

RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: March 20, 2008

TO: Board of Directors

FROM: General Manager

SUBJECT: Approval of Resolution Directing Preparation of the Engineer's Report for the Parks, Recreation and Open Space Maintenance and Improvement District of the Rancho Simi Recreation and Park District

INTRODUCTION

In furtherance of the previously adopted maintenance and improvement assessment, the Board must annually direct the preparation of an Engineer's Report. This action represents the first in a series of steps relating to the Board's consideration of the annual levy of the voter-adopted assessment.

BACKGROUND

On November 18, 1999, the Board adopted Resolution No. 1388, ordering the formation of the Rancho Simi Recreation and Park District Parks, Recreation and Open Space Maintenance Improvement District. Pursuant thereto, an Engineer's Report was approved and an assessment was levied upon the properties located within the District's boundaries. Two additional funds were added to the District's annual budget to separately account for assessment monies, Fund No. 36 for Oak Park and Fund No. 37 for Simi Valley. Current year estimates of assessment revenues are \$127,399 for Oak Park and \$1,297,345 for Simi Valley. All of these monies have been allocated.

Annually, the Board must take various actions to continue the assessment, or levy. The dates by which these actions should occur were incorporated into the Board Approved FY 2008-09 District Budget Calendar. In short, the levy procedure closely tracks the District's time line for consideration and adoption of the District's budget, capital projects priorities, and 10-year plan. On February 16, 2006, the Board renewed its 3 year contract with SCI Consulting Group ("SCI"), which therefore serves as the Engineer of Work for Fiscal Year 2008-09. SCI has consistently demonstrated its expertise with assessments and the assessment process as it relates to Rancho Simi Recreation and Park District. It has done so with a high level of competence and professionalism.

The second step of the assessment process requires the Engineer to prepare an Engineer's Report. This Report will establish the budget for the park and recreation services to be funded with the 2008-09 assessments, and will examine the general and specific benefits received from the park maintenance and improvements by property within the District, as well as the method of assessment apportionment to lots and parcels within the District. There is ample justification for proceeding with the assessment. The ongoing financial needs of the District, and the community's needs for the District's services, have both been

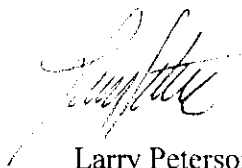
the subject of numerous discussions. The Board adopted budget for the current fiscal year allocated assessment funds towards fundamental maintenance and operations expenditures. Had it not been for these allocations, the District's ability to adequately maintain vital park and recreation amenities would be jeopardized.

These essential allocations include funding for five full-time and two part-time employees (two groundskeeper positions, one irrigation crew member, one utility groundskeeper, one building maintenance worker, one mowing crew member, and part-time Park Ranger efforts). Additional allocations were made to repair Medea Creek Trail, replace aging park signs, construct Big Sky Park and Big Sky Off-leash Dog Run, upgrade the District's After School Club facilities, construct and maintain trails, and to pay District wide electricity bills. The District's 10-year plan provides for the on-going use of roughly half of the assessment monies to pay for a portion of the District's annual park maintenance requirements. Assessment monies are also expected to assist with the funding of nearly every park planned for development over the next 10 years.

The District has and will continue to fully maximize the use of the assessment funds to the betterment of the community. Without the assessment, the District would be forced to layoff employees and significantly curtail development of the very projects this community has demanded. For these reasons, and many others, staff recommends approval of the attached resolution directing the preparation of an Engineer's Report which will outline the benefits of the assessment.

BOARD ACTION REQUESTED

Staff recommends the Board approve the attached Resolution directing SCI Consulting Group to prepare an Engineer's Report for Fiscal Year 2008-09.



Larry Peterson
General Manager

RESOLUTION NO. _____

A RESOLUTION DIRECTING PREPARATION OF THE ENGINEER'S REPORT
FOR THE
PARKS, RECREATION AND OPEN SPACE MAINTENANCE AND IMPROVEMENT
DISTRICT
OF THE
RANCHO SIMI RECREATION AND PARK DISTRICT

RESOLVED, by the Governing Board (the "Board") of the Rancho Simi Recreation and Park District (the "District"), County of Ventura, State of California, that

1. On November 18, 1999 by its Resolution No. 1388, this Board ordered the formation of and levied the first assessment within the Rancho Simi Recreation and Park District Parks, Recreation and Open Space Maintenance and Improvement District (the "Assessment District") pursuant to the provisions of Article XIID of the California Constitution, and the Landscaping and Lighting Act of 1972 (the "Act"), Part 2 of Division 15 of the California Streets and Highways Code (commencing with Section 22500 thereof).

2. The purpose of the Assessment District is for the installation, maintenance and servicing of improvements to the Rancho Simi Recreation and Park District, as described in Section 3 below.

3. Within the Assessment District, the existing and proposed improvements to be undertaken by the Parks, Recreation and Open Space Maintenance and Improvement District are generally described as installation, maintenance and servicing of public recreational facilities and improvements, including, but not limited to, turf and play areas, landscaping, ground cover, shrubs and trees, irrigation systems, drainage systems, lighting, fencing, entry monuments, basketball courts, tennis courts, gymnasium, senior center, running tracks, swimming pools, other recreational facilities, security guards, graffiti removal and repainting, and labor, materials, supplies, utilities and equipment, as applicable, at each of the locations owned, operated or maintained by the Rancho Simi Recreation and Park District. 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.

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

PASSED AND ADOPTED this 20th day of March, 2008 by the following vote, to wit:

AYES :

NOES:

ABSENT:

ABSTAIN:

Chairman of the Board of Directors
Rancho Simi Recreation and Park District