

Rancho Simi Recreation and Park District Board of Directors Meeting

A G E N D A

Wednesday, July 17, 2024 at 6:30pm

Rancho Simi Recreation and Park District
4201 Guardian Street, Simi Valley, CA 93063 • Activity Room 3

Welcome to a meeting of the Board of Directors of the Rancho Simi Recreation and Park District. The Park District welcomes citizen participation. There are multiple ways to participate or view the meeting:

In Person. You may attend the Board Meeting in person at the time and location listed above.

Via Zoom. <https://us02web.zoom.us/j/82478090996?pwd=XMmcE9cqrkTowD5oAbycFwaalqCBxS.1>

Via Phone. Please call 1-669-444-9171 and enter Meeting ID: 824 7809 0996. Passcode: 163364.

View Via YouTube. Click <https://www.youtube.com/rsrpd>

If you would like to speak, please follow these simple steps:

- Fill out a green Speaker Card available at the sign-in table and hand the card to the Recording Secretary or Board of Directors.
- If the item you would like to speak about is not on the Agenda, be prepared to speak when the Board Chair calls for “Public Discussion”. The Chair will call the names appearing on the Speaker Cards. If you do not hear your name called, please make this fact known, so that you may be recognized.
- If you would like to speak about an item that is on the Agenda, the Board Chair will announce the item, request a report from staff, ask Board Members if they have questions or comments, and then ask if there are people in attendance who would like to comment on the item.

When recognized, please speak from the podium and be professional. Speakers are allowed a maximum of three (3) minutes to comment. Depending upon the circumstances and the length of the agenda and associated time restrictions, the Board Chair may increase or decrease speaker time accordingly.

The Board Chair may also determine appropriate action, if any, to be taken in response to comments received. Comments will be listened to, questions may be answered, speakers may be requested to further discuss the matter with staff, or an item could be added to a future Board Meeting Agenda or referred to a Board Committee, among other things. Items on the Agenda that require action will likely be voted upon by the Board of Directors. We appreciate your attendance and hope to see you again.

BOARD OF DIRECTORS

Chair
Elaine Freeman

Vice Chair
Ed Abele

Director
Brian Dennert

Director
Josh Gray

Director
Kate O'Brien

STAFF
District Manager
Dan Paranick

To view video of this meeting, please go to youtube.com/rsrpd or click [here](#).

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. AGENDA REVIEW **00:00:55**
4. PUBLIC STATEMENTS (ITEMS NOT ON THE AGENDA) **00:01:00**
5. APPROVAL OF MINUTES **00:08:19**
 - a. Rancho Simi Recreation and Park District Board of Directors Meeting – June 19, 2024
6. CONSENT AGENDA (Matters under the Consent Agenda are considered routine and shall be acted upon without discussion by one motion approving the Consent Agenda. If discussion is desired, the item may be removed from the Consent Agenda upon a Director's request.) **00:09:15**
 - a. Approval of 6/15/24 Accounts Payable Check Register and 5/31/24, 6/14/24 & 6/28/24 Payroll Check Registers
 - b. Approval of Resolution No. 2079 Modifying District Policy Manual, Chapter 2 Personnel: Section 2700 Policy Against Workplace Violence
 - c. Approval of Resolution No. 2080 Modifying District Policy Manual, Chapter 2 Sections 1304 and 1310, Regarding Employee Benefits
 - d. Approval to Prepay the District's CALPERS Pension Plan's Unfunded Accrued Liability For Fiscal Year 2024/25
7. PRESENTATIONS, SCHEDULED ITEMS AND PUBLIC HEARINGS
 - a. Presentation of the Full-Time Employee of the Month for June 2024 to Erin Pierik, Recreation Coordinator **00:11:20**
 - b. Presentation of the Part-Time Employee of the Month for June 2024 to Austin Lucky, Recreation Counselor **00:23:33**
 - c. Approval of Mountains Recreation and Conservation Authority Final Budget for Fiscal Year 2024/25 **00:25:40**
 - d. Public Hearing on the Rancho Simi Recreation and Park District Annual Budget and Capital Projects for Fiscal Year 2024/25 **00:35:24**
8. CONTINUED BUSINESS - NONE
9. NEW BUSINESS
 - a. Discussion and Possible Direction Regarding Public Safety Concerns In Parks – Verbal Report **00:42:22**

- b. Discuss and Provide Direction Regarding the Timeframe for Installation of Newly Elected Members of the Board of Directors and for Selection of the Board Chair and Vice Chair **01:49:15**
- c. California Special Districts Association (CSDA) Call for Vote from Member Agencies to Fill Coastal Network Seat A on the Board of Directors for the 2025 - 2027 Term **02:01:05**

10. WRITTEN COMMUNICATIONS OF NOTE **02:03:26**

11. REPORTS BY BOARD MEMBERS **02:05:14**

12. REPORT BY DISTRICT MANAGER **02:26:24**

13. CLOSED SESSION

- a. Closed Session Pursuant to Government Code Section 54956.9
Claimant: Stephanie Powers
Agency Claimed Against: Rancho Simi Recreation and Park District
- b. Closed Session Pursuant to Government Code Section 54957.6
CONFERENCE WITH LABOR NEGOTIATOR
Agency Negotiators: Dan Paranick, District Manager and
Theresa Pennington, Director of Administration
Employee Organization: Rancho Simi Recreation and Park District -
Middle Management Association

14. ADJOURNMENT



Dan Paranick, District Manager / District Clerk

If any individual has a disability that may require accommodation to participate in the meeting, please contact Human Resources at 805-584-4400. Upon advance notification of the need for accommodation, reasonable arrangements will be made to provide accessibility to the meeting.

Rancho Simi Recreation and Park District Board of Directors Meeting M I N U T E S

Wednesday, June 19, 2024, 6:30pm

The regular meeting start time has been continued from 6:30pm to 7:30pm

**Rancho Simi Recreation and Park District • Activity Room 3
4201 Guardian Street, Simi Valley, CA 93063 • (805) 584-4400**

A video recording of tonight's meeting is available on
the District Website at www.RSRPD.org.

1. **CALL TO ORDER & PLEDGE OF ALLEGIANCE** – Chair Freeman called the meeting to order at 7:30pm. The Pledge of Allegiance was led by Theresa Pennington.
2. **ROLL CALL** – Directors Dennert, Gray, O'Brien, and Chair Freeman were in attendance. Vice Chair Abele attended via ZOOM due to a possible contagious illness. Staff in attendance included: Laura Ballantoni, Kris Barella, Karina Brewer, Douglas Duran, Tom Evans, Zen Flores, Paul Friedeborn, Richard Lemmo, Zach Miller, Wayne Nakaoka, Dan Paranick, Theresa Pennington, Jennifer Santos, Alex Stumfall, Gina Viecco, and District Counsel Ryan Guiboa.

Guests attended tonight's meeting in-person and via Zoom. Those who made public comments are listed under the appropriate Item below.

3. **AGENDA REVIEW**- District Manager Dan Paranick notified the Board of a correction for the Agreement related to Item 9.a, under the 5th Amendment within the following paragraph "4th" was corrected to "5th." There is no longer a need for the Closed Session and can be removed from tonight's Agenda. Paranick also recommended Item 9.b be heard before Item 8.a. The Board direction provided on Item 9.b may affect the adoption of the Preliminary Budget which is Item 8.a. The Board agreed to the changes.
4. **PUBLIC STATEMENTS (ITEMS NOT ON THE AGENDA)** – NONE
5. **APPROVAL OF MINUTES**

- a. Rancho Simi Recreation and Park District Board of Directors Meeting – June 5, 2024 – Under Reports by Board Members, Vice Chair Abele requested his comments be changed from "3 residents" to "several residents." Motion: Director Dennert moved to approve the Minutes as amended. Director O'Brien seconded. The motion carried with the following Roll Call Vote:

Ayes: Abele, Dennert, Freeman, Gray, O'Brien

Noes:

Absent:

Abstain:

6. **CONSENT AGENDA** (Matters under the Consent Agenda are considered routine and shall be acted upon without discussion by one motion approving the Consent Agenda. If discussion is desired, the item may be removed from the Consent Agenda upon a Director's request.)

- a. Approval of 5/31/24 Accounts Payable Check Register and 5/17/24 Payroll Check Register.
- b. Approval of Resolution No. 2078 Establishing the 2024/25 Appropriations Limitation in Accordance with Article XIII B of the Constitution of the State of California – Staff Report was provided by Theresa Pennington, Director of Administration.

Motion: Director Gray moved to approve Consent items 6.a and 6.b. Director O'Brien seconded. The motion carried with the following Roll Call Vote:

Ayes: Abele, Dennert, Freeman, Gray, O'Brien

Noes:

Absent:

Abstain:

- c. Approval of Award of Contract for Weed Abatement Services at Various District Parks and Open Space Areas – Staff Report was provided by Jennifer Santos, Senior Management Analyst. Director Dennert requested Item 6.c be pulled for discussion. Dennert had questions relating to the amount of work needed in Oak Park and Simi Valley. Staff responded to questions.

Motion: Director Gray moved to approve Consent item 6.c. Director O'Brien seconded. The motion carried with the following Roll Call Vote:

Ayes: Abele, Dennert, Freeman, Gray, O'Brien

Noes:

Absent:

Abstain:

7. PRESENTATIONS, SCHEDULED ITEMS AND PUBLIC HEARINGS

- a. Presentation of the Part-Time Employee of the Month for May 2024 to Karina Brewer, Recreation Specialist II – Staff Report was provided by Theresa Pennington, Director of Administration. Karina has been with the District for one year; this is her first award. Karina thanked the Board and is excited to see what more she can do here in the future. The entire Board congratulated Karina, adding they've heard great things about her from Oak Park and she has done an amazing job in just one year.

The Board heard Item 9.b at this time, before Continued Business.

8. CONTINUED BUSINESS

- a. Adoption of Preliminary District Operation and Capital Improvement Budget for Fiscal Year 2024/25 – Staff Report was provided by Dan Paranic, District Manager. Tonight's PowerPoint presentation highlights the changes requested by the Board during the previous Budget Workshop. The Board received public requests for a handball court and lighting at Indian Springs Park. The cost would be \$38,000 for the handball court and \$65,300 for lighting at Indian Springs Park. The Board discussed Item 9.b prior and directed staff to scale back on the plans for the Activity Center Phase III due to the currently much higher cost. There will need to be an adjustment to the current budget.

Abele suggested it would make sense to adjust the Budget now, since the figures will be way off as it is. He continues to be concerned by how the Equestrian Center project was accelerated ahead of the lighting at the parks. Paranick responded, projects can be completed simultaneously. Nakaoka added some of the lighting was included with a larger project. He will separate the lighting from the larger project so it can be completed sooner.

Chair Freeman opened public comments at 9:14pm; hearing none, Chair Freeman closed public comments.

Dennert would like the handball court added to the Budget and to adjust to reflect the Activity Center Phase III change in plans. Currently he feels there is an imbalance in the Budget with OP being subsidized by Simi Valley (SV) and would like to see it move towards a true cost accounting. He plans to vote against the Preliminary Budget as it does not include a true cost accounting. Oak Park (OP) has asked for a higher level of service, and it is important to provide them with options.

Abele admires Dennert's vote on principal, even though he doesn't agree. He suggests adjusting the Budget to reflect the change in the Activity Center plans. He agrees with the addition of the handball court. He would like to get the Activity Center out to bid right away, this is his #1 priority.

Gray appreciates Dennert's comments regarding OP. He agrees with adding the handball court. He clarified the community requests for shade were specifically around playgrounds, he suggested combining this with the tree planting.

O'Brien agrees adjusting the Budget to reflect the change with the Activity Center would make sense.

Chris DeSantis representing the BMX group stated they still have their BMX Board and are still very invested in bringing a BMX track back to Simi Valley. The City of Simi Valley has still not provided an answer on the proposed site, looking for an alternate location seems the best option going forward. Dennert asked if they would be interested in a pump track like Sapwi Bike Park in Thousand Oaks. DeSantis replied, they would be interested if that is the only option, pump tracks are becoming popular.

Abele feels a full BMX track is what they deserve, this has been a huge disappointment from the City of Simi Valley. Dennert added, to move on to a new plan you must abandon the old plan. It is time to move on from the City property to a doable plan.

Motion: Vice Chair Abele moved to approve the Preliminary Budget as amended to include a handball court and using Alternative 2 for the Activity Center Phase III plans. Director Dennert seconded. The motion carried with the following Roll Call Vote:

Ayes: Abele, Freeman, Gray, O'Brien

Noes: Dennert

Absent:

Abstain:

- b. Approval for Publication of Legal Notice Allowing for Public Inspection of Preliminary Budget and Specifying Date and Time of Public Hearing on District's Final Budget for Fiscal Year 2024/25 – Staff Report was provided by Theresa Pennington, Director of Administration. The proposed notice was provided for the Board's review and approval.

Chair Freeman opened public comments at 9:40pm; hearing none, Chair Freeman closed public comments.

Motion: Director O'Brien moved to approve publication of the legal notice. Director Gray seconded. The motion carried with the following Roll Call Vote:

Ayes: Abele, Dennert, Freeman, Gray, O'Brien

Noes:

Absent:

Abstain:

9. NEW BUSINESS

- a. Authorization to Extend Existing Terms with Current Concessionaire at Simi Hills Golf Course and Solicit Proposals for a New Food and Beverage Concessionaire – Staff Report was provided by Zach Miller, Director of Recreation. The current concessionaire has decided not to pursue a long-term contract extension but has agreed to provide services through the end of the year. This will allow the District to pursue another concessionaire without disruption to services.

Gray asked if there was a particular sticking point with the current concessionaire. Miller responded that higher insurance rates were requested for liquor, and they are not interested at this point in their career for the long-term liability, among other reasons.

Chair Freeman opened public comments at 9:45pm; hearing none, Chair Freeman closed public comments.

Dennert and Gray are both sorry to see the current vendor leave, the food has been really good. They are hoping to find a new vendor that is just as good.

O'Brien and Freeman commended the current concessionaire for the great job they have done, thanks to them for elevating the use of the space.

Motion: Director Gray moved to approve Items 1 and 2 as presented in staff's report. Director O'Brien seconded. The motion carried with the following Roll Call Vote:

Ayes: Abele, Dennert, Freeman, Gray, O'Brien

Noes:

Absent:

Abstain:

- b. Further Review and Direction Regarding Activity Center Phase 3 Construction Project – Staff Report was provided by Wayne Nakaoka, Director of Planning and Maintenance. The Board requested alternatives to the current construction plans to reduce the overall current high cost of the project due to inflation. Staff provided 6 different Alternatives for the Board's consideration.

Chair Freeman opened public comments at 8:24pm; hearing none, Chair Freeman closed public comments.

Abele feels in the past the concept was great, but it is clear now that the cost has become staggering. Having party rooms and a kitchen does not make sense to him. It would be irresponsible now and, in the future, to spend this amount of money. Alternative 2 is ideal in his opinion and he would be excited, Alternate 4's additional cost doesn't make sense in his opinion. Douglas Duran and Jonathan Schwartz are the heroes, their design is incredible and allows for the other options.

Dennert would be good with Alternate 2 or 4. He does not want to see other projects cut if the Activity Center is so much more costly. He suggests bidding with Alternate 2 as the base plan, with alternate pricing for Alternate 4 if it does not cause a delay. He has questions about the need to cover the skylights and adding lights. He suggested the possibility of having food trucks at the Activity Center as opposed to a full kitchen. He would love to see an e-sports lounge in the plans for teens. He likes the dramatic play area but is open to discussing a smaller version. He suggested a committee to discuss an alternate plan for the multi-purpose/loft area.

Gray would like to participate in conversations about the loft area. Thanks to Douglas Duran and the staff, he continues to like Alternates 5 and 6 but it has become cost prohibited. He would like to see Alternate 4 but wants to see more information. He does feel this should be the primary project now and move ahead with construction.

O'Brien likes Alternate 5 as it includes structural work that would be in place for the future. She does feel selecting Alternates 2 or 4 would close the door to future improvements. She wants to have dance rooms included and feels the loft is a good observation area.

Freeman prefers Alternate 5, but being a realist, Alternate 4 would work considering the high rise in the cost. She would like to see Alternate 2 as a base plan with Alternate 4 as an option.

Direction provided by the Board: Create a conceptual plan using Alternate 2 and including Alternate 4 as a second option for Bids. Board members can meet with staff individually to discuss the options.

Chair Freeman called a Recess at 8:55pm. Chair Freeman called the meeting back to order at 9:00pm.

The Board heard Item 9.a at this time.

- c. Approval of Pay and Benefit Changes for: (1) Rancho Simi Recreation and Park District Middle Management Association, (2) Rancho Simi Recreation and Park District Employee Association (3) Maintenance and Grounds Association, and (4) Unrepresented District Employees -Staff Report was provided by Theresa Pennington, Director of Administration. After labor negotiations with the four groups an agreement has been reached under direction of the Board. Approval of the agreed to terms is now recommended.

Chair Freeman opened public comment at 9:51; hearing none, Chair Freeman closed public comment.

Abele stated he is happy to be able to do this for the employees and wishes it could be more.

Motion: Vice Chair Abele move to approve pay and benefit changes for full-time employees. Director Gray seconded. The motion carried with the following Roll Call Vote:

Ayes: Abele, Dennert, Freeman, Gray, O'Brien

Noes:

Absent

Abstain:

- d. Approval and Adoption of Full-Time Employee Classification Schedules by Rancho Simi Recreation and Park District Board of Directors – Staff Report was provided by Theresa Pennington, Director of Administration. The attached schedules have been amended to reflect the recently approved 4% Cost of Living for the Middle Management Association, Rancho Simi Employee Association, Maintenance and Ground Association, and Unrepresented Employees.

Paranick thanked Pennington for the great job this year and every year with the labor negotiations.

Pennington thanked the Board on behalf of the employee groups.

Motion: Director O'Brien moved to approve and adopt the Full-Time Employee Classification Schedules. Director Gray seconded. The motion carried with the following Roll Call Vote:

Ayes: Abele, Dennert, Freeman, Gray, O'Brien

Noes:

Absent:

Abstain:

10. WRITTEN COMMUNICATIONS OF NOTE - Paranick reported the MAC in Oak Park has requested information from the District regarding vegetation maintenance projects.

11. REPORTS BY BOARD MEMBERS

Vice Chair Abele reported a potential safety issue for employees in Oak Park and spoke with Chief Ranger Rosales about it. He suggests adding security cameras in questionable areas. This makes employees feel safe, serves as a deterrent, and addresses the liability issue. He'd like this added as a future Agenda item for discussion. Tonight is a unique situation to be holding a meeting on the important occasion of Juneteenth. Both this and the upcoming 4th of July represent the importance of freedom. This is a good time for reflection, not everyone has freedom.

Director Dennert appreciates Abele's comments regarding the holidays. He heard there will be a Water Lantern Festival in August. Some vandals have recently been caught; he is wondering if we send them a bill for restitution. Pennington replied, the District does invoice for any amount and will research the situation. A Scout project was completed at the Dog Park, thanks to staff for their time spent working with the Scouts. He attended the Soccer Foundation meeting; Shana Moore handles the meetings so well and is always prepared for all questions. He requested Paranick hold a meeting to provide a briefing for any candidates who run for the District Board. There was a recent accident in the Arroyo with an e-bike, the driver was underage.

Director Gray thanked Abele for his Juneteenth comments. He inquired about security issues for the Pride event in Simi Valley. Staff has developed a plan to address those concerns. He attended Brian Gabler's retirement event tonight. He is excited for the Steampunk event this weekend and is hoping for it to become an annual event.

Director O'Brien thanked Abele for his Juneteenth comments. She attended the Samaritan Center Pancake Breakfast, it was a great event, she wished the crowd had been larger. International City of Peace will be holding a walk at Lemon Park (RTCP) on Sept 21. She is sorry to miss the Steampunk event at Strathearn this weekend. She would like to adjourn the meeting in honor of Tex Ward who was General Manager at Conejo Recreation & Park District for 38 years.

Chair Freeman attended the Strathearn Historical Committee meeting with O'Brien. They reviewed maintenance items and many of the items have been completed. She also attended the Oak Park outreach with Dennert, the sound in the room was awful. There were a couple of issues with the Lagoon reported. She attended CSDA Legislative Committee, there is a lot of back-and-forth discussion regarding the bills. She attended Brian Gabler's retirement event today, thanks to Sandee Covone for preparing the Certificate, it was a great event.

12. REPORT BY DISTRICT MANAGER – Comments were provided by Dan Paranick. There were four members of public who attended the Oak Park Outreach meeting, they had some concerns with the Lagoon and with people putting fish in the lagoon. The acoustics in the large room in Oak Park are not good and future meetings will be held in the smaller room. The City of Simi Valley is considering expanding the local mosque and parking is an issue for them. The District only has one small lot in that area that already services three locations. Staff are currently reviewing applications for the Golf Manager position at SHGC. Work will be started on the HVAC system at the Activity Center, there will be some impact on the building and employees in August. The plans for Deerhill Pickleball conversion were submitted to the County on April 24th, staff are waiting for comments and/or approval. The housing project on Cochran and Tapo had requested a waiver of park development fees which was denied, and they are now requesting another meeting with him and Nakaoka.

Upcoming events: Steampunk at Strathearn and Aquapalooza at the Pool on June 22nd, RSRPD Concerts in the Park will be held on the 3rd Saturdays of June, July, and August in Simi Valley and July 13 in Oak Park.

Future Agenda Items: Budget Hearings, CalPERS payment, Mental Health initiative, policy updates regarding workplace violence, upcoming Election timeline and dates, alternate BMX locations, community volunteers, and MRCA Budget approval.

Committee Activity: Historical Society meets the first Monday of the Month.

13. CLOSED SESSION – NONE

14. Adjournment – Chair Freeman adjourned the meeting at 10:25pm in honor of Tex Ward, who served for 38 years with the Conejo Recreation & Park District.

Dan Paranick District Manager/Clerk



ACCOUNTS PAYABLE CHECK REGISTER

June 1-15, 2024

Prepared by:
Heather Ramirez

Rancho Simi Recreation and Park District
A/P Detail Check Register June 1-15, 2024

Check #	Check Date	Vendor	Description	Account Description	Amount
6-216	6/04/2024	AMILIA TECHNOLOGIES USA INC	Monthly Recreation Software Charges + CC	Bank/Credit Card Fees	\$ 16,775.31
6-213	6/05/2024	CALIFORNIA FRANCHISE TAX BOARD	May 2024 Pre-Payment of GC Sales Tax	Sales Tax Payable	\$ 2,086.25
107115	6/06/2024	ACORN/ADS	May Jr. Ad	Marketing	\$ 996.00
107116	6/06/2024	ALLGOOD DRIVING SCHOOL INC	Drivers Education Instructor	Instructor Fees	\$ 180.00
107117	6/06/2024	ARBORISTAS	Weed Abatement	Contract Services Grounds	\$ 8,076.00
107118	6/06/2024	ARTESIA SAWDUST PRODUCTS	Santa_Su_Fibar	Contract Services Grounds	\$ 2,319.12
107119	6/06/2024	AT & T	RTCP Maint. Bldg. Internet Service	Utilities Phone/Internet	\$ 107.00
107120	6/06/2024	AT & T	Knolls Fire Station Internet Service	Utilities Phone/Internet	\$ 107.00
107121	6/06/2024	AT & T	Mountain View ASC Internet Service	Utilities Phone/Internet	\$ 181.90
107122	6/06/2024	AT & T	Phone Service Cal Net 3	Utilities Phone/Internet	\$ 114.00
107123	6/06/2024	BAY ALARM	Golf_Burglar_Alarm	Professional & Special Services	\$ 1,792.41
107124	6/06/2024	SARAH BECK	RSS SEE ME Employee Reimbursement	Supplies Preschool District	\$ 11.26
107125	6/06/2024	BREAKTHROUGH SPORTS LLC	Basketball Instructor	Instructor Fees	\$ 1,706.53
107126	6/06/2024	BRIDGESTONE GOLF	SGC Golf Merchandise	Inventory	\$ 124.47
107127	6/06/2024	SUZANNE H BROCKHAUS	Refit Instructor	Instructor Fees	\$ 224.00
107128	6/06/2024	BSN SPORTS LLC	Purchase of Recreation Equipment	Supplies OPCC	\$ 324.84
107129	6/06/2024	CAL STATE SITE SERVICES	SV-Porta Potties	Contract Services Grounds District	\$ 468.14
107130	6/06/2024	CASITAS MUNICIPAL WATER DISTRICT	Lake Casitas Adventure Summer Camp Field Trip	Trip/Transportation Fees	\$ 1,995.00
107131	6/06/2024	COBRA GOLF INC	SHGC Merchandise	Inventory	\$ 89.40
107132	6/06/2024	COUNTY OF VENTURA-RESOURCE MGMT	Deerhill Pickleball Permit	Maintenance - Other Grounds District	\$ 496.00
107133	6/06/2024	CUSTOMER REFUND	Oak Park High School ASB-refund	Refunds Payable	\$ 300.00
107134	6/06/2024	CUSTOMER REFUND	Simi Valley Lacrosse Club-refund	Refunds Payable	\$ 1,830.50
107135	6/06/2024	CUSTOMER REFUND	Kimberley Lucas	Refunds Payable	\$ 500.00
107136	6/06/2024	JENNIFER DEVINE - Art 4 Funsake Instructor	Art 4 Funsake Instructor	Instructor Fees	\$ 707.40
107137	6/06/2024	DEX COMM	After Hours Answering Service	Utilities Phone/Internet	\$ 235.58
107138	6/06/2024	DIY HOME CENTER	SV/OP Supplies	Automotive Equipment/Maintenance	\$ 97.52
107139	6/06/2024	DUNN-EDWARDS CORP	SV - Paint & Supplies	Maintenance - Other Buildings District	\$ 49.99
107140	6/06/2024	ENGRAVING WIZARD	Employee Plaques and Trophies	Professional & Special Services	\$ 129.77
107141	6/06/2024	FENCE FACTORY	SV-Fence Materials	Maintenance - Other Buildings District	\$ 391.50
107142	6/06/2024	EDUARDO FLORIAN	Pickleball Instructor	Instructor Fees	\$ 6,709.50
107143	6/06/2024	FULLER ENGINEERING INC	SV/OP-Pool/Water Features	Pool Equipment/Maintenance District	\$ 6,399.60
107144	6/06/2024	PAUL GARRON	Tennis Instructor	Instructor Fees	\$ 1,995.00
107145	6/06/2024	BRANDY GLASSMAN	Body Conditioning & Strength Training Instructor	Instructor Fees	\$ 500.40
107146	6/06/2024	GOLDEN WEST INDUSTRIAL SUPPLY	BATTERIES	Maintenance - Other Buildings District	\$ 655.47
107147	6/06/2024	MARTIN GONZALEZ	Guitar Instructor	Instructor Fees	\$ 497.00
107148	6/06/2024	KATHRYN HAVEN	Fitness instructor	Instructor Fees	\$ 216.00
107149	6/06/2024	DAVE HEWITT-DMH ENTERPRISES	Music in the Park 2024	Current Encumbrance District	\$ 4,500.00
107150	6/06/2024	VARSHA HINDUJA	Taste of India Instructor	Instructor Fees	\$ 135.00
107151	6/06/2024	YONG HOE KIM-777 CLEANERS	Ranger Uniform Cleaning Service	Supplies - Uniform Allowance	\$ 91.50
107152	6/06/2024	GINA LORENZO	Aerobic Instructor	Instructor Fees	\$ 252.00
107153	6/06/2024	LOS ROBLES CHILDREN'S CHOIR INC	Apprentice Choir Instructor	Instructor Fees	\$ 411.60
107154	6/06/2024	NEWCASTLE MOTORS	REPLACEMENT DOOR AND HARDWARE	Automotive Equipment/Maintenance Buildings	\$ 1,447.88
107155	6/06/2024	NICHOFIT LLC dba CKO KICKBOXING	Hiitboxing & Jung shin Instructor	Instructor Fees	\$ 730.80
107156	6/06/2024	NUTRIEN AG SOLUTIONS	PostEmergents_Preemergents_Alg	Maintenance - Other Grounds District	\$ 9,767.02
107157	6/06/2024	ORKIN	SV/OP Pest Control	Contract Services Buildings District	\$ 878.45
107158	6/06/2024	PEPPERTREE BUSINESS PARK LLC	Guardian Street Business Park maintenance fees	Professional & Special Services	\$ 755.85
107159	6/06/2024	PIPE DREAMS PLUMBING	Golf Clubhouse Plumbing Repair	Contract Services Buildings	\$ 1,370.00
107160	6/06/2024	PRUDENTIAL OVERALL SUPPLY	SV/OP Maint Uniforms	Supplies - Uniform Allowance	\$ 606.08
107161	6/06/2024	READY REFRESH	Drinking Water for Activity Center	Supplies	\$ 819.08

Rancho Simi Recreation and Park District
A/P Detail Check Register June 1-15, 2024

Check #	Check Date	Vendor	Description	Account Description	Amount
107162	6/06/2024	REFRIGERATION SUPPLIES DISTRIBUTOR	SV & OP - Supplies	Maintenance - Other Buildings District	\$ 119.92
107163	6/06/2024	ROTO ROOTER	REPAIR SEWER LINE AT INDIAN SPRINGS/DEERHILL	Contract Services Buildings District	\$ 13,804.04
107164	6/06/2024	SIMI VALLEY UNIFIED SCHOOL DST	May 2024-Classroom & Ground Lease	Utilities Water District	\$ 10,879.24
107165	6/06/2024	SITESERVER INC	Internet ASC	Utilities Phone/Internet District	\$ 894.00
107166	6/06/2024	SOUTHERN CALIFORNIA EDISON	Electricity usage	Utilities Electric	\$ 14,317.99
107167	6/06/2024	SOUTHERN CALIFORNIA GAS CO	Gas usage	Utilities Gas District	\$ 1,681.24
107168	6/06/2024	SPECTRUM BUSINESS	Cable TV / Internet Oak Park	Utilities Phone/Internet OPCC	\$ 749.00
107169	6/06/2024	SPECTRUM BUSINESS	Cable TV / Internet RSSCC	Utilities Phone/Internet RSSCC	\$ 749.00
107170	6/06/2024	SPECTRUM ENTERPRISES-SHGC	Fiber Internet SHGC	Utilities Phone/Internet	\$ 370.87
107171	6/06/2024	TAPO PLUMBING SUPPLY	SV/OP Bldg. Plumbing Supplies	Maintenance - Other Buildings District	\$ 410.64
107172	6/06/2024	TENNISLOZANO	Tennis Instructor	Instructor Fees	\$ 7,997.50
107173	6/06/2024	STACY A THOMPSON	ASL Kids Instructor	Instructor Fees	\$ 315.00
107174	6/06/2024	UNDERWOOD	Summer Camp Field Trip	Trip/Transportation Fees	\$ 2,250.00
107175	6/06/2024	US BANK-CAL CARD	District Cal-Card purchases	Special Department Expense	\$ 65,901.19
107176	6/06/2024	TIM WALTON	Pickleball Instructor	Instructor Fees	\$ 1,050.00
107177	6/06/2024	WESTERN NRG INC	Computer Support	Professional & Special Services	\$ 497.00
107178	6/06/2024	RICHARD WHITE	Woodcarving Instructor	Instructor Fees	\$ 196.00
107179	6/06/2024	YOUTH EVOLUTION ACTIVITES	Soccer Instructor	Instructor Fees	\$ 3,615.40
6-206A	6/06/2024	SHGC	Change Fund Disbursement - Shipped 6/6/24	Petty Cash	\$ 5,500.00
6-212	6/06/2024	US BANK-BANKING	LAIF deposit-Transfer date from US Bank 06/06/24	LAIF	\$ 250,000.00
6-214	6/10/2024	SHELL PAYMENT CENTER	District Gas Purchases	Supplies - Gasoline, Oil Fleet District	\$ 21,767.92
6-212B	6/11/2024	US BANK-BANKING	LAIF deposit-Transfer date from US Bank 06/11/24	LAIF	\$ 600,000.00
6-215	6/11/2024	ITS- INTEGRATED TELEMAGEMENT SERVICES	On-Line Payment- Phone service	Utilities Phone/Internet	\$ 1,869.16
107180	6/13/2024	ACORN/ADS	OP Community Engagement Session Advertisement	Marketing	\$ 200.00
107181	6/13/2024	PATRICIA ALBERT	Yoga/Pilates Instructor	Instructor Fees	\$ 4,404.40
107182	6/13/2024	AMERICAN RED CROSS	Certifications - CPR/Safety/Lifeguard	Supplies- Clothing & Safety	\$ 825.00
107183	6/13/2024	ANGELES SHOOTING RANGE	Range field rental for training	Education & Travel Expense	\$ 400.00
107184	6/13/2024	AT & T	Copper Lines	Utilities Phone/Internet	\$ 53.89
107185	6/13/2024	AT & T	Garden Grove ASC Internet Service	Utilities Phone/Internet	\$ 85.60
107186	6/13/2024	AT & T	Strathearn Internet Service	Utilities Phone/Internet	\$ 117.70
107187	6/13/2024	AT & T	Internet Fiber Connection	Utilities Phone/Internet	\$ 838.74
107188	6/13/2024	AUTHORITY IT LLC	Computer Support	Professional & Special Services	\$ 119.88
107189	6/13/2024	JOHN BENNETT	Archery Instructor	Instructor Fees	\$ 261.00
107190	6/13/2024	STEPHEN'S VIDEO PRODUCTION	Videotape and Livestream Board Meetings	Professional & Special Services	\$ 1,300.00
107191	6/13/2024	BREAKTHROUGH SPORTS LLC	Basketball Instructor	Instructor Fees	\$ 730.80
107192	6/13/2024	BRIDGESTONE GOLF - SGC Golf Merchandise	SGC Golf Merchandise	Inventory	\$ 248.94
107193	6/13/2024	ERICK BRIGGS-NATURAL SOLUTIONS	Rattlesnake Aversion Training	Instructor Fees	\$ 6,080.00
107194	6/13/2024	BRIGHT LIGHT GOLF	SHGC Range Supplies	Golf Supplies	\$ 3,726.94
107195	6/13/2024	BRINKS INC	Weekly deposit pick up	Bank/Credit Card Fees	\$ 938.91
107196	6/13/2024	ALFRED CHURCH	Executive - Quarterly Medical	Health Insurance Retired	\$ 859.74
107197	6/13/2024	CITY OF SIMI VALLEY	ALARM SERVICE CALL	Maintenance - Other Buildings District	\$ 250.00
107198	6/13/2024	CITY OF SIMI VALLEY	Brian Gabler Retirement	Cal Card Reimbursable	\$ 400.00
107199	6/13/2024	CITY OF SIMI VALLEY-WATER	Water usage	Utilities Water District	\$ 28,263.12
107200	6/13/2024	CLEANTECH ENVIRONMENTAL	SHGC Waste Oil Disposal	Contract Services Grounds	\$ 89.00
107201	6/13/2024	COBRA GOLF INC	Golf Shop Merchandise	Inventory	\$ 1,471.44
107202	6/13/2024	CREW PROTECTION	Security Company	Professional & Special Services OPCC	\$ 735.00
107203	6/13/2024	CUSTOMER REFUND	Jessica Gerstmann-Refund for cancelled classes	Refunds Payable	\$ 142.00
107204	6/13/2024	CUSTOMER REFUND	The church of Jesus Christ of Latter-day Saints	Refunds Payable	\$ 196.00
107205	6/13/2024	JOHN DECHENE	Pickleball Instructor	Instructor Fees	\$ 196.00

