Welcome to a meeting of the Board of Directors of the Rancho Simi Recreation and Park District. The Park District welcomes citizen participation. 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 the item you would like to speak about is on the Agenda, the Board Chair will announce the item, request a report from staff, ask Board Members if they have any questions or comments, and then ask if there are any other people in attendance who would like to comment on the item.

When recognized, please speak from the podium. Be professional. Speakers are generally allowed a maximum of five (5) minutes to comment. Depending upon the circumstances, the Board Chair may increase or decrease speaker time. At the conclusion of public comments, the Board Chair will thank the speaker(s) for participating.

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 Agenda or referred to a Board Committee, among other things. Items listed 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.

YOUR BOARD OF DIRECTORS

Chair  Vice Chair  Director  Director  Director
Gene Hostetler  Kate O’Brien  Dee Dee Cavanaugh  Elaine Freeman  Mark Johnson

STAFF
District Manager
Larry Peterson

Rancho Simi Recreation and Park District
Board of Directors Meeting
AGENDA
July 7, 2016, 6:30 p.m.
Sycamore Drive Community Center
1692 Sycamore Drive, Simi Valley, CA 93065
(805) 584-4400; www.rsrpd.org
I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. PUBLIC STATEMENTS (ITEMS NOT ON THE AGENDA)

IV. APPROVAL OF MINUTES
   A. Regular Meeting – June 16, 2016

V. SCHEDULED ITEMS AND PUBLIC HEARINGS
   A. Presentation of the Full-Time Employees of the Month for May 2016 to Debbi Clarke and Suzan Van Keulen
   B. Presentation of the Part-Time Employee of the Month for May 2016 to Emily Yates

VI. CONSENT AGENDA**
   A. Approval of Check Registers: 5/13/16, 5/27/16, 6/10/16, 6/24/16 (payroll); 6/15/16 (payables)
   B. Approval and Adoption of Full-time Employee Classification Schedule by Rancho Simi Recreation and Park District Board of Directors

** Matters listed under the Consent Agenda are considered routine and shall be acted upon without discussion by one motion, unless discussion is desired. In that event, the items will be removed from the Consent Agenda.

VII. CONTINUED BUSINESS

None

VIII. NEW BUSINESS
   A. Approval of Resolution Establishing the 2016-17 Appropriations Limitation in Accordance with Article XIII B of the Constitution of the State of California
   B. Approval of Rancho Simi Recreation and Park District 2016 Conflict of Interest Code Requiring No Amendment
   C. Approval of Resolution Modifying District Policy Manual, Chapter 2 Personnel Regarding Full-time Employee Pension Obligation and Increase in Flexible Benefit Payment; and Chapter 12 Facility Use, Fees and Conditions, Regarding Employee Program Discounts
IX. WRITTEN COMMUNICATIONS OF NOTE

None

X. REPORTS BY BOARD MEMBERS

XI. REPORT BY DISTRICT MANAGER

XII. CLOSED SESSION

A. Closed Session Pursuant to Government Code Section 54956.8

Conference with Real Property Negotiator

Re: Land Disposition: Property Located In Ventura County at 1692 Sycamore Drive, Simi Valley, Ca

Assessor Parcel Numbers:
642-0-231-285
642-0-231-295
642-0-280-075
642-0-280-085
642-0-280-095

Agency Negotiators: District Manager, Director of Planning and Maintenance and Legal Counsel

Negotiating Parties: Area Housing Authority/USA Properties

Under Negotiation: Price and Terms of Payment

B. Closed Session Pursuant to Government Code Section 54956.8

Conference with Real Property Negotiator

Re: Land Acquisition: Property Located in Ventura County Commonly Referred to as Alamos Canyon Located West Adjacent to the Simi Valley Landfill and Recycling Center

Assessor Parcel Numbers:
615-0-150-37  615-0-150-35
615-0-150-32 (portion)  615-0-150-28
615-0-150-14  615-0-150-13
615-0-110-13 (portion)  500-0-292-26
500-0-292-25  500-0-292-24
500-0-292-23  500-0-292-18
500-0-292-17 (portion)  500-0-292-15
500-0-292-10  500-0-291-32
500-0-291-28  500-0-291-26
Which together total approximately 326 acres
Agency Negotiators: District Manager, Director of Planning and Maintenance and Legal Counsel
Negotiating Parties: The Nature Conservancy and Waste Management
Under Negotiation: Price and Terms of Payment

XIII. ADJOURNMENT

If any individual has a disability that may require accommodation to participate in this 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.
THIS PAGE IS BLANK
MINUTES
RANCHO SIMI RECREATION AND PARK DISTRICT
REGULAR MEETING, BOARD OF DIRECTORS
1692 SYCAMORE DRIVE, SIMI VALLEY, CA 93065
June 16, 2016, 6:30 P.M.

