28%
Safety Clothing	7620	\$ 160.00	\$ 1,287.11	\$ 1,222.63	\$ 4,544.00	\$ 3,321.37	26.91%
Conference&Seminar Staff	7710	\$ 325.00	\$ 18,301.18	\$ 4,083.33	\$ 7,564.00	\$ 3,480.67	53.98%
Conference&Seminar Board	7715	\$ -	\$ 545.00	\$ -	\$ 2,575.00	\$ 2,575.00	0.00%
Conference&Seminar Travel Exp	7720	\$ -	\$ 6,075.56	\$ -	\$ 2,071.00	\$ 2,071.00	0.00%
Out of Town Travel Board	7725	\$ -	\$ 846.72	\$ -	\$ 3,231.00	\$ 3,231.00	0.00%
Private Vehicle Mileage	7730	\$ -	\$ 1,101.70	\$ 123.00	\$ 1,684.00	\$ 1,561.00	7.30%
Buses/Excursions	7750	\$ -	\$ 4,336.94	\$ -	\$ -	\$ -	0.00%
Tuition/Book Reimbursement	7760	\$ -	\$ 1,268.75	\$ -	\$ -	\$ -	0.00%
Utilities - Gas	7810	\$ 2,226.92	\$ 18,539.08	\$ 21,558.71	\$ 29,715.00	\$ 8,156.29	72.55%
Utilities - Water	7820	\$ 29,669.69	\$ 530,486.34	\$ 656,949.68	\$ 865,373.00	\$ 208,423.32	75.92%
Utilities - Electric	7830	\$ 1,337.66	\$ 134,894.70	\$ 106,474.63	\$ 170,000.00	\$ 63,525.37	62.63%
Airport Assessment Exp	7840	\$ -	\$ 14,235.00	\$ 842.00	\$ 14,000.00	\$ 13,158.00	6.01%
Awards and Certificates	7910	\$ 572.48	\$ 10,986.67	\$ 1,433.67	\$ 2,610.00	\$ 1,176.33	54.93%
Meals for Staff Training	7920	\$ -	\$ 1,787.37	\$ 910.51	\$ 3,560.00	\$ 2,649.49	25.58%
Employee Morale	7930	\$ -	\$ 1,170.72	\$ 144.24	\$ -	\$ (144.24)	0.00%
COP Debt - PV Fields	7950	\$ -	\$ 235,099.74	\$ 229,759.38	\$ 229,760.00	\$ 0.62	100.00%
Reserve Vehicle Fleet	7970	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	0.00%
Reserve Computer Fleet	7971	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	100.00%
Reserve Dry Period	7973	\$ -	\$ 90,000.00	\$ -	\$ -	\$ -	0.00%
Reserve Repair/Oper/Admin	7975	\$ -	\$ 30,000.00	\$ 150,000.00	\$ 150,000.00	\$ -	100.00%
Admin Fee/CC Refund 2020	8112	\$ -	\$ 72,034.82	\$ 11,644.34	\$ 12,000.00	\$ 355.66	97.04%
Services and Supplies		\$ 329,556.23	\$ 3,024,437.05	\$ 2,458,405.60	\$ 3,146,181.00	\$ 687,775.40	78.14%
YTD Comparison				\$ (566,031.45)			
Capital							
Equip/Facility Replacement	8420	\$ -	\$ 53,127.04	\$ 269.42	\$ 30,000.00	\$ 29,730.58	0.90%
Sr/Community Rec Facility	8422	\$ -	\$ 7,270.00	\$ -	\$ -	\$ -	0.00%
Mtr Enclosur-Encnt,Fhill,Adolf	8456	\$ -	\$ 7,872.15	\$ -	\$ -	\$ -	0.00%
Pitts Ranch Park Pavilion	8458	\$ -	\$ 29,256.49	\$ -	\$ -	\$ -	0.00%
LPA Architects-CC/Gym/Sr Ctr	8463	\$ -	\$ 50,651.41	\$ -	\$ -	\$ -	0.00%
Arnell Ranch Park Renovation	8464	\$ -	\$ 30,779.13	\$ -	\$ -	\$ -	0.00%
Lamps/Pole Replacement at M.O.	8465	\$ -	\$ 12,482.69	\$ -	\$ -	\$ -	0.00%

**General Ledger
Fund 10 General Fund
April 2021 83%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
L.E.D. Light SpringvilleTennis	8466	\$ -	\$ 16,845.63	\$ -	\$ -	\$ -	0.00%
Charter Oaks Irrigation-Trees	8467	\$ -	\$ 4,360.58	\$ -	\$ -	\$ -	0.00%
Community Center Marquee	8468	\$ -	\$ -	\$ 3,997.52	\$ 8,552.39	\$ 4,554.87	46.74%
PVAC Pool Heater	8470	\$ -	\$ 23,930.00	\$ -	\$ -	\$ -	0.00%
Cam Grove Play Equipment	8471	\$ -	\$ 33,270.80	\$ -	\$ -	\$ -	0.00%
Freedom Park ParkingLot&Skyway	8472	\$ -	\$ 239,671.66	\$ -	\$ -	\$ -	0.00%
P.V. Fields Painting II	8473	\$ -	\$ 13,690.00	\$ -	\$ -	\$ -	0.00%
Switches and Servers	8474	\$ -	\$ -	\$ 29,642.96	\$ 30,772.00	\$ 1,129.04	96.33%
Turf Grinder	8475	\$ -	\$ -	\$ 14,366.14	\$ 15,000.00	\$ 633.86	95.77%
Pitts Ranch BB Crt Repaint	8476	\$ -	\$ -	\$ 7,950.00	\$ 8,000.00	\$ 50.00	99.38%
PV Fields Painting West End	8477	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
Inflatable System	8479	\$ -	\$ -	\$ -	\$ 5,500.00	\$ 5,500.00	0.00%
HVAC Administration Bldg	8481	\$ -	\$ -	\$ 13,200.00	\$ 14,520.00	\$ 1,320.00	90.91%
HVAC for Room #6	8482	\$ 10,876.76	\$ -	\$ 10,876.76	\$ 11,965.00	\$ 1,088.24	90.90%
Capital		\$ 10,876.76	\$ 523,207.58	\$ 80,302.80	\$ 139,309.39	\$ 59,006.59	57.64%

TOTAL EXPENSE		\$ 732,287.18	\$ 6,576,409.99	\$ 5,896,575.01	\$ 7,356,865.00	\$ 1,398,779.24	80.15%
TOAL COMPARISON				\$ (679,834.98)			

General Ledger
Fund 20 Assessment District Fund
April 2021 83%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Interest Earnings	5310	\$ (22.90)	\$ (1,046.08)	\$ (221.28)	\$ (500.00)	\$ (278.72)	44.26%
Assessment Revenue	5500	\$ (480,085.33)	\$ (1,128,335.78)	\$ (1,174,066.44)	\$ (1,184,957.00)	\$ (10,890.56)	99.08%
Revenue		\$ 480,108.23	\$ 1,129,381.86	\$ 1,174,287.72	\$ 1,185,457.00	\$ 11,169.28	99.06%
YTD Comparison				\$ 44,905.86			
Personnel Expense							
Full Time Salaries	6100	\$ 2,273.82	\$ 17,026.48	\$ 14,999.02	\$ 18,262.00	\$ 3,262.98	82.13%
Retirement	6120	\$ 382.18	\$ 3,070.38	\$ 2,609.43	\$ 3,130.00	\$ 520.57	83.37%
Employee Insurance	6130	\$ 289.58	\$ 2,450.18	\$ 4,112.57	\$ 3,606.00	\$ (506.57)	114.05%
Workers Compensation	6140	\$ 230.09	\$ 1,699.04	\$ 1,539.96	\$ 1,753.00	\$ 213.04	87.85%
Personnel		\$ 3,175.67	\$ 24,246.08	\$ 23,260.98	\$ 26,751.00	\$ 3,490.02	86.95%
YTD Comparison				\$ (985.10)			
Services and Supplies Expense							
Incidental Costs - Assess	6709	\$ -	\$ 18,414.72	\$ 18,620.01	\$ 34,256.00	\$ 15,635.99	54.36%
Tree Care	6719	\$ 11,937.50	\$ 39,128.00	\$ 51,912.50	\$ 67,500.00	\$ 15,587.50	76.91%
Contracted LS Services	6720	\$ 37,993.21	\$ 394,323.46	\$ 412,644.66	\$ 505,036.00	\$ 92,391.34	81.71%
Park Amenities - Assess	6722	\$ 1,995.38	\$ 13,841.82	\$ 5,814.56	\$ 17,500.00	\$ 11,685.44	33.23%
ActiveNet Charges	6950	\$ -	\$ -	\$ -	\$ 60.00	\$ 60.00	0.00%
Approp Redev/Collection Fees	6960	\$ 1,212.26	\$ 1,614.95	\$ 2,891.08	\$ 3,000.00	\$ 108.92	96.37%
COP Debt - PV Fields	7950	\$ -	\$ 517,343.38	\$ 525,559.21	\$ 525,560.00	\$ 0.79	100.00%
Expense		\$ 53,138.35	\$ 984,666.33	\$ 1,017,442.02	\$ 1,152,912.00	\$ 135,469.98	88.25%
YTD Comparison				\$ 32,775.69			
TOTAL EXPENSE		\$ 56,314.02	\$ 1,008,912.41	\$ 1,040,703.00	\$ 1,179,663.00	\$ 138,960.00	88.22%
YTD COMPARISON				\$ 31,790.59			

General Ledger
Fund 30 Quimby Fee Fund
April 2021 83%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Interest Earnings	5310	\$ (2,207.64)	\$ (80,899.76)	\$ (29,380.25)	\$ (38,800.00)	\$ (9,419.75)	75.72%
MBS Interest Earnings	5320	\$ -	\$ (9,670.14)	\$ (7,320.00)	\$ -	\$ 7,320.00	0.00%
Park Dedication Fees	5400	\$ -	\$ (1,356,700.46)	\$ -	\$ -	\$ -	0.00%
Revenue		\$ 2,207.64	\$ 1,447,270.36	\$ 36,700.25	\$ 38,800.00	\$ 2,099.75	94.59%
YTD Comparison				\$ (1,410,570.11)			
Services and Supplies Expense							
Advertising Expense	6930	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
ActiveNet Charges	6950	\$ -	\$ 107.00	\$ 12.00	\$ -	\$ (12.00)	0.00%
Services and Supplies		\$ -	\$ 107.00	\$ 12.00	\$ -	\$ (12.00)	0
YTD Comparison				\$ (95.00)			
Capital							
Valle Lindo Restroom/Pavilion	8444	\$ -	\$ 342,732.61	\$ -	\$ -	\$ -	0.00%
Freedom Baseball Fields	8459	\$ -	\$ 41,232.23	\$ -	\$ -	\$ -	0.00%
Mei Vincent Park Restrooms	8460	\$ -	\$ 58,363.15	\$ -	\$ -	\$ -	0.00%
Arneill Ranch Park Renovation	8464	\$ -	\$ -	\$ 78,591.50	\$ 1,100,000.00	\$ 1,021,408.50	7.14%
PVAC Restroom & Shower	8469	\$ -	\$ 427,579.44	\$ 35,249.13	\$ 84,401.39	\$ 49,152.26	41.76%
Fertilizer Injector System	8478	\$ -	\$ -	\$ 50,788.90	\$ 60,000.00	\$ 9,211.10	84.65%
Community Center Kitchen	8480	\$ 2,299.21	\$ -	\$ 19,380.78	\$ 250,000.00	\$ 230,619.22	7.75%
Capital		\$ 2,299.21	\$ 869,907.43	\$ 184,010.31	\$ 1,494,401.39	\$ 1,310,391.08	12.31%

Date Received	Amount	Amount Earmarked	Developer	Development Case #	Amount Expended	Balance	Allocation Date
7/31/2014	\$ 615,709.00	\$ 720,600.00	AMLI Residential	Springville (RPD-	\$ 615,709.00	\$ -	7/31/2019
1/31/2015	\$ 2,250,489.70	\$ 2,250,489.70	Fairfield LLC		\$ 1,632,779.93	\$ 617,709.77	1/31/2020
8/8/2016	\$ 2,649,209.00	\$ 2,800,000.00	Comstock/Elacora Mission Oaks		\$ 268,479.24	\$ 2,380,729.76	8/8/2021
8/10/2016	\$ 474,353.00	\$ 629,500.00	KB Homes		\$ 230,159.82	\$ 244,193.18	8/10/2021
6/7/2018	\$ 21,612.25	\$ -	Crestview		\$ -	\$ 21,612.25	6/7/2023
6/27/2018	\$ -	\$ -	Aldersgate Construction		\$ 146,682.55	\$ -	REFUNDED
3/6/2019	\$ 35,242.00	\$ -	Habitat for Humanity		\$ -	\$ 35,242.00	3/6/2024
9/12/2019	\$ -	\$ -	Aldersgate Construction		\$ 92,200.46	\$ -	REFUNDED
11/21/2019	\$ 1,264,500.00	\$ -	Shea Homes		\$ -	\$ 1,264,500.00	11/21/2024
Total	\$ 7,311,114.95	\$ 6,400,589.70			\$ 2,986,011.00	\$ 4,563,986.96	

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Anthony Miller, Administrative Analyst

DATE: June 2, 2021

**SUBJECT: REVIEW AND APPROVAL OF SURPLUS SUPPLIES
AND EQUIPMENT LIST**

RECOMMENDATION

It is recommended the Board review and approve the items on the Surplus Supplies and Equipment List for disposal.

BACKGROUND

On April 4, 2018, Pleasant Valley Recreation and Park District adopted a surplus property disposal policy which outlines how the District disposes of surplus equipment and office supplies.

ANALYSIS

Special districts such as PVRPD are not required to maintain a surplus property disposal policy. However, due to recent events within the District such as the office redesign, upgraded IT infrastructure and other capital projects, it has been determined that there is a need to uniformly dispose of surplus personal property owned by the District. In accordance with the Surplus District Property Disposal Policy approved on April 4, 2018, staff has compiled the attached list for board review.

FISCAL IMPACT

There is a possible minor positive fiscal impact from this action upon sale of the surplus supplies and equipment.

RECOMMENDATION

It is recommended that the Board review and approve the items on the Surplus Supplies and Equipment List for disposal.

ATTACHMENTS

- 1) Surplus Supplies and Equipment List (1 page)
- 2) Surplus District Property Disposal Policy (2 pages)



Pleasant Valley Recreation and Park District

Surplus Supplies and Equipment List

Equipment	Model	Serial #	Does it work? Y/N	Condition	Date Acquired	Est. Value	Disposed On	Means
Griddle	Hobart	07-013-816yk	y	Fair	1976 / made in 1947	\$25.00		Scrap metal
Griddle	Hobart	07-013-817yk	y/n	Fair	1976 / made in 1947	\$25.00		Scrap metal
Oven	Market Force	156982	y	Fair	1976 / built in 1947	\$25.00		Scrap Metal
Oven	Market Force	157701	y	Fair	1976 / Built in 1947	\$25.00		Scrap Metal
Food Mixer	Hobart	1769227	y	Fair	1969	\$25.00		Scrap Metal



PLEASANT VALLEY RECREATION AND PARK DISTRICT

SURPLUS DISTRICT PROPERTY DISPOSAL POLICY

Board Approved April 4, 2018

PURPOSE

The Pleasant Valley Recreation and Park District (the District) shall establish an administrative policy for the disposition of surplus personal property, equipment, and materials. This policy does not apply to real property and exists to ensure the receipt of all revenues from the disposal of surplus personal property, equipment, and materials.

POLICY

The General Manager (or his/her designee) shall develop a "Surplus Supplies and Equipment List" ("personal property" or "property") which is surplus. Prior to disposition, the Board shall be provided with, and approve the "List."

DEFINITIONS

- SURPLUS SUPPLIES AND EQUIPMENT LIST - List of property which has been determined "surplus" by the General Manager.
- SURPLUS – Non "real property" has little or no remaining useful life for the District.

MEANS OF PROPERTY DISPOSAL AND ACCOUNTING

The property may be disposed of as follows:

The first effort shall be to dispose of that property in a manner which is most likely to generate the greatest return to the District. Staff will determine which method of disposal is best. Such methods of disposal include but are not limited to the following:

1. Sale on the open market. The General Manager shall cause to be published at least three days before the sale, in a newspaper circulated throughout the District, and/or by posting on any District website, a notice of sale setting forth a general description of the personal property to be sold, and the day, time and location of the sale. The terms of all such sales shall be cashier's check or money order in the amount of the full purchase price. The District also may conduct a public auction in this manner. The fees for this sale shall be deducted from the proceeds of the sale.
2. Sale by sealed bid. The General Manager may post such property for sale on the District website or on another website for the sale of surplus items (such as eBay) subject to posted rules developed for such sale or the rules of that website.



**PLEASANT VALLEY
RECREATION AND PARK DISTRICT**

**SURPLUS DISTRICT PROPERTY DISPOSAL POLICY
Board Approved April 4, 2018**

3. Donation. The General Manager may, when in his/her judgment the sale or auction of surplus personal property is infeasible or will result in minimal return to the District, cause such surplus personal property to be donated to any other governmental organization or non-profit group or corporation exempt from federal taxes pursuant to Internal Revenue Code Section 501(c) (3) located within or serving the District.
4. Selling for Scrap. Surplus property may be sold as scrap if the General Manager deems that the value of its parts exceeds the value of the surplus property as a whole.
5. No Value Item. Where the General Manager determines that property is surplus and of minimal or no value to the District or the cost of disposal of such property would exceed the recovery value, the General Manager shall dispose of the same in such a manner he or she deems appropriate and in the best interest of the District.
6. No employee or Director of the District or his/her immediate family may acquire any District surplus property.

Accounting for the disposition of personal property, equipment and materials:

When so authorized to sell, donate, recycle, and scrap District property, the employee directed to undertake such activity shall:

1. Remit the entire proceeds from any such activity to the District's Administrative Manager.
2. Complete receipt documentation form for the disposal of surplus personal property, equipment and materials and submit with proceeds, if any, to the District's Administrative Manager.

Administrative Department shall:

1. Make adjustments to the Surplus Supplies and Equipment List
2. Deposit all proceeds from the disposition of surplus personal property, equipment and materials into the General Fund.
3. Cause licenses and title documents to be executed and transferred upon verification of receipt of funds.
4. Authorize the delivery of the surplus property.

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Anthony Miller, Administrative Analyst

DATE: June 2, 2021

**SUBJECT: CONSIDERATION AND ADOPTION OF UPDATED
SURPLUS DISTRICT PROPERTY DISPOSAL POLICY**

SUMMARY

It is recommended that the Board review and adopt the updated Surplus District Property Disposal Policy.

BACKGROUND

The District approved a Surplus District Property Disposal Policy in April 2018. No edits have been made to the policy since that time.

ANALYSIS

The District originally approved this policy in April 2018 and has operated accordingly since then. However, as District staff has worked within the guidelines set forth in the policy, it was determined that clearer language was needed regarding the disposal of worthless and minor office items and other like District property. As such, a small change is being recommended, which explicitly states that items deemed as a "No-Value Item" may be disposed of without Board approval.

FISCAL IMPACT

There is no fiscal impact associated with this action at this time.

RECOMMENDATION

It is recommended that the Board review and adopt the Surplus District Property Disposal Policy.

ATTACHMENTS

- 1) Disposal of District Property Policy 2018 REDLINE (2 pages)
- 2) Disposal of District Property Policy 2021 (2 pages)



PLEASANT VALLEY RECREATION AND PARK DISTRICT

SURPLUS DISTRICT PROPERTY DISPOSAL POLICY

Board approved XXXX, 2020

PURPOSE

The Pleasant Valley Recreation and Park District (the District) shall establish an administrative policy for the disposition of surplus personal property, equipment, and materials. This policy does not apply to real property and exists to ensure the receipt of all revenues from the disposal of surplus personal property, equipment, and materials.

POLICY

The General Manager (or his/her designee) shall develop a “Surplus Supplies and Equipment List” (“personal property” or “property”) which is surplus. Prior to disposition, the Board shall be provided with, and approve the “List.”

DEFINITIONS

- SURPLUS SUPPLIES AND EQUIPMENT LIST - List of property which has been determined “surplus” by the General Manager.
- SURPLUS – Non “real property” has little or no remaining useful life for the District.

MEANS OF PROPERTY DISPOSAL AND ACCOUNTING

The property may be disposed of as follows:

The first effort shall be to dispose of that property in a manner which is most likely to generate the greatest return to the District. Staff will determine which method of disposal is best. Such methods of disposal include but are not limited to the following:

1. Sale on the open market. The General Manager shall cause to be published at least three days before the sale, in a newspaper circulated throughout the District, and/or by posting on any District website, a notice of sale setting forth a general description of the personal property to be sold, and the day, time and location of the sale. The terms of all such sales shall be cashier’s check or money order in the amount of the full purchase price. The District also may conduct a public auction in this manner. The fees for this sale shall be deducted from the proceeds of the sale.
2. Sale by sealed bid. The General Manager may post such property for sale on the District website or on another website for the sale of surplus items (such as eBay) subject to posted rules developed for such sale or the rules of that website.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

SURPLUS DISTRICT PROPERTY DISPOSAL POLICY Board approved XXXX, 2020

3. Donation. The General Manager may, when in his/her judgment sale or auction of surplus personal property is infeasible or will result in minimal return to the District, cause such surplus personal property to be donated to any other governmental organization or non-profit group or corporation exempt from federal taxes pursuant to Internal Revenue Code Section 501(c) (3) located within or serving the District.
4. Selling for Scrap. Surplus property may be sold as scrap if the General Manager deems that the value of its parts exceeds the value of the surplus property as a whole.
5. No Value Item. Where the General Manager determines that property is surplus and of minimal or no value to the District or the cost of disposal of such property would exceed the recovery value, the General Manager shall authorize the disposal of the same in the most appropriate manner as determined by Staff. No Value Items are not required to be listed on the Surplus Supplies and Equipment List. ~~dispose of the same in such a manner he deems appropriate and in the best interest of the District.~~
6. No employee or Director of the District or his or her immediate family may acquire any District surplus property.

Accounting for the disposition of personal property, equipment and materials

When so authorized to sell, donate, recycle, and scrap District property, the employee directed to undertake such activity shall:

1. Remit the entire proceeds from any such activity to the District's Administrative Manager.
2. Complete receipt documentation form for the disposal of surplus personal property, equipment and materials and submit with proceeds, if any, to the District's Administrative Manager.

Administrative Department Shall:

1. Make adjustments to the Surplus Supplies and Equipment List
2. Deposit all proceeds from the disposition of surplus personal property, equipment and materials in the General Fund.
3. Cause licenses and title documents to be executed and transferred upon verification of receipt of funds.
4. Authorize the delivery of the surplus property.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

SURPLUS DISTRICT PROPERTY DISPOSAL POLICY

Board Approved June 2, 2021

PURPOSE

The Pleasant Valley Recreation and Park District (the District) shall establish an administrative policy for the disposition of surplus personal property, equipment, and materials. This policy does not apply to real property and exists to ensure the receipt of all revenues from the disposal of surplus personal property, equipment, and materials.

POLICY

The General Manager (or his/her designee) shall develop a “Surplus Supplies and Equipment List” (“personal property” or “property”) which is surplus. Prior to disposition, the Board shall be provided with, and approve the “List.”

DEFINITIONS

- SURPLUS SUPPLIES AND EQUIPMENT LIST - List of property which has been determined “surplus” by the General Manager.
- SURPLUS – Non “real property” has little or no remaining useful life for the District.

MEANS OF PROPERTY DISPOSAL AND ACCOUNTING

The property may be disposed of as follows:

The first effort shall be to dispose of that property in a manner which is most likely to generate the greatest return to the District. Staff will determine which method of disposal is best. Such methods of disposal include but are not limited to the following:

1. Sale on the open market. The General Manager shall cause to be published at least three days before the sale, in a newspaper circulated throughout the District, and/or by posting on any District website, a notice of sale setting forth a general description of the personal property to be sold, and the day, time and location of the sale. The terms of all such sales shall be cashier’s check or money order in the amount of the full purchase price. The District also may conduct a public auction in this manner. The fees for this sale shall be deducted from the proceeds of the sale.
2. Sale by sealed bid. The General Manager may post such property for sale on the District website or on another website for the sale of surplus items (such as eBay) subject to posted rules developed for such sale or the rules of that website.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

SURPLUS DISTRICT PROPERTY DISPOSAL POLICY

Board Approved June 2, 2021

3. Donation. The General Manager may, when in his/her judgment sale or auction of surplus personal property is infeasible or will result in minimal return to the District, cause such surplus personal property to be donated to any other governmental organization or non-profit group or corporation exempt from federal taxes pursuant to Internal Revenue Code Section 501(c) (3) located within or serving the District.
4. Selling for Scrap. Surplus property may be sold as scrap if the General Manager deems that the value of its parts exceeds the value of the surplus property as a whole.
5. No Value Item. Where the General Manager determines that property is surplus and of minimal or no value to the District or the cost of disposal of such property would exceed the recovery value, the General Manager shall authorize the disposal of the same in the most appropriate manner as determined by Staff. No Value Items are not required to be listed on the Surplus Supplies and Equipment List.
6. No employee or Director of the District or his or her immediate family may acquire any District surplus property.

Accounting for the disposition of personal property, equipment and materials

When so authorized to sell, donate, recycle, and scrap District property, the employee directed to undertake such activity shall:

1. Remit the entire proceeds from any such activity to the District's Administrative Manager.
2. Complete receipt documentation form for the disposal of surplus personal property, equipment and materials and submit with proceeds, if any, to the District's Administrative Manager.

Administrative Department Shall:

1. Make adjustments to the Surplus Supplies and Equipment List
2. Deposit all proceeds from the disposition of surplus personal property, equipment and materials in the General Fund.
3. Cause licenses and title documents to be executed and transferred upon verification of receipt of funds.
4. Authorize the delivery of the surplus property.

**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: June 2, 2021

**SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION
NO. 674 UPDATING AUTHORIZED SIGNATURES FOR
WIRE TRANSFERS WITH VENTURA COUNTY
TREASURY POOL**

SUMMARY

The start of every fiscal year the District Board is required to approve a resolution updating the signatures as to who is authorized to sign and/or may authorize wire transfers for Pleasant Valley Recreation and Park District from the Ventura County Treasury Pool.

BACKGROUND

At the November 5, 2015 Board meeting, the Board approved Resolution No. 550 authorizing the District to invest District funds with the Ventura County Treasury Pool. The Ventura County Pool requires an annual Board approved document or resolution identifying the authorized party to sign and/or authorize wire transfers for Pleasant Valley Recreation and Park District. This resolution along with the Signature Authorization Form for Local Agencies for fiscal year 2021-2022 must be completed and returned to the Auditor-Controller in order to process any further deposits or withdrawals with the Ventura County Pool.

ANALYSIS

The Ventura County Auditor-Controller Office requires any agency that uses the Ventura County Financial Management System (VCFMS) to record financial information, or invests in the County's Treasury Pool, to update the Signature Authorized Form for Local Agencies for fiscal year 2021-2022. This form must be accompanied by Board resolution or other Board approved documentation identifying specific individuals or positions. The resolution states that Mary Otten - General Manager, Leonore Young - Administrative Services Manager and Mark Malloy - Board Chair are authorized signatures.

FISCAL IMPACT

No fiscal impact with this Board action.

RECOMMENDATION

It is recommended the Board of Directors consider and approve Resolution No. 674 for Ventura County Pool updating signatures as to who is authorized to sign and/or authorize wire transfers for fiscal year 2021-2022 for Pleasant Valley Recreation and Park District.

ATTACHMENTS

- 1) Resolution No.674 (2 pages)

RESOLUTION NO. 674

**RESOLUTION OF THE BOARD OF DIRECTORS
PLEASANT VALLEY RECREATION AND PARK DISTRICT
UPDATING AUTHORIZED SIGNATURES FOR WIRE
TRANSFERS OF DISTRICT FUNDS
IN THE VENTURA COUNTY TREASURY POOL**

WHEREAS, California Government Code Section 53684 allows the Administrative Services Manager, with consent of the County Treasurer-Tax Collector, to deposit the excess District funds in the County Treasury Pool for the purpose of investment by the County Treasurer-Tax Collector; and

WHEREAS, the existing District Investment Policy adopted on April 1, 2015, authorizes the investment of excess District funds in county investment pools; and

WHEREAS, the Administrative Services Manager has determined that the deposit of excess District funds in the Ventura County Treasury Pool in accordance with Section 53684 of the California Government Code is in the best interest of the Pleasant Valley Recreation and Park District; and

WHEREAS, Resolution No. 550 was passed on November 5, 2015 authorizing and requesting the investment of excess funds in the Ventura County Treasury Pool; and

WHEREAS, the Ventura County Auditor-Controller Office requires any agency that uses the Financial Management System to record financial information or invests in the County's Treasury Pool to update the Signature Authorized Form for Local Agencies for fiscal year 2021-2022; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Pleasant Valley Recreation and Park District as follows:

1. The following Pleasant Valley Recreation and Park District officers or their successors in office shall be authorized to sign or order the deposit or withdrawal of funds in the Ventura County Treasury Pool:

Mary Otten, General Manager; and
Leonore Young, Administrative Services Manager; and
Mark Malloy, Board Chair

PASSED AND ADOPTED by the Board of Directors of Pleasant Valley Recreation and Park District this 2nd day of June 2021, by the following vote:

AYES: _____
NAYS: _____
ABSENT: _____

Mark Malloy, Board Chair
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

Attested:

Elaine Magner, 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: Anthony Miller, Administrative Analyst

DATE: June 2, 2021

SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION NO. 675 ALLOCATING FEES FROM RPD-177, KB HOMES SPRINGVILLE SUBDIVISION AT 333 TOWNSITE PROMENADE FOR PROJECTS AT THE CAMARILLO COMMUNITY CENTER AND THE DOS CAMINOS PARK CLASSROOM

SUMMARY

The Pleasant Valley Recreation & Park District (“District”) staff has developed a list of unique projects which modify and enhance facilities that serve the entire community. As these projects are outside the normal course of maintenance and expand the programmatic capacity of the facility, staff has determined that the projects may be funded with Quimby fees. Staff has reasoned that although the development is located in a different location in the City of Camarillo (“City”) as these projects, the unique nature of the facilities and the fact that the activities they host are unavailable at any other location means that the effective neighborhood these projects serve includes the entire city. Therefore, Quimby fees from this development may be spent on these projects if the District specifies how, when, and where it will use the fees. Staff is recommending that the Board make a motion to pass Resolution No. 675, which states that the District Board authorizes the expenditure of these fees on the projects in this report for as long as there is fee revenue available from this development.

BACKGROUND

On August 10, 2016, the District received \$474,353 in Park In-Lieu (Quimby) Fees for the construction of 130 units by KB Homes at 333 Townsite Promenade. These units, the Mariposa Condos complex, have since been constructed and are generally in the area of 333 Townsite Promenade. These Quimby fees were paid to the District to facilitate the construction of park improvements or acquisitions which would serve the subdivision. The City of Camarillo’s Quimby ordinance specifies in accordance with California Government Code §66477 that the District may spend fees anywhere within the City’s Sphere of Influence, provided all other requirements are met.

The District has identified projects at multiple locations which would meet the requirements for the expenditure of Quimby funds. These projects include facility improvements at the Camarillo

Community Center and facility expansion and ADA improvements at the Dos Caminos Park Classroom.

ANALYSIS

Through the powers granted to the City of Camarillo by California Government Code §66477, the City has established a Park Land Dedication Ordinance (Chapter 18.30, Sections .010 through .120) which specifies that a developer must plan for at least 217.8 square feet of park space for each person anticipated to be living in a development. This requirement applies to all residential subdivisions containing more than five parcels. In-lieu of park space, the City may levy a fee to be paid to the Park District for the District to develop park facilities which will serve the subdivision.

The use of Quimby fee revenue is restricted to park land purchase, new facility construction, existing facility expansion and improvement, and enhancing existing park land within the neighborhood¹ which contains the subdivision for which fees were paid. Additionally, there are several requirements established within which must be met prior to the levying of any fees. As the City is responsible for meeting these requirements and is currently meeting them all, they will not be discussed within this report. While GOV §66477(a)(3)(B) establishes standards, which must be met for the District to spend these fees outside of the development's "neighborhood;" the loose definition of neighborhood combined with the community-wide nature of the intended projects has led District staff to determine that the applicable neighborhood in this case is the entire City of Camarillo. As these projects serve the entire city, by that reasoning, they serve the neighborhood which the subdivision is located within. While this enables the District to freely spend the fees on these projects, GOV §66477 states that the District "shall develop a schedule specifying how, when, and where it will use the land or fees, or both, to develop park or recreational facilities." To satisfy this requirement, staff is recommending the Board approve two separate project sites for consideration for as long as there is Quimby fee revenue in District possession.

Community Center Site

The Community Center site is home to most District classes and programs. Additionally, the District Senior Center and sole auditorium are located on this site. The following projects are being identified for Quimby fee funding to expand usability and capacity at the Community Center:

1. Community Center Classroom and Auditorium Enhancements – Renovations and enhancements to allow for heavier utilization of existing spaces by a wider variety of groups.

Dos Caminos Park Classroom Expansion and ADA Improvements

Dos Caminos Park includes a classroom that is used in conjunction with programming at the Community Center. These programs include everything from Kindermusik and pre-school classes to the District's "Fun Free Events in July" activities. The building however is unable to expand its

¹ "Neighborhood" is never defined by the State or City. District staff has determined that a neighborhood may mean any delineable area or combination of delineable areas as established in the most recent Federal Census.

programming capacity any further due to size and ADA limitations. Therefore, staff is identifying the facility and improvements in those categories as targets for Quimby funding.

Staff completed additional research into the legal aspects of expending Quimby fees and found that while there were many cases involving the levying of fees, there were few cases which disputed the actual expenditure of fees. One situation (the case was settled out of court) involved the expenditure of Quimby fees at the county level and did not involve fees being spent within the same city limits they were raised within, a situation that does not apply in this case. Staff determined that the “reasonably foreseeable” standard is in practice being applied on a case-by-case basis and believes that the evidence provided offers solid ground for a finding by the District Board.

FISCAL IMPACT

There is no fiscal impact from this action. However, this action will enable the expenditure of Quimby fees received from RPD-177, the KB Homes Springville Subdivision to support the proposed projects.

RECOMMENDATION

It is recommended that the Board adopt Resolution No. 675, allocating fees from RPD-177, the KB Homes Springville Subdivision at 333 Townsite Promenade for projects at the Camarillo Community Center and the Dos Caminos Park Classroom.

ATTACHMENT

- 1) Resolution No. 675 (1 page)

RESOLUTION NO. 675

A RESOLUTION OF PLEASANT VALLEY RECREATION AND PARK DISTRICT ALLOCATING FEES FROM RPD-177, KB HOMES SPRINGVILLE SUBDIVISION AT 333 TOWNSITE PROMENADE FOR PROJECTS AT THE CAMARILLO COMMUNITY CENTER AND THE DOS CAMINOS PARK CLASSROOM

WHEREAS, Pleasant Valley Recreation and Park District [District] is the Government entity responsible for providing park facilities within its boundaries which encompass the City of Camarillo, and

WHEREAS, the City of Camarillo has established a Park Land in-lieu [Quimby] fee based upon the provisions contained in the California Government Code §66477, and

WHEREAS, KB Homes has paid a Park Land in-lieu fee in the amount of \$474,353 for the subdivision located at 333 Townsite Promenade, Camarillo, CA 93010, and

WHEREAS, the District shall develop a schedule specifying how, when, and where it will use the fees to develop park or recreational facilities, and

WHEREAS, the specified development is within the same neighborhood as the proposed facilities,

NOW THEREFORE BE IT RESOLVED by the *Pleasant Valley Recreation and Park District* as follows:

The District Board of Directors allocates any and all remaining fees received in-lieu of land from KB Homes Springville Subdivision at 333 Townsite Promenade for the purpose of completing projects which develop new recreational features and expand user capacity at the Camarillo Community Center and the Dos Caminos Park Classroom.

PASSED AND ADOPTED by the Board of Directors of Pleasant Valley Recreation and Park District this 2nd day of June 2021, by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

Mark Malloy, Board Chair
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

Attested:

Elaine Magner, 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: Anthony Miller, Administrative Analyst

DATE: June 2, 2021

SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION NO. 676 ALLOCATING FEES FROM RPD-194 THE MISSION OAKS TOWNHOMES SUBDIVISION (TESO ROBLES) AT THE SOUTHWEST CORNER OF VERDUGO WAY AT CAMINO RUIZ FOR PROJECTS SUCH AS THE PROPOSED PICKLEBALL FACILITY AT FREEDOM PARK, THE CAMARILLO NATURE CENTER, AND THE COMPLETION OF PROJECTS WITHIN THE FREEDOM PARK MASTER PLAN

SUMMARY

The Pleasant Valley Recreation & Park District (“District”) staff has developed a list of unique projects which modify and enhance facilities that serve the entire community. As these projects are outside the normal course of maintenance and expand the programmatic capacity of their respective facilities, staff has determined that the projects may be funded with Quimby fees. Staff has reasoned that although the fee-paying subdivision is in a different neighborhood within the City of Camarillo (“City”) than these projects, the unique nature of the facilities and the fact that that each facility serves the City in its entirety means that the effective neighborhood these projects serve includes the entire city. Therefore, Quimby fees from this development may be spent on these projects if the District specifies how, when, and where it will use the fees. Staff is recommending that the Board make a motion to pass Resolution No. 676, which states that the District Board authorizes the expenditure of these fees on the projects in this report for as long as there is fee revenue available from this subdivision.