**Rancho Simi Recreation and Park District
A/P Detail Check Register June 1-15, 2024**

Check #	Check Date	Vendor	Description	Account Description	Amount
107206	6/13/2024	DELTA ELEVATOR	Activity Ctr Service	Contract Services Buildings District	\$ 262.03
107207	6/13/2024	EVELYN EISELE	Clogging Instructor Clogging Instructor Clogging Instruct	Instructor Fees	\$ 121.80
107208	6/13/2024	BITA ESFANDIARI	Yoga Instructor	Instructor Fees	\$ 501.00
107209	6/13/2024	FACILITRON	Monday/Wednesday Men's Tennis	Rents & Leases - Real Property District	\$ 2,716.50
107210	6/13/2024	GARY FRIEDMAN	Watercolor Instructor	Instructor Fees	\$ 420.00
107211	6/13/2024	DOUG GALE	Executive-Quarterly Medical Benefit Reimbursement	Health Insurance Retired	\$ 859.74
107212	6/13/2024	GLOBAL TOUR GOLF	Golf Merchandise and Supplies	Inventory	\$ 7,392.92
107213	6/13/2024	GOLDEN STATE WATER COMPANY	Water usage	Utilities Water District	\$ 3,484.69
107214	6/13/2024	MARTIN GONZALEZ	Guitar Instructor	Instructor Fees	\$ 21.00
107215	6/13/2024	GARY GOSSETT	Pickleball Instructor	Instructor Fees	\$ 3,360.00
107216	6/13/2024	CHRISTOPHER HARGER	Sand Volleyball Instructor	Instructor Fees	\$ 406.25
107217	6/13/2024	DAVE HEWITT-DMH ENTERPRISES	Music in the Park 2024-June	Professional Services- Summer Concerts	\$ 3,750.00
107218	6/13/2024	IMPERIAL SPRINKLER SUPPLY	SV/OP Irrigation Supplies	Maintenance - Other Grounds District	\$ 292.12
107219	6/13/2024	INTEGRITY TREE SERVICE	Tree Trimming SHGC and SGC	Contract Services Grounds	\$ 1,700.00
107220	6/13/2024	RICHARD JOHNSON	Executive-Quarterly Medical Benefit Reimbursement	Health Insurance Retired	\$ 859.74
107221	6/13/2024	KIWANIS CLUB OF SIMI VALLEY FOUNDATION	Star Spangled Jam-July 4, 2024 Sponsor Pymt 1 of 2	Special Department Expense	\$ 15,000.00
107222	6/13/2024	KIMIKO KUWAMOTO	Tai Chi Instructor	Instructor Fees	\$ 126.00
107223	6/13/2024	LET'S RIDE MOTORSPORTS	Golf Cart Repairs SHGC	Other Equipment/Maintenance	\$ 1,054.27
107224	6/13/2024	NICOLE LEWIN	Yoga Instructor	Instructor Fees	\$ 1,218.60
107225	6/13/2024	STELLA MERRITT	Yoga Instructor	Instructor Fees	\$ 689.85
107226	6/13/2024	MARYAM MIZRAHI	Yoga Instructor	Instructor Fees	\$ 522.00
107227	6/13/2024	MIZUNO USA INC	SHGC Golf Clubs	Inventory	\$ 671.55
107228	6/13/2024	MOBILE MODULAR	Vista ASC Garden Grove ASC Hillside ASC	Rents & Leases - Real Property ASC	\$ 2,900.90
107229	6/13/2024	ERIN MORENO	Aqua Instructor	Instructor Fees	\$ 997.50
107230	6/13/2024	DEBBIE MUNZ	Ballet/Tap Instructor	Instructor Fees	\$ 1,164.80
107231	6/13/2024	ORKIN	SV/OP Pest Control SV/OP Pest Control SV/OP Pest Cont	Contract Services Buildings District	\$ 505.96
107232	6/13/2024	SANDRA PATTERSON	Stretch, Strengthen & Aerobic Dance Instructor	Instructor Fees	\$ 261.10
107233	6/13/2024	BRANDON RAGAN	Live band for Steampunk Event	Special Department Expense-Strathearn	\$ 1,500.00
107235	6/13/2024	TAMMY SABINE	Get Fit Instructor	Instructor Fees	\$ 270.00
107236	6/13/2024	SC FUELS	SHGC Fuel and Oil	Supplies - Gasoline, Oil Fleet	\$ 7,769.73
107237	6/13/2024	STEPHANIE SCHURER	Baking & Sous Chef Instructor	Instructor Fees	\$ 560.00
107238	6/13/2024	SOUTHERN CALIFORNIA EDISON	Electricity usage	Utilities Electric	\$ 1,115.07
107239	6/13/2024	SOUTHERN CALIFORNIA EDISON	Electricity usage	Utilities Electric	\$ 9,576.36
107240	6/13/2024	SOUTHERN CALIFORNIA EDISON	Electricity usage	Utilities Electric	\$ 17,897.53
107241	6/13/2024	SPECTRUM REACH	May/June 2024 Digital Ads	Marketing	\$ 2,400.00
107242	6/13/2024	SUB ZERO ICE CREAM LLC	Summer Camp activity	Professional Services	\$ 815.90
107243	6/13/2024	SUPERIOR MOULDING INC	RAIN GUTTERS FOR TRAIN DEPOT	Deferred Maintenance Expenditures-Santa Susana	\$ 4,373.43
107244	6/13/2024	VANISE TERRY	Live music for Steampunk	Special Department Expense-Strathearn	\$ 1,000.00
107245	6/13/2024	TITLEIST	SHGC Golf Merchandise	Inventory	\$ 4,904.83
107246	6/13/2024	TRIUNFO WATER & SANITATION DISTRICT	Water usage	Utilities Water District	\$ 27,807.65
107247	6/13/2024	TURF STAR	Golf Equipment Repairs	Other Equipment/Maintenance	\$ 194.98
107248	6/13/2024	TUSHITA KADAMPA BUDDHIST CENTER	Got Peace Instructor	Instructor Fees	\$ 120.00
107249	6/13/2024	UNIVERSAL ASPHALT COMPANY	Madera CP, Sinaloa GC & Strathearn Parking Lot	Capital Improvements	\$ 39,524.65
107250	6/13/2024	VERIZON WIRELESS	Cell/Radio Service May 2024	Utilities Phone/Internet	\$ 2,485.85
107251	6/13/2024	WASTE MANAGEMENT	Refuse Disposal Refuse Disposal Refuse Disposal Refuse	Refuse Disposal	\$ 13,472.18
107252	6/13/2024	JONATHAN WEBER-AUDIO TEK SOUND	Audio for Music in the Park-J	Professional Services- Summer Concerts	\$ 2,125.00
107253	6/13/2024	YOUTH EVOLUTION ACTIVITES	Soccer Instructor	Instructor Fees	\$ 2,543.10
107254	6/13/2024	JODY ZIESKA	Get Moving Instructor	Instructor Fees	\$ 478.80
107255	6/13/2024	JENNY ZIMMER	Lemon Preschool Employee Reimbursement	Supplies Preschool District	\$ 557.09

Rancho Simi Recreation and Park District
A/P Detail Check Register June 1-15, 2024

Check #	Check Date	Vendor	Description	Account Description	Amount
6-206B	6/13/2024	SHGC	Change Fund Disbursement - Shipped 6/13/24	Petty Cash	\$ 3,000.00
6-201	6/14/2024	US BANK-BANKING	Monthly Bank Analysis Fee	Bank/Credit Card Fees	\$ 162.48
				Total:	1,334,939.28



4201 Guardian St., Simi Valley, CA 93063 - (805) 584-4400

PAYROLL CHECK REGISTER – 05/31/2024

Presented to the Board of Directors

Prepared by:

Tracy Heminuk

CHECK REGISTER SUMMARY **5/31/2024**

DUF TAXES DEBITED	05/31/24	ADP	74,876.85	FED, STATE, SOCIAL SECURITY, M/C
OCB TAXES DEBITED	05/31/24	ADP	44,960.69	FED, STATE, SOCIAL SECURITY, M/C
DUF ADP DIRECT DEPOSIT	05/31/24	ADP	233,219.00	DIRECT DEPOSIT
OCB ADP DIRECT DEPOSIT	05/31/24	ADP	123,128.58	DIRECT DEPOSIT
DUF ADP CHECKS	05/31/24	ADP	0.00	ADP PAYROLL
OCB ADP CHECKS	05/31/24	ADP	0.00	ADP PAYROLL
DUF WAGE GARNISHMENTS	05/31/24	ADP	371.54	GARNISHMENTS
OCB WAGE GARNISHMENTS	05/31/24	ADP	573.68	GARNISHMENTS
	05/31/24	9460	2,051.17	Charles Sylchak - PR 053124
	05/31/24	9461	92.13	Julia Esebag - Final Check
	05/31/24	9462	118.20	Andrew Kim - Final Check
	05/31/24	EFT	1,885.28	EDD - SDI
	05/31/24	EFT	605.96	EDD - 1st Qtr 2024 - SDI Adjust
	05/31/24	EFT	30,328.15	PERS - Classic 535
	05/31/24	EFT	35,363.66	PERS - PEPRA 26602
	05/31/24	EFT	1,566.80	Anthem Blue Cross Life - 06/2024
	05/31/24	EFT	3,270.48	CoPower - Dental Insurance - 06/2024
	05/31/24	EFT	8,371.78	Mission Square Retirement - 457 PR 05/31/24

SUBTOTAL: 560,783.95

GRAND TOTAL: 560,783.95

ADP Check Register - PR 05/31/24

Job Title Description	NetPay	AutoDep	File #
Accountant	0.00	2,011.67	256008
Accountant-Payroll	0.00	2,471.04	103555
Accounting Specialist	0.00	1,841.15	197655
Administrative Assistant IV	0.00	803.33	100957
Administrative Assistant IV	0.00	500.77	160069
Administrative Assistant V	0.00	934.75	103279
Administrative Assistant VI	0.00	1,109.00	255843
Administrative Assistant VI	0.00	1,040.31	107074
Administrative Assistant VI	0.00	649.22	109024
Administrative Secretary	0.00	1,872.97	101779
Administrative Secretary	0.00	1,920.80	105660
Administrative Specialist	0.00	1,733.12	197643
Adult Softball Umpire	0.00	168.93	159889
Adult Softball Umpire	0.00	64.64	105331
Adult Softball Umpire	0.00	161.61	105548
Adult Softball Umpire	0.00	385.48	106044
Adult Sports Official	0.00	64.65	160313
Assistant Director	0.00	684.91	160006
Assistant Director	0.00	903.42	255829
Assistant Director	0.00	944.74	255871
Assistant Director	0.00	854.51	255828
Assistant Golf Course Superintendent	0.00	2,336.53	101232
Assistant Golf Course Superintendent	0.00	1,751.64	255747
Assistant Pool Manager	0.00	368.89	255765
Assistant Pool Manager	0.00	0.00	255936
Assistant Pool Manager	0.00	295.16	255795
Assistant Pool Manager	0.00	386.30	197739
Assistant Pool Manager	0.00	572.69	255779
Assistant Pool Manager	0.00	603.06	197729
Assistant Pool Manager	0.00	453.32	197724
Assistant Site Director	0.00	756.93	197796
Assistant Site Director	0.00	846.32	197666
Assistant Site Director	0.00	432.97	197621
Assistant Site Director	0.00	894.82	160334
Bldgs. Maint. Worker II - Cust	0.00	2,422.17	103181
Bldgs. Maint. Worker II - Cust	0.00	1,954.86	104685
Bldgs. Maint. Worker II - Mech	0.00	2,330.99	108393
Bldgs. Specialist - Electrician	0.00	2,135.69	160026
Bldgs. Specialist - Mechanic	0.00	2,280.73	107332
Bldgs. Specialist - Utility	0.00	2,274.04	159926
Bldgs. Specialist - Utility	0.00	2,456.08	103556
Bldgs. Specialist - Utility	0.00	2,176.37	105838
Board of Director	0.00	285.80	102927
Buildings Maintenance Worker I	0.00	2,240.46	100921
Buildings Maintenance Worker I	0.00	1,567.69	255834
Buildings Maintenance Worker I	0.00	2,013.19	160120

ADP Check Register - PR 05/31/24

Job Title Description	NetPay	AutoDep	File #
Buildings Specialist - Pools & Water Features	0.00	2,720.20	170001
Computer Support Specialist	0.00	3,126.36	101054
Crew Leader	0.00	2,485.91	100864
Crew Leader	0.00	2,191.49	101292
Crew Leader	0.00	2,572.83	101805
Crew Leader	0.00	1,952.54	105217
Crew Leader	0.00	2,433.70	105445
Crew Leader	0.00	2,137.34	107478
Crew Leader - Heavy Equipment	0.00	1,487.17	108379
Crew Leader - Irrigation	0.00	2,203.47	159977
Crew Leader-Buildings Maint.	0.00	2,276.64	164645
Customer Service Representative	0.00	2,238.30	106354
Customer Service Representative	0.00	1,618.10	108198
Director of Administration	0.00	3,739.39	106987
Director of Planning & Maintenance	0.00	4,034.66	105972
Director of Recreation	0.00	4,546.68	197748
District Manager	0.00	6,355.49	160284
Executive Assistant	0.00	2,169.13	170010
Golf Assistant I	0.00	658.21	197691
Golf Assistant I	0.00	713.47	255853
Golf Assistant I	0.00	801.72	197784
Golf Assistant I	0.00	391.56	256032
Golf Assistant I	0.00	738.36	197820
Golf Assistant I	0.00	606.24	256018
Golf Assistant I	0.00	103.44	256034
Golf Assistant I	0.00	428.50	197787
Golf Assistant I	0.00	273.36	255988
Golf Assistant I	0.00	461.75	255849
Golf Assistant I	0.00	413.74	255806
Golf Assistant I	0.00	269.67	255996
Golf Assistant I	0.00	291.81	255877
Golf Assistant I	0.00	583.19	256003
Golf Assistant I	0.00	535.54	255827
Golf Assistant I	0.00	900.35	255950
Golf Assistant II	0.00	730.91	197649
Golf Assistant II	0.00	537.71	101300
Golf Assistant II	0.00	815.15	255870
Golf Assistant II	0.00	569.18	256004
Golf Assistant II	0.00	436.60	255848
Golf Assistant II	0.00	417.08	010288
Golf Assistant II	0.00	392.49	197799
Golf Assistant II	0.00	671.43	197792
Golf Assistant II	0.00	417.42	160246
Golf Assistant II	0.00	553.13	255991
Golf Assistant II	0.00	416.56	255975
Golf Assistant II	0.00	467.07	256020

ADP Check Register - PR 05/31/24

Job Title Description	NetPay	AutoDep	File #
Golf Assistant II	0.00	467.07	160217
Golf Assistant II	0.00	476.68	255999
Golf Assistant II	0.00	595.13	255989
Golf Course Assistant	0.00	461.75	255899
Golf Course Manager - Head Gol	0.00	3,698.02	256017
Golf Professional	0.00	941.03	160118
Golf Professional	0.00	1,080.80	255881
Golf Professional	0.00	791.73	109443
Golf Specialist	0.00	1,764.28	159929
Groundskeeper I	0.00	1,496.93	255757
Groundskeeper I	0.00	2,118.38	159885
Groundskeeper I	0.00	1,558.85	197651
Groundskeeper I	0.00	1,598.37	159874
Groundskeeper I	0.00	1,640.85	197653
Groundskeeper I	0.00	1,679.68	197647
Groundskeeper I	0.00	1,806.05	160126
Groundskeeper I	0.00	731.40	255832
Groundskeeper I	0.00	1,806.05	105163
Groundskeeper I	0.00	1,969.45	159871
Groundskeeper I	0.00	1,603.49	197652
Groundskeeper I	0.00	1,890.78	105499
Groundskeeper I	0.00	184.70	105485
Groundskeeper I	0.00	1,751.90	105493
Groundskeeper I	2,051.17	2,030.41	159914
Groundskeeper I	0.00	1,699.50	197642
Groundskeeper II	0.00	2,273.73	100389
Groundskeeper II	0.00	2,279.51	101319
Groundskeeper II	0.00	2,167.21	101343
Groundskeeper II	0.00	2,067.18	105839
Groundskeeper II	0.00	2,051.77	106450
Groundskeeper II	0.00	2,357.34	107837
Groundskeeper II	0.00	2,368.63	109223
Head Golf Pro	0.00	2,490.78	197755
Human Resources Coordinator	0.00	2,403.97	170000
Landscape Designer	0.00	2,963.04	101970
Landscape Designer	0.00	2,882.98	102592
Landscape Designer	0.00	2,750.22	160071
Lifeguard	0.00	717.81	255773
Lifeguard	0.00	484.69	255931
Lifeguard	0.00	279.45	255771
Lifeguard	0.00	192.28	255906
Lifeguard	0.00	94.20	256042
Lifeguard	0.00	141.29	256028
Lifeguard	92.13	0.00	255824
Lifeguard	0.00	15.70	256052
Lifeguard	0.00	308.45	255797

ADP Check Register - PR 05/31/24

Job Title Description	NetPay	AutoDep	File #
Lifeguard	0.00	92.13	255780
Lifeguard	0.00	237.11	255774
Lifeguard	0.00	71.44	197764
Lifeguard	0.00	531.21	255901
Lifeguard	0.00	500.72	255903
Lifeguard	0.00	15.70	256040
Lifeguard	0.00	392.56	255782
Lifeguard	0.00	340.48	255908
Lifeguard	0.00	251.19	255890
Lifeguard	0.00	200.28	255889
Lifeguard	0.00	78.49	255951
Lifeguard	0.00	188.28	255769
Lifeguard	0.00	223.72	255884
Lifeguard	0.00	402.74	255799
Lifeguard	0.00	369.86	255788
Lifeguard	0.00	0.00	256044
Lifeguard	0.00	58.88	256026
Lifeguard	0.00	47.09	255920
Lifeguard	0.00	139.72	255784
Lifeguard	0.00	201.69	197726
Lifeguard	0.00	125.60	255885
Lifeguard	0.00	117.74	256036
Lifeguard	0.00	15.70	256048
Lifeguard	0.00	204.29	255905
Lifeguard	0.00	44.06	255939
Maintenance Worker III - PT	0.00	809.30	255851
Maintenance Worker III - PT	0.00	274.74	255913
Maintenance Worker III - PT	0.00	54.95	255933
Maintenance Worker III - PT	0.00	158.21	255875
Maintenance Worker III - PT	0.00	1,055.28	107180
Maintenance Worker III - PT	0.00	82.43	255969
Maintenance Worker IV - PT	0.00	912.52	255809
Maintenance Worker IV - PT	0.00	874.04	255830
Maintenance Worker IV - PT	0.00	385.12	197662
Maintenance Worker IV - PT	0.00	556.87	101131
Maintenance Worker IV - PT	0.00	1,116.06	197814
Maintenance Worker IV - PT	0.00	1,208.05	255822
Maintenance Worker IV - PT	0.00	1,046.67	101339
Maintenance Worker IV - PT	0.00	743.25	197813
Maintenance Worker IV - PT	0.00	1,195.86	256015
Maintenance Worker IV - PT	0.00	1,011.85	255861
Maintenance Worker IV - PT	0.00	675.66	255958
Maintenance Worker IV - PT	0.00	0.00	159946
Maintenance Worker IV - PT	0.00	1,162.28	255912
Maintenance Worker IV - PT	0.00	928.82	197826
Maintenance Worker IV - PT	0.00	1,267.95	105438

ADP Check Register - PR 05/31/24

Job Title Description	NetPay	AutoDep	File #
Maintenance Worker IV - PT	0.00	1,312.47	105679
Maintenance Worker IV - PT	0.00	490.47	255956
Maintenance Worker IV - PT	0.00	1,267.94	105897
Maintenance Worker IV - PT	0.00	1,247.69	160244
Maintenance Worker IV - PT	0.00	1,305.24	160262
Maintenance Worker IV - PT	0.00	1,141.76	157091
Maintenance Worker IV - PT	0.00	874.34	197762
Maintenance Worker IV - PT	0.00	1,015.83	255879
Maintenance Worker IV - PT	0.00	1,051.04	255893
Maintenance Worker IV - PT	0.00	112.86	108967
Maintenance Worker IV - PT	0.00	1,178.76	159876
Maintenance Worker V	0.00	1,283.35	255844
Marketing & Community Outreach	0.00	3,175.76	105212
Mechanic - Golf Courses	0.00	1,744.73	103331
Mechanic - Golf Courses	0.00	690.81	160135
Museum Director	0.00	0.00	255965
Park Ranger	0.00	2,317.82	197654
Park Ranger	0.00	2,133.79	197656
Park Ranger II	0.00	288.41	160296
Park Ranger II	0.00	24.19	197577
Park Ranger II	0.00	897.42	197756
Park Ranger II	0.00	266.86	160294
Park Ranger II	0.00	0.00	197566
Park Ranger II	0.00	90.87	197633
Part-time Computer Technician	0.00	1,257.26	160332
Part-time Recreation Coordinat	0.00	1,273.21	104824
Pool Manager	0.00	983.54	197736
Pool Manager	0.00	1,320.78	197590
Pool Manager	0.00	724.03	109361
Program Assistant	0.00	131.81	197623
Rec Attendant	0.00	221.64	255856
Rec Attendant	0.00	155.14	197731
Rec Attendant	0.00	62.81	255767
Rec Attendant	0.00	169.94	255963
Rec Attendant	0.00	29.56	255878
Rec Attendant	0.00	0.00	255898
Recreation Aide	0.00	530.49	255945
Recreation Aide	0.00	365.69	256011
Recreation Aide	0.00	391.56	255943
Recreation Aide	0.00	169.92	255957
Recreation Aide	0.00	169.94	255982
Recreation Aide	0.00	221.64	255882
Recreation Aide	0.00	427.86	255923
Recreation Aide	0.00	530.47	256007
Recreation Aide	0.00	369.40	255981
Recreation Aide	0.00	325.06	255836

ADP Check Register - PR 05/31/24

Job Title Description	NetPay	AutoDep	File #
Recreation Aide	0.00	214.24	255942
Recreation Aide	0.00	158.85	256016
Recreation Aide	0.00	332.46	256001
Recreation Aide	118.20	269.67	255967
Recreation Aide	0.00	280.74	255979
Recreation Aide	0.00	406.34	255960
Recreation Aide	0.00	229.02	255914
Recreation Aide	0.00	458.29	255868
Recreation Aide	0.00	328.95	255980
Recreation Aide	0.00	552.93	255891
Recreation Aide	0.00	480.87	255897
Recreation Assistant	0.00	1,290.44	197644
Recreation Coordinator	0.00	2,416.11	110802
Recreation Coordinator	0.00	2,096.37	255846
Recreation Coordinator	0.00	762.27	160124
Recreation Coordinator	0.00	2,730.14	105146
Recreation Coordinator	0.00	703.53	155207
Recreation Coordinator	0.00	1,868.68	105277
Recreation Coordinator	0.00	2,140.93	205815
Recreation Coordinator	0.00	1,785.27	255786
Recreation Coordinator	0.00	2,864.30	197834
Recreation Counselor	0.00	402.83	220000
Recreation Counselor	0.00	504.71	197806
Recreation Counselor	0.00	574.13	255978
Recreation Counselor	0.00	657.81	255955
Recreation Counselor	0.00	0.00	197810
Recreation Counselor	0.00	427.82	255953
Recreation Counselor	0.00	463.14	255995
Recreation Counselor	0.00	626.44	256000
Recreation Counselor	0.00	702.10	255990
Recreation Counselor	0.00	11.78	256024
Recreation Counselor	0.00	815.17	255869
Recreation Counselor	0.00	478.83	255962
Recreation Counselor	0.00	854.25	255847
Recreation Counselor	0.00	616.13	255974
Recreation Counselor	0.00	302.22	255857
Recreation Counselor	0.00	0.00	255752
Recreation Counselor	0.00	459.21	255944
Recreation Counselor	0.00	546.14	255755
Recreation Counselor	0.00	545.50	197833
Recreation Counselor	0.00	685.27	197768
Recreation Counselor	0.00	581.49	160141
Recreation Counselor	0.00	639.53	197751
Recreation Counselor	0.00	549.64	255941
Recreation Counselor	0.00	27.47	256023
Recreation Counselor	0.00	557.30	255976

ADP Check Register - PR 05/31/24

Job Title Description	NetPay	AutoDep	File #
Recreation Counselor	0.00	546.13	255922
Recreation Counselor	0.00	239.42	256013
Recreation Counselor	0.00	579.40	197770
Recreation Counselor	0.00	0.00	197818
Recreation Counselor	0.00	753.45	255859
Recreation Counselor	0.00	448.63	255855
Recreation Counselor	0.00	807.99	255977
Recreation Counselor	0.00	586.05	159850
Recreation Counselor	0.00	556.22	255761
Recreation Counselor	0.00	706.90	197823
Recreation Counselor	0.00	168.25	255925
Recreation Counselor	0.00	614.40	255833
Recreation Counselor	0.00	707.59	255860
Recreation Counselor	0.00	141.30	255917
Recreation Counselor	0.00	278.67	255948
Recreation Counselor	0.00	14.78	256010
Recreation Counselor	0.00	262.97	255916
Recreation Counselor	0.00	282.59	256030
Recreation Counselor	0.00	458.63	159966
Recreation Counselor	0.00	549.64	256012
Recreation Counselor	0.00	113.82	255959
Recreation Counselor	0.00	719.20	197712
Recreation Counselor	0.00	564.94	160073
Recreation Counselor	0.00	560.14	255947
Recreation Counselor	0.00	714.14	256005
Recreation Counselor	0.00	439.56	160017
Recreation Counselor	0.00	521.65	255966
Recreation Counselor	0.00	562.91	255835
Recreation Counselor	0.00	52.07	255837
Recreation Counselor	0.00	31.40	256038
Recreation Counselor	0.00	414.11	160140
Recreation Counselor	0.00	384.63	255992
Recreation Counselor	0.00	612.63	197779
Recreation Counselor	0.00	502.38	255909
Recreation Counselor	0.00	546.14	255949
Recreation Program Specialsit	0.00	2,112.90	108439
Recreation Program Specialsit	0.00	2,163.27	103733
Recreation Program Specialsit	0.00	1,718.05	197650
Recreation Specialist II - PT	0.00	218.50	100350
Recreation Specialist II - PT	0.00	791.28	255930
Recreation Specialist II - PT	0.00	412.11	101317
Recreation Specialist II - PT	0.00	431.75	159999
Recreation Specialist II - PT	0.00	600.50	104413
Recreation Specialist II - PT	0.00	470.98	197786
Recreation Specialist II - PT	0.00	66.72	197651
Recreation Specialist II - PT	0.00	96.65	159961

ADP Check Register - PR 05/31/24

Job Title Description	NetPay	AutoDep	File #
Recreation Supervisor II	0.00	3,145.60	100797
Recreation Supervisor II	0.00	2,823.78	104769
Recreation Supervisor II	0.00	3,247.19	255842
Senior Management Analyst	0.00	3,423.38	255751
Site Director	0.00	1,501.39	108070
Site Director	0.00	875.70	255845
Site Director	0.00	734.35	255825
Site Director	0.00	1,345.21	103435
Site Director	0.00	1,454.19	153736
Site Director	0.00	0.00	197767
Site Director	0.00	1,362.18	160200
Site Director	0.00	1,372.56	197819
Site Director	0.00	1,143.59	160149
Site Director	0.00	1,249.45	197601
Site Director	0.00	1,403.14	107889
Specialist Instructor	0.00	1,050.85	160282
Specialist Instructor	0.00	2,461.73	104826
Specialist Instructor	0.00	1,186.69	102930
Sports Official	0.00	64.64	160210
Sports Official	0.00	64.65	101166
Sports Official	0.00	64.64	101431
Sports Official	0.00	0.00	101279
Sports Official	0.00	64.65	106947
Sr. Maint. Supv. - Bldgs.	0.00	2,861.30	105666
Sr. Maint. Supv. - Grounds	0.00	3,319.43	102935
Sr. Maint. Supv. - Grounds	0.00	2,482.02	105042
Sr. Maint. Supv. - Grounds	0.00	2,832.61	105780
Sr. Maintenance Supervisor - S	0.00	2,931.13	103371
Sr. Park Ranger	0.00	2,488.42	197565
Weekend Lead Person	0.00	2,162.12	197648
Youth Sports Referee	0.00	176.62	255968
Youth Sports Referee	0.00	15.69	255852
Youth Sports Referee	0.00	580.30	197654
Grand Totals			
Total	2,261.50	349,904.97	
Count		355	



4201 Guardian St., Simi Valley, CA 93063 - (805) 584-4400

PAYROLL CHECK REGISTER – 06/14/2024

Presented to the Board of Directors

Prepared by:

Tracy Heminuk

CHECK REGISTER SUMMARY

6/14/2024

DUF TAXES DEBITED	06/14/24	ADP	112,086.03	FED, STATE, SOCIAL SECURITY, M/C
OCB TAXES DEBITED	06/14/24	ADP	52,564.98	FED, STATE, SOCIAL SECURITY, M/C
DUF ADP DIRECT DEPOSIT	06/14/24	ADP	249,330.01	DIRECT DEPOSIT
OCB ADP DIRECT DEPOSIT	06/14/24	ADP	134,740.90	DIRECT DEPOSIT
DUF ADP CHECKS	06/14/24	ADP	1,700.89	ADP PAYROLL
OCB ADP CHECKS	06/14/24	ADP	0.00	ADP PAYROLL
DUF WAGE GARNISHMENTS	06/14/24	ADP	579.35	GARNISHMENTS
OCB WAGE GARNISHMENTS	06/14/24	ADP	741.09	GARNISHMENTS
	06/14/24	9463	195.79	Maya Goldstein - Final Check
	06/14/24	9464	1,770.49	Alberto Cardenas - PR 06/14/24
	06/14/24	9465	2,672.59	John Krieger PR 06/14/24
	06/14/24	9466	663.02	John Krieger - Final Check
	06/14/24	9467	26,736.79	John Krieger - AL Payoff
	06/14/24	EFT	2,009.97	EDD - SDI
	06/14/24	EFT	30,602.04	PERS - Classic 535
	06/14/24	EFT	35,818.16	PERS - PEPRA 26602
	06/14/24	EFT	144,471.29	PERS Health - 06/2024
	06/14/24	EFT	1,575.50	Anthem Blue Cross Life - 07/2024
	06/14/24	EFT	4,397.20	CoPower - Dental Insurance - 07/2024
	06/14/24	EFT	15,385.52	Mission Square Retirement - 457 PR 6/14/24
SUBTOTAL:			818,041.61	
GRAND TOTAL:			<u>818,041.61</u>	

ADP Check Register - PR 06/14/24

Job Title Description	NetPay	AutoDep	File #
Accountant	0.00	2,500.32	256008
Accountant-Payroll	0.00	2,252.22	103555
Accounting Specialist	0.00	2,104.02	197655
Administrative Assistant III	0.00	395.26	108416
Administrative Assistant IV	0.00	847.86	100957
Administrative Assistant IV	0.00	404.40	160069
Administrative Assistant V	0.00	902.41	103279
Administrative Assistant VI	0.00	912.97	255843
Administrative Assistant VI	0.00	378.77	107074
Administrative Assistant VI	0.00	623.72	109024
Administrative Secretary	0.00	2,119.74	101779
Administrative Secretary	0.00	2,027.27	105660
Administrative Specialist	0.00	2,899.42	197643
Adult Softball Umpire	0.00	96.97	105548
Adult Softball Umpire	0.00	161.61	106044
Assistant Director	0.00	395.64	160006
Assistant Director	0.00	872.44	255829
Assistant Director	0.00	744.20	255871
Assistant Director	0.00	823.48	255828
Assistant Golf Course Superintendent	0.00	4,129.02	101232
Assistant Golf Course Superintendent	0.00	1,416.18	255747
Assistant Pool Manager	0.00	399.98	255765
Assistant Pool Manager	0.00	0.00	255936
Assistant Pool Manager	0.00	403.66	255795
Assistant Pool Manager	0.00	486.13	197739
Assistant Pool Manager	0.00	604.07	255779
Assistant Pool Manager	0.00	670.69	197729
Assistant Pool Manager	0.00	705.40	197724
Assistant Site Director	0.00	703.99	197796
Assistant Site Director	0.00	762.21	197666
Assistant Site Director	0.00	692.51	255859
Assistant Site Director	0.00	908.28	160334
Bldgs. Maint. Worker II - Cust	0.00	2,523.42	103181
Bldgs. Maint. Worker II - Cust	0.00	2,125.70	104685
Bldgs. Maint. Worker II - Mech	0.00	2,061.05	108393
Bldgs. Specialist - Electrician	0.00	2,366.39	160026
Bldgs. Specialist - Mechanic	0.00	2,679.49	107332
Bldgs. Specialist - Utility	0.00	2,680.54	159926
Bldgs. Specialist - Utility	0.00	2,825.79	103556
Bldgs. Specialist - Utility	0.00	1,964.18	105838
Board of Director	0.00	461.75	106240
Buildings Maintenance Worker I	0.00	2,521.91	100921
Buildings Maintenance Worker I	0.00	1,872.24	255834
Buildings Maintenance Worker I	0.00	2,265.07	160120
Buildings Specialist - Pools & Water Features	0.00	2,022.36	170001
Computer Support Specialist	0.00	2,707.52	101054

ADP Check Register - PR 06/14/24

Job Title Description	NetPay	AutoDep	File #
Crew Leader	0.00	2,129.14	100864
Crew Leader	0.00	2,003.15	101292
Crew Leader	0.00	3,386.59	101805
Crew Leader	0.00	2,262.07	105217
Crew Leader	0.00	2,649.34	105445
Crew Leader	0.00	2,027.38	107478
Crew Leader - Heavy Equipment	0.00	1,674.12	108379
Crew Leader - Irrigation	0.00	2,421.52	159977
Crew Leader-Buildings Maint.	0.00	2,346.23	164645
Customer Service Representative	0.00	1,990.84	106354
Customer Service Representative	0.00	1,851.02	108198
Director of Administration	0.00	7,895.49	106987
Director of Planning & Maintenance	0.00	4,230.23	105972
Director of Recreation	0.00	4,249.89	197748
District Manager	0.00	9,896.17	160284
Executive Assistant	0.00	2,343.02	170010
Golf Assistant I	0.00	690.27	197691
Golf Assistant I	0.00	657.72	255853
Golf Assistant I	0.00	716.64	197784
Golf Assistant I	0.00	635.77	197820
Golf Assistant I	0.00	696.37	256018
Golf Assistant I	0.00	494.98	256034
Golf Assistant I	0.00	657.90	197787
Golf Assistant I	0.00	586.48	255988
Golf Assistant I	0.00	498.69	255849
Golf Assistant I	0.00	310.30	255806
Golf Assistant I	0.00	262.27	255996
Golf Assistant I	0.00	461.75	255877
Golf Assistant I	0.00	616.13	256003
Golf Assistant I	0.00	466.98	255827
Golf Assistant I	0.00	948.97	255950
Golf Assistant I	0.00	110.82	256098
Golf Assistant II	0.00	727.87	197649
Golf Assistant II	0.00	455.29	101300
Golf Assistant II	0.00	1,052.96	255870
Golf Assistant II	0.00	336.99	256004
Golf Assistant II	0.00	443.43	255848
Golf Assistant II	0.00	363.13	010288
Golf Assistant II	0.00	474.91	197799
Golf Assistant II	0.00	962.09	197792
Golf Assistant II	0.00	320.99	160246
Golf Assistant II	0.00	94.19	255991
Golf Assistant II	0.00	211.94	255975
Golf Assistant II	0.00	321.83	256020
Golf Assistant II	0.00	553.40	160217
Golf Assistant II	0.00	464.66	255999