AGENDA ITEM

I. CALLED TO ORDER: 6:30 p.m.

PLEDGE OF ALLEGIANCE: Led by Brian Reed

II. ROLL CALL: Present: Directors Cavanaugh, Freeman, Johnson, Vice Chair O’Brien

Staff: Nikki Davy, Tom Evans, Wayne Nakaoka, Larry Peterson, Brian Pierik, Brian Reed

Guests: Susan Barnes

III. PUBLIC DISCUSSION (ITEMS NOT ON THE AGENDA):

None.

IV. APPROVAL OF MINUTES:

(A) Approval of Minutes of the Regular Meeting – June 2, 2016

ACTION: Director Freeman moved to approve the Minutes of the Regular Meeting of June 2, 2016; Director Johnson seconded the motion. Motion carried with a unanimous vote.

V. SCHEDULED ITEMS AND PUBLIC HEARINGS:

(A) Public Hearing and Approval of Resolution Approving Engineer’s Report, Confirming Diagram and Assessment and Ordering Levy of Assessment for Fiscal Year 2016-17 179-16-c

District Manager outlined the Engineer’s Report and stated that if approved, annual assessment for a single family household will now be $35.22, an increase of $0.70 per year. District Manager also introduced Susan Barnes from SCI and indicated she was available for any questions.

The Chair opened the public discussion at 6.34 p.m. No comments were received. The Chair closed the public hearing at 6.35 p.m.
ACTION: Director Cavanaugh moved to approve Resolution No. 1921 Approving Engineer’s Report, Confirming Diagram and Assessment and Ordering Levy of Assessment for Fiscal Year 2016-17; Director Freeman seconded the motion. Motion carried with the following roll-call vote:

Ayes: Directors Cavanaugh, Freeman, Johnson
Noes: Vice Chair O’Brien
Absent: Chair Hostetler
Abstain: None

VI. CONSENT AGENDA:

(A) Approval of Check Registers: 5/31/16 (payables)

(B) Approval of Agreement Providing Authority for Rancho Simi Recreation and Park District to Utilize the School Bus Services of Simi Valley Unified School District 14-16-a

(C) Approval and Adoption of Full-time Employee Classification Schedule by Rancho Simi Recreation and Park District Board of Directors 35-16-n

ACTION: Director Johnson moved to Approve Consent Agenda Items A; B and C; Vice Chair O’Brien seconded the motion. Motion carried with a unanimous vote.

VII. CONTINUED BUSINESS:

None.

VIII. NEW BUSINESS:

(A) Tour of Runkle Canyon Park

Members of the Board and staff exited the building and traveled to the District’s newest park in Simi Valley, Runkle Canyon Park.

(B) Authorization to Solicit Bids for the Arroyo Simi Greenway Phase 2 Construction Project 176-16-a

Director of Planning and Maintenance stated Phase II of the Arroyo Simi Greenway was ready to be started since approval for the plans were given by the City of Simi Valley and Ventura County Watershed Protection District in May 2016. In addition to the funds already allocated from the District’s 2016-17 budget, California River Parkways Grants has awarded the Park District $888,642, in addition to the City of Simi Valley’s $150,000 for three signalized trail/street crossings.

ACTION: Director Johnson moved to approve the Authorization to Solicit Bids for the Arroyo Simi Greenway Phase 2 Construction Project; Director Cavanaugh seconded the motion. Motion carried with a unanimous vote.
(C) Resolution Authorizing Execution of a Fuel Modification Zone Easement and Maintenance Agreement Granting to Pinehurst, LLC, a California Limited Liability Company, a Non-Exclusive Easement In, On, Over, Under, Along and Across a Portion of Property Known as Hummingbird Ranch Open Space 193-16-a

Director of Planning and Maintenance outlined the history of the residential development in the northeast corner of the 118 Freeway and Kuehner Drive and Pinehurst, LLC and the current development that is now taking place over 24 recorded lots. District Legal Counsel recommended the Resolution be approved with some minor changes to include insurance requirements of Pinehurst, LLC.