BACKGROUND

On August 8, 2016, the District received \$2,649,209 in Park In-Lieu (Quimby) Fees for the construction of 129 units by Comstock Homes at the southwest corner of Verdugo Way at Camino Ruiz. These units, the “Mission Oaks Townhomes” complex, have since been constructed and are generally in the area of 5056 Verdugo Way. These Quimby fees were paid to the District to facilitate the construction of park improvements or acquisitions which would serve the subdivision. The City of Camarillo’s Quimby ordinance specifies in accordance with California Government Code §66477 that the District may spend fees anywhere within the City’s Sphere of Influence, provided all other requirements are met.

The District has identified projects at multiple locations which would meet the requirements for the expenditure of Quimby funds. These projects include the proposed construction of a new Pickleball Complex at the Freedom Park Pool site, further implementation of the Freedom Park Master Plan, and the completion of the Nature Center modernization at Camarillo Grove Park. Each of these projects would expand capacity through various infrastructure improvements and the development of new recreation features.

ANALYSIS

Through the powers granted to the City of Camarillo by California Government Code §66477, the City has established a Park Land Dedication Ordinance (Chapter 18.30, Sections .010 through .120) which specifies that a developer must plan for at least 217.8 square feet of park space for each person anticipated to be living in a development. This requirement applies to all residential subdivisions containing more than five parcels. In-lieu of park space, the City may levy a fee to be paid to the Park District for the District to develop park facilities which will serve the subdivision.

The use of Quimby fee revenue is restricted to park land purchase, new facility construction, existing facility expansion and improvement, and enhancing existing park land within the neighborhood¹ which contains the subdivision for which fees were paid. Additionally, there are several requirements established within which must be met prior to the levying of any fees. As the City is responsible for meeting these requirements and is currently meeting them all, they will not be discussed within this report. While GOV §66477(a)(3)(B) establishes standards, which must be met for the District to spend these fees outside of the development's "neighborhood;" the loose definition of neighborhood combined with the community-wide nature of the intended projects has led District staff to determine that the applicable neighborhood in this case is the entire City of Camarillo. As these projects serve the entire city, by that reasoning, they serve the neighborhood which the subdivision is located within. While this enables the District to freely spend the fees on these projects, GOV §66477 states that the District "shall develop a schedule specifying how, when, and where it will use the land or fees, or both, to develop park or recreational facilities." To satisfy this requirement, staff is recommending the Board approve three separate project sites for consideration for as long as there is Quimby fee revenue in District possession.

Freedom Park Pool Site – Pickleball

In April 2021, the District Board was presented a series of options for expanding the District's pickleball facilities. One option the Board asked staff to pursue was the creation of a new pickleball specific facility at the old Freedom Pool site. The creation of such a facility will result in a major increase in the overall capacity for pickleball recreation in the District and would serve the entire community.

Freedom Park Master Plan Implementation

The Freedom Park Master Plan as developed in 2009 was created in anticipation of the need for District controlled space for youth baseball activities. As the fees from this particular development have already funded the implementation of portions of this plan, District staff is recommending

¹ "Neighborhood" is never defined by the State or City. District staff has determined that a neighborhood may mean any delineable area or combination of delineable areas as established in the most recent Federal Census.

that the Board authorize further usage of these fees for the remaining projects illustrated within the plan. They include:

1. Baseball Field Construction – The master plan calls for the construction of two more fields not currently in existence.
2. Parking Lot Enhancement and Reconstruction – The construction of recent fields and proposed fields precipitate the need for a parking lot redesign to allow for more capacity.
3. Landscaping and Walking Path Construction – Significant landscaping measures remain incomplete, including the construction of a new walking path within the park which will expand the types of users served.

Camarillo Grove Nature Center Site

The Nature Center at Camarillo Grove Park is a feature that has been in development for the past six years. Supported by the Pleasant Valley Recreation and Parks Foundation, the modernization project would complete the District's and Community's only educational Nature Center and would provide for camps and classes which are currently limited in scope due to facility limitations. District staff expects that this project would not only serve the entire City, but the whole District region.

Staff completed additional research into the legal aspects of expending Quimby fees and found that while there were many cases involving the levying of fees, there were few cases which disputed the actual expenditure of fees. One situation (the case was settled out of court) involved the expenditure of Quimby fees at the county level and did not involve fees being spent within the same city limits they were raised within, a situation that does not apply in this case. Staff determined that the "reasonably foreseeable" standard is in practice being applied on a case-by-case basis and believes that the evidence provided offers solid ground for a finding by the District Board.

FISCAL IMPACT

There is no fiscal impact from this action. However, this action will enable the expenditure of Quimby fees received from RPD-194 the Mission Oaks Townhomes Subdivision (Teso Robles) to support the proposed projects.

RECOMMENDATION

It is recommended that the Board adopt Resolution No. 676 allocating fees from RPD-194 the Mission Oaks Townhomes Subdivision (Teso Robles) at the southwest corner of Verdugo Way at Camino Ruiz for projects such as the proposed pickleball facility at Freedom Park, the Camarillo Nature Center, and the completion of projects within the Freedom Park Master Plan.

ATTACHMENT

- 1) Resolution No. 676 (1 page)

RESOLUTION NO. 676

A RESOLUTION OF PLEASANT VALLEY RECREATION AND PARK DISTRICT ALLOCATING FEES FROM RPD-194 THE MISSION OAKS TOWNHOMES SUBDIVISION (TESO ROBLES) AT THE SOUTHWEST CORNER OF VERDUGO WAY AT CAMINO RUIZ FOR PROJECTS SUCH AS THE PROPOSED PICKLEBALL FACILITY AT FREEDOM PARK, THE CAMARILLO NATURE CENTER, AND THE COMPLETION OF PROJECTS WITHIN THE FREEDOM PARK MASTER PLAN

WHEREAS, Pleasant Valley Recreation and Park District [District] is the Government entity responsible for providing park facilities within its boundaries which encompass the City of Camarillo, and

WHEREAS, the City of Camarillo has established a Park Land in-lieu [Quimby] fee based upon the provisions contained in the California Government Code §66477, and

WHEREAS, Comstock Homes has paid a Park Land in-lieu fee in the amount of \$2,649,209 for the subdivision generally located at 5056 Verdugo Way, Camarillo, CA 93012, and

WHEREAS, the District shall develop a schedule specifying how, when, and where it will use the fees to develop park or recreational facilities, and

WHEREAS, the specified development is within the same neighborhood as the proposed facilities,

NOW THEREFORE BE IT RESOLVED by the *Pleasant Valley Recreation and Park District* as follows:

The District Board of Directors allocates any and all remaining fees received in-lieu of land from Comstock Homes' subdivision at 5056 Verdugo Way for the purpose of completing projects which develop new recreational features and expand user capacity projects such as the proposed pickleball facility at Freedom Park, the Camarillo Nature Center, and the completion of projects within the Freedom Park Master Plan.

PASSED AND ADOPTED by the Board of Directors of Pleasant Valley Recreation and Park District this 2nd day of June 2021, by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

Mark Malloy, Board Chair
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

Attested:

Elaine Magner, 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: Anthony Miller, Administrative Analyst**

DATE: June 2, 2021

**SUBJECT: APPROVAL OF RESOLUTION NO. 677 AUTHORIZING
AN ENERGY CONSERVATION ASSISTANCE ACT
LOAN APPLICATION**

SUMMARY

In April 2020, the Board authorized a District application to participate in the Energy Partnership Program through the California Energy Commission. The goal of this program was to evaluate the Community Center buildings and all exterior lighting throughout the District. The Audit is now complete and is recommending the District undertake seven (7) projects. The anticipated total cost of the recommended projects is \$187,894 which could be financed through the Energy Conservation Assistance Act (ECAA) loan program. The expected annual electricity savings expected is approximately 256,964 kWh with a total dollar savings of approximately \$489,919 over 15 years. Staff is recommending the Board review and approve Resolution No. 677 authorizing the application for an ECAA loan to fund the projects.

BACKGROUND

On February 7, 2020, District staff completed the installation of LED lights at the Springville tennis courts. Preliminary estimates show that the total kWh usage at the park has been halved since that time. Due to the success of this install, the Board approved an application for an energy audit through the Energy Partnership Program. This Audit took place through August and September 2020 with the Final Report being received in April 2021. On April 21, 2021, the Finance Committee reviewed the report and recommended that the report be referred to the full Board for the purpose of applying for an ECAA loan to fund the included projects.

ANALYSIS

Audit Analysis

The Audit examined the three main buildings at the Community Center as well as all exterior lighting throughout the rest of the park system. In total, 1,960 lights, 292 control mechanisms, 18 HVAC units, 1764 sq.ft. of glass, and 3 water heaters were examined for replacement or upgrade. Through this evaluation, the following seven mitigation measures were recommended. (Please see Attachment 2 or pg. 3 of the report (Attachment 1). Further information for each measure can be found on pgs. 20-31, and pgs. 47-54 of the report.)

- (L-1) Retrofit linear fluorescent fixtures with new LED tubes (District-wide)
- (L-3) Replace interior screw-in/pin-based lamps with new LED lamps (District-wide)
- (L-4A) Replace exterior screw-in/pin-based lamps with new LED lamps (District-wide, excl. athletic facilities)

- (L-5A) Replace exterior HID fixtures with LED fixtures (District-wide, excl. athletic facilities)
- (L-5B) Add exterior smart controls for new LED fixtures (District-wide, excl. athletic facilities)
- (M-1) Replace existing programmable thermostats with network wireless-based thermostats (Community Center buildings only)
- (E-1) Install plug load occupancy sensor controls for copy machine (Community Center)

Specifically, measures were only recommended based on the ability to save the District an amount equal to or more than their initial cost over the course of the equipment's useful life (EUL). The measures listed above are estimated to cost the District \$187,894 (including incentives) to install. The expected cost savings to the District over the course of 15 years (the longest EUL in the group), would be \$489,919. This calculates to an estimated annual savings of \$40,827. There were six further measures (see below) identified as potential long-term projects that would increase the District's overall energy efficiency. However, they were not recommended by the Audit as the payback period well exceeded each measure's initial cost.

- (L-2) Install occupancy sensors for interior spaces (Community Center)
- (L-4B) Add photocell control for existing exterior LED fixtures (District-wide)
- (L-6) Replace athletic field HID fixtures with LED fixtures (District-wide)
- (M-2) Replace old HVAC units with new energy efficient units (Community Center)
- (M-3) Replace tank-type water heaters with tank-less water heaters (Community Center)
- (B-1) Replace old single pane windows with new high efficiency double pane windows (Community Center)

These measures were estimated to cost \$1,852,792 in total and could potentially save the District a further \$475,436 over 20 years. However, due to the expense of each of these items and their relatively modest energy saving potential, the average payback period is 58 years, far exceeding the equipment's expected useful life. If the District is to apply for a financing program using this report, measures L-2, L-4B, L-6, M-2, M-3, and B-1 will not be eligible for funding. However, measures L-1, L-3, L-4A, L-5A, L-5B, M-1, and E-1 will be eligible for funding through the programs specified in the report.

Funding Program Analysis

Section 5 of the Audit report details the programs available to the District to fund these projects. There are four programs that may apply to the recommended efficiency measures. They are:

- Energy Conservation Assistance Act (ECAA)
- SCE Business Rebates – Energy Efficiency Express Solutions
- SCE Business Rebates – Energy Efficiency Customized Solutions
- SOCAL – Energy Efficiency Rebates for Business (EERB)

Each program (excluding the EERB) provides the same form of assistance but through different methods.

ECAA

The ECAA is the Act which authorized funding for this energy audit. Its further purpose is to fund the measures identified by these audits and incentivize the completion of energy efficiency projects across local government agencies. The District is eligible for the program's 1% interest financing for measures which meet the listed ECAA eligibility requirements.

- A. The maximum loan amount per application is the lesser of:
 1. \$3 million;
 2. The estimated total project cost; or
 3. The estimated total energy cost savings over the effective useful life (EUL) of the loan-funded equipment, not to exceed 17 years. If the estimated total project cost is more than the estimated total energy cost savings over the EUL of the loan-funded equipment, the applicant may reduce the estimated total project cost to the estimated total energy cost savings level by using rebates, incentives, and/or its own funding. However, other loan sources may not be used to co-fund the project.
- B. The estimated total energy cost savings over the life of the project will be calculated by multiplying each measure's annual energy cost savings by that measure's EUL and then adding up the savings for all projects.
- C. Energy cost savings shall be determined using the applicant's current energy rates. Escalation of energy rates and soft costs, such as operation and maintenance savings will not be considered when determining energy cost savings.

The cost of financing from this program must be repaid out of energy cost savings over a maximum of 20 years. If the District were to apply through this program for the recommended measures, it would be expected that the financing would be fully paid back in approximately 4.6 years. The exact payback period for the loan will not be determined until the total cost of the projects are fully accounted for and the loan amount is agreed upon, something which may take several months due to the Energy Commission's schedule.

$$\$187,894 \text{ (Measure Costs)} / \$40,827 \text{ (Cost Savings/Year)} = 4.6 \text{ years}$$

SCE Business Rebates – Energy Efficiency Express Solutions

The SCE Business Rebates program offers two pathways for financing energy efficiency projects. The Energy Efficiency Express Solution is meant to provide financial assistance with a minimum of hassle. In the District's case, the February 2021 Solution Directory as interpreted by staff (further consultation with SCE is highly recommended), specifies the application to the Express program would include a project description and plan (the Energy Audit), which would be used to calculate a specific rebate amount depending on each type of equipment being installed. Initial analysis of the program shows that lighting (outside of horticultural lighting) is not eligible for financing through this program, which makes up the bulk of the recommended measures included in the Audit. HVAC controls may be eligible under this program, but further consultation is needed. While the recommended measures in the attached Audit may not be included in this program, initial analysis shows that future HVAC replacement, pump replacements, computer-room HVAC systems, commercial ice machines, and other projects may be eligible for this program and as such, should be explored at the appropriate time. Financing for all projects is provided either in the form of rebates or through direct payments for equipment to be repaid through SCE's interest free On-Bill Financing (OBF) program.

SCE Business Rebates – Energy Efficiency Customized Solutions

The Energy Efficiency Customized Solution is very similar to the Express Solution; however, it drills further down into specific equipment types and requires a thorough evaluation by Southern California Edison staff to be confirmed. While the potential financial benefit is greater, the process is more involved and requires more time for evaluation. However, the list of eligible equipment for the Customized Solution program is the same as the Express Solution program. Thus, most of the included recommended measures in the Audit are not eligible for funding through this program. Funding mechanisms are the same between the two programs and staff recommends future projects be evaluated with both the Express and Customized Solutions if the programs are available.

SOCAL – Energy Efficiency Rebates for Business (EERB)

The EERB program is offered through SoCalGas and applies specifically to projects dealing with natural gas usage. As none of the recommended measures are eligible natural gas systems, this funding measure was not analyzed.

FISCAL IMPACT

There is no fiscal impact associated with approving this Resolution. However, this will authorize the District to apply for up to a \$232,000 loan from the California Energy Commission. The structure of this loan is similar in nature to a grant from the State. The District has budgeted \$194,000 in the Capital budget to cover the cost of the improvements. The District would then apply for reimbursement through the ECAA program which would make the Capital budget whole once more. The District would then repay the total loan amount through the amounts actually saved on the District's total energy bills, resulting in an anticipated payback period of approximately five years.

RECOMMENDATION

It is recommended the Board review and make a MOTION to APPROVE Resolution No. 677, authorizing the District to apply for an ECAA loan to finance the implementation of the audit report's recommended energy efficiency measures.

ATTACHMENTS

- 1) EPP Final Report (88 pages)
- 2) Recommended Energy Efficiency Measures Table (1 page)
- 3) Resolution No. 677 (1 page)
- 4) ECAA Loan Application (5 pages)

CONSULTANT REPORT

PLEASANT VALLEY RECREATION & PARK DISTRICT

Community Center
Community Parks

Prepared for: California Energy Commission
Prepared by: Digital Energy, Inc.



California Energy Commission
Gavin Newsom, Governor

April 08, 2021
Contract Number: CEC-400-19-001
Work Authorization Number: 003

Prepared by:

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DISCLAIMER

This report was prepared as the result of work sponsored by the California Energy Commission. It does not necessarily represent the views of the Energy Commission, its employees or the State of California. The Energy Commission, the State of California, its employees, contractors and subcontractors make no warrant, express or implied, and assume no legal liability for the information in this report; nor does any party represent that the uses of this information will not infringe upon privately owned rights. This report has not been approved or disapproved by the California Energy Commission nor has the California Energy Commission passed upon the accuracy or adequacy of the information in this report.



PREFACE

This study was prepared as a result of the Pleasant Valley Recreation & Park District's request for assistance under the Energy Partnership Program. This California Energy Commission program assists cities, counties, special districts, public hospitals, public care facilities in identifying measures that can cut energy use and cost in existing facilities while concurrently enhancing building performance. Once the measures are identified, the program can provide additional assistance to help implement or finance the recommendations. The Commission's zero/low interest loans provide competitive financing and are structured so that the estimated measure savings are the basis for the loan repayments.

This study was conducted for the Commission by Digital Energy, Inc., under the direction of Jairam Agaram, P.E. The contract assignment was directed and managed with the assistance of Marites Antonio, Project Manager for the Commission. Digital Energy, Inc. and the Commission appreciate the assistance offered by all District personnel during the study.



ABSTRACT

This report presents the results of an energy audit that was conducted in August 2020 for the Pleasant Valley Recreation & Park District under the Energy Partnership Program. This report discusses the results of the energy audit and provides information on the steps for measure implementations. The following measures are recommended in this study:

1. Retrofit interior linear fluorescent fixtures with new LED tubes.
2. Replace interior screw-in/pin-based lamps with new LED lamps.
3. Replace exterior screw-in/pin-based lamps with new LED lamps.
4. Install photocell controls for lamp-based exterior lighting
5. Replace building exterior and parking lot high-intensity discharge fixtures with new LED fixtures.
6. Add exterior smart controls for new exterior LED fixtures.
7. Replace programmable thermostats with network wireless thermostats
8. Install plug load occupancy sensor controls for copy machine

These bundled recommended measures have a simple payback period of 5.1 years, after accounting for the potential utility incentives. The following long-term payback measures are recommended as a part of potential future modernization projects:

1. Install occupancy sensors for interior spaces.
2. Install photocell controls for lamp-based exterior lighting
3. Replace athletic fields HID lighting system with LEDs
4. Replace old HVAC units with new energy efficient units
5. Replace tank-type water heater with tank-less water heater
6. Replace old single pane windows with new high efficiency double pane windows



TABLE OF CONTENTS

Sections

Executive Summary	1
A.1 Site Description	8
A.2 Existing Energy Use	12
A.3 Energy Using Systems.....	18
A.4 Energy Measure Summaries	20
B.1 Site Description	32
B.2 Existing Energy Use	42
B.3 Energy Using Systems.....	46
B.4 Energy Measure Summaries	47
5 Grants, Rebates, Incentives, and Special Funding Opportunities	55
6 Codes and Standards.....	60
7 Technology and Implementation.....	69

Appendices

- A. Baseline Energy Use
- B. Energy Balance
- C. Energy Efficiency Measure Calculations
- D. Weather Data
- E. Manufacturer's Product Literature
- F. Consultant Data Sheets



LIST OF TABLES

Table E.1 Recommended Energy Efficiency Measures (EEMs)	3
Table E.2 Building Structures Energy Efficiency Measures (EEMs).....	4
Table E.3 Parks & Athletic Fields Energy Efficiency Measures (EEMs).....	5
Table E.4 Future Modernization EEMs	6
Table A.1.1 Typical Operating Schedule for Pleasant Valley Recreation & Park District.....	10
Table A.2.1 Electricity Use Summary.....	12
Table A.2.2 Natural Gas Use Summary	12
Table A.2.3 Total Energy Use Summary	12
Table A.2.4 Summary of Electricity Rate Simulation	13
Table A.2.5 Electricity Energy Balance Summary.....	16
Table A.2.6 Natural Gas Energy Balance Summary.....	17
Table A.4.1 Analysis Summary of Proposed Lighting Measure CC-L-1	20
Table A.4.2 Analysis Summary of Proposed Lighting Measure CC-L-2	21
Table A.4.3 Analysis Summary of Proposed Lighting Measure CC-L-3	22
Table A.4.4A Analysis Summary of Proposed Lighting Measure CC-L-4 (A).....	24
Table A.4.4A Analysis Summary of Proposed Lighting Measure CC-L-4 (B).....	24
Table A.4.5A Analysis Summary of Proposed Lighting Measure CC-L-5 (A).....	26
Table A.4.5B Analysis Summary of Proposed Lighting Measure CC-L-5 (B).....	26
Table A.4.6 Savings Estimate for Network Thermostats.....	27
Table A.4.7 Analysis Summary of Proposed Lighting Measure CC-M-1.....	27
.....	27
Table A.4.8 Analysis Summary of Proposed Mechanical Measure CC-M-2	28
Table A.4.9 Analysis Summary of Domestic Hot Water Measure CC-M-3	29
Table A.4.10 Analysis Summary of Proposed Building Envelope Measure CC-B-1	30
Table A.4.11 Analysis Summary of Proposed Energy Measure CC-E-1	31
Table B.1.1 Typical Operating Schedule for Pleasant Valley Recreation & Park District.....	40
Table B.2.1 Electricity Use Summary.....	42
Table B.2.2 Total Energy Use Summary	43
Table B.2.3 Summary of Electricity Rate Simulation	44
Table B.4.1 Analysis Summary of Proposed Lighting Measure CP-L-1.....	47
Table B.4.2 Analysis Summary of Proposed Lighting Measure CP-L-2.....	48
Table B.4.3 Analysis Summary of Proposed Lighting Measure CP-L-3.....	49
Table B.4.4A Analysis Summary of Proposed Lighting Measure CP-L-4 (A).....	51
Table B.4.4A Analysis Summary of Proposed Lighting Measure CP-L-4 (B).....	51
Table B.4.5A Analysis Summary of Proposed Lighting Measure CP-L-5 (A).....	53
Table B.4.5B Analysis Summary of Proposed Lighting Measure CP-L-5 (B).....	53
Table B.4.6 Analysis Summary of Proposed Lighting Measure CP-L-6.....	54
Table 6.1 Control Requirements for Entire Luminaire Alteration	63
Table 6.2 IES Lighting Illumination Guidelines	64
Table 7.1.1 Control Requirements Met by Smart Controls	74



LIST OF FIGURES

Figure A.1.1 General Overview of Pleasant Valley Recreation & Park District Community Center	8
Figure A.2.1 Electricity Use	14
Figure A.2.2 Natural Gas Use	15
Figure A.2.3 Electricity Use Breakdown	16
.....	16
Figure A.2.4 Natural Gas Use Breakdown	17
.....	17
Figure B.1.1 General Overview of Bob Kildee Community Park.....	32
32	
Figure B.1.2 General Overview of Freedom Park.....	32
.....	32
Figure B.1.3 General Overview of Lokker Park.....	33
.....	33
Figure B.1.4 General Overview of Mission Oaks Park.....	33
.....	33
Figure B.1.5 General Overview of Nancy Bush Park.....	34
.....	34
Figure B.1.6 General Overview of Pitts Ranch Park	34
.....	34
Figure B.1.7 General Overview of Pleasant Valley Fields	35
.....	35
Figure B.1.8 General Overview of Quito Park.....	35
35	
Figure B.1.9 General Overview of Springville Park.....	36
.....	36
Figure B.1.10 General Overview of Valle Lindo Park	36
.....	36
Figure B.2.1 Electricity Use	45
.....	45



Executive Summary

A. Focus and Scope of Audit

During August 2020, an energy audit was conducted for the Pleasant Valley Recreation & Park District (District) under the Energy Partnership Program. The focus of the study is the building energy systems at the community center located at 1605 E Burnley Street, Camarillo and the exterior lighting systems at ten recreational facilities (9 parks and an athletic field). This report discusses the results of the energy audit and provides information on the steps for measure implementation. Note: In this study the general word "Park" refers to the 10 subject recreational facilities.

B. Annual Energy Use and Cost

Energy usage data from recent bills was considered as the first step in identifying energy efficiency opportunities. During a recent 12-month period (December 2018 through November 2019), the audited three building structures used 181,491 kWh (9.56 kWh/square feet) of electricity and 3,303 therms (0.17 therms/square feet) of natural gas. During this period, for the three building structures, the District spent \$42,975 for electricity and \$3,374 for natural gas. Cost of electricity and natural gas for the three building structures during this period averaged \$0.237/kWh and \$1.022/therm, respectively. Based on a total building structures area of 18,985 square feet, the average energy cost is \$2.44 /square feet per year. The District building structure's site energy use intensity of 50.0 kBtu/square feet is lower than the nationwide median energy use intensity of 56 kBtu/square feet.¹ Source energy use intensity is 119.8 kBtu/square foot.²

For the same period, the audited parks' exterior lighting system consumed approximately 666,443 kWh, which translated into 0.10 kWh/square feet for the total subject facilities area of 6,512,784 square feet. During the same period, District spent \$136,386 for electricity or \$0.205 per kWh. On square feet basis, the average energy cost is \$0.021 /square feet per year.

1. Nationwide average for Social/Meeting Hall according to ENERGY STAR® Portfolio Manager's technical reference on energy use intensity by facility type. See:

<https://portfoliomanager.energystar.gov/pdf/reference/US%20National%20Median%20Table.pdf>

2. Source BTU accounts for the fuels consumed in the generation, transmission, and distribution of energy. The calculated source BTU is based on the following reference:

<http://www.energy.ca.gov/2014publications/CEC-400-2014-022/CEC-400-2014-022-CMF.pdf>



C. Measure Recommendations

The report identifies lighting measures that can reduce the District's overall energy use and cost. If implemented, these measures can cut overall energy cost by 22.1 percent or an estimated \$36,855 per year. The aforementioned energy cost percentage savings for the analysis is calculated based on the simulated electricity rate and the historical natural gas rate. These measures would require an investment of about \$193,197 and could qualify for utility incentives of \$5,303 resulting in net simple payback of 5.1 years, after accounting for the potential utility incentives. **Table E.1** details the recommended measures. Measures are broken down by facility (building structure and park/athletic facilities) in **Tables E.2** and **E.3**. **Table E.4** details measures that were evaluated but are only recommended as part of future modernization efforts due to their long payback periods and high initial capital investment requirement. Detailed information on these and all other measures is contained in Section 4. Section 5 provides information on how some or all of these measures can be funded with a grant under a no/low interest loan from the Energy Commission and incentive offers from utility provider. Section 6 provides information on the relevant codes and standards. The technology associated with the measures presented is discussed in Section 7.

D. Greenhouse Gas Reduction

Greenhouse gases allow sunlight to enter the atmosphere freely and contribute to global warming. A major contributor to global warming is carbon dioxide emissions (CO₂). On average in California, 0.69 lbs. of CO₂ are released in the production of 1 kWh of electricity¹. About 11.65 pounds of CO₂ are released for each therm of natural gas consumed. Based on these indices, a total of 180,762 pounds of CO₂ greenhouse gas emissions can be saved each year if all recommended measures proposed in this study are implemented. This is equivalent to taking about 17 passenger cars off the road for a year.

1. Source: <http://www.epa.gov/cleanenergy/energy-resources/calculator.html>



Measure Summary Tables

Table E.1 Recommended Energy Efficiency Measures (EEMs)

Measure #	Measure Description	Peak Demand Savings (kW)	Annual Electricity Savings (kWh)	Natural Gas Savings (Therms)	Annual CO2 Savings / Mitigation (Pounds)	Measure Cost Estimate (\$)	Electricity Cost Savings (\$)	Natural Gas Cost Savings (\$)	Payback Period without Incentive (years)	Estimated Incentive (\$)	Measure Costs w/ Incentive (\$)	Payback Period with Incentive (years)	Equipment Useful Life EUL (Years)	Total Energy Cost Savings over the effective EUL (\$)
L-1	Retrofit linear fluorescent fixtures with new LED tubes	13.7	27,069	0	18,677	\$21,384	\$5,781	\$0	3.7	\$5,303	\$16,080	2.8	15.0	\$86,717
L-3	Replace interior screw-in/pin-based lamps with new LED lamps	10.3	12,626	0	8,712	\$7,050	\$2,732	\$0	2.6	\$0	\$7,050	2.6	15.0	\$40,974
L-4A	Replace exterior screw-in/pin-based lamps with new LED lamps	n/a	8,402	0	5,797	\$1,131	\$1,184	\$0	1.0	\$0	\$1,131	1.0	15.0	\$17,766
L-5A	Replace exterior HID fixtures with LED fixtures	n/a	138,609	0	95,640	\$123,566	\$17,662	\$0	7.0	\$0	\$123,566	7.0	15.0	\$264,931
L-5B	Add exterior smart controls for new LED fixtures	n/a	63,984	0	44,149	\$25,902	\$8,118	\$0	3.2	\$0	\$25,902	3.2	8.0	\$64,945
M-1	Replace existing programmable thermostats with network wireless based thermostats	0.0	5,802	297	7,460	\$14,021	\$993	\$303	10.8	\$0	\$14,021	10.8	11.0	\$14,261
E-1	Install plug load occupancy sensor controls for copy machine	0.0	473	0	327	\$144	\$81	\$0	1.8	\$0	\$144	1.8	4.0	\$324
Total Project (All Recommended Measures):		24.0	256,964	297	180,762	\$193,197	\$36,552	\$303	5.2	\$5,303	\$187,894	5.1		\$489,919



Table E.2 Building Structures Energy Efficiency Measures (EEMs)

Measure #	Measure Description	Peak Demand Savings (kW)	Annual Electricity Savings (kWh)	Natural Gas Savings (Therms)	Annual CO ₂ Savings / Mitigation (Pounds)	Measure Cost Estimate (\$)	Electricity Cost Savings (\$)	Natural Gas Cost Savings (\$)	Payback Period without Incentive (years)	Estimated Incentive (\$)	Measure Costs w/ Incentive (\$)	Payback Period with Incentive (years)
L-1	Retrofit linear fluorescent fixtures with new LED tubes	10.8	22,100	0	15,249	\$18,413	\$4,862	\$0	3.8	\$4,272	\$14,141	2.9
L-3	Replace interior screw-in/pin-based lamps with new LED lamps	9.9	11,312	0	7,805	\$6,948	\$2,489	\$0	2.8	\$0	\$6,948	2.8
L-4A	Replace exterior screw-in/pin-based lamps with new LED lamps	n/a	2,795	0	1,929	\$433	\$478	\$0	0.9	\$0	\$433	0.9
L-5A	Replace exterior HID fixtures with LED fixtures	n/a	4,386	0	3,026	\$5,410	\$750	\$0	7.2	\$0	\$5,410	7.2
L-5B	Add exterior smart controls for new LED fixtures	n/a	1,253	0	865	\$2,011	\$214	\$0	9.4	\$0	\$2,011	9.4
M-1	Replace existing programmable thermostats with network wireless based thermostats	0.0	5,802	297	7,460	\$14,021	\$993	\$303	10.8	\$0	\$14,021	10.8
E-1	Install plug load occupancy sensor controls for copy machine	0.0	473	0	327	\$144	\$81	\$0	1.8	\$0	\$144	1.8
Total Project (All Recommended Measures):		20.7	48,121	297	36,660	\$47,380	\$9,867	\$303	4.7	\$4,272	\$43,108	4.2



Table E.3 Parks & Athletic Fields Energy Efficiency Measures (EEMs)

Measure #	Measure Description	Peak Demand Savings (kW)	Annual Electricity Savings (kWh)	Natural Gas Savings (Therms)	Annual CO2 Savings / Mitigation (Pounds)	Measure Cost Estimate (\$)	Electricity Cost Savings (\$)	Natural Gas Cost Savings (\$)	Payback Period without Incentive (years)	Estimated Incentive (\$)	Measure Costs w/ Incentive (\$)	Payback Period with Incentive (years)
L-1	Retrofit linear fluorescent fixtures with new LED tubes	2.9	4,969	0	3,429	\$2,970	\$919	\$0	3.2	\$1,031	\$1,939	2.1
L-3	Replace interior screw-in/pin-based lamps with new LED lamps	0.4	1,314	0	907	\$102	\$243	\$0	0.4	\$0	\$102	0.4
L-4A	Replace exterior screw-in/pin-based lamps with new LED lamps	n/a	5,606	0	3,868	\$698	\$706	\$0	1.0	\$0	\$698	1.0
L-5A	Replace exterior HID fixtures with LED fixtures	n/a	134,223	0	92,614	\$118,156	\$16,912	\$0	7.0	\$0	\$118,156	7.0
L-5B	Add exterior smart controls for new LED fixtures	n/a	62,731	0	43,284	\$23,891	\$7,904	\$0	3.0	\$0	\$23,891	3.0
Total Project (All Recommended Measures):		3.3	208,843	0	144,102	\$145,817	\$26,685	\$0	5.5	\$1,031	\$144,785	5.4



Table E.4 Future Modernization EEMs

Measure #	Measure Description	Peak Demand Savings (kW)	Annual Electricity Savings (kWh)	Natural Gas Savings (Therms)	Annual CO2 Savings / Mitigation (Pounds)	Measure Cost Estimate (\$)	Electricity Cost Savings (\$)	Natural Gas Cost Savings (\$)	Payback Period without Incentive (years)	Estimated Incentive (\$)	Measure Costs w/ Incentive (\$)	Payback Period with Incentive (Years)	Equipment Useful Life - EUL (Years)	Total Energy Cost Savings over the effective EUL (\$)
L-2	Install occupancy sensors for interior spaces	n/a	5,897	0	4,069	\$14,923	\$990	\$0	15.1	\$708	\$14,216	14.4	8.0	\$7,920
L-4B	Acid photocell control for existing exterior LED fixture	n/a	234	0	161	\$2,005	\$35	\$0	57.1	\$0	\$2,005	57.1	8.0	\$281
L-6	Replace athletic field HID fixtures with LED fixtures	n/a	236,488	0	163,176	\$1,735,382	\$25,797	\$0	58.2	\$0	\$1,735,382	58.2	15.00	\$446,962
M-2	Replace old HVAC units with new energy efficient units	6.8	2,132	33	1,886	\$40,330	\$468	\$34	80.2	\$0	\$40,330	80.2	15.00	\$7,538
M-3	Replace tank-type water heater with tank-less water heater	0.0	0	135	1,669	\$13,106	\$0	\$138	95.3	\$0	\$13,106	95.3	20.00	\$2,752
B-1	Replace old single pane windows with new high efficiency double pane windows	0.0	2,612	51	2,433	\$47,753	\$447	\$52	95.7	\$0	\$47,753	95.7	20.00	\$9,983
Total Project (All Long Term Measures):		6.8	247,362	219	173,394	\$1,853,500	\$31,738	\$224	58.0	\$708	\$1,852,792	58.0		\$475,436



General Background

The Pleasant Valley Recreation & Park District (District) is located in Camarillo, California, in Ventura County, and operates the two targeted groups, which includes 18,895 square feet building structures consisting of three buildings (Community Center Building, Administration Building, and Senior Center) and Community Parks and Athletic Fields consisting of ten locations spread over 6,512,784 square feet.

The following sections (Section A – Building Structures & Section B – Parks & Athletic Facilities) presents a description of the District facilities, the energy using systems, and associated energy efficiency measures. This is followed by the associated rebates and incentives provided by the utility providers – Southern California Edison (SCE) and SoCalGas. Subsequently, to help understand the implications of some of the measures presented, details of the associated codes, standards, and technology are provided.



A.1 Site Description

A.1.1 Background

The Pleasant Valley Recreation & Park District Community Center (Community Center), built in 1969 and partially modernized in 1982, provides community programs, event spaces, and senior programs areas for the city. An overview of the Community Center is shown in **Figure A.1.1**.

Figure A.1.1 General Overview of Pleasant Valley Recreation & Park District Community Center



A.1.2 Site Details

The Pleasant Valley Recreation & Park District Community Center consists of three permanent buildings, with a total area of 18,985 sq. ft.

The spaces include the following:

Administration – Built 1969 and last renovated in 1982

- General offices
- Conference room
- Private offices
- Classrooms
- Kitchen
- Storage
- Restrooms

Auditorium – Built 1969

- Gymnasium/Auditorium
- Theatre/Production stage
- Front office
- Mezzanine
- Storage
- Restrooms

Senior Center – Built 1969 and last renovated in 1982

- Multipurpose rooms
- Recreations rooms
- Storage
- Restrooms

A.1.3 Operating Schedules

Most spaces in the Community Center operate five days/week, year-round, approximately 10 hours/day.

Table A.1.1 summarizes the operating schedule for the Community Center. Note that building operating hours are not necessarily representative of actual room usage. Usage hours by space type are presented in **Appendix F**, and include additional operating time allowed for administrative and janitorial staff.