ADP Check Register - PR 06/14/24

Job Title Description	NetPay	AutoDep	File #
Golf Assistant II	0.00	396.42	255989
Golf Course Assistant	0.00	502.40	255899
Golf Course Manager - Head Gol	0.00	3,698.02	256017
Golf Professional	0.00	1,084.88	160118
Golf Professional	0.00	1,084.99	255881
Golf Professional	0.00	931.87	109443
Golf Specialist	0.00	951.52	159929
Groundskeeper I	0.00	1,834.28	255757
Groundskeeper I	1,770.49	0.00	197814
Groundskeeper I	0.00	1,692.37	159885
Groundskeeper I	0.00	1,288.71	197651
Groundskeeper I	0.00	1,432.01	159874
Groundskeeper I	0.00	2,075.90	197653
Groundskeeper I	0.00	1,919.23	197647
Groundskeeper I	0.00	2,235.40	160126
Groundskeeper I	0.00	1,480.48	255832
Groundskeeper I	0.00	2,029.39	105163
Groundskeeper I	0.00	2,245.24	159871
Groundskeeper I	0.00	1,914.14	197652
Groundskeeper I	0.00	2,082.23	105499
Groundskeeper I	0.00	184.70	105485
Groundskeeper I	0.00	1,865.16	105493
Groundskeeper I	0.00	1,443.00	159914
Groundskeeper I	0.00	1,715.29	197642
Groundskeeper II	0.00	2,685.41	100389
Groundskeeper II	0.00	3,873.57	101319
Groundskeeper II	0.00	1,957.00	101343
Groundskeeper II	0.00	3,361.48	105839
Groundskeeper II	0.00	2,236.98	106450
Groundskeeper II	0.00	2,741.07	107837
Groundskeeper II	0.00	2,063.83	109223
Head Golf Pro	0.00	3,617.65	197755
Human Resources Coordinator	0.00	2,807.12	170000
Landscape Designer	0.00	2,882.31	101970
Landscape Designer	0.00	4,580.08	102592
Landscape Designer	0.00	2,613.51	160071
Lifeguard	0.00	874.67	255773
Lifeguard	0.00	137.37	256070
Lifeguard	0.00	0.00	255781
Lifeguard	0.00	591.95	255931
Lifeguard	0.00	410.96	255771
Lifeguard	0.00	232.33	255770
Lifeguard	0.00	128.18	255800
Lifeguard	0.00	137.37	256068
Lifeguard	0.00	133.44	256094
Lifeguard	0.00	133.44	256066

ADP Check Register - PR 06/14/24

Job Title Description	NetPay	AutoDep	File #
Lifeguard	0.00	129.52	256042
Lifeguard	0.00	141.30	256028
Lifeguard	0.00	121.67	256052
Lifeguard	0.00	137.37	256056
Lifeguard	0.00	124.17	255797
Lifeguard	0.00	128.18	255780
Lifeguard	0.00	307.08	255774
Lifeguard	129.52	0.00	256064
Lifeguard	0.00	483.22	197764
Lifeguard	137.37	0.00	256062
Lifeguard	0.00	508.73	255901
Lifeguard	143.83	0.00	256072
Lifeguard	0.00	141.29	256100
Lifeguard	0.00	125.60	255904
Lifeguard	0.00	428.60	255903
Lifeguard	0.00	125.60	255910
Lifeguard	0.00	121.67	256040
Lifeguard	0.00	125.59	255789
Lifeguard	70.64	70.65	256060
Lifeguard	0.00	566.93	255782
Lifeguard	0.00	80.12	255918
Lifeguard	0.00	380.54	255908
Lifeguard	0.00	239.42	255890
Lifeguard	0.00	328.48	255889
Lifeguard	0.00	117.76	255951
Lifeguard	0.00	141.29	256092
Lifeguard	0.00	137.37	256090
Lifeguard	0.00	137.37	256088
Lifeguard	0.00	216.30	255769
Lifeguard	0.00	137.37	256084
Lifeguard	0.00	312.32	255799
Lifeguard	0.00	234.24	255788
Lifeguard	0.00	0.00	256044
Lifeguard	137.37	0.00	256080
Lifeguard	0.00	137.37	256082
Lifeguard	0.00	121.67	256026
Lifeguard	0.00	121.68	255920
Lifeguard	0.00	160.28	255784
Lifeguard	0.00	239.51	197726
Lifeguard	0.00	141.29	256078
Lifeguard	0.00	168.76	255885
Lifeguard	0.00	184.47	256036
Lifeguard	0.00	160.92	256048
Lifeguard	141.29	0.00	256086
Lifeguard	0.00	141.29	256076
Lifeguard	0.00	200.29	255905

ADP Check Register - PR 06/14/24

Job Title Description	NetPay	AutoDep	File #
Lifeguard	0.00	0.00	255811
Lifeguard	0.00	124.18	255939
Lifeguard	0.00	133.44	256074
Maintenance Worker III - PT	0.00	769.26	255851
Maintenance Worker III - PT	0.00	15.71	255913
Maintenance Worker III - PT	0.00	54.96	255933
Maintenance Worker III - PT	47.10	0.00	255937
Maintenance Worker III - PT	0.00	240.89	255875
Maintenance Worker III - PT	0.00	870.13	107180
Maintenance Worker IV - PT	0.00	821.07	255809
Maintenance Worker IV - PT	0.00	986.56	255830
Maintenance Worker IV - PT	0.00	447.96	197662
Maintenance Worker IV - PT	0.00	705.35	101131
Maintenance Worker IV - PT	0.00	1,158.54	255822
Maintenance Worker IV - PT	0.00	922.12	101339
Maintenance Worker IV - PT	0.00	743.25	197813
Maintenance Worker IV - PT	0.00	1,035.22	256015
Maintenance Worker IV - PT	0.00	955.62	255861
Maintenance Worker IV - PT	0.00	1,005.30	255958
Maintenance Worker IV - PT	0.00	0.00	159946
Maintenance Worker IV - PT	0.00	1,209.20	255912
Maintenance Worker IV - PT	0.00	805.69	197826
Maintenance Worker IV - PT	0.00	740.76	256054
Maintenance Worker IV - PT	0.00	1,267.94	105438
Maintenance Worker IV - PT	0.00	1,138.87	105679
Maintenance Worker IV - PT	0.00	962.80	255956
Maintenance Worker IV - PT	0.00	1,264.22	105897
Maintenance Worker IV - PT	0.00	1,140.71	160244
Maintenance Worker IV - PT	893.77	0.00	256058
Maintenance Worker IV - PT	0.00	1,294.18	160262
Maintenance Worker IV - PT	0.00	1,270.28	157091
Maintenance Worker IV - PT	0.00	921.41	197762
Maintenance Worker IV - PT	0.00	555.58	255879
Maintenance Worker IV - PT	0.00	1,051.04	255893
Maintenance Worker IV - PT	0.00	190.98	108967
Maintenance Worker IV - PT	0.00	932.61	256046
Maintenance Worker V	0.00	1,283.33	255844
Marketing & Community Outreach	0.00	5,636.44	105212
Mechanic - Golf Courses	0.00	3,236.74	103331
Mechanic - Golf Courses	0.00	694.86	160135
Museum Director	0.00	0.00	255965
Park Ranger	0.00	2,129.52	197654
Park Ranger	0.00	2,056.47	197656
Park Ranger II	0.00	376.86	160296
Park Ranger II	0.00	399.25	197756
Park Ranger II	0.00	387.81	160294

ADP Check Register - PR 06/14/24

Job Title Description	NetPay	AutoDep	File #
Part-time Computer Technician	0.00	1,049.12	160332
Part-time Recreation Coordinat	0.00	708.98	104824
Pool Cashier / Aquatic Aide	0.00	117.74	255935
Pool Manager	0.00	839.17	197736
Pool Manager	0.00	1,333.75	197590
Program Assistant	0.00	58.97	197623
Rec Attendant	0.00	29.56	255856
Rec Attendant	0.00	136.67	197731
Rec Attendant	0.00	70.17	255878
Recreation Aide	0.00	428.50	255945
Recreation Aide	0.00	310.30	256011
Recreation Aide	0.00	343.55	255943
Recreation Aide	0.00	262.27	256050
Recreation Aide	0.00	225.33	255957
Recreation Aide	0.00	33.23	255982
Recreation Aide	0.00	229.02	255882
Recreation Aide	0.00	401.35	255923
Recreation Aide	0.00	487.62	256007
Recreation Aide	0.00	240.11	255981
Recreation Aide	0.00	273.36	255836
Recreation Aide	195.79	0.00	255942
Recreation Aide	0.00	158.83	256016
Recreation Aide	0.00	380.49	256001
Recreation Aide	0.00	55.41	255979
Recreation Aide	0.00	33.25	255960
Recreation Aide	0.00	365.65	197654
Recreation Aide	0.00	192.10	255914
Recreation Aide	0.00	287.91	255868
Recreation Aide	0.00	736.92	255891
Recreation Aide	0.00	431.64	255897
Recreation Assistant	0.00	1,508.12	197644
Recreation Coordinator	0.00	2,040.82	110802
Recreation Coordinator	0.00	2,574.05	255846
Recreation Coordinator	0.00	357.03	160124
Recreation Coordinator	0.00	4,924.69	105146
Recreation Coordinator	0.00	310.47	155207
Recreation Coordinator	0.00	2,057.44	105277
Recreation Coordinator	0.00	2,351.92	205815
Recreation Coordinator	0.00	2,004.47	255786
Recreation Coordinator	0.00	2,637.94	197834
Recreation Counselor	0.00	448.00	220000
Recreation Counselor	0.00	524.08	197806
Recreation Counselor	0.00	510.23	255978
Recreation Counselor	0.00	625.80	255955
Recreation Counselor	0.00	0.00	197810
Recreation Counselor	0.00	470.98	255953

ADP Check Register - PR 06/14/24

Job Title Description	NetPay	AutoDep	File #
Recreation Counselor	0.00	333.61	255995
Recreation Counselor	0.00	494.53	256000
Recreation Counselor	0.00	640.79	255990
Recreation Counselor	0.00	117.67	101653
Recreation Counselor	0.00	836.03	255869
Recreation Counselor	0.00	302.21	255962
Recreation Counselor	0.00	605.41	255847
Recreation Counselor	0.00	654.41	255974
Recreation Counselor	0.00	141.29	255857
Recreation Counselor	0.00	0.00	255752
Recreation Counselor	0.00	528.63	255944
Recreation Counselor	0.00	498.45	255755
Recreation Counselor	0.00	427.01	197833
Recreation Counselor	0.00	635.19	197768
Recreation Counselor	0.00	220.32	255826
Recreation Counselor	0.00	564.34	160141
Recreation Counselor	0.00	515.67	197751
Recreation Counselor	0.00	528.63	255941
Recreation Counselor	0.00	460.23	255976
Recreation Counselor	0.00	365.02	255922
Recreation Counselor	0.00	298.29	256013
Recreation Counselor	0.00	609.59	197770
Recreation Counselor	0.00	0.00	197818
Recreation Counselor	0.00	669.15	255855
Recreation Counselor	0.00	918.93	255977
Recreation Counselor	0.00	547.65	159850
Recreation Counselor	0.00	428.60	255761
Recreation Counselor	0.00	687.03	197823
Recreation Counselor	0.00	212.31	255925
Recreation Counselor	0.00	645.67	255833
Recreation Counselor	0.00	608.34	255860
Recreation Counselor	0.00	168.77	255917
Recreation Counselor	0.00	290.44	255948
Recreation Counselor	0.00	282.59	255916
Recreation Counselor	0.00	439.59	256030
Recreation Counselor	0.00	492.93	159966
Recreation Counselor	0.00	353.23	256012
Recreation Counselor	0.00	262.78	255980
Recreation Counselor	0.00	709.18	197712
Recreation Counselor	0.00	592.11	160073
Recreation Counselor	0.00	664.61	255947
Recreation Counselor	0.00	616.13	256005
Recreation Counselor	0.00	558.56	160017
Recreation Counselor	0.00	609.12	255966
Recreation Counselor	0.00	510.06	255835
Recreation Counselor	0.00	404.58	255837

ADP Check Register - PR 06/14/24

Job Title Description	NetPay	AutoDep	File #
Recreation Counselor	0.00	35.32	256038
Recreation Counselor	0.00	559.27	160140
Recreation Counselor	0.00	310.07	255992
Recreation Counselor	0.00	357.16	197779
Recreation Counselor	0.00	486.69	255909
Recreation Counselor	0.00	459.22	255949
Recreation Program Specialsit	0.00	2,472.62	108439
Recreation Program Specialsit	0.00	1,908.70	103733
Recreation Program Specialsit	0.00	2,057.50	197650
Recreation Specialist II - PT	0.00	142.86	100350
Recreation Specialist II - PT	0.00	341.07	255930
Recreation Specialist II - PT	0.00	66.72	197651
Recreation Specialist II - PT	0.00	79.83	159961
Recreation Specialist II - PT	0.00	785.23	109887
Recreation Supervisor II	0.00	3,719.76	100797
Recreation Supervisor II	0.00	3,127.46	104769
Recreation Supervisor II	0.00	3,005.87	255842
Senior Management Analyst	0.00	3,757.07	255751
Site Coordinator	0.00	98.12	256009
Site Director	0.00	1,551.20	108070
Site Director	0.00	620.28	255845
Site Director	0.00	769.11	255825
Site Director	0.00	1,256.65	103435
Site Director	0.00	1,385.39	153736
Site Director	0.00	0.00	197767
Site Director	0.00	1,231.58	160200
Site Director	0.00	1,364.13	197819
Site Director	0.00	1,035.59	160149
Site Director	0.00	1,121.85	197601
Site Director	0.00	1,142.96	107889
Specialist Instructor	0.00	42.94	160282
Specialist Instructor	0.00	2,457.18	104826
Specialist Instructor	0.00	90.41	102930
Specialist Instructor	0.00	167.12	107695
Specialist Instructor	0.00	827.20	108384
Specialist Instructor	0.00	239.45	109875
Sports Official	0.00	0.00	101279
Sr. Maint. Supv. - Bldgs.	0.00	6,388.78	105666
Sr. Maint. Supv. - Grounds	0.00	3,431.29	102935
Sr. Maint. Supv. - Grounds	30,072.40	0.00	105042
Sr. Maint. Supv. - Grounds	0.00	4,565.23	105780
Sr. Maintenance Supervisor - S	0.00	6,450.01	103371
Sr. Park Ranger	0.00	2,690.73	197565
Transit Van Driver	0.00	32.55	256019
Weekend Lead Person	0.00	2,016.66	197648
Youth Sports Referee	0.00	15.70	256096

ADP Check Register - PR 06/14/24

Job Title Description	NetPay	AutoDep	File #
Youth Sports Referee	0.00	86.81	160307
Grand Totals			
Total	33,739.57	377,393.94	
Count			369



4201 Guardian St., Simi Valley, CA 93063 - (805) 584-4400

PAYROLL CHECK REGISTER – 06/28/2024

Presented to the Board of Directors

Prepared by:

Tracy Heminuk

CHECK REGISTER SUMMARY

6/28/2024

DUF TAXES DEBITED	06/28/24	ADP	90,653.12	FED, STATE, SOCIAL SECURITY, M/C
OCB TAXES DEBITED	06/28/24	ADP	48,230.71	FED, STATE, SOCIAL SECURITY, M/C
DUF ADP DIRECT DEPOSIT	06/28/24	ADP	280,565.85	DIRECT DEPOSIT
OCB ADP DIRECT DEPOSIT	06/28/24	ADP	127,382.86	DIRECT DEPOSIT
DUF ADP CHECKS	06/28/24	ADP	404.96	ADP PAYROLL
OCB ADP CHECKS	06/28/24	ADP	0.00	ADP PAYROLL
DUF WAGE GARNISHMENTS	06/28/24	ADP	675.28	GARNISHMENTS
OCB WAGE GARNISHMENTS	06/28/24	ADP	694.28	GARNISHMENTS
	06/28/24	9468	0.00	Void
	06/28/24	9469	549.94	Paul Friedeborn - PR 06/14/24
	06/28/24	9470	117.74	John Treichler - Final Check
	06/28/24	9471	232.33	Claire Chauvin - Final Check
	06/28/24	9472	1,957.01	Fidencio Ceja - PR 06/28/24
	06/28/24	9473	1,797.80	Alex Gonzalez - PR 06/28/24
	06/28/24	9474	739.55	Jadyn Carnicella - Final Check
	06/28/24	9475	810.47	Cooper Mulholland - Final Check
	06/28/24	EFT	1,988.22	EDD - SDI
	06/28/24	EFT	29,608.58	PERS - Classic 535
	06/28/24	EFT	37,434.74	PERS - PEPRA 26602
	06/28/24	EFT	1,538.99	457 Retirement Trust - 2nd Qtr District Manager Comp
	06/28/24	EFT	8,443.33	Mission Square Retirement - 457 PR 6/28/24
SUBTOTAL:			633,825.76	
GRAND TOTAL:			<u>633,825.76</u>	

ADP Check Register - PR 06/28/24

Job Title Description	NetPay	AutoDep	File #
Accountant	0.00	2,500.33	256008
Accountant-Payroll	0.00	2,252.25	103555
Accounting Specialist	0.00	2,118.75	197655
Administrative Assistant III	0.00	454.36	108416
Administrative Assistant IV	0.00	917.84	100957
Administrative Assistant IV	0.00	500.77	160069
Administrative Assistant V	0.00	1,002.02	103279
Administrative Assistant VI	0.00	602.23	255843
Administrative Assistant VI	0.00	474.84	104897
Administrative Assistant VI	0.00	336.02	107074
Administrative Assistant VI	0.00	567.59	109024
Administrative Secretary	0.00	2,119.74	101779
Administrative Secretary	0.00	2,027.27	105660
Administrative Specialist	0.00	1,948.22	197643
Adult Softball Umpire	0.00	168.94	159889
Adult Softball Umpire	0.00	161.62	105331
Adult Softball Umpire	0.00	193.93	105548
Adult Softball Umpire	0.00	443.13	106044
Adult Sports Official	0.00	161.61	255874
Adult Sports Official	0.00	290.90	160313
Assistant Director	0.00	414.60	160006
Assistant Director	0.00	1,089.67	255829
Assistant Director	0.00	555.66	255871
Assistant Golf Course Superintendent	0.00	2,153.20	101232
Assistant Golf Course Superintendent	0.00	1,416.18	255747
Assistant Pool Manager	0.00	618.92	255765
Assistant Pool Manager	0.00	0.00	255936
Assistant Pool Manager	0.00	373.28	255795
Assistant Pool Manager	0.00	919.03	197739
Assistant Pool Manager	0.00	633.92	255779
Assistant Pool Manager	0.00	828.83	197729
Assistant Pool Manager	0.00	908.91	197724
Assistant Site Director	0.00	844.93	255825
Assistant Site Director	0.00	905.80	197666
Assistant Site Director	0.00	1,044.67	197601
Assistant Site Director	0.00	978.51	160334
Bldgs. Maint. Worker II - Cust	0.00	2,523.41	103181
Bldgs. Maint. Worker II - Cust	0.00	2,125.69	104685
Bldgs. Maint. Worker II - Mech	0.00	2,061.04	108393
Bldgs. Specialist - Electrician	0.00	2,366.38	160026
Bldgs. Specialist - Mechanic	0.00	2,679.48	107332
Bldgs. Specialist - Utility	0.00	2,680.54	159926
Bldgs. Specialist - Utility	0.00	3,025.80	103556
Bldgs. Specialist - Utility	0.00	1,964.19	105838
Board of Director	0.00	461.75	160067
Board of Director	0.00	461.75	160300

ADP Check Register - PR 06/28/24

Job Title Description	NetPay	AutoDep	File #
Board of Director	0.00	461.75	102927
Buildings Maintenance Worker I	0.00	2,846.90	100921
Buildings Maintenance Worker I	1,797.80	0.00	255834
Buildings Maintenance Worker I	0.00	2,265.07	160120
Buildings Specialist - Pools & Water Features	0.00	1,998.21	170001
Computer Support Specialist	0.00	2,707.53	101054
Crew Leader	0.00	2,129.14	100864
Crew Leader	0.00	2,003.13	101292
Crew Leader	0.00	2,512.69	101805
Crew Leader	0.00	2,262.07	105217
Crew Leader	0.00	2,649.34	105445
Crew Leader	0.00	2,027.39	107478
Crew Leader - Heavy Equipment	0.00	1,674.10	108379
Crew Leader - Irrigation	0.00	2,421.54	159977
Crew Leader-Buildings Maint.	0.00	2,346.24	164645
Customer Service Representative	0.00	2,031.28	106354
Customer Service Representative	0.00	1,851.02	108198
Director of Administration	0.00	3,919.54	106987
Director of Planning & Maintenance	0.00	4,230.22	105972
Director of Recreation	0.00	4,249.91	197748
District Manager	0.00	6,273.61	160284
Executive Assistant	0.00	2,375.85	170010
Golf Assistant I	0.00	443.28	197691
Golf Assistant I	0.00	607.90	255853
Golf Assistant I	0.00	637.43	197784
Golf Assistant I	0.00	744.78	256032
Golf Assistant I	0.00	550.25	197820
Golf Assistant I	0.00	395.27	256018
Golf Assistant I	0.00	860.19	256034
Golf Assistant I	0.00	776.52	197787
Golf Assistant I	0.00	506.07	255988
Golf Assistant I	0.00	513.47	255849
Golf Assistant I	0.00	695.76	197654
Golf Assistant I	0.00	195.79	255996
Golf Assistant I	0.00	517.16	255877
Golf Assistant I	0.00	731.95	256003
Golf Assistant I	0.00	813.46	255827
Golf Assistant I	0.00	908.95	255950
Golf Assistant I	0.00	632.55	256098
Golf Assistant II	0.00	634.46	197649
Golf Assistant II	0.00	622.67	101300
Golf Assistant II	0.00	179.78	255870
Golf Assistant II	0.00	353.42	256004
Golf Assistant II	0.00	374.07	255848
Golf Assistant II	0.00	431.46	010288
Golf Assistant II	0.00	528.64	197799

ADP Check Register - PR 06/28/24

Job Title Description	NetPay	AutoDep	File #
Golf Assistant II	0.00	633.96	197792
Golf Assistant II	0.00	342.40	160246
Golf Assistant II	0.00	459.21	255991
Golf Assistant II	0.00	385.06	255975
Golf Assistant II	0.00	117.76	256020
Golf Assistant II	0.00	470.98	160217
Golf Assistant II	0.00	568.81	255999
Golf Course Assistant	0.00	509.76	255899
Golf Course Manager - Head Gol	0.00	3,698.02	256017
Golf Professional	0.00	1,279.79	160118
Golf Professional	0.00	1,114.17	255881
Golf Professional	0.00	940.13	109443
Golf Specialist	0.00	1,027.61	159929
Groundskeeper I	0.00	1,834.29	255757
Groundskeeper I	0.00	1,770.50	197814
Groundskeeper I	0.00	1,691.25	159885
Groundskeeper I	0.00	1,220.24	197651
Groundskeeper I	0.00	1,432.01	159874
Groundskeeper I	0.00	2,007.90	197653
Groundskeeper I	0.00	1,919.24	197647
Groundskeeper I	0.00	2,029.39	160126
Groundskeeper I	0.00	1,685.33	255832
Groundskeeper I	0.00	2,029.40	105163
Groundskeeper I	0.00	2,495.24	159871
Groundskeeper I	0.00	1,846.35	197652
Groundskeeper I	0.00	2,082.23	105499
Groundskeeper I	0.00	184.70	105485
Groundskeeper I	0.00	1,865.17	105493
Groundskeeper I	0.00	1,413.49	159914
Groundskeeper I	0.00	1,639.23	197642
Groundskeeper II	0.00	2,685.40	100389
Groundskeeper II	0.00	2,077.35	101319
Groundskeeper II	1,957.01	0.00	101343
Groundskeeper II	0.00	2,478.85	105839
Groundskeeper II	0.00	2,236.98	106450
Groundskeeper II	0.00	2,633.89	107837
Groundskeeper II	0.00	2,063.83	109223
Head Golf Pro	0.00	2,833.66	197755
Human Resources Coordinator	0.00	2,807.14	170000
Landscape Designer	0.00	2,882.33	101970
Landscape Designer	0.00	2,833.00	102592
Landscape Designer	0.00	2,507.65	160071
Lifeguard	0.00	860.48	255773
Lifeguard	0.00	0.00	255781
Lifeguard	0.00	1,013.32	255931
Lifeguard	0.00	803.40	255771

ADP Check Register - PR 06/28/24

Job Title Description	NetPay	AutoDep	File #
Lifeguard	232.33	(164.23)	255770
Lifeguard	0.00	276.39	255906
Lifeguard	0.00	20.03	255800
Lifeguard	0.00	400.34	256068
Lifeguard	0.00	435.66	256094
Lifeguard	0.00	700.14	256066
Lifeguard	0.00	423.88	256042
Lifeguard	0.00	567.14	256028
Lifeguard	0.00	384.63	256052
Lifeguard	0.00	474.91	256056
Lifeguard	0.00	649.16	255797
Lifeguard	0.00	416.59	255780
Lifeguard	0.00	966.10	255774
Lifeguard	0.00	141.30	256064
Lifeguard	0.00	294.13	197764
Lifeguard	0.00	637.37	256062
Lifeguard	0.00	624.81	255901
Lifeguard	102.75	0.00	256072
Lifeguard	0.00	227.65	256100
Lifeguard	0.00	404.26	255904
Lifeguard	0.00	240.35	255903
Lifeguard	0.00	149.14	255910
Lifeguard	0.00	574.13	256040
Lifeguard	0.00	172.70	255789
Lifeguard	0.00	412.12	256060
Lifeguard	0.00	774.88	255782
Lifeguard	0.00	784.74	255918
Lifeguard	0.00	32.05	255907
Lifeguard	0.00	683.91	255908
Lifeguard	0.00	786.54	255890
Lifeguard	0.00	1,003.43	255889
Lifeguard	0.00	251.20	256092
Lifeguard	0.00	345.39	256090
Lifeguard	0.00	251.19	256088
Lifeguard	0.00	652.63	255769
Lifeguard	0.00	62.80	256084
Lifeguard	0.00	561.87	255799
Lifeguard	0.00	1,124.60	255788
Lifeguard	0.00	0.00	256044
Lifeguard	0.00	219.79	256080
Lifeguard	0.00	498.46	256082
Lifeguard	0.00	121.66	256026
Lifeguard	0.00	616.13	255920
Lifeguard	0.00	827.33	255784
Lifeguard	0.00	787.17	197726
Lifeguard	0.00	535.64	256078

ADP Check Register - PR 06/28/24

Job Title Description	NetPay	AutoDep	File #
Lifeguard	0.00	227.64	255885
Lifeguard	0.00	968.20	256036
Lifeguard	0.00	664.62	256048
Lifeguard	0.00	282.59	256076
Lifeguard	0.00	120.17	255905
Lifeguard	0.00	0.00	255811
Lifeguard	0.00	699.10	255939
Lifeguard	0.00	345.39	256074
Maintenance Worker III - PT	0.00	825.98	255851
Maintenance Worker III - PT	0.00	74.57	255933
Maintenance Worker III - PT	0.00	442.25	255875
Maintenance Worker III - PT	0.00	1,067.64	107180
Maintenance Worker III - PT	117.74	0.00	255969
Maintenance Worker IV - PT	0.00	379.72	255809
Maintenance Worker IV - PT	0.00	758.67	255830
Maintenance Worker IV - PT	0.00	490.84	197662
Maintenance Worker IV - PT	0.00	410.32	256019
Maintenance Worker IV - PT	0.00	686.80	101131
Maintenance Worker IV - PT	0.00	1,316.92	255822
Maintenance Worker IV - PT	0.00	902.00	101339
Maintenance Worker IV - PT	0.00	571.27	197813
Maintenance Worker IV - PT	0.00	1,224.39	256015
Maintenance Worker IV - PT	0.00	1,051.04	255861
Maintenance Worker IV - PT	0.00	1,012.41	255958
Maintenance Worker IV - PT	0.00	0.00	159946
Maintenance Worker IV - PT	0.00	1,135.47	255912
Maintenance Worker IV - PT	0.00	1,285.79	197826
Maintenance Worker IV - PT	0.00	251.75	256102
Maintenance Worker IV - PT	0.00	837.28	256054
Maintenance Worker IV - PT	0.00	1,267.95	105438
Maintenance Worker IV - PT	0.00	1,150.48	105679
Maintenance Worker IV - PT	810.47	0.00	255956
Maintenance Worker IV - PT	0.00	1,252.98	105897
Maintenance Worker IV - PT	0.00	1,210.53	160244
Maintenance Worker IV - PT	0.00	1,124.58	256058
Maintenance Worker IV - PT	0.00	1,294.20	160262
Maintenance Worker IV - PT	0.00	1,141.76	157091
Maintenance Worker IV - PT	0.00	941.56	197762
Maintenance Worker IV - PT	0.00	681.11	255879
Maintenance Worker IV - PT	0.00	1,051.04	255893
Maintenance Worker IV - PT	0.00	56.43	108967
Maintenance Worker IV - PT	0.00	1,145.16	256046
Maintenance Worker V	0.00	1,261.35	255844
Marketing & Community Outreach	0.00	2,976.59	105212
Mechanic - Golf Courses	0.00	1,955.47	103331
Mechanic - Golf Courses	0.00	799.32	160135

ADP Check Register - PR 06/28/24

Job Title Description	NetPay	AutoDep	File #
Museum Director	0.00	0.00	255965
Park Ranger	0.00	2,129.52	197654
Park Ranger	0.00	1,895.04	197656
Park Ranger II	0.00	494.78	160296
Park Ranger II	0.00	239.62	197756
Park Ranger II	0.00	387.79	160294
Park Ranger II	0.00	0.00	197566
Part-time Computer Technician	0.00	1,257.27	160332
Part-time Recreation Coordinat	0.00	779.11	104824
Pool Cashier / Aquatic Aide	0.00	329.69	255935
Pool Manager	0.00	1,406.64	197736
Pool Manager	0.00	1,470.22	197590
Pool Manager	0.00	2,491.28	109361
Rec Attendant	0.00	121.91	255998
Rec Attendant	0.00	81.28	255986
Rec Attendant	0.00	155.16	197731
Rec Attendant	0.00	265.96	255963
Rec Attendant	0.00	59.12	255878
Rec Attendant	0.00	0.00	255898
Recreation Aide	0.00	776.82	255945
Recreation Aide	0.00	376.80	256011
Recreation Aide	0.00	256.81	255943
Recreation Aide	0.00	616.54	256050
Recreation Aide	0.00	376.80	255957
Recreation Aide	0.00	573.30	255856
Recreation Aide	0.00	133.00	255982
Recreation Aide	0.00	553.56	255882
Recreation Aide	0.00	663.18	255923
Recreation Aide	0.00	719.13	256007
Recreation Aide	0.00	537.07	255981
Recreation Aide	0.00	869.80	255836
Recreation Aide	0.00	550.25	256016
Recreation Aide	0.00	417.41	256001
Recreation Aide	0.00	373.09	255979
Recreation Aide	0.00	622.95	255960
Recreation Aide	0.00	147.76	255914
Recreation Aide	0.00	564.49	255868
Recreation Aide	0.00	1,046.86	255891
Recreation Aide	0.00	879.89	255897
Recreation Assistant	0.00	1,508.12	197644
Recreation Coordinator	0.00	2,040.84	110802
Recreation Coordinator	0.00	2,401.55	255846
Recreation Coordinator	0.00	757.53	160124
Recreation Coordinator	0.00	2,460.77	105146
Recreation Coordinator	0.00	614.42	155207
Recreation Coordinator	0.00	2,057.43	105277

ADP Check Register - PR 06/28/24

Job Title Description	NetPay	AutoDep	File #
Recreation Coordinator	0.00	2,351.92	205815
Recreation Coordinator	0.00	1,949.45	255786
Recreation Coordinator	0.00	2,637.93	197834
Recreation Counselor	0.00	877.51	220000
Recreation Counselor	0.00	743.01	197806
Recreation Counselor	0.00	22.59	197610
Recreation Counselor	0.00	736.16	255978
Recreation Counselor	0.00	933.29	197796
Recreation Counselor	0.00	938.84	255955
Recreation Counselor	0.00	0.00	197810
Recreation Counselor	739.55	0.00	255953
Recreation Counselor	0.00	302.22	255995
Recreation Counselor	0.00	661.19	256000
Recreation Counselor	0.00	661.21	255990
Recreation Counselor	0.00	310.06	256024
Recreation Counselor	0.00	672.49	255869
Recreation Counselor	0.00	807.69	255962
Recreation Counselor	0.00	582.54	255847
Recreation Counselor	0.00	156.99	255984
Recreation Counselor	0.00	928.88	255974
Recreation Counselor	0.00	828.13	255857
Recreation Counselor	0.00	0.00	255752
Recreation Counselor	0.00	794.07	255944
Recreation Counselor	0.00	753.19	255755
Recreation Counselor	0.00	559.80	197833
Recreation Counselor	0.00	946.95	197768
Recreation Counselor	0.00	216.31	255826
Recreation Counselor	0.00	881.58	160141
Recreation Counselor	0.00	896.61	197751
Recreation Counselor	0.00	938.85	255941
Recreation Counselor	0.00	400.34	256023
Recreation Counselor	0.00	896.79	255976
Recreation Counselor	0.00	459.21	255922
Recreation Counselor	0.00	807.70	256013
Recreation Counselor	0.00	828.13	255928
Recreation Counselor	0.00	688.08	197770
Recreation Counselor	0.00	756.59	255924
Recreation Counselor	0.00	0.00	197818
Recreation Counselor	0.00	135.20	255859
Recreation Counselor	0.00	952.36	255855
Recreation Counselor	0.00	939.16	255977
Recreation Counselor	0.00	909.62	159850
Recreation Counselor	0.00	704.78	255761
Recreation Counselor	302.21	0.00	197801
Recreation Counselor	0.00	770.10	197823
Recreation Counselor	0.00	280.40	255925

ADP Check Register - PR 06/28/24

Job Title Description	NetPay	AutoDep	File #
Recreation Counselor	0.00	878.46	255833
Recreation Counselor	0.00	754.11	255860
Recreation Counselor	0.00	685.06	255917
Recreation Counselor	0.00	798.21	255948
Recreation Counselor	0.00	955.21	255828
Recreation Counselor	0.00	321.15	256010
Recreation Counselor	0.00	581.13	255916
Recreation Counselor	0.00	736.16	256030
Recreation Counselor	0.00	978.16	159966
Recreation Counselor	0.00	416.04	256012
Recreation Counselor	0.00	580.02	255980
Recreation Counselor	0.00	931.09	197712
Recreation Counselor	0.00	871.88	160073
Recreation Counselor	0.00	855.38	255947
Recreation Counselor	0.00	829.62	256005
Recreation Counselor	0.00	569.05	160017
Recreation Counselor	0.00	595.13	255966
Recreation Counselor	0.00	559.63	255835
Recreation Counselor	0.00	805.59	255837
Recreation Counselor	0.00	51.02	256038
Recreation Counselor	0.00	759.88	160140
Recreation Counselor	0.00	807.70	255992
Recreation Counselor	0.00	945.49	197779
Recreation Counselor	0.00	514.16	255909
Recreation Counselor	0.00	671.42	255949
Recreation Program Specialsit	0.00	2,472.62	108439
Recreation Program Specialsit	0.00	1,908.71	103733
Recreation Program Specialsit	0.00	2,057.51	197650
Recreation Specialist II - PT	0.00	180.69	100350
Recreation Specialist II - PT	0.00	750.75	255930
Recreation Specialist II - PT	0.00	62.80	197651
Recreation Specialist II - PT	0.00	218.50	159961
Recreation Supervisor II	0.00	2,860.04	100797
Recreation Supervisor II	0.00	3,127.47	104769
Recreation Supervisor II	0.00	3,005.86	255842
Scorekeeper	0.00	43.10	197594
Senior Management Analyst	0.00	3,757.07	255751
Site Director	0.00	1,092.85	108070
Site Director	0.00	1,129.16	255845
Site Director	0.00	1,362.92	103435
Site Director	0.00	1,462.79	153736
Site Director	0.00	0.00	197767
Site Director	0.00	1,403.15	160200
Site Director	0.00	1,355.68	197819
Site Director	0.00	1,278.59	160149
Site Director	0.00	1,382.67	107889

ADP Check Register - PR 06/28/24

Job Title Description	NetPay	AutoDep	File #
Specialist Instructor	0.00	452.51	160282
Specialist Instructor	0.00	7,826.72	102797
Specialist Instructor	0.00	213.58	109875
Sports Official	0.00	193.93	101166
Sports Official	0.00	129.29	101431
Sports Official	0.00	0.00	101279
Sports Official	0.00	129.29	103313
Sports Official	0.00	129.29	106947
Sr. Maint. Supv. - Bldgs.	0.00	2,796.55	105666
Sr. Maint. Supv. - Grounds	549.94	3,706.25	102935
Sr. Maint. Supv. - Grounds	0.00	3,699.56	105780
Sr. Maintenance Supervisor - S	0.00	3,253.06	103371
Sr. Park Ranger	0.00	2,690.74	197565
Weekend Lead Person	0.00	2,244.39	197648
Youth Sports Referee	0.00	188.40	256096
Youth Sports Referee	0.00	223.73	255968
Youth Sports Referee	0.00	149.15	255852
Youth Sports Referee	0.00	501.70	160307
Grand Totals			
Total	6,609.80	397,244.95	
Count		386	

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

DATE: July 17, 2024

TO: District Manager

FROM: Director of Administration

SUBJECT: Approval of Resolution No. 2079 Modifying District Policy Manual, Chapter 2
Personnel: Section 2700 Policy Against Workplace Violence

BACKGROUND

In 2016, Rancho Simi Recreation and Park District's Board of Directors adopted a policy addressing workplace violence. Effective July 1, 2024, Senate Bill 533 adds section 6401.9 to the California Labor Code. The legislation is intended to help employers prevent and respond effectively to workplace violence. California employers must implement extensive workplace violence prevention plans (WVPP) and deliver specified training to employees under this new legislation.