ACTION: Director Freeman moved to approve as modified Resolution No. 1922 Authorizing Execution of a Fuel Modification Zone Easement and Maintenance Agreement Granting to Pinehurst, LLC, A California Limited Liability Company, a Non-Exclusive Easement In, On, Over, Under, Along and Across a Portion of Property Known as Hummingbird Ranch Open Space; Director Johnson seconded the motion. Motion carried with the following roll-call vote:

Ayes: Directors Cavanaugh, Freeman, Johnson and Vice Chair O’Brien
Noes: None
Absent: Chair Hostetler
Abstain: None

(D) Authorization to Issue a Request for Bids for an Irrigation Control System for Simi Hills Golf Course 120-16-b

Golf Course Manager outlined the next phase of improvements for Simi Hills Golf Course which includes replacement of the Irrigation Control System. The proposed system will be forward compatible. Golf Course Manager also indicated the bidding timeline indicated in the report was an estimate and subject to some change.

Director Johnson asked the price range for Irrigation Control System. Staff stated the costs are projected to be between $125,000 and $150,000.

ACTION: Director Cavanaugh moved to Approve Authorization to Issue a Request for Bids for an Irrigation Control System for Simi Hills Golf Course, Director Freeman seconded the motion. Motion carried with a unanimous vote.

(E) Selection of Candidate for Seat B of the CSDA Board of Directors Election 2016 23-16-d

ACTION: Director Johnson moved to approve the selection of Candidate Sharon Rose for Seat B of the CSDA Board of Directors Election 2016, Director Cavanaugh seconded the motion. Motion carried with a unanimous vote.

(F) Approval of Resolution Nominating Candidate to Serve as the Alternative Special District Member of the Ventura Local Agency Formation Commission for Term Beginning January 1, 2017 46-16-a

No action was taken by the Board.
Minutes, Page 4, Regular Meeting, Board of Directors
Rancho Simi Recreation and Park District, June 16, 2016

(G) 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 (Bargaining Unit), and (3) Unrepresented District Employees

District Manager stated that negotiations for the year have concluded and a tentative agreement has been reached and is now recommended for approval by the Board.

ACTION: Director Freeman moved to Approve the Pay and Benefit Changes for (1) Rancho Simi Recreation and Park District Middle Management Association, (2) Rancho Simi Recreation and Park District Employee Association (Bargaining Unit), and (3) Unrepresented District Employees, Director Cavanaugh seconded the motion. Motion carried with a unanimous vote.

IX. WRITTEN COMMUNICATIONS OF NOTE:

None.

X. REPORTS BY BOARD MEMBERS:

Director Cavanaugh attended the Youth Activities Committee meeting and discussed limiting soccer groups to one tournament per year.

Director Cavanaugh also stated that the Simi Valley Little League is being dissolved and the fields used by that group are now available for use. Two groups have an apparent need for additional fields. District staff will request use proposals from the various groups that may be interested in using the fields.

Director Cavanaugh also noted that the Oak Park Unified School District will be putting a $60 million school bond on the ballot in November.

Director Freeman and Director Johnson attended an ad hoc meeting on the Guardian Street building improvements and authorized staff to proceed with the retention of an architect to draft plans for the permitting and construction of the office and maintenance area improvements. Director Freeman also indicated the plan is to move existing furniture and replace it at a later date.

Director Johnson indicated his request that the District prioritize the soccer field lighting project at Rancho Simi Community Park in the fiscal year 2016-17, and suggested a change to the Preliminary Budget be placed before the Board. Staff indicated it would do so, and suggested the project may be undertaken at the same time as the replacement of the tennis court lights at that park.

Vice Chair O’Brien attended the Historical Society meeting where they learned that the Tiara Party was canceled due to lack of ticket sales.

Vice Chair O’Brien also stated she is no longer Treasurer of VSCDA.

Vice Chair O’Brien attended a Community Action of Ventura County committee meeting.