Table A.1.1 Typical Operating Schedule for Pleasant Valley Recreation & Park District

Facility	Operating Hours per Day ¹	Days per Year
Administration Building – 4,709 Sq.ft.		
Office Areas and Conference Room	12	260
Classrooms	9	260
Community Center Building – 10,302 Sq.ft.		
Auditorium	5	365
Classrooms	9	260
Dressing Rooms	5	365
Senior Center Building – 3,974 Sq.ft.		
Senior Center	10	312

1. Representative of operating schedules. Additional hours before and after are probable for administrative and janitorial staff.



A.1.4 Local Weather Statistics

Weather data statistics for Oxnard, California, indicate that the region has 363 annual cooling degree days and 1,795 annual heating degree days with respect to a base temperature of 65 °F. Extremes recorded at the weather station show that temperatures have reached as high as 100 °F in the fall and as low as 31 °F in the winter. The average maximum temperature in August is 75.9 °F, and the average minimum temperature in December is 44.6 °F. More weather statistics for the region are shown in **Appendix D**.¹

1. Cooling Degree Day units are computed as the difference between the daily average temperature and a selected base temperature (i.e., Daily Avg. Temp. – Base Temp.). One unit is accumulated for each degree Fahrenheit the average temperature is above the selected base temperature. Negative numbers are discarded. Example: If the day's high temperature was 95 °F and the low temperature was 51 °F, the cooling degree days for the selected base temperature of 65 °F is 8 degree days [i.e., $((95 + 51) / 2) - 65 = 8$]. This is done for each day of the month (or year) and summed. Heating Degree Day units are computed as the difference between a selected base temperature and the daily average temperature (i.e., Base Temp. – Daily Avg. Temp.) One unit is accumulated for each degree Fahrenheit the average temperature is below the selected base temperature. Negative numbers are discarded. Example: If the day's high temperature was 62 °F and the low temperature was 34 °F, the heating degree days for the selected base temperature of 65 °F units is 17 degree days [i.e., $65 - ((62 + 34) / 2) = 17$]. This is done for each day of the month (or year) and summed.



A.2 Existing Energy Use

A.2.1 Facility Energy Usage

Energy meter records show that during a recent 12-month period (December 2018 through November 2019), the Pleasant Valley Recreation & Park District Community Center used 181,491 kWh of electricity and 3,303 therms of natural gas. Cost of electricity and natural gas during this period averaged \$0.237/kWh and \$1.022/therm, respectively. Electricity and natural gas are purchased from Southern California Edison (SCE) and SoCalGas. The overall energy costs and usage indices are summarized in **Tables A.2.1** through **A.2.3**. Refer to **Appendix A** for detailed historical energy use data.

Table A.2.1 Electricity Use Summary

GSF	Rate Schedule	Electricity (kWh)	Cost (\$)	kWh/ GSF	\$/GSF	Site kBtu/ GSF [1]	Source kBtu/ GSF [2]	Rate (\$/kWh)
18,985	TOU-GS2E	181,491	\$42,975	9.56	\$2.264	32.6	102.4	\$0.237

[1] Electricity conversion factor to site energy is 3,412 Btu/kWh

[2] Electricity conversion factor to source energy is 10,716 Btu/kWh

Table A.2.2 Natural Gas Use Summary

GSF	Rate Schedule	Natural Gas (Therms)	Cost (\$)	Therms/ GSF	\$/GSF	Site kBtu/ GSF [3]	Source kBtu/ GSF	Rate (\$/therm)
18,985	-	3,303	\$3,374	0.17	\$0.18	17.4	17.4	\$1.022

[3] Fuel conversion factor: 100,000 Btu/therm

Table A.2.3 Total Energy Use Summary

GSF	Total Site Energy (MMBtu)	Total Source Energy (MMBtu)	Total Energy Cost	Total Energy Cost per GSF	Site kBtu/ GSF	Source kBtu/ GSF
18,985	950	2,275	\$46,349	\$2.44	50.0	119.8

[3] Source Btu based on the following reference: <http://www.energy.ca.gov/2014publications/CEC-400-2014-022/CEC-400-2014-022-CMF.pdf>



A.2.2 Rate Simulation and Analysis of Rate Schedules

Rate simulation assists in establishing the equivalent rates (\$/kWh) to be used for evaluating savings associated with various energy efficiency measures. The “energy rate” excludes demand charges and is utilized in the analysis for measures such as exterior lighting retrofits, which do not have demand savings. The “effective rate” includes demand charges and is used in the analysis for measures such as interior lighting retrofits, which do have demand savings. Total rates also include customer charges. Refer to **Table A.2.4** for results of the electricity rate simulation. Refer to **Appendix F** for calculation details.

Table A.2.4 Summary of Electricity Rate Simulation

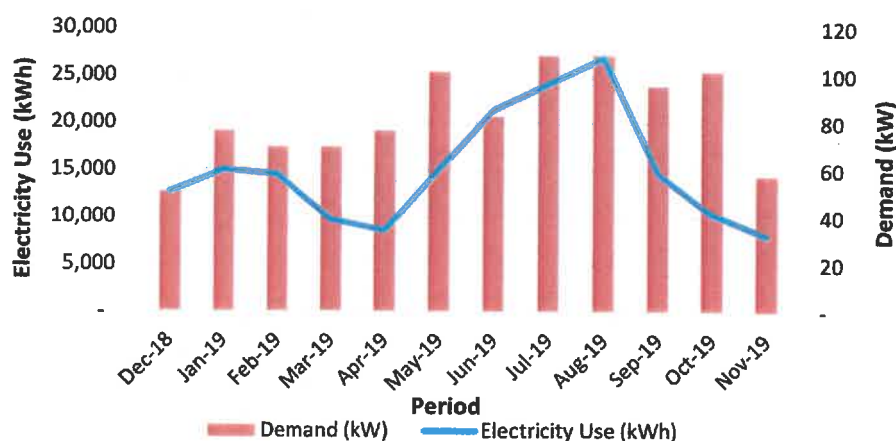
Rate	Energy Use (kWh)	% of Total Energy Use	Energy Cost (\$)	Total Cost (\$)	Energy Rate (\$/kWh)	Effective Rate (\$/kWh)
TOU-GS2E	181,491	100.0%	\$31,072	\$39,878	\$0.171	\$0.220



A.2.3 Energy Use Patterns

Figures A.2.1 and **A.2.2** illustrate the seasonal variation in the use of electricity and natural gas for the Building Structures. Notes are provided with respect to trends observed.

Figure A.2.1 Electricity Use

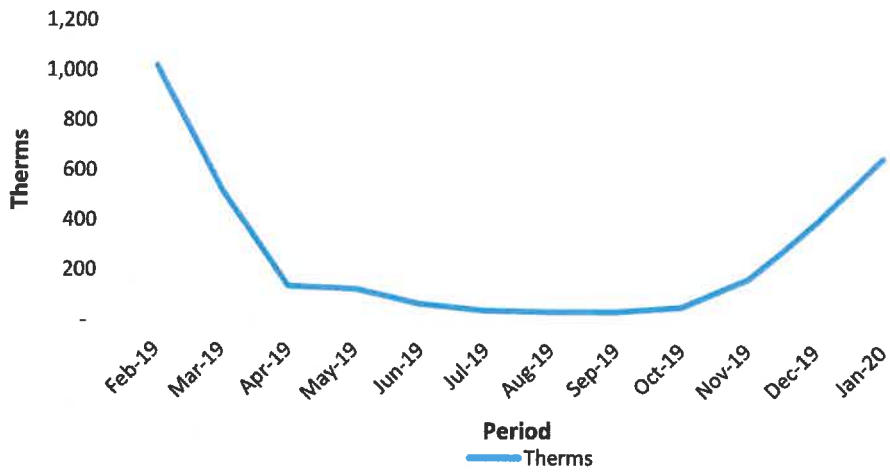


Trends and Observations

- Electricity usage increases in the summer months and is attributed to a relatively higher cooling demand as the weather warms.
- The drop in electricity consumption and demand in the winter months is indicative of mostly natural gas fuel source heating equipment (gas furnaces) used for conditioning the buildings during the colder weather.
- Overall usage during the fall, winter, & spring seasons is lower and relatively consistent.



Figure A.2.2 Natural Gas Use



Trends and Observations

- Natural gas use peaks in the winter months when there is an increased heating demand and is lower during the remainder of the year when weather is warm.



A.2.4 Energy Balance

An energy balance shows the amount of energy used by each of the systems in the Pleasant Valley Recreation & Park District. The energy balance for the District is presented in **Tables A.2.5** and **A.2.6** and **Figures A.2.3.** and **A.2.4.** Refer to **Appendix B** for detailed energy balance data.

Electricity

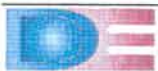
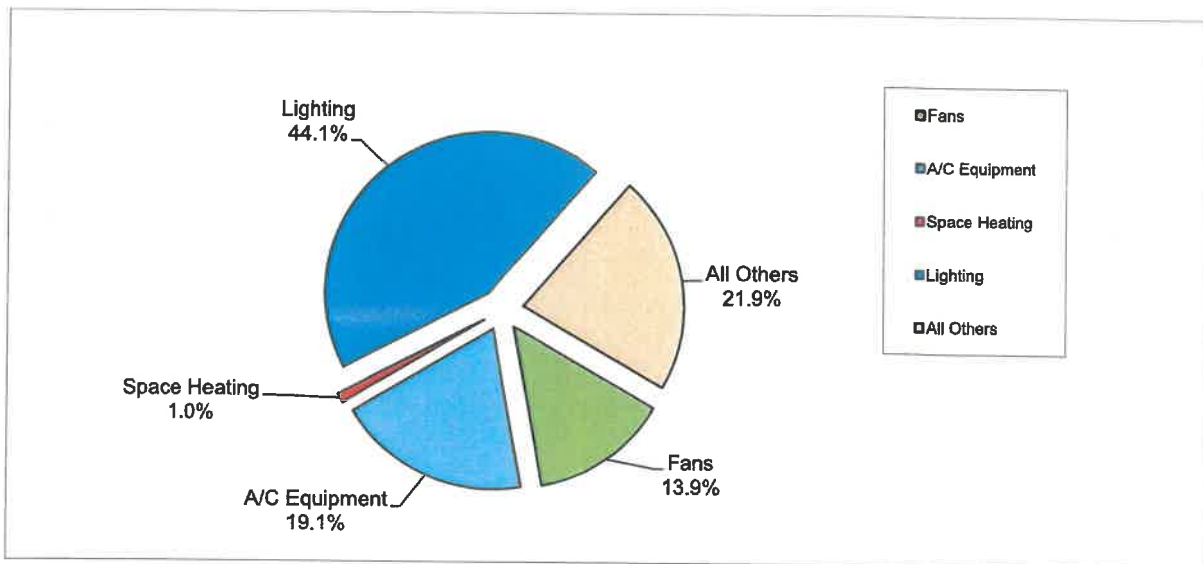
Table A.2.5 Electricity Energy Balance Summary

End Use	Fans	A/C Equipment	Space Heating	Lighting	All Others 1	TOTAL kWh
Pleasant Valley Recreation & Park District - Community Center	25,179	34,727	1,738	80,023	39,825	181,491
% of Total	13.9%	19.1%	1.0%	44.1%	21.9%	100.0%

"A/C Equipment" includes heat pump use during the cooling season.

"All Others" includes office equipment (e.g., computers, printers, and copiers), domestic water heaters, kitchen appliances, plug loads, and other miscellaneous equipment not accounted for.

Figure A.2.3 Electricity Use Breakdown



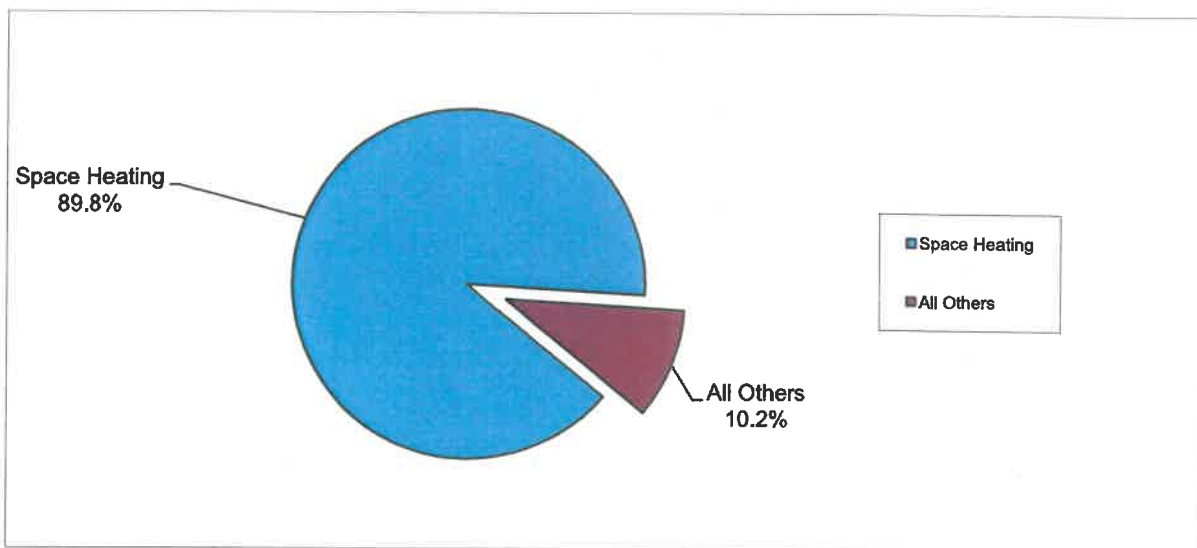
Natural Gas

Table A.2.6 Natural Gas Energy Balance Summary

End Use	Space Heating	All Others	TOTAL Therms
Pleasant Valley Recreation & Park District - Community Center	2,967	336	3,303
<i>% of Total</i>	89.8%	10.2%	100.0%

"All Others" includes domestic hot water & kitchen equipment (where applicable)

Figure A.2.4 Natural Gas Use Breakdown



A.3 Energy Using Systems

A.3.1 Lighting Systems¹

Overview

- Lighting systems at the Community Center are primarily T8 linear fluorescent-based fixtures. Based on a sampling of fixtures, typical T8 systems use standard 32-watt lamps and instant start electronic ballasts. The few T12 fixtures, observed in the storage rooms and kitchen, use standard 34-watt lamps and magnetic ballasts.
- Fluorescent lighting fixtures are a mixture of troffer, surface-mount, and suspended fixtures (i.e. 1'x4', 2'x4', 6"x4', and 2'x2').
- Additional interior lighting systems include compact fluorescent and incandescent lamps in recessed cans and surface-mount fixtures (9, 13, 14, and 23 watts).
- Interior lighting is mainly controlled by switches, and the only exceptions are three zones, in the administration building, controlled by wall mounted occupancy sensors.
- Building exterior lighting consists of a combination of screw-in LED, CFL, and incandescent recessed can fixtures. Also, there are a few high-pressure sodium wall pack fixtures around the building perimeters.
- The parking lot is illuminated by a combination of pole mounted LED and High Pressure Sodium fixtures.
- Building exterior and parking pole lighting system is controlled by a timer, on a common lighting circuit, and operates from dusk until dawn.

1. A detailed lighting audit of all rooms is presented in **Appendix F**.



A.3.2 Heating Ventilation and Air Conditioning (HVAC)

Overview

- The community center facility is primarily conditioned by 16 roof top gas electric units and a couple of heat pump units; the cooling for these units ranges between 2.5 and 10 tons; the heating furnace size capacity is between 36 and 260 MBH. Most of the units were replaced after 2005/2006. The 10-ton unit serving the office area was replaced in 2020; however, two units serving the classroom #6, and the conference room are more than 30 years old (1989 install) and are in poor condition. These units are recommended for replacement in this study.
- The units are controlled by a programmable thermostats Thermostat is typically set to 70 °F for heating and 72 °F for cooling.
- Windows are single pane and can be replaced with energy efficient double pane windows.

A.3.3 Other Energy Using Systems

Domestic Hot Water Heaters

Domestic hot water in the kitchen, restrooms, and custodial area is provided by a total of six small and medium size tank-type natural gas water heater. The tank capacity ranges between 15 and 80 gallons.

Kitchen

The facility has a working kitchen with typical gas fired cooking equipment (e.g., ovens, stoves, food warmers, etc.).

Computers and Office Equipment

The administration office has several computers and auxiliary office equipment, which consist of large printers, a laminator (not plugged in regularly), and a shredder.



A.4 Energy Measure Summaries

A.4.1 Lighting

Lighting Measure CC-L-1:

Retrofit Interior Linear
Fluorescent Fixtures with New
LED Tubes

Measure Description

Existing interior linear fluorescent fixtures at the Pleasant Valley Recreation & Park District use 32-watt T8 lamps and a few 34-watt and 60-watt T12 lamps. This measure proposes (1) replacing all linear fluorescent lamps with new ballast-bypass LED lamps, (2) bypassing and removing existing ballasts, and (3) general cleaning of each fixture for improved lighting performance.

Refer to Section 6, **Table 6.2**, for illumination guidelines for standard room types as recommended by the Illuminating Engineering Society of North America – (IES). According to IES lighting illumination guidelines, any reduction in light levels resulting from the conversion to low watt lamps is tolerable to a certain degree. To adhere to the illumination guidelines, it is suggested that pilot measures be implemented to observe the effects on the lumen levels of re-lamping and retrofitting.

Refer to **Appendix F** for a detailed room-by-room audit including all areas proposed for conversion.

It is recommended that prior to a full-scale retrofit, pilot measures be done in various representative areas to determine if light levels are adequate.

Measure Implementation

Refer to Section 7 for information on technology and implementation of this measure.

Analysis Summary

Refer to **Table A.4.1** for analysis summary.

Table A.4.1 Analysis Summary of Proposed Lighting Measure CC-L-1

# of Lamps	kW Saved	kWh Saved	Rate (\$/kWh)	Measure Cost (\$)	Cost Savings (\$)	Payback Period without Incentive (Years)	Approx. Incentive (\$)	Measure Costs w/ Incentive (\$)	Payback Period with Incentive (Years)
665	10.8	22,100	\$0.220	\$18,413	\$4,862	3.8	\$4,272	\$14,141	2.9

Incentives are estimated at \$0.12/kWh saved and \$150/kW saved, under Express Solutions of the Southern California Edison business lighting rebates.



Lighting Measure CC-L-2:

Install Occupancy Sensors for Interior Spaces

Measure Description

This measure presents analysis on adding interior occupancy controls for interior fixtures. It is to be noted that savings are estimated under the assumption that the Lighting Measure CC-L-1 will be implemented prior to the installation of controls.

Based on observations, spaces throughout the District can go long periods unoccupied with lights fully on. There is presently moderate use of occupancy sensors.

This measure proposes the installation of occupancy sensors in select rooms in the District, where Lighting Measure CC-L-1 is in place. Measure analysis assumes 20 percent savings in lighting operational hours with use of occupancy sensors. Refer to **Appendix F** for exact zones that are proposed for sensor controls.

Measure Implementation

Refer to Section 7 for information on technology and implementation of this measure.

Analysis Summary

Refer to **Table A.4.2** for analysis summary.

Table A.4.2 Analysis Summary of Proposed Lighting Measure CC-L-2

# of Sensors	kW Saved	kWh Saved	Rate (\$/kWh)	Measure Cost (\$)	Cost Savings (\$)	Payback Period without Incentive (Years)	Approx. Incentive (\$)	Measure Costs w/ Incentive (\$)	Payback Period with Incentive (Years)
51	n/a	5,495	\$0.171	\$11,779	\$940	12.5	\$659	\$11,120	11.8

Incentives are estimated at \$0.12/kWh saved and \$150/kW saved, under Express Solutions of the Southern California Edison business lighting rebates.



Lighting Measure CC-L-3:

Re-Lamp Interior Screw-in or Pin-based Fixtures with New LED A-Shape Lamps or Equivalent

Measure Description

Interior spaces at the District are also illuminated by fixtures with a screw-in/pin-based lamps—compact fluorescent lamps (CFLs) and incandescent lamps. These are installed in various spaces in recessed and chandelier fixtures.

This measure proposes replacement of these existing lamps with new, lower wattage LED A-shape lamps, or equivalent. Lamps shall be either pin-based or screw-in lamps that plug-and-play in the existing fixtures, with the option of adapter plugs, where necessary.

It is recommended that prior to a full-scale retrofit, pilot measures be done in various representative areas to determine if light levels are adequate.

Measure Implementation

Refer to Section 7 for information on technology and implementation of this measure.

Analysis Summary

Refer to **Table A.4.3** for analysis summary. Presently, there are no incentives offered for this measure.

Table A.4.3 Analysis Summary of Proposed Lighting Measure CC-L-3

# of Lamps	kW Saved	kWh Saved	Rate (\$/kWh)	Measure Cost (\$)	Cost Savings (\$)	Payback Period without Incentive (Years)	Approx. Incentive (\$)	Measure Costs w/ Incentive (\$)	Payback Period with Incentive (Years)
215	9.9	11,312	\$0.220	\$6,948	\$2,489	2.8	\$0	\$6,948	2.8



Lighting Measure CC-L-4:

- (A) Re-Lamp Exterior Screw-in or Pin-based Fixtures with New LED A-Shape Lamps or Equivalent
- (B) Install photocell controls for lamp-based exterior lighting

Measure Description

Exterior spaces at the District are also illuminated by a combination screw-in compact fluorescent lamps (CFL). These are installed in various spaces in recessed can, ground light, and bollard fixtures.

This measure proposes replacement of these existing lamps with new, lower wattage LED A-shape lamps, or equivalent. Lamps shall be either pin-based or screw-in lamps that plug-and-play in the existing fixtures, with the option of adapter plugs, where necessary.

It is recommended that prior to a full-scale retrofit, pilot measures be done in various representative areas to determine if light levels are adequate.

This measure also proposes adding standalone photocells for these re-lamped fixtures. Presently, the exterior lighting fixtures are controlled by timer on the common circuits. The addition of photocell controls, in series with the timer, for these fixtures can lead to additional energy savings.

With a timer alone, the lights are scheduled to turn on and off at a specific time every day and may be powered on during daylight hours. With the addition of photocell controls for exterior fixtures, the added controls will provide savings for lighting operations. Between dusk and dawn only, the photocell will keep the exterior lights on until adequate natural light become available.

Analysis estimates approximately 20 percent usage hour savings with implementation of photocell controls. See **Appendix C** for details.

Measure Implementation

Refer to Section 7 for information on technology and implementation of this measure.

Analysis Summary

Refer to **Tables A.4.4A & A.4.4B** for analysis summary. Incentives/Rebates are not offered for this measure.



Table A.4.4A Analysis Summary of Proposed Lighting Measure CC-L-4 (A)

# of Lamps	kW Saved	kWh Saved	Rate (\$/kWh)	Measure Cost (\$)	Cost Savings (\$)	Payback Period without Incentive (Years)	Approx. Incentive (\$)	Measure Costs w/ Incentive (\$)	Payback Period with Incentive (Years)
14	n/a	2,795	\$0.171	\$433	\$478	0.9	\$0	\$433	0.9

Table A.4.4A Analysis Summary of Proposed Lighting Measure CC-L-4 (B)

# of Sensors	kW Saved	kWh Saved	Rate (\$/kWh)	Measure Cost (\$)	Cost Savings (\$)	Payback Period without Incentive (Years)	Approx. Incentive (\$)	Measure Costs w/ Incentive (\$)	Payback Period with Incentive (Years)
9	n/a	129	\$0.171	\$1,805	\$22	82.6	\$0	\$1,805	82.6



Lighting Measure CC-L-5:

- (A) Replace Exterior High Intensity Discharge Fixtures with New LED Fixtures
- (B) Add Exterior Smart Controls for New Exterior LED Fixtures

Measure Description

A few of the building exterior and parking lot pole mounted fixtures are illuminated by high-intensity discharge (HID) fixtures. This measure proposes replacement of the existing exterior high-pressure sodium (HPS) lighting fixtures with new lower-wattage LED-based fixtures.

These fixtures will require Title 24-compliant intelligent controls for exterior lights, presented in Lighting Measure CC-L-5 (B).

Measure Implementation

Refer to Section 7 for information on technology and implementation of this measure.

Analysis Summary

Refer to **Tables A.4.5A** and **A.4.5B** for analysis summary. Incentives/Rebates are not offered for this measure.



Table A.4.5A Analysis Summary of Proposed Lighting Measure CC-L-5 (A)

# of Fixtures	kW Saved	kWh Saved	Rate (\$/kWh)	Measure Cost (\$)	Cost Savings (\$)	Payback Period without Incentive (Years)	Approx. Incentive (\$)	Measure Costs w/ Incentive (\$)	Payback Period with Incentive (Years)
17	n/a	4,386	\$0.171	\$5,410	\$750	7.2	\$0	\$5,410	7.2

Table A.4.5B Analysis Summary of Proposed Lighting Measure CC-L-5 (B)

# of Controls	kW Saved	kWh Saved	Rate (\$/kWh)	Measure Cost (\$)	Cost Savings (\$)	Payback Period without Incentive (Years)	Approx. Incentive (\$)	Measure Costs w/ Incentive (\$)	Payback Period with Incentive (Years)
17	n/a	1,253	\$0.171	\$2,011	\$214	9.4	\$0	\$2,011	9.4



A.4.2 Mechanical

Mechanical Measure CC-M-1:

Replace Existing Programmable Thermostats with Network Wireless Based Thermostats

Measure Description

The HVAC systems at the community center are presently controlled by programmable thermostats. This measure looks at replacing all existing thermostats with internet/network thermostats. There are 18 network thermostats recommended in this measure.

Measure Implementation

Refer to Section 7.2.1 for information on technology and implementation of this measure.

Measure Analysis

Savings were estimated based on 10 percent of estimated HVAC end-use energy. Refer to **Table A.4.6** for the savings estimate.

Table A.4.6 Savings Estimate for Network Thermostats

	Heating	Cooling	Fans
Savings from Improved Scheduling	4%	4%	4%
Savings from Improved Temperature Control	3%	3%	3%
Savings from Optimized Start/Stop	3%	3%	3%
Total Savings	10%	10%	10%

Analysis Summary

Refer to **Table A.4.7** for analysis summary. Presently there are no incentives offered for this measure.

Table A.4.7 Analysis Summary of Proposed Lighting Measure CC-M-1

kW Saved	kWh Saved	Rate (\$/kWh)	Natural Gas Saved (Therms)	Rate (\$/Therm)	Measure Cost (\$)	Cost Savings (\$)	Simple Payback Period without Incentive (Years)	Approx. Incentive (\$)	Measure Costs w/ Incentive (\$)	Simple Payback Period with Incentive (Years)
0	5,802	\$0.171	297	\$1.022	\$14,021	\$1,296	10.8	\$0	\$14,021	10.8



Mechanical Measure CC-M-2: Replace Old HVAC Units with New Energy Efficient Units

Measure Description

The two-roof top mounted gas electric package units, originally installed in 1989, are in poor condition. The subject units serve a classroom, and a conference room; the system capacity for the same is 7.5 ton and 2.5 ton, respectively. Industry standards suggest that the average service life of independent HVAC equipment (e.g., heat pumps, packaged units) is in the order of 15 to 20 years. This measure proposes replacing the roof mounted gas electric package units with new high efficiency units that meet and exceed Title 24 mandated efficiency standards. Because equipment is near its expected service life and is in bad condition, the payback period associated with this recommendation may be irrelevant.

Measure Implementation

Refer to Sections 7.2.2 for information on technology and implementation of this measure.

Analysis Summary

Refer to **Table A.4.8** for analysis summary. Presently, there are no incentives offered for this measure.

Table A.4.8 Analysis Summary of Proposed Mechanical Measure CC-M-2

kW Saved	kWh Saved	Rate (\$/kWh)	Natural Gas Saved (Therms)	Natural Gas Rate (\$/Therms)	Measure Cost (\$)	Energy Cost Savings (\$)	Payback Period (years)	Estimated Incentive (\$)	Net Measure Cost with Incentive (\$)	Simple Payback Period with Incentive (Years)
6.8	2,132	\$0.220	33	n/a	\$40,330	\$503	80.2	\$0	\$40,330	80.2



Mechanical Measure CC-M-3: Replace Tank-type Water Heater with Tank-less Water Heater

Measure Description

Domestic hot water in the kitchen, restrooms, and custodial area is provided by a total of six small and medium size tank-type natural gas water heater. The tank capacity ranges between 15 and 80 gallons. This measure proposes replacing the tank-type electric water heater with new tank-less natural gas water heater.

Measure Implementation

Refer to Section 7.2.3 for information on technology and implementation of this measure.

Analysis Summary

Refer to **Table A.4.9** for analysis summary. No incentives are available for this measure.

Table A.4.9 Analysis Summary of Domestic Hot Water Measure CC-M-3

kW Saved	kWh Saved	Rate (\$/kWh)	Natural Gas Saved (Therms)	Rate (\$/therm)	Measure Cost (\$)	Cost Savings (\$)	Simple Payback Period without Incentive (Years)	Approx. Incentive (\$)	Measure Costs w/ Incentive (\$)	Simple Payback Period with Incentive (Years)
0	0	\$0.220	135	\$1.022	\$13,106	\$138	95.3	\$0	\$13,106	95.3



Bldg. Envelope Measure CC-B-1: Replace old single pane windows with new high efficiency double pane windows

Measure Description

This measure discussed replacing the existing single pane windows with new high efficiency double pane windows. The existing window frames are aged. Replacing the windows will assist in minimizing the amount of heat transferred through the window space. At the same time, replacing the window will similarly replace the current window weather stripping which may provide additional savings not accounted for in this analysis. It is recommended to replace entire window unit (panes and frames) with a structurally equivalent replacement.

Measure Implementation

Refer to Section 7.3.1 for information on technology and implementation of this measure. No incentives are available for this measure.

Analysis Summary

Refer to **Table A.4.10** for an analysis summary.

Table A.4.10 Analysis Summary of Proposed Building Envelope Measure CC-B-1

kW Saved	kWh Saved	Rate (\$/kWh)	Natural Gas Saved (Therms)	Rate (\$/therm)	Measure Cost (\$)	Cost Savings (\$)	Simple Payback Period without Incentive (Years)	Approx. Incentive (\$)	Measure Costs w/ Incentive (\$)	Simple Payback Period with Incentive (Years)
0	2,612	\$0.171	51	\$1.022	\$47,753	\$499	95.7	\$0	\$47,753	95.7



Energy Measure CC-E-1: Install Plug Load Occupancy Sensor Controls for Copy Machine

Measure Description

One copy machine is present in the administration buildings. Plug loads such as this can contribute significantly to the overall electricity use in a facility. While not used a significant amount of time, leaving the unit in stand-by/sleep mode still adds to the energy use. It is typical for copy machines to never completely turn off to start quickly when the user activated the device. Actual electric draw in stand-by/sleep mode varies machine to machine.

This measure proposes the use of a plug load occupancy sensor and a controlling power strip for controlling the copy machine. This device activates the controlled receptacles when the space is occupied and de-energizes them when the space is vacant. An adjustable time delay ensures that the controlled devices remain on without false triggers while the space is occupied. Given the large amount of non-occupancy hours, this measure has a high energy savings potential.

Measure Implementation

Refer to Section 7.4.1 for information on technology and implementation of this measure. No incentives are available for this measure.

Analysis Summary

Refer to **Table A.4.11** for analysis summary.

Table A.4.11 Analysis Summary of Proposed Energy Measure CC-E-1

kW Saved	kWh Saved	Rate (\$/kWh)	Measure Cost (\$)	Energy Cost Savings (\$)	Payback Period (Years)	Estimated Incentive (\$)	Measure Cost with Incentive (\$)	Simple Payback Period with Incentive (Years)
0	473	\$0.171	\$144	\$81	1.8	\$0	\$144	1.8



B.1 Site Description

B.1.1 Background

The Pleasant Valley Recreation & Park District Community Parks (Community Parks), provide community recreation areas, event spaces, and dog parks for the city. Overviews of the Community Parks are shown in **Figures B.1.1** through **B.1.10**.

Figure B.1.1 General Overview of Bob Kildee Community Park



Figure B.1.2 General Overview of Freedom Park



Figure B.1.3 General Overview of Lokker Park



Figure B.1.4 General Overview of Mission Oaks Park



Figure B.1.5 General Overview of Nancy Bush Park



Figure B.1.6 General Overview of Pitts Ranch Park



Figure B.1.7 General Overview of Pleasant Valley Fields

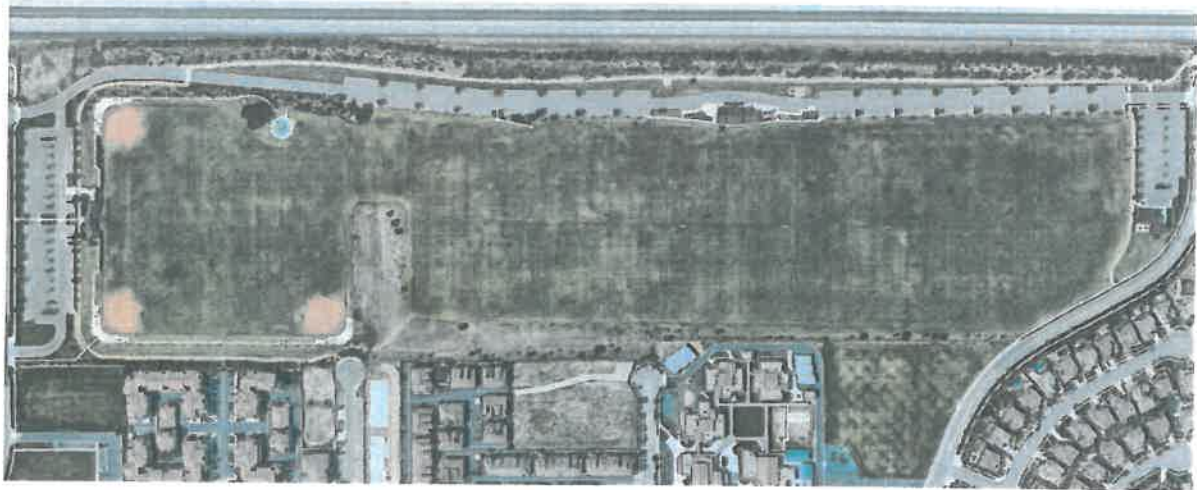


Figure B.1.8 General Overview of Quito Park

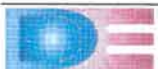
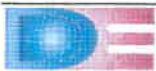


Figure B.1.9 General Overview of Springville Park



Figure B.1.10 General Overview of Valle Lindo Park



B.1.2 Site Details

The Pleasant Valley Recreation & Park District Community Parks consists of ten park and field locations, with a total area of approximately 6,512,784 sq. ft.

The sites include the following:

1) Bob Kildee Community Park

- Aquatic center
- Skate park
- Restrooms
- Playground
- Lighted baseball fields and three tennis courts
- Handball and six pickleball courts
- Snack bar
- Soccer fields
- Picnic shelters
- Horseshoe pits

2) Freedom Park –

- BMX raceway
- R/C track
- Roller hockey rink
- Preschool building
- Group picnic shelter
- Horseshoe pits
- Restrooms
- Meeting rooms
- Concession Stand

3) Lokker Park –

- Playgrounds
- Picnic shelter
- Sand volleyball court
- Basketball court
- Horseshoe pits

4) Mission Oaks Park –

- Three lighted softball fields
- Three picnic shelters
- Six lighted tennis courts
- Playground
- Lighted walkways
- Restrooms
- Concession stand



- Grass volleyball poles
- Off-leash dog area
- Multipurpose fields

5) Nancy Bush Park –

- Picnic tables
- Play equipment
- Restrooms
- Walking path

6) Pitts Ranch Park –

- Picnic tables
- Play equipment
- Restrooms
- Two Tennis courts
- Softball field
- Full-size basketball court
- Lighted walking path

7) Pleasant Valley Fields –

- 34 acres of lighted sports fields
- Playground
- Picnic area
- Restrooms
- Storage rooms
- Meeting room
- Snack bar
- Walking path

8) Quito Park –

- Picnic tables
- Play equipment
- Walking path
- Grass volleyball poles

9) Springville Park –

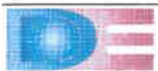
- Three Tennis courts, LEDs installed in Feb 2020
- Viewing area
- Dog park
- Portable restrooms

10) Valle Lindo Park –

- Picnic shelters
- Soccer fields



- Five Lighted tennis courts
- Playground
- Restrooms
- Amphitheater



B.1.3 Operating Schedules

Most spaces in the District operate seven days/week, year-round, approximately 12 hours/day.

Table B.1.1 summarizes the operating schedule for the Community Parks. Park operating hours are representative of nighttime lighting usage. Usage hours by space type are presented in **Appendix F**.

Table B.1.1 Typical Operating Schedule for Pleasant Valley Recreation & Park District

#	Facility	Approx. Area (Sq. ft.)	Operating Hours per Day ¹	Days per Year
1	Bob Kildee Community Park	561,813	12	365
2	Freedom Park	1,259,133	12	365
3	Lokker Park	344,338	12	365
4	Mission Oaks Park	837,387	12	365
5	Nancy Bush Park	135,257	12	365
6	Pitts Ranch Park	479,965	12	365
7	Pleasant Valley Fields	1,876,694	12	365
8	Quito Park	220,762	12	365
9	Springville Park	133,016	12	365
10	Valle Lindo Park	664,419	12	365

1. Representative of operating schedules. Additional hours before and after are probable for administrative and janitorial staff.