SUMMARY

The Workplace Violence Prevention Plan includes:

- Procedures to obtain the active involvement of employees in developing and implementing the plan, identifying and correcting workplace violence hazards, and designing and implementing employee training;
- The job titles of all persons responsible for implementing the plan;
- Procedures to identify and correct workplace violence hazards in a timely manner;
- Procedures to respond to actual or potential workplace violence emergencies;
- Procedures for post-incident response and investigation; and
- Periodic review of the plan and updates and corrections as needed.

The WVPP has been added to the District's Illness & Injury Prevention Plan, section 9, which can be found on the website staff page for all employees to access. Training plans are in progress to ensure all District staff are trained on this important topic. Staff recommends the WVPP to be referenced in the District's Policy Manual. Recommended changes to the Policy Manual (Attachment A), and the WVPP (Attachment B) are attached to the staff report.

BOARD ACTION REQUESTED

Staff recommends approval of the attached Resolution Modifying District Policy Manual Chapter 2 section 2700 and authorization for the District Manager to proceed with implementation of the update to the District's Policy Manual and the Workplace Violence Prevention Plan.


Theresa Pennington
Director of Administration

RANCHO SIMI RECREATION AND PARK DISTRICT

RESOLUTION NO. 2079

**APPROVAL OF RESOLUTION MODIFYING DISTRICT POLICY MANUAL,
CHAPTER 2 PERSONNEL: SECTION 2700 REGARDING POLICY AGAINST
WORKPLACE VIOLENCE**

WHEREAS, the Policy Manual of the Rancho Simi Recreation and Park District has been established by the Board of Directors by Resolution Action; and

WHEREAS, Senate Bill 533 went into effect on July 1, 2024; and

WHEREAS, Senate Bill 533 requires employers to implement a comprehensive Workplace Violence Prevention Plan; and;

WHEREAS, the Workplace Violence Prevention Plan is intended to help employers prevent and respond effectively to workplace violence; and

WHEREAS, the District's Policy Manual provides for a Policy Against Workplace Violence and now refers to the new Workplace Violence Prevention Plan; and

WHEREAS, this updated policy is best placed within Policy Manual, Chapter 2 – Personnel, section 2700; and

NOW, THEREFORE, BE IT RESOLVED that the District's Policy Manual at Chapter 2 – Personnel, section 2700 is hereby amended as indicated in strikeout format on the attachment hereto, and the District Manager is authorized to proceed with the implementation of this update to the District's Policy Manual.

The foregoing Resolution was approved by the Board of Directors of the Rancho Simi Recreation and Park District at a regular meeting held on July 17, 2024 at 4201 Guardian Street, Simi Valley, CA 93063, on a motion by Director

Abstain:

Ayes:

Noes:

Absent:

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

ATTACHMENT A

CHAPTER 2. PERSONNEL
POLICY AGAINST WORKPLACE VIOLENCE
~~Adopted Revised March 17, 2016~~ July 17, 2024

Objectives

2700

The Rancho Simi Recreation and Parks District (the “District”) is strongly committed to ensuring the safety of all employees. Consistent with this policy, acts or threats of violence, including intimidation, harassment, and/or coercion which involve or affect employees will not be tolerated, and will be subject to appropriate disciplinary action pursuant to Policy 2-1000, up to and including termination. The following are the objectives of the District:

- A. To ensure that all workplace threats and violent behavior are addressed promptly.
- B. To ensure that the level of physical and facility security in District workplaces is sufficient to protect the health and safety of employees.
- C. To ensure that all employees are appropriately trained in workplace security, diffusing hostile situations, and steps to take during an emergency incident.
- D. To ensure that all disciplinary action taken for behavior prohibited under this Rule is reviewed, evaluated, and administered consistently and equitably throughout the District, and done so in a timely manner.

Threats or Acts of Violence Defined

2701

A credible threat of violence is a knowing and willful statement or course of conduct that would place a reasonable person in fear for his/her safety, or the safety of his/her immediate family, and that serves no legitimate purpose. General examples of prohibited workplace violence include, but are not limited to the following:

- A. Threatening to harm or harming an individual or his/her family, friends, associates, or their property.
- B. Fighting or challenging another individual to a fight.
- C. Intimidation through direct or veiled verbal threats, or through physical threats, such as obscene gestures, grabbing, and pushing.
- D. Making harassing or threatening telephone calls; sending harassing or threatening letters, emails, text messages, or other correspondence.
- E. Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of the District.
- F. Harassing surveillance or stalking, which is engaging in a pattern of conduct with the intent to follow, alarm, or harass another individual, which presents a credible threat to the individual and causes the individual to fear for his/her safety, or the safety of his/her immediate family, as defined in Civil Code section 1708.7.
- G. Making a suggestion or otherwise intimating that an act to injure persons or property is appropriate behavior.
- H. Unauthorized possession of firearms (loaded or unloaded), weapons, or any other dangerous devices on District property. This includes “look-alike” weapons, such as toy guns. Weapons and dangerous devices may include, but are not limited to the following: blackjacks, slingshots, metal knuckles, explosive substances, dirks, daggers, gas- or spring-operated guns, knives having a blade longer than three and one-half (3½) inches, folding knives having a blade that automatically opens and locks into a fixed position, razor blades, and clubs.

CHAPTER 2. PERSONNEL
POLICY AGAINST WORKPLACE VIOLENCE
~~Adopted~~ Revised July 17, 2024 ~~March 17, 2016~~

- I. Use of a personal or District-issued tool or other equipment in a threatening manner toward another.

Reporting Workplace Violence

2702

Any employee who is the victim of a threat or act of violence, or any employee who witnesses such conduct, should immediately report the incident to his/her department head or other appropriate person in the chain of command. Should the employee perceive that he/she is in immediate danger of a violent act, or has just been victimized by a violent act, or is a witness of a violent act or imminent violent act, he/she shall whenever possible:

- A. Place themselves in a safe location.
- B. If appropriate, call the police department or 911 and request immediate response of a police officer and be prepared to inform the police dispatcher of the circumstances and the exact location of where an officer is needed.
- C. Inform the District Manager of the circumstances.
- D. Complete a written report as soon as possible and no later than 10 calendar days from the time of the incident, unless the District Manager provides otherwise, and submit the original copy to the District Manager
- E. Cooperate fully in any administrative or criminal investigation, which shall be conducted within existing policy and laws.

Reporting Potential Future Workplace Violence

2703

Employees who have reason to believe they or any employee may be the subject of a violent act in the workplace or as a result of their District employment, should immediately notify the District Manager.

Workplace Violence Prevention Plan

2704

To facilitate the implementation of this policy, the District shall develop a Workplace Violence Prevention Plan to be included as a part of the District's Illness and Injury Prevention Plan, which will include procedures for education and training staff.

Violation of Rule

27052704

The District's prohibition against threats and acts of violence applies to all persons in the District operation, including but not limited to District personnel, contract and temporary workers, customers, and anyone else on District property. Violations of this rule by any individual may be followed by legal action as appropriate, which may include, but is not limited to, seeking a temporary restraining order and/or injunction on behalf of employees if the situation warrants such action. In addition to appropriate legal action, violations of this rule by employees, including making a false report under this rule, may lead to appropriate disciplinary action pursuant to Policy 2-1000, up to and including termination.

ATTACHMENT B

RANCHO SIMI RECREATION AND PARK DISTRICT
Workplace Violence Prevention Plan

July 1, 2024

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Appendices

- A. Workplace Violent Incident Log
- B. Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist

Policy

RANCHO SIMI RECREATION AND PARK DISTRICT is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, and/or visitor. Our policy is to establish, implement, and maintain an effective plan as required by SB 533. The regulation requires us to establish, implement, and maintain, at all times in all our facilities, a workplace violence prevention plan for purposes of protecting employees and other personnel from aggressive and violent behavior at the workplace.

Our Workplace Violence Prevention (WVP) plan is available upon request for examination and copying to our employees, their representatives, and the Chief of Cal/OSHA or his or her designee.

Prohibited Acts

RANCHO SIMI RECREATION AND PARK DISTRICT will not ignore, condone, or tolerate *threats of violence* or *workplace violence* by any employee, appointed or elected official, volunteer, contractor, client, or visitor.

- *Threats of violence* include both verbal and non-verbal conduct that causes a person to fear for his or her safety because there is a reasonable possibility he or she might be physically injured and that serves no legitimate work-related purpose.
- *Workplace violence* means any act of violence or threat of violence that occurs at the work site. The term workplace violence shall not include lawful acts of self-defense or defense of others. Workplace violence includes the following:
 - The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury
 - An incident involving the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether or not the employee sustains an injury

Workplace violence can be categorized into four types:

Type 1: Workplace violence committed by a person who has no legitimate business at the work site - includes violent acts by anyone who enters the workplace with the intent to commit a crime

Type 2: Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors

Type 3: Workplace violence against an employee by a present or former employee, supervisor, or manager

Type 4: Workplace violence committed in the workplace by someone who does not work there but has or is known to have had a personal relationship with an employee

In addition, RANCHO SIMI RECREATION AND PARK DISTRICT prohibits all *dangerous weapons* not used for fire suppression, accident and incident response, emergency medical services, the service of law enforcement, or security duties on all RANCHO SIMI RECREATION AND PARK DISTRICT property. Any employee or appointed or elected official in possession of prohibited dangerous weapons on RANCHO SIMI RECREATION AND PARK DISTRICT property is in violation of this policy and may be subject to disciplinary action up to and including dismissal. Any volunteer, contractor, client, or visitor in possession of prohibited dangerous weapons will be banned from the premises. *Dangerous weapons* include any instrument capable of inflicting death or serious bodily injury.

Responsibility and Authority

Workplace Violence Prevention Plan Administrator

The Director of Administration, or an assigned designee, is the designated WVP Plan Administrator (Administrator) and has the authority and responsibility for developing, implementing, and maintaining this plan and conducting or overseeing any investigations of workplace violence reports. The Director of Administration will also be able to answer employee questions concerning this plan.

The Director of Administration, or an assigned designee, shall solicit feedback and input from employees and their authorized representatives in developing and implementing the WVP plan. Active involvement of employees could include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards; in designing and implementing training; and in reporting and investigating workplace violence incidents.

The Director of Administration, or an assigned designee, shall coordinate implementation of the workplace violence prevention plan with other employers (ex. contracted security staff and other employers on site), when applicable, to ensure those employers and their employees understand their respective roles as provided in the plan. These other employers and their staff shall be provided with training on RANCHO SIMI RECREATION AND PARK DISTRICT'S WPV plan.

Managers and Supervisors

Responsibilities include:

- Implementing the plan in their work areas;
- Providing input to the Administrator regarding the plan;
- Participating in investigations of workplace violence reports; and
- Answering employee questions concerning this plan.

Employees

Responsibilities include:

- Complying with the plan;
- Maintaining a violence-free work environment;
- Attending all training;
- Following all directives, policies, and procedures; and
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

Compliance

The Administrator is responsible for ensuring the plan is clearly communicated and understood by all employees. The following techniques are used to ensure all employees understand and comply with the plan:

- Informing all employees of the plan during new employee safety orientation training and ongoing workplace violence prevention training;
- Ensuring *all* employees, including managers, and supervisors receive training on this plan;
- Providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for plan implementation;
- Evaluating employees to ensure their compliance with the plan;
- Disciplining employees, appointed or elected officials, and volunteers who engage in threats of violence behaviors up to and including dismissal; and
- Ensuring training of this plan is conducted on an annual basis.

Communication and Training

Managers and supervisors are responsible for communicating with employees about workplace violence in a form readily understandable by all employees.

Employees are encouraged to inform their supervisors about any threats of violence or workplace violence. Employees may use the Workplace Violent Incident Log (Appendix A) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.

After the employee has reported their concerns about any threats of violence or workplace violence to their supervisor, the supervisor will report this information to the Administrator who will investigate the incident. The Administrator will then inform the employee of the results of their investigation and any corrective actions to be taken as part of the RANCHO SIMI RECREATION

AND PARK DISTRICT'S responsibility in complying with hazard correction measures outlined in the WVP plan.

Any employee who believes he or she has the potential of violent behavior is encouraged to use RANCHO SIMI RECREATION AND PARK DISTRICT'S confidential Employee Assistance Program:

CAPRI EAP

Main Phone Number: 833-954-1067

Website: www.AnthemEAP.com

Employee training on workplace violence will include:

- This plan;
- Workplace violence risks that employees may encounter in their jobs;
- How to recognize the potential for violence and escalating behavior;
- Strategies to de-escalate behaviors and to avoid physical harm;
- RANCHO SIMI RECREATION AND PARK DISTRICT alerts, alarms, or systems that are in place to warn of emergencies;
- How to report incidents to law enforcement; and
- CAPRI EAP

Park Rangers are assigned to respond to alerts, alarms, or systems that are in place to warn others will receive additional training that includes:

- General and personal safety measures;
- Aggression and violence predicting factors;
- The assault cycle;
- Characteristics of aggressive and violent persons;
- Verbal intervention and de-escalation techniques and physical maneuvers to defuse and prevent violent behavior;
- Strategies to prevent physical harm;
- Appropriate and inappropriate use of restraining techniques and medications as chemical restraints in accordance with Title 22; and
- An opportunity to practice the taught maneuvers and techniques, including a debriefing session.

Training will occur:

- When the plan is first established;
- Annually for employees assigned to respond to internal alerts, alarms, or systems;
- When new equipment or work practices are introduced; and

- When a new or previously unrecognized workplace violence hazard has been identified

Employees who receive training in a form other than live will have the opportunity to meet with a person knowledgeable on the plan within one business day of the training for interactive questions to be answered.

Procedures

Responding to Actual or Potential Workplace Violence Emergencies

In the event of an actual or potential workplace violence emergency, District Manager or Department Heads will alert employees of the presence, location, and nature of the workplace violence through the following methods:

- Phone call, text message, e-mail, and / or paging system.

When any employee becomes aware of an actual or potential workplace violence emergency, they shall notify their immediate supervisor and the Ranger on duty.

Employees shall implement the run, hide, fight protocols where appropriate. Evacuation routes and sheltering locations will be communicated to affected staff. If employees are not able to evacuate or shelter in place, they are authorized to take all reasonable actions necessary to fight or subdue an active shooter or assailant.

Employees can obtain help from staff assigned to respond to workplace violence emergencies, such as security personnel by calling the following Park Ranger number: (805) 223-4170. If no security personnel are located at the worksite, employees shall call 911 to report the incident and request assistance from law enforcement.

Emergencies and Reporting a Crime

For immediate assistance in an emergency that is not associated with a service call, contact emergency services or law enforcement by calling 911. For immediate assistance in an emergency associated with a service call in progress, follow internal procedures for requesting immediate back-up assistance by notifying local law enforcement. Employees should also notify their supervisor.

Reporting Workplace Violence Concerns

Employees who witness or experience *threats of violence* or *workplace violence* can report the incident through their chain of command or directly to Human Resources. Employees may report anonymously and without fear of reprisal by submitting the incident in writing through interoffice mail.

Restraining Orders

Employees or other personnel affiliated with the RANCHO SIMI RECREATION AND PARK DISTRICT who have an active restraining order issued against another person that includes the

workplace are encouraged to provide a copy of the restraining order to their supervisor and the Administrator. Supervisors who receive notification of a restraining order that includes the workplace will meet with the Administrator to decide what actions, if any, need to be initiated.

Hazard Assessment

Workplace hazard assessments will include:

- An annual review of the past year's workplace violence incidents; and
- Periodic physical security assessments.

The Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist (Appendix B) can be used to assist with the security assessment. Inspections are performed according to the following schedule:

- Once a year;
- When the plan is implemented;
- When new, previously unidentified workplace violence/security hazards are recognized; and
- When workplace violence injuries or threats of injury occur.

Hazard Correction

Work practice controls will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

Work practice controls are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. Work practice controls may include, but are not limited to:

- Appropriate staffing levels;
- Provision of dedicated safety personnel (i.e. security guards);
- Employee training on workplace violence prevention methods; and
- Employee training on procedures to follow in the event of a workplace violence incident.

Corrective actions will be implemented in a timely manner based on the severity of the hazard, documented and dated.

Post Incident Response and Investigation

Managers and supervisors will use the Workplace Violent Incident Log (Attachment A) to assist in documenting incidents and investigations.

These procedures will occur following an incident:

- Provide immediate medical care or first aid;
- Identify all employees involved in the incident;
- Offer staff individual trauma counseling resources;
- Conduct a debriefing with all affected staff;
- Determine if corrective measures developed under this plan were effectively implemented; solicit feedback from all personnel involved in the incident as to the cause of this incident and if injuries occurred, how injury could have been prevented; and
- Record the incident in the Workplace Violent Incident Log.

Recordkeeping

- Records of workplace violence hazard identification, evaluation, and correction will be maintained for five years in accordance with the recordkeeping requirements of SB 553.
- Training for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for a minimum one year.
- Records of violent incidents (Workplace Violent Incident Log) will be maintained a minimum of five years in the Human Resources office.

Annual Review

RANCHO SIMI RECREATION AND PARK DISTRICT'S Workplace Violence Prevention Plan will be reviewed annually and updated as needed considering the following criteria:

- Staffing;
- Sufficiency of security systems;
- Job, equipment, and facility design and risks;
- Modifications or additions to tasks and procedures that affect plan implementation;
- Newly identified hazards;
- Prior year incidents;
- Identified deficiencies; and
- Feedback provided by employees and their authorized representatives.

Appendix A

WORKPLACE VIOLENT INCIDENT LOG

This form must be completed for every record of violence in the workplace

Incident ID #*:	Date and Time of Incident:	Department:
-----------------	----------------------------	-------------

Specific Location of Incident:

** Do not identify employee by name, employee #, or SSI. The Incident ID must not reflect the employee's identity)*

Describe Incident (Include additional pages if needed):

Assailant information:

<input type="checkbox"/> Employee	<input type="checkbox"/> Client	<input type="checkbox"/> Customer
<input type="checkbox"/> Family or Friend of Employee	<input type="checkbox"/> Family or Friend of Client	<input type="checkbox"/> Family or Friend of Customer
<input type="checkbox"/> Partner/Spouse of Victim	<input type="checkbox"/> Parent/Relative of Victim	<input type="checkbox"/> Co-Worker/Supervisor/Manager
<input type="checkbox"/> Former Partner/Spouse of Victim	<input type="checkbox"/> Animal	<input type="checkbox"/> Vendor/Contractor
<input type="checkbox"/> Robber/Burglar	<input type="checkbox"/> Passenger	<input type="checkbox"/> Stranger
<input type="checkbox"/> Student	<input type="checkbox"/> Other:	

Circumstances at time of incident:

<input type="checkbox"/> Employee Performing Normal Duties	<input type="checkbox"/> Poor Lighting	<input type="checkbox"/> Employee Rushed
<input type="checkbox"/> Employee Isolated or Alone	<input type="checkbox"/> High Crime Area	<input type="checkbox"/> Low Staffing Level
<input type="checkbox"/> Unable to Get Help or Assistance	<input type="checkbox"/> Working in a Community Setting	<input type="checkbox"/> Unfamiliar or New Location
<input type="checkbox"/> Other:		

Location of Incident:

<input type="checkbox"/> Office	<input type="checkbox"/> Emergency or Urgent Care	<input type="checkbox"/> Hallway
<input type="checkbox"/> Community Center	<input type="checkbox"/> Restroom or Bathroom	<input type="checkbox"/> Parking Lot or Outside Building
<input type="checkbox"/> Personal Residence	<input type="checkbox"/> Breakroom	<input type="checkbox"/> Park
<input type="checkbox"/> Other:		

Type of Incident (check as many apply):

<input type="checkbox"/> Robbery	<input type="checkbox"/> Grabbed	<input type="checkbox"/> Pushed
<input type="checkbox"/> Verbal Threat or Harassment	<input type="checkbox"/> Kicked	<input type="checkbox"/> Scratched
<input type="checkbox"/> Sexual Threat, Harassment, or Assault	<input type="checkbox"/> Hit with an Object	<input type="checkbox"/> Bitten
<input type="checkbox"/> Animal Attack	<input type="checkbox"/> Shot (or Attempted)	<input type="checkbox"/> Slapped
<input type="checkbox"/> Threat of Physical Force	<input type="checkbox"/> Bomb Threat	<input type="checkbox"/> Hit with Fist
<input type="checkbox"/> Threat of Use of Weapon or Object	<input type="checkbox"/> Vandalism (of Victim's Property)	<input type="checkbox"/> Knifed (or Attempted)
<input type="checkbox"/> Assault With A Weapon or Object	<input type="checkbox"/> Vandalism (of Employer's Property)	<input type="checkbox"/> Arson
<input type="checkbox"/> Robbery	<input type="checkbox"/> Other:	

Consequences of incident:

Medical care provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Law enforcement called? <input type="checkbox"/> Yes <input type="checkbox"/> No	Ranger contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did anyone provide assistance to conclude the event? <input type="checkbox"/> Yes <input type="checkbox"/> No		Days lost from work (if any) _____
Actions taken by employer to protect employees from a continuing threat? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Completed by:

Name:	Title:	Date:
Telephone:	Email:	
Signature:	Telephone:	

Appendix B

WORKPLACE VIOLENCE PREVENTION ENVIRONMENTAL HAZARD ASSESSMENT & CONTROL CHECKLIST

Assessed by:	Title:
Location(s) Assessed:	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase RANCHO SIMI RECREATION AND PARK DISTRICT'S vulnerability to workplace violence events

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities

Step 3: Develop a corrective action plan with measurable goals and target dates

STEP 1: IDENTIFY RISK FACTORS

Yes	No	Risk Factors	Comments:
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public safety functions that might put them in conflict with others?	
		Does staff perform duties that may upset people?	
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

STEP 2: CONDUCT ASSESSMENT

Building Interior

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Are bullet resistant windows or similar barriers used when money is exchanged with the public?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for client or visitor interviews allow co-employees to observe problems?	
		Are waiting and work areas free of objects that could be used as weapons?	
		Is furniture in waiting and work areas arranged to prevent employee entrapment?	
		Are clients and visitors clearly informed how to use the department services so they will not become frustrated?	
		Are private, locked restrooms available for employees?	
		Do employees have a secure place to store personal belonging?	

Building Exterior

Yes	No	Building Exterior	Comments:
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is the area surrounding the building free of bushes or other hiding places?	
		Are security personnel provided outside the building?	
		Is video surveillance provided outside the building?	
		Is there enough lighting to see clearly?	
		Are all exterior walkways visible to security personnel?	

Parking Area

Yes	No	Parking Area	Comments:
		Is there a nearby parking lot reserved for staff?	
		Is the parking lot attended and secure?	
		Is the parking lot free of blind spots and landscape trimmed to prevent hiding places?	
		Is there enough lighting to see clearly?	
		Are security escorts available?	

Security Measures

Yes	No	Security Measures	Comments:
		Is there a response plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and clients)	
		Are there security cameras?	
		Are there panic buttons?	
		Are there alarm systems?	
		Are there metal detectors?	
		Do doors lock?	
		Does internal telephone system activate emergency assistance?	
		Are telephones with an outside line programed for 911?	
		Are there two-way radios, pagers, or cell phones?	
		Are there security mirrors?	
		Is there a secured entry?	
		Are there personal alarm devices?	
		Are there "drop safes" to limit available cash?	
		Is there a system to alert staff of the presence, location, and nature of a security threat?	
		Is there a system in place for testing security measures?	

STEP 3: DEVELOP CORRECTIVE ACTION PLAN

(Action Plan Types: BI – Building Interior, BE – Building Exterior, PA – Parking Area, SM – Security Measure)

[illegible]

RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: July 17, 2024

TO: District Manager

FROM: Director of Administration

SUBJECT: Approval of Resolution No. 2080 Modifying District Policy Manual, Chapter 2
Sections 1304 and 1310, Regarding Employee Benefits

BACKGROUND

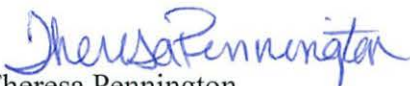
As a result of the 2024/25 employee negotiations, the following changes to benefits have been agreed upon for full-time employees:

- \$100 / month increase in the Flexible Benefit
- \$50 / year increase in protective footwear / hat allowance

The necessary changes to the District's Policy Manual are reflected in the attached documents.

RECOMMENDATION

Staff recommends approval of Resolution No. 2080 Modifying District Policy Manual Chapter 2 sections 1304 and 1310 and authorization for the District Manager to proceed with implementation of this update to the District's Policy Manual.


Theresa Pennington
Director of Administration

RANCHO SIMI RECREATION AND PARK DISTRICT

RESOLUTION NO. 2080

**APPROVAL OF RESOLUTION MODIFYING DISTRICT POLICY MANUAL
CHAPTER 2 PERSONNEL: SECTION 1304 and 1310
REGARDING EMPLOYEE BENEFITS**

WHEREAS, the Policy Manual of the Rancho Simi Recreation and Park District has been established by the Board of Directors by Resolution Action; and

WHEREAS, during its negotiations with the employee representatives for fiscal year 2024/25, the Board of Directors agreed to: a \$100/month increase in Flex Benefit for full-time employees and \$50/year increase in protective footwear/hat allowance; and,

WHEREAS, these benefits should be clearly described and set forth in the District's Policy Manual; and

WHEREAS, these benefit changes are best placed within Policy Manual, Chapter 2 – Personnel, sections 1304 and 1310; and

WHEREAS, this change and other relevant changes are clearly marked in red font and strikeout format on the attachment hereto; and

NOW, THEREFORE, BE IT RESOLVED that the District's Policy Manual at Chapter 2 – Personnel, sections 1304 and 1310 are hereby amended as indicated in red font and strikeout format on the attachment hereto, and the District Manager is authorized to proceed with the implementation of this update to the District's Policy Manual.

The foregoing Resolution was approved by the Board of Directors of the Rancho Simi Recreation and Park District at a regular meeting held on July 17, 2024 at 4201 Guardian Street, Simi Valley, CA 93063, on a motion by Director

Abstain:

Ayes:

Noes:

Absent:

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

CHAPTER 2. PERSONNEL
MISCELLANEOUS
Revised July 17, 2024

Application of Rules **1300**

These rules apply to all departments in the district's service. Any department head may, with the specific approval of the District Manager, establish special rules to meet the needs of that department or any of its divisions so long as said rules and regulations are consistent with and do not conflict with these personnel rules as established in the district's Policy Manual. Special rules must be in harmony with the general spirit of this personnel policy and the personnel rules as set forth herein.

Reports of Change of Status **1301**

All actions involving employment and change of data from that submitted on the original application for employment must be reported by the employee and/or department head and subsequently to the Human Resources Officer on forms prescribed for that purpose. Copies of reports concerning employment changes will be furnished to the employee involved.

Gratuities **1302**

No officer or employee of the district will solicit or accept any gratuity for services rendered in connection with the employee's duties as a district employee from any source other than the district.

Outside Employment **1303**

Outside employment must be compatible with the proper discharge of the employee's official duties and should not tend to impair the employee's independence of judgment or action in the performance of the employee's official duties or create a conflict of interest.

Uniform Allowance **1304**

Qualified full-time personnel required to wear uniforms in the performance of their duties may receive uniforms or a uniform allowance, as determined by the District Manager. Such allowances must be used to acquire and maintain the specific departmental uniform in a neat and proper manner. When uniforms are required, an adequate number will be provided so that generally a presentable uniform can be worn each day. District-furnished or District approved uniforms will be worn while on duty. Use at other times is limited to wearing while traveling to and from work locations only.

The district will pay to all qualified regular full-time employees that must wear a uniform in the performance of their duties an annual allowance up to ~~\$200~~ \$250 per calendar year for purchase of protective footwear and/or hat. In addition, employees in the following part-time positions are eligible for an annual allowance of \$100 per calendar year for the purchase of protective footwear and/or hat: Maintenance Worker I, II, III and IV; and, Mechanic I, II, III, IV and V and Park

CHAPTER 2. PERSONNEL
MISCELLANEOUS
Revised July 17, 2024

Effective July 1, 1995, the district will provide additional retirement benefits to executive level managers that retire through PERS at the time of their separation from the District and who have a minimum of 20 years of service with the district at the time of retirement. The retirement benefit will be equivalent to the retired employee's portion of CalPERS health insurance premiums not to exceed the maximum contribution of \$725 per month. The reimbursement will be made quarterly. Continuation of the CalPERS health insurance benefits for surviving dependents (spouses) of retired employees will be governed by CalPERS rules and regulations. This retirement benefit will not apply to employees that become executive level managers after July 1, 2006. Eligible executive level managers: General Manager and Recreation and Leisure Services Administrator.

The contract also includes a mandated provision to provide retired employees and their eligible dependents (spouse, in most cases) with health insurance at their option upon retirement. Pursuant to that contract the District will pay up to \$438.42 per month towards the health insurance for those retired full-time employees that enroll in one of the District provided health insurance plans provided through CalPERS. Retired employees pay their portion of health insurance premiums from their regular CalPERS retirement benefit.

- B. Flexible Benefit: Full-time employee, during their employment as a full-time employee with the District, will receive a Flexible Benefit Payment of ~~\$1,100~~\$1,200.00 per month. All or a portion of this amount may be received as compensation, used to pay for other purchased benefits or applied towards a PERS health insurance premium, at the employee's discretion.
- C. Life Insurance: The district has contracted with an insurance carrier to provide life insurance for eligible regular full-time employees in the amount of \$20,000 with an option for the full-time employee to buy up in \$5,000 increments, up to \$70,000 of total life insurance coverage.
- D. Vision Care Reimbursement Plan:
Full-time employees and their eligible family members (as defined above), will be entitled to reimbursement for vision care costs each calendar year (January – December). In order to be considered, requests for reimbursement must be submitted no later than 6 months after the expense has been incurred.

A maximum of \$325 per eligible participant is allowed for eye examinations, eye glasses (frames and lenses) or contact lenses each calendar year (January-December). Reimbursement is accumulative each calendar year (January – December) not to exceed the benefits stated.

- E. Dental Care Reimbursement Plan:
Employees hired, rehired or promoted into a full-time position on or after May 1, 2010 are not eligible to participate in the District's Dental Care Reimbursement Plan. However,

RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: July 17, 2024

TO: District Manager

FROM: Director of Administration

SUBJECT: Approval to Prepay the District's CalPERS Pension Plan's Unfunded Accrued Liability for Fiscal Year 2024/25

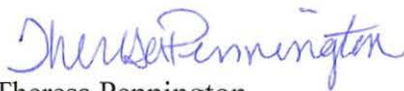
SUMMARY

The California Public Employee's Retirement System, "CalPERS", offers a discount on the annual member contribution for the pension plan's unfunded accrued liability, if prepaid in July. If the annual unfunded liability is paid on a monthly basis, the total amount paid would be \$1,226,376 (\$102,198 x 12). If the amount is prepaid, the total due would be \$1,186,689 a savings of \$39,687. By prepaying the annual unfunded liability, the District forgoes earning interest on the funds set aside to pay the liability. That amount, calculated at an annual interest rate of 4.53%, would be approximately \$25,463. The total savings for prepaying the annual liability, considering loss of interest would net the District \$14,224 in total cash savings. The prepayment is due to CalPERS by July 31, 2024.

Attachment A includes a copy of the CalPERS invoice; the savings calculation is included in Attachment B.

RECOMMENDATION

It is recommended that the Board authorize staff to prepay the CalPERS annual member contribution for the District's unfunded liability for Fiscal Year 2024/25 in the amount of \$1,186,689.