Vice Chair O’Brien attended Harry Conkey’s retirement party.
XI. REPORT BY DISTRICT MANAGER:

District Manager had no items to report and indicated that Agenda Items XII (A), (B) and (C) from the Closed Session can be removed from the Agenda.

The Chair called a Closed Session at 7:52 p.m.

The Chair reconvened the meeting at 8:12 p.m.

XII. CLOSED SESSION:

(A) Closed Session Pursuant to Government Code Section 54957.6

Conference with Labor Negotiator:

Agency Negotiators: District Manager and Director of Administration
Employee Organization: Rancho Simi Recreation and Park District Middle Management Association

(B) Closed Session Pursuant to Government Code Section 54957.6

Conference with Labor Negotiator:

Agency Negotiators: District Manager and Director of Administration
Employee Organization: Rancho Simi Recreation and Park District Employees Association ("Bargaining Unit")

(C) Closed Session Pursuant to Government Code Section 54957.6

Conference with Labor Negotiator:

Agency Negotiators: District Manager and Director of Administration
Employee Organization: Unrepresented Employees

(D) Closed Session Pursuant to Government Code Section 54956.8

Conference with Real Property Negotiator:

Re: Land Disposition: Property Located in Ventura County at 1692 Sycamore Drive, Simi Valley, CA

Assessor Parcel Numbers: 642-0-231-285
642-0-231-295
642-0-280-075
642-0-280-085
642-0-280-095
Agency Negotiators: District Manager, Director of Planning and Maintenance and Legal Counsel

Negotiating Parties: Area Housing Authority/USA Properties

Under Negotiation: Price and Terms of Payment

(E) Closed Session Pursuant to Government Code Section 54956.8

Conference with Real Property Negotiator:

Re: Land Disposition: Property Located in Ventura County Commonly Referred to as Alamos Canyon Located West Adjacent to the Simi Valley Landfill and Recycling Center

Assessor Parcel Numbers:
615-0-150-37
615-0-150-32 (portion)
615-0-150-14
615-0-110-13 (portion)
500-0-292-25
500-0-292-23
500-0-292-17 (portion)
500-0-292-10
500-0-291-28
500-0-292-28

Which together total approximately 326 acres

Agency Negotiators: District Manager, Director of Planning and Maintenance and Legal Counsel

Negotiating Parties: The Nature Conservancy and Waste Management

Under Negotiation: Price and Terms of Payment

Vice Chair O’Brien stated there were no reportable actions taken on Items XII. D and E.

XIII. ADJOURNMENT: Director Johnson moved to adjourn the meeting at 8:15 p.m.; Director Freeman seconded the motion. Motion carried with a unanimous vote.

Larry Peterson, District Clerk
RANCHO SIMI RECREATION AND PARK DISTRICT  
Interoffice Memorandum

Date:    July 7, 2016  
To:       District Manager  
From:     Director of Administration  
Re:       Presentation of the Full-Time Employees of the Month for May 2016 to Debbi Clarke and Suzan Van Keulen

FULL-TIME EMPLOYEE OF THE MONTH FOR MAY 2016

The District’s full-time employees of the month for May 2016 are Debbi Clarke and Suzan Van Keulen. Debbi and Suzan are Customer Service Representatives in the Recreation Department. This is their sixth employee of the month award! In addition, they have each earned employee of the year awards!

NOMINATION NARRATION

The people who nominated Debbi and Suzan had this to say: Their outstanding service with both customers and fellow employees should be honored. Debbi and Suzan are always willing to help staff when asked to research patron information or take calls that should have been directed to the Senior Center. They are always friendly and patient with senior customers who may call them for information. They are willing to take the time to make sure problems are solved and there is a clear understanding of each situation. We at the Senior Center rely on Debbi and Suzan’s expertise and will miss them terribly. We know they will try to pass their knowledge on to the next generation of front desk staff members. They will be truly missed! Stan, Karen, Shelly and Bryan are sad to know that Debbi and Suzan are leaving RSRPD, but excited for their new lives. We wish them a very happy retirement and hope they will visit us often.

BOARD ACTION

Debbi and Suzan have been invited to attend the July 7, 2016, board meeting to receive a plaque from the Board Chair. They are also eligible for a day off with pay.