B.1.4 Local Weather Statistics

Weather data statistics for Oxnard, California, indicate that the region has 363 annual cooling degree days and 1,795 annual heating degree days with respect to a base temperature of 65 °F. Extremes recorded at the weather station show that temperatures have reached as high as 100 °F in the fall and as low as 31 °F in the winter. The average maximum temperature in August is 75.9 °F, and the average minimum temperature in December is 44.6 °F. More weather statistics for the region are shown in **Appendix D**.¹

1. Cooling Degree Day units are computed as the difference between the daily average temperature and a selected base temperature (i.e., Daily Avg. Temp. – Base Temp.). One unit is accumulated for each degree Fahrenheit the average temperature is above the selected base temperature. Negative numbers are discarded. Example: If the day's high temperature was 95 °F and the low temperature was 51 °F, the cooling degree days for the selected base temperature of 65 °F is 8 degree days [i.e., $((95 + 51) / 2) - 65 = 8$]. This is done for each day of the month (or year) and summed.

Heating Degree Day units are computed as the difference between a selected base temperature and the daily average temperature (i.e., Base Temp. – Daily Avg. Temp.) One unit is accumulated for each degree Fahrenheit the average temperature is below the selected base temperature. Negative numbers are discarded. Example: If the day's high temperature was 62 °F and the low temperature was 34 °F, the heating degree days for the selected base temperature of 65 °F units is 17 degree days [i.e., $65 - ((62 + 34) / 2) = 17$]. This is done for each day of the month (or year) and summed.



B.2 Existing Energy Use

B.2.1 Facility Energy Usage

Energy meter records show that during a recent 12-month period (December 2018 through November 2019), the Pleasant Valley Recreation & Park District Community Parks used 666,443 kWh of electricity. Cost of electricity during this period averaged \$0.205/kWh. Electricity is purchased from Southern California Edison (SCE). The overall energy costs and usage indices are summarized in **Tables B.2.1** and **B.2.2**. Refer to **Appendix A** for detailed historical energy use data.

Table B.2.1 Electricity Use Summary

Facility	GSF	Rate Schedule	Electricity (kWh)	Cost (\$)	kWh/ GSF	\$/GSF	Site kBtu/ GSF [1]	Source kBtu/ GSF [2]	Rate (\$/kWh)
Bob Kildee Community Park	561,813	TOU-GS3-E	225,515	\$70,948	0.40	\$0.126	1.4	4.3	\$0.315
Freedom Park	1,259,133	AL-2-F TOU-GS1D TOU-GS1E OL-1	94,525	\$13,896	0.08	\$0.011	0.3	0.8	\$0.147
Lokker Park	344,338	DOMESTIC TOU-GS1E	64	\$696	0.00	\$0.002	0.0	0.0	\$10.882
Mission Oaks Park	837,387	AL-2-F	81,869	\$6,273	0.10	\$0.007	0.3	1.0	\$0.077
Nancy Bush Park	135,257	TOU-GS1E	827	\$338	0.01	\$0.003	0.0	0.1	\$0.409
Pitts Ranch Park	479,965	TOU-GS1E	4,660	\$1,060	0.01	\$0.002	0.0	0.1	\$0.228
Pleasant Valley Fields	1,876,694	AL-2-F TOU-GS2E TPA2E-5T8	204,241	\$34,875	0.11	\$0.019	0.4	1.2	\$0.171
Quito Park	220,762	TOU-GS1E	2,269	\$561	0.01	\$0.003	0.0	0.1	\$0.247
Springville Park	133,016	TOU-GS1E	25,549	\$5,585	0.19	\$0.042	0.7	2.1	\$0.219
Valle Lindo Park	664,419	AL-2-F	26,924	\$2,153	0.04	\$0.003	0.1	0.4	\$0.080
Total	6,512,784	-	666,443	\$136,386	0.10	\$0.021	0.3	1.1	\$0.205

[1] Electricity conversion factor to site energy is 3,412 Btu/kWh

[2] Electricity conversion factor to source energy is 10,716 Btu/kWh



Table B.2.2 Total Energy Use Summary

Facility	GSF	Total Site Energy (MMBtu)	Total Source Energy (MMBtu)	Total Energy Cost	Total Energy Cost per GSF	Site kBtu/GSF	Source kBtu/GSF
Bob Kildee Community Park	561,813	769	2,417	\$70,948	\$0.13	1.4	4.3
Freedom Park	1,259,133	323	1,013	\$13,896	\$0.01	0.3	0.8
Lokker Park	344,338	0	1	\$696	\$0.00	0.0	0.0
Mission Oaks Park	837,387	279	877	\$6,273	\$0.01	0.3	1.0
Nancy Bush Park	135,257	3	9	\$338	\$0.00	0.0	0.1
Pitts Ranch Park	479,965	16	50	\$1,060	\$0.00	0.0	0.1
Pleasant Valley Fields	1,876,694	697	2,189	\$34,875	\$0.02	0.4	1.2
Quito Park	220,762	8	24	\$561	\$0.00	0.0	0.1
Springville Park	133,016	87	274	\$5,585	\$0.04	0.7	2.1
Valle Lindo Park	664,419	92	289	\$2,153	\$0.00	0.1	0.4
Total	6,512,784	2,274	7,142	\$136,386	\$0.02	0.3	1.1

[3] Source Btu based on the following reference: <http://www.energy.ca.gov/2014publications/CEC-400-2014-022/CEC-400-2014-022-CMF.pdf>



B.2.2 Rate Simulation and Analysis of Rate Schedules

Rate simulation assists in establishing the equivalent rates (\$/kWh) to be used for evaluating savings associated with various energy efficiency measures. The “energy rate” excludes demand charges and is utilized in the analysis for measures such as exterior lighting retrofits, which do not have demand savings. The “effective rate” includes demand charges and is used in the analysis for measures such as interior lighting retrofits, which do have demand savings. Total rates also include customer charges, but exclude taxes. Refer to **Table B.2.3** for results of the electricity rate simulation. Refer to **Appendix F** for calculation details.

Table B.2.3 Summary of Electricity Rate Simulation

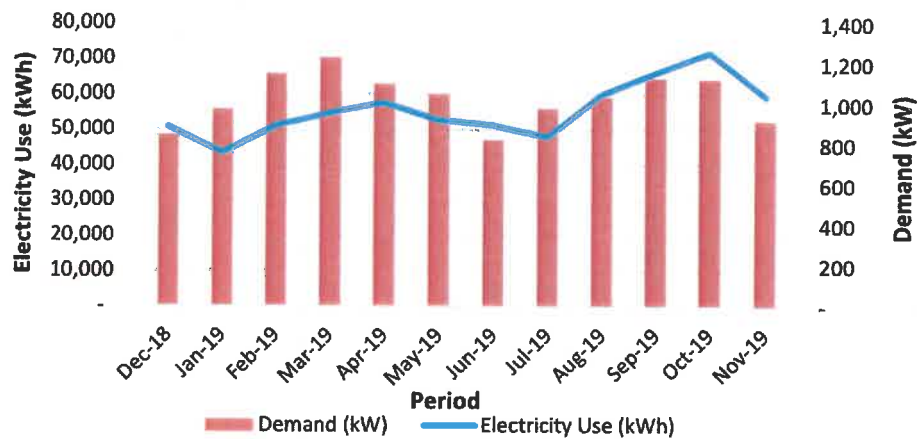
Site	Rate	Energy Use (kWh)	% of Total Energy Use	Energy Cost (\$)	Total Cost (\$)	Energy Rate (\$/kWh)	Effective Rate (\$/kWh)
Community Parks	Varies	666,443	100.0%	\$83,985	\$123,459	\$0.126	\$0.185



B.2.3 Energy Use Patterns

Figure B.2.1 illustrates the seasonal variation in the use of electricity for the parks.. Notes are provided with respect to trends observed.

Figure B.2.1 Electricity Use



Trends and Observations

- Electricity usage decrease in the summer months, and is attributed to a relatively shorter nights / shorter period for lighting system is energized.
- The lower demand demand during winter months could be indicative of limited usage of athletic fields during the cold evenings.



B.3 Energy Using Systems

B.3.1 Lighting Systems¹

Overview

- The athletic fields are primarily illuminated by a combination of high intensity discharge Metal Halide (MH) fixtures, with wattages ranging between 100-watts and 1,500 watts. The only two exceptions, which are lit by LEDs, are the tennis court at Springville Park and pool at the Bob Kildee Park.
- The parking lots are illuminated by a combination of LED and high-pressure sodium (HPS) fixtures.
- Athletic field and parking lots' lighting is primarily controlled by manual timers; the exception to this only total 20 photocell-controlled fixtures at the Lokker Park, the Nancy Bush Park, and the Pitts Ranch Park.
- Interior lighting systems at the Parks are primarily linear fluorescent-based fixtures. Based on a sampling of fixtures, typical T8 systems use standard 32-watt lamps and instant-start electronic ballasts, and typical T12 systems use standard 34-watt lamps and magnetic ballasts. Interior lighting fixtures are controlled by switches.
- Building exterior lighting, around the perimeters, consists of a combination of high-pressure sodium and LED wall pack fixtures.

1. A detailed lighting audit of all rooms is presented in **Appendix F**.



B.4 Energy Measure Summaries

B.4.1 Lighting

Lighting Measure CP-L-1:

Retrofit Interior Linear
Fluorescent Fixtures with New
LED Tubes

Measure Description

Existing interior linear fluorescent fixtures at the Pleasant Valley Recreation & Park District use 32-watt T8 lamps and 34-watt T12 lamps. This measure proposes (1) replacing all linear fluorescent lamps with new ballast-bypass LED lamps, (2) bypassing and removing existing ballasts, and (3) general cleaning of each fixture for improved lighting performance.

Refer to Section 6, **Table 6.2**, for illumination guidelines for standard room types as recommended by the Illuminating Engineering Society of North America – (IES). According to IES lighting illumination guidelines, any reduction in light levels resulting from the conversion to low watt lamps is tolerable to a certain degree. To adhere to the illumination guidelines, it is suggested that pilot measures be implemented to observe the effects on the lumen levels of re-lamping and retrofitting.

Refer to **Appendix F** for a detailed room-by-room audit including all areas proposed for conversion.

It is recommended that prior to a full-scale retrofit, pilot measures be done in various representative areas to determine if light levels are adequate.

Measure Implementation

Refer to Section 7 for information on technology and implementation of this measure.

Analysis Summary

Refer to **Table B.4.1** for analysis summary.

Table B.4.1 Analysis Summary of Proposed Lighting Measure CP-L-1

# of Lamps	kW Saved	kWh Saved	Rate (\$/kWh)	Measure Cost (\$)	Cost Savings (\$)	Payback Period without Incentive (Years)	Approx. Incentive (\$)	Measure Costs w/ Incentive (\$)	Payback Period with Incentive (Years)
74	2.9	4,969	\$0.185	\$2,970	\$919	3.2	\$1,031	\$1,939	2.1

Incentives are estimated at \$0.12/kWh saved and \$150/kW saved, under Express Solutions of the Southern California Edison business lighting rebates.



Lighting Measure CP-L-2:

Install Occupancy Sensors for Interior Spaces

Measure Description

This measure presents analysis on adding interior occupancy controls for interior fixtures. It is to be noted that savings are estimated under the assumption that the Lighting Measure CP-L-1 will be implemented prior to the installation of controls.

Based on observations, spaces throughout the District can go long periods unoccupied with lights fully on. There is presently no use of occupancy sensors. Measure analysis assumes 20 percent savings in lighting operational hours with use of occupancy sensors. Refer to **Appendix F** for exact zones that are proposed for sensor controls.

Measure Implementation

Refer to Section 7 for information on technology and implementation of this measure.

Analysis Summary

Refer to **Table B.4.2** for analysis summary.

Table B.4.2 Analysis Summary of Proposed Lighting Measure CP-L-2

# of Sensors	kW Saved	kWh Saved	Rate (\$/kWh)	Measure Cost (\$)	Cost Savings (\$)	Payback Period without Incentive (Years)	Approx. Incentive (\$)	Measure Costs w/ Incentive (\$)	Payback Period with Incentive (Years)
12	n/a	402	\$0.126	\$3,144	\$51	62.2	\$48	\$3,096	61.3

Incentives are estimated at \$0.12/kWh saved and \$150/kW saved, under Express Solutions of the Southern California Edison business lighting rebates.



Lighting Measure CP-L-3:

Re-Lamp Interior Screw-in or Pin-based Fixtures with New LED A-Shape Lamps or Equivalent

Measure Description

Interior spaces at the District are also illuminated by fixtures with a screw-in/pin-based lamps—compact fluorescent lamps (CFLs) and incandescent lamps. These are installed in various spaces in recessed fixtures.

This measure proposes replacement of these existing lamps with new, lower wattage LED A-shape lamps, or equivalent. Lamps shall be either pin-based or screw-in lamps that plug-and-play in the existing fixtures, with the option of adapter plugs, where necessary.

It is recommended that prior to a full-scale retrofit, pilot measures be done in various representative areas to determine if light levels are adequate.

Measure Implementation

Refer to Section 7 for information on technology and implementation of this measure.

Analysis Summary

Refer to **Table B.4.3** for analysis summary. No incentives are available for this measure.

Table B.4.3 Analysis Summary of Proposed Lighting Measure CP-L-3

# of Lamps	kW Saved	kWh Saved	Rate (\$/kWh)	Measure Cost (\$)	Cost Savings (\$)	Payback Period without Incentive (Years)	Approx. Incentive (\$)	Measure Costs w/ Incentive (\$)	Payback Period with Incentive (Years)
4	0.4	1,314	\$0.185	\$102	\$243	0.4	\$0	\$102	0.4



Lighting Measure CP-L-4:

- (A) Re-Lamp Exterior Screw-in or Pin-based Fixtures with New LED A-Shape Lamps or Equivalent
- (B) Install photocell controls for lamp-based exterior lighting

Measure Description

Exterior spaces at the District are also illuminated by fixtures with a screw-in/pin-based lamps—compact fluorescent lamps (CFLs). These are installed in various spaces in recessed can, ground light, and bollard fixtures.

This measure proposes replacement of these existing lamps with new, lower wattage LED A-shape lamps, or equivalent. Lamps shall be either pin-based or screw-in lamps that plug-and-play in the existing fixtures, with the option of adapter plugs, where necessary.

It is recommended that prior to a full-scale retrofit, pilot measures be done in various representative areas to determine if light levels are adequate.

This measure also proposes adding photocell control for these re-lamped fixtures. Exterior lighting fixtures are controlled by timer on common circuits. The addition of photocell controls for these fixtures can lead to additional energy savings.

With a timer alone, the lights are scheduled to turn on and off at a specific time every day and may be powered on during daylight hours. With the addition of photocell controls for exterior fixtures, the added controls will provide savings for lighting operations. Between dusk and dawn only, the photocell will keep the exterior lights on until adequate natural light become available.

Analysis estimates approximately 20 percent usage hour savings with implementation of photocell controls. See **Appendix C** for details.

Measure Implementation

Refer to Section 7 for information on technology and implementation of this measure.

Analysis Summary

Refer to **Tables A.4.4A & A.4.4B** for analysis summary. Incentives/Rebates are not offered for this measure



Table B.4.4A Analysis Summary of Proposed Lighting Measure CP-L-4 (A)

# of Lamps	kW Saved	kWh Saved	Rate (\$/kWh)	Measure Cost (\$)	Cost Savings (\$)	Payback Period without Incentive (Years)	Approx. Incentive (\$)	Measure Costs w/ Incentive (\$)	Payback Period with Incentive (Years)
20	n/a	5,606	\$0.126	\$698	\$706	1.0	\$0	\$698	1.0

Table B.4.4A Analysis Summary of Proposed Lighting Measure CP-L-4 (B)

# of Sensors	kW Saved	kWh Saved	Rate (\$/kWh)	Measure Cost (\$)	Cost Savings (\$)	Payback Period without Incentive (Years)	Approx. Incentive (\$)	Measure Costs w/ Incentive (\$)	Payback Period with Incentive (Years)
1	n/a	105	\$0.126	\$201	\$13	15.1	\$0	\$201	15.1



Lighting Measure CP-L-5:

- (A) Replace Exterior High Intensity Discharge Fixtures with New LED Fixtures
- (B) Add Exterior Smart Controls for New Exterior LED Fixtures

Measure Description

The building exterior and parking lots are illuminated by a combination of various high-intensity discharge (HID) fixtures, i.e., metal halides (MH) and high-pressure sodium (HPS) fixtures, with wattages ranging between 100 and 400 watts. These are installed in various locations and provide area lighting around the building perimeter. This measure proposes replacement of these existing exterior HID lighting fixtures with new lower-wattage LED-based fixtures.

These fixtures will require Title 24-compliant intelligent controls for exterior lights, presented in Lighting Measure CP-L-5 (B).

Measure Implementation

Refer to Section 7 for information on technology and implementation of this measure.

Analysis Summary

Refer to **Tables B.4.5A** and **B.4.5B** for analysis summary. Incentives/Rebates are not offered for this measure.

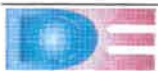


Table B.4.5A Analysis Summary of Proposed Lighting Measure CP-L-5 (A)

# of Fixtures	kW Saved	kWh Saved	Rate (\$/kWh)	Measure Cost (\$)	Cost Savings (\$)	Payback Period without Incentive (Years)	Approx. Incentive (\$)	Measure Costs w/ Incentive (\$)	Payback Period with Incentive (Years)
46	n/a	134,223	\$0.126	\$118,156	\$16,912	7.0	\$0	\$118,156	7.0

Table B.4.5B Analysis Summary of Proposed Lighting Measure CP-L-5 (B)

# of Controls	kW Saved	kWh Saved	Rate (\$/kWh)	Measure Cost (\$)	Cost Savings (\$)	Payback Period without Incentive (Years)	Approx. Incentive (\$)	Measure Costs w/ Incentive (\$)	Payback Period with Incentive (Years)
202	n/a	62,731	\$0.126	\$23,891	\$7,904	3.0	\$0	\$23,891	3.0



Lighting Measure CP-L-6:

Replace Exterior High Intensity Discharge Fixtures with New LED Fixtures

Measure Description

The athletic fields (Tennis Courts, Ballfields, and Pickleball Courts) are illuminated by high-intensity discharge (HID) Metal Halide fixtures, with wattages ranging between 1,000 and 1,500 Watt. These are installed in various locations and provide athletic activity lighting around the parks. This measure proposes replacement of the existing exterior metal halide (MH) fixtures with new lower-wattage LED-based fixtures.

Measure Implementation

Refer to Section 7 for information on technology and implementation of this measure.

Analysis Summary

Refer to **Table B.4.6** for analysis summary. Incentives/Rebates are not offered for this measure.

Table B.4.6 Analysis Summary of Proposed Lighting Measure CP-L-6

Facility	# of Fixtures	kW Saved	kWh Saved	Rate (\$/kWh)	Measure Cost (\$)	Cost Savings (\$)	Payback Period without Incentive (Years)	Approx. Incentive (\$)	Measure Costs w/ Incentive (\$)	Payback Period with Incentive (Years)
Bob Kildee Park (Ext.)	230	n/a	59,616	\$0.126	\$446,085	\$7,512	59.4	\$0	\$446,085	59.4
Freedom Park (Ext.)	141	n/a	36,547	\$0.126	\$273,469	\$4,605	59.4	\$0	\$273,469	59.4
Mission Oaks Park (Ext.)	50	n/a	12,960	\$0.126	\$96,975	\$1,633	59.4	\$0	\$96,975	59.4
Pleasant Valley Fields (Ext.)	361	n/a	93,571	\$0.126	\$700,159	\$11,790	59.4	\$0	\$700,159	59.4
Valle Lindo Park (Ext.)	30	n/a	7,776	\$0.126	\$58,185	\$980	59.4	\$0	\$58,185	59.4
Mission Oaks Park (Ext.)	66	n/a	26,017	\$0.126	\$160,509	\$3,278	49.0	\$0	\$160,509	49.0
Total:	878		236,488	\$0.126	\$1,735,382	\$29,797	58.2	\$0	\$1,735,382	58.2



5 Grants, Rebates, Incentives, and Special Funding Opportunities

5.1 Energy Conservation Assistance Act (ECAA)

The District can also apply for a zero-interest energy efficiency financing loan under the Energy Conservation Assistance Act (ECAA) Program from the Energy Commission. The loan must be repaid out of energy cost savings over a maximum of 20 years.

Projects with proven energy and/or demand cost savings are eligible, provided they meet ECAA eligibility requirements. A feasibility study is required to verify the estimated energy savings.

A. The maximum loan amount per application is the lesser of: 1. \$3 million; 2. The estimated total project cost; or 3. The estimated total energy cost savings over the effective useful life (EUL) of the loan-funded equipment, not to exceed 17 years. If the estimated total project cost is more than the estimated total energy cost savings over the EUL of the loan-funded equipment, the applicant may reduce the estimated total project cost to the estimated total energy cost savings level by using rebates, incentives, and/or its own funding. However, other loan sources may not be used to co-fund the project.

B. The estimated total energy cost savings over the life of the project will be calculated by multiplying each measure's annual energy cost savings by that measure's EUL and then adding up the savings for all projects.

C. Energy cost savings shall be determined using the applicant's current energy rates. Escalation of energy rates and soft costs, such as operation and maintenance savings, will not be considered when determining energy cost savings.

D. **Leased Facilities:** If the project is located in a leased facility the term of the lease must exceed the repayment period.

For details on this loan program, please refer to the following website:

<https://www.energy.ca.gov/solicitations/2020-02/pon-19-101-energy-conservation-assistance-act-education-subaccount-ecaa-ed>



5.2 SCE Business Rebates – Energy Efficiency Express Solutions

Southern California Edison’s Energy Efficiency Express Solutions program is for businesses or facilities ready to make energy-efficient upgrades to offset costs. Express solutions are upgrades of existing equipment to more efficient options and are available to all business customers, regardless of size or energy use. Customers will be paid on a per-unit basis, up to 100% of the project’s cost for qualified improvements to food-service equipment, refrigeration, HVAC, and lighting.

Plan your project, then submit your application online indicating the solution(s) you plan to install. If you are unable to apply online, you may request an application be emailed to you. SCE will send you any required forms to complete and return when your project is installed. Installation must be completed and application must be submitted within 60 days of project completion. For more information please see the Express Policy Manual.

SCE’s On-Bill Financing program helps businesses fund efficiency projects over time. Through this program, businesses may qualify for loans to implement eligible measures and upgrades, then repay in monthly installments through utility bills, with no interest or fees. In some cases, customers may combine this program with additional financial incentives that offer businesses even greater access to an efficient future.

If already installed, find the equipment in SCE’s Solutions Directory. The Solution Directory is available on the Online Application Tool. You must also submit your application online using the Online Application Tool. The tool offers several benefits that save time, provide program updates, and decrease the risk of your application being rejected (or held) for missing or incorrect information.

If you are unable to apply online, you may request assistance by calling (800) 736-4777.

For details on this program, refer to the following:

<https://www.sce.com/business/savings-incentives/express-solutions>

Note: Express yearend deadline to submit applications to SCE is December 23, 2020. Measures must be installed, and the application must be submitted to SCE by the December 23rd deadline.

5.3 SCE Business Rebates – Energy Efficiency Customized Solutions

Southern California Edison’s Energy Efficiency Customized Solutions program is for businesses or facilities ready to capitalize on capital improvements. Customized



Solutions upgrades can deliver more significant cost-effective savings, and higher incentive payments than 1-to-1 upgrades.

Customized Solutions are more tailored equipment upgrades that can help businesses attain deeper savings and higher incentive payments. Incentives are based on how much energy customers save over a 12-month period, not to exceed 50% of the total project cost. The energy savings may translate into lower energy bills. While Customized Solutions is available to all business customers, regardless of size or energy use, tailored equipment is most often found in mid- to large-sized businesses. Express and Customized Solutions can also be combined under the scope of a single upgrade project.

The Customized Solutions application process requires businesses to complete an application, including estimated savings calculations, in advance of the project (before installation). To simplify this process, SCE's Online Application tool will calculate energy savings for common Customized Solutions.

Upon receipt of application, an SCE contractor will arrange a pre-inspection of existing equipment. The SCE contractor will review the application and if approved, a Project Approval Letter and Installation Report will be sent for signing. The customer can then proceed to install the project exactly as proposed in the approved application. Once installed, complete the Installation Report and return it to SCE along with all other required supporting documentation.

SCE's On-Bill Financing program helps businesses fund efficiency projects over time. Through this program, businesses may qualify for loans to implement eligible measures and upgrades, then repay in monthly installments through utility bills, with no interest or fees. In some cases, customers may combine this program with additional financial incentives that offer businesses even greater access to an efficient future.

As indicated in **Table 5.1**, incentive rates vary with the type of measure implemented:

Table 5.1 Lighting and Lighting Controls



MEASURE	INCENTIVE
TO CODE/standard practice	\$.06 / kWh (SDG&E, PG&E, SCE) \$75/kW (SDG&E, PG&E) \$150/kW (SCE) \$0.50/ therm (SDG&E/PG&E) \$0.75/therm (SCG)
ABOVE CODE/standard practice	\$.12 / kWh (SDG&E, PG&E, SCE) \$150/kW (SDG&E, PG&E, SCE) \$1.25/therm (SDG&E/PG&E) \$1.50/therm (SCG)
BRO/Retrocommissioning	\$.06 / kWh (SDG&E, PG&E, SCE) \$75/kW (SDG&E/PG&E) \$150/kW (SCE) \$0.50/therm (SDG&E/PG&E) \$0.75/therm (SCG)

For details on this program, refer to the following:

<https://www.sce.com/business/savings-incentives/energy-efficiency-customized-solutions>



5.4 SOCAL – Energy Efficiency Rebates for Business (EERB)

The EERB program offers rebates on qualifying energy-efficient natural gas equipment and improvements for your business.

For details on this program, refer to the following:

https://www.socalgas.com/sites/default/files/documents/for-your-business/energy-savings/rebates-and-incentives/N19B0115A_EERB_Rebate_App_Dec_20_fillable.pdf



6 Codes and Standards

6.1 California Title 24 Code - Lighting

The 2019 Building Energy Efficiency Standards (Standards) have had a significant impact on the way lighting and controls are used in California buildings. While the measures recommended in this report do not necessarily involve upgrades that trigger review under the Standards, discussion of the code may help the District understand the implications of a major lighting upgrade.

The 2019 Standards (effective January 1, 2020) now align with ASHRAE 90.1 standards and include more stringent Lighting Power Density (LPD) limits for many indoor and outdoor spaces. They enhance and clarify several aspects of the 2016 Standards, including indoor lighting controls for new construction and alterations.

The following discussion elaborates on which measures can be treated as alterations.

Entire Luminaire Alterations that consist of either (1) removing and reinstalling a total of 10 percent or more of the existing luminaires; or (2) replacing or adding entire luminaires; or (3) adding, removing, or replacing walls or ceilings along with any redesign of the lighting system, shall meet the lighting power allowance and must comply with **Table 6.1**.

Luminaire Component Modifications in place that include replacing the ballasts or drivers and the associated lamps in the luminaire, permanently changing the light source of the luminaire, or changing the optical system of the luminaire, where 70 or more existing luminaires are modified for (1) single tenant space occupied by multiple tenants on a floor; or (2) a single floor of a building; in a single year, must meet the LPD requirements and comply with **Table 6.1**.

Lamp replacements alone and ballast replacement alone shall not be considered a modification of the luminaire provided that the replacement lamps or ballasts are installed and powered without modifying the existing luminaire.

Lighting Wiring Alterations that add a circuit feeding luminaires; that replace, modify, or relocate wiring between a switch or panelboard and luminaires; or that replace the lighting control panels, panelboards, or branch circuit wiring; shall meet the lighting power allowance, and comply with the control requirements.

Note: Measures that only add lighting controls to an existing system are exempt.¹

Exceptions for all lighting alterations:

1. Alteration of portable luminaires.

1. http://cltc.ucdavis.edu/sites/default/files/files/publication/2016-title24-part6-nonresidential-changes-feb2016_0.pdf



2. Alterations affecting two or fewer luminaires in an enclosed space.
3. Alterations that would directly cause the disturbance of asbestos, unless the alterations are made in conjunction with asbestos abatement.

For all commercial buildings, if recommended lighting retrofits or replacements lower the overall lighting power by 50 percent or more when compared to existing installations, multilevel lighting controls and demand response controls are not required.

The salient features of the 2016 Standards applicable to this study (specifically, general zones with areas greater than 100 sq. ft. and any size classrooms) are discussed below:

1. **Area Lighting Controls:** Each area enclosed by ceiling height partitions must have an independent, manual switching, or control device that is readily accessible to occupants and is located in the space. The switching or control device must provide ON and OFF functionality. **Applicable to all interior lighting retrofits.**
2. **Multi-Level Switching Controls:** This is applicable to all enclosed spaces with areas 100 sq. ft. or larger with a connected load LPD exceeding 0.5 watts per sq. ft. The multi-level lighting control requirements allow a room to be occupied with all of the lights turned on, part of the lights turned on, and none of the lights turned on, whether the room is occupied or not. Lighting shall have required number of steps and shall meet uniformity requirements in accordance with Table 130.1-A of Title 24, Part 6. For example, the linear fluorescent fixtures must have at least four steps of control (one in each range) in the range of 100 percent, 75 to 85 percent, 50 to 70 percent, and 20 to 40 percent. Multi-level controls shall not override the functionality of other lighting controls. Dimmable luminaires shall be controlled by a dimmer control that is capable of controlling lighting through all required lighting control steps and that allows manual ON and OFF functionality.

Exceptions: Classrooms with a connected lighting load of 0.7 watts per sq. ft. or less and public restrooms shall have at least one control step between 30 to 70 percent of full rated power.

3. **Automatic Shut-off Controls:** All interior lighting zones shall be able to turn OFF lighting either completely or partially depending upon the space type when the space is typically unoccupied. Complete shut off is applicable for all offices 250 sq. ft. or less, multipurpose rooms of less than 1,000 sq. ft., classrooms, and conference rooms of any size. Lighting shall be controlled with occupancy sensing controls to automatically shut off all of the lighting when the room is unoccupied. In areas required to have multi-level lighting, the occupant sensing device shall function either as:
 - a) Partial-ON Occupant Sensor capable of automatically activating 50 to 70 percent of the controlled lighting power, or
 - b) Vacancy Sensor, where all lighting responds to a manual ON input only.



Full or partial off (reduce lighting power by at least 50 percent when unoccupied) is applicable to library book stack aisles 10 feet or longer, warehouse aisles and open areas, corridors, and stairwells.

Exception: In aisle ways and open areas in warehouses where the calculated lighting power density is 80 percent or less of the value allowed under the area category method, occupant sensing controls shall reduce the lighting power by at least 40 percent. When metal halide or high pressure sodium lighting is installed in warehouses, occupant sensing controls shall reduce the lighting power by at least 40 percent.

4. **Automatic Daylight Controls:** This is applicable for spaces exceeding allowed LPD (per Area Category Method) by 85 percent. Luminaires providing general lighting that are in or are partially in the skylit/daylit zones or primary sidelit/daylit zones shall be controlled by fully functional automatic day lighting controls. Automatic daylighting controls shall provide functional multi-level lighting having at least the number of controls steps specified in Table 130.1-A of the Title 24, Part 6. The combined luminance from controlled lighting and daylight shall not be less than controlled lighting with no daylight. In the daylight controlled areas, when the illuminance received from the daylight is greater than 150 percent of the designed illuminance received from the general lighting system at full power, the general lighting power in that daylight zone shall be reduced by a minimum of 65 percent.

Exceptions: Not applicable for spaces using less than 0.3 watts per sq. ft.; rooms where the total lighting power in the daylight zones is less than 120 watts; and rooms with a total glazing area less than 24 sq. ft.

5. **Demand Response Controls:** Lighting power in buildings larger than 10,000 sq. ft. shall be capable of being automatically reduced in response to a demand response signal, so that the building's lighting power can be lowered by a minimum of 15 percent below the total installed lighting power.

Exception: Spaces that are non-habitable and spaces with an LPD of less than 0.5 watts per sq. ft. shall not be counted toward the building's total power density.

Alteration to the aforementioned 2016 standards: In case of lighting luminaire alteration; when the site is able to reduce the lighting power by 50 percent in schools, hotel, office, and retail buildings; and 35 percent in all other occupancies including classrooms buildings compared to existing lighting power, the alterations are required to comply with only two control requirements; i.e. area controls and shut off controls. It eliminates the other controls requirements; such as multi-level/bi-level lighting controls, automatic daylight controls, and demand response controls.

Note: Classroom Building is a building for an educational institution in which a minimum of 90 percent of the building floor area are classrooms or educational laboratories. (...in other words if 90 percent or more of the building is classroom even though offices exist and is less than 10 percent



then it is treated as classroom and the 35 percent reduction is applicable or vice versa; if the school is a building in which a minimum of 90 percent of the building floor area is used for an educational institution, but in which less than 90 percent of the building floor area is classrooms or educational laboratories, and may include an auditorium, gymnasium, kitchen, library, multipurpose room, cafeteria, student union, or workroom, then 50 percent rule is applicable.)

By meeting the lighting power reduction requirements, the facility would be allowed to install new interior lighting fixtures, without interior smart controls. The new LED fixtures could potentially be controlled by occupancy controls, which in turn would improve the payback economics.

Table 6.1 Control Requirements for Entire Luminaire Alteration

Control requirements that shall be met when 10% or more of existing luminaires in an enclosed space are altered	Resulting lighting power		
	Existing Option 1 Lighting power is \leq 85% of allowance	Existing Option 2 Lighting power is $>$ 85% of allowance	New Option Existing lighting power is reduced by 50%/35%
Areal Controls: Manual ON/OFF	Yes	Yes	Yes
Multi-Level Lighting Controls ^[1]	For each enclosed space, minimum one step between 30-70 percent of lighting power regardless of luminaire type	Yes	Not Required
Shut Off Controls	Yes	Yes	Yes
Automatic Daylight Controls	Not Required	Yes	Not Required
Demand Responsive Controls ^[2]	Not Required	Yes	Not Required

[1] Only for alterations to general lighting of enclosed spaces 100 square feet or larger with a connected lighting load that exceeds 0.5 watts per sq. ft.

[2] Only for alterations $>$ 10,000 sq. ft. in a single building, where the alteration also changes the area of the space, or changes the occupancy type of the space, or increases the lighting power.



6.2 Illumination Engineering Society Lighting Guidelines

For the T8 system, it is recommended to the change out of first generation 32-watt T8 fluorescent lamps to new LED tubes (linear lamps). This is often a basic first recommendation, as it is the most cost effective with good energy savings. While the LED lamps are less luminous than standard 32-watt lamps, this does not pose an issue, as many of the rooms at the facilities were found to be over lit. For reference, see **Table 6.2** for a list of Illumination Engineering Society (IES) Guidelines for various spaces around the site. For a typical two lamp fixtures, use of LED lamps with internal driver will reduce the illumination level by approximately 3 percent, while improving energy efficiency by approximately 52 percent.

Table 6.2 IES Lighting Illumination Guidelines

Space Category	Footcandles	Illuminance on Vertical (V) or Horizontal (H) Plane
General		
Restrooms	5	H
Stairways, Corridors	5	H
Conference Rooms	30	H
Offices		
Filing	50	H
Private Office	50	H
General Office with Handwritten Tasks	30	H
Lobby, Lounge, Reception, Copy Areas	10	H
Libraries		
Reading Stacks	30	H
Book-stacks (Active)	30	V
Book-stacks (Inactive)	5	V
Circulation Desk	30	H
Audiovisual Areas	30	H
Educational Facilities		
General Classroom (Reading)	30-50	H
White Board	5	V
Chalk Board	50	V
CAD Stations Only	10	H
Mixed CAD and Paper Tasks	30-50	H
Science Laboratories	50	H
Gymnasiums (Basketball)	100	H
Gymnasiums (Social Events)	5	H
Cafeterias (Dining)	10	H
Kitchen	50	H



6.3 California Title 24 Code - Mechanical

The 2019 Building Energy Efficiency Standards (effective January 1, 2020) now align with ASHRAE 90.1 standards and have more stringent mandatory equipment efficiencies for air conditioning units, chillers, and Direct Expansion (DX) equipment.

New or Replacement Space Conditioning Systems or Components other than new or replacement space conditioning system ducts shall meet the requirements discussed below:

1. **Sizing and Equipment Selection:** Mechanical heating and mechanical cooling equipment shall be the smallest size, within the available options of the desired equipment line, necessary to meet the design heating and cooling loads of the building.
2. **Power Consumption of Fans:** For Constant Volume fan systems, the total fan power index at design conditions of each fan system with total horsepower over 25 hp shall not exceed 0.8 watts per Cubic Feet per Minute (CFM) of supply air. For Variable Air Volume (VAV) systems, the total fan power index at design conditions of each fan system with total horsepower over 25 hp shall not exceed 1.25 watts per CFM of supply air.
3. **Space conditioning Zone Controls:** Each space conditioning zone shall have controls that prevent reheating; and re-cooling; and simultaneous provisions of heating and cooling to the same zone, such as mixing or simultaneous supply of air that has been previously mechanically heated and air that has been previously cooled either by cooling equipment or by economizer systems.