Theresa Pennington
Director of Administration

ATTACHMENT A



California Public Employees' Retirement System
P.O. Box 942715, Sacramento, CA 94229-2715

888 CalPERS (or 888-225-7377)
TTY: (877) 249-7442 Fax: (800) 959-6545
www.calpers.ca.gov

California Public Employees' Retirement System

July 01, 2024

TRACY L. HEMINUK
Rancho Simi Recreation & Park District
4201 GUARDIAN ST
SIMI VALLEY, CA 93063-3372

Business Unit: 1900
CalPERS ID: 1477559518
Invoice Number: 100000017588827
Invoice Date: July 01, 2024
Payment Due Date: July 31, 2024

Description	Amount				
<p>Annual Unfunded Accrued Liability as of the June 30, 2022 Actuarial Valuation for Rate Plan Identifier 535.</p> <p>The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) plus the Employer Unfunded Accrued Liability Contribution Amount.</p> <p>Your agency's monthly amount due toward the Unfunded Accrued Liability is:</p> <table><tr><td>Amount</td><td>Due Date</td></tr><tr><td>\$102,198.00</td><td>July 31, 2024</td></tr></table> <p>If you would like to prepay the entire Annual Payment toward your Plan's Unfunded Accrued Liability, you can submit the Annual Lump Sum Prepayment amount of \$1,186,689.00 to the invoice number above by July 31, 2024 instead of the monthly amount listed.</p> <p>Please refer to the June 30, 2022 Actuarial Valuation report for the details of this calculation. Reports are available at CalPERS On-Line or by visiting www.mycalpers.ca.gov</p> <p>Unfunded Accrued Liability contributions are to be paid in full by the payment due date each month. Payments that are not received in full on or before this date will be assessed interest on the total outstanding balance due (Public Employees' Retirement Law § 20572 (b)). Please note that this monthly statement is a demand for payment in accordance with Public Employees' Retirement Law § 20572 (a).</p> <p>For questions concerning your invoice, please call our CalPERS Customer Contact Center at 888 CalPERS (or 888-225-7377) and ask to be referred to the Financial Office.</p>	Amount	Due Date	\$102,198.00	July 31, 2024	
Amount	Due Date				
\$102,198.00	July 31, 2024				
Total Due	\$102,198.00				



ATTACHMENT B

CalPERS Annual Unfunded Accrued Liability

Total Due	1,226,376	
Early Payment	1,186,689	
Discount	<u>39,687</u>	3.2%

Monthly Payment 102,198

	Total Due Balance after monthly payment	Interest on Balance @ 4.53	LAIF Daily Rate as of 6/19/24- 4.53%
July	1,124,178	4,244	
August	1,021,980	3,858	
September	919,782	3,472	
October	817,584	3,086	
November	715,386	2,701	
December	613,188	2,315	
January	510,990	1,929	
February	408,792	1,543	
March	306,594	1,157	
April	204,396	772	
May	102,198	386	
June	0	-	
Total Interest Foregone		<u>25,463</u>	

Total Discount	39,687
Total Interest Foregone	25,463
Total Savings/(Interest Lost)	<u>14,224</u>

RANCHO SIMI RECREATION AND PARK DISTRICT
Interoffice Memorandum

Date: July 17, 2024

To: District Manager

From: Director of Administration

Re: Presentation of the Full-Time Employee of the Month for June 2024 to Erin Pierik, Recreation Coordinator

BACKGROUND

The Full-Time Employee of the Month for June 2024 is Erin Pierik. Erin is a Recreation Coordinator in the Recreation Department. She has been with the District for two years, and this is her first Employee of the Month Award.



NOMINATION NARRATION

The person who submitted the nomination stated: Erin has an outstanding work ethic and commitment to her job and staff. Taking the lead in 2022, she has displayed excellent leadership and improved overall conditions and atmosphere at the Rancho Pool. Erin takes pride in accomplishing goals. She is passionate about putting forth a great product and encourages aquatic interests throughout the community, such as the Dive-in Movies and Splash & Dash for kids, and other classes and programs for youth, adults, and seniors.

With the recent closure of the Pool due to renovations, Erin and her staff took the initiative and provided their time and efforts to other events and programs throughout the Park District, which was greatly appreciated.

Given the time of year, the Pool is very busy and customer service at times can be challenging, but Erin and her team meet that challenge and provide an excellent experience for swimmers.

For these reasons, and many others, Erin is deserving of this award!

BOARD ACTION

Erin has been invited to attend the July 17, 2024, Board Meeting to receive a plaque from the Board Chair. She is also eligible for a day off with pay within the next 60 days.

A handwritten signature in blue ink that reads "Theresa Pennington". The signature is fluid and cursive.

Theresa Pennington
Director of Administration

RANCHO SIMI RECREATION AND PARK DISTRICT

INTEROFFICE MEMORANDUM

DATE: July 17, 2024
TO: District Manager
FROM: Director of Administration
SUBJECT: Presentation of the Part-Time Employee of the Month for June 2024 to Austin Lucky, Recreation Counselor

BACKGROUND

The Part-Time Employee of the Month for June 2024 is Austin Lucky. Austin is a Recreation Counselor in the Recreation Department. He will be with the District three years next month; this is his first employee of the month award.



NOMINATION NARRATION

The person who submitted the nomination stated: Austin Lucky has put in numerous hours at our Before and After School Clubs, such as Garden Grove, Vista, and Township, since we reopened. He has become a lead counselor who can be counted on to come into work with a positive attitude and a great work ethic; he is always open to learn more about his job as a counselor and how to run an ASC. Recently, with the unexpected absence of his supervisors, he stepped up and ran the Club: he arrived early, prepped the area, managed parent questions and concerns, and closed-up leaving the location in great shape for the next day.

Austin is enthusiastic about club activities and goes above and beyond participating in themed dress-up days and events. He loves to share his creativity and ideas through our program, recently leading our popular STEAM club. He's been asked to run several Kid's Night Out events without supervisory staff and managed the evenings with ease. He has also been vital to summer planning for Houghton and Sinaloa Summer Camps.

Austin has displayed hard work and dedication to RSRPD and has gone above and beyond expectation without complaint. He is well deserving of this recognition!

BOARD ACTION

Austin has been invited to attend the July 17, 2024, Board Meeting to receive a plaque and payment of \$75.00 from the Board Chair.

A handwritten signature in blue ink that reads 'Theresa Pennington'. The signature is stylized with a large, flowing 'T' and 'P'.

Theresa Pennington
Director of Administration

RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

Date: July 17, 2024
TO: District Manager
FROM: Director of Administration
SUBJECT: Approval of Mountains Recreation and Conservation Authority Final Budget for Fiscal Year 2024/25

SUMMARY

The Mountains Recreation and Conservation Authority (the "MRCA") was formed on June 27, 1985 through a Joint Powers Agreement between the Santa Monica Mountains Conservancy ("SMMC") and the Conejo Recreation and Park District ("CRPD"). On July 10, 1987, the Agreement was amended to provide for the inclusion of the Rancho Simi Recreation and Park District. The stated purpose of the MRCA is to acquire, develop and conserve additional park and open space lands with special emphasis on recreation and conservation projects, and the protection and conservation of watersheds and the development of river parkways.

The MRCA is governed by a Joint Exercise of Powers Agreement (JPA). Section 11.3 of the Agreement requires that an annual budget be prepared and submitted to the SMMC and the two Park Districts for approval. At its meeting of June 20, 2024, CRPD approved the MRCA preliminary budget. SMMC will consider the budget on July 15, 2024. Attached is the MRCA staff report approved on July 10, 2024, which includes: (1) FY24/25 Proposed Final Official Budget by Account Class Category; (2) FY 24/25 Proposed Final Revenue Budget; (3) FY 24/25 Proposed Final Expense Budget; and (4) FY 24/25 Proposed Final Management Budget,

Basem Mosaad, Deputy Financial Officer from MRCA, is scheduled to be present at tonight's meeting to present the budget.

RECOMMENDATION

Staff recommends the Board approve the attached Mountains Recreation and Conservation Authority Final Budget for Fiscal Year 2024/25.




Theresa Pennington
Director of Administration



MOUNTAINS RECREATION & CONSERVATION AUTHORITY
Los Angeles River Center & Gardens
570 West Avenue Twenty-Six, Suite 100
Los Angeles, California 90065
Phone (323) 221-9944

MEMORANDUM

TO: The Governing Board

FROM:  Joseph T. Edmiston, FAICP, Hon. ASLA, Executive Officer

DATE: Jul 10 2024

SUBJECT: Receive and File the Mountains Recreation and Conservation Authority Fiscal Year 2024-2025 Final Budget.

Staff Recommendation:

That the governing board adopt the attached resolution approving the Mountains Recreation and Conservation Authority (MRCA) FY 2024-2025 final budget.

Background:

The Authority is required to prepare an annual budget in a form approved by the Santa Monica Mountains Conservancy (Conservancy), the Rancho Simi Recreation and Park District (RSRPD), and the Conejo Recreation and Park District (CRPD) per Section 11.3 of the MRCA Joint Exercise of Powers Agreement.

The proposed final budget received approval from the CRPD's governing board on June 20, 2024, and is planned for consideration during the public meetings of the SMMC and RSRPD governing boards on July 15 and 17, 2024, respectively.

The proposed final budget is described herein and further detailed in four attachments: (1) Official Budget by Account Class Category this is the Official budget of the MRCA, (2) Final Management Revenue Budget, (3) Final Management Expense Budget, and (4) Final Management Budget by Task.

The proposed final budget was prepared using information available in grant and contract files, prior year revenue receipts and expenditures, and information regarding future projects funding.

The MRCA budgets each task (project) separately, and the total budget figures reflect the aggregation of these individual project budgets. The Final Management Budget by Task provides a breakdown of anticipated expenses for each task in FY 2024-2025. Please refer to the attachment titled “(4) Final Management Budget by Task” for further details.

Projects are identified in the MRCA financial system as reimbursable or advanced funds, which aids in the MRCA accounts receivable process. All reimbursable grants are invoiced by the MRCA on a regular basis as allowed for in the related agreements.

It is the practice of the MRCA to include budgets for anticipated projects, sometimes where funding agreements are not yet finalized. Prospective projects for FY 2024-2025 are identified as “TBD/NEW” in the Final Management Budget by Task. If funding is not secured, these projects may not be pursued.

ATTACHED:

- [\(1\) FY 24.25 Official Budget By Account Class Category](#)
- [\(2\) FY 24.25 Final Management Revenue Budget](#)
- [\(3\) FY 24.25 Final Management Expense Budget](#)
- [\(4\) FY 24.25 Final Management Budget By Task](#)

MOUNTAINS RECREATION AND CONSERVATION AUTHORITY
Proposed Final Official Budget By Account Class Category For Fiscal Year Ending June 30, 2025

FY 2024-25 Budgeted Revenues, and Offsets	\$	73,450,000
Add: Use of MRCA Reserves	\$	1,416,000
TOTAL BUDGETED INFLOWS, FY 2024-25	\$	74,866,000
Personnel Expenses	\$	16,961,000
Contract Services	\$	3,185,000
Operating Expenses	\$	8,062,000
Grants	\$	23,729,000
Land & Improvements	\$	21,895,000
Equipment	\$	814,000
Interest Expense	\$	120,000
General Contingency	\$	100,000
TOTAL BUDGETED OUTFLOWS, FY 2024-25	\$	74,866,000

Mountains Recreation And Conservation Authority
Proposed Final Budget For Fiscal Year 2024-2025

	Approved FY 2022-23	Actual FY 2022-23	Approved FY 2023-24	Actual FY 2023-24 (Est.)	Proposed Final FY 2024-25	
<u>Revenues</u>						
Investment Income	\$ 150,000	\$ 691,720	\$ 275,000	\$ 550,000	\$ 275,000	(1)
Fees - Events	\$ 1,560,000	\$ 1,658,243	\$ 1,725,000	\$ 1,775,000	\$ 1,824,000	
Fees - Filming	\$ 1,740,000	\$ 1,035,786	\$ 1,250,000	\$ 650,000	\$ 780,000	
Fees - Parking	\$ 920,000	\$ 851,674	\$ 920,000	\$ 830,000	\$ 900,000	
Leases and Licensing	\$ 400,000	\$ 413,000	\$ 460,000	\$ 450,000	\$ 989,000	(2)
Administrative Fees GC 53069.4	\$ 1,340,000	\$ 1,188,062	\$ 1,035,000	\$ 1,100,000	\$ 1,304,000	
Park Safety Fund	\$ 400,000	\$ 273,155	\$ 345,000	\$ 300,000	\$ 328,000	
Grants - SMMC	\$ 36,621,000	\$ 26,662,733	\$ 41,034,000	\$ 36,000,000	\$ 30,687,000	(3), (4)
Grants - Other	\$ 51,984,000	\$ 28,923,781	\$ 36,850,000	\$ 24,972,000	\$ 24,452,000	(3), (4)
Mitigation Program Revenue	\$ 1,443,000	\$ 1,363,794	\$ 2,027,000	\$ 94,000	\$ 983,000	
Preservation Assessment Districts	\$ 539,000	\$ 447,839	\$ 495,000	\$ 292,000	\$ 510,000	
Community Facilities Districts	\$ 3,293,000	\$ 3,756,906	\$ 3,462,000	\$ 3,147,000	\$ 4,001,000	
Government Agency Contracts	\$ 2,832,000	\$ 2,315,408	\$ 3,167,000	\$ 5,976,000	\$ 5,907,000	
Sale of Assets	\$ 60,000	\$ -	\$ 40,000	\$ -	\$ 40,000	
Donations	\$ 28,000	\$ 1,744,847	\$ 50,000	\$ 40,000	\$ 60,000	
Other Revenues	\$ 643,000	\$ 1,422,000	\$ 600,000	\$ 450,000	\$ 410,000	
Use of Reserves	\$ 500,000	\$ 206,320	\$ 500,000	\$ 224,000	\$ 1,416,000	(5)
Salary Savings Offset	\$ 975,000	\$ -	\$ 975,000		\$ -	
Use of One-Time Funds/Unreserved Fund Balance	\$ -	\$ -	\$ -		\$ -	
Total Revenues	\$ 105,428,000	\$ 72,955,268	\$ 95,210,000	\$ 76,850,000	\$ 74,866,000	

Notes:

(1) Year-to-year fluctuations in investment earnings are due to market conditions and varied performance in the aftermath of the COVID-19 pandemic.

(2) Includes anticipated new lease revenues of approximately \$400k.

(3) Grant revenues from SMMC and other partner agencies include a total of \$2.1 mil for planned land acquisitions.

(4) Grant revenues from SMMC and other partner agencies include a total of \$23.4 mil in pass-through funding for designated projects (\$11.4 mil from CNRA for rebuilding camps damaged by wildfire, and \$12 mil from SMMC & NWF for the Liberty Cyn Wildlife Crossing project).

(5) From the MRCA Capital Asset Improvement Reserve, in accordance with the MRCA reserve policy. Includes approximately 900k for King Gillette Ranch.

Mountains Recreation And Conservation Authority
Proposed Final Budget For Fiscal Year 2024-2025

	Approved FY 2022-23	Actual FY 2022-23	Approved FY 2023-24	Actual FY 2023-24 (Est.)	Proposed Final FY 2024-25	
<u>Expenses</u>						
Salaries and Wages	\$ 8,563,000	\$ 7,609,425	\$ 9,095,000	\$ 8,330,000	\$ 9,595,000	(1)
Payroll Benefits & Taxes	\$ 6,448,394	\$ 5,437,469	\$ 7,065,000	\$ 6,250,000	\$ 7,366,000	(1)
Contract Services	\$ 2,948,000	\$ 2,984,391	\$ 3,267,000	\$ 3,000,000	\$ 3,185,000	
Supplies and Maintenance	\$ 1,794,000	\$ 2,370,586	\$ 1,695,000	\$ 1,800,000	\$ 1,667,000	
General Office/Operations	\$ 1,027,000	\$ 1,126,134	\$ 1,059,000	\$ 1,100,000	\$ 1,403,000	
Insurance	\$ 2,287,000	\$ 3,027,907	\$ 3,368,000	\$ 3,500,000	\$ 3,772,000	(2)
Utilities	\$ 1,267,000	\$ 1,389,215	\$ 1,232,000	\$ 1,150,000	\$ 1,220,000	
Grants	\$ 43,200,000	\$ 19,285,821	\$ 34,403,000	\$ 20,000,000	\$ 23,729,000	(3)
Land and Improvements	\$ 34,855,606	\$ 30,345,196	\$ 31,778,000	\$ 29,000,000	\$ 21,895,000	(4)
Capital Equipment Purchases	\$ 2,823,000	\$ 629,745	\$ 2,028,000	\$ 3,500,000	\$ 814,000	
Interest Expense	\$ 115,000	\$ 112,200	\$ 120,000	\$ 120,000	\$ 120,000	
General Contingency	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ 100,000	
Total Expenses	\$ 105,428,000	\$ 74,318,089	\$ 95,210,000	\$ 77,750,000	\$ 74,866,000	

Notes:

(1) The cost of salaries and benefits are higher due to a number of planned new hires, filling vacant positions, COLAs, and other wage adjustments.

(2) Includes an allowance for potential increases in some insurance categories, i.e., General Liability and Property insurance.

(3) Includes grants that are intended to be passed through MRCA to other grantees for designated projects. Specifically, \$23.4 mil from CNRA for rebuilding certain camps damaged by wildfire , and \$12 mil from SMMC & NWF for the Liberty Cnyn Wildlife Crossing project.

(4) Includes \$2.1 mil allocated for land acquisitions, which will be funded through a combination of existing and prospective capital grants.

Mountains Recreation And Conservation Authority
Proposed Final Management Budget By Task For Fiscal Year 2024-2025

#	Task Number & Description	Proposed Budget Amount
1	1209 - Sanitation Ranger Patrol Services	\$ 59,486.00
2	1211 - PHPPA Ranger Patrol Services	\$ 494,002.00
3	1225 - BHRCA Staffing Agreement	\$ 34,100.00
4	3001 - Special Executive Projects	\$ 15,975.00
5	3002 - SMMC Related Expenses	\$ 15,500.00
6	3003 - Enhanced Pub Safety/Park Surchrg	\$ 327,612.00
7	3005 - CFD Administration (MM)	\$ 10,999.00
8	3005 - CFD Administration FF	\$ 10,249.00
9	3005 - CFD Administration GG	\$ 21,746.00
10	3005 - CFD-Administration (Sterling/Dayton)	\$ 27,176.00
11	3005 - CFD-Administration HH (b)	\$ 26,708.00
12	3005 - CFD-Administration Santa Susana Mountains	\$ 5,000.00
13	3005 - PAD Administration Dist. 1	\$ 18,113.00
14	3005 - PAD Administration Dist. 2	\$ 18,113.00
15	3006 - CFD Acquisition/Planning HH (b)	\$ 830,943.00
16	3006 - CFD-Acquisition/Planning (MM)	\$ 58,158.00
17	3006 - CFD-Acquisition/Planning GG	\$ 13,969.00
18	3008 - PAD Brushing and Maintenance Dist. 1	\$ 223,994.00
19	3008 - PAD Brushing and Maintenance Dist. 2	\$ 249,867.00
20	3010 - CFD Ranger/Maintenance HH (a)	\$ 750.00
21	3010 - CFD-Ranger/Maint (Sterling/Dayton)	\$ 185,349.00
22	3010 - CFD-Ranger/Maintenance (FF)	\$ 228,447.00
23	3010 - CFD-Ranger/Maintenance HH (b)	\$ 1,212,652.00
24	3010 - CFD-Ranger/Maintenance MM	\$ 239,272.00
25	3010 - CFD-Ranger/Maintenance Santa Susana Mountains	\$ 118,426.00
26	3010 - CFD-Ranger/Maintenance GG	\$ 1,010,892.00
27	3043 - Easements Processing Fund	\$ 148,905.00

#	Task Number & Description	Proposed Budget Amount
28	3047 - Coastal Slope Trail Acq SMM0765	\$ 2,000.00
29	3107 - Parking Fee Program	\$ 110,022.00
30	3167 - Malibu Tree Impact Mitigation	\$ 34,067.00
31	3170 - CFD Setup Expenses	\$ 50,000.00
32	3179 - GoldenValley- City StaClarita	\$ 29,263.00
33	3186 - Tierra Rejada Annl Mitigtn Maint	\$ 9,257.00
34	3187 - CA Coastal Comm Hab Impact Mit	\$ 44,309.00
35	3200 - MRCA/CNC Reciprocal Services	\$ 21,551.00
36	3230 - AV Solar Ranch One 10-9810	\$ 19,958.00
37	3233 - Hollywood Bowl Overlk SMM84-1122	\$ 1,224,094.00
38	3299 - El Dorado Park - Pcma Wash, RA	\$ 5,000.00
39	3309 - El Dorado Park-Pcma Wash,CPDR	\$ 15,000.00
40	3317 - Malibu Coastal Access SCC 12-104	\$ 5,474.00
41	3349 - Sta Clarita Open Space #13-00430	\$ 100,032.00
42	3350 - LA River Operations	\$ 142,000.00
43	3365 - Carbon Cyn - East segment CST	\$ 300,000.00
44	3382 - Pepperdine Campus Life Mitigation	\$ 1,877.00
45	3389 - Porter Ranch Development Co Mitgation	\$ 31,987.00
46	3390 - Carbon Bch Access CCC-09-CD-01-A	\$ 79,008.00
47	3391 - Mission Canyon Trailhead LACo-21	\$ 264,608.00
48	3411 - Caballero Creek Park U59265-0	\$ 866,500.00
49	3424 - Mitigation Processing Fund (MPF)	\$ 9,484.00
50	3434 - Big Wild Acq. - Farivar Release	\$ 30,000.00
51	3437 - CalTrans I405 mitg trees 2015	\$ 140,317.00
52	3438 - m-Deerlake Ranch Access	\$ 4,946.00
53	3445 - Malibu Bluffs (was Puerco Cyn)	\$ 333,736.00
54	3446 - Caballero Crk Prk 58L2-16-0929	\$ 299,000.00
55	3451 - PP&D-LAR SFV SMM-84-1556	\$ 17,184.00
56	3455 - Bridgeview - KGR east mitigatn	\$ 38,961.00

#	Task Number & Description	Proposed Budget Amount
57	3457 - K. Hovnanian Lots 46 & 47	\$ 9,387.00
58	3474 - SMMC Admin Services, MRCA-001-16-21	\$ 199,690.00
59	3481 - Malibu Pier Stairs Construction 16-CD-04	\$ 8,969.00
60	3482 - Malibu Pier Stairs Maintenance 16-AP-02	\$ 70,784.00
61	3496 - PPD Land Prot'n BluPrnt P01-1719	\$ 5,000.00
62	3518 - Wildland-development P01-1730	\$ 45,335.00
63	3522 - Escondido Trail Pkg Lot 84-1760	\$ 37,474.00
64	3532 - Caballero Creek Park 17-062	\$ 335,000.00
65	3538 - Upper LAR/Tributaries Plan AB466	\$ 34,152.00
66	3542 - Reseda Park Project P01-1774	\$ 191,596.00
67	3544 - G2 yard PPD and Imprv P01-1772	\$ 1,058,184.00
68	3559 - PP&D Confluence Phase 2 P01-1829	\$ 168,039.00
69	3567 - Zev Yaroslavsky Greenway Pl-1765	\$ 208,547.00
70	3578 - CST-Decker to Trancas P68-1858	\$ 79,915.00
71	3579 - Elephant Hill 58A1-19-2687	\$ 642,637.00
72	3595 - Sepulveda Rec-Zone 3810-P01-1828	\$ 123,280.00
73	3596 - Caballero Creek Park P01-1817	\$ 2,251,004.00
74	3597 - La Vina Trail Improv CF-1840	\$ 65,787.00
75	3598 - Elysian Valley Park P01-1816	\$ 767,531.00
76	3599 - El Dorado Park 3810-P84-1865	\$ 738,804.00
77	3600 - CNC Programming Support	\$ 100,000.00
78	3601 - Franklin Cyn Improvement 3810-P68-1914	\$ 34,149.00
79	3611 - Regional Fire Cap Program GGRF1945	\$ 436,515.00
80	3612 - Skirball Trailhead EA 7-120301	\$ 6,992.00
81	3616 - Camp Rebuild Grant Admin CA19017	\$ 60,093.00
82	3617 - Malibu Affordable Coastal Accomodation	\$ 24,985.00
83	3622 - PPD River Green 3810-P01-1961	\$ 25,471.00
84	3623 - Marple Cyn Wildlife Xing WC-1938	\$ 92,153.00
85	3627 - River Patrol Program, CD-3 MOU	\$ 584,144.00

#	Task Number & Description	Proposed Budget Amount
86	3629 - Chino Hills Parkland [sub-grant]	\$ 34,863.00
87	3637 - Malibu Bluffs Campgrounds 19-144	\$ 100,330.00
88	3638 - Lyons Cyn Acq 3810-P01-1847	\$ 39,352.00
89	3643 - ULV Open Space Preserve ROE perm	\$ 974.00
90	3645 - Caltrans I-5 HOV project	\$ 3,642.00
91	3646 - MWD Stickleback Ranch Project	\$ 24,959.00
92	3649 - PPD Paseo del Rio P01-2014	\$ 441,655.00
93	3656 - Pond Improvement proj P01-1777	\$ 10,000.00
94	3657 - SR-14 Undercrossing WC-2108DC	\$ 115,104.00
95	3659 - DWP Topanga m-CCC20-RO-02	\$ 16,662.00
96	3663 - Bouquet Cyn Mitigation Project	\$ 364,467.00
97	3670 - PPD Visitor Facilities P68-1953 (La Tuna)	\$ 24,411.00
98	3671 - Wildfire Resil'ncy Program 2127	\$ 6,579.00
99	3676 - DPR Tree/Irrigation C9802396	\$ 60,891.00
100	3682 - PP&D Calleguas Creek GF-2178	\$ 17,639.00
101	3683 - PP&D Upper Sta Clara Riv GF-2177	\$ 16,610.00
102	3684 - PP&D ROV CAPP GF-2176	\$ 16,756.00
103	3685 - PP&D Sierra Madre Conn GF-2175	\$ 21,141.00
104	3688 - Lechuza Bch Access Imprv 21-035	\$ 385,704.00
105	3695 - Agoura Oak Trees project 500	\$ 136,003.00
106	3696 - Pritzker Views - Community Partners 5030	\$ 205,526.00
107	3697 - PP&D Topanga Big Wild GF-2234	\$ 86,439.00
108	3699 - Simi Hills PP&D 3810-GF-2240	\$ 38,595.00
109	3703 - River Ctr Improvements P68-1937	\$ 462,326.00
110	3704 - CST - PWP project P68-1942	\$ 172,363.00
111	3707 - Shalom Institute GF1928-0	\$ 2,285,000.00
112	3709 - Wilshire Blvd Temple, Camp Rebuild	\$ 2,000,000.00
113	3710 - Wildfire Resiliency Phase II GF-2156	\$ 828,464.00
114	3711 - Wildfire Resiliency Inspection Phase II GF-2156	\$ 120,000.00

#	Task Number & Description	Proposed Budget Amount
115	3712 - Wildfire Resiliency Ignition/spread prevention 2156	\$ 5,049,151.00
116	3715 - Encroachment Monitoring Fund (EMF)	\$ 78,020.00
117	3716 - Liberty Canyon Corridor Phase IV	\$ 7,000,000.00
118	3718 - LA Riv Flows Phase 2 P01-2217	\$ 327,004.00
119	3732 - Tax Default SMM GF-2255	\$ 39,493.00
120	3733 - Tax Default NE LA GF-2256	\$ 35,022.00
121	3735 - Izumi Trail Stewardship	\$ 132,535.00
122	3741 - FEMA 2023 Severe Storms-Repairs	\$ 14,725.00
123	3742 - FEMA 2023 Severe Storms-Admin	\$ 8,289.00
124	3743 - W Annenberg Xing Stage 2, SMMC GF-2266	\$ 5,000,000.00
125	3744 - Forest & Fire Capacity GF-2262	\$ 252,412.00
126	3746 - CST Malibu Cyn – Tuna Cyn PP&D, 3810-GF-2260	\$ 33,638.00
127	3753 - Zev Yaroslavsky Greenway GF-2265	\$ 265,915.00
128	3754 - Altadena Crest Trail GF-2261	\$ 350,000.00
129	3756 - Hazard Park Creek GF-2278	\$ 253,183.00
130	3757 - PP&D Hansen Dam GF-2277	\$ 435,574.00
131	3758 - PP&D Arrpyo Seco GF-2276	\$ 472,860.00
132	3759 - Riv Ctr Barbacoa Imp GF-2275	\$ 482,139.00
133	3760 - ULART Revitalization GF-2273	\$ 984,976.00
134	3761 - Ramirez Water Infrastructure GF-2272	\$ 207,381.00
135	3762 - 107 Oaks planting E-07112019-3	\$ 16,873.00
136	3765 - Andora Toll Brothers Mitigation	\$ 30,065.00
137	3767 - Whale Tail Bch Lead GT-WT-22-24	\$ 39,044.00
138	3768 - Ballona Wetlands Maint W225005	\$ 3,474.00
139	3771 - Wildfire Resiliency Round 3, Veg Mgt GF-2274	\$ 707,559.00
140	3776 - Randall Preserve Engag. Plan	\$ 280,882.00
141	3777 - Santa Susana Open Space Link	\$ 5,088.00
142	3779 - Camp Newman Rebuild, Phase 4	\$ 1,162,000.00
143	3780 - Vegetation Management & Fire Prevention P68-2305	\$ 1,215,334.00

#	Task Number & Description	Proposed Budget Amount
144	3781 - Randall Preserve Stewardship	\$ 10,000.00
145	3782 - Randall Preserve Stewardship, Project Management	\$ 10,285.00
146	3788 - Soledad-Stickleback Rest. GF2320	\$ 125,278.00
147	3789 - NELA Hilltops PP&D 3810-GF-2321	\$ 38,741.00
148	3792 - Hess Kramer Fire Rebuild GF2204-0	\$ 2,000,000.00
149	3793 - Shalom Institute GF2206-0	\$ 2,000,000.00
150	3794 - Camp Krem Fire Rebuild GF2207-0	\$ 1,500,000.00
151	3795 - Camp Jack Hazard GF2209-0	\$ 200,000.00
152	3796 - Dolphin View Overlook 3810-CF-2335	\$ 124,136.00
153	3797 - River Garden Park 3810-GF-2342	\$ 499,935.00
154	3799 - LCCA Sea View Hotel MOU	\$ 131,740.00
155	3801 - Murphy & Winding Way3810-GF-2372	\$ 324,945.00
156	3802 - Randall Preserve RMP, BRC/NFWF	\$ 45,713.00
157	3805 - Coastal Slope Trail Acquisition and MCO	\$ 840,998.00
158	3807 - CalFire WP Fuel Reduction 5GA22222	\$ 631,278.00
159	3811 - Santa Clara River Riparian Resto & Fire Resil Project	\$ 147,002.00
160	3812 - Big Tujunga Creek Riparian Resto & Fire Resil Project	\$ 142,055.00
161	3815 - OHV Resto Grant G23-07-21-R01	\$ 466,171.00
162	3816 - LAR MCO	\$ 94,467.00
163	3820 - Camp Skylark Rebuild GF2208-0	\$ 272,000.00
164	3821 - Mulholland Corridor 3810-GF-2354	\$ 173,588.00
165	3822 - MCO Lewis MacAdams (L298)	\$ 29,961.00
166	3822 - MCO Vista Hermosa (L109)	\$ 122,241.00
167	3822 - MCO Vista & Lewis MacAdams	\$ 62,923.00
168	3823 - Rim of Valley MCO 3810-GF-2368	\$ 244,065.00
169	3824 - SB LAR Dechannelization GF2366	\$ 394,938.00
170	3825 - LA River Tribal Sigange Pilot	\$ 19,999.00
171	3827 - So Cal Gas Monitoring ULV	\$ 16,681.00
172	3828 - Mill Creek Repairs 3810-GF-2409	\$ 434,076.00

#	Task Number & Description	Proposed Budget Amount
173	3829 - LA River Wtrshd Tribal GF-2314	\$ 301,760.00
174	3830 - ROV Tax Default & Surplus Prop68	\$ 38,467.00
175	5051 - Third District O&M Funding	\$ 930,000.00
176	7051 - Measure A Maintenance & Servicing	\$ 1,495,335.00
177	9001 - Unstricted Operations & Maintenance	\$ 2,326,091.00
178	9001 - Unrestricted Operations & Maintenance - Citations	\$ 686,688.00
179	9002 - Special Events	\$ 583,351.00
180	9003 - Filming & Still Photography	\$ 359,907.00
181	9004 - Overlooks Permitting Program	\$ 2,000.00
182	9011 - Unrestricted Administration	\$ 527,800.00
183	9014 - Unrestricted Finance	\$ 9,582.00
184	9016 - Unrestricted Legal	\$ 1,235,650.00
185	9021 - Unrestricted Planning	\$ 107,687.00
186	9021 - WCCA Adminintative Agreement	\$ 5,899.00
187	9022 - Unrestricted Coastal Planning	\$ 45,567.00
188	9023 - Unrestricted Planning - River	\$ 12,268.00
189	9026 - Unrestricted Restoration	\$ 58,237.00
190	9041 - Unrestricted Developed Resources	\$ 112,850.00
191	9043 - Unrestricted Construction	\$ 49,877.00
192	9051 - Unrestricted Ranger Services	\$ 280,207.00
193	9053 - Unrestricted Ranger Services - Eastern	\$ 10,369.00
194	9056 - Unrestricted Fire Operations	\$ 46,063.00
195	9059 - Unrestricted Facilities & Maintenance	\$ 11,511.00
196	9911 - Capital Assets Improvements	\$ 1,416,022.00
197	9933 - Unauthorized Encampment program	\$ 17,949.00
198	9955 - New Park Opening/Publicity	\$ 81,870.00
199	9966 - Community Engagement	\$ 167,600.00
200	9977 - Training	\$ 325,982.00
201	9998 - [TBD/NEW] - SCC Explore The Coast	\$ 39,493.00

#	Task Number & Description	Proposed Budget Amount
202	9998 - [TBD/NEW] - Agua Dulce & Soledad Canyons Fire Mgmt, 3810-GF-2367	\$ 21,682.00
203	9998 - [TBD/NEW] CalEma CFAA - Fire Assignments	\$ 562,309.00
204	9998 - [TBD/NEW] Coastal Program Grant SMMC prop 50	\$ 61,807.00
205	9998 - [TBD/NEW] Coastal Program Grant SMMC prop 68	\$ 278,930.00
206	9998 - [TBD/NEW] Coastal Program Grant SMMC prop 84	\$ 52,298.00
207	9998 - [TBD/NEW] OHV Byrne Elephant Hill	\$ 127,196.00
208	9998 - [TBD/NEW] SCC Lechuza Beach Implementation	\$ 133,346.00
209	9998 - [TBD/NEW] SCWRCA New Grant	\$ 45,000.00
210	9998 - [TBD/NEW] - Unidentified New Grants/Contracts	\$ 33,388.00
		\$ 74,866,000.00

RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: July 17, 2024

TO: Board of Directors

FROM: District Manager

SUBJECT: Public Hearing on the Rancho Simi Recreation and Park District Annual Budget and Capital Projects for Fiscal Year 2024/25

BACKGROUND

On June 19, 2024, the Board approved the Preliminary Budget for Fiscal Year 2024/25 with the following changes, which have been included in the final preliminary budget:

- Increase appropriation of funds for the Activity Center Phase III project by \$3,350,000, for a total project budget of \$6,100,000
- Appropriation of funds for a new handball court: \$38,000

The Preliminary Budget and 5-year Capital Improvement Plan are included in Attachment A. A copy of the Power Point Presentation is included in Attachment B. Attachment C includes the notice of the public hearing on the Preliminary Budget.

Previous review of the budget by the Board included the regular board meeting on May 15, 2024, and the regular meeting on June 17, 2024. In addition, there is a public hearing scheduled for the Preliminary Budget for Oak Park on August 7, 2024.

As it relates to the preliminary budget, the Board directed staff to provide information on cost allocation and the process for establishing an additional assessment district. This information will be provided at the 2nd public hearing for the budget, on August 7, 2024.

RECOMMENDATION

After staff's presentation, staff recommends the Board Chair open the public hearing to allow and consider public comment. The public hearing should then be closed with direction to staff, if any.



