

**RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM**

DATE: April 19, 2007
TO: General Manager
FROM: Marketing and Community Outreach Specialist
SUBJECT: Approval of Resolution of Appreciation to Suzy Mendez on Her Retirement

Suzy Mendez has announced her retirement, effective May 7, 2007. Suzy started working for Rancho Simi Recreation and Park District, April 15, 1985, and will have served the District for 22 years at the time of her retirement.



Suzy started working for the district doing Accounts Receivable. Her job duties were varied including assisting with employee events and special projects. The staff was approximately half the size it is now and Suzy remembers a time when all employees knew each other and spent recreational time together on camping trips, beach BBQs and park outings. After a year, she switched to being the payroll person for the entire district; a role she served for 13 years. Her final job has been for the last eight years overseeing Accounts Payable. She not only processes and pays all bills, but handles payroll for all full time employees.

Suzy says she will miss the friends she has met at work, but will be spending her time working part time and enjoying her hobbies including quilting, scrapbooking, drawing, painting and hiking. Her goal is to set aside time to hike every day. Her passion is to arrange to spend time volunteering in Lake Hughes at Paul Newman's camp for chronically ill children, called The Painted Turtle. Before all of these "retirement" tasks, she is taking an Alaskan cruise in June.

BOARD ACTION REQUESTED

Staff requests that the board of directors approve the attached resolution of Appreciation for Suzy Mendez on her retirement from Rancho Simi Recreation and Park District.


Colleen Janssen
Marketing and Community Outreach Specialist

RANCHO SIMI RECREATION AND PARK DISTRICT

RESOLUTION NO.

**RESOLUTION OF APPRECIATION TO SUZY MENDEZ
ON HER RETIREMENT**

WHEREAS, Suzy Mendez was hired by the District on April 15, 1985, as the Accounting Clerk for Accounts Receivable where she served for one year; and

WHEREAS, Suzy Mendez; became the Accounting Clerk-Payroll, promoting to Senior Account Clerk-Payroll and held that position for 13 years; and

WHEREAS, Suzy Mendez, served as Senior Accounting Specialist-Payables for eight years; and

WHEREAS, Suzy Mendez, in these positions, has provided dedicated and honorable service for a period of 22 years; and

WHEREAS, Suzy Mendez was recognized during this time by her fellow employees with the Employee of the Month awards in June 1987, June 1991, November 1995, September 2000, and September 2004; and

WHEREAS, Suzy Mendez was selected by her peers as Employee of the Year in 1987; and

WHEREAS, Suzy Mendez possesses a unique combination of education, experience, work ethic and thoughtfulness; and

WHEREAS, Suzy Mendez continued her education attending seminars to become more proficient in Excel and Lotus, and more familiar with IRS and EDD laws and guidelines ; and

WHEREAS, Suzy Mendez successfully applied these skills to the performance of her duties on a daily basis; and

WHEREAS, Suzy Mendez regularly offered her knowledge, time and assistance to other employees; and

WHEREAS, Suzy Mendez has consistently demonstrated compassion and caring for her fellow employees; and

WHEREAS, Suzy Mendez has contributed to the success of the Rancho Simi Recreation and Park District and its service to residents; and

WHEREAS, Suzy Mendez will be greatly missed by all;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Rancho Simi Recreation and Park District does hereby publicly commend Suzy Mendez for her dedication to her work and devotion to the District; BE IT FURTHER RESOLVED, that Suzy has given 22 years of service to the District and its residents; BE IT FINALLY RESOLVED, that her service to the public does not go unrecognized, the District does hereby proudly honor Suzy Mendez with this resolution. May Suzy find happiness in her retirement and may her years be filled with good health and prosperity.

The foregoing resolution was approved by the Board of Directors of the Rancho Simi Recreation and Park District at its regular meeting held on April 19, 2006 at 1692 Sycamore Drive, Simi Valley, California on a motion by

AYES:

NOES:

ABSENT:

Chairman, Board of Directors
Rancho Simi Recreation and Park District