Exception: Zone with peak supply air quantity of 300 CFM or less and zones served by VAV systems that are designed and controlled to reduce, to a minimum, the volume of reheated, re-cooled, or mixed air are allowed:

- For zones with Direct Digital Controls (DDC), the volume of primary air that is reheated, re-cooled, or mixed air supply shall not exceed the larger of 50 percent of the peak primary airflow or the design zone outdoor airflow rate and the volume of primary air in the deadband shall not exceed the larger of 20 percent of the peak primary airflow or the design zone outdoor airflow rate.
 - For zones without DDC, the volume of primary air that is reheated, re-cooled, or mixed air supply shall not exceed the larger of 30 percent of the peak primary airflow or the design zone outdoor airflow rate.
4. **Economizer:** Each cooling air handler that has a design total mechanical cooling capacity over 54,000 Btu/hr shall include either:
 - a) An air economizer capable of modulating outside air and return air dampers to supply 100 percent of the design supply air quantity as outside air; or
 - b) A water economizer capable of providing 100 percent of the expected system cooling load as calculated in accordance with a method approved by the Commission, at outside air temperatures of 50 °F dry-bulb and 45 °F wet-bulb and below.



5. **Supply Air Temperature Reset Controls:** Space conditioning systems supplying heated or cooled air to multiple zones shall include controls that automatically reset supply air temperatures. Air distribution systems serving zones that are likely to have constant loads, such as interior zones, shall be designed for the air flows resulting from the fully reset supply air temperature. Supply air temperature reset controls shall be:
 - a) In response to representative building loads or to outdoor air temperature; and
 - b) At least 25 percent of the difference between the design supply air temperature and the design room air temperature.
6. **Mechanical System Shut-off:** Any directly conditioned space with operable wall or roof openings to the outdoors shall be provided with interlock controls that disable or reset the temperature setpoint to 55 °F for mechanical heating and disable or reset the temperature setpoint to 90 °F for mechanical cooling to that space when any such opening is open for more than 5 minutes.

Exceptions: Interlocks are not required on doors with automatic closing devices or for any space without thermostatic control.

Any addition or alteration to the space conditioning systems, and newly installed equipment serving the alteration shall meet the following controls requirements:

1. **Thermostatic Control for Each Zone.** The supply of heating and cooling energy to each space conditioning zone or dwelling unit shall be controlled by an individual thermostatic control that responds to temperature within the zone.
2. **Shut-off and Reset Controls.**
 - a) The control shall be capable of automatically shutting off the system during periods of nonuse.
 - b) The control shall automatically restart and temporarily operate the system as required to maintain a setback heating or cooling thermostat setpoint.
 - c) Multipurpose room less than 1000 sq. ft., classrooms greater than 750 sq. ft. and conference, convention, auditorium and meeting center rooms greater than 750 sq. ft. that do not have processes or operations that generate dusts, fumes, vapors or gasses shall be equipped with occupant sensor(s) to accomplish the following during unoccupied periods:
 - i. Automatically setup the operating cooling temperature setpoint by 2 °F or more and setback the operating heating temperature setpoint by 2 °F or more; and
 - ii. Automatically reset the minimum required ventilation rate with an occupant sensor ventilation control device.

Exceptions: Where it can be demonstrated to the satisfaction of the enforcing agency that the system serves an area that must operate continuously or if Demand Control Ventilation is implemented.



3. **Required Demand Control Ventilation.** HVAC systems with the following characteristics shall have demand ventilation controls:
- a) They have an air economizer; and
 - b) They serve a space with a design occupant density, or a maximum occupant load factor for egress purposes in the CBC, greater than or equal to 25 people per 1000 sq. ft. (40 sq. ft. or less per person); and
 - c) They are either single zone systems with any controls or multiple zone systems with DDC to the zone level.

Exceptions:

- Classrooms, call centers, office spaces served by multiple zone systems that are continuously occupied during normal business hours with occupant density greater than 25 people per 1000 sq. ft., healthcare facilities and medical buildings, and public areas of social services buildings are not required to have demand control ventilation.
 - Spaces that have processes or operations that generate dusts, fumes, mists, vapors, or gases and are not provided with local exhaust ventilation.
 - Spaces with an area of less than 150 sq. ft., or a design occupancy of less than 10 people.
 - Spaces with an area of less than 1,500 sq. ft. with occupant sensors to reduce rate of outdoor airflow when occupants are not present.
4. **Dampers for Air Supply and Exhaust Equipment.** Outdoor air supply and exhaust equipment shall be installed with dampers that automatically close upon fan shutdown.
5. **Isolation Area Devices.** Each space conditioning system serving multiple zones with a combined conditioned floor area of more than 25,000 sq. ft. shall be designed, installed, and controlled to serve isolation areas.
6. **Automatic Demand Shed Controls.**
7. **Economizer Fault Detection and Diagnostics (FDD).** All newly installed air-cooled packaged direct expansion units with an air handler mechanical cooling capacity greater than 54,000 Btu/hr with an installed air economizer shall include a standalone or integrated FDD system.

Exceptions: Economizer FDD shall not apply to alterations of space condition systems or components.

8. **Direct Digital Controls (DDC).** Direct Digital Controls to the zone shall be to any newly constructed building or addition or alterations including:
- a) New zone terminal units served by same air handling, chilled water, or hot water systems with DDC.
 - b) Air handling system or fan coils, where existing air handling system(s) and fan coil(s) are served by same chilled or hot water plant with DDC.
 - c) New air handling system and all new zones served by the system, with individual systems with design heating or cooling capacity of 300 kBtu/h and



larger and supplying more than three zones and more than 75 percent of zones are new.

- d) New or updated chilled water plant, where all chillers are new and plant design cooling capacity is 300 kBtu/h (87.7 kW) and larger.
- e) New or updated hot water plant, where all boilers are new and plant design heating capacity is 300 kBtu/h (87.7 kW) and larger.



7 Technology and Implementation

7.1 Lighting Technology

7.1.1 Linear Fluorescent to LED Lamps

Linear direct drive LED replacement lamps are relatively easy to install and fit most existing fluorescent lamp sockets/fixtures, making them the ideal upgrade solution where energy savings and easy installation are key considerations. These products work with the bypass of existing electronic and magnetic ballasts; the line voltage is then connected directly to the lamp sockets.

Replacing tubular or linear fluorescent lamps with new linear LED tube lamps has been raising questions about a realistic comparison method. While Industry has had mixed experience with the technology, experts suggest that a 15 watt LED lamp (2,151 initial lumens) is a suitable replacement option for a traditional four foot 32-watt T8 lamp (2,800 initial lumens). While the rated lamp lumens are clearly different, an actual installed LED system will have similar footcandles (if not more) as its T8 and T12 counterpart. This effect is a result of the following factors:

- Directionality of LED light compared to radial emission of a fluorescent lamp
- True efficiency of the light fixture
- High Color Temperature

Directionality

A lumen value specified for a lamp is a measurement of all light produced by that lamp, emitted in a spherical manner and in all directions. Such measurement is usually performed in a highly efficient and calibrated optical integrating sphere. Fluorescent lamps emit light in all directions, whereas an LED lamp emits in one general direction with an angular spread that varies between 90 to 140 degrees. This allows LED tubes and fixtures to achieve the same footcandles required for a space with lamps with lower rated lumen values.

Fixture Efficiency

A linear fluorescent fixture is usually made of painted (white) sheet metal bent to a shape that collects light. The fixture reflectivity can vary between 50 and 80 percent depending on the type of paint or finish. In addition to light lost due to reflectivity, some of the light that hits the back side of the lamp is blocked by the lamp itself, as the lamp body will not allow transmission of the visible light. For fluorescent systems, total lumen output of the lamp must be multiplied by true fixture efficiency. However, LEDs naturally emit light in one general direction, eliminating the need for a reflector, resulting in 100 percent fixture efficiency.



Refer to **Appendix C** for a comparative summary of sample baseline and proposed lamps.

It is recommended that prior to a full-scale retrofit, pilot measures be done in representative areas to determine if light levels are adequate.

Implementation Scope of Work

1. Remove existing linear fluorescent lamps and ballasts. Follow Local, State, Federal, and industry recommended guidelines associated with storage, transport, and waste disposal of lamps and ballasts.
2. Clean the existing fixtures, including all reflective surfaces inside the fixture and lens. Use an approved cleansing agent that is non-toxic. Wherever specified, replace old lenses with new clear prismatic acrylic lenses.
3. Install new LED direct drive tubes in place of existing T8, T12, or T5 fluorescent lamps, rewire line voltage directly to lamp holders. If the current lamp holders are shunted, remove them and replace them with non-shunted lamp holders.
4. Prior to a full-scale retrofit measure, a pilot measure should be performed to verify the performance of the new LED system. The desired results are low glare, high efficiency, and uniform distribution with footcandle levels as recommended by IES. Refer to **Table 6.2**.
5. Conduct retrofits so as to preserve existing switching arrangements. For instance, newer buildings are typically designed for multi-level lighting using A/B circuits. Where fixtures are tandem wired, apply "Tandem" stickers for the benefit of future maintenance staff, to indicate the location of the ballast. Refer to **Appendix E** for manufacturer sheets for applicable lamps.

7.1.2 Occupancy Sensor Installation

Occupancy sensors allow lights to automatically turn off when no motion is detected in a given space. These controls are ideal for areas which have variable occupancy throughout the day and where lights may be inadvertently left on. This technology is ideally proposed for installation in any interior spaces currently without occupancy control. Measure analysis assumes 20 percent savings in lighting operational hours with use of occupancy sensors. Also, it is assumed that the proposed new lighting systems are in place.

Implementation Scope of Work

1. Install occupancy sensors where applicable. Two types of occupancy sensors are available: wall mount and ceiling mount. Wall mounts are recommended where the sensor has a clear line-of-sight to the occupants in that area. For larger zones, ceiling mount sensors are more appropriate.
2. Select a Dual Technology (DT) sensor based on both Ultrasonic (US) and Passive Infrared (PIR) technology. PIR sensors respond to movement of infrared sources such as human bodies in motion. As the name suggests, they are passive, meaning that they do not send out a signal (i.e., they must have a direct line-of-



sight to the motion). In contrast, ultrasonic sensors emit high frequency sound waves and trigger lights depending on shifts in the frequency of the reflected sound. Unlike PIR sensors, US occupancy sensors are sensitive to motion of inanimate objects such as moving curtains. These sensors do not need a clear line-of-sight and are preferred for spaces with partitions, tall cabinets, or other obstacles. **Appendix E** includes catalog cut sheets of appropriate sensors.

7.1.3 Compact Fluorescent, Incandescent, or Halogen to LED

Compact screw-in and/or pin-based LED lamps can be easily installed to replace existing compact fluorescent lamps (CFL), incandescent lamps, or halogen lamps. These retrofits are not classified as an entire luminaire modification or alteration of wiring and thus do not trigger Title 24 Code. Lower-wattage LED lamps can replace higher-wattage lamps, resulting in energy savings. These replacement lamps are plug-and-play lamps that fit into the existing fixture sockets, with the option of pin-based adapter plugs where necessary.

Energy savings result from a reduction in both electric consumption and demand. This retrofit will also reduce costs associated with maintaining the existing fixtures because the LED lamps have a much longer life than the CFLs and incandescent lighting they replace. LED lamps are typically rated for 50,000 hours, compared to 1,200 hours for CFLs and incandescent lights.

Implementation Scope of Work

1. For each lamp to be replaced, confirm the fixture socket type.
2. Remove any existing screws-in lighting fixtures.
3. Install new low wattage screw-in or pin-based LED lamps in their place.
4. Sockets may be changed or adapter bases used as necessary.
5. Take lighting measurements before and after to confirm that the new lighting system meets or exceeds original lighting levels. **Appendix E** includes catalog cut sheets of lamps that can be considered.

7.1.4 Exterior Photocell Controls

With a switch alone, lights have no schedule to turn on or off at a specific time every day, and may remain on. With the addition of photocells and standalone photocell/adapter bases for exterior fixtures, the added control will provide savings for lighting operations. Between dusk and dawn only, the photocell will keep the exterior lights on until adequate natural light becomes available.

Analysis estimates approximately 20 percent usage hour savings with implementation of photocell controls in combination with existing timer controls. See **Appendix C** for details.



Implementation Scope of Work

1. Identify all exterior lighting fixtures where photocell control is desired.
2. Ensure operability of all switch and timer controlled circuits.
3. Select the most suitable photocell controls available (relay type, thermal type, locking type, etc.) for the needed application.
4. Provide new standalone photocells to single fixtures and photocells for timer controlled circuits with multiple fixtures.
5. Installation and/or wiring based on the manufacturer's recommendations shall be done by a certified electrician.
6. The photocell sensor should be positioned correctly and not exposed to bright light sources.
7. Installation shall be in compliance with the latest National Electrical Code (NEC) and all applicable regulations.
8. **Appendix E** provides samples of photocell controls.

7.1.5 Exterior Lighting Fixture Replacement

Entire luminaire modification has different criteria for Title 24 code compliance, depending on whether interior or exterior fixtures are being replaced. Refer to Section 6 for more information on code compliance.

Implementation Scope of Work

1. Prior to initiating service, follow all safety precautions associated with working on high-intensity discharge fixtures.
2. Remove existing fixtures.
3. Replace with the new LED fixtures.
4. Installation and wiring shall be conducted by a certified electrician. Installation shall be based on the manufacturer's recommendations.
5. Installation shall be in compliance with Title 24, the latest NEC, and all applicable regulations.
6. Take lighting measurements before and after to confirm that the new lighting system meets or exceeds original lighting levels.

7.1.6 Smart Control Sensor Installation

Retrofitting existing lighting fixtures is considered an alteration by the Title 24 guidelines. In the case that the number of subject luminaires exceeds the compliance threshold, the proposed retrofits will trigger Title 24 mandated compliance requirement of enhanced lighting controls and Lighting Power Density (LPD). Control requirements include; (1) automatic shutoff, (2) multi-level lighting, (3) automatic daylight, and (4) demand response.

In order to meet all of the mandated lighting control requirements, this measure



proposes the implementation of an intelligent lighting control system for all of the new LED lighting fixtures. Intelligent lighting control systems are an innovative approach to lighting controls that utilize the feedback from actual measurable conditions at a zone to control the lighting fixtures serving that zone. It is a simple yet innovative control approach that is greatly suited for this measure.

For this measure, a control system made by Enlighted is proposed. The Enlighted intelligent lighting control system generally consists of smart sensors at each lighting fixture. All sensors are linked through a wireless network through gateways that are connected through Ethernet to a main server, or Energy Manager. Smart sensors can sense occupancy, ambient light, and temperature. Feedback is collected by the server for intelligent control of zones.

Key features of the intelligent control system are highlighted below:

- Easy installation
- Wireless
- Independent fixture control
- Built-in daylight harvesting
- Multiple zone profile programming
- User friendly software makes reprogramming settings convenient
- Built-in energy monitoring to react to demand response signal
- Data from the smart sensor can be interlocked with demand response or HVAC controls
- Dimming capability allows lighting levels to be adjusted based on activity
- Meets Title 24 mandated control requirements.

Table 7.1.1 summarizes and highlights the potential energy saving opportunities listed above.



Table 7.1.1 Control Requirements Met by Smart Controls

Control Requirement Function	Control Requirement Satisfied by Smart Controls?	Notes
Automatic Shut Off	Yes	Wireless configuration eliminates wiring costs and complexity, when compared to standard occupancy/vacancy sensors.
Multi-level Lighting Controls	Yes	<p>With dimming capability, the output of any fixture can be set to match the light level required by the zone. For example, classroom lighting can be dimmed when computers are in use or when visuals are shown. This can reduce glare and eye fatigue as well as generate energy savings. Also, during non-teaching hours (e.g., custodian cleaning hours) lighting levels can be effectively dimmed to 50 percent or lower level.</p> <p>Lamp Lumen Maintenance: All lamps exhibit some reduction in light output over time. Manufacturers report light output at 40 percent of rated life as an indicator of maintained light output. This value is close to the average light output over the life of the lamp and is called mean light output, mean lumens, or design lumens. For the specific application, lighting systems are designed with respect to mean light output, not initial lumens. Therefore, the lighting fixtures tend to provide higher lumens (footcandles) during the initial hours of operations; consequently, leading to inefficient operations first few hundred hours' operations.</p>
Automatic Daylight Controls	Yes	Smart controls can dim lighting fixtures during primary daylight areas. It is estimated that during 30 percent of the usage hours (after accounting for automatic shut off and dimming), lighting levels can be dimmed to at least 35.
Demand Response Controls	Yes	

Title 24 guidelines mandate that all exterior lighting must be controlled with either a photocell or astronomical time clock that automatically turns off the lights as daylight becomes available. Additionally, the luminaires, with some exceptions, mounted at 24 feet or less from the ground must comply with the following requirements:

1. Must have motion sensors or other controls that automatically reduce lighting power by 40 to 80 percent when the area is vacant.
2. The controls must provide auto-on when area is occupied.



3. No more than 1,500 watt of lighting power shall be controlled together.
4. Includes wall packs as well as pole mounted fixtures.

For enhanced energy savings and to meet Title 24's mandated controls compliance, this measure proposes LED fixtures along with multi-level lighting controls. The multi-level lighting control system generally consists of smart sensors at each fixture. Each luminaire with embedded control technology is designed with an intelligent, pre-tested microprocessor directly integrated into the LED fixture's driver. This design eliminates the need for additional interfaces, enabling the fixture and controls to communicate directly with each other for instantaneous and seamless interoperability. The control system offers occupancy and vacancy sensing, daylight harvesting, light level scheduling, and demand response controls.

Analysis of this measure estimates savings as a result of lower wattage LED lamps. Further, there are added energy savings as a result of multi-level lighting controls. For analysis purposes, 30 percent usage hour savings (full load) are assumed.

Exceptions: Pole mounted fixtures with lighting power less than or equal to 75 watts, non-pole mounted fixtures with lighting power less than or equal to 30 watts, and linear lighting fixtures with power less than or equal to 4 watts.

Early activation or delayed activation of exterior lights through use of time clocks can be corrected by using photocell controls. In outdoor lighting applications, this methodology can reduce electricity usage by 5 to 20 percent (i.e. 20 percent for the exterior fixtures controlled by switches and 5 percent for the fixtures controlled by a time clock). Also, the dimming the lighting motion sensors can further reduce electricity usage by another 30 percent.

For enhanced energy savings and to meet Title 24's mandated controls compliance, the multi-level lighting control system is proposed. The multi-level lighting control system generally consists of smart sensors at each fixture. Each luminaire with embedded control technology is designed with an intelligent, pre-tested microprocessor directly integrated into the LED fixture's driver. This design eliminates the need for additional interfaces, enabling the fixture and controls to communicate directly with each other for instantaneous and seamless interoperability. The control system offers occupancy and vacancy sensing, daylight harvesting, light level scheduling, and demand response controls.

Implementation Scope of Work

1. Prior to initiating service, follow all safety precautions associated with working on interior and exterior lighting fixtures.
2. Installation and wiring shall be conducted by a certified electrician. Installation shall be based on the manufacturer's recommendations.
3. Install a sensor at each existing lighting fixture being controlled.



4. Install a power pack per manufacturer's instructions.
5. The photocell control probe should be positioned correctly and not exposed to bright light sources.
6. Install the gateway and energy manager in a suitable location per the manufacturer's recommendation.
7. Program the system to provide the desired modes of operation.
8. Installation shall be in compliance with the latest NEC and all applicable regulations.
9. Take lighting measurements before and after to confirm that the new lighting system meets or exceeds original lighting levels.

Proposed Equipment

1. **Intelligent Lighting Control System**
The recommended intelligent lighting control system is made by Enlighted and has the following hardware:
 - a) **Enlighted Sensor** - Sensor installed at each lighting fixture; integrated with occupancy, daylight, and temperature sensors.
 - b) **Gateways** – Gateways are intermediary devices that wirelessly connect sensors with to the server. One gateway should be adequate for the mock-up.
 - c) **Energy Manager** – The energy manager acts as the server. Control sequences including occupancy, scheduling, and energy use are programmed and viewed through the energy manager.



7.2 Mechanical Technology

7.2.1 Networked Thermostats

Network thermostats are an alternative lower cost option to Energy Management Systems (EMS)/Direct Digital Control (DDC) systems. These types of controls have gained ground in the controls industry given their ability to do many of the same EMS/DDC functions but at a lower cost. As a result, network thermostats are often referred to as technology that helps bridge the gap between conventional thermostats and expensive building control systems.

Network thermostats can be connected via a secure wired Ethernet or wireless (Wi-Fi) connectivity to a facility's data network. Through an IP address, each thermostat is able to serve up its own web pages to allow the user to configure and monitor the thermostat using a standard web-browser. Remote HVAC zone monitoring and control are also available over secure and authorized broadband internet connections. This feature allows for maintenance staff or other service providers to monitor, diagnose, and control HVAC systems from a remote location. The thermostats can also be linked to the installed occupancy sensors to reset the zone temperature when no occupancy is detected.

Network thermostats typically feature:

- Automatic Heat/Cool Changeover
- Dual Occupied and Unoccupied Setpoints for Heat and Cool
- Remote Sensor Capability (indoor, duct, and outdoor)
- Outdoor Temperature Display (if applicable)
- Keyboard Lockout (prevents users from tampering with setpoints)
- Push Button Override with temperature adjustment

Optional features may include:

- Integrated humidity sensor and relay for humidification and dehumidification control
- CO₂ sensor integration for the demand control ventilation strategy

Software is available to provide a clean and simple graphical interface. With such software, maintenance staff will be able to administer common changes to multiple thermostats, save predefined common or specific device settings, and restrict user access privileges. Software also has the ability to do visual alarm notification and e-mail or text message fault reporting.

Appendix E provides sample information for various network thermostat manufacturers.



Implementation Scope of Work

1. Assess the capabilities of the existing communication (Ethernet) network. Verify that the proposed network thermostats are suitable for the application. Contact network thermostat dealer.
2. Provide new network thermostats in each controlled zone. This may also be a good time to identify thermostats presently in unsuitable locations, such as near windows and doors, where they may be exposed to sunlight and draft winds.
3. To minimize installation cost, use existing conduits for drawing communication wiring. Use new conduits where required.
4. Programming will require specification of logic and sequence of operation for all equipment. This component of the measure will require a careful design process. The logic must address key areas germane to the operation of the units under the conditions encountered at the facility.
5. Provide training for the operators. Training shall include all operational, programming, control, and maintenance aspects of the system.

Note: Effective use of the control system critically hinges upon proper training and programming. Therefore, the District must plan for procuring adequate training during system installation. Success of the system is also critically dependent on the District's ability to assign a dedicated staff resource to remain knowledgeable and maintain such controls.

6. An important factor to consider in selection of a control system is the local support available in the area. Limited support in the area may result in long down times in cases of system failures.

7.2.2 HVAC Replacement

Industry standards suggest that the average service life of independent AC equipment (e.g., heat pumps, packaged units) is in the order of 15 to 20 years. These measures propose replacing the heat pumps with new high efficiency units that are above the minimum efficiency standard. Considering equipment that is near its expected service life, the payback period associated with these measures are usually irrelevant.

Implementation Scope of Work

1. Assess whether existing load conditions in the space have changed significantly since the units were originally installed. If load has changed significantly, consider re-sizing the replacement unit. If so, do not oversize. Over sizing of units, besides raising purchase cost, will increase energy use, reduce humidity removal, and shorten product life, all due to excessive on/off cycling.
2. As long as the electrical capacity of the new units is within the limits of the original installation, the same switchgear and breakers could be used unless they are not in safe and operable conditions.
3. Reconnect existing control point to the new equipment.



4. Equipment installation shall comply with all associated Codes and Regulations, including but not limited to Building, Mechanical, Electrical, and Fire Codes, and Building Energy Efficiency Standards.
5. Measure shall comply with Title 24 Part 6 Section 120.1 and all associated Codes and Regulations, including but not limited to Building, Electrical, and Fire Codes, and Building Energy Efficiency Standards.

7.2.3 Tank-less Domestic Hot Water Heaters

Tank-less water heaters, also called instantaneous or on-demand water heaters, provide hot water only as it is needed. These types of water heaters offer improved energy factors over traditional storage water heaters because they do not have standby losses incurred by continuous use of energy to maintain water in a tank to a set temperature. Like tank-type water heaters, tank-less water heaters use either gas or electricity to operate. Cold water travels through a pipe into the unit, and either a gas burner or an electric element heats the water when needed. Energy factors for tank-less water heaters range from 0.80 to 0.85 in gas units and 0.95 to 0.98 in electric units.

While efficiency is a key factor when comparing various unit types, there are other factors to consider:

- **Life Expectancy:** Tank-less units are estimated to last about 20 years vs. about 10 to 15 for a tank-type water heater
- **System Costs:** Installation costs of natural gas units are normally higher than electric units due to the infrastructure associated with constructing a gas based water heater. Costs include removing of old unit, cost of the new unit, gas piping, installation of flue, and sealing of roof penetrations.

Implementation Scope of Work

1. Seek the services of a plumbing contractor that specializes in the installation of tank-less water heaters.
2. Remove existing heater. Ensure that removal of all electrical elements is in accordance with latest NEC and local regulations.
3. Remove associated conduit and wiring.
4. Route and install a new natural gas service line (if not installed already). The requirements of the new tank-less water heater may exceed that of the existing tank-type water heater. Modifications of the existing gas line may be required in such cases.
5. Install new tank-less hot water unit. The heater must be sized to meet the maximum expected water temperature rise and flow demand of the facility. For improved efficiencies, select a water heater with an electronic ignition and not a standing pilot. Further, select a unit with modulating controls that increase or decrease energy input to maintain the selected outlet temperature despite varying flow rates and inlet temperatures.



6. Provide clearance and roof/wall penetration for new vent (if not installed already). Venting for the tank-less heater shall be Category III stainless steel (UL1738 certified). Type B venting accessories are not acceptable. Check local building code to ensure requirements are completely met.
7. Seal and patch roof/wall accordingly. Provide fire rated sealing on fire rated penetrations.
8. Install new vent and vent cap.
9. Provide roof flashing.
10. Installation of all new equipment shall comply with all applicable regulations including the California Mechanical Code, National Electric Code, California Fire Code, and gas service-related regulations.

7.3 Building Envelope and Insulation Technology

7.3.1 Dual Pane Window Technology

An energy saving option to consider is to replace existing glazing with new dual pane windows. Windows in buildings are typically responsible for large part of the heat loss during winter and heat gain in the summer. Heat is transferred by direct conduction through the glass and through the frame around the window assembly. Although not fully eliminated, this heat loss can be reduced by various means including converting from single to multiple panes, specialty selective films or coatings, and high-tech framing. Windows are rated by R-value (resistance to heat flow) and/or U-value (ability to transfer heat). The higher the R-value, the more efficient the window (U-values are the direct inverse). An ordinary well sealed dual pane window has a typical R-value of 3.0 compared to a single pane window which has typical R-value of 1.0. The implementation of this measure will save air conditioning energy and increase the life of the HVAC systems.

Implementation Scope of Work

1. Seek the services of a licensed building contractor specializing in building envelope remodeling.
2. Remove or demolish existing windows taking care to adhere to California Building Code and any local regulations.
3. Install new dual pane windows in existing openings in accordance with manufacturer's installation standards, California Building Code and any applicable local codes.
4. Apply appropriate weather stripping and vapor barriers per manufacturer's installation standards, California Building Code, and any applicable local codes.



7.4 Energy Technology

7.4.1 Occupancy Based Plug Load Control

Plug loads such as large size copy machines can contribute significantly to the overall electricity use in a facility. Even if the unit is not used a significant amount of time, leaving the unit in standby/sleep mode still adds to energy use. It is typical for copy machines to never completely turn off in order to start quickly when the user activates the device. Actual electric draw in standby/sleep mode varies machine to machine.

Use of a plug load occupancy sensor on a controlling power strip can result in significant energy savings. These control devices activate the controlled receptacles when the space is occupied and de-energizes them when the space is vacant. An adjustable time delay ensures that the controlled devices remain on without false triggers while the space is occupied.

Implementation Scope of Work

1. Install power strip and occupancy sensor per manufacturer's instructions.
2. Ensure sensor is located in a suitable location with a clear view of the controlled space.



1 - Recommended Energy Efficiency Measures

Measure #	Measure Description	Peak Demand Savings (kW)	Annual Electricity Savings (kWh)	Natural Gas Savings (Therms)	Annual CO2 Savings / Mitigation (Pounds)	Measure Cost Estimate (\$)	Electricity Cost Savings (\$)	Natural Gas Cost Savings (\$)	Payback Period without Incentive (years)	Estimated Incentive (\$)	Measure Costs w/ Incentive (\$)	Payback Period with Incentive (years)	Equipment Useful Life EUL (Years)	Total Energy Cost Savings over the effective EUL (\$)
L-1	Retrofit linear fluorescent fixtures with new LED tubes	13.7	27,069	0	18,677	\$21,384	\$5,781	\$0	3.7	\$5,303	\$16,080	2.8	15.0	\$86,717
L-3	Replace interior screw-in/pin-based lamps with new LED lamps	10.3	12,626	0	8,712	\$7,050	\$2,732	\$0	2.6	\$0	\$7,050	2.6	15.0	\$40,974
L-4A	Replace exterior screw-in/pin-based lamps with new LED lamps	n/a	8,402	0	5,797	\$1,131	\$1,184	\$0	1.0	\$0	\$1,131	1.0	15.0	\$17,766
L-5A	Replace exterior HID fixtures with LED fixtures	n/a	138,609	0	95,640	\$123,566	\$17,662	\$0	7.0	\$0	\$123,566	7.0	15.0	\$264,931
L-5B	Add exterior smart controls for new LED fixtures	n/a	63,984	0	44,149	\$25,902	\$8,118	\$0	3.2	\$0	\$25,902	3.2	8.0	\$64,945
M-1	Replace existing programmable thermostats with network wireless based thermostats	0.0	5,802	297	7,460	\$14,021	\$993	\$303	10.8	\$0	\$14,021	10.8	11.0	\$14,261
E-1	Install plug load occupancy sensor controls for copy machine	0.0	473	0	327	\$144	\$81	\$0	1.8	\$0	\$144	1.8	4.0	\$324
Total Project (All Recommended Measures)		24.0	256,964	297	180,762	\$193,197	\$36,552	\$303	Avg. 5.2	\$5,303	\$187,894	Avg. 5.1		\$489,919

RESOLUTION NO. 677

**RESOLUTION OF THE BOARD OF DIRECTORS
PLEASANT VALLEY RECREATION AND PARK DISTRICT
AUTHORIZING AN APPLICATION FOR AN ECAA LOAN**

WHEREAS, the California Energy Commission provides loans to schools, hospitals, local governments, special districts, and public care institutions to finance energy efficiency improvements;

NOW THEREFORE, BE IT RESOLVED, by the Board of Directors of the Pleasant Valley Recreation and Park District as follows:

1. The Pleasant Valley Recreation and Park District is authorized to apply for an energy efficiency loan from the California Energy Commission to implement energy efficiency measures.
2. That in compliance with the California Environmental Quality Act (CEQA), the Board finds that the activity funded by the loan is a project that is exempt under CEQA Guidelines, Section 15301 because the project only includes minor updates to existing facilities with no expansion of use.
3. That if recommended for funding by the California Energy Commission, the District Board authorizes the General Manager of the Pleasant Valley Recreation and Park District to accept a loan up to \$232,000.
4. That the amount of the loan will be paid in full, plus interest, under the terms and conditions of the Loan Agreement, Promissory Note and Tax Certificate of the California Energy Commission.
5. That the General Manager of the Pleasant Valley Recreation and Park District is hereby authorized and empowered to execute in the name of the Pleasant Valley Recreation and Park District all necessary documents to implement and carry out the purpose of this resolution, and to undertake all actions necessary to undertake and complete the energy efficiency projects.

PASSED, APPROVED AND ADOPTED by the Board of Directors of Pleasant Valley Recreation and Park District this 2nd day of June 2021, by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

Mark Malloy, Board Chair
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

Attested:

Elaine Magner, Secretary
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

ATTACHMENT 1

**ECAA LOAN APPLICATION
FOR CALIFORNIA ENERGY COMMISSION FINANCING PROGRAM
INTEREST RATE 1%**

1. APPLICANT INFORMATION

Applicant/Legal Name: Pleasant Valley Recreation and Park District		
Type of Entity: (please check one box)		
<input type="checkbox"/> City	<input checked="" type="checkbox"/> Special District	
<input type="checkbox"/> County	<input type="checkbox"/> Public Hospital / Public Care Institution	
<input type="checkbox"/> Public College or University	<input type="checkbox"/> Other, please specify: _____	
Mailing Address: 1605 E Burnley St.	City: Camarillo	Zip: 93010
Street Address: 1605 E Burnley St.	City: Camarillo	Zip: 93010
County: Ventura		
Contact Person: Leo Young	Title: Administrative Services Manager	
E-mail: lyoung@pvrrpd.org	Phone: 805-482-1996 x. 111	
Tax ID #:	Congressional District: CA-26	
Name of Utility Providers:		
Electric: SCE	Gas: SoCalGas	Other:
How did you hear about the Energy Commission's Loan Program? Check one: Energy Commission Website, Energy Commission Staff Presentation, Literature at Trade Show or Workshop, Utility Company, recommendation by another State agency, or Other (Specify): Energy Commission Website		

2. PROJECT INFORMATION

A. Has applicant applied for, or expect to apply for any utility rebates/incentives?

Yes. Please complete Section B.

No.

B. Source of Rebates/Incentives: _____
(Approximate) Amount: _____

C. Are there other sources of funds?

Yes. Project will not be fully funded by this loan.

No.

If yes, list source of funds, type of funding and amount: _____

NOTE: Projects funded by other loans will not be considered for an ECAA-Ed loan.

D. Brief Project Description:

~~##~~ Replacement of all interior and exterior lighting at the Community Center and District Parks with LED lighting. Also adding smart lighting controls, network programmable thermostats, and a copy machine plug load occupancy sensor.

3. PROJECT SCHEDULE

Estimated start date: September 2021

Estimated completion date: February 2022

4. PROJECT BUDGET

Total project costs: (include all labor engineering, construction, materials, equipment, inspection demolition (if applicable) and removal (if applicable, less equipment salvage value, (if applicable): \$193,197
Loan amount requested from the Energy Commission: \$193,197

5. CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) COMPLIANCE

- A. Is there documentation provided as an attachment to this application demonstrating the lead agency's compliance with CEQA? (See Attachment 4, CEQA Information for required documents.)
- Yes, go to B.
- No: Begin preparation of CEQA documentation. See requirements in the Program Opportunity Notice (see Attachment 4) before submitting application. Send environmental documents to the Energy Commission, Environmental Office during the CEQA public review period. Be sure to identify yourself as a loan applicant and the Energy Commission as a responsible agency.
- B. Is CEQA compliance by the lead agency complete?
- Yes, go to C. No
- Send environmental documents to the Energy Commission, Environmental Office during the CEQA public review period. Be sure to identify yourself as a loan applicant and the Energy Commission as a responsible agency. If the public review period has closed, but the lead agency has not acted on the project, attach all relevant environmental documents to this application and provide anticipated date of lead agency action on the project:
- Date: _____
- C. What finding did the lead agency make? Measures funded by the loan are:
- Not a project. Describe why all measures to be funded by the loan are not CEQA projects, and provide analysis supporting the conclusion that the measures are not a project:

- A project under CEQA, and is exempt: List applicable exemption:
___ Statutory (list code section): _____
 Categorical (list section from CEQA Guidelines): ~~14 CCR~~ Section 15301
Was a Notice of Exemption filed? No Yes
If yes, Date Filed: _____

- A project under CEQA, and is not exempt. Applicant prepared the following environmental document:
___ Initial study + Negative Declaration
___ Initial study + Mitigated Negative Declaration
___ Environmental Impact Report
___ Other (describe) _____
Notice of Determination filed? No Yes Date Filed: _____

Was a Statement of Overriding Considerations adopted? No Yes
If yes, date: _____

6. APPLICATION DOCUMENTS

Please include all of the following:

- Completed Loan Application (Attachment 1)
- Summary of Energy Measures (Attachment 2)
- Feasibility Study/Audit (may be submitted in a CD or flash drive)
- Utility Billing Data - Copies of 12-24 months of past energy data and rate schedules for electric, natural gas utilities, or other energy sources (unless utility billing data is included in the feasibility study). billing records from electric and gas utilities (unless included in the feasibility study).
- Signed Resolution or Documentation on of Applicant's Authority to enter into the loan agreement (see Attachment 3 for a sample Resolution)
- CEQA Compliance Documentation (see Attachment 4 for more information)

7. CERTIFICATION

To the best of my knowledge and belief, I certify:

- The information in this application is correct and complete.
- By signing this application, applicant is eligible to receive state funding under all applicable laws, including but not limited to Chapter 2.8 "Project Labor Agreements", Part 1, of Division 2 of the Public Contract Code.
- By signing this application, applicant does not intend to close or otherwise dispose of the building within the simple payback.
- I have read, understand, and do hereby accept the loan agreement terms, and, further, I am willing to enter into an agreement with the Energy Commission according to the terms offered and will timely sign loan documents if the application is funded.