Dan Paranic
District Manager

ATTACHMENT A

SUMMARY OF REVENUES
GENERAL FUND NO. 10

REVENUES	Actual <u>2022-23</u>	Approved <u>2023-24</u>	Estimated Actual <u>2023-24</u>	Approved <u>2024-25</u>
<u>Property Taxes</u>	<u>16,037,607</u>	<u>16,408,300</u>	<u>16,723,390</u>	<u>17,359,200</u>
Secured (Net of On-going 1992 ERAF Diversion)	12,796,530	13,180,400	13,362,590	13,763,500
Supplemental	200,796	180,000	200,000	205,000
Unsecured	340,951	325,000	361,300	370,300
Prior Year	440,473	400,000	440,000	451,000
Homeowners' Exemption	88,850	84,000	76,700	78,600
Redevelopment Pass Through	2,170,007	2,238,900	2,282,800	2,490,800
<u>Recreation Revenues</u>	<u>5,239,592</u>	<u>5,784,500</u>	<u>6,053,500</u>	<u>6,510,600</u>
Recreation Fees				
Recreation Programs-RSSCC	459,959	452,700	467,500	511,800
Recreation Programs-Oak Park	266,290	214,400	240,000	220,700
Recreation Programs-Simi Valley	3,050,906	3,569,000	3,857,500	4,153,900
Swimming Pools				
Recreation Swim Fees & Pool Rentals	341,242	377,500	325,200	378,400
School District Pool Use Fees	75,743	79,500	79,600	82,200
Rentals				
Facility Use Fees - RSSCC	129,987	127,000	158,500	162,000
Facility Use Fees - Oak Park	293,137	278,000	325,500	289,000
Facility Use Fees - Simi Valley	622,328	686,400	599,700	712,600
<u>Other Revenues</u>	<u>419,928</u>	<u>416,900</u>	<u>530,100</u>	<u>483,651</u>
Cell Phone Towers	105,045	104,000	104,200	104,200
Interest Earned	246,443	296,300	400,000	361,200
Miscellaneous	68,440	16,600	25,900	18,251
 SUBTOTAL OPERATING REVENUES	 <u>21,697,127</u>	 <u>22,609,700</u>	 <u>23,306,990</u>	 <u>24,353,451</u>
<u>Inter-Fund Transfers</u>	<u>(2,268,500)</u>	<u>(5,638,000)</u>	<u>(5,638,000)</u>	<u>(4,175,700)</u>
Fund 50	(2,363,500)	(5,733,000)	(5,733,000)	(4,270,700)
Fund 70 - Labor Allocation	95,000	95,000	95,000	95,000
 <u>Other One-Time Transactions</u>	 <u>0</u>	 <u>5,150,000</u>	 <u>6,650,000</u>	 <u>0</u>
Intra-Fund Transfer Fund 10- Woolsey Fire	0	5,150,000	5,150,000	0
Reimbursement-Woolsey Fire	0	0	1,500,000	0
 <u>Carry-Over (Prior Year)</u>	 <u>0</u>	 <u>12,586,200</u>	 <u>0</u>	 <u>14,188,000</u>
 TOTAL REVENUE FUND NO. 10	 <u>19,428,627</u>	 <u>34,707,900</u>	 <u>24,318,990</u>	 <u>34,365,751</u>

SUMMARY OF EXPENDITURES
GENERAL FUND NO. 10

	Actual	Approved	Estimated Actual	Approved
EXPENDITURES	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-25</u>
<u>Total Operating Expenditures</u>	<u>19,657,154</u>	<u>22,609,700</u>	<u>21,836,750</u>	<u>24,353,451</u>
Salaries and Benefits	12,054,453	13,714,600	13,334,400	14,828,359
Services and Supplies	7,602,701	8,895,100	8,502,350	9,525,092
<u>Capital Outlay</u>	<u>16,338</u>	<u>101,000</u>	<u>21,000</u>	<u>80,000</u>
<u>Other One-Time Expenditures</u>	<u>289,304</u>	<u>684,700</u>	<u>420,600</u>	<u>812,500</u>
<u>Designated Reserve*</u>	<u>0</u>	<u>11,312,500</u>		<u>9,119,800</u>
Oak Park General Reserve	0	984,900	0	813,800
Simi Valley General Reserve	0	10,327,600	0	8,306,000
 TOTAL EXPENDITURES FUND NO. 10	 <u>19,962,796</u>	 <u>34,707,900</u>	 <u>22,278,350</u>	 <u>34,365,751</u>

SUPPLEMENTAL BUDGET- WOOLSEY FIRE DAMAGE**
GENERAL FUND NO. 10

	Actual	Approved	Estimated Actual	Approved
	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-25</u>
BEGINNING BALANCE	4,800,000	3,772,300	3,772,300	0
FEMA / Insurance / SCE Proceeds	1,853,561	1,755,000	2,132,300	0
Intra-Fund Transfer- Fund 10 General Fund		(5,150,000)	(5,150,000)	0
Woolsey Fire Damage Expenditures	<u>2,881,271</u>	<u>377,300</u>	<u>0</u>	<u>0</u>
Net Revenue	(1,027,710)	(3,772,300)	(3,017,700)	0
ENDING BALANCE	<u>3,772,290</u>	<u>0</u>	<u>754,600</u>	<u>0</u>

* The reserve is designated to pay budgeted expenditures occurring prior to the District's receipt of its primary revenue checks for property taxes, which are received in December and April.

** Damages suffered as a result of the Woolsey fire in November 2018, are expected to be fully recovered from proceeds received from FEMA and private insurance agencies. The determination of damages and receipt of proceeds will likely cross fiscal years, so the balances are summarized here.

**SALARIES AND EMPLOYEE BENEFITS
FUND 10**

	Position(s)	Actual	Approved	Estimated	Approved
	<u>2023-24</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-25</u>
<u>ADMINISTRATION</u>					
District Manager	1.0				
Director of Administration	1.0				
Executive Assistant	1.0				
Accountant	2.0				
Computer Support Specialist	1.0				
Sr. Park Ranger	1.0				
Park Ranger	1.0				
Accounting Specialist	1.0				
Administrative Specialist	1.0				
Human Resources Coordinator	1.0				
Marketing & Community Outreach	<u>1.0</u>				
Positions/ Salaries	12.0	1,040,642	1,277,000	1,202,800	1,323,400
Annual Leave Expense		29,786	22,400	42,000	22,400
Benefits*		536,221	645,900	604,700	706,900
Retiree Health Care Benefits - Former FT Employees		<u>287,719</u>	<u>305,000</u>	<u>304,600</u>	<u>325,000</u>
Total		1,894,369	2,250,300	2,154,100	2,377,700
Part-time Wages		<u>94,642</u>	<u>100,500</u>	<u>137,000</u>	<u>131,000</u>
Total Salaries, Wages and Benefits		1,989,010	2,350,800	2,291,100	2,508,700
<u>RECREATION - SIMI VALLEY</u>					
Director of Recreation	1.0				
Recreation Supervisor II	1.0				
Recreation Coordinator	4.0				
Administrative Secretary	1.0				
Customer Service Representative	2.0				
Recreation Specialist	2.0				
Recreation Aide	<u>1.0</u>				
Positions/ Salaries	12.0	974,185	1,056,100	1,028,900	1,111,200
Annual Leave Expense		1,915	22,400	22,000	22,400
Benefits*		<u>768,590</u>	<u>856,000</u>	<u>882,600</u>	<u>974,800</u>
Total		1,744,690	1,934,500	1,933,500	2,108,400
Part-time Wages		<u>1,798,108</u>	<u>1,987,400</u>	<u>2,150,000</u>	<u>2,265,859</u>
Total Salaries, Wages and Benefits		3,542,798	3,921,900	4,083,500	4,374,259
<u>RECREATION - OAK PARK</u>					
Recreation Supervisor II	1.0				
Recreation Coordinator	1.0				
Building Maintenance Worker I	<u>1.0</u>				
Positions/ Salaries	3.0	245,470	262,000	256,000	282,400
Annual Leave Expense		969	5,600	5,000	5,600
Benefits*		<u>146,200</u>	<u>141,000</u>	<u>150,300</u>	<u>160,500</u>
Total		392,639	408,600	411,300	448,500
Part-time Wages		<u>70,123</u>	<u>101,400</u>	<u>101,200</u>	<u>115,100</u>
Total Salaries, Wages and Benefits		462,762	510,000	512,500	563,600

SALARIES AND EMPLOYEE BENEFITS
FUND 10

	Position(s)	Actual	Approved	Estimated Actual	Approved
	<u>2023-24</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-25</u>
<u>RSSCC</u>					
Recreation Supervisor II	1.0				
Recreation Coordinator	1.0				
Recreation Specialist	1.0				
Buildings Maintenance Worker II	<u>1.0</u>				
Positions/ Salaries	4.0	325,681	344,300	367,100	361,400
Annual Leave Expense		16,353	7,500	7,000	7,500
Benefits*		<u>172,800</u>	<u>215,900</u>	<u>184,300</u>	<u>237,400</u>
Total		514,834	567,700	558,400	606,300
Part-time Wages		<u>157,126</u>	<u>181,100</u>	<u>137,600</u>	<u>175,400</u>
Total Salaries, Wages and Benefits		671,960	748,800	696,000	781,700

PLANNING AND MAINTENANCE - SIMI VALLEY

Director of Planning and Maintenance	1.0				
Management Analyst	1.0				
Landscape Designer	3.0				
Administrative Secretary	1.0				
Sr. Maintenance Supervisor-Grounds	2.0				
Crew Leader	4.0				
Groundskeeper II	6.0				
Groundskeeper I	11.0				
Sr. Maintenance Supervisor - Bldgs.	1.0				
Buildings Specialist	7.0				
Historical Park Coordinator	<u>1.0</u>				
Positions/ Salaries	38.0	2,723,272	3,172,500	2,974,900	3,288,400
Annual Leave Expense		64,481	70,900	34,100	70,900
Benefits*		<u>1,584,512</u>	<u>1,788,100</u>	<u>1,640,100</u>	<u>1,981,600</u>
Total		4,372,264	5,031,500	4,649,100	5,340,900
Part-time Wages		<u>403,308</u>	<u>499,300</u>	<u>448,700</u>	<u>560,500</u>
Total Salaries, Wages and Benefits		4,775,573	5,530,800	5,097,800	5,901,400

PLANNING AND MAINTENANCE - OAK PARK

Sr. Maintenance Supervisor - Grounds	1.0				
Groundskeeper II	1.0				
Groundskeeper I	2.0				
Crew Leader	<u>1.0</u>				
Positions/ Salaries	5.0	377,360	395,300	384,600	409,400
Annual Leave Expense		13,708	9,300	9,000	9,300
Benefits*		<u>215,699</u>	<u>225,000</u>	<u>224,200</u>	<u>244,000</u>
Total		606,766	629,600	617,800	662,700
Part-time Wages		<u>5,657</u>	<u>32,300</u>	<u>35,700</u>	<u>36,000</u>
Total Salaries, Wages and Benefits		612,423	661,900	653,500	698,700

SALARIES AND EMPLOYEE BENEFITS
FUND 10

	Position(s) <u>2023-24</u>	Actual <u>2022-23</u>	Approved <u>2023-24</u>	Estimated Actual <u>2023-24</u>	Approved <u>2024-25</u>
<u>Total Full-time Personnel Positions</u>	<u>74.0</u>				
<u>Total Full-time Empl Salaries Before Benefits</u>		<u>5,686,609</u>	<u>6,507,200</u>	<u>6,214,300</u>	<u>6,776,200</u>
<u>Annual Leave Expense</u>		<u>127,212</u>	<u>138,100</u>	<u>119,100</u>	<u>138,100</u>
<u>Part-time Wages</u>		<u>2,528,964</u>	<u>2,902,000</u>	<u>3,010,200</u>	<u>3,283,859</u>
<u>Retirement Contributions (PERS)</u>		<u>1,607,041</u>	<u>1,790,300</u>	<u>1,700,000</u>	<u>1,963,300</u>
<u>Social Security & Medicare</u>		<u>649,375</u>	<u>719,300</u>	<u>714,900</u>	<u>764,300</u>
<u>State Unemployment Insurance</u>		<u>4,208</u>	<u>15,700</u>	<u>8,500</u>	<u>15,700</u>
<u>Group Health Insurance</u>		<u>625,759</u>	<u>690,800</u>	<u>646,000</u>	<u>714,000</u>
<u>Flexible Benefit Payment</u>		<u>732,134</u>	<u>867,600</u>	<u>820,300</u>	<u>1,069,200</u>
<u>Life Insurance</u>		<u>6,880</u>	<u>7,400</u>	<u>7,300</u>	<u>7,400</u>
<u>Dental Benefits</u>		<u>59,719</u>	<u>62,600</u>	<u>60,000</u>	<u>62,300</u>
<u>Vision Reimbursement Program</u>		<u>17,500</u>	<u>25,800</u>	<u>23,500</u>	<u>25,800</u>
<u>Workboot Allowance</u>		<u>9,052</u>	<u>8,200</u>	<u>10,300</u>	<u>8,200</u>
TOTAL SALARIES AND EMPLOYEE BENEFITS		<u>12,054,453</u>	<u>13,735,000</u>	<u>13,334,400</u>	<u>14,828,359</u>

*Includes Part-time PERS, Social Security and State Unemployment Expense

SERVICES, SUPPLIES AND CAPITAL EQUIPMENT
FUND 10

	Actual	Approved	Estimated Actual	Approved
	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-25</u>
ADMINISTRATION				
<u>Services, Supplies and Capital Equipment</u>	<u>2,529,700</u>	<u>3,334,100</u>	<u>3,005,500</u>	<u>3,390,396</u>
Bank/Credit Card Fees 6012	154,983	150,900	174,400	162,100
Community Grants 6040	25,444	27,000	27,000	27,000
Memberships 6050	17,085	17,000	17,500	17,200
Payroll Fees 6060	81,019	81,700	95,000	105,000
Special Department Expense 6085	139,003	63,000	62,400	63,000
Office Equipment Maintenance/Software 6245	83,982	85,300	119,300	91,300
Contract Services 6310	1,404	2,400	1,500	0
Professional/Special Services 6350	288,100	581,000	283,900	703,396
Education & Travel Expense 6430	16,652	20,000	24,100	19,100
Postage & Express Mail 6450	3,946	6,000	4,500	6,000
Public Information - Marketing 6470	450	234,500	225,000	234,500
Publications & Legal Notices 6480	4,975	3,000	2,000	3,000
Rents & Leases - Equipment 6520	5,151	8,000	9,900	9,900
Supplies - General 6610	4,903	6,000	5,300	6,000
Clothing and Supplies - Safety 6620	45	1,000	0	0
Food/Snacks 6625	1,582	3,500	3,000	3,500
Office Supplies 6660	17,650	25,000	20,600	25,000
Ranger Supplies 6665	5,911	8,000	4,000	8,000
Uniform Allowance 6690	3,405	5,000	10,600	5,000
Insurance - Liability/Property 6720	756,384	863,800	927,000	957,800
Insurance - Miscellaneous 6730	0	6,000	0	0
Insurance - Workers' Comp 6740	801,603	1,016,000	859,000	813,600
Utilities - Electric 6810	0	0	0	0
Utilities - Phone/Internet 6830	116,024	120,000	129,500	130,000
Furniture & Fixtures 7120	0	0	0	0
Minor Equipment 7135	0	0	0	0
Contingency Appropriation 7310	0	0	0	0

SERVICES, SUPPLIES AND CAPITAL EQUIPMENT
FUND 10

	Actual	Approved	Estimated Actual	Approved
	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-25</u>
RECREATION - SIMI VALLEY				
<u>Services, Supplies and Capital Equipment</u>	<u>1,100,169</u>	<u>1,024,600</u>	<u>1,019,150</u>	<u>1,118,125</u>
Special Department Expense 6085	22,546	0	1,000	1,000
Office Equipment Maintenance/Software 6245	29,350	29,300	27,600	40,000
Other Equipment Maintenance 6260	21,992	3,300	200	0
Contract Services 6310	0	7,200	0	0
Professional/Special Services 6350	43,308	44,400	42,000	47,100
Instructor Fees 6380	418,013	412,000	460,200	469,375
Trip/Transportation Fees 6390	74,795	125,000	97,200	117,260
Education & Travel Expense 6430	14,444	18,000	15,100	18,000
Public Information - Marketing 6470	172,921	0	0	1,450
Rents & Leases - Equipment 6520	4,737	3,900	5,900	4,000
Rents & Leases - Real Property 6530	96,872	88,700	98,967	118,274
Supplies - General 6610	107,096	132,000	129,131	133,350
Supplies- Crafts 6615	9,694	19,200	4,177	20,673
Clothing and Supplies - Safety 6620	12,355	23,500	11,288	14,674
Food/Snacks 6625	31,760	68,100	75,137	74,469
Office Supplies 6660	10,867	10,500	10,300	10,500
Small Tools and Instruments 6685	50	500	0	500
Insurance - Miscellaneous 6730	2,128	0	1,200	0
Utilities - Phone/Internet 6830	10,072	9,000	9,750	10,000
Minor Equipment 7135	17,169	30,000	30,000	37,500

SERVICES, SUPPLIES AND CAPITAL EQUIPMENT
FUND 10

	Actual	Approved	Estimated Actual	Approved
	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-25</u>
RECREATION - OAK PARK				
<u>Services, Supplies and Capital Equipment</u>	<u>287,702</u>	<u>240,500</u>	<u>274,700</u>	<u>251,250</u>
Special Department Expense 6085	1,450	0	0	0
Office Equipment Maintenance/Software 6245	11,487	7,200	14,500	14,500
Buildings/Grounds Maintenance 6260	0	0	0	0
Building/Grounds Maint. - Contract Services 6310	4,448	3,700	5,000	6,000
Professional/Special Services 6350	19,194	26,900	18,300	20,000
Instructor Fees 6380	172,419	140,500	180,600	143,000
Education & Travel Expense 6430	1,098	0	0	0
Public Information - Marketing 6470	27,619	0	0	1,500
Rents & Leases - Real Property 6530	3,620	8,100	8,100	9,000
Supplies - General 6610	14,341	14,000	14,000	13,650
Custodial Supplies 6630	1,675	4,000	2,000	4,000
Office Supplies 6660	6,022	5,800	8,800	9,800
Small Tools and Instruments 6685	87	500	0	500
Insurance - Miscellaneous 6730	7,058	7,000	6,000	7,000
Utilities - Electric 6810	2,787	4,700	3,500	3,500
Utilities - Gas 6820	5,127	6,500	5,100	5,100
Utilities - Phone/Internet 6830	7,658	6,300	8,200	8,200
Furniture & Fixtures 7120	471	3,500	0	3,500
Minor Equipment 7135	1,141	1,800	600	2,000

SERVICES, SUPPLIES AND CAPITAL EQUIPMENT
FUND 10

	Actual	Approved	Estimated	Approved
	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-25</u>
RSSCC-RECREATION				
<u>Services, Supplies and Capital Equipment</u>	<u>208,887</u>	<u>269,600</u>	<u>268,400</u>	<u>292,700</u>
Special Department Expense 6085	25	0	0	0
Office Equipment Maintenance/Software 6245	2,616	2,500	8,400	12,400
Buildings/Grounds Maintenance 6260	3,553	5,000	4,000	5,000
Building/Grounds Maint. - Contract Services 6310	3,588	9,000	3,900	7,000
Professional/Special Services 6350	3,378	5,000	5,700	6,000
Instructor Fees 6380	109,447	144,600	127,500	141,700
Supplies - General 6610	9,039	15,800	15,800	15,000
Custodial Supplies 6630	1,904	3,000	2,300	3,000
Office Supplies 6660	1,835	2,500	2,400	2,900
Small Tools and Instruments 6685	10	500	0	500
Uniform Allowance 6690	2,553	2,600	2,500	2,700
Utilities - Electric 6810	61,768	70,000	85,400	87,000
Utilities - Gas 6820	3,285	3,500	1,500	3,500
Utilities - Phone/Internet 6830	5,745	5,600	9,000	6,000
Minor Equipment 7135	141	0	0	0

SERVICES, SUPPLIES AND CAPITAL EQUIPMENT
FUND 10

	Actual	Approved	Estimated	
	2022-23	2023-24	2023-24	2024-25
PLANNING AND MAINTENANCE - SIMI VALLEY				
<u>Services, Supplies and Capital Equipment</u>	<u>2,947,412</u>	<u>3,477,200</u>	<u>3,410,900</u>	<u>3,852,604</u>
Memberships 6050	622	1,000	500	500
Special Department Expense 6085	17,317	20,000	12,100	20,000
Automotive Maintenance 6210	100,842	100,000	104,400	110,000
Improvements Maintenance 6235	49	0	0	0
Office Equipment Maintenance/Software 6245	8,551	15,000	9,000	15,000
Other Equipment Maintenance 6255	110,336	95,000	120,000	110,000
Buildings/Grounds Maintenance 6260	617,441	550,000	644,700	565,000
Water Feature and Pool Supplies 6270	78,578	75,000	84,600	75,000
Building/Grounds Maint. - Contract Services 6310	329,573	525,000	579,400	550,000
Engineering & Technical Survey 6320	1,245	5,000	2,500	2,500
Janitorial Services 6340	142,103	150,000	161,900	150,000
Books & Publications 6410	20	0	0	0
Education & Travel Expense 6430	5,372	10,000	12,800	8,000
Postage & Express Mail 6450	0	200	0	0
Publications & Legal Notices 6480	3,738	5,000	5,400	5,000
Rents & Leases - Equipment 6520	48,221	25,000	20,000	20,000
Clothing and Supplies - Safety 6620	20,035	15,000	15,700	15,000
Custodial Supplies 6630	46,374	55,000	59,100	55,000
Gasoline, Oil - Fleet 6650	216,338	200,000	221,300	210,000
Office Supplies 6660	11,253	10,000	12,000	10,000
Small Tools and Instruments 6685	1,789	15,000	9,600	10,000
Uniform Allowance 6690	29,047	20,000	27,100	30,000
Utilities - Electric 6810	123,804	80,000	80,000	245,604
Utilities - Gas 6820	157,488	100,000	85,000	100,000
Utilities - Sewer 6840	4,467	6,000	3,800	6,000
Utilities - Water 6850	865,940	1,400,000	1,140,000	1,540,000
Minor Equipment 7135	75	0	0	0
Vehicles/Capital Equipment 7205	6,794	0	0	0

SERVICES, SUPPLIES AND CAPITAL EQUIPMENT
FUND 10

	Actual	Approved	Estimated	Approved
	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-25</u>
PLANNING AND MAINTENANCE - OAK PARK				
<u>Services, Supplies and Capital Equipment</u>	<u>528,830</u>	<u>549,200</u>	<u>547,800</u>	<u>620,017</u>
Memberships 6050	60	200	0	200
Special Department Expense 6085	159	500	2,500	2,000
Automotive Maintenance 6210	7,613	7,500	7,500	7,500
Other Equipment Maintenance 6255	11,281	7,500	15,400	10,000
Buildings/Grounds Maintenance 6260	91,156	70,000	106,900	90,000
Water Feature Supplies 6270	8,670	6,500	4,000	6,500
Building/Grounds Maint. - Contract Services 6310	24,874	0	32,800	10,000
Education & Travel Expense 6430	342	500	1,100	500
Rents & Leases - Equipment 6520	0	2,500	0	5,000
Clothing and Supplies - Safety 6620	5,173	3,500	2,100	2,000
Custodial Supplies 6630	1,078	2,500	13,600	10,000
Office Supplies 6660	1,648	1,500	2,300	1,500
Small Tools and Instruments 6685	3,451	3,000	4,600	3,000
Uniform Allowance 6690	3,934	2,500	3,100	3,000
Utilities - Electric 6810	42,047	0	0	27,817
Utilities - Gas 6820	922	1,000	1,100	1,000
Utilities - Sewer 6840	16,420	0	0	0
Utilities - Water 6850	310,002	440,000	350,800	440,000
 <u>RESERVE</u>	 <u>0</u>	 <u>11,312,500</u>	 <u>0</u>	 <u>9,119,800</u>
Oak Park General Reserve	0	983,600	0	813,800
Simi Valley Reserve	0	10,328,900	0	8,306,000
 TOTAL SERVICES, SUPPLIES AND CAPITAL EQUIPMENT	 <u>7,602,702</u>	 <u>8,895,200</u>	 <u>8,526,450</u>	 <u>9,525,092</u>
TOTAL RESERVE	<u>0</u>	<u>11,312,500</u>	<u>0</u>	<u>9,119,800</u>
 GRAND TOTAL	 <u>7,602,702</u>	 <u>20,207,700</u>	 <u>8,526,450</u>	 <u>18,644,892</u>

SUMMARY OF OPERATING EXPENDITURES BY ACCOUNT
FUND 10

	Actual <u>2022-23</u>	Approved <u>2023-24</u>	Estimated Actual <u>2023-24</u>	Approved <u>2024-25</u>
<u>Salaries and Employee Benefits</u>	<u>12,054,453</u>	<u>13,735,000</u>	<u>13,334,400</u>	<u>14,828,359</u>
Regular Salaries	5,686,609	6,507,200	6,214,300	6,776,200
Annual Leave Sellback	127,212	138,100	119,100	138,100
Part-time Wages	2,528,964	2,902,000	3,010,200	3,283,859
Retirement Contributions (PERS)	1,607,041	1,790,300	1,700,000	1,963,300
Social Security/Medicare Contributions	649,375	719,300	714,900	764,300
State Unemployment Insurance	4,208	15,700	8,500	15,700
Group Health Insurance*	625,759	690,800	646,000	714,000
Flexible Benefit Payment*	732,134	867,600	820,300	1,069,200
Life Insurance*	6,880	7,400	7,300	7,400
Dental Reimbursement Program	59,719	62,600	60,000	62,300
Vision Reimbursement Program*	17,500	25,800	23,500	25,800
Workboot Allowance*	9,052	8,200	10,300	8,200
 <u>Services, Supplies and Capital Equipment</u>	 <u>7,602,701</u>	 <u>8,895,200</u>	 <u>8,526,450</u>	 <u>9,525,092</u>
Bank/Credit Card Fees	154,983	150,900	174,400	162,100
Community Grants	25,444	27,000	27,000	27,000
Memberships	17,767	18,200	18,000	17,900
Payroll Fees	81,019	81,700	95,000	105,000
Special Department Expense	180,500	83,500	78,000	86,000
Automotive Maintenance	108,455	107,500	111,900	117,500
Office Equipment Maintenance/Software	135,986	139,300	178,800	173,200
Other Equipment Maintenance	143,609	105,800	135,600	120,000
Buildings/Grounds Maintenance	712,150	625,000	755,600	660,000
Water Feature and Pool Supplies	87,248	81,500	88,600	81,500
Building/Grounds Maint. - Contract Services	363,887	547,300	622,600	573,000
Engineering & Technical Survey	1,245	5,000	2,500	2,500
Janitorial Services	142,103	150,000	161,900	150,000
Professional/Special Services	353,980	657,300	349,900	776,496
Instructor Fees	699,879	697,100	768,300	754,075
Trip/Transportation Fees	74,795	125,000	97,200	117,260
Books & Publications	20	0	0	0
Education & Travel Expense	37,908	48,500	53,100	45,600
Postage & Express Mail	3,946	6,200	4,500	6,000
Public Information - Marketing	200,990	234,500	225,000	237,450
Publications & Legal Notices	8,713	8,000	7,400	8,000
Rents & Leases - Equipment	58,109	39,400	35,800	38,900
Rents & Leases - Real Property	100,492	96,800	107,067	127,274

SUMMARY OF OPERATING EXPENDITURES BY ACCOUNT
FUND 10

	Actual <u>2022-23</u>	Approved <u>2023-24</u>	Estimated Actual <u>2023-24</u>	Approved <u>2024-25</u>
<u>Services, Supplies and Capital Equipment (con't)</u>				
Supplies - General	135,380	167,800	164,231	168,000
Supplies- Crafts	9,694	19,200	4,177	20,673
Clothing and Supplies - Safety	37,608	43,000	29,088	31,674
Food/Snacks	33,342	71,600	78,137	77,969
Custodial Supplies	51,031	64,500	77,000	72,000
Gasoline, Oil - Fleet	216,338	200,000	221,300	210,000
Office Supplies	49,275	55,300	56,400	59,700
Ranger Supplies	5,911	8,000	4,000	8,000
Small Tools and Instruments	5,387	19,500	14,200	14,500
Uniform Allowance	38,939	30,100	43,300	40,700
Insurance - Liability/Property	756,384	863,800	927,000	957,800
Insurance - Miscellaneous	9,186	13,000	7,200	7,000
Insurance - Workers' Comp	801,603	1,016,000	859,000	813,600
Utilities - Electric	230,406	154,700	168,900	363,921
Utilities - Gas	166,822	111,000	92,700	109,600
Utilities - Phone/Internet	139,499	140,900	156,450	154,200
Utilities - Sewer	20,887	6,000	3,800	6,000
Utilities - Water	1,175,942	1,840,000	1,490,800	1,980,000
Furniture & Fixtures	471	3,500	0	3,500
Minor Equipment	18,526	31,800	30,600	39,500
Vehicles/Capital Equipment	6,794	0	0	0
Estimated Services and Supplies Adjustment Due to COVID-19	0	0	0	0
<u>Reserve</u>	<u>0</u>	<u>11,312,500</u>	<u>0</u>	<u>9,119,800</u>
Oak Park Reserve	0	983,600	0	813,800
Simi Valley Reserve	0	10,328,900	0	8,306,000
 TOTAL OPERATING EXPENDITURES	 19,657,154	 33,942,700	 21,860,850	 33,473,251

SIMI VALLEY ASSESSMENT FUND NO. 30-0-0000-1

	Actual	Approved	Estimated	
	2022-23	2023-24	2023-24	2024-25
REVENUES				
<u>Assessment Revenue</u>	<u>1,927,206</u>	<u>2,058,100</u>	<u>2,005,400</u>	<u>2,060,958</u>
Current Year	1,872,588	2,000,700	1,934,800	2,048,858
<i>Allowance for Unpaid Assessments</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>(60,000)</i>
Prior Year	50,694	51,000	58,600	60,100
Interest	3,924	6,400	12,000	12,000
<u>Inter-Fund Transfer</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Carryover (Prior Year)</u>	<u>0</u>	<u>416,680</u>		<u>198,780</u>
TOTAL REVENUES	<u>1,927,206</u>	<u>2,474,780</u>	<u>2,005,400</u>	<u>2,259,738</u>
EXPENDITURES				
<u>Salaries and Employee Benefits</u>	<u>1,483,730</u>	<u>1,652,600</u>	<u>1,579,300</u>	<u>1,807,300</u>
Maintenance and Operations	1,483,730	1,652,600	1,579,300	1,807,300
<u>Services, Supplies and Capital Equipment</u>	<u>365,280</u>	<u>775,100</u>	<u>644,000</u>	<u>253,658</u>
Other Maintenance	1,271	0	0	0
Utilities - Electricity	309,083	387,100	398,000	253,658
Vehicles/Capital Equipment	54,926	388,000	246,000	0
<u>Capital Outlay</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>183,000</u>
<u>Reserve</u>	<u>0</u>	<u>47,080</u>		<u>15,780</u>
TOTAL EXPENDITURES	<u>1,849,009</u>	<u>2,474,780</u>	<u>2,223,300</u>	<u>2,259,738</u>

SUMMARY OF REVENUES AND EXPENDITURES
OAK PARK ASSESSMENT FUND NO. 30-0-0000-2

	Actual	Approved	Estimated Actual	Approved
REVENUES	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-25</u>
<u>Assessment Revenue</u>	<u>190,284</u>	<u>218,100</u>	<u>205,600</u>	<u>240,505</u>
Current Year	180,605	209,300	192,300	231,705
<i>Allowance for Unpaid Assessments</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>(4,600)</i>
Prior Year	6,519	4,900	5,200	5,300
Interest	3,161	3,900	8,100	8,100
<u>Inter-Fund Transfer</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Carryover (Prior Year)</u>	<u>0</u>	<u>200,492</u>	<u>0</u>	<u>190,392</u>
TOTAL REVENUES	<u>190,284</u>	<u>418,592</u>	<u>205,600</u>	<u>430,897</u>
EXPENDITURES				
<u>Salaries and Employee Benefits</u>	<u>97,734</u>	<u>112,300</u>	<u>87,100</u>	<u>108,300</u>
<u>Services, Supplies and Capital Equipment</u>	<u>111,095</u>	<u>141,900</u>	<u>128,600</u>	<u>142,205</u>
Equipment 6230	0	2,000	0	0
Building/Grounds Maint. - Contract Services 6310	70,515	75,000	80,000	80,000
Utilities - Electricity	40,580	39,900	48,600	52,205
Vehicles/Capital Equipment	0	25,000	0	10,000
<u>Capital Outlay</u>	<u>15,200</u>	<u>141,000</u>	<u>0</u>	<u>141,000</u>
<u>Reserve</u>	<u>0</u>	<u>23,392</u>	<u>0</u>	<u>39,392</u>
TOTAL EXPENDITURES	<u>224,029</u>	<u>418,592</u>	<u>215,700</u>	<u>430,897</u>

SUMMARY OF REVENUES AND EXPENDITURES
PARK DEDICATION FEES FUND NO. 40

	Actual	Approved	Estimated	Actual	Approved
	2022-23	2023-24	2023-24	2023-24	2024-25
REVENUES					
<u>Park Dedication Fees</u>	<u>33,060</u>	<u>600,000</u>	<u>50,000</u>	<u>170,500</u>	
<u>Miscellaneous</u>	<u>58,833</u>	<u>68,400</u>	<u>110,000</u>	<u>100,000</u>	
Donations	700	0	0	0	0
Interest Earned/Other	58,133	68,400	110,000	100,000	
<u>Carry-Over (Prior Year)</u>	<u>0</u>	<u>3,457,334</u>	<u>0</u>	<u>3,286,034</u>	
TOTAL REVENUES	<u>91,893</u>	<u>4,125,734</u>	<u>160,000</u>	<u>3,556,534</u>	
EXPENDITURES					
<u>Capital Outlay</u>	<u>79,143</u>	<u>4,125,734</u>	<u>331,300</u>	<u>3,556,534</u>	
<u>Reserve</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL EXPENDITURES	<u>79,143</u>	<u>4,125,734</u>	<u>331,300</u>	<u>3,556,534</u>	

SUMMARY OF REVENUES AND EXPENDITURES
CAPITAL OUTLAY FUND NO. 50

	Actual	Approved	Estimated	Actual	Approved
	2022-23	2023-24	2023-24	2023-24	2024-25
REVENUES					
<u>Other Revenues</u>	<u>318,790</u>	<u>367,600</u>	<u>597,400</u>	<u>350,000</u>	
Interest	163,316	187,100	410,000	350,000	
Other Revenues	155,474	180,500	187,400	0	
<u>Inter-Fund Transfers</u>	<u>2,363,500</u>	<u>5,733,000</u>	<u>5,733,000</u>	<u>4,270,700</u>	
Fund 10	2,363,500	5,733,000	5,733,000	4,270,700	
<u>Carry-Over (Prior Year)</u>	<u>0</u>	<u>10,451,492</u>	<u>0</u>	<u>15,816,892</u>	
TOTAL REVENUES	<u>2,682,290</u>	<u>16,552,092</u>	<u>6,330,400</u>	<u>20,437,592</u>	
EXPENDITURES					
<u>Capital Outlay</u>	<u>743,080</u>	<u>16,552,092</u>	<u>965,000</u>	<u>20,437,592</u>	
<u>Reserve</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL EXPENDITURES	<u>743,080</u>	<u>16,552,092</u>	<u>965,000</u>	<u>20,437,592</u>	

