

RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: August 16, 2007

TO: Board of Directors

FROM: General Manager

SUBJECT: Continued Public Hearing on the Rancho Simi Recreation and Park District Annual Budget, Project Priorities, and 10-Year Capital Improvement Program for FY 2007-2008

SUMMARY

This is the second public hearing on the District's Planning and Development Project Priorities, 10-Year Capital Improvement Program, and Annual Budget for Fiscal Year 2007-08. These documents are attached in full to the companion board reports appearing on the agenda. Many hours of time have now been devoted to this process, with special emphasis occurring during the various Committee meetings, the Board workshop on May 24, 2007, the Board meeting on June 21, 2007, during which time the Board adopted the "Preliminary Budget", and the public hearing in Oak Park on July 19, 2007.

In short, this effort has focused on determining and funding both the short and long term goals of this agency. Along the way, the public has received notice of this process in various formats, including; legal notice, articles in both the Reporter and the Oak Park Recreation and Park News brochures, web-site and regular agenda postings.

As determined by the Board, the long term goal of this agency is to complete the park system, continue the preservation of open space, and provide high quality facilities and programs to our community. The proposed budget seeks to balance expenditures between infrastructure repair and park expansion, and to provide the maintenance staffing level necessary to maintain the expanding park land. The proposed Budget also demonstrates a sound commitment to continued investments in training, communication and technology. The material changes to the District's adopted Preliminary Budget are described below, categorized by Fund.

GENERAL FUND NO. 41

1. The District's General Fund Reserve has been increased by the amount of \$200,639.
2. Part-time custodial wages have been increased by the amount of \$12,095.
3. Buildings maintenance contract service allocations have been increased by the amount of \$27,820. This, together with the previous change described above in paragraph 2, is intended to increase the level of maintenance at District park restrooms and at Sycamore Drive Community Center Administrative offices and to improve the utilization of existing District staff.
4. Part-time Recreation Department wages have been increased by the amount of \$100,000. This should be sufficient to cover general increases in labor as well as accommodate last years and this years State minimum wage increases.
5. The District's existing "trade-show" booth, used in Street Fair, park dedications and various other events is now 17 years old and barely operable. Staff has researched replacement alternatives, and believes the amount of \$5,000 will cover the cost of a replacement.
6. Miscellaneous accounts have been adjusted to take into consideration various increases in postage, gas, water, and other rising costs.
7. Special Department Expense within the Recreation budget has been adjusted upward by the amount of \$40,000 for Simi Valley and \$15,000 for Oak Park. This account is used to pay for services and supplies for virtually every recreation class (i.e., after school club, aquatics, special events, etc.), and represents a continuing commitment to both expand programming and to increase the quality of the programming.
8. The budget for resurfacing tennis courts in Oak Park has been increased by the amount of \$7,000, to ensure the Park District can match any Oak Park Unified School District funds allocated to resurface the High School's tennis courts. This sharing of expense is pursuant to a long-standing agreement between the two agencies. Deerhill tennis courts will be resurfaced in the alternative.
9. Strathearn toilet facilities are inadequate for large events. Portable toilets have been placed at that park and the District's budget for this service has been increased by \$10,000 annually. This cost is also now incorporated into facility rentals at that location.
10. Playground rubberized surfacing re-coating has been added as an expense to the maintenance budget, in the amount of \$10,000. This is expected to be a recurring cost.
11. The District's part-time Recreation Coordinator position, responsible for coordinating

District classes and activities, among other things, is now reflected as a full-time position. The Personnel Committee agreed with the recommendation to convert this position to full-time, based upon the need for stability in this very important area of District business. Total cost for this change is \$31,987.

12. Salary and benefit changes approved by the Board as a result of its negotiations with the District's bargaining units have been incorporated.
13. A Groundskeeper I position has been added to the Rancho Simi Community Park Crew, to help ensure the maintenance effort at this heavily used park and at the other parks within this Crew's area of responsibility. The Personnel Committee agreed with this recommendation. Total cost for this change is \$59,770.
14. A Buildings Specialist - Painter position has been added to the Budget. The District has not previously had a designated painter. As a result, District facilities have not received the specialized maintenance effort that this position can provide. Adding regular painting of District facilities will save approximately \$30,000 per year on contract services and increase the quality of the maintenance effort at District park sites. Total cost for this change is \$73,382.
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16. In recent years, the District's Mowing Crew has not had a leadership position assigned to it. The departure of Groundskeeper I Tim Bixby (moved out of State), created an opening on this crew. This opening was filled with the lateral transfer of a Crew Leader, who will now be responsible for the efforts of this crew. This change is consistent with the District's approach to the Irrigation Crew and the Utility Crew, and the Personnel Committee agreed with this recommendation. Total cost for this change is \$13,645.