Name of Authorized Representative: Mary Otten		
Title: General Manager		
Signature of Authorized Representative:		
Date: 06/03/21	Phone: 805-482-1996	Email: motten@pvrpd.org

For Assistance:
Email: PubProg@energy.ca.gov
(855) 279-6280
(916) 654-4104

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Anthony Miller, Administrative Analyst

DATE: June 2, 2021

SUBJECT: REVIEW AND APPROVAL OF RESOLUTION NO. 678
ADOPTING BOARD BYLAWS AND RULES OF
PROCEDURE

SUMMARY

It is recommended that the Board review the attached Board Bylaws and Rules of Procedure for the conduct of Board Business and make a motion to approve Resolution No. 678, adopting the updated Board Bylaws and Rules of Procedure.

BACKGROUND

The District is obligated to comply with several Government codes, in particular the Public Resource Code Section 5784.13 and Government Code Section 54954(a) governing all aspects of the management and operation of Special Districts. Within these sections, the code requires that special districts establish policies and procedures for the orderly and efficient operation of Board business. Traditionally, the Policy Committee reviews the existing bylaws for potential changes and makes recommendations to the full board for approval. In 2018, minor changes were made to sections 2, 3, and 6.

ANALYSIS

The current bylaws do not have any major outstanding issues. However, the following changes were recommended by the District's Policy Committee and have been reviewed by the District's counsel.

The following changes were recommended from the Policy Committee at the April 8 meeting and have been incorporated:

- Section 2.B. Election – Election of Board officers after a District election has been specified to occur at the first regular or special board meeting after election results have been certified and no later than 45 days after the election. The included language is what has been suggested by the District's counsel.
- Section 3.E. Procedures & Order – Robert's Rules of Order has been specifically removed from the Bylaws for reasons of complexity. However, at the recommendation of the District's Attorney, Rosenberg's Rules of Order have been substituted. They are generally accepted to be less complex than Robert's Rules and many cities and agencies use them.

FISCAL IMPACT

District staff does not anticipate a fiscal impact associated with approval of the revised Board Bylaws and Rules of Procedure for the conduct of Board Business.

RECOMMENDATION

It is recommended that the Board review the attached Board Bylaws and Rules of Procedure for the conduct of Board Business and make a MOTION to APPROVE Resolution No. 678, adopting the updated Board Bylaws and Rules of Procedure.

ATTACHMENTS

- 1) Resolution No. 678 – Board Bylaws and Rules of Procedure (4 pages)
- 2) Resolution No. 582 REDLINE (4 pages)
- 3) Rosenberg’s Rules of Order Revised 2011 (10 pages)

RESOLUTION NO. 678

BOARD BYLAWS AND RULES OF PROCEDURE

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
PLEASANT VALLEY RECREATION AND PARK DISTRICT
ESTABLISHING BYLAWS AND RULES OF PROCEDURE
FOR THE CONDUCT OF BOARD BUSINESS

WHEREAS, in accordance with Government Code section 54954(a) and Public Resources Code section 5784.13, the Board of Directors ("Board") of the Pleasant Valley Recreation and Park District ("District") must specify the time and place for the holding of regular Board meetings, and enact rules for Board proceedings; and

WHEREAS, the Board accordingly desires to establish Board Bylaws and Rules of Procedure for the orderly and efficient operation of Board business.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby establishes the following Board Bylaws and Rules of Procedure:

Section 1. Power & Authority of Board.

- (A) **The Board.** The Board is the legislative body of the District. The Board possesses and shall exercise its powers in accordance with the District's principal act [the Recreation and Park District Law, Public Resources Code section 5780 et seq.], and other provisions of law governing the District and Board, including but not limited to the Ralph M. Brown Act (Government Code section 54950 et seq.).
- (B) **Roles & Responsibilities.** The Board is the District's policy maker. The District General Manager together with District staff shall administer and implement Board policies and directives. The Board shall provide direction to District staff through the General Manager or designee on all new and/or major issues. Individual Board members shall not direct staff to initiate an action, project, or study, or prepare a report which is significant in nature (exceeding 10 hours to accomplish) without approval of the Chair or a majority of the Board. All Directors shall receive or be notified of information requested by an individual Board member. The Board and District staff shall strive to work together in a positive, professional relationship.

Section 2. Board Officers.

- (A) **Officers.** Pursuant to Public Resources Code section 5784.7, the officers of the Board are a Chair and Vice Chair, respectively. The Board shall also elect a Secretary. No member of the Board may hold more than one (1) office.
- (B) **Election.** The Board shall reorganize by electing its officers for one-year terms each year as follows: (i) at its regular December board meeting, or (ii) in an election year, at the first meeting after the election results have been certified, and within 45 days of the general district election.

- 1) **Chair**: The Chair shall: (a) preside at all meetings of the Board to preserve order and decorum; (b) call special meetings of the Board as may be necessary; (c) consult with the General Manager and District staff in the preparation of Board meeting agendas; (d) appoint the chairs and members of Board committees, and establish ad hoc or advisory committees; (e) act as Board spokesperson concerning District issues; (f) sign District documents, as required or appropriate; and (g) perform other duties as may be required by law.
- 2) **Vice Chair**: In the event of absence, resignation or inability of the Chair to perform those duties of office listed in the preceding paragraph, the Vice Chair shall perform such duties.
- 3) **Secretary**: The Secretary, through the employee Clerk of the Board, shall be responsible for: (a) keeping accurate minutes of all meetings; (b) providing advance and proper notice of meetings in accordance with law; (c) countersigning any District documents, as required or appropriate; and (d) carrying out other duties as may be required by law.
- 4) **Finance Officer**: Pursuant to Public Resources Code section 5784.9, the Board shall appoint a Finance Officer. The Board hereby appoints the General Manager as the Finance Officer.
- 5) **Pleasure of Directors**: Officers shall serve at the pleasure of the majority of the Directors. At a regular or special meeting, a majority of the total membership of the Board may: (a) elect a successor to fill any officer vacancy created by absence, resignation or inability to perform the duties of office; or (b) remove an officer prior to the expiration of his or her one-year term. In such event, the Board shall elect a Director to fill such position for the balance of the then-current one-year term.

Section 3. Board Meetings. All Board meetings shall be held in accordance with the Ralph M. Brown Act, Government Code section 54950 et seq., and any other requirements established by law.

- (A) **Regular Meetings**: The regular monthly Board meetings shall be held on the first Wednesday of each calendar month, commencing at 6:00 p.m., at the City of Camarillo, City Hall Council Chambers at 601 Carmen Drive, Camarillo, California 93010. The Community Center at 1605 E. Burnley Street, Camarillo California 93010 is allocated as an alternate meeting location in the event the primary location specified is unavailable due to unforeseen circumstances. The Board may adjourn any regular meeting to a specific time and place, as set forth in the order of adjournment and in accordance with law.
- (B) **Special Meetings**: A special meeting may be called at any time by the Chair or by a majority of Directors, in accordance with the Ralph M. Brown Act. Such meetings shall be held at the District office, unless otherwise specified in the written notice of the meeting.

- (C) **Emergency Meetings**: An emergency meeting may be called at any time, if an “emergency situation” exists as defined in the Ralph M. Brown Act.
- (D) **Quorum**: Three Directors constitute a quorum of the Board for the transaction of business. The Board shall act by ordinance, resolution or motion. Except as otherwise provided by law, a recorded majority vote of the total membership of the Board is required on each action. The Board shall keep a record of all its acts, including financial transactions.
- (E) **Procedures & Order**: Rules for order and procedure of Board meetings shall be determined by the Chair and subject to approval by a majority of the Board. Rosenberg’s Rules of Order shall be applied to or govern the procedures for the conduct of Board business. In the case of ambiguity or uncertainty in the application of rules to any procedure, the Chair may direct such question to the District’s Legal Counsel, who shall be the parliamentarian for the Board.
- (F) **Public Input**: Meeting agendas shall provide an opportunity for members of the public to directly address the Board on any item of interest to the public, before or during the Board’s consideration of an item, in accordance with the requirements of the Ralph M. Brown Act. Speakers shall be requested, but cannot be required, to fill out a speaker card and state their name and city of residence for the record and thereafter address their remarks to the Board. Speakers on non-agenda items may address only items that are within the subject matter jurisdiction of the Board. Speakers on agenda items may be deferred until the specific agenda item is taken for discussion. All speakers are limited to three (3) minutes. The total time allotted for all public input on any one agenda item shall be limited to one (1) hour, in the discretion of the Chair, taking into consideration the number of speakers filing a request to address the Board. All questions of staff or the District shall be directed to the Chair, who will decide if a question is appropriate and who will respond. Typically, public inquiries on technical matters shall be referred to the General Manager or other District staff.
- (G) **Voting**: Voting shall occur by voice vote, except that a roll call vote shall occur if the item is an ordinance, resolution, or contract, or if a roll call vote is requested by any Director or is otherwise required by law. The Chair shall determine whether an item has been approved or adopted.
- (H) **Disqualification For Conflict of Interest**: Any Board member who is disqualified from voting on a particular matter by reason of a conflict of interest shall publicly state the nature of such disqualification, recuse themselves, step down from the dais and leave the meeting room until the matter is concluded.
- (I) **Litigation & Confidential Information**:
- (1) **Closed Sessions**: Board members shall keep in complete confidence all written materials and information provided to them during closed session, to ensure that the District’s position is not compromised. Board members shall not discuss confidential information with anyone other than other Board members, the

General Manager or designee, and District Legal Counsel, and any such discussion shall be in accordance with the Ralph M. Brown Act.

(2) Negotiations: If the Board in closed session has provided direction on negotiations concerning a closed session item (e.g. real property negotiations, litigation, etc.), all contact(s) with the other party or its representative(s) will be by the designated District representative (Board member, General Manager or designee, or District Legal Counsel) representing the District. Unless designated as a representative, a Board member shall not have contact or discussion with the other party or its representative(s) during the negotiations period and shall not communicate any discussion or information occurring or provided in closed session.

Section 4. Board Committees. There shall exist the following standing committees of the Board: (a) Finance; (b) Foundation; (c) Liaison; (d) Long-Range Planning; (e) Personnel; and (f) Policy. Each committee is a "legislative body" and shall comply with applicable requirements of the Ralph M. Brown Act. Each committee shall determine the time and place for holding regular meetings.

Section 5. Amendments. These Board Bylaws and Rules of Procedure may be amended by a majority of the total membership of the Board.

Section 6. Effective Date. These Board Bylaws and Rules of Procedure shall take effect immediately and shall supersede Resolution No. 582 and all other previously adopted Board bylaws and procedures.

ADOPTED AND APPROVED BY THE BOARD OF DIRECTORS on June 2, 2021, by the following vote:

Ayes:
Nays:
Abstain:

Mark Malloy
Chair, Board of Directors

Attested:

Elaine Magner
Secretary, Board of Directors

RESOLUTION NO. 582

BOARD BYLAWS AND RULES OF PROCEDURE

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT ESTABLISHING BYLAWS AND RULES OF PROCEDURE FOR THE CONDUCT OF BOARD BUSINESS

WHEREAS, in accordance with Government Code section 54954(a) and Public Resources Code section 5784.13, the Board of Directors ("Board") of the Pleasant Valley Recreation and Park District ("District") must specify the time and place for the holding of regular Board meetings, and enact rules for Board proceedings; and

WHEREAS, the Board accordingly desires to establish Board Bylaws and Rules of Procedure for the orderly and efficient operation of Board business.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby establishes the following Board Bylaws and Rules of Procedure:

Section 1. Power & Authority of Board.

- (A) **The Board.** The Board is the legislative body of the District. The Board possesses and shall exercise its powers in accordance with the District's principal act [the Recreation and Park District Law, Public Resources Code section 5780 et seq.], and other provisions of law governing the District and Board, including but not limited to the Ralph M. Brown Act (Government Code section 54950 et seq.).
- (B) **Roles & Responsibilities.** The Board is the District's policy maker. The District General Manager together with District staff shall administer and implement Board policies and directives. The Board shall provide direction to District staff through the General Manager or designee on all new and/or major issues. Individual Board members shall not direct staff to initiate an action, project, or study, or prepare a report which is significant in nature (exceeding 10 hours to accomplish) without approval of the Chair or a majority of the Board. All Directors shall receive or be notified of information requested by an individual Board member. The Board and District staff shall strive to work together in a positive, professional relationship.

Section 2. Board Officers.

- (A) **Officers.** Pursuant to Public Resources Code section 5784.7, the officers of the Board are a Chair and Vice Chair, respectively. The Board shall also elect a Secretary. No member of the Board may hold more than one (1) office.
- (B) **Election.** The Board shall reorganize by electing its officers for one year terms each year as follows: (i) at its regular December board meeting, or (ii) in an election year, at the first meeting after the election results have been certified, and within 45 days of the general district election. Board officers shall be elected by the Board after the election results have been certified and at the first regular or special

~~meeting occurring within forty-five (45) days of each general district election or unopposed election, or at the beginning of each new term, the board shall meet and elect its officers for one-year terms, at the Board's annual reorganization meeting each year.~~

- 1) **Chair**: The Chair shall: (a) preside at all meetings of the Board to preserve order and decorum; (b) call special meetings of the Board as may be necessary; (c) consult with the General Manager and District staff in the preparation of Board meeting agendas; (d) appoint the chairs and members of Board committees, and establish ad hoc or advisory committees; (e) act as Board spokesperson concerning District issues; (f) sign District documents, as required or appropriate; and (g) perform other duties as may be required by law.
- 2) **Vice Chair**: In the event of absence, resignation or inability of the Chair to perform those duties of office listed in the preceding paragraph, the Vice Chair shall perform such duties.
- 3) **Secretary**: The Secretary, through the employee Clerk of the Board, shall be responsible for: (a) keeping accurate minutes of all meetings; (b) providing advance and proper notice of meetings in accordance with law; (c) countersigning any District documents, as required or appropriate; and (d) carrying out other duties as may be required by law.
- 4) **Finance Officer**: Pursuant to Public Resources Code section 5784.9, the Board shall appoint a Finance Officer. The Board hereby appoints the General Manager as the Finance Officer.
- 5) **Pleasure of Directors**: Officers shall serve at the pleasure of the majority of the Directors. At a regular or special meeting, a majority of the total membership of the Board may: (a) elect a successor to fill any officer vacancy created by absence, resignation or inability to perform the duties of office; or (b) remove an officer prior to the expiration of his or her one-year term. In such event, the Board shall elect a Director to fill such position for the balance of the then-current one-year term.

Section 3. Board Meetings. All Board meetings shall be held in accordance with the Ralph M. Brown Act, Government Code section 54950 et seq., and any other requirements established by law.

- (A) **Regular Meetings**: The regular monthly Board meetings shall be held on the first Wednesday of each calendar month, commencing at 6:00 p.m., at the City of Camarillo, City Hall Council Chambers at 601 Carmen Drive, Camarillo, California 93010. The Community Center at 1605 E. Burnley Street, Camarillo California 93010 is allocated as an alternate meeting location in the event the primary location specified is unavailable due to unforeseen circumstances. The Board may adjourn any regular meeting to a specific time and place, as set forth in the order of adjournment and in accordance with law.

- (B) **Special Meetings**: A special meeting may be called at any time by the Chair or by a majority of Directors, in accordance with the Ralph M. Brown Act. Such meetings shall be held at the District office, unless otherwise specified in the written notice of the meeting.
- (C) **Emergency Meetings**: An emergency meeting may be called at any time, if an "emergency situation" exists as defined in the Ralph M. Brown Act.
- (D) **Quorum**: Three Directors constitute a quorum of the Board for the transaction of business. The Board shall act by ordinance, resolution or motion. Except as otherwise provided by law, a recorded majority vote of the total membership of the Board is required on each action. The Board shall keep a record of all its acts, including financial transactions.
- (E) **Procedures & Order**: Rules for order and procedure of Board meetings shall be determined by the Chair and subject to approval by a majority of the Board. **Robert's Rosenberg's** Rules of Order shall be applied to or govern the procedures for the conduct of Board business. In the case of ambiguity or uncertainty in the application of rules to any procedure, the Chair may direct such question to the District's Legal Counsel, who shall be the parliamentarian for the Board.
- (F) **Public Input**: Meeting agendas shall provide an opportunity for members of the public to directly address the Board on any item of interest to the public, before or during the Board's consideration of an item, in accordance with the requirements of the Ralph M. Brown Act. Speakers shall be requested, but cannot be required, to fill out a speaker card and state their name and city of residence for the record and thereafter address their remarks to the Board. Speakers on non-agenda items may address only items that are within the subject matter jurisdiction of the Board. Speakers on agenda items may be deferred until the specific agenda item is taken for discussion. All speakers are limited to three (3) minutes. The total time allotted for all public input on any one agenda item shall be limited to one (1) hour, in the discretion of the Chair, taking into consideration the number of speakers filing a request to address the Board. All questions of staff or the District shall be directed to the Chair, who will decide if a question is appropriate and who will respond. Typically, public inquiries on technical matters shall be referred to the General Manager or other District staff.
- (G) **Voting**: Voting shall occur by voice vote, except that a roll call vote shall occur if the item is an ordinance, resolution, or contract, or if a roll call vote is requested by any Director or is otherwise required by law. The Chair shall determine whether an item has been approved or adopted.
- (H) **Disqualification For Conflict of Interest**: Any Board member who is disqualified from voting on a particular matter by reason of a conflict of interest shall publicly state the nature of such disqualification, recuse themselves, step down from the dais and leave the meeting room until the matter is concluded.

(I) Litigation & Confidential Information.

(1) Closed Sessions: Board members shall keep in complete confidence all written materials and information provided to them during closed session, to ensure that the District's position is not compromised. Board members shall not discuss confidential information with anyone other than other Board members, the General Manager or designee, and District Legal Counsel, and any such discussion shall be in accordance with the Ralph M. Brown Act.

(2) Negotiations: If the Board in closed session has provided direction on negotiations concerning a closed session item (e.g. real property negotiations, litigation, etc.), all contact(s) with the other party or its representative(s) will be by the designated District representative (Board member, General Manager or designee, or District Legal Counsel) representing the District. Unless designated as a representative, a Board member shall not have contact or discussion with the other party or its representative(s) during the negotiations period, and shall not communicate any discussion or information occurring or provided in closed session.

Section 4. Board Committees. There shall exist the following standing committees of the Board: (a) Finance; (b) Foundation; (c) Liaison; (d) Long-Range Planning; (e) Personnel; and (f) Policy. Each committee is a "legislative body" and shall comply with applicable requirements of the Ralph M. Brown Act. Each committee shall determine the time and place for holding regular meetings.

Section 5. Amendments. These Board Bylaws and Rules of Procedure may be amended by a majority of the total membership of the Board.

Section 6. Effective Date. These Board Bylaws and Rules of Procedure shall take effect immediately and shall supersede Resolution No. ~~515-XXX~~ previously adopted Board bylaws and procedures.

ADOPTED AND APPROVED BY THE BOARD OF DIRECTORS on ~~January 3,~~ 2018 June , 2021, by the following vote:

Ayes:
Nays:
Abstain:

Mark Malloy

Chair, Board of Directors

Attested:

Elaine Magner
Secretary, Board of Directors



Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg



MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

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ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.



TABLE OF CONTENTS

About the Author	ii
Introduction	2
Establishing a Quorum	2
The Role of the Chair	2
The Basic Format for an Agenda Item Discussion	2
Motions in General	3
The Three Basic Motions	3
Multiple Motions Before the Body	4
To Debate or Not to Debate	4
Majority and Super-Majority Votes	5
Counting Votes	5
The Motion to Reconsider	6
Courtesy and Decorum	7
Special Notes About Public Input	7

INTRODUCTION

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:

First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move ...”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion**, for example, “A motion at this time would be in order.”
2. **Suggesting a motion to the members of the body**, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. **Making the motion**. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”

The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

"Motions to amend" and "substitute motions" are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a "motion to amend" or a "substitute motion" is left to the chair. So if a member makes what that member calls a "motion to amend," but the chair determines that it is really a "substitute motion," then the chair's designation governs.

A "friendly amendment" is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, "I want to suggest a friendly amendment to the motion." The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic "motion to have a five-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows:

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

NOTE: A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in

California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would NOT count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you DO count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

*How does this work in practice?
Here are a few examples.*

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body DOES have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote?

Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention not to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

Order. The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.



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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Anthony Miller, Administrative Analyst

DATE: June 2, 2021

**SUBJECT: REVIEW AND APPROVAL OF RESOLUTION NO. 679
SETTING COMPENSATION, REIMBURSEMENT OF
BOARD MEMBER EXPENSES, PROVIDING FOR
ETHICS TRAINING AND RELATED MATTERS**

SUMMARY

Staff recommended that the Policy Committee review both Ordinance No. 10 and Resolution No. 583 which together establish the District's policy setting compensation, reimbursement of board member expenses, providing for ethics training and related matters. It is considered best practice to review these documents approximately every two years. Due to some language conflicts between the two documents and state code requiring compensation be set via ordinance, the two documents are being brought to the Board separately.

BACKGROUND

The District is obligated to comply with several Government codes, in particular the Public Resource Code Section 5784.15. Each Board Member of the Board of Directors may receive per diem compensation for each day of service rendered, together with expenses, subject to limits set for by the law. Within these sections, the code requires that special districts establish policies and procedures for the orderly and efficient operation of Board business.

Traditionally, the Policy Committee reviews the existing policy for potential changes and makes recommendations to the full board for approval. In 2018, a series of minor modifications were made. Additionally, in 2019, the Board also approved Ordinance No. 10, which effectively raised the compensation limit to \$105 per meeting, not to exceed 5 meetings per month. The District's Policy Committee has reviewed both documents and has referred them with minor changes to the Board for approval.

ANALYSIS

The attached Resolution has been reviewed by the District's counsel and has been approved to form. Since the District cannot set Board compensation amounts via resolution, staff has removed all specific language to the dollar amounts paid for attending meetings. However, as the resolution does govern for what work and the way Directors are to be compensated, much of the resolution's language remains the same. The primary changes to the resolution are the inclusion of language which defers dollar amount compensation rates to the "most recent ordinance" governing Director compensation and removing the dollar amount cap for five meetings.

FISCAL IMPACT

There is no fiscal impact expected from this action.

RECOMMENDATION

It is recommended that the Board review Resolution No. 679 and make a MOTION to ADOPT Resolution No. 679, setting compensation, reimbursement, of Board Member expenses, providing for ethics training, and related matters.

ATTACHMENTS

- 1) Resolution No. 583 REDLINE (5 pages)
- 2) Resolution No. 679 (4 pages)

RESOLUTION NO. 583

RESOLUTION OF THE BOARD OF DIRECTORS OF PLEASANT VALLEY RECREATION AND PARK DISTRICT SETTING COMPENSATION FOR DAYS OF SERVICE BY BOARD MEMBERS, REIMBURSEMENT OF BOARD MEMBER EXPENSES, PROVIDING FOR ETHICS TRAINING AND RELATED MATTERS

WHEREAS, California Public Resources Code Section 5784.15 provides that each member ("Director") of the Board of Directors ("Board") may receive per diem compensation for each day of service rendered, together with expenses, subject to limits set forth by law; and

WHEREAS, AB 1234 (Chapter 700, Statutes of 2005) added and amended certain statutory requirements, which among other things govern the receipt of per diem and expense reimbursement by Directors; and

WHEREAS, this resolution is intended to set forth the District's policy and procedures for compensation and reimbursement of expenses of Directors, to ensure compliance with Public Resources Code Section 5784.15 and AB 1234.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. 4. PER DIEM COMPENSATION/DAY OF SERVICE: Pursuant to Public Resources Code section 5784.15 and Water Code section 20202, each Director shall receive compensation from the District in an amount not to exceed each Director shall receive compensation from the District in an amount not to exceed that which is set in the most recent District Ordinance governing Director Compensation. one hundred and five dollars (\$105) per day,

Compensation for each Director is authorized for the following:

- (A) Attendance by a Director at any Board meeting including, but not limited to, regular board meetings, special meetings, closed sessions, emergency meetings, Board field trips, district public hearings, or meetings of a committee of the Board.

- (B) Attendance at conferences, organized educational activities, or meetings when the Board hereby determines that such attendance has significant and meaningful link to purpose, policies and interests of the district and is therefore beneficial to the District such as events sponsored by:
- I. California Special Districts Association (CSDA)
 - II. California Association of Recreation and Park Districts (CARPD)
 - III. Santa Monica Mountains Conservancy
 - IV. Ventura County Special Districts Association
 - V. LAFCO
 - VI. Designated by Board Chair
- (C) Attendance at meetings providing ethics training in accordance with Government Code section 53232.1(a)(3).
- (D) Attendance at meetings providing Sexual Harassment Prevention Training and Education in accordance with Government Code section 53237.1, which the Board deems to be part of the official duties of a Director.

A member of the Board of Directors may waive the compensation which must be designated prior to attendance.

The maximum compensation for each Director in any calendar month shall be ~~five hundred dollars (\$500)~~ no more than that which can be paid for five authorized activities, *exclusive of expenses*. Directors may receive their actual and necessary traveling and incidental expenses incurred while on official business in accordance with Section 2 below.

2. REIMBURSEMENT OF EXPENSES:

- (A) Each Director shall be entitled to reimbursement of actual and necessary expenses incurred in the performance of official duties. Reimbursable expenses shall include, but not be limited to, meals, lodging, and travel. In accordance with Government Code section 53232.2, the District shall use the Internal Revenue Service (IRS) rates for reimbursement of such

expenses as established in Publication 463 or any successor publication thereto.

- (B) If the lodging expenses are in connection with a conference or organized educational activity, conducted in compliance with subdivision of Section 54952.2, including but not limited to, ethics training, required by Article 2.4 (commencing with Section 53234), or as otherwise approved by the Board in accordance with Section 1, the costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the board member at the time of booking. If the group rate is not available, the Director shall use comparable lodging that is consistent with the requirements of this policy. Each Director shall use government rates and group rates offered by a provider of transportation and lodging for travel and lodging when available.
- (C) All expenses that do not fall within this policy or the IRS reimbursable rates shall be subject to approval by the Board of Directors, in a public meeting, before the expense is incurred. Any such expenses not approved by the Board of Directors prior to being incurred will not be eligible for reimbursement.

I. The following expenses will not be reimbursed:

- 1. Alcoholic beverages
- 2. Parking or traffic violations
- 3. In-room movies
- 4. Laundry services
- 5. Entertainment
- 6. Expenses incurred on behalf of a spouse, dependent or traveling companion.

- (D) If a Board member chooses to incur additional costs that are above the rates established pursuant to this section and those costs have not been approved, then the Board member may do so at his or her own expense.

3. EXPENSE REPORTS:

- (A) Each Director shall submit expense reports within thirty (30) days after attendance at a meeting, conference, or event at which authorized or pre-approved reimbursement expenses were incurred; a Director shall

submit a signed expense reimbursement request on a form approved by the District, together with valid receipts documenting each expense. All documents related to reimbursable agency expenditures are public records subject to disclosure under the California Public Records Act (Government Code Section 6250 et seq.).

- (B) The Board secretary shall produce and distribute a quarterly report containing the expense reimbursements of the Directors. The report shall be presented to the Board on a quarterly basis.

4. BOARD MEMBER REPORTS: All Board members, either verbal or in writing, shall briefly report on meetings attended at District expense at the next regular scheduled Board meeting following the meeting for which the reimbursement is received.

5. ETHICS TRAINING: In accordance with Government Code section 53234, Directors and any designated employees shall receive at least two (2) hours of training in general ethics principals and ethics laws relevant to his or her public service every two (2) years. Certificates of completion of ethics training shall be maintained by the District for at least five (5) years.

6. SEXUAL HARASSMENT PREVENTION TRAINING AND EDUCATION: In accordance with Government Code section 53237.1, Directors and any designated employees shall receive at least two (2) hours of training in Sexual Harassment Prevention Training and Education within the first six months of taking office or commencing employment, and every two (2) years thereafter. Certificates of completion of this training shall be maintained by the District for at least five (5) years.

7. EFFECTIVE DATE: These Board Bylaws and Rules of Procedure shall take effect immediately and shall supersede Resolution No. 583 and all other previously-adopted resolutions regarding Board reimbursement of expenses, providing for ethics training and related matters. ~~Resolution No. 394 previously-adopted Board reimbursement of expenses, providing for ethics training and related matters.~~

PASSED AND ADOPTED by the Board of Directors of Pleasant Valley Recreation and Park District this _____ day of _____, ~~2018~~2021, by the following vote:

AYES: _____
NAYS: _____

ABSENT: _____

**Mark Malloy, Chairman, Board of Directors
PLEASANT VALLEY RECREATION AND PARK
DISTRICT**

**(SEAL)
ATTEST:**

**Elaine Magner, Secretary, Board of Directors
PLEASANT VALLEY RECREATION AND PARK DISTRICT**

DRAFT

RESOLUTION NO. 679

RESOLUTION OF THE BOARD OF DIRECTORS OF PLEASANT VALLEY RECREATION AND PARK DISTRICT SETTING COMPENSATION FOR DAYS OF SERVICE BY BOARD MEMBERS, REIMBURSEMENT OF BOARD MEMBER EXPENSES, PROVIDING FOR ETHICS TRAINING AND RELATED MATTERS

WHEREAS, California Public Resources Code Section 5784.15 provides that each member ("Director") of the Board of Directors ("Board") may receive per diem compensation for each day of service rendered, together with expenses, subject to limits set forth by law; and

WHEREAS, AB 1234 (Chapter 700, Statutes of 2005) added and amended certain statutory requirements, which among other things govern the receipt of per diem and expense reimbursement by Directors; and

WHEREAS, this resolution is intended to set forth the District's policy and procedures for compensation and reimbursement of expenses of Directors, to ensure compliance with Public Resources Code Section 5784.15 and AB 1234.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. PER DIEM COMPENSATION/DAY OF SERVICE: Pursuant to Public Resources Code section 5784.15 and Water Code section 20202, each Director shall receive compensation from the District in an amount not to exceed that which is set in the most recent District Ordinance governing Director Compensation.

Compensation for each Director is authorized for the following:

- (A) Attendance by a Director at any Board meeting including, but not limited to, regular board meetings, special meetings, closed sessions, emergency meetings, Board field trips, District public hearings, or meetings of a committee of the Board.
- (B) Attendance at conferences, organized educational activities, or meetings when the Board hereby determines that such attendance has significant and meaningful link to purpose, policies and interests of the District and is therefore beneficial to the District such as events sponsored by:
 - I. California Special Districts Association (CSDA)
 - II. California Association of Recreation and Park Districts (CARPD)

- III. Santa Monica Mountains Conservancy
- IV. Ventura County Special Districts Association
- V. LAFCO
- VI. Designated by Board Chair

- (C) Attendance at meetings providing ethics training in accordance with Government Code section 53232.1(a)(3).
- (D) Attendance at meetings providing Sexual Harassment Prevention Training and Education in accordance with Government Code section 53237.1, which the Board deems to be part of the official duties of a Director.

A member of the Board of Directors may waive the compensation which must be designated prior to attendance.

The maximum compensation for each Director in any calendar month shall be no more than that which can be paid for five authorized activities, *exclusive of expenses*. Directors may receive their actual and necessary traveling and incidental expenses incurred while on official business in accordance with Section 2 below.

2. REIMBURSEMENT OF EXPENSES:

- (A) Each Director shall be entitled to reimbursement of actual and necessary expenses incurred in the performance of official duties. Reimbursable expenses shall include, but not be limited to, meals, lodging, and travel. In accordance with Government Code section 53232.2, the District shall use the Internal Revenue Service (IRS) rates for reimbursement of such expenses as established in Publication 463 or any successor publication thereto.
- (B) If the lodging expenses are in connection with a conference or organized educational activity, conducted in compliance with subdivision of Section 54952.2, including but not limited to, ethics training, required by Article 2.4 (commencing with Section 53234), or as otherwise approved by the Board in accordance with Section 1, the costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the board member at the time of booking. If the group rate is not available, the Director shall use comparable lodging that is consistent with the requirements of this policy. Each Director shall use government rates and group rates offered by a provider of transportation and lodging for travel and lodging when available.

- (C) All expenses that do not fall within this policy or the IRS reimbursable rates shall be subject to approval by the Board of Directors, in a public meeting, before the expense is incurred. Any such expenses not approved by the Board of Directors prior to being incurred will not be eligible for reimbursement.

I. The following expenses will not be reimbursed:

1. Alcoholic beverages
2. Parking or traffic violations
3. In-room movies
4. Laundry services
5. Entertainment
6. Expenses incurred on behalf of a spouse, dependent or traveling companion.

- (D) If a Board member chooses to incur additional costs that are above the rates established pursuant to this section and those costs have not been approved, then the Board member may do so at his or her own expense.

3. EXPENSE REPORTS:

- (A) Each Director shall submit expense reports within thirty (30) days after attendance at a meeting, conference, or event at which authorized or pre-approved reimbursement expenses were incurred; a Director shall submit a signed expense reimbursement request on a form approved by the District, together with valid receipts documenting each expense. All documents related to reimbursable agency expenditures are public records subject to disclosure under the California Public Records Act (Government Code Section 6250 et seq.).
- (B) The Board secretary shall produce and distribute a quarterly report containing the expense reimbursements of the Directors. The report shall be presented to the Board on a quarterly basis.

4. BOARD MEMBER REPORTS: All Board members, either verbal or in writing, shall briefly report on meetings attended at District expense at the next regular scheduled Board meeting following the meeting for which the reimbursement is received.

5. ETHICS TRAINING: In accordance with Government Code section 53234, Directors and any designated employees shall receive at least two (2) hours of training in general ethics principles and ethics laws relevant to his or her public service every two (2) years. Certificates of completion of ethics training shall be maintained by the District for at least five (5) years.

6. SEXUAL HARASSMENT PREVENTION TRAINING AND EDUCATION: In accordance with Government Code section 53237.1, Directors and any designated employees shall receive at least two (2) hours of training in Sexual Harassment Prevention Training and Education within the first six months of taking office or commencing employment, and every two (2) years thereafter. Certificates of completion of this training shall be maintained by the District for at least five (5) years.

7. EFFECTIVE DATE: These Board Bylaws and Rules of Procedure shall take effect immediately and shall supersede Resolution No. 583 and all other previously adopted resolutions regarding Board reimbursement of expenses, providing for ethics training and related matters.

PASSED AND ADOPTED by the Board of Directors of Pleasant Valley Recreation and Park District this _____ day of _____, 2021, by the following vote:

AYES: _____
NAYS: _____
ABSENT: _____

**Mark Malloy, Chairman, Board of Directors
PLEASANT VALLEY RECREATION AND PARK
DISTRICT**

**(SEAL)
ATTEST:**

**Elaine Magner, Secretary, Board of Directors
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, Administrative Services Manager

DATE: June 2, 2021

SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION NO. 680, APPROVING ENGINEER'S REPORT, CONFIRMING DIAGRAM AND ASSESSMENT, AND ORDERING LEVY OF ASSESSMENTS FOR FY 2021-2022 FOR THE PARK MAINTENANCE AND RECREATION IMPROVEMENT DISTRICT FOR THE PLEASANT VALLEY RECREATION AND PARK DISTRICT

SUMMARY

In 2001 the District hired SCI Consulting Group to establish the Assessment District which 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 parks. A Resolution has been prepared to approve the engineer's report, confirm the diagram and assessment, and order a levy of assessments for the fiscal year 2021-2022 for the Park Maintenance and Recreation Improvement District for the Pleasant Valley Recreation and Park District and ordering a levy of assessment of \$43.52.

BACKGROUND

On April 4, 2001, by Resolution No. 356, after receiving a weighted majority of 58.7% of ballots in support of the proposed assessment, the Board of Directors ordered the formation of and levied the first assessment entitled, the Pleasant Valley Recreation and Park District Park Maintenance and Recreation Improvement Assessment District.

The assessments have been levied each year since FY 2001-2002. They have been used to improve and develop local parks and to enhance the maintenance of existing parks. In addition, the assessment revenues were anticipated to also be used to assist with the maintenance of new parks, including Pleasant Valley Fields.

On February 4, 2021, the Board adopted Resolution No. 665, directing the preparation of an Engineer's Report for the District and initiating the procedures for the continuation of the Assessment District for FY 2021-2022.

On May 5, 2021, the Board adopted Resolution No. 671, declaring intention to levy assessments for FY 2021-2022, preliminarily approving the Engineer's Report, and providing for Notice of Hearing for the Public Park Maintenance and Recreation Improvement District for the Pleasant Valley Recreation and Park District.

ANALYSIS

To continue to levy the assessments, the Board on February 4, 2021 directed SCI Group, Inc. the assessment engineer to prepare an Engineer's Report for FY 2021-2022. This Engineer's Report, which includes the proposed budget and the updated proposed assessment for each parcel in the District, was completed, but not filed with the District's legal counsel. The only time the Engineer's Report is required to be filed with the District's legal counsel is when there are significant changes. Staff spoke with Jeanette Hynson of SCI Consulting Group who advised that due to minimal changes there was no need to file the Engineer's Report with the attorney this year.

FISCAL IMPACT

The Board has the authority to approve an annual adjustment to the assessment rate by an amount equal to the change in the Los Angeles Consumer Price Index (CPI), not to exceed 3%. The assessment rate for FY 2021-2022 is \$43.52 per single family equivalent benefit unit (\$.96 increase from last fiscal year rate) which is an assessment rate increase of 2.25%. To achieve the recommended 2.25% increase, SCI staff utilized the CPI indicator as of December 31, 2019 which was 1.45%. The additional 0.80% was pulled from the "Unused CPI" bank to equal the 2.25% increase.