Theresa Pennington  
Director of Administration
THIS PAGE IS BLANK
RANCHO SIMI RECREATION AND PARK DISTRICT

Interoffice Memorandum

Date: July 7, 2016
To: District Manager
From: Director of Administration
Re: Presentation of the Part-Time Employee of the Month for May 2016 to Emily Yates

PART-TIME EMPLOYEE OF THE MONTH FOR MAY 2016

The Part-Time Employee of the Month for May 2016 is Emily Yates. Emily is the Director of the Wood Ranch After School Club in the Recreation Department. This is Emily’s first award for employee of the month.

NOMINATION NARRATION

The person who nominated Emily had this to say: I am nominating Emily Yates as the part-time employee of the month to recognize her years of service to Rancho Simi Recreation and Park District and to the community of Simi Valley. Emily has been working for the District for twenty-eight years. She is the Director of the Wood Ranch After School Club and is often at capacity at her location. She provides fun and thoughtful activities for the children to participate in and keeps their best interests in mind. She has seen generations of families come through the After School Club program and has had an impact on the children in the community. For these reasons, I believe Emily deserves to be recognized with an employee of the month award.

BOARD ACTION

Emily has been invited to attend the July 7, 2016 board meeting to receive a plaque and a check for $75.00 from the Board Chair.

Theresa Pennington
Director of Administration
THIS PAGE IS BLANK
RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: July 7, 2016

TO: Board of Directors

FROM: District Manager

SUBJECT: Approval and Adoption of Full-time Employee Classification Schedule by Rancho Simi Recreation and Park District Board of Directors

SUMMARY

The California Code of Regulations at Section 570.5(a)(1), among other things, requires the governing body to approve and adopt employee pay schedules. The Board approved a cost of living adjustment for full-time District employees at its meeting on June 16, 2016. Attached are the three updated classification and pay step schedules which now incorporate that adjustment. Upon approval and adoption these documents will be posted onto the District’s website, replacing the existing postings. The approval date for each is listed as July 7, 2016, and the effective date for each is listed as July 1, 2016, in accordance with previous Board action.

BOARD ACTION REQUESTED

Staff recommends the Board approve and adopt the Full-time Employee Classification Schedule and accompanying pay step schedules.