OAK PARK ASSESSMENT FUND NO. 36

17. Park sign replacements have been budgeted for Valley View and Mae Boyar park locations, in the amount of \$27,000.
18. The purchase of a portable barrier, in the amount of \$4,500 has been budgeted to prevent preschool participants that attend this program at the Nature Center from reaching the nearby water feature.

SIMI VALLEY ASSESSMENT FUND NO. 37

19. The allocation for replacement of the District's large copier has been reduced by the amount of \$8,500, to reflect actual cost.
20. Part-time ranger wages have been increased by \$15,000, amounting to an increase of 600 hours of additional ranger coverage annually.

21. The District's Preliminary Budget for Big Sky Park assumed the contractor retention payment of approximately \$300,000 would be paid last fiscal year. In fact, it was paid in July. Interest earnings and increases in assessment revenue in this fund have also allowed this fund to pay a larger portion of the remaining construction costs for this park, which total \$444,573. Total remaining costs are budgeted to be paid from this Fund, and from the District's Capital Outlay Other Fund No. 38.

CAPITAL OUTLAY OTHER FUND NO. 38

22. Due to the contribution of additional interest and tax revenues from Assessment Fund No. 37, Big Sky Park construction costs from this Fund have been reduced by \$94,287. See paragraph 20 above.
23. The Sequoia Pool demolition and re-landscaping allocations have been restored to \$150,000.
24. Replacement of aging capital equipment (vehicles, tractors, mowers, etc.), is an on-going process. Further, a new vehicle will be required if the Board approves the proposed Building Specialist Painter position. It may also be necessary to purchase another Ranger Vehicle to accommodate the additional ranger hours. Therefore, the Budget reflects an increase of \$150,000 for Vehicles and Capital Equipment, for a total allocation of \$250,000.
25. This Fund now acknowledges an interfund transfer from the District's Grants Fund No. 39, in the amount of \$170,000 in Land and Water Conservation Grant Funds, anticipated in relation to the District's purchase of the Long Canyon property.

CAPITAL OUTLAY FUND NO. 40 - PARK DEDICATION FEES

26. Chumash park allocations have been increased by the amount of \$200,000 for continuing design and other work associated with the upcoming construction of this park site. There are adequate PDF monies for this allocation.
27. Strathearn Park Visitor's Center is receiving a renovation. New display partitions and window treatments are now budgeted, as well as chairs for the recently completed St. Rose of Lima Church. Total allocations for these items are proposed at \$25,000.

GOLF COURSES FUND NO. 43

28. The presentation of this Fund has been improved. This Fund is now listed on 4 pages. The first page is a summary of all golf course activity. The following pages provide the detail for each enterprising activity; Sinaloa Golf Course, Simi Hills Golf Course, and Sinaloa Park. Total allocations for Sinaloa Park have been increased by the amount of \$531,169, to \$4,965,507.

29. The Preliminary Budget included an allocation of \$65,000 for Simi Hills Golf Course irrigation design work. Given the upcoming kitchen expansion project at Simi Hills Golf Course, it is highly unlikely there will be available time to undertake the irrigation project. Therefore, this allocation has been removed. This item can easily be added to a future budget.
30. The kitchen expansion project allocation has been increased by \$25,000 (to a total of \$200,000), which is expected to fully fund this project.
31. The equipment purchase amount (\$201,112) listed under Capital Outlay on the Simi Hills Golf Course page represents completion of the purchase of equipment from the previous course operator. This transaction was scheduled to occur last year, but instead occurred in July. Existing set-aside funds were therefore carried over and used to complete this transaction, in accordance with the Board's previous approval.
32. At long last, the amount of \$25,000 has been allocated towards renovation of the restroom adjacent to the 6th hole at Simi Hills Golf Course.

OAK PARK CAPITAL OUTLAY FUND NO. 44

33. The only remaining monies in this Fund are brush control funds, in the amount of \$94,687. Staff proposes to transfer this amount to the Oak Park Special Zone Tax Fund No. 45, where they will be used to fund the annual weed abatement effort on a going-forward basis.

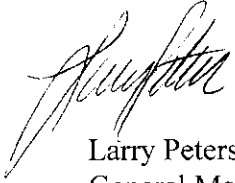
OAK PARK SPECIAL ZONE TAX FUND NO. 45

34. The reserve in this Fund has been increased by the amount of \$95,605, that is from \$20,369 to \$115,974.
35. The amount of \$12,000 has been added to cover the purchase price of a truck for the new Oak Park maintenance crew member.

The Board should allow public comment, close the public hearing and provide appropriate direction to staff. Should the Board determine more time is required to review the Budget, staff recommends the matter be continued to the regularly scheduled meeting of September 6, 2007. The District's Preliminary Budget can adequately serve as the District's spending authority until that time. Therefore, a continuance of this matter poses no significant challenges.

BOARD ACTION REQUESTED

Staff recommends the Board allow public comment on the District's Proposed Budget, Project Priorities and 10-Year Capital Improvement Program, and thereafter close the public hearing, and provide appropriate direction to staff.



Larry Peterson
General Manager