Pending Board approval, this increase will provide assessment revenue sufficient for park maintenance programs including tree maintenance, amenity repairs, administrative staff, landscape services and the ongoing fund for a portion of the Pleasant Valley Fields debt service. The budget for the services and improvements that would be funded by the proposed assessments was developed by staff in cooperation with SCI.

RECOMMENDATION

It is recommended that the Board adopt Resolution No. 680 accepting the Engineer's Report and ordering the levy of assessment at \$43.52.

ATTACHMENT

- 1) Resolution No. 680 (4 pages)
- 2) Engineer's Report for FY 2021-2022 (39 pages)

RESOLUTION NO. 680

**A RESOLUTION APPROVING ENGINEER'S REPORT, CONFIRMING
DIAGRAM AND ASSESSMENT AND ORDERING LEVY OF ASSESSMENT
FOR FISCAL YEAR 2021-22 FOR THE PARK MAINTENANCE AND
RECREATION IMPROVEMENT DISTRICT FOR THE
PLEASANT VALLEY RECREATION AND PARK DISTRICT**

RESOLVED, by the Board of Directors of the Pleasant Valley Recreation and Park District (the "Board"), State of California, that

WHEREAS, on April 4th, 2001 by its Resolution No. 356 this Board ordered the formation of and levied the first assessment within the Pleasant Valley Recreation and Park District, Park Maintenance and Recreation Improvement District (the "Assessment 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); and

WHEREAS, the purpose of the Assessment District is for the installation, maintenance and servicing of improvements to the Pleasant Valley Recreation and Park District described in annual Engineer's Report; and

WHEREAS, by its Resolution No. 665, A Resolution Directing Preparation of the Engineer's Report for the Pleasant Valley Recreation and Park District, Park Maintenance and Recreation Improvement District, this Board designated SCI Consulting Group as Engineer of Work and ordered said Engineer to make and file a report in writing in accordance with and pursuant to the Landscaping and Lighting Act of 1972 and Article XIID of the California Constitution; and

WHEREAS, the report was duly made and filed with the Clerk of the Board and duly considered by this Board and found to be sufficient in every particular, whereupon it was determined that the report should stand as the Engineer's Report for all subsequent proceedings under and pursuant to the aforesaid resolution, and that June 2, 2021 at the hour of 6:00 p.m. at the City of Camarillo, City Hall Council Chambers, 601 Carmen Dr., Camarillo, California, were appointed as the time and place for a hearing by this Board on the question of the levy of the proposed assessment, notice of which hearing was given as required by law; and

WHEREAS, at the appointed time and place the hearing was duly and regularly held, and all persons interested and desiring to be heard were given an opportunity to be heard, and all matters and things pertaining to the continuation of assessments were fully heard and considered by this Board, and all oral statements and all written protests or communications were duly heard, considered and overruled, and this Board thereby acquired jurisdiction to order the levy and the confirmation of the diagram and assessment prepared by and made a part of the Engineer's Report to pay the costs and expenses thereof;

NOW, THEREFORE, IT IS FOUND, DETERMINED AND ORDERED, that:

1. The public interest, convenience and necessity require that the levy be made.
2. The land within the Assessment District will be specially benefited by the improvements and assessed to pay the costs and expenses thereof, and the exterior boundaries thereof, are as shown by a map thereof filed in the office of the Clerk of the Board, which map is made a part hereof by reference thereto.
3. The assessment is levied without regard to property valuation.
4. The Engineer's Report as a whole and each part thereof, to wit:
 - (a) the Engineer's estimate of the itemized and total costs and expenses of maintaining the improvements and of the incidental expenses in connection therewith;
 - (b) the diagram showing the Assessment District, plans and specifications for the improvements to be maintained and the boundaries and dimensions of the respective lots and parcels of land within the Assessment District; and
 - (c) the assessment of the total amount of the cost and expenses of the proposed maintenance of the improvements upon the several lots and parcels of land in the Assessment District in proportion to the estimated special benefits to be received by such lots and parcels, respectively, from the maintenance, and of the expenses incidental thereto;

are finally approved and confirmed.

5. Final adoption and approval of the Engineer's Report as a whole, and of the plans and specifications, estimate of the costs and expenses, the diagram and the assessment, as contained in the report as hereinabove determined and ordered, is intended to and shall refer and apply to the report, or any portion thereof as amended, modified, or revised or corrected by, or pursuant to and in accordance with, any resolution or order, if any, heretofore duly adopted or made by this Board.
6. The assessment to pay the costs and expenses of the maintenance of the improvements for fiscal year 2021-22 is hereby levied. For further particulars pursuant to the provisions of the Landscaping and Lighting Act of 1972, reference is hereby made to the Resolution Directing Preparation

of Engineer's Report.

7. Based on the oral and documentary evidence, including the Engineer's Report, offered and received at the hearing, this Board expressly finds and determines (a) that each of the several lots and parcels of land will be specially benefited by the maintenance of the improvements at least in the amount if not more than the amount, of the assessment apportioned against the lots and parcels of land, respectively, and (b) that there is substantial evidence to support, and the weight of the evidence preponderates in favor of, the aforesaid finding and determination as to special benefits.
8. Immediately upon the adoption of this resolution, but in no event later than the second Monday in August following such adoption, the Clerk of the Board shall file a certified copy of the diagram and assessment and a certified copy of this resolution with the Auditor of the County of Ventura. Upon such filing, the County Auditor shall enter on the County assessment roll opposite each lot or parcel of land the amount of assessment thereupon as shown in the assessment. The assessments shall be collected at the same time and in the same manner as County taxes are collected and all laws providing for the collection and enforcement of County taxes shall apply to the collection and enforcement of the assessments. After collection by the County, the net amount of the assessments, after deduction of any compensation due the County for collection, shall be paid to the Pleasant Valley Recreation and Park District.
9. Upon receipt of the moneys representing assessments collected by the County, the General Manager shall deposit the moneys in the Assessment District Treasury to the credit of the improvement fund previously established under the distinctive designation of the Assessment District. Moneys in the improvement fund shall be expended only for the maintenance, servicing, construction or installation of the improvements.
10. The assessments levied are in conformance with Proposition 218.

PASSED AND ADOPTED this 2nd day of June, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

MARK MALLOY, CHAIRMAN
PLEASANT VALLEY RECREATION AND PARK DISTRICT

ATTESTED:

ELAINE MAGNER, SECRETARY
PLEASANT VALLEY RECREATION AND PARK DISTRICT



PLEASANT VALLEY RECREATION AND PARK DISTRICT
PARK MAINTENANCE AND RECREATION IMPROVEMENT DISTRICT

ENGINEER'S REPORT

FISCAL YEAR 2021-22

APRIL 2021

PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972
AND ARTICLE XIID OF THE CALIFORNIA CONSTITUTION

ENGINEER OF WORK:

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TABLE OF CONTENTS

INTRODUCTION	6
OVERVIEW	6
ASSESSMENT PROCESS	7
ENGINEER'S REPORT AND CONTINUATION OF ASSESSMENTS	8
LEGISLATIVE ANALYSIS	8
PLANS & SPECIFICATIONS	11
FISCAL YEAR 2021-22 ESTIMATE OF COST AND BUDGET	13
INTRODUCTION	13
SUMMARY OF DISTRICT'S IMPROVEMENT PLANS	13
METHOD OF APPORTIONMENT	16
METHOD OF APPORTIONMENT	16
DISCUSSION OF BENEFIT	16
BENEFIT FACTORS	17
BENEFIT FINDING	19
GENERAL VERSUS SPECIAL BENEFIT	19
CALCULATING GENERAL BENEFIT	21
ZONES OF BENEFIT	23
METHOD OF ASSESSMENT AND PROPORTIONALITY	25
METHOD OF APPORTIONMENT	28
COMMERCIAL/INDUSTRIAL PROPERTIES	29
VACANT PROPERTIES	30
OTHER PROPERTIES	31
DURATION OF ASSESSMENT	31
APPEALS AND INTERPRETATION	31
ASSESSMENT	33
ASSESSMENT DIAGRAM	36
APPENDIX A - 2021-22 ASSESSMENT ROLL	39

TABLE OF FIGURES

TABLE 1 - ESTIMATE OF COST, FY 2021-22..... 14

TABLE 2 - SUMMARY OF PARCELS AND ASSESSMENTS BY ZONE OF BENEFIT..... 24

TABLE 3 - RESIDENTIAL DENSITY AND ASSESSMENT FACTORS..... 29

TABLE 4 - COMMERCIAL/INDUSTRIAL DENSITY AND ASSESSMENT FACTORS 30

TABLE 5 - SUMMARY COST ESTIMATE..... 33

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INTRODUCTION

OVERVIEW

The Pleasant Valley Recreation and Park District (the "Park District") currently provides park facilities and recreational programs for its service area of 26,700 parcels. The Park District currently owns, operates and maintains 28 neighborhood, community, and regional parks which are distributed throughout the Park District. (For locations of the Park District's facilities, see the Diagram following in this Report.)

The Park District's facilities are summarized as follows:

DISTRICT PARKS

- ❖ **ADOLFO PARK**, (3.0 acres), 3601 N. Adolfo.
- ❖ **ARNEILL RANCH PARK**, (5.0 acres), 1301 Sweetwater.
- ❖ **BIRCHVIEW PARK**, (0.7 acres), 5564 Laurel Ridge Lane, Birchview/Laurel Ridge.
- ❖ **CALLEGUAS CREEK PARK**, (3.0 acres), 675 Avenida Valencia.
- ❖ **CAMARILLO OAK GROVE PARK**, (24.55 acres), 6968 Camarillo Springs Road.
- ❖ **CARMENITA PARK**, (1.0 acres), 1506 Sevilla.
- ❖ **CHARTER OAK PARK**, (5.7 acres), 2500 Charter Oak Drive.
- ❖ **COMMUNITY CENTER PARK**, (12.9 acres), 1605 E. Burnley Street, Carmen/Burnley.
- ❖ **DOS CAMINOS PARK**, (4.4 acres), 2198 N. Ponderosa Road, Las Posas/Ponderosa.
- ❖ **ENCANTO PARK**, (3.0 acres), 5300 Encanto.
- ❖ **FOOTHILL PARK**, (2.3 acres), 1501 Cranbrook Street.
- ❖ **FREEDOM PARK**, (33.9 acres), 275 E. Pleasant Valley Road, Skyway/Eubanks.
- ❖ **HERITAGE PARK**, (9.0 acres), 1630 Heritage Trail, Joshua Trail/Heritage Trail.
- ❖ **LAS POSAS EQUESTRIAN PARK**, (2.0 acres), 2084 Via Veneto, El Tuaca/Via Veneto.
- ❖ **LAURELWOOD PARK**, (1.5 acres), 2127 Dexter, Mobil/Dexter.
- ❖ **LOKKER PARK**, (7.0 acres), 848 Vista Coto Verde, Calle Higuera/Avenida Sultura.
- ❖ **MEL VINCENT PARK**, (5.0 ACRES), 668 CALISTOGA ROAD.
- ❖ **MISSION OAKS PARK**, (20.2 acres), 5501 Mission Oaks Boulevard, Mission Oaks/Oak Canyon.
- ❖ **NANCY BUSH PARK**, (3.4 acres), 1150 Bradford.

- ❖ **PITTS RANCH PARK**, (10.0 acres), 1400 Flynn Road.
- ❖ **BOB KILDEE COMMUNITY PARK**, (13.0 acres), 1030 Temple Avenue, Ponderosa/Temple.
- ❖ **QUITO PARK**, (5.0 acres), 7073 Quito Court, Calle Dia/Quito.
- ❖ **SPRINGVILLE PARK**, (5.0 acres), 801 Via Zamora.
- ❖ **TRAILSIDE PARK**, (0.5 acres), 5462 Cherry Ridge Drive, Willow View/Maple View.
- ❖ **VALLE LINDO PARK**, (10.0 acres), 889 Aileen Street, Valle Lindo/Aileen.
- ❖ **PLEASANT VALLEY FIELDS**, (55.0 acres), 3777 Village at the Park Drive.
- ❖ **WOODCREEK PARK**, (5.0 acres), 1200 Woodcreek Road, Lynwood/Woodcreek.
- ❖ **WOODSIDE PARK**, (5.0 acres), 247 Japonica Avenue, Ridgeview/Japonica.

ASSESSMENT PROCESS

In 2001, due to the combination of limited revenues, a growing community and expanding park acreage, the Park District projected that it would not be able to adequately maintain its current and future parks and recreation facilities. Therefore, the Board proposed the establishment of an assessment district 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.

In February and March 2001 the Board conducted an assessment ballot proceeding pursuant to the requirements of Article XIID of the California Constitution ("The Taxpayer's Right to Vote on Taxes Act") and the Landscaping and Lighting Act of 1972. During this ballot proceeding, property owners in the District were provided with a notice and ballot for the proposed parks assessment ("the Parks Maintenance and Recreation Improvement District" or the "Improvement District"). A 45-day period was provided for balloting and a public hearing was conducted on March 21st, 2001. At the public hearing, all ballots returned within the 45-day balloting period were tabulated. It was determined at the public hearing that the assessment ballots submitted in opposition to the proposed assessments did not exceed the assessment ballots submitted in favor of the assessments (with each ballot weighted by the proportional financial obligation of the property for which ballot was submitted). The final balloting result was 58.7% weighted support in favor of the benefit assessments for the Pleasant Valley Recreation and Park District's Park Maintenance and Recreation Improvement District.

As a result, the Board gained the authority to approve the levy of the assessments for the fiscal year 2001-02 and to continue to levy them in future years. The authority granted by the ballot proceeding includes an annual adjustment in the assessment levies equal to the annual change in the Consumer Price Index for the Los Angeles Area, not to exceed 3%.

ENGINEER'S REPORT AND CONTINUATION OF ASSESSMENTS

In each subsequent year for which the assessments will be continued, the Board must direct the preparation of an Engineer's Report, budgets and proposed assessments for the upcoming fiscal year. After the Engineer's Report is completed, the Board may preliminarily approve the Engineer's Report and proposed assessments and establish the date for a public hearing on the continuation of the assessments. This Report was prepared pursuant to the direction of the Board adopted on February 4, 2021.

This Engineer's Report ("Report") was prepared to establish the budget for the continued improvements and services ("Improvements") that would be funded by the proposed 2021-22 assessments, determine the benefits received by property from the improvements and services within the Park District and the method of assessment apportionment to lots and parcels within the Park District. This Report and the proposed assessments have been made pursuant to the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the *California Streets and Highways Code* (the "Act") and Article XIII D of the California Constitution (the "Article").

If the Board preliminarily approves this Engineer's Report and the continuation of the assessments by resolution. A notice of public hearing must be published in a local paper at least 10 days prior to the date of the public hearing. The resolution preliminarily approving the Engineer's Report and establishing the date for a public hearing is used for this notice.

Following the minimum 10-day time period after publishing the notice, a public hearing is held for the purpose of allowing public testimony about the proposed continuation of the assessments. This hearing is currently scheduled for June 2, 2021. At this hearing, the Board would consider approval of a resolution confirming the continuation of the assessments for fiscal year 2021-22. If the assessments are so confirmed and approved, the levies would be submitted to the County Auditor/Controller by August 2021 for inclusion on the property tax roll for fiscal year 2021-22.

LEGISLATIVE ANALYSIS

PROPOSITION 218

This assessment is formed consistent with Proposition 218, The Right to Vote on Taxes Act, which was approved by the voters of California on November 6, 1996, and is now codified as Articles XIII C and XIII D of the California Constitution. Proposition 218 provides for benefit assessments to be levied to fund the cost of providing services, improvements, as well as maintenance and operation expenses to a public improvement which benefits the assessed property.

Proposition 218 describes a number of important requirements, including property-owner balloting, for the imposition, increase and extension of assessments, and these requirements are satisfied by the process used to establish this assessment.

SILICON VALLEY TAXPAYERS ASSOCIATION, INC. V SANTA CLARA COUNTY OPEN SPACE AUTHORITY

In July of 2008, the California Supreme Court issued its ruling on the Silicon Valley Taxpayers Association, Inc. v. Santa Clara County Open Space Authority ("SVTA vs. SCCOSA"). This ruling is the most significant legal document in further legally clarifying Proposition 218. Several of the most important elements of the ruling included further emphasis that:

- Benefit assessments are for special, not general, benefit
- The services and/or improvements funded by assessments must be clearly specified and identified
- Special benefits are directly received by and provide a direct advantage to property in the assessment district
- The assessments must be proportional to the special benefits conferred

This Engineer's Report is consistent with the SVTA vs. SCCOSA decision and with the requirements of Article 13C and 13D of the California Constitution because the improvements to be funded are clearly defined; the benefiting properties in the Improvement District enjoys close and unique proximity, access and views to the Improvements; the Improvements serve as an extension of usable land area for benefiting properties in the Improvement District and such special benefits provide a direct advantage to property in the Improvement District that is not enjoyed by the public at large or other property; and the assessments are proportional to the special benefits conferred.

DAHMS V. DOWNTOWN POMONA PROPERTY

On June 8, 2009, the 4th Court of Appeal amended its original opinion upholding a benefit assessment for property in the downtown area of the City of Pomona. On July 22, 2009, the California Supreme Court denied review. On this date, Dahms became good law and binding precedent for assessments. In Dahms the Court upheld an assessment that was 100% special benefit (i.e. 0% general benefit) on the rationale that the services and improvements funded by the assessments were directly provided to property in the assessment district. The Court also upheld discounts and exemptions from the assessment for certain properties.

BONANDER V. TOWN OF TIBURON

On December 31, 2009, the 1st District Court of Appeal overturned a benefit assessment approved by property owners to pay for placing overhead utility lines underground in an area of the Town of Tiburon. The Court invalidated the assessments on the grounds that the assessments had been apportioned to assessed property based in part on relative costs within sub-areas of the assessment district instead of proportional special benefits.

BEUTZ V. COUNTY OF RIVERSIDE

On May 26, 2010 the 4th District Court of Appeal issued a decision on the Steven Beutz v. County of Riverside ("Beutz") appeal. This decision overturned an assessment for park

maintenance in Wildomar, California, primarily because the general benefits associated with improvements and services were not explicitly calculated, quantified and separated from the special benefits.

GOLDEN HILL NEIGHBORHOOD ASSOCIATION V. CITY OF SAN DIEGO

On September 22, 2011, the San Diego Court of Appeal issued a decision on the Golden Hill Neighborhood Association v. City of San Diego appeal. This decision overturned an assessment for street and landscaping maintenance in the Greater Golden Hill neighborhood of San Diego, California. The court described two primary reasons for its decision. First, like in *Beutz*, the court found the general benefits associated with services were not explicitly calculated, quantified and separated from the special benefits. Second, the court found that the City had failed to record the basis for the assessment on its own parcels.

COMPLIANCE WITH CURRENT LAW

This Engineer's Report is consistent with the requirements of Article XIIC and XIID of the California Constitution and with the *SVTA* decision because the improvements to be funded are clearly defined; the improvements are directly available to and will directly benefit property in the Improvement District; and the improvements provide a direct advantage to property in the Improvement District that would not be received in absence of the assessments.

This Engineer's Report is consistent with *Beutz*, *Dahms* and *Greater Golden Hill* because the improvements will directly benefit property in the Improvement District and the general benefits have been explicitly calculated and quantified and excluded from the assessments. The Engineer's Report is consistent with *Bonander* because the assessments have been apportioned based on the overall cost of the improvements and proportional special benefit to each property.

PLANS & SPECIFICATIONS

The Pleasant Valley Recreation and Park District maintains park facilities in locations throughout its boundaries.

The work and improvements (the "Improvements") proposed to be undertaken by the Pleasant Valley Recreation and Park District's Park Maintenance and Recreation Improvement District (the "Improvement District") and the cost thereof paid from the levy of the annual assessment provide special benefit to Assessor Parcels within the Improvement District as defined in the Method of Assessment herein. In addition to the definitions provided by the Landscaping and Lighting Act of 1972, (the "Act") the work and improvements are generally described as follows:

Installation, maintenance and servicing of public recreational facilities and improvements, including, but not limited to, turf and play areas, playground equipment, hard court surfaces, ground cover, shrubs and trees, irrigation and sprinkler systems, landscaping, park grounds and facilities, drainage systems, lighting, fencing, entry monuments, basketball courts, tennis courts, gymnasiums, senior centers, running tracks, swimming pools, landscape corridors, trails, other recreational facilities, security patrols to protect the Improvements, graffiti removal and repainting, and labor, materials, supplies, utilities and equipment, as applicable, at each of the locations owned, operated or maintained by the Pleasant Valley Recreation and Park District. Any plans and specifications for these improvements have been filed with the General Manager of the Pleasant Valley Recreation and Park District and are incorporated herein by reference.

As applied herein, "Installation" means the construction of recreational improvements, including, but not limited to, land preparation (such as grading, leveling, cutting and filling) sod, landscaping, irrigation systems, sidewalks and drainage, lights, playground equipment, play courts, recreational facilities and public restrooms.

"Maintenance" means the furnishing of services and materials for the ordinary and usual maintenance, operation and servicing of any improvement, including repair, removal or replacement of all or any part of any improvement; providing for the life, growth, health, and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury; the removal of trimmings, rubbish, debris, and other solid waste, and the cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti.

"Servicing" means the furnishing of electric current, or energy, gas or other illuminating agent for any public lighting facilities or for the lighting or operation of any other improvements; or water for the irrigation of any landscaping, the operation of any fountains, or the maintenance of any other improvements.

Incidental expenses include all of the following: (a) The costs of preparation of the report, including plans, specifications, estimates, diagram, and assessment; (b) the costs of printing, advertising, and the giving of published, posted, and mailed notices; (c) compensation payable to the County for collection of assessments; (d) compensation of any engineer or attorney employed to render services in proceedings pursuant to this part; (e) any other expenses incidental to the construction, installation, or maintenance and servicing of the Improvements; (f) any expenses incidental to the issuance of bonds or notes pursuant to Streets & Highways Code Section 22662.5; and (g) costs associated with any elections held for the approval of a new or increased assessment. (Streets & Highways Code §22526).

The assessment proceeds will be exclusively used for Improvements within the Improvement District plus Incidental expenses. Reference is made to the Summary of District's Improvement Plans section in the following section of this Report and the more detailed budgets and improvement plans of the Park District, which are on file with the Pleasant Valley Recreation and Park District.

FISCAL YEAR 2021-22 ESTIMATE OF COST AND BUDGET

INTRODUCTION

Following are the proposed Improvements, and resulting level of improved parks and recreation facilities, for the Improvement District. As previously noted, the baseline level of service included a declining level of parks and recreation facilities due to shortages of funds for the Park District. Improvements funded by the assessments are over and above the previously declining baseline level of service. The formula below describes the relationship between the final level of improvements, the existing baseline level of service, and the enhanced level of improvements to be funded by the proposed assessment.

$$\text{Final Level of Improvements} = \text{Baseline Level of Improvements} + \text{Enhanced Level of Improvements}$$

SUMMARY OF DISTRICT'S IMPROVEMENT PLANS

Projects have been chosen throughout the Park District in order to ensure that all properties in the narrowly drawn Park District boundaries will receive improved access to better maintained and improved parks in their area. A detailed project improvement plan has been developed and is available for review at the Park District offices.

TABLE 1 - ESTIMATE OF COST, FY 2021-22

	Total Budget	
Installation, Maintenance & Servicing Costs		
Capital Improvements	\$800,760	
Equipment and Facility Replacement	\$33,000	
Services and Supplies	\$2,236,328	
Maintenance and Operations of Improvements ¹	\$1,841,075	
Subtotal - Installation, Maintenance and Servicing	\$4,911,163	
Administrative Costs:		
Assessment Administration and County Charges	\$28,114	
Allowance for Uncollectible Assessments	\$15,311	
Subtotals - Incidentals	\$43,425	
Total for Installation, Maintenance, Servicing and Administration	\$4,954,588	
Total Benefit of Improvements	\$4,954,588	
Single Family Equivalent Units (SFE)	28,146	
Benefit Received per SFE Unit	\$176.03	
Less:		
District Contribution for General Benefits ²	(\$1,238,646.97)	
District Contribution for Special Benefits	(\$2,570,964.03)	
Beginning Fund Balance (July 1, 21)	(\$1,016,516)	
Contribution to Reserve Fund/Improvement Fund/Contingency ³	\$1,096,471	
	(\$3,729,656)	
Net Cost of Installation, Maintenance and Servicing (Net Amount to be Assessed)	\$1,224,932	
Budget Allocation to Property		
Total Assessment Budget*	\$1,224,932	
	Unadjusted SFE	Adjusted SFE
Single Family Equivalent Benefit Units - Zone A	27,114.40	27,114.40
Single Family Equivalent Benefit Units - Zone B	494.24	123.56
Single Family Equivalent Benefit Units - Zone C	1,816.89	908.45
Adjusted SFE Units		28,146.41
Assessment per Single Family Equivalent Unit		\$43.52

* All assessments are rounded to lower even penny. Therefore, the budget amount may slightly differ from the assessment rate

Notes to Estimate of Cost:

1. The item, Maintenance and Operation of Improvements provides funding for enhanced maintenance of all parks and recreation facilities on a daily basis, seven days per week. Improvements include mowing turf, trimming and caring for landscaping, fertilization and aeration of grounds and playfields, routine maintenance and safety inspections, painting, replacing/repairing broken or damaged equipment, trash removal and cleanup, irrigation and irrigation system maintenance, and other services as needed.
2. As determined in the following section, at least 25% of the cost of Improvements must be funded from sources other than the assessments to cover any general benefits from the Improvements. Therefore, out of the total cost of Improvements of \$4,954,588, the District must contribute at least \$1,238,647 from sources other than the assessments. The District will contribute much more than this amount, which more than covers any general benefits from the Improvements.
3. This amount is the projected ending fund balance as of June 30, 2022. The Fund Balance shown includes operating reserves and the Capital Improvement Reserve Fund.
4. The Act stipulates that proceeds from the assessments must be deposited into a special fund that has been set up for the revenues and expenditures of the Improvement District. Moreover, funds raised by the assessment shall be used only for the purposes stated within this Report. Any balance remaining at the end of the fiscal year, July 1, must be carried over to the next fiscal year. The funds shown under contribution to Reserve Fund / Improvement Fund / Contingency are primarily being accumulated for future capital improvement and capital renovation needs.

METHOD OF APPORTIONMENT

METHOD OF APPORTIONMENT

This section of the Engineer's Report explains the special and general benefits to be derived from the Improvements to park facilities and District maintained property throughout the Park District, and the methodology used to apportion the total assessment to properties within the Improvement District.

The Improvement District consists of all Assessor Parcels within the boundaries of the Pleasant Valley Recreation and Park District. The method used for apportioning the assessment is based upon the proportional special benefits conferred to the properties over and above the general benefits conferred to real property in the Improvement District or to the public at large. Special benefit is calculated for each parcel in the Improvement District using the following process:

1. Identification of all benefit factors derived from the Improvements
2. Identification of the direct advantages (special benefits) received by property in the Improvement District
3. Calculation of the proportion of these benefits that are general
4. Determination of the relative special benefit within different areas within the Improvement District
5. Determination of the relative special benefit per property type
6. Calculation of the specific assessment for each individual parcel based upon special vs. general benefit; location, property type, property characteristics, improvements on property and other supporting attributes

DISCUSSION OF BENEFIT

In summary, the assessments can only be levied based on the special benefit to property. Any and all general benefit must be funded from another source. This special benefit is received by property over and above any general benefits from the Improvements. With reference to the requirements for assessments, Section 22573 of the Landscaping and Lighting Act of 1972 states:

"The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements."

"The determination of whether or not a lot or parcel will benefit from the improvements shall be made pursuant to the Improvement Act of 1911 (Division 7 (commencing with Section 5000)) [of the Streets and Highways Code, State of California]."

Proposition 218, as codified in Article XIID of the California Constitution, has confirmed that assessments must be based on the special benefit to property:

"No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel."

Since assessments are levied on the basis of special benefit, they are not a tax and are not governed by Article XIII A of the California Constitution.

The SVTA v. SCCOSA decision also clarifies that a special benefit is a service or improvement that provides a direct advantage to a parcel, in contrast to a general benefit which provides indirect or derivative advantages. The SVTA v. SCCOSA decision also provides specific guidance that park improvements are a direct advantage and special benefit to property that is proximate to a park that is improved by an assessment:

the characterization of a benefit may depend on whether the parcel receives a direct advantage from the improvement (e.g. proximity to a park) or receives an indirect, derivative advantage resulting from the overall public benefits of the improvement (e.g. general enhancement of the district's property values).

Finally, Proposition 218 twice uses the phrase "over and above" general benefits in describing special benefit. (Art. XIID, sections 2(i) & 4(f).) The SVTA v. SCCOSA decision further clarifies that special benefits must provide a direct advantage to benefiting property and that examples of a special benefit include proximity to a park, expanded or improved access to open space or views of open space.

BENEFIT FACTORS

The special benefits from the Improvements are listed below:

EXTENSION OF A PROPERTY'S OUTDOOR AREAS AND GREEN SPACES FOR PROPERTIES WITHIN CLOSE PROXIMITY TO THE IMPROVEMENTS

In large part because it is cost prohibitive to provide large open land areas on property in the Improvement District, the residential, commercial and other benefiting properties in the Improvement District do not have large outdoor areas and green spaces. The parks in the Improvement District provide these larger outdoor areas that serve as an effective extension of the land area for proximate properties because the Improvements are uniquely proximate and accessible to property in close proximity to the Improvements. The Improvements, therefore, provide an important, valuable and desirable extension of usable land area for the direct advantage and special benefit of properties with good and close proximity to the Improvements.

According to the industry-standard guidelines established by the National Park and Recreation Association (the "NPRA"), neighborhood parks in urban areas have a service

area radius of generally one-half mile and community parks have a service area radius of approximately two miles. The service radii for neighborhood parks and neighborhood green spaces were specifically established to give all properties within this service radii close proximity and easy access to such public land areas. Since proximate and accessible parks serve as an extension of the usable land area for property in the service radii and since the service radii was specifically designed to provide close proximity and access, the parcels within this service area clearly receive a direct advantage and special benefit from the Improvements - and this advantage is not received by other properties or the public at large.

Moreover, almost every neighborhood park in the Improvement District does not provide a restroom or parking lot. Such public amenities were specifically excluded from neighborhood parks because neighborhood parks are designed to be an extension of usable land area specifically for properties in close proximity, and not the public at large or other non-proximate property. The occupants of proximate property do not need to drive to their local park and do not need restroom facilities because they can easily reach their local neighborhood park and can use their own restroom facilities as needed. This is further tangible evidence of the effective extension of land area provided by the Improvements to proximate parcels in the Improvement District and the unique direct advantage the parcels within the Improvement District receive from the Improvements.

An analysis of the service radii for the Improvements finds that all properties in the Improvement District enjoy the distinct and direct advantage of being close and proximate to parks within the Improvement District. As noted in the following section, several Zones of Benefit have been specifically drawn within the Improvement District to further recognize the unique levels of proximity and special benefits to properties in the Improvement District. The benefiting properties in the Improvement District therefore uniquely and specially benefit from the Improvements and several unique areas of special benefits have been narrowly drawn.

PROXIMITY TO IMPROVED PARKS AND RECREATIONAL FACILITIES

Only the specific properties within close proximity to the Improvements are included in the Improvement District. Therefore, property in the Improvement District enjoys unique and valuable proximity and access to the Improvements that the public at large and property outside the Improvement District do not share.

In absence of the assessments, the Improvements would not be provided and the parks and recreation areas in the Improvement District would be degraded due to insufficient funding for maintenance, upkeep and repair. Therefore, the assessments provide Improvements that are over and above what otherwise would be provided. Improvements that are over and above what otherwise would be provided do not by themselves translate into special benefits but when combined with the unique proximity and access enjoyed by parcels in the Improvement District, they provide a direct advantage and special benefit to property in the Improvement District.

ACCESS TO IMPROVED PARKS, OPEN SPACE AND RECREATIONAL AREAS

Since the parcels in the Improvement District are nearly the only parcels that enjoy close access to the Improvements, they directly benefit from the unique close access to improved parks, open space and recreation areas that are provided by the Assessments. This is a direct advantage and special benefit to property in the Improvement District.

IMPROVED VIEWS

The Park District, by maintaining the landscaping at its park, recreation and open space facilities provides improved views to properties with direct line-of-sight as well as other local properties which benefit from improved views when is the Improvements are accessed or passed. Therefore, the improved and protected views provided by the Assessments are another direct and tangible advantage that is uniquely conferred upon property in the Improvement District.

BENEFIT FINDING

In summary, real property located within the boundaries of the Improvement District distinctly and directly benefits from closer proximity, access and views of improved parks, recreation facilities, open space, landscaped corridors, greenbelts, trail systems and other public resources funded by the Assessments. The Improvements are specifically designed to serve local properties in the Improvement District, not other properties or the public at large. The public at large and other properties outside the Improvement District receive only limited benefits from the Improvements because they do not have proximity, good access or views of the Improvements. These are special benefits to property in the Improvement District in much the same way that sewer and water facilities, sidewalks and paved streets enhance the utility and desirability of property and make them more functional to use, safer and easier to access.

GENERAL VERSUS SPECIAL BENEFIT

Article XIIC of the California Constitution requires any local agency proposing to increase or impose a benefit assessment to “separate the general benefits from the special benefits conferred on a parcel.” The rationale for separating special and general benefits is to ensure that property owners subject to the benefit assessment are not paying for general benefits. The assessment can fund special benefits but cannot fund general benefits. Accordingly, a separate estimate of the special and general benefit is given in this section.

In other words:

Total Benefit	=	General Benefit	+	Special Benefit
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There is no widely-accepted or statutory formula for general benefit. General benefits are benefits from improvements or services that are not special in nature, are not “particular

and distinct" and are not "over and above" benefits received by other properties. SVTA vs. SCCOSA provides some clarification by indicating that general benefits provide "an indirect, derivative advantage" and are not necessarily proximate to the improvements.

In this report, the general benefit is conservatively estimated and described, and then budgeted so that it is funded by sources other than the assessment.

The starting point for evaluating general and special benefits is the current, baseline level of service. The assessment will fund Improvements "over and above" this general, baseline level and the general benefits estimated in this section are over and above the baseline.

A formula to estimate the general benefit is listed below:

General Benefit	=	Benefit to real property outside of improvement district	+	Benefit to real property inside of improvement district	+	Benefit to public at large
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Special benefit, on the other hand, is defined in the state constitution as "a particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public at large." The SVTA v. SCCOSA decision indicates that a special benefit is conferred to a property if it "receives a direct advantage from the improvement (e.g., proximity to a park)." In this assessment, as noted, properties in the Improvement District have close and unique proximity, views and access to the Improvements and uniquely improved desirability from the Improvements. Other properties and the public at large do not receive significant benefits because they do not have proximity, access or views of the Improvements. Therefore, the overwhelming proportion of the benefits conferred to property is special, and is only minimally received by property outside the Improvement District or the public at large.

In the 2009 Dahms case, the court upheld an assessment that was 100% special benefit on the rationale that the services funded by the assessments were directly provided within the assessment district. It is also important to note that the improvements and services funded by the assessments in Pomona are similar to the improvements and services funded by the Assessments described in this Engineer's Report and the Court found these improvements and services to be 100% special benefit. Also similar to the assessments in Pomona, the Assessments described in this Engineer's Report fund improvements and services directly provided within the Assessment District and every benefiting property in the Assessment District enjoys proximity and access to the Improvements. Therefore, Dahms establishes a basis for minimal or zero general benefits from the Assessments. However, in this Report, the general benefit is more conservatively estimated and described, and then budgeted so that it is funded by sources other than the Assessment.

CALCULATING GENERAL BENEFIT

In this section, the general benefit is conservatively estimated and described, and then budgeted so that it is funded by sources other than the assessment.

BENEFIT TO PROPERTY OUTSIDE THE IMPROVEMENT DISTRICT

Properties within the Improvement District receive almost all of the special benefits from the Improvements because properties in the Improvement District enjoy unique close proximity and access to the Improvements that is not enjoyed by other properties or the public at large. However, certain properties within the proximity/access radius of the Improvements, but outside of the boundaries of the Improvement District, may receive some benefit from the Improvements. Since this benefit is conferred to properties outside the Improvement District boundaries, it contributes to the overall general benefit calculation and will not be funded by the Assessments.

The properties outside the Improvement District and within the proximity radii for neighborhood parks in the Improvement District receive benefits from the Improvements. Since these properties are not assessed for their benefits because they are outside of the area that can be assessed by the District, this is form of general benefit to the public at large and other property. A 50% reduction factor is applied to these properties because they are geographically on only one side of the Improvements and are over twice the average distance from the Improvements compared to properties in the Assessment District. The general benefit to property outside of the Improvement District is calculated as follows with the parcel and data analysis performed by SCI Consulting Group.

Assumptions:

3,616 parcels outside the district but within either 0.5 miles of a neighborhood park or 2.0 miles of a community park within the Improvement District.

25,370 parcels in the Improvement District.

50% relative benefit compared to property within the Improvement District.

Calculation of General Benefit to Property Outside the Improvement District

$$(3,616 / (25,370 + 3,615)) * 0.5 = 6.2\%$$

Although it can reasonably be argued that Improvements inside, but near the Park District boundaries are offset by similar park and recreational improvements provided outside, but near the Park District's boundaries, we use the more conservative approach of finding that 6.2% of the Improvements may be of general benefit to property outside the Improvement District.