SUMMARY OF REVENUES AND EXPENDITURES
OAK PARK SPECIAL ZONE TAX FUND NO. 70

	Actual	Approved	Estimated Actual	Approved
REVENUES	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-25</u>
<u>Property Taxes</u>	<u>245,088</u>	<u>262,400</u>	<u>265,600</u>	<u>271,800</u>
Secured	221,032	234,900	229,800	235,500
Supplemental	3,129	4,000	4,000	4,100
Unsecured	6,869	6,000	6,500	6,700
Prior Year (Sec. & Unsec.)	7,337	7,000	7,400	7,600
Homeowners' Exemptions	909	1,300	900	900
Interest Earned	5,813	9,200	17,000	17,000
 <u>Inter-Fund Transfer</u>	 <u>(95,000)</u>	 <u>(95,000)</u>	 <u>(95,000)</u>	 <u>(95,000)</u>
General Fund 10 - Park Ranger Coverage	(95,000)	(95,000)	(95,000)	(95,000)
 <u>Carry-Over (Prior Year)</u>	 <u>0</u>	 <u>393,257</u>	 <u>0</u>	 <u>359,957</u>
 TOTAL REVENUES	 <u>150,088</u>	 <u>560,657</u>	 <u>170,600</u>	 <u>536,757</u>
 EXPENDITURES				
<u>Services and Supplies and Capital Equipment</u>	<u>92,493</u>	<u>192,000</u>	<u>186,900</u>	<u>176,800</u>
Building/Grounds Maint. - Contract Services 6310	42,410	50,000	72,000	70,000
Gasoline, Oil, Fleet	27,920	30,000	33,100	30,000
Improvements Maintenance	0	30,000	0	0
Janitorial Services 6340	22,163	25,000	20,900	25,000
Utilities - Electric 6810	0	41,000	42,000	33,800
Utilities - Sewer 6840	0	16,000	18,900	18,000
 <u>Capital</u>	 <u>0</u>	 <u>250,200</u>	 <u>17,000</u>	 <u>313,000</u>
 <u>Reserve</u>	 <u>0</u>	 <u>118,457</u>	 <u>0</u>	 <u>46,957</u>
 TOTAL EXPENDITURES	 <u>92,493</u>	 <u>560,657</u>	 <u>203,900</u>	 <u>536,757</u>

SUMMARY OF REVENUES AND EXPENDITURES
ENTERPRISE FUND NO. 80

	Actual	Approved	Estimated Actual	Approved
	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-25</u>
REVENUES				
<u>Revenue</u>	<u>5,254,346</u>	<u>4,788,000</u>	<u>5,528,300</u>	<u>5,720,800</u>
Simi Hills Golf Course	4,457,461	3,979,500	4,605,700	4,759,400
Sinaloa Golf Course	704,104	681,900	696,600	761,400
Interest Earned	92,781	126,600	226,000	200,000
<u>Inter-Fund Transfers</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund 50 - Capital Outlay Fund	0	0	0	0
<u>Carry-Over (Prior Year)</u>	<u>0</u>	<u>6,219,783</u>	<u>0</u>	<u>7,288,733</u>
TOTAL REVENUES	<u>5,254,346</u>	<u>11,007,783</u>	<u>5,528,300</u>	<u>13,009,533</u>
EXPENDITURES				
<u>Salaries and Employee Benefits</u>	<u>1,892,822</u>	<u>1,907,100</u>	<u>2,045,100</u>	<u>2,123,200</u>
Simi Hills Golf Course	1,577,485	1,609,100	1,689,700	1,772,300
Sinaloa Golf Course	315,336	298,000	355,400	350,900
<u>Services, Supplies and Capital Equipment</u>	<u>2,157,671</u>	<u>2,305,400</u>	<u>2,249,000</u>	<u>2,447,600</u>
Simi Hills Golf Course	1,921,007	2,040,800	1,983,500	2,168,700
Sinaloa Golf Course	236,664	264,600	265,500	278,900
<u>Capital Outlay</u>	<u>95,504</u>	<u>3,742,750</u>	<u>165,250</u>	<u>5,493,500</u>
Simi Hills Golf Course	88,530	3,770,000	20,000	5,377,500
Sinaloa Golf Course	6,974	(27,250)	145,250	116,000
<u>Reserve</u>	<u>0</u>	<u>3,052,533</u>	<u>0</u>	<u>2,945,233</u>
TOTAL EXPENDITURES	<u>4,145,997</u>	<u>11,007,783</u>	<u>4,459,350</u>	<u>13,009,533</u>

SUMMARY OF REVENUES AND EXPENDITURES
ENTERPRISE FUND NO. 80 (Simi Hills Golf Course)

	Actual	Approved	Estimated	
	2022-23	2023-24	Actual	Approved
<u>SIMI HILLS GOLF COURSE DETAIL</u>			<u>2023-24</u>	<u>2024-25</u>
<u>Operating Revenue</u>	<u>4,457,461</u>	<u>3,979,500</u>	<u>4,605,700</u>	<u>4,759,400</u>
Driving Range Balls	293,028	252,500	310,000	310,000
Food/Beverage Concession Rent	71,684	63,700	72,300	63,800
Green Fees	2,778,623	2,455,000	2,980,000	3,125,000
Miscellaneous	79,240	100,000	10,000	10,000
Players Club	3,225	4,000	36,000	37,500
Pro Shop Sales	269,649	225,500	237,000	240,000
Rental Carts	925,431	875,000	950,000	965,500
Rental Clubs	4,930	3,800	10,400	7,600
Tournament Cart Fees	10,268	0	0	0
Tournament Green Fees	21,383	0	0	0
<u>Operating Expenditures</u>				
Salaries and Employee Benefits	<u>1,577,485</u>	<u>1,609,100</u>	<u>1,689,700</u>	<u>1,772,300</u>
Services, Supplies and Capital Equipment	<u>1,921,007</u>	<u>2,040,800</u>	<u>1,983,500</u>	<u>2,168,700</u>
Bank/Credit Card Fees 6012	107,901	97,500	118,000	118,500
Memberships 6050	3,581	2,800	3,700	3,800
Special Department Expense 6085	4,326	4,800	4,800	4,800
Cost of Sales 6110	228,807	157,900	208,900	168,000
City Champ Tournament Expense 6120	30,065	25,500	35,000	35,500
Players Club Expense 6130	528	800	3,500	5,500
Golf Supplies 6140	58,209	38,500	58,500	57,500
Office Equipment Maintenance 6245	6,895	800	1,500	1,800
Other Equipment Maintenance 6255	51,529	32,500	77,900	75,000
Buildings/Grounds Maintenance 6260	126,164	148,800	131,000	132,500
Building Maint. - Contract Services 6310	55,803	64,800	49,000	60,500
Janitorial Services 6340	16,849	17,500	15,900	17,500
Professional/Special Services 6350	40,974	31,200	35,000	36,000
Education & Travel Expense 6430	1,726	6,000	1,100	4,500
Postage & Express Mail 6450	406	200	100	200
Shipping/Frieght 6455	6,364	5,200	5,600	5,500
Public Information - Marketing 6470	18,855	14,500	14,500	18,000
Rents & Leases - Equipment 6520	132,300	132,500	136,500	132,500
Clothing, Safety Supplies 6620	86	500	0	500
Custodial Supplies 6630	19,490	14,500	21,400	17,500
Gasoline & Oil - Fleet 6650	27,734	31,500	38,900	37,500
Office Supplies 6660	1,778	2,300	5,200	4,300
Small Tools & Instruments 6685	1,745	1,200	1,200	1,300
Uniform Allowance 6690	4,995	5,300	5,000	5,300
Insurance - Liability/Property 6720	117,797	120,000	130,000	130,000
Insurance - Workers' Comp 6740	101,169	109,900	126,700	112,400
Utilities - Electric 6810	90,377	97,500	107,300	107,500
Utilities - Gas 6820	5,477	3,800	3,200	3,300
Communications- Phone/Internet 6830	21,375	17,500	16,500	16,500
Utilities - Water 6850	620,404	850,000	627,100	850,000
Furniture and Fixtures 7120	1,643	2,500	0	3,500
Minor Equipment 7135	0	2,500	500	1,500
Vehicles/Capital Equipment 7205	15,656	0	0	0
<u>Capital Outlay</u>	<u>88,530</u>	<u>3,770,000</u>	<u>20,000</u>	<u>5,377,500</u>
NET REVENUE - SIMI HILLS GOLF COURSE	870,438	(3,440,400)	912,500	(4,559,100)

SUMMARY OF REVENUES AND EXPENDITURES
ENTERPRISE FUND NO. 80 (Sinaloa Golf Course)

	Actual	Approved	Estimated	Actual	Approved
	2022-23	2023-24	2023-24	2023-24	2024-25
<u>SINALOA GOLF COURSE DETAIL</u>					
<u>Operating Revenue</u>	<u>704,104</u>	<u>681,900</u>	<u>696,600</u>	<u>696,600</u>	<u>761,400</u>
Driving Range Fees	158,596	135,800	155,000	155,000	167,500
Food and Beverage	22,768	19,500	26,600	26,600	25,500
Green Fees	453,399	465,500	440,000	440,000	495,000
Pro Shop Sales/Miscellaneous	45,777	37,800	45,000	45,000	45,000
Cart/Club Rental	23,564	23,300	30,000	30,000	28,400
<u>Operating Expenditures</u>					
<u>Salaries and Employee Benefits</u>	<u>315,336</u>	<u>298,000</u>	<u>355,400</u>	<u>355,400</u>	<u>350,900</u>
<u>Services, Supplies and Capital Equipment</u>	<u>236,664</u>	<u>264,600</u>	<u>265,500</u>	<u>265,500</u>	<u>278,900</u>
Bank/Credit Card Fees 6012	22,436	19,000	27,000	27,000	21,500
Special Department Expense 6085	0	500	0	0	500
Cost of Sales 6110	17,405	18,500	21,500	21,500	22,500
Cost of Sales- Food 6115	12,367	9,500	16,200	16,200	13,500
Golf Supplies 6140	6,514	16,500	11,000	11,000	16,500
Office Equipment Maintenance 6245	536	500	2,000	2,000	1,300
Other Equipment Maintenance 6255	830	1,500	2,100	2,100	2,300
Buildings/Grounds Maintenance 6260	13,428	15,000	10,200	10,200	13,000
Building Maint. - Contract Services 6310	23,675	25,000	12,700	12,700	21,000
Janitorial Services 6340	4,096	4,000	6,200	6,200	4,500
Professional/Special Services 6350	10,239	10,400	10,500	10,500	10,500
Postage & Express Mail 6450	1,032	200	0	0	0
Public Information - Marketing 6470	0	1,000	0	0	1,500
Clothing, Safety Supplies 6620	81	800	0	0	300
Custodial Supplies 6630	1,288	1,300	500	500	1,300
Gasoline & Oil - Fleet 6650	1,934	1,800	1,800	1,800	1,800
Office Supplies 6660	828	500	100	100	500
Small Tools & Instruments 6685	0	300	0	0	300
Uniform Allowance 6690	1,640	800	1,000	1,000	1,300
Insurance - Liability/Property 6720	19,130	20,100	21,600	21,600	22,200
Insurance - Workers' Comp 6740	20,429	21,400	24,700	24,700	18,900
Utilities - Electric 6810	8,246	7,500	10,700	10,700	10,700
Communications- Phone/Internet 6830	3,260	3,500	3,400	3,400	3,500
Utilities - Water 6850	67,271	85,000	81,800	81,800	89,500
Minor Equipment 7135	0	0	500	500	0
<u>Capital Outlay</u>	<u>6,974</u>	<u>63,000</u>	<u>145,250</u>	<u>145,250</u>	<u>116,000</u>
NET REVENUE - SINALOA GOLF COURSE	145,130	56,300	(69,550)	(69,550)	15,600

SUMMARY OF REVENUES AND EXPENDITURES
GRANTS FUND NO. 90

	Actual	Approved	Estimated	
	2022-23	2022-23	2023-24	2024-25
REVENUES				
<u>Grants - State & Federal</u>	<u>362,490</u>	<u>3,394,833</u>	<u>1,877,921</u>	<u>4,041,177</u>
Class 1 Trail Maintenance	36,958	30,000	30,000	30,000
Arroyo Simi Phase IV (Sequoia - Tapo St.) - Prop 68 Greenway	0	1,000,000	0	1,000,000
Arroyo Simi Phase IV (Sequoia - Tapo St.) - City of Simi Valley	0	100,000	0	100,000
Knolls Park Play Area Replacement- Prop 68 Per Capita	0	150,000	0	178,000
Knolls Station Parking Lot- Prop 68 Per Capita	0	95,000	0	0
Equestrian Center Rehab and Upgrades	0	0	0	86,177
Madea Creek Fire Resiliency Grant III	0	150,000	0	150,000
Madea Creek Fire Resiliency Grant II	227,000	168,000	99,800	147,000
RSCP Pool Phase II (Building Renovation & Amenity Expansion)	0	0	0	2,000,000
RSCP Pool and Deck Renovation		1,300,000	1,000,000	300,000
Recreation Vehicles-City Grant	0	0	0	50,000
Fire Resiliency and Vegetation Removal Grant I	98,532	401,833	172,000	0
Land Grant	0	0	576,121	0
 <u>Inter-Fund Transfer</u>	 <u>0</u>	 <u>0</u>	 <u>0</u>	 <u>0</u>
 <u>Carry-Over (Prior Year)</u>	 <u>0</u>	 <u>(166,233)</u>	 <u>0</u>	 <u>(1,766,933)</u>
 TOTAL REVENUES	 <u>362,490</u>	 <u>3,228,600</u>	 <u>1,877,921</u>	 <u>2,274,244</u>
EXPENDITURES				
<u>Capital Outlay</u>	<u>526,350</u>	<u>3,305,800</u>	<u>3,478,621</u>	<u>3,666,177</u>
<u>Reserve</u>	<u>0</u>	<u>(77,200)</u>	<u>0</u>	<u>(1,391,933)</u>
 TOTAL EXPENDITURES	 <u>526,350</u>	 <u>3,228,600</u>	 <u>3,478,621</u>	 <u>2,274,244</u>
 GRAND TOTAL REVENUES				
ALL FUNDS		<u>73,076,137</u>		<u>76,871,046</u>
 GRAND TOTAL EXPENDITURES				
ALL FUNDS		<u>73,076,137</u>		<u>76,871,046</u>

**SALARIES AND EMPLOYEE BENEFITS
ALL FUNDS**

	Position(s)	Actual	Approved	Estimated Actual	Approved
	<u>2023-24</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-25</u>
<u>FUND 10 - GENERAL FUND</u>					
Positions/ Salaries	74.0	5,686,609	6,507,200	6,214,300	6,776,200
Annual Leave Expense		127,212	138,100	119,100	138,100
Benefits*		<u>3,711,667</u>	<u>4,187,700</u>	<u>3,990,800</u>	<u>4,630,200</u>
Total		9,525,489	10,833,000	10,324,200	11,544,500
Part-time Wages		2,528,964	2,902,000	3,010,200	3,283,859
Total Salaries, Wages and Benefits		12,054,453	13,735,000	13,334,400	14,828,359
<u>FUND 30-0-0000-1 - ASSESSMENT DISTRICT - SIMI VALLEY</u>					
Buildings Specialist	1.0				
Crew Leader	4.0				
Buildings Maintenance Worker I	3.0				
Buildings Maintenance Worker II	1.0				
Groundskeeper I	3.0				
Park Ranger	<u>1.0</u>				
Positions/ Salaries	13.0	861,348	976,600	953,700	1,011,600
Annual Leave Expense		3,453	24,300	6,000	24,300
Benefits*		<u>475,774</u>	<u>531,700</u>	<u>510,200</u>	<u>651,400</u>
Total		1,340,575	1,532,600	1,469,900	1,687,300
Part-time Wages		<u>143,154</u>	<u>120,000</u>	<u>109,400</u>	<u>120,000</u>
Total Salaries, Wages and Benefits		1,483,730	1,652,600	1,579,300	1,807,300
<u>FUND 30-0-0000-2 - ASSESSMENT DISTRICT - OAK PARK</u>					
Groundskeeper I	<u>1.0</u>				
Positions/ Salaries	1.0	65,829	70,800	55,000	70,800
Annual Leave Expense		0	1,900	1,000	1,900
Benefits*		<u>31,905</u>	<u>32,600</u>	<u>31,100</u>	<u>35,600</u>
Total		97,734	105,300	87,100	108,300
Total Salaries, Wages and Benefits		97,734	105,300	87,100	108,300

SALARIES AND EMPLOYEE BENEFITS
ALL FUNDS

	Position(s) <u>2023-24</u>	Actual <u>2022-23</u>	Approved <u>2023-24</u>	Estimated Actual <u>2023-24</u>	Approved <u>2024-25</u>
<u>FUND 80 - ENTERPRISE FUND (Simi Hills)</u>					
Golf Course Manager	1.0				
Head Professional/Assistant Manager	1.0				
Assistant Superintendent	1.0				
Sr. Maintenance Supervisor	1.0				
Mechanic	<u>1.0</u>				
Positions/ Salaries	5.0	438,396	462,400	456,500	476,600
Annual Leave Expense		27,180	9,300	26,000	9,300
Benefits*		<u>387,540</u>	<u>411,900</u>	<u>398,500</u>	<u>461,400</u>
Total		853,115	883,600	881,000	947,300
Part-time Wages		<u>724,370</u>	<u>725,500</u>	<u>808,700</u>	<u>825,000</u>
Total Salaries, Wages and Benefits		1,577,485	1,609,100	1,689,700	1,772,300
<u>FUND 80 - ENTERPRISE FUND (Sinaloa)</u>					
Assistant Superintendent	<u>1.0</u>				
Positions/ Salaries	1.0	70,819	73,300	73,300	76,200
Annual Leave Expense		9,258	1,900	2,000	1,900
Benefits*		<u>75,174</u>	<u>75,000</u>	<u>79,100</u>	<u>87,300</u>
Total		155,251	150,200	154,400	165,400
Part-time Wages		<u>160,085</u>	<u>147,800</u>	<u>201,000</u>	<u>185,500</u>
Total Salaries, Wages and Benefits		315,336	298,000	355,400	350,900
TOTAL POSITIONS/SALARIES	94.0	7,123,002	8,090,300	7,752,800	8,411,400
TOTAL ANNUAL LEAVE EXPENSE		167,103	175,500	154,100	175,500
TOTAL BENEFITS*		<u>4,682,060</u>	<u>5,238,899</u>	<u>5,009,700</u>	<u>5,865,899</u>
TOTAL FULL TIME SALARIES AND BENEFITS*		11,972,165	13,504,699	12,916,600	14,452,799
PART-TIME WAGES		3,556,574	3,895,300	4,129,300	4,414,359
TOTAL SALARIES, WAGES AND BENEFITS		<u>15,528,739</u>	<u>17,399,999</u>	<u>17,045,900</u>	<u>18,867,158</u>

SUMMARY OF OPERATING EXPENDITURES
ALL FUNDS

	Actual	Approved	Estimated	Approved
	2022-23	2023-24	Actual 2023-24	2024-25
<u>FUND 10 - GENERAL FUND</u>				
<u>Administration</u>	<u>4,518,710</u>	<u>5,684,900</u>	<u>5,296,600</u>	<u>5,899,096</u>
Salaries and Employee Benefits	1,989,010	2,350,800	2,291,100	2,508,700
Services, Supplies	2,529,700	3,334,100	3,005,500	3,390,396
<u>Recreation - Simi Valley</u>	<u>4,642,967</u>	<u>4,946,500</u>	<u>5,102,650</u>	<u>5,492,384</u>
Salaries and Employee Benefits	3,542,798	3,921,900	4,083,500	4,374,259
Services, Supplies	1,100,169	1,024,600	1,019,150	1,118,125
<u>Recreation - Oak Park</u>	<u>750,464</u>	<u>750,500</u>	<u>787,200</u>	<u>814,850</u>
Salaries and Employee Benefits	462,762	510,000	512,500	563,600
Services, Supplies	287,702	240,500	274,700	251,250
<u>Planning and Maintenance - Simi Valley</u>	<u>7,722,985</u>	<u>9,008,000</u>	<u>8,508,700</u>	<u>9,754,004</u>
Salaries and Employee Benefits	4,775,573	5,530,800	5,097,800	5,901,400
Services, Supplies	2,947,412	3,477,200	3,410,900	3,852,604
<u>Planning and Maintenance - Oak Park</u>	<u>1,141,253</u>	<u>1,211,100</u>	<u>1,201,300</u>	<u>1,318,717</u>
Salaries and Employee Benefits	612,423	661,900	653,500	698,700
Services, Supplies	528,830	549,200	547,800	620,017
<u>RSS Community Center</u>	<u>880,847</u>	<u>1,018,400</u>	<u>964,400</u>	<u>1,074,400</u>
Salaries and Employee Benefits	671,960	748,800	696,000	781,700
Services, Supplies	208,887	269,600	268,400	292,700
<u>Reserve</u>	<u>0</u>	<u>11,312,500</u>	<u>0</u>	<u>9,119,800</u>
TOTAL EXPENDITURES FUND 10	19,657,226	33,931,900	21,860,850	33,473,251

SUMMARY OF OPERATING EXPENDITURES
ALL FUNDS

	Actual 2022-23	Approved 2023-24	Estimated Actual 2023-24	Approved 2024-25
<u>FUND 30-0-0000-1 - SIMI VALLEY ASSESSMENT</u>	<u>1,849,009</u>	<u>2,474,780</u>	<u>2,223,300</u>	<u>2,076,738</u>
Salaries and Employee Benefits	1,483,730	1,652,600	1,579,300	1,807,300
Services, Supplies	365,280	775,100	644,000	253,658
Reserve	0	47,080	0	15,780
<u>FUND 30-0-0000-2 - OAK PARK ASSESSMENT</u>	<u>208,829</u>	<u>277,592</u>	<u>215,700</u>	<u>289,897</u>
Salaries and Employee Benefits	97,734	112,300	87,100	108,300
Services, Supplies	111,095	141,900	128,600	142,205
Reserve	0	23,392	0	39,392
<u>FUND 40 - PARK DEDICATION FEES</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Reserve	0	0	0	0
<u>FUND 50 - CAPITAL OUTLAY FUND</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Reserve	0	0	0	0
<u>FUND 70 - OAK PARK SPECIAL ZONE TAX</u>	<u>92,493</u>	<u>310,457</u>	<u>186,900</u>	<u>223,757</u>
Salaries and Employee Benefits	0	0	0	0
Services, Supplies	92,493	192,000	186,900	176,800
Reserve	0	118,457	0	46,957
<u>FUND 80 - ENTERPRISE</u>	<u>4,050,493</u>	<u>7,265,033</u>	<u>4,294,100</u>	<u>7,516,033</u>
Salaries and Employee Benefits	1,892,822	1,907,100	2,045,100	2,123,200
Services, Supplies	2,157,671	2,305,400	2,249,000	2,447,600
Reserve	0	3,052,533	0	2,945,233
<u>FUND 90 - GRANTS FUND</u>	<u>0</u>	<u>(77,200)</u>	<u>0</u>	<u>(1,391,933)</u>
Reserve	0	(77,200)	0	(1,391,933)
TOTAL OPERATING EXPENDITURES ALL FUNDS	25,858,050	44,182,562	28,780,850	42,187,743

SUMMARY OF CAPITAL EXPENDITURES:
IMPROVEMENTS AND STRUCTURES
ALL FUNDS

	Actual	Approved	Estimated	Approved
	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-25</u>
<u>Fund 10 - General Fund</u>	<u>16,338</u>	<u>101,000</u>	<u>21,000</u>	<u>80,000</u>
Guardian Building	11,370	0	0	0
Houghton Recreation Building Roof and Store Front Renovation	0	41,000	21,000	20,000
Vista Del Arroyo Park Playground Equipment Replacement	4,968	0	0	0
Septic Tank Replacements	0	60,000	0	60,000
<u>Fund 10 - Other One-Time Expenditures</u>	<u>289,304</u>	<u>684,700</u>	<u>420,600</u>	<u>812,500</u>
ASC Replenish Supplies Inventory	27,147	0	10,800	0
Community Out Reach Limited-Term Position	113,700	0	0	0
Cost of Living Adjustment: One-time Expenditure	85,600	0	0	0
2024 General Election	0	0	0	72,000
Ranger Equipment and Supplies	0	0	0	16,000
Demographer Services for Potential District Re-districting (BOD)	0	75,000	75,000	0
Houghton Park Building Concrete Repair	0	40,000	0	40,000
Locking Storage box for Tasers	0	800	0	0
New Phones- Roll Out Voice Over Internet Portal	0	6,000	3,000	3,000
Computers and WiFi Upgrades	0	0	0	11,000
Oak Park- Various Signage	0	10,000	0	10,000
Aquatics; Pool Lane Lines	0	25,000	18,500	0
Aquatics: Tables/Chairs	0	7,000	2,900	0
Activity Center: Tables/Chairs	4,037	4,500	0	4,500
Handball Court	0	0	0	38,000
SV Recreation: CPR Manikins	0	6,500	6,500	0
Aquatics: Pool Tarps (9) Panels	0	18,800	17,700	0
RSSCC- Move \$3.6K of Furniture and Fixtures to one-time	3,202	0	0	0
WiFi upgrade at OPCC and RSSCC	3,175	0	0	0
New Tables for Guardian Activity Center	6,918	0	0	0
New Kiln for Senior Programs	1,828	0	0	0
New Projector for Movies in the Park	8,482	0	0	0
New Gym Electronic Scoreboard for RSSCC	0	11,100	11,000	0
New Gym Wall Pads for RSSCC	0	20,000	0	20,000
New Restroom Copunter and Sinks for RSSCC	8,121	0	0	0
New Recreation Room Flooring for RSSCC	0	15,000	13,500	0
Digital Sign Replacement RSSCC	0	0	0	31,000
Ceiling Repairs for RSSCC	0	50,000	0	50,000
Repair Acoustic Panels for RSSCC	0	10,000	0	10,000
10 Point Inspection Service for Basketball Backboards for RSSCC	0	6,000	6,000	0
New Refrigerator for RSSCC	0	5,000	4,200	0
Replace Flooring in Buena Vista Room for OPCC	24,077	0	0	0
Recreation Centers Various Upgrades	59,840	178,900	80,300	153,500
Special Event; Fishing Derby	0	15,000	15,000	0
Special Event; Vietnam War Memorial	0	5,000	2,500	25,000
Strathearn Park Adobe Wall Repair	0	30,000	30,000	0
Strathearn Store Roof and Siding Repair	0	9,000	9,000	0
Strathearn Barber Shop Siding Repair	0	0	0	18,000
Strathearn Storage Container	0	0	0	10,000
(2) Ford F550's No Bed (\$60K each)	0	120,000	65,000	0
Maintenance - Vehicle Replacement Electric (2)	0	195,000	130,000	125,000
Cargo boxes for Ranger vehicles	3,017	0	0	0
Maintenance - Utility Vehicles Replacements x 8	0	0	0	104,000
Maintenance - 590 Mower Replacement	0	0	0	120,000
Maintenance - 72" Mower Replacement x 3	0	0	0	105,000
Vehicle and Equipment Replacement/Upgrades	3,017	315,000	195,000	454,000

SUMMARY OF CAPITAL EXPENDITURES:
IMPROVEMENTS AND STRUCTURES
ALL FUNDS

	Actual 2022-23	Approved 2023-24	Estimated Actual 2023-24	Approved 2024-25
<u>Fund 10 - General Fund Fire Projects</u>	<u>2,881,271</u>	<u>377,300</u>	<u>206,100</u>	<u>0</u>
OCCP Lagoon	2,816,927	377,300	206,100	0
Other Fire Projects	64,344	0	0	0
<u>Fund 30-0-0000-1 - Assessment District - Simi Valley</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>183,000</u>
Vehicles/Capital Equipment	0	0	0	183,000
<u>Fund 30-0-0000-2 - Assessment District - Oak Park</u>	<u>15,200</u>	<u>141,000</u>	<u>0</u>	<u>141,000</u>
Indian Springs Play Area Concrete Renovation	0	35,000	0	35,000
Mae Boyar Playground Sidewalk Replacement	15,200	0	0	0
Oak Park Community Center Ext. Wall Sealing (Maint)	0	31,000	0	31,000
OCCP Bike Path Resurfacing (Maint)	0	75,000	0	75,000
<u>Fund 40 - Park Dedication Fees</u>	<u>79,143</u>	<u>4,125,734</u>	<u>331,300</u>	<u>3,556,534</u>
Arroyo Simi Phase IV (Sequoia - Tapo St.)	57,875	81,300	81,300	0
Parking Lot Slurry Seal and Replacements-RMCP	0	125,000	125,000	0
Parking Lot Slurry Seal and Replacements-Strathearn	0	125,000	125,000	0
RSSCP Phase IV Design and Permitting	21,268	154,000	0	154,000
RSSCP Phase IV Construction	0	3,142,915	0	3,142,915
Strathearn Park Printz Colony House Interior Design Changes	0	25,000	0	25,000
Funds Committed per PDF Ordinance	0	472,519	0	234,619
<u>Fund 50 - Capital Outlay</u>	<u>743,080</u>	<u>16,552,092</u>	<u>965,000</u>	<u>20,437,592</u>
Activity Center Phase III Design	43,953	130,000	130,000	0
Activity Center Phase III	0	3,100,000	0	6,100,000
Activity Center HVAC	0	0	0	1,200,000
Activity Center Phase III Technology	0	0	0	178,000
BMX Track Design and Construction	0	2,300,000	0	2,300,000
Arroyo Simi Phase V Construction- RSRPD Match	0	280,000	0	280,000
Deerhill Park Tennis/Pickleball Conversion Project	0	0	0	202,000
District-Wide Deferred Maintenance	163,330	1,285,000	175,000	985,000
District-Wide Storage/Filing Upgrade	0	0	0	45,000
Equestrian Center Rehab and Upgrades	0	275,000	0	275,000
Oak Park Open Space Maintenance (Smoketree)	0	0	0	120,000
Parking Lot Slurry Seal and Replacements-RMCP	0	9,750	9,750	0
Parking Lot Slurry Seal and Replacements-Strathearn	0	9,750	9,750	0
RSCP Pool and Pool Deck Design	17,500	80,000	80,000	0
RSCP Pool and Deck Renovation	0	443,500	443,500	0
RSCP Pool Phase II (Building Renovation & Amenity Expansion)	0	0	0	300,000
RSCP Pool Phase II Design(Building Renovation & Amenity Expansion)	0	0	0	45,000
RSCP East Parking Lot Renovation	0	0	0	150,000
RSSCP Phase IV Construction	0	3,057,885	0	3,057,885
RSSCC Water Damage Repairs	335,827	0	0	0
RSSCC Partition Walls	0	97,000	57,000	0
Sinaloa Fields Dam Repair	0	0	0	225,000
Space Force Flag Pole	0	60,000	60,000	0
Sports Field Lighting (RMCP & RTCP)	0	450,000	0	450,000
Sports Field Lighting (RSCP)	0	1,000,000	0	1,000,000
Sports Field Lighting (RSSCP Phase IV)	0	1,100,000	0	1,100,000
Tierra Rejada Landfill Improvements	182,470	0	0	0
Trailhead Kiosks (Rehabilitation/Replacement)	0	100,000	0	100,000
Future Capital/Maintenance (Reserve)	0	2,774,207	0	2,324,707

SUMMARY OF CAPITAL EXPENDITURES:
IMPROVEMENTS AND STRUCTURES
ALL FUNDS

	Actual	Approved	Estimated	Approved
	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-25</u>
Fund 70 - Oak Park Special Zone Tax	<u>0</u>	<u>250,200</u>	<u>17,000</u>	<u>313,000</u>
Oak Park Community Ctr Maint.	0	50,200	17,000	67,000
Oak Canyon Comm Park Parking Lot Slurry Seal and Replacements	0	75,000	0	75,000
Mae Boyar Kitchen Renovation	0	0	0	24,000
OPCC Kitchen Cabinet Replacement	0	0	0	22,000
OCCP Preteen Playground Replacement Project	0	125,000	0	125,000
Fund 80 - Enterprise	<u>95,504</u>	<u>3,833,000</u>	<u>165,250</u>	<u>5,493,500</u>
Simi Hills Golf Course				
Improvements	32,927	0	0	0
Bridge Replacement	0	50,000	0	0
Clubhouse/Kitchen Remodel Design	0	100,000	0	0
Truck-Chevy 2500 HD, reg cab, 4x2	0	0	0	50,000
John Deere XUV 560 (or similar) for course	0	0	0	12,000
John Deere XUV 590 (or similar) for range	0	0	0	17,000
Buffalo Blower-Fairway debris blower tow behind	0	0	0	15,000
Golf Shop Office Expansion	3,387	0	0	0
Irrigation System Design	28,887	0	0	0
Irrigation System Replacement and Bridge Replacement	0	3,600,000	0	4,500,000
Parking Lot Rehabilitation	0	0	0	550,000
Split Rail Fence Replacement	23,329	20,000	20,000	0
Sprayer	0	0	0	132,000
Toro Green Master Mower (Electric)	0	0	0	82,500
Turf Roller	0	0	0	19,000
Sinaloa Golf Course				
Improvements	6,974	0	0	0
Chipping Green Renovation	0	5,000	5,000	0
Drainage project to address flooding on holes 5,6 and 7	0	0	0	108,000
Paint Clubhouse	0	8,000	0	8,000
Parking Lot Resurfacing	0	50,000	140,250	0
Fund 90 - Grants	<u>526,350</u>	<u>3,228,600</u>	<u>3,478,621</u>	<u>3,666,177</u>
Arroyo/Medea Creek Trail Maintenance-Class I	36,958	30,000	30,000	30,000
Arroyo Simi Phase IV (Sequoia - Tapo St.)	0	1,100,000	1,100,000	0
Equestrian Center Rehab and Upgrades				86,177
Knolls Park Play Area Replacement	0	150,000	0	178,000
Knolls Station Parking Lot	0	95,000	0	0
Land Grant	0	0	576,121	0
Fire Resiliency and Vegetation Removal Grant I	234,117	165,600	82,000	172,000
Madea Creek Vegetation Removal- (Kanaan and Oak Hills) Grant III	0	150,000	0	150,000
RSCP Pool Phase II (Building Renovation & Amenity Expansion)	0	0	0	2,000,000
RSCP Pool and Deck Renovation	0	1,300,000	1,300,000	0
Recreation Vehicle - City Grant	0	0	0	50,000
Madea Creek Fire Resiliency Grant II	255,275	238,000	390,500	0
Madea Creek Vegetation Removal- (Kanaan and Oak Hills) Grant IV	0	0	0	1,000,000
TOTAL CAPITAL EXPENDITURES - IMPROVEMENTS AND STRUCTURES	<u>4,646,190</u>	<u>29,293,626</u>	<u>5,604,871</u>	<u>34,683,303</u>