[Signature]
Larry Peterson
District Manager
<table>
<thead>
<tr>
<th>Range No.</th>
<th>Title</th>
<th>Low</th>
<th>High</th>
<th>Degree Req'd?</th>
<th>Exempt/Hours</th>
<th>Bargaining Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>41.0</td>
<td>Human Resources Specialist</td>
<td>2,932</td>
<td>3,777</td>
<td>No</td>
<td>Hourly</td>
<td>Rancho Simi Employee's Association</td>
</tr>
<tr>
<td>41.0</td>
<td>Accounting Specialist</td>
<td>2,932</td>
<td>3,777</td>
<td>No</td>
<td>Hourly</td>
<td>Rancho Simi Employee's Association</td>
</tr>
<tr>
<td>45.0</td>
<td>Mechanic - Golf Courses</td>
<td>3,566</td>
<td>4,593</td>
<td>No</td>
<td>Hourly</td>
<td>Rancho Simi Employee's Association</td>
</tr>
<tr>
<td>46.0</td>
<td>Assistant Golf Course Superintendent</td>
<td>3,745</td>
<td>4,823</td>
<td>No</td>
<td>Hourly</td>
<td>Rancho Simi Employee's Association</td>
</tr>
<tr>
<td>47.5</td>
<td>Park Ranger</td>
<td>4,032</td>
<td>5,193</td>
<td>No</td>
<td>Hourly</td>
<td>Rancho Simi Employee's Association</td>
</tr>
<tr>
<td>48.0</td>
<td>Accountant</td>
<td>4,132</td>
<td>5,323</td>
<td>No</td>
<td>Hourly</td>
<td>Rancho Simi Employee's Association</td>
</tr>
<tr>
<td>48.0</td>
<td>Marketing &amp; Operations Assistant - SHGC</td>
<td>4,132</td>
<td>5,323</td>
<td>No</td>
<td>Exempt</td>
<td>Rancho Simi Employee's Association</td>
</tr>
<tr>
<td>50.5</td>
<td>Senior Park Ranger</td>
<td>4,669</td>
<td>6,014</td>
<td>No</td>
<td>Hourly</td>
<td>RSRPD Middle Management Group</td>
</tr>
<tr>
<td>52.5</td>
<td>Computer Support Specialist</td>
<td>5,153</td>
<td>6,837</td>
<td>Yes</td>
<td>Hourly</td>
<td>RSRPD Middle Management Group</td>
</tr>
<tr>
<td>52.5</td>
<td>Executive Assistant</td>
<td>5,153</td>
<td>6,837</td>
<td>No</td>
<td>Exempt</td>
<td>None - confidential position</td>
</tr>
<tr>
<td>54.5</td>
<td>Sr. Maintenance Supv. - SHGC</td>
<td>5,681</td>
<td>7,318</td>
<td>No</td>
<td>Exempt</td>
<td>RSRPD Middle Management Group</td>
</tr>
<tr>
<td>57.0</td>
<td>Golf Course Manager/Head Golf Pro.</td>
<td>6,427</td>
<td>8,278</td>
<td>Yes</td>
<td>Exempt</td>
<td>RSRPD Middle Management Group</td>
</tr>
<tr>
<td></td>
<td>Director of Administration</td>
<td>8,718</td>
<td>10,675</td>
<td>Yes</td>
<td>Exempt</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>District Manager</td>
<td>13,333</td>
<td>16,327</td>
<td>Yes</td>
<td>Exempt</td>
<td>None</td>
</tr>
<tr>
<td>41.0</td>
<td>Historical Park Specialist</td>
<td>2,932</td>
<td>3,777</td>
<td>No</td>
<td>Hourly</td>
<td>Rancho Simi Employee's Association</td>
</tr>
<tr>
<td>44.5</td>
<td>Groundskeeper I</td>
<td>3,480</td>
<td>4,483</td>
<td>No</td>
<td>Hourly</td>
<td>Rancho Simi Employee's Association</td>
</tr>
<tr>
<td>45.0</td>
<td>Buildings Maintenance Worker I</td>
<td>3,586</td>
<td>4,593</td>
<td>No</td>
<td>Hourly</td>
<td>Rancho Simi Employee's Association</td>
</tr>
<tr>
<td>46.0</td>
<td>Weekend Lead Person</td>
<td>3,745</td>
<td>4,823</td>
<td>No</td>
<td>Hourly</td>