BENEFIT TO PROPERTY *INSIDE THE DISTRICT THAT IS INDIRECT AND DERIVATIVE*

The “indirect and derivative” benefit to property within the Improvement District is particularly difficult to calculate. A solid argument can be presented that all benefit within the Improvement District is special, because the Improvements are clearly “over and above” and “particular and distinct” when compared with the baseline level of service and the unique proximity, access and views of the Improvements enjoyed by benefiting properties in the Improvement District.

Nevertheless, the SVTA vs. SCCOSA decision indicates there may be general benefit “conferred on real property located in the district”. A measure of the general benefits to property within the Assessment area is the percentage of land area within the Improvement District that is publicly owned and used for regional purposes such as major roads, rail lines and other regional facilities because such properties used for regional purposes could provide indirect benefits to the public at large. Approximately 2.0% of the land area in the Improvement District is used for such regional purposes, so this is a measure of the general benefits to property within the Improvement District.

BENEFIT TO THE PUBLIC AT LARGE

The general benefit to the public at large can be estimated by the proportionate amount of time that the Park District’s parks and recreational facilities are used and enjoyed by individuals who are not residents, employees, customers or property owners in the Park District¹. A survey of park and recreation facility usage conducted by SCI Consulting Group found that less than 5% of the Park District’s facility usage is by those who do not live or work within District boundaries.² When people outside the Improvement District use parks, they diminish the availability of parks for people within the Improvement District. Therefore, another 5% of general benefits are allocated for people within the Improvement District. Combining these two measures of general benefits, we find that 10% of the benefits from the Improvements are general benefits to the public at large.

TOTAL GENERAL BENEFITS

Using a sum of these three measures of general benefit, we find that approximately 18.2% of the benefits conferred by the Improvements may be general in nature and should be funded by sources other than the assessment.

¹ . When District facilities are used by those individuals, the facilities are not providing benefit to property within the Park District. Use under these circumstances is a measure of general benefit. For example, a non-resident who is drawn to utilize the Park District facilities and shops at local businesses while in the area would provide special benefit to business properties as a result of his or her use of the Improvements. Conversely, one who uses Park District facilities but does not reside, work, shop or own property within the Park District boundaries does not provide special benefits to any property and is considered to be a measure of the general benefits.

² . A total of 200 park users were surveyed on different days and times during the months of November and December 2000. Nine respondents (4.5%) indicated that they did not reside or work within the Park District.

General Benefit Calculation

	6.2%	(Outside the Assessment District)
+	2.0%	(Inside the district – indirect and derivative)
+	10.0%	(Public at Large)
=	18.2%	(Total General Benefit)

Although this analysis finds that 18.2% of the assessment may provide general benefits, the Assessment Engineer establishes a requirement for a minimum contribution from sources other than the assessments of 25%. This minimum contribution above the measure of general benefits will serve to provide additional coverage for any other general benefits.

The Park District's total budget for maintenance and improvement of its parks and recreational facilities is \$4,954,588. Of this total budget amount, the Park District will contribute \$3,809,611 from sources other than the assessments for park maintenance and operation. This contribution by the Park District equates to approximately 77% of the total budget for maintenance and improvements and constitutes far more than the amount attributable to the general benefits from the Improvements.

ZONES OF BENEFIT

The Pleasant Valley Recreation and Park District's parks and recreation facilities are generally concentrated in the areas encompassing the City of Camarillo. The outlying, generally more rural areas of the Park District have limited park and recreation facilities and properties in these areas (collectively "area") are generally less proximate to the Improvements. Therefore, this area receives relatively lesser special benefits from the assessments than properties located within the City of Camarillo. This area of lesser benefit is defined to include all parcels within District boundaries that are located outside of the City limits, excluding the upper northwest section of the unincorporated areas of the Park District, generally known as the Heights and Spanish Hills³. This area is hereinafter referred to as Zone of Benefit B or Zone B and is depicted on the Assessment Diagram included with this Report. All parcels within the City of Camarillo or within the unincorporated areas described as the Heights or Spanish Hills are classified into Zone of Benefit A or Zone A.

Relative proximity and access to the Park District's facilities is a measure of the level of special benefit conferred by the assessments. Parcels in Zone B are approximately four times farther removed from the Park District's facilities as those within Zone A; therefore

³ . The area of Heights and Spanish Hills is generally located in the northwest unincorporated section of the Park District. The Las Posas Equestrian Park and Springville Park is located within this area. In addition, this area has similar proximity to the Park District's parks and facilities as do other parcels within the City of Camarillo.

these properties are determined to receive 1/4 (25%) the level of benefit as those within Zone A.

Leisure Village and The Springs are two retirement communities generally located on the eastern side of the City of Camarillo. Both communities provide their own recreational facilities and programs to their residents, and the Park District does not own or maintain facilities within the two communities. Consequently, the recreational facilities and services offered by Leisure Village and The Springs offset some of the benefits provided by the Park District's facilities, so these properties receive lower levels of special benefit. Although the residents and employees of Leisure Village and The Springs use facilities within each community, they also can and do utilize the Park District's facilities and programs, such as the Senior Center, Community Center, and Pleasant Valley pool.

A survey of property owners conducted by Godbe Research and Analysis in August 2000, found that property owners in these communities utilized Park District facilities generally approximately at one-half the frequency of property owners outside these communities. Using relative frequency of use as a measure of benefit, the Engineer has determined that a benefit of 1/2 the level of benefit as those within Zone A is appropriate. Therefore, properties in Leisure Village and The Springs are classified into Zone of Benefit C or Zone C and are determined to receive a benefit of 1/2 (50%) the level of benefit as those within Zone A.

The summary of parcels and assessments by Zone of Benefit is listed in the following table.

TABLE 2 - SUMMARY OF PARCELS AND ASSESSMENTS BY ZONE OF BENEFIT

	<i>Zone of Benefit</i>			<i>Total</i>
	<i>A</i>	<i>B</i>	<i>C</i>	
Total Parcels	23,292	775	2,398	26,465
SFE Units (Unadjusted for Benefit Weighting)	27,114.40	494.24	1,816.89	29,425.53
Benefit Adjustment Factor	100%	25%	50%	
Assessment Rate per SFE	\$43.52	\$10.88	\$21.76	
Total Assessment	\$1,180,018.69	\$5,377.33	\$39,535.53	\$1,224,931.55

The Zones of Benefit are shown on the Assessment Diagram and are listed for each parcel on the Assessment Roll.

Assessed properties within the Improvement District are within the industry-accepted proximity/service area for parks and recreation facilities. As noted, these proximity radii were specifically established to only encompass properties with good proximity and access to local parks and in effect make local parks within the proximity radii an extension of

usable land area for the properties in the area. Since all parcels in the Improvement District have good access and proximity to the Improvements and the benefits to relatively closer proximity are offset by other factors, additional proximity is not considered to be a factor in determining benefit within each Zone of Benefit. In other words, the boundaries of the Improvement District and the Zones of Benefit have been narrowly drawn to include only properties that have good proximity and access and will specially benefit from the Improvements.

The SVTA vs. SCCOSA, 44 Cal.4th 431, 456, decision indicates:

In a well-drawn district — limited to only parcels receiving special benefits from the improvement — every parcel within that district receives a shared special benefit. Under section 2, subdivision (j), these benefits can be construed as being general benefits since they are not “particular and distinct” and are not “over and above” the benefits received by other properties “located in the district.”

We do not believe that the voters intended to invalidate an assessment district that is narrowly drawn to include only properties directly benefiting from an improvement. Indeed, the ballot materials reflect otherwise. Thus, if an assessment district is narrowly drawn, the fact that a benefit is conferred throughout the district does not make it general rather than special. In that circumstance, the characterization of a benefit may depend on whether the parcel receives a direct advantage from the improvement (e.g., proximity to park) or receives an indirect, derivative advantage resulting from the overall public benefits of the improvement (e.g., general enhancement of the district’s property values).

In the Improvement District, the advantage that each parcel receives from the Improvements is direct, and the boundaries are narrowly drawn to include only parcels that benefit from the assessment. Therefore, the even spread of assessment throughout each narrowly drawn Zone of Benefit is indeed consistent with the SVTA vs. SCCOSA decision and satisfies the “direct relationship to the ‘locality of the improvement.’” standard.

METHOD OF ASSESSMENT AND PROPORTIONALITY

As previously discussed, the assessments provide specific Improvements that confer direct and tangible special benefits to properties in the Improvement District. These benefits can partially be measured by the occupants on property in the Improvement District because such parcel population density is a measure of the relative benefit a parcel receives from the Improvements. Therefore, the apportionment of benefit is partially based the population density of parcels.

It should be noted that many other types of “traditional” assessments also use parcel population densities to apportion the assessments. For example, the assessments for sewer systems, roads and water systems are typically allocated based on the population

density of the parcels assessed. Moreover, assessments have a long history of use in California and are in large part based on the principle that benefits from a service or improvement funded by assessments that is enjoyed by tenants and other non-property owners ultimately is conferred directly to the underlying property.⁴

The next step in apportioning assessments is to determine the relative special benefit for each property. This process involves determining the relative benefit received by each property in relation to a single family home, or, in other words, on the basis of Single Family Equivalents (SFE). This SFE methodology is commonly used to distribute assessments in proportion to estimated special benefit and is generally recognized as providing the basis for a fair and appropriate distribution of assessments. For the purposes of this Engineer's Report, all properties are designated a SFE value, which is each property's relative benefit in relation to a single family home on one parcel. In this case, the "benchmark" property is the single family detached dwelling which is one Single Family Equivalent or one SFE.

In the process of determining the appropriate method of assessment, the Engineer considered various alternatives. For example, an assessment only for all residential improved property was considered but was determined to be inappropriate because commercial, industrial and other properties also receive direct benefits from the improvements.

Moreover, a fixed or flat assessment for all properties of similar type was deemed to be inappropriate because larger properties receive a higher degree of benefit than other similarly used properties that are significantly smaller. (For two properties used for commercial purposes, there is clearly a higher benefit provided to the larger property in comparison to a smaller commercial property because the larger property generally supports a larger building and has higher numbers of employees, customers and guests that would benefit from proximity and improved access to well maintained and improved parks and recreational facilities. So the potential population of employees or residents is a measure of the special benefits received by the property.) Larger parcels, therefore, receive an increased benefit from the assessments.

Finally, the special benefits derived from the assessments are conferred on property and are not based on a specific property owner's use of the improvements, or a specific property owner's occupancy of property or the property owner's demographic status such

⁴ For example, in *Federal Construction Co. v. Ensign* (1922) 59 Cal.App. 200 at 211, the appellate court determined that a sewer system specially benefited property even though the direct benefit was to the people who used the sewers: "Practically every inhabitant of a city either is the owner of the land on which he resides or on which he pursues his vocation, or he is the tenant of the owner, or is the agent or servant of such owner or of such tenant. And since it is the inhabitants who make by far the greater use of a city's sewer system, it is to them, as lot owners or as tenants, or as the servants or agents of such lot owners or tenants, that the advantages of actual use will redound. But this advantage of use means that, in the final analysis, it is the lot owners themselves who will be especially benefited in a financial sense."

as age or number of dependents. However, it is ultimately people who value the special benefits described above and use and enjoy the Park District's park and recreational facilities. In other words, the benefits derived to property are related to the average number of people who could potentially live on, work at, or otherwise could use a property, not how the property is currently used by the present owner. Therefore, the number of people who could or potentially live on, work at or otherwise use a property is one indicator of the relative level of benefit received by a property.

In conclusion, the Assessment Engineer determined that the appropriate method of assessment apportionment should be based on the type and use of property, the relative size of the property, its relative population and usage potential, its location and its proximity to parks and recreational facilities. Furthermore, the proportional special benefit derived by each identified parcel is apportioned based upon the following:

1. The entirety of the capital cost of the Improvements;
2. The maintenance and operation expenses of the Improvements;
3. And the cost of the property-related service being provided.

This method is further described below.

Pursuant to the Landscape and Lighting Act of 1972 and Article XIID of the Constitution of the State of California, all parcels that have special benefit conferred upon them as a result of the Improvements shall be identified and the proportionate special benefit derived by each identified parcel shall be determined in relationship to the entire cost of the Improvements. Only parcels that receive direct special benefit are assessed, and each parcel is assessed in proportion to the estimated benefit received.

Each parcel's benefit is determined by the difference between the general and special benefits being conferred on the properties by the Improvements; and the proportion of the special benefit conferred on the various land uses within the Assessment District. This method is further depicted below.

EQUATION 1 – SPECIAL BENEFIT APPORTIONMENT FACTORS

<p>Special Benefit $\approx \Sigma$</p>	<p>(Special Benefit apportionment factors including use property type, size, location, and proximity to Improvements)</p>
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The next step in apportioning assessments is to determine the relative special benefit for each property. This process involves determining the relative benefit received by each property in relation to a "benchmark" property, a single family detached dwelling on one parcel (one "Single Family Equivalent Unit" or "SFE"). This SFE methodology is commonly used to distribute assessments in proportion to estimated special benefits and is generally recognized as providing the basis for a fair and appropriate distribution of assessments. In this Engineer's Report, all properties are assigned an SFE value, which is each property's

relative special benefit in relation to a single family home on one parcel (the benchmark parcel). The formula for this special benefit assignment is as follows.

EQUATION 2 – RELATIVE SPECIAL BENEFIT (SFE)

$$\text{Relative Special Benefit} \approx \frac{\text{Special Benefit for a Specific Parcel}}{\text{Special Benefit for the Benchmark Parcel}}$$

Finally, to apportion the cost of Improvements to each parcel the total cost of the Improvements funded by the Assessments is divided by the total SFE benefit units assigned to all parcels. The resulting rate per SFE unit is then multiplied by the SFE units assigned to a parcel to determine the proportional assessment for each parcel.

EQUATION 3 – ASSESSMENT APPORTIONMENT

$$\text{Assessment for Parcel} = \frac{\text{Entire Cost of Improvements}}{\text{Total SFE Benefit Units}} * (\text{SFE Benefit Units for Parcel})$$

METHOD OF APPORTIONMENT

RESIDENTIAL PROPERTIES

Certain residential properties in the Improvement District that contain a single residential dwelling unit are assigned one Single Family Equivalent or 1.0 SFE. Traditional houses, zero-lot line houses and townhomes are included in this category.

Properties with more than one residential unit are designated as multi-family residential properties. These properties benefit from the improvements in proportion to the number of dwelling units that occupy each property and the average number of people who reside in multi-family residential units versus the average number of people who reside in a single family home. The population density factors for the Pleasant Valley Recreation and Park District, as depicted below, provide the basis for determining the SFE factors for residential properties. Using the total population in a certain property type in the area of the Park District from the 1990 Census and dividing it by the total number of such households, finds that approximately 3.32 persons occupy each single family residence, whereas an average of 2.16 persons occupy each multi-family residence. Using the ratio of one SFE for each single-family residence, which equates to one SFE for every 3.32 persons, 0.65 SFE would equate to one multi-family unit or 0.65 SFE for every 2.16 residents. Likewise, each condominium unit receives 0.71 SFE and each mobile home receives 0.51 SFE.

TABLE 3 - RESIDENTIAL DENSITY AND ASSESSMENT FACTORS

	<i>Total Population</i>	<i>Occupied Households</i>	<i>Persons per Household</i>	<i>SFE Factor</i>
Single Family Residential	34,333	10,343	3.32	1.00
Condominium	9,464	4,030	2.35	0.71
Multi-Family Residential	5,633	2,602	2.16	0.65
Mobile Home on Separate Lot	1,712	1,014	1.69	0.51

Source: 1990 Census, city of Camarillo (the most recent data available when the Improvement District was established).

The single family equivalency factor of 0.65 per dwelling unit for multifamily residential properties applies to such properties with 20 or fewer units. Properties in excess of 20 units typically offer on-site recreational amenities and other facilities that tend to offset some of the benefits provided by the improvements. Therefore the benefit for properties in excess of 20 units is determined to be 0.65 SFE per unit for the first 20 units and 0.10 SFE per each additional unit in excess of 20 dwelling units.

COMMERCIAL/INDUSTRIAL PROPERTIES

SFE values for commercial and industrial land uses are based on the equivalence of special benefit on a land area basis between single family residential property and the average commercial/industrial property. The SFE values for various commercial and industrial land uses are further defined by using average employee densities because the special benefit factors described previously can be measured by the average number of people who work at commercial/industrial properties.

In order to determine employee density factors, the findings from the San Diego Association of Governments Traffic Generators Study (the "SANDAG Study") are used because these findings were approved by the State Legislature as being a good representation of the average number of employees per acre of land area for commercial and industrial properties. As determined by the SANDAG Study, the average number of employees per acre for commercial and industrial property is 24.

In comparison, the average number of people residing in a single family home in the area is 3.32. Since the average lot size for a single family home in the Park District is approximately 0.27 acres, the average number of residents per acre of residential property is 12.30.

The employee density per acre is generally 2 times the population density of single family residential property per acre (24 employees per acre / 12.3 residents per acre). Therefore, the average employee density can be used as the basis for allocating benefit to commercial or industrial property since a commercial/industrial property with 2 employees receives generally similar special benefit to a residential property with 1 resident. This factor of equivalence of benefit between 1 resident to 2 employees is the basis for

allocating commercial/industrial benefit. Table 4 shows the average employees per acre of land area or portion thereof for commercial and industrial properties and lists the relative SFE factors per quarter acre for properties in each land use category.

Commercial and industrial properties in excess of 5 acres generally involve uses that are more land intensive relative to building areas and number of employees (lower coverage ratios). As a result, the benefit factors for commercial and industrial property land area in excess of 5 acres is determined to be the SFE rate per quarter acre for the first 5 acres and the relevant SFE rate per each additional acre over 5 acres.

Institutional properties that are used for residential, commercial or industrial purposes are also assessed at the appropriate residential, commercial or industrial rate.

TABLE 4 - COMMERCIAL/INDUSTRIAL DENSITY AND ASSESSMENT FACTORS

<i>Type of Commercial/Industrial Land Use</i>	<i>Average Employees Per Acre ¹</i>	<i>SFE Units per 1/4 Acre ²</i>
Commercial	24	1.00
Office	68	2.83
Shopping Center	24	1.00
Industrial	24	1.00
Self Storage or Parking Lot	1	0.04

1. Source: San Diego Association of Governments Traffic Generators Study.

2. The SFE factors for commercial and industrial parcels are applied by the quarter acre of land area or portion thereof. (Therefore, the minimum assessment for any assessable parcel in these categories is the SFE Units listed herein.)

VACANT PROPERTIES

The benefit to vacant properties is determined to be proportional to the corresponding benefits for similar type developed properties; however, at a lower rate due to the lack of improvements on the property. A measure of the benefits accruing to the underlying land is the average value of land in relation to improvements for developed property. An analysis of the Fiscal Year 2000-01 assessed valuation data from the County of Ventura, found that 35% of the assessed value of improved properties is classified as the land value. It is reasonable to assume, therefore, that approximately 35% of the benefits are related to the underlying land and 65% are related to the improvements and the day to day use of the property. Using this ratio, the SFE factor for vacant parcels is 0.35 per parcel.

As properties are approved for development, their value increases. Likewise, the special benefits received by vacant property increases as the property is approved for development, or becomes closer to being improved. When property is approved for development with a final map, the property has passed the final significant hurdle to development and can shortly undergo construction. Since the property is nearing the point

of development, its special benefits increase. In addition, these properties are generally sold soon after completion of improvements, so the properties receive the additional benefit of desirability from prospective buyers due to the special benefits provided by proximity to improved parks and recreational facilities of the Park District. It is therefore determined that property with final map approval receives 50% of the relative benefit to improved property of similar use-type.

OTHER PROPERTIES

Article XIID provides that publicly owned properties must be assessed unless there is clear and convincing evidence that those properties receive no special benefit from the assessment.

All properties that are specially benefited are assessed. Other publicly owned property that is used for business purposes similar to private residential, commercial, industrial or institutional uses is benefited and assessed at the same rate as such privately owned property.

Miscellaneous, small and other parcels such as roads, right-of-way parcels, and common areas typically do not generate significant numbers of employees, residents, customers or guests and have limited economic value. These miscellaneous parcels receive minimal benefit from the Improvements and are assessed an SFE benefit factor of 0.

DURATION OF ASSESSMENT

As noted previously, the Board gained the authority to approve the levy of the assessments for the fiscal year 2001-02 and to continue to levy them in future years. It is proposed that the Assessment be levied for fiscal year 2021-22 and continued every year thereafter, so long as the parks and recreational areas need to be improved and maintained. Pleasant Valley Recreation and Park District requires funding from the Assessments for its Improvements in the Improvement District. The Assessment can continue to be levied annually after the Pleasant Valley Recreation and Park District Board of Directors approves an annually updated Engineer's Report, budget for the Assessment, Improvements to be provided, and other specifics of the Assessment. In addition, the District Board of Directors must hold an annual public hearing to continue the Assessment.

APPEALS AND INTERPRETATION

Any property owner who feels that the assessment levied on the subject property is in error as a result of incorrect information being used to apply the foregoing method of assessment, may file a written appeal with the General Manager or her or his designee. Any such appeal is limited to correction of an assessment during the then current or, if before July 1, the upcoming fiscal year. Upon the filing of any such appeal, the General Manager or his or her designee will promptly review the appeal and any information provided by the property owner. If the General Manager or her or his designee finds that the assessment should be modified, the appropriate changes shall be made to the assessment roll. If any such changes are approved after the assessment roll has been

filed with the County for collection, the General Manager or his or her designee is authorized to refund to the property owner the amount of any approved reduction. Any dispute over the decision of the General Manager or her or his designee, shall be referred to the Board of the Pleasant Valley Recreation and Park District and the decision of the Board of the Pleasant Valley Recreation and Park District shall be final.

ASSESSMENT

WHEREAS, on February 4, 2021 the Pleasant Valley Recreation and Park District Board of Directors adopted its Resolution Designating Engineer of Work, and Directing Preparation of the Engineer's Report for the Pleasant Valley Recreation and Park District, County of Ventura, California;

WHEREAS, said Resolution directed the undersigned Engineer of Work to prepare and file a report presenting an estimate of costs, a diagram for the Improvement District and an assessment of the estimated costs of the improvements upon all assessable parcels within the Improvement District, to which Resolution and the description of the Improvements therein contained, reference is hereby made for further particulars;

NOW, THEREFORE, the undersigned, by virtue of the power vested in me under said Act and the order of the Board of said Pleasant Valley Recreation and Park District, hereby make the following assessment to cover the portion of the estimated cost of the improvements, and the costs and expenses incidental thereto to be paid by the Improvement District.

The amount to be paid for the Improvements and the expense incidental thereto, to be paid by the Improvement District for the fiscal year 2021-22 is generally as follows:

TABLE 5 - SUMMARY COST ESTIMATE

	<i>F. Y. 2021-22</i>
	<u><i>Budget</i></u>
Parks Maintenance	\$4,110,403
Parks Improvements	\$800,760
Contingency and Reserve	\$1,096,471
Incidental Expenses	\$43,425
TOTAL BUDGET	<u>\$6,051,059</u>
Less:	
Beginning Fund Balance (July 1, 21)	(\$1,016,516)
Park District Contribution	(\$3,809,611)
NET AMOUNT TO ASSESSMENTS	<u>\$1,224,932</u>

As required by the Act, an Assessment Diagram is hereto attached and made a part hereof showing the exterior boundaries of the Improvement District. The distinctive number of each parcel or lot of land in the said Improvement District is its Assessor Parcel Number appearing on the Assessment Roll.

I do hereby assess and apportion said net amount of the cost and expenses of said improvements, including the costs and expenses incident thereto, upon the parcels and lots of land within said Improvement District, in accordance with the special benefits to be

received by each parcel or lot, from the improvements, and more particularly set forth in the Cost Estimate and Method of Assessment hereto attached and by reference made a part hereof.

The assessment is subject to an annual adjustment tied to the Consumer Price Index-U for the Los Angeles Area as of December of each succeeding year (the "CPI"), with a maximum annual adjustment not to exceed 3%. Any change in the CPI in excess of 3% shall be cumulatively reserved as the "Unused CPI" and shall be used to increase the maximum authorized assessment rate in years in which the CPI is less than 3%. The maximum authorized assessment rate is equal to the maximum assessment rate in the first fiscal year the assessment was levied adjusted annually by the minimum of 1) 3% or 2) the change in the CPI plus any Unused CPI as described above.

The change in the CPI from December 2019 to December 2020 was 1.45% and the Unused CPI balance is 0.80%. Therefore, the maximum authorized assessment rate for fiscal year 2021-22 is increased by 2.25% which equates to \$43.52 per single family equivalent benefit unit. The estimate of cost and budget in this Engineer's Report proposes assessments for fiscal year 2021-22 at the rate of \$43.52. The assessment ballot proceeding conducted in 2001 authorized an annual adjustment in the assessment levies equal to the annual change in the CPI, not to exceed 3%. The maximum authorized assessment rate for fiscal year 2021-22 is within the limits of the authorized CPI increase.

The assessment is made upon the parcels or lots of land within the Improvement District in proportion to the special benefits to be received by the parcels or lots of land, from said improvements.

Each parcel or lot of land is described in the Assessment Roll by reference to its parcel number as shown on the Assessor's Maps of the County of Ventura for the fiscal year 2021-22. For a more particular description of the property, reference is hereby made to the deeds and maps on file and of record in the office of the County Recorder of said County.

I hereby place opposite the Assessor Parcel Number for each parcel or lot within the Assessment Roll, the amount of the assessment for the fiscal year 2021-22 for each parcel or lot of land within the Improvement District.

Dated: April 8, 2021

Engineer of Work



By _____
John Bliss, License No. C52091

ASSESSMENT DIAGRAM

The Improvement District includes all properties within the boundaries of the Pleasant Valley Recreation and Park District. The boundaries of the Improvement District are displayed on the following Assessment Diagram. The lines and dimensions of each lot or parcel within the Improvement District are those lines and dimensions as shown on the maps of the Assessor of the County of Ventura, for fiscal year 2021-22, and are incorporated herein by reference, and made a part of this Diagram and this Report.

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FILED IN THE OFFICE OF THE GENERAL MANAGER OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT, COUNTY OF VENTURA, CALIFORNIA, THIS _____ DAY OF _____, 2021.

GENERAL MANAGER _____
 RECORDED IN THE OFFICE OF THE GENERAL MANAGER OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT, COUNTY OF VENTURA, CALIFORNIA, THIS _____ DAY OF _____, 2021.

GENERAL MANAGER _____

AN ASSESSMENT WAS CONFIRMED AND LEVIED BY THE BOARD OF DIRECTORS OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT ON THE LOTS, PIECES AND PARCELS OF LAND ON THIS ASSESSMENT DIAGRAM ON THE _____ DAY OF _____,

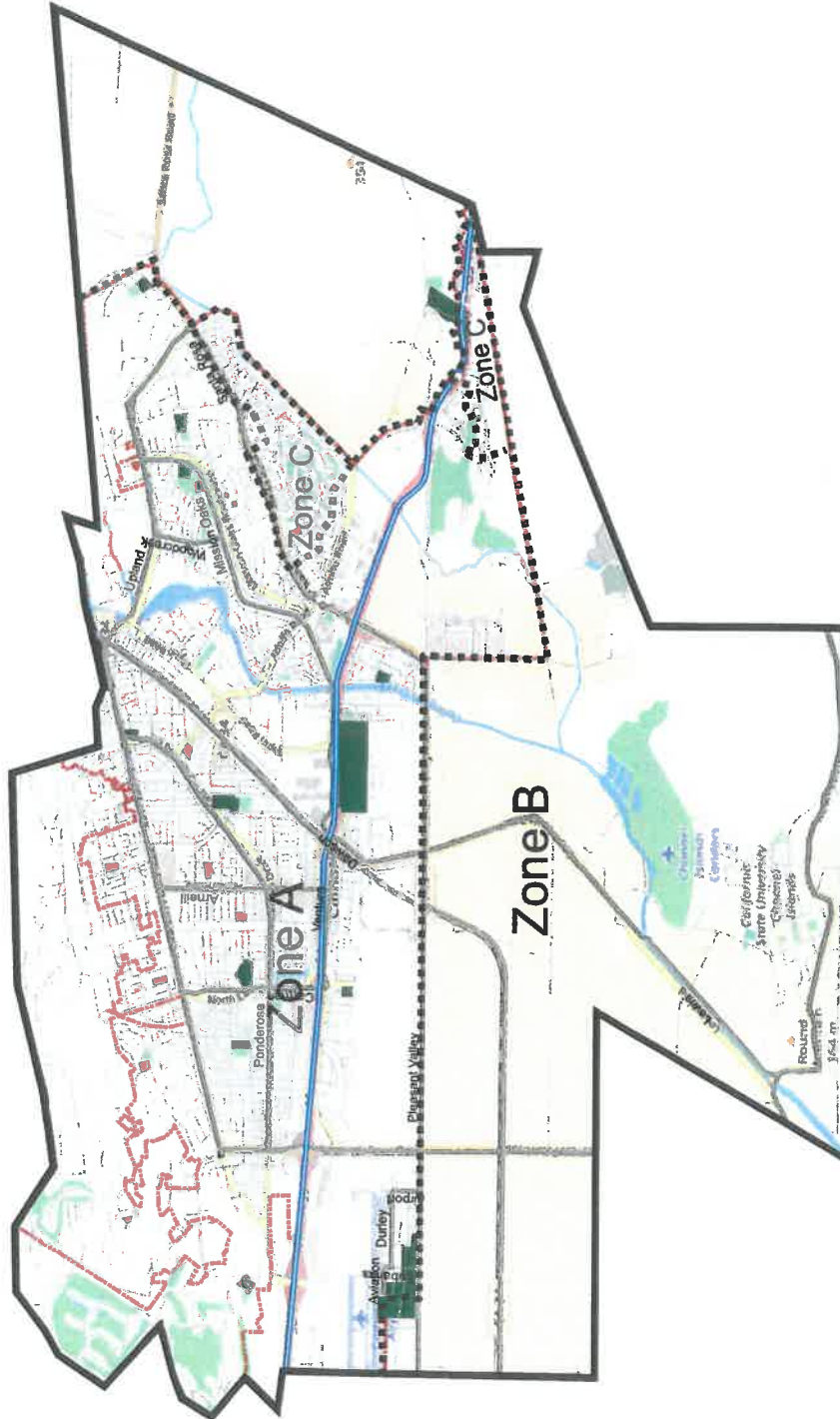
2021 FOR FISCAL YEAR 2021-22 AND SAID ASSESSMENT DIAGRAM AND THE ASSESSMENT ROLL FOR SAID FISCAL YEAR WERE FILED IN THE OFFICE OF THE COUNTY AUDITOR OF THE COUNTY OF VENTURA ON THE _____ DAY OF _____, 2021. REFERENCE IS HEREBY MADE TO SAID RECORDED ASSESSMENT ROLL FOR THE EXACT AMOUNT OF EACH ASSESSMENT LEVIED AGAINST EACH PARCEL OF LAND.

GENERAL MANAGER _____

FILED THIS _____ DAY OF _____, 2021, AT THE HOUR OF _____ O'CLOCK _____ M. IN THE OFFICE OF THE COUNTY AUDITOR OF THE COUNTY OF VENTURA, STATE OF CALIFORNIA, AT THE REQUEST OF THE BOARD OF DIRECTORS OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT.

COUNTY AUDITOR, COUNTY OF VENTURA

**Pleasant Valley Recreation and Park District
 Park Maintenance and Recreation Improvement District
 Assessment Diagram**



Note: REFERENCE IS HEREBY MADE TO THE MAPS AND DEEDS OF RECORD IN THE OFFICE OF THE ASSESSOR OF THE COUNTY OF VENTURA FOR A DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF ANY PARCELS SHOWN HEREIN. THOSE MAPS SHALL GOVERN FOR ALL DETAILS CONCERNING THE LINES AND DIMENSIONS OF SUCH PARCELS. EACH PARCEL IS IDENTIFIED IN SAID MAPS BY ITS DISTINCTIVE ASSESSOR'S PARCEL NUMBER.

Legend

- Interstate
- Major Road
- Local Road
- Parks
- District Boundary Line
- City boundaries
- Zone of Benefit Boundary

SCI Consulting Group
 4745 Mangrove Blvd
 Fairfield, CA 94534
 707-436-1300

APPENDIX A - 2021-22 ASSESSMENT ROLL

Each lot or parcel listed on the Assessment Roll is shown and illustrated on the latest County Assessor records and these records are, by reference made part of this report. These records shall govern for all details concerning the description of the lots or parcels.

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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Anthony Miller, Administrative Analyst

DATE: June 2, 2021

**SUBJECT: INTRODUCTION OF ORDINANCE NO. 12 SETTING
DISTRICT BOARD MEMBER COMPENSATION**

SUMMARY

Staff recommended that the Policy Committee review both Ordinance No. 10 and Resolution No. 583 which together establish the District's policy setting compensation, reimbursement of board member expenses, providing for ethics training and related matters. It is considered best practice to review these documents approximately every two years. Due to some language conflicts between the two documents and state code requiring compensation be set via ordinance, the two documents are being brought to the Board separately.

BACKGROUND

The District is obligated to comply with several Government codes, in particular the Public Resource Code Section 5784.15. Each Board Member of the Board of Directors may receive per diem compensation for each day of service rendered, together with expenses, subject to limits set for by the law. Within these sections, the code requires that special districts establish policies and procedures for the orderly and efficient operation of Board business.

Traditionally, the Policy Committee reviews the existing policy for potential changes and makes recommendations to the full board for approval. In 2018, a series of minor modifications were made. Additionally, in 2019, the Board also approved Ordinance No. 10, which effectively raised the compensation limit to \$105 per meeting, not to exceed 5 meetings per month. The District's Policy Committee reviewed both documents and has referred them with minor changes to the Board for approval.

ANALYSIS

The attached Ordinance has been reviewed by the District's counsel and has been approved to form. The purpose of this ordinance is to specifically raise the compensation rate for Directors by 5% to \$110.25 per meeting. This ordinance is required to be approved AFTER a public hearing and takes effect 60 days after the second reading. Additionally, this ordinance replaces Ordinance No. 10 in entirety.

FISCAL IMPACT

District staff anticipates that with an approval of a 5% increase to days of service compensation, a minor (less than \$500) fiscal impact is expected.

RECOMMENDATION

It is recommended that the Board review and introduce Ordinance No. 12 by:

1. Making a MOTION to read the complete Ordinance No. 12 title – *Ordinance No. 12, An Ordinance of The Board of Directors of The Pleasant Valley Recreation and Park District Setting Board Member Compensation* and to waive further reading;

AND

2. Making a MOTION to APPROVE the introduction and first reading of the District's *Ordinance No. 12, An Ordinance of The Board of Directors of The Pleasant Valley Recreation and Park District Setting Board Member Compensation.*

ATTACHMENTS

- 1) Ordinance No. 12 (2 pages)

ORDINANCE NO. 12

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT SETTING BOARD MEMBER COMPENSATION

WHEREAS, on October 2, 2019, the Board adopted Ordinance No 10 pursuant to Public Resources Code Section 5784.15 and Water Code Sections 20201 and 20202 to set the daily compensation of Board Members; and

WHEREAS, the current compensation for Directors for each day's attendance at meetings of the Board and for each day's service rendered as a Director by request of the Board, not to exceed 5 meetings or activities each month, is \$105; and

WHEREAS, pursuant to Public Resources Code 5784.15 and Water Code 20202 the District Board may increase the daily compensation by no more than 5% for each calendar year following the operative date of the last adjustment; and

WHEREAS, the Board desires to adjust Board Member compensation as permitted under State law; and

WHEREAS, this item was properly noticed for a public hearing by the Board of Directors on May 21, 2021.

THE BOARD OF DIRECTORS OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT ORDAIN AS FOLLOWS:

SECTION 1. – The recitals above are true and correct and incorporated herein by reference.

SECTION 2. – Permitted Compensation

- A. The amount of compensation payable to each Director for each day's attendance at meetings of the Board and for each day's service rendered as a Director by request of the Board is increased to \$110.25 as of compensation payable for October 2021.
- B. Directors may not receive compensation for services rendered for more than a total of 5 days in any calendar month per Public Resources Code Section 5784.15.
- C. In addition to daily compensation authorized in subsection A, the Board authorizes the reimbursement of any actual costs, per Resolution No. 583, incurred by a Director when rendering services as a Director by request of the Board.

SECTION 3. – Future Adjustments to Compensation. Any future increases in compensation for Directors must be approved by an ordinance of the Board and the increase may not exceed the amount permitted by State law since the last increase.

SECTION 4. – This Ordinance will become effective 60 days from the date of adoption.

SECTION 5. – Upon the effective date of this ordinance, Ordinance No. 10 shall no longer be in effect.

SECTION 6. – The Clerk of the Board of Directors shall certify to the passage of this Ordinance and cause the same to be posted and published in accordance with law.

PASSED AND ADOPTED this Second day of June, 2021, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Mark Malloy, Chairman, Board of Directors
Pleasant Valley Recreation and Park District

ATTESTED:

Elaine Magner, Secretary, Board of Directors
Pleasant Valley Recreation and Park District