Capital Improvements

By Fiscal Year

Title	Fund	Total Spent through 6/30/24	FY 2024-25 Proposed	FY 2025-26 Estimate	FY 2026-27 Estimate	FY 2027-28 Estimate	FY 2028-29 Estimate	Total Estimated Capital Expenditure
BERYLWOOD SKATE PLAZA		844,957						844,957
BUTTONWOOD OPEN SPACE (FIRE)		72,906						72,906
CARETAKER'S RESIDENCE (FIRE)		207,124						207,124
CHALLENGER PARK (FIRE)		56,105						56,105
CHUMASH PARK		9,999						9,999
GUARDIAN BUILDING MISC PROJECTS		25,573						25,573
MAE BOYAR PLAYGROUND EQUIPMENT RELOCATION		59,508						59,508
MAYFAIR PARK SIGN REPLACEMENT		22,429						22,429
OAK CANYON COMM. PARK TOT LOT EQUIP. REPLACE		131,297						131,297
OPCC POND AND PAVILION BOLLARD LIGHTING REPLACE		29,735						29,735
PARKING LOT SLURRY SEAL AND REPLACEMENTS (RSSCP II and HOUGHTON)		136,984						136,984
PARKING LOT SLURRY SEAL AND REPLACEMENTS- RSCP		2,966						2,966
PARKING LOT SLURRY SEAL AND REPLACEMENTS- RTCP		1,409						1,409
PARKING LOT SLURRY SEAL AND REPLACEMENTS- TAPO		41,091						41,091
POST AND CABLE REPLACEMENT (FIRE)		212,595						212,595
RESOURCE EFFICIENCY		805						805
RSCP POOL BUILDING AND PUMP VAULT RENOVATION		133,522						133,522
RSCP POOL BUILDING AND PUMP VAULT RENOVATION DESIGN		13,552						13,552
RSSCC WATER DAMAGE REPAIRS		335,827						335,827
RSSCP PHASE I PARKING LOT OVERLAY		150,000						150,000
SHGC CLUBHOUSE ENTRANCE		15,835						15,835
SHGC IMPROVEMENTS		189,927						189,927
SHGC IRRIGATION SYSTEM DESIGN		28,887						28,887
SHGC J's CLUB SHACK		161,550						161,550
SHGC RANGE SHADE STRUCTURE		116,032						116,032
SINALOA GC GENERAL IMPROVEMENTS		19,960						19,960
STRATHEARN ADOBE ROOF REPLACEMENT		63,672						63,672
STRATHEARN PARK COLONY HOUSE		562,163						562,163
TIERRA REJADA LANDFILL IMPROVEMENTS		731,024						731,024

Capital Improvements

By Fiscal Year

Title	Fund	Total Spent through 6/30/24	FY 2024-25 Proposed	FY 2025-26 Estimate	FY 2026-27 Estimate	FY 2027-28 Estimate	FY 2028-29 Estimate	Total Estimated Capital Expenditure
ACTIVITY CENTER PHASE III DESIGN		130,000						130,000
ACTIVITY CENTER PHASE III	50		6,100,000					6,100,000
ACTIVITY CENTER HVAC	50		1,200,000					1,200,000
ARROYO SIMI PHASE IV (SEQUOIA - TAPO ST.)	90	1,100,000	0					1,100,000
ARROYO SIMI PHASE V CONSTRUCTION (CITY PROJECT- MATCH)	50	0	280,000					280,000
ARROYO/MEDEA CREEK TRAIL MAINTENANCE -CLASS I	90	30,000	30,000					60,000
BMX TRACK DESIGN AND CONSTRUCTION	50	0	2,300,000					2,300,000
DEERHILL PARK PICKLEBALL CONVERSION	50		202,000					202,000
DISTRICT-WIDE DEFERRED MAINTAINENCE	50	415,000	985,000					1,400,000
EQUESTRIAN CENTER REHAB AND UPGRADES - FUND 50 AND FUND 90	50	0	275,000					275,000
HOUGHTON RECREATION BUILDING ROOF AND STORE FRONT RENOVATION	10	21,000	20,000					41,000
INDIAN SPRINGS PLAY AREA CONCRETE RENOVATION	30	35,000	35,000					70,000
KNOLLS PARK PLAY AREA REPLACEMENT	90		178,000					178,000
FIRE RESILIENCY & VEGETATION REMOVAL GRANT I	90	82,000	172,000					254,000
MEDEA CREEK VEGATATION REMOVAL- (KANAN and OAK HILLS) GRANT III	90		150,000					150,000
MEDEA CREEK VEGATATION REMOVAL-GRANT IV	90		1,000,000					1,000,000
OAK CANYON COMM PARK PARKING LOT SLURRY SEAL AND REPLACEMENTS	70		75,000					75,000
EQUESTRIAN CENTER REHAB AND UPGRADES - FUND 50 AND FUND 90	90		86,177					86,177
OAK PARK OPEN SPACE MAINTENANCE (SMOKETREE)	50		120,000					120,000
OCCP EXT. WALL SEALING (MAINT)	30		31,000					31,000
OCCP MAINTENANCE	70		67,000					67,000
OCCP - BIKE PATH RESURFACING (MAINT)	30		75,000					75,000
OCCP LAGOON (FIRE)		377,300	0					377,300
OCCP PRETEEN PLAYGROUND REPLACEMENT PROJECT	70		125,000					125,000
OPCC KITCHEN CABINET REPLACEMENT	70		22,000					22,000
MAE BOYER KITCHEN RENOVATION	70		24,000					24,000
RMCP-PARKING LOT SLURRY SEAL AND REPLACEMENTS		134,750	0					134,750
STRATHEARN-PARKING LOT SLURRY SEAL AND REPLACEMENTS		134,750	0					134,750
RSCP POOL AND POOL DECK DESIGN		80,000	0					80,000
RSCP POOL AND DECK RENOVATION	50	1,743,500	0					1,743,500
RSSCC PARTITION WALLS		57,000	0					57,000
RSSCP PHASE IV DESIGN AND PERMITTING	40		154,000					154,000
RSSCP PHASE IV CONSTRUCTION (TOTAL PROJECT \$6,200,800-ALLOCATED TO FUND 40/50)	50		3,057,885					3,057,885
RSSCP PHASE IV CONSTRUCTION (TOTAL PROJECT \$6,200,800-ALLOCATED TO FUND 40/50)	40		3,142,915					3,142,915
SEPTIC TANK REPLACEMENTS	10		60,000					60,000

Capital Improvements

By Fiscal Year

Title	Fund	Total Spent through 6/30/24	FY 2024-25 Proposed	FY 2025-26 Estimate	FY 2026-27 Estimate	FY 2027-28 Estimate	FY 2028-29 Estimate	Total Estimated Capital Expenditure
SHGC CLUBHOUSE/KITCHEN REMODEL DESIGN	80	0	0					0
SHGC IRRIGATION REPLACEMENT (INCLUDING BRIDGE & CART PATH REPLACEMENT)	80	0	4,500,000					4,500,000
SHGC SPLIT RAIL FENCE REPLACEMENT		20,000	0					20,000
SHGC TRUCK-CHEVY 2500HD, REG CAB, 4X2	80		50,000					50,000
SHGC JOHN DEERE XUV 560 (OR SIMILAR) FOR COURSE	80		12,000					12,000
SHGC JOHN DEERE XUV 590 (OR SIMILAR) FOR RANGE	80		17,000					17,000
SHGC BUFFALO BLOWER-FAIRWAY DEBRIS BLOWER TOW BEHIND	80		15,000					15,000
SINALOA CHIPPING GREEN RENOVATION		5,000	0					5,000
SINALOA PAINT CLUBHOUSE	80	0	8,000					8,000
SINALOA PARKING LOT RESURFACING		140,250	0					140,250
SINALOA DRAINAGE PROJECT FOR HOLES 5,6 AND 7	80		108,000					108,000
SINALOA TRUCK-CHEVY COLORADO, REG CAB, 4X2	80		0					0
SPACE FORCE FLAG POLE		60,000	0					60,000
SPORTS FIELD LIGHTING-RMCP & RTCP	50	0	450,000					450,000
SPORTS FIELD LIGHTING-ADDITIONAL RMCP & RTCP	50		0					0
SPORTS FIELD LIGHTING (RSCP)	50	0	1,000,000					1,000,000
SPORTS FIELD LIGHTING (RSSCP PHASE IV)	50	0	1,100,000					1,100,000
STRATHEARN PARK PRINTZ COLONY HOUSE INTERIOR DESIGN CHANGES	40	0	25,000					25,000
TRAILHEAD KIOSKS (REHABILITATION/REPLACEMENT)	50	0	100,000					100,000
MEDEA CREEK FIRE RESILIENCY GRANT II		390,500	0					390,500
FUTURE CAPITAL/MAINTENANCE RESERVE	50		2,324,707					2,324,707

Capital Improvements

By Fiscal Year

Title	Fund	Total Spent through 6/30/24	FY 2024-25 Proposed	FY 2025-26 Estimate	FY 2026-27 Estimate	FY 2027-28 Estimate	FY 2028-29 Estimate	Total Estimated Capital Expenditure
ACTIVITY CENTER ROOF REPLACEMENT				1,750,000				1,750,000
ACTIVITY CENTER PHASE III TECHNOLOGY	50		178,000					178,000
ARROYO PARK SIGN REPLACEMENT				30,000				30,000
DISTRICT-WIDE STORAGE/FILING UPGRADE	50		45,000					45,000
DEERHILL PARK SIGN REPLACEMENT				30,000				30,000
INDIAN SPRINGS EFFICIENT LIGHTING OF TENNIS COURTS				30,000				30,000
MAE BOYAR EFFICIENT LIGHTING OF TENNIS COURTS				30,000				30,000
RECREATION VEHICLE - CITY GRANT	90		50,000					50,000
RSCP EAST PARKING LOT RENOVATION	50		150,000					150,000
RSCP POOL- PHASE II (BUILDING RENOVATION and AMENITY EXPANSION) - DESIGN	50		45,000					45,000
RSCP POOL- PHASE II (BUILDING RENOVATION and AMENITY EXPANSION)	50		300,000					300,000
RSCP POOL- PHASE II (BUILDING RENOVATION and AMENITY EXPANSION)	90		2,000,000					2,000,000
RSCP TOT LOT SURFACE RENOVATION				75,000				75,000
RSSCC GYM LIGHTS	50		0	192,000				192,000
RSSCC HVAC REPLACEMENTS				300,000				300,000
RSSCC ROOF REPLACEMENT				300,000				300,000
SHGC CART PATH REPLACEMENT (CLUB HOUSE)				100,000				100,000
SHGC CLUBHOUSE/KITCHEN REMODEL				930,000				930,000
SHGC PATIO UPGRADE, FIREPLACE				60,000				60,000
SJGC TOP TRACER				275,000				275,000
SHGC FRONT ENTRANCE HARDSCAPE				50,000				50,000
SHGC TEE BOX LEVELING				25,000				25,000
SHGC PARKING LOT REHABILITATION	80		550,000					550,000
SHGC SPRAYER	80		132,000					132,000
SHGC TORO GREEN MASTER MOWER (ELECTRIC)	80		82,500					82,500
SHGC TURF ROLLER	80		19,000					19,000
SINALOA- SAND BIN CONSTRUCTION			0					0
SINALOA BALL FIELDS DAM REPAIR	50	0	225,000					225,000
SOLAR CONSTRUCTION (VARIOUS FACILITIES)				750,000				750,000
VEHICLES/CAPITAL EQUIPMENT - SIMI VALLEY	30		183,000					183,000
VERDE PARK PLAY AREA SURFACE RENOVATION				80,000				80,000

FY 2024-25 Capital Improvements By Fiscal Year								
Title	Fund	Total Spent through 6/30/24	FY 2024-25 Proposed	FY 2025-26 Estimate	FY 2026-27 Estimate	FY 2027-28 Estimate	FY 2028-29 Estimate	Total Estimated Capital Expenditure
CHAPARRAL WALKWAY REPLACEMENT					75,000			75,000
FRONTIER PARK RENOVATION - DESIGN					175,000			175,000
GENERAL PLAN UPDATE INITIAL STUDY					50,000			50,000
HOUGHTON PARK SITE MASTER PLAN AND PERMITTING					15,000			15,000
LINCOLN PARK PLAYGROUND EQUIPMENT REPLACEMENT					150,000			150,000
MAE BOYAR PARK IRRIGATION SYSTEM RENOVATION					225,000			225,000
RMCP CONCEPTUAL MASTER PLAN ADJUSTMENT					30,000			30,000
RSCP PARK SIGN REPLACEMENT					50,000			50,000
RSSCC EMERGENCY BATTERY BACK-UP SYSTEM					200,000			200,000
RSSCC PARKING LOT RENOVATION					55,000			55,000
RTCP PARKING LOT RENOVATION				180,000				180,000
SHGC MAINTENANCE FACILITY UPGRADE				1,000,000				1,000,000
SHGC SHORT GAME AREA				120,000				120,000
SHGC PARKING LOT EXPANSION				200,000				200,000
SV PICKLEBALL COURT EXPANSION				1,200,000				1,200,000
STARGAZE PARK PLAYGROUND EQUIPMENT REPLACEMENT					200,000			200,000
ACTIVITY CENTER EMERGENCY BATTERY BACK-UP SYSTEM						200,000		200,000
BIG SKY DOG PARK SOLAR LIGHTING DESIGN AND PERMITTING						500,000		500,000
CHALLENGER PARKING LOT RENOVATION						45,000		45,000
CHAPARRAL IRRIGATION SYSTEM REPLACEMENT						250,000		250,000
HOUGHTON PARK CONSTRUCTION						1,000,000		1,000,000
OLD WINDMILL PARKING LOT RENOVATION						15,000		15,000
SHGC DRIVING RANGE SHADE STRUCTURE					150,000			150,000
SHGC PARKING LOT SOLAR					150,000			150,000

FY 2024-25
Capital Improvements
By Fiscal Year

Title	Fund	Total Spent through 6/30/24	FY 2024-25 Proposed	FY 2025-26 Estimate	FY 2026-27 Estimate	FY 2027-28 Estimate	FY 2028-29 Estimate	Total Estimated Capital Expenditure
ACTIVITY CENTER EAST SIDE IRRIGATION AND LANDSCAPING							75,000	75,000
ARROYO SIMI PHASE VI and FRONTIER PARK CONSTRUCTION							1,325,000	1,325,000
ARROYO STOW MONUMENT SIGN							18,000	18,000
CHUMASH PARK PHASE II							2,000,000	2,000,000
CITRUS PARK HALF BASKETBALL COURT							50,000	50,000
DARRAH PARK COMPLEX PAINTING						30,000		30,000
KNOLLS STATION MONUMENT SIGN RENOVATION							15,000	15,000
OLD WINDMILL FENCE REPLACEMENT							75,000	75,000
RMCP PHASE IV DESIGN AND PERMITTING							50,000	50,000
RMCP FINAL PHASE							1,000,000	1,000,000
SANTA SUSANA PICNIC SHELTER AND TABLES RENOVATION							50,000	50,000
SIMI HILLS NEIGHBORHOOD PARK FENCE REPLACEMENT						165,000		165,000
SINALOA BALLFIELD PARKING LOT AND ACCESS ROAD DESIGN							15,000	15,000
VALLEY VIEW CONSTRUCT DUGOUTS, SHADE and BLEACHERS							36,000	36,000
VALLEY VIEW SOCCER FIELD RENOVATION							45,000	45,000
ARROYO PARK BUILDING RENOVATION							75,000	75,000
MAE BOYER PARK PLAYGROUND SURFACING							40,000	40,000
SANTA SUSANA PARK PARKING SLURRY SEAL							20,000	20,000
SANTA SU PARK TRAIN DEPOT							125,000	125,000
RSSCP BATHROOM ROOF							75,000	75,000
RANCHO SANTA SU FIELD 2 FENCE REPLACEMENT							20,000	20,000
CHAPARRAL PARK TOT LOT PLAY EQUIPMENT							150,000	150,000
VALLEY VIEW PARKING LOT RAMP							10,000	10,000
INDIAN SPRINGS PLAYGROUND SURFACE REPLACEMENT							30,000	30,000
INDIAN SPRINGS PLAY EQUIPMENT REPLACEMENT							250,000	250,000
CITRUS GROVE PLAY EQUIPMENT REPLACEMENT							100,000	100,000
TOTAL CAPITAL EXPENDITURES		\$ 9,333,484	\$ 33,636,184	\$ 7,707,000	\$ 1,525,000	\$ 2,205,000	\$ 5,649,000	\$ 60,055,668

ATTACHMENT B



***FY 2024/25 Preliminary Budget
Simi Valley Public Hearing
July 17, 2024***

FY 2024/25 Public Hearing

- *Fiscal Year 2024 / 2025 Preliminary Budget Summary*
- *2024/25 General Fund Summary of Budget Adjustments*
- *2024/25 Preliminary Budget – Simi Valley Breakout*
- *2024/25 Budgeted Capital Improvement Projects*
- *Community Requests for Capital Projects*
- *2024/25 Budget Calendar*
- *Recommendations*

Fiscal Year 2024/25 Preliminary Budget Summary

ALL FUNDS SUMMARY FY 2024/25	REVENUES	EXPENDITURES
FUND 10 - GENERAL FUND	34,365,751	34,365,751
FUND 30-0-0000-1 - SIMI VALLEY ASSESSMENT	2,259,738	2,259,738
FUND 30-0-0000-2 - OAK PARK ASSESSMENT	430,897	430,897
FUND 40 - PARK DEDICATION FEES	3,556,534	3,556,534
FUND 50 - CAPITAL OUTLAY FUND	20,437,592	20,437,592
FUND 70 - OAK PARK SPECIAL ZONE TAX	536,757	536,757
FUND 80 - ENTERPRISE (GOLF COURSES)	13,009,533	13,009,533
FUND 90 - GRANT FUND	2,274,244	2,274,244
TOTAL REVENUES AND EXPENDITURES ALL FUNDS	76,871,046	76,871,046

FY 2024/25 General Fund Summary of Budget Adjustments

Revenues - Fund 10 Only	Proposed 2024-25	On Going Amount	One Time Amount
FY23.24 Budgeted Revenue	34,707,900	22,609,700	12,098,200
Projected Revenue Growth for FY24.25			
Property Tax Growth: FY23.24 Est Actuals above Budget 2.2%	315,090	315,090	
Property Tax Growth: FY24.25 Budget 2.5%	635,810	635,810	
Recreation Fees	650,300	650,300	
Swimming Pools	3,600	3,600	
Rentals	72,200	72,200	
Interest	64,900	64,900	
Cell Towers	200	200	
Other Misc Revenue	1,651	1,651	
Inter-Fund Transfers	1,462,300		1,462,300
Other One-Time Transactions	(5,150,000)		(5,150,000)
Carry-over	1,601,800		1,601,800
Proposed Revenues FY 2024/25	34,365,751	24,353,451	10,012,300

Expenses - Fund 10 Only	Proposed 2024-25	On Going Amount	One Time Amount
FY23.24 Approved Budgeted Expenses	34,707,900	22,609,700	12,098,200
Total Operating Expenses	1,581,934	1,581,934	
One Time Expenditures	127,800		127,800
Capital Outlay	(21,000)		(21,000)
Designated Reserve	(2,192,700)		(2,192,700)
Electricity From Fund 30 SV (Reduce by \$48,000)	134,000	134,000	
Electricity From Fund 30 and 70 OP	27,817	27,817	
Ranger Equipment and Supplies			16,000
Computers and WiFi			11,000
2024 General Election			72,000
Maintenance - Utility Vehicles Replacement x 8			104,000
Maintenance - 590 Mower Replacement			120,000
Maintenance - 72" Mower Replacement x 3			105,000
Vietnam War Memorial			25,000
RSSCC Digital Sign Replacement			31,000
Strathearn Barber Shop Siding Repair			18,000
Strathearn Storage Container			10,000
Vehicle Replacements x 2 (Rebudgeted from Fund 30)			125,000
Handball Court			38,000
Proposed Expenses FY 2024/25	34,365,751	24,353,451	10,012,300

Reserve, Emergency Reserve and Other Capital/One-Time	892,500
Simi Valley Reserve	8,306,000
Oak Park Reserve	813,800
Total	10,012,300

FY 2024/25 Preliminary Budget – Simi Valley Breakout

SIMI VALLEY- GENERAL FUND	Actual 2022-23	Approved 2023-24	Est Actual 2023-24	Proposed 2024-25
Beginning Fund Balance/Reserve/Carryover	11,870,262	11,477,627	10,332,827	13,167,631
Revenue				
Property Taxes	14,234,800	14,566,300	14,846,100	15,426,300
Registrations	3,927,900	4,478,700	4,729,800	5,030,560
Rentals	752,300	813,400	758,200	970,340
Interest	214,400	257,800	348,000	314,200
Other	98,800	46,600	57,200	49,551
Total Revenue	19,228,200	20,162,800	20,739,300	21,790,951
Expenditures				
Personnel Services	10,979,300	12,548,700	12,168,400	13,566,059
Personnel Services - Administration*	(99,500)	(117,500)	(114,600)	(125,435)
Personnel Services - Planning and Maintenance*	(119,400)	(138,200)	(127,400)	(147,535)
Personnel Services - Recreation				0
Subtotal - Personnel Services	10,760,400	12,293,000	11,926,400	13,293,089
Services and Supplies	6,786,200	8,105,800	7,682,360	8,653,825
Services and Supplies - Administration*	(328,900)	(440,100)	(396,700)	(447,532)
Subtotal - Services and Supplies	6,457,300	7,665,700	7,285,660	8,206,293
Total Expenditures	17,217,700	19,958,700	19,212,060	21,499,382
Excess Revenue/Expenditures	2,010,500	204,100	1,527,240	291,569
Less: Capital Expenditures	(16,300)	(101,000)	(21,000)	(80,000)
Less: Other One-Time Expenditures	(250,300)	(664,900)	(420,600)	(802,500)
Excess Revenue/Expenditures including Capital	1,743,900	(561,800)	1,085,640	(590,931)
Net Interfund Transfers	(2,363,500)	(5,733,000)	(5,733,000)	(4,270,700)
Net Intrafund Transfers		5,150,000	5,150,000	
Reimbursement Woolsey-Fire			1,500,000	
Accruals/Non-Cash Adjustments	226,965		832,164	
Ending Fund Balance/Reserve/Carryover	11,477,627	10,332,827	13,167,631	8,306,000

FY 2024/25 Capital Improvement Projects

ACTIVITY CENTER HVAC	\$1,200,000
ACTIVITY CENTER PHASE III	\$6,100,000
ACTIVITY CENTER PHASE III TECHNOLOGY	\$178,000
ARROYO SIMI PHASE V (CITY PROJECT MATCH)	\$280,000
ARROYO/MEDEA CREEK TRAIL MAINT CLASS I	\$30,000
BMX TRACK DESIGN AND CONSTRUCTION	\$2,300,000
DEERHILL PARK PICKLEBALL CONVERSION	\$202,000
DISTRICT-WIDE DEFERRED MAINTAINENCE	\$985,000
DISTRICT-WIDE STORAGE/FILING UPGRADE	\$45,000
EQUESTRIAN CENTER REHAB & UPGRADES	\$361,177
FIRE RESILIENCY & VEG REMOVAL GRANT I	\$172,000
FUTURE CAPITAL/MAINTENANCE RESERVE	\$2,209,609
HANDBALL COURT	\$38,000
HOUGHTON CONCRETE REPAIR	\$40,000
INDIAN SPRINGS PLAY AREA CONCRETE RENO	\$35,000
KNOLLS PARK PLAY AREA REPLACEMENT	\$178,000
MEDEA CREEK VEG REMOVAL GRANT III	\$150,000
MEDEA CREEK VEG REMOVAL GRANT IV	\$1,000,000
OCCP PKG LOT SLURRY SEAL/REPLACEMENTS	\$75,000
OCCP BIKE PATH RESURFACING (MAINT)	\$75,000

OCCP EXTERIOR WALL SEALING (MAINT)	\$31,000
OCCP MAINTENANCE	\$67,000
OCCP PRETEEN PLAYGROUND REPLACEMENT	\$125,000
OAK PARK OPEN SPACE MAINTENANCE (SMOKETREE)	\$120,000
RSCP EAST PARKING LOT RENOVATION	\$150,000
RSCP POOL- PHASE II BUILDING RENO	\$2,300,000
RSCP POOL- PHASE II BUILDING DESIGN	\$45,000
RSSCP PHASE IV DESIGN & PERMITTING	\$154,000
RSSCP PHASE IV CONSTRUCTION	\$6,200,800
SEPTIC TANK REPLACEMENTS	\$60,000
SHGC EQUIPMENT (ELECTRIC MOWER, SPRAYER, TURF ROLLER)	\$233,500
SHGC PARKING LOT REHABILITATION	\$550,000
SHGC IRRIGATION & BRIDGE REPLACEMENT	\$4,500,000
SINALOA DRAINAGE PROJECT HOLES 5,6 & 7	\$108,000
SINALOA FIELDS DAM REPAIR	\$225,000
SPORTS FIELD LIGHTING (RSCP)	\$1,000,000
SPORTS FIELD LIGHTING (RSSCP PHASE IV)	\$1,100,000
SPORTS FIELD LIGHTING (RMCP & RTCP)	\$450,000
<u>TRAILHEAD KIOSK REPLACEMENT</u>	<u>\$100,000</u>
TOTAL FY 2024/25 BUDGETED CAPITAL PROJECTS	\$33,173,086

Capital Outlay and Other One Time Appropriations

2024 GENERAL ELECTION	\$72,000
ACTIVITY CENTER - TABLES & CHAIRS	\$4,500
COMPUTERS AND WIFI	\$11,000
HOUGHTON ROOF & STORE FRONT RENO	\$20,000
MAINTENANCE - 2 ELECTRIC TRUCKS	\$125,000
MAINTENANCE - 590 MOWER REPLACEMENT	\$120,000
MAINTENANCE - 72" MOWER REPLACEMENT	\$105,000
MAINTENANCE - REPLACE 8 UTILITY VEHICLES	\$104,000
NEW PHONES	\$3,000
OP - MAE BOYER KITCHEN RENOVATION	\$24,000
OP - VARIOUS SIGNAGE	\$10,000
OPCC - KITCHEN CABINET REPLACEMENT	\$22,000
RECREATION VEHICLE (VAN)	\$50,000
RANGERS - EQUIPMENT & SUPPLIES	\$16,000

RSSCC - ACOUSTIC PANELS	\$10,000
RSSCC - CEILING REPAIRS	\$50,000
RSSCC - DIGITAL SIGN REPLACEMENT	\$31,000
RSSCC - GYM WALL PADS	\$20,000
SHGC - BUFFALO FAIRWAY DEBRIS BLOWER	\$15,000
SHGC - CHEVY TRUCK 2500HD, REG CAB, 4X2	\$50,000
SHGC - JOHN DEERE XUV 560 FOR COURSE	\$12,000
SHGC - JOHN DEERE XUV 590 FOR RANGE	\$17,000
SINALOA - PAINT CLUBHOUSE	\$8,000
STRATHEARN - COLONY HOUSE INTERIOR	\$25,000
STRATHEARN - BARBER SHOP SIDING REPAIR	\$18,000
STRATHEARN - STORAGE CONTAINER	\$10,000
<u>VIETNAM WAR MEMORIAL</u>	<u>\$25,000</u>
TOTAL FY 2024/25 CAPITAL OUTLAY	\$977,500

2024/25 Budget Calendar

August 7, 2024

Public Hearing Regarding Oak Park on the District Budget

October 15, 2024

Approval of Final Budget for Fiscal Year 2024/25

Recommendations

- *Open public hearing to allow and consider public comment*
- *Close public hearing and provide direction to staff, if any*

ATTACHMENT C

RANCHO SIMI RECREATION AND PARK DISTRICT
4201 GUARDIAN STREET
SIMI VALLEY, CALIFORNIA 93063
LEGAL NOTICE

Pursuant to the requirements of Section 5788.1 of the Public Resources Code of the State of California, and pursuant to the adoption of the Preliminary Budget of the Board of Directors of the Rancho Simi Recreation and Park District, notice is hereby given:

1. That said District has adopted a Preliminary Budget which is available for public inspection by interested taxpayers at the District Administration Office located at 4201 Guardian Street, Simi Valley, California between the hours of 8:00 a.m. and 5:00 p.m., Monday – Friday, except for holidays; and;
2. That on the 17th day of July, 2024, at 6:30 p.m., at the Activity Center located at 4201 Guardian Street, Simi Valley, California, and on the 7th day of August, 2024, at 6:30 p.m., at the Activity Center located at 4201 Guardian Street, Simi Valley, California, the Board of Directors will meet for the purpose of fixing the final budget and that any taxpayer may appear at said time and place to be heard regarding the increase, decrease, or omission of any item on the budget, or the inclusion of additional items.

**BY ORDER OF THE BOARD OF DIRECTORS OF THE
RANCHO SIMI RECREATION AND PARK DISTRICT**

Dan Paranick
District Manager
Published: June 26, 2024; Ad#10311440

RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: July 17, 2024
TO: Board of Directors
FROM: District Manager
SUBJECT: Discuss and Provide Direction Regarding the Timeframe for Installation of Newly Elected Members of the Board of Directors and for Selection of the Board Chair and Vice Chair

BACKGROUND

The Board of Directors has agendaized the installation of newly elected Board Members and/or selection of the Board Chair and Vice Chair at one of the Board of Director's regular meetings in December, either on the first or third Wednesday. However, that practice, at times, has not been consistent with current District policy addressing the subject. This item is for the Board to review applicable state statutes and local policy and provide direction, if desired, to ensure that the process for installing Board Members and selecting the Chair and Vice Chair is clear and complies with the statutes and policy.

DISCUSSION

With respect to assuming office, California Elections Code Section 10544 provides the following:

“Elective officers, elected or appointed, pursuant to this part, take office at noon on the first Friday in December next following the general district election. Prior to taking office, each elective officer shall take the official oath and execute any bond required by the principal act.”

With respect to the period for the County of Ventura to certify the elections, California Elections Code Section 15372 provides the following:

“The elections official shall prepare a certified statement of the results of the election and submit it to the governing body within 30 days of the election, or in the case of a school district, community college district, county board of education, or special district elections conducted on the first Tuesday after the first Monday in November of odd-numbered years, no later than the last Monday before the last Friday of that month.”

With respect to the selection of the Chair and Vice Chair, District Policy Manual Chapter 7, Section 101 – The Presiding Officer Election and Duties provides the following:

“The board of directors will meet on the first regular meeting date in December and chose one of its members as Chair and one as Vice Chair. The term of the Chair and Vice Chair will be one year or until a successor for either position is chosen by the board of directors. A new Chair or Vice Chair may be chosen at any time. Voting will be by open verbal ballot. Three affirmative votes will be required to choose or to change the Chair or Vice Chair.”

Below are the dates of the next five general elections, the presumed dates of the Board’s regular meetings for those years, and the date that elected Board members would assume office:

<u>Date of Election</u>	<u>Date of Regular Meeting</u>	<u>Date of Assuming Office</u>
November 5, 2024	December 4 and 18, 2024	December 6, 2024
November 3, 2026	December 2 and 16, 2026	December 4, 2026
November 7, 2028	December 6 and 20, 2028	December 1, 2028
November 5, 2030	December 4 and 18, 2030	December 6, 2030
November 2, 2032	December 1 and 15, 2032	December 3, 2032

Staff will facilitate a discussion of the information provided above at the Board meeting. To the extent that the Board provides direction that would require a change to District policy, staff will return to the Board with the desired changes to the policy at a future meeting.

RECOMMENDATION

Staff recommends that the Board discuss and provide direction, to include a potential change to Board policy, regarding the timeframe for installing newly elected members of the Board of Directors and for the selection of the Board Chair and the Board Vice Chair.



Dan Paranick
District Manager

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

DATE: July 17, 2024

TO: Board of Directors

FROM: District Manager

SUBJECT: California Special Districts Association (CSDA) Call for Vote from Member Agencies to Fill Coastal Network Seat A on the Board of Directors for the 2025 - 2027 Term

OVERVIEW

The California Special Districts Association (CSDA) is calling for a vote from their special district member agencies to fill Coastal Network Seat A on their Board of Directors for the upcoming 2025-2027 term.

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The leadership of CSDA is elected from its six geographic networks. Each network has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network they seek to represent.

The District received an electronic election ballot via email to vote for our preferred candidate to serve on the CSDA Board of Directors in Coastal Network Seat A. Two candidates submitted Information Sheets which are provided herein for the Boards review and consideration. Candidates include incumbent Elaine Magner of the Pleasant Valley Recreation and Park District in Camarillo, and Scott Duffield of the Heritage Ranch Community Services District in Paso Robles.

Staff is seeking direction from the Board on which candidate, if any, they would like to vote for to fill Coastal Network Seat A on the CSDA Board of Directors for the 2025 – 2027 term. The deadline to vote via CSDA's online voting system is July 26, 2024 at 5:00pm Pacific Standard Time.

BOARD ACTION REQUESTED

Staff requests that the Board select their preferred candidate to fill CSDA's Board of Directors Coastal Network Seat A for the new 2025-2027 term.



Dan Paranick
District Manager



California Special
Districts Association
Districts Stronger Together

2024 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Scott Duffield

District/Company: Heritage Ranch Community Services District

Title: General Manager

Elected/Appointed/Staff: Staff

Length of Service with District: Seven years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

I am currently the Vice President of the San Luis Obispo County Chapter of the CSDA. I attend conferences and trainings regularly.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

I am a registered civil engineer in California and was previously a member of the American Society of Engineers (ASCE). I am a current member of the American Water Works Association (AWWA).

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

I previously served as staff for County government including the County of Riverside for sixteen years and the County of San Luis Obispo for twelve years. During the time as staff for the County of San Luis Obispo, I was involved in numerous advisory committees including the Nacimiento Water Project Commission, the Paso Basin Advisory Committee, and the Water Resources Advisory Committee to name a few (and still involved in the latter in my current role).

4. List civic organization involvement:

None.

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**



**California Special
Districts Association**
Districts Stronger Together

2024 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Elaine Magner
District/Company: Pleasant Valley Recreation and Park District
Title: Board Director - Past Board Chairperson
Elected/Appointed/Staff: Elected
Length of Service with District: 16 Years (Feb 2008)

- 1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

I have been on the CSDA Board of Directors since 2018 and am currently serving as the President for the second year. In the past I have served as the Vice President and Treasurer on the Executive Committee, the Chairperson of the Membership, and the Fiscal Committee. Also, one of the three CSDA board directors on the Special Districts Leadership Foundation (SDLF) and the CSDA representative on the SDLF Scholarship Committee.

I attend CSDA Legislative Days and Conference and Showcase annually. Have completed the SDLF Governance Academy and provide input to many of the CSDA Expert Feedback Teams including the Human Resources and Personnel, Governance, and Revenue Teams.

- 2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

Currently serving on the CARPD legislative committee.

- 3. List local government involvement (such as LAFCo, Association of Governments, etc.):**

Have served as the Pleasant Valley Recreation and Park District representative to the Ventura County Special Districts Association. Am one of the PVRPD Board members on the City of Camarillo/PVRPD Liaison Committee working on a joint needs assessment focusing on senior needs including facilities.

- 4. List civic organization involvement:**

None.

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**



Fellow Coastal Network Members,

Having represented the Coastal Network as a CSDA Board member since 2016, I'm requesting your support for re-election.

I am currently the President of the CSDA Board of Directors. I have served as on the Executive Committee as the Vice President, Secretary and Treasurer. now an ex-officio on all CSDA committees. I am one of the CSDA representatives to the Special Districts Leadership Foundation and their Scholarship Committee. I've completed the SDLF Leadership Academy, and regularly attend the annual Legislative Days, Annual Conference and Exhibitor Showcases.

As a Director for the Pleasant Valley Recreation and Park District Board since 2008, I've served as Board Chair, on the Personnel and Liaison Committees, and as PVRPD's representative to the Ventura County Special Districts Association and CSDA. I have been honored by VCSDA as Director of the Year.

My career in Public Service for 31 years was in law enforcement Human Resources. Following my retirement, I worked as a contract investigator for the Department of Justice.

My experience on the PVRPD Board and my work as a public servant has provided me with a solid foundation of experience, enabling me to represent your District's interests on the CSDA Board.

As a board member, I represent all special districts in the Coastal Network, supporting CSDA's on-going efforts to offer educational classes and informative conferences and their pro-active legislative advocacy and policy proposals that impact all Special Districts.

If re-elected, I will continue to work with board members and staff to further advocacy efforts at the state and national level, increase membership, and further enhance services provided to member agencies.

I would appreciate your district's support in my re-election as the Coastal Network representative on the CSDA Board of Directors. I respectfully ask for your vote.

Sincerely,

Elaine L. Magner, Director
Pleasant Valley Recreation and Park District