<td>Rancho Simi Employee's Association</td>
</tr>
<tr>
<td>46.0</td>
<td>Groundskeeper II</td>
<td>3,745</td>
<td>4,823</td>
<td>No</td>
<td>Hourly</td>
<td>Rancho Simi Employee's Association</td>
</tr>
<tr>
<td>48.0</td>
<td>Buildings Maintenance Worker II</td>
<td>3,839</td>
<td>4,945</td>
<td>No</td>
<td>Hourly</td>
<td>Rancho Simi Employee's Association</td>
</tr>
<tr>
<td>48.0</td>
<td>Administrative Secretary</td>
<td>4,132</td>
<td>5,323</td>
<td>No</td>
<td>Hourly</td>
<td>Rancho Simi Employee's Association</td>
</tr>
<tr>
<td>48.5</td>
<td>Crew Leader</td>
<td>4,234</td>
<td>5,454</td>
<td>No</td>
<td>Hourly</td>
<td>Rancho Simi Employee's Association</td>
</tr>
<tr>
<td>48.5</td>
<td>Crew Leader - Buildings Maintenance</td>
<td>4,234</td>
<td>5,454</td>
<td>No</td>
<td>Hourly</td>
<td>Rancho Simi Employee's Association</td>
</tr>
<tr>
<td>49.5</td>
<td>Crew Leader - Irrigation</td>
<td>4,447</td>
<td>5,729</td>
<td>No</td>
<td>Hourly</td>
<td>Rancho Simi Employee's Association</td>
</tr>
<tr>
<td>49.5</td>
<td>Crew Leader - Heavy Equip. Op.</td>
<td>4,447</td>
<td>5,729</td>
<td>No</td>
<td>Hourly</td>
<td>Rancho Simi Employee's Association</td>
</tr>
<tr>
<td>49.5</td>
<td>Buildings Specialist - Carpenter</td>
<td>4,447</td>
<td>5,729</td>
<td>No</td>
<td>Hourly</td>
<td>Rancho Simi Employee's Association</td>
</tr>
<tr>
<td>49.5</td>
<td>Buildings Specialist - Electrician</td>
<td>4,447</td>
<td>5,729</td>
<td>No</td>
<td>Hourly</td>
<td>Rancho Simi Employee's Association</td>
</tr>
<tr>
<td>49.5</td>
<td>Buildings Specialist - Mechanic</td>
<td>4,447</td>
<td>5,729</td>
<td>No</td>
<td>Hourly</td>
<td>Rancho Simi Employee's Association</td>
</tr>
<tr>
<td>49.5</td>
<td>Buildings Specialist - Painter</td>
<td>4,447</td>
<td>5,729</td>
<td>No</td>
<td>Hourly</td>
<td>Rancho Simi Employee's Association</td>
</tr>
<tr>
<td>49.5</td>
<td>Buildings Specialist - Pools &amp; Water Features</td>
<td>4,447</td>
<td>5,729</td>
<td>No</td>
<td>Hourly</td>
<td>Rancho Simi Employee's Association</td>
</tr>
<tr>
<td>49.5</td>
<td>Buildings Specialist - Utility</td>
<td>4,447</td>
<td>5,729</td>
<td>No</td>
<td>Hourly</td>
<td>Rancho Simi Employee's Association</td>
</tr>
<tr>
<td>54.5</td>
<td>Sr. Maintenance Supv. - Grounds</td>
<td>5,681</td>
<td>7,318</td>
<td>No</td>
<td>Exempt</td>
<td>RSRPD Middle Management Group</td>
</tr>
<tr>
<td>54.5</td>
<td>Sr. Maintenance Supv. - Bidgs.</td>
<td>5,681</td>
<td>7,318</td>
<td>No</td>
<td>Exempt</td>
<td>RSRPD Middle Management Group</td>
</tr>
<tr>
<td>55.0</td>
<td>Landscape Designer</td>
<td>5,826</td>
<td>7,505</td>
<td>Yes</td>
<td>Exempt</td>
<td>RSRPD Middle Management Group</td>
</tr>
<tr>
<td>55.5</td>
<td>Senior Management Analyst</td>
<td>5,973</td>
<td>7,694</td>
<td>Yes</td>
<td>Exempt</td>
<td>RSRPD Middle Management Group</td>
</tr>
<tr>
<td></td>
<td>Director of Planning and Maintenance</td>
<td>8,718</td>
<td>10,675</td>
<td>Yes</td>
<td>Exempt</td>
<td>None</td>
</tr>
</tbody>
</table>

