

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

DATE: September 6, 2007

TO: General Manager

FROM: Assistant General Manager

SUBJECT: Authorization to Solicit Bids for the Rancho Simi Community Park West Parking Lot Expansion Project

The District's approved FY 2007-08 Planning and Development Project Priorities includes, as a high priority, the permitting, bidding, and construction of an expanded parking lot and one lighted soccer field on the west side of Rancho Simi Community Park. A presentation on the project was made at the Board of Director's August 16, 2007 meeting.

Expansion of the west parking lot has been a goal of the District since 1998, when a conceptual design was first presented to the Board. The present lot (102 stalls) serves the three lighted softball fields as well as spillover parking for major events at the park (including swim meets, summer concerts, etc.). Over the past couple of years the District has allowed parking on the grass field along Royal Ave. for special events due to consistent complaints from the commercial development located just west of the park. There appears to be no debate that the park needs additional parking.

The existing parking lot has been in a state of decline over the years due to heavy use and drainage issues. The proposed project would consist of a complete reconstruction of the existing lot and expansion of the lot from its current 102 stalls to 207 stalls by encroaching where the current field No. 4 backstop now sits. The project does impact ten (10) large ash trees. Other projects planned for the western portion of the park include creation of an additional lighted soccer field along Royal Avenue (FY 2007-08) and substantial upgrades to the softball plaza and the three existing softball fields (FY 2008-09).

The project schedule is as follows:

September 6, 2007	Board of Directors – Authorization to Solicit Bids for the Parking Lot Project
September 16, 2007	Legal Notice in Ventura County Star
October 2007	Relocation of park's main water line/associated irrigation modifications
October 23, 2007	Bid Opening
November 1, 2007	Board of Directors – Award of Contract for the Parking Lot Project

November 15, 2007 – November 30, 2007	Parking lot, restrooms and softball fields closed Construction fence installed Remaining trees removed Picnic area demolished
December 3, 2007 – February 16, 2008	Construction of parking lot Remodel of restroom building interior
February 16, 2008	Parking lot/ball fields/restrooms reopened
March 1, 2008 – May 1, 2008	Parking lot landscape installed Trash enclosure built
May 1, 2008 – August 30, 2008	Soccer field constructed

Construction plans are nearly (90%) complete. District staff has submitted plans and other documents to the City of Simi Valley for an Administrative Adjustment to the park's original entitlement permit to accommodate the expansion of the parking lot. Processing of the adjustment is expected to be complete in mid-September.

**Fiscal Impact:** Adequate funds (\$750,000) are budgeted in the District's FY 2007-08 Annual Budget to cover all costs associated with the project.

Board Action Requested:

That the Board approve the Authorization to Solicit Bids for the Rancho Simi Community Park West Parking Lot Expansion Project.



Ed Hayduk  
Assistant General Manager

EH:bjm