**Recreation Department**

<table>
<thead>
<tr>
<th>Range No.</th>
<th>Title</th>
<th>Low</th>
<th>High</th>
<th>Degree Req'd?</th>
<th>Exempt/Hours</th>
<th>Bargaining Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>45.0</td>
<td>Recreation Assistant</td>
<td>3,566</td>
<td>4,593</td>
<td>No</td>
<td>Hourly</td>
<td>Rancho Simi Employee's Association</td>
</tr>
<tr>
<td>45.0</td>
<td>Building Maintenance Worker I</td>
<td>3,566</td>
<td>4,593</td>
<td>No</td>
<td>Hourly</td>
<td>Rancho Simi Employee's Association</td>
</tr>
<tr>
<td>46.0</td>
<td>Building Maintenance Worker II</td>
<td>3,839</td>
<td>4,945</td>
<td>No</td>
<td>Hourly</td>
<td>Rancho Simi Employee's Association</td>
</tr>
<tr>
<td>46.5</td>
<td>Customer Service Representative</td>
<td>3,839</td>
<td>4,945</td>
<td>No</td>
<td>Hourly</td>
<td>Rancho Simi Employee's Association</td>
</tr>
<tr>
<td>46.5</td>
<td>Recreation Specialist</td>
<td>3,839</td>
<td>4,945</td>
<td>No</td>
<td>Hourly</td>
<td>Rancho Simi Employee's Association</td>
</tr>
<tr>
<td>48.0</td>
<td>Administrative Secretary</td>
<td>4,132</td>
<td>5,323</td>
<td>No</td>
<td>Hourly</td>
<td>Rancho Simi Employee's Association</td>
</tr>
<tr>
<td>50.5</td>
<td>Recreation Coordinator</td>
<td>4,669</td>
<td>6,014</td>
<td>No</td>
<td>Exempt</td>
<td>RSRPD Middle Management Group</td>
</tr>
<tr>
<td>55.5</td>
<td>Recreation Supervisor II</td>
<td>5,973</td>
<td>7,694</td>
<td>Yes</td>
<td>Exempt</td>
<td>RSRPD Middle Management Group</td>
</tr>
<tr>
<td></td>
<td>Director of Recreation</td>
<td>9,121</td>
<td>11,168</td>
<td>Yes</td>
<td>Exempt</td>
<td>None</td>
</tr>
<tr>
<td>Range</td>
<td>Step 1</td>
<td>Step 2</td>
<td>Step 3</td>
<td>Step 4</td>
<td>Step 5</td>
<td>Step 6</td>
</tr>
<tr>
<td>-------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>41.0</td>
<td>2,932</td>
<td>3,007</td>
<td>3,085</td>
<td>3,164</td>
<td>3,245</td>
<td>3,328</td>
</tr>
<tr>
<td>41.5</td>
<td>3,005</td>
<td>3,082</td>
<td>3,161</td>
<td>3,242</td>
<td>3,325</td>
<td>3,409</td>
</tr>
<tr>
<td>42.0</td>
<td>3,082</td>
<td>3,161</td>
<td>3,242</td>
<td>3,325</td>
<td>3,409</td>
<td>3,498</td>
</tr>
<tr>
<td>42.5</td>
<td>3,232</td>
<td>3,315</td>
<td>3,400</td>
<td>3,487</td>
<td>3,577</td>
<td>3,668</td>
</tr>
<tr>
<td>43.0</td>
<td>3,314</td>
<td>3,399</td>
<td>3,487</td>
<td>3,576</td>
<td>3,668</td>
<td>3,762</td>
</tr>
<tr>
<td>43.5</td>
<td>3,484</td>
<td>3,572</td>
<td>3,668</td>
<td>3,762</td>
<td>3,859</td>
<td>3,956</td>
</tr>
<tr>
<td>44.0</td>
<td>3,745</td>
<td>3,839</td>
<td>3,934</td>
<td>4,030</td>
<td>4,125</td>
<td>4,220</td>
</tr>
<tr>
<td>44.5</td>
<td>3,933</td>
<td>4,030</td>
<td>4,125</td>
<td>4,220</td>
<td>4,315</td>
<td>4,410</td>
</tr>
<tr>
<td>45.0</td>
<td>4,357</td>
<td>4,464</td>
<td>4,571</td>
<td>4,678</td>
<td>4,785</td>
<td>4,893</td>
</tr>
<tr>
<td>45.5</td>
<td>4,785</td>
<td>4,906</td>
<td>5,021</td>
<td>5,138</td>
<td>5,255</td>
<td>5,374</td>
</tr>
<tr>
<td>46.0</td>
<td>5,208</td>
<td>5,353</td>
<td>5,509</td>
<td>5,666</td>
<td>5,825</td>
<td>5,986</td>
</tr>
<tr>
<td>46.5</td>
<td>5,756</td>
<td>5,926</td>
<td>6,108</td>
<td>6,294</td>
<td>6,480</td>
<td>6,675</td>
</tr>
<tr>
<td>47.0</td>
<td>6,427</td>
<td>6,620</td>
<td>6,823</td>
<td>7,036</td>
<td>7,259</td>
<td>7,486</td>
</tr>
<tr>
<td>47.5</td>
<td>7,120</td>
<td>7,338</td>
<td>7,563</td>
<td>7,791</td>
<td>8,023</td>
<td>8,258</td>
</tr>
<tr>
<td>48.0</td>
<td>7,848</td>
<td>8,086</td>
<td>8,327</td>
<td>8,569</td>
<td>8,817</td>
<td>9,069</td>
</tr>
<tr>
<td>48.5</td>
<td>8,596</td>
<td>8,853</td>
<td>9,111</td>
<td>9,374</td>
<td>9,642</td>
<td>9,913</td>
</tr>
<tr>
<td>49.0</td>
<td>9,364</td>
<td>9,636</td>
<td>9,911</td>
<td>10,190</td>
<td>10,471</td>
<td>10,759</td>
</tr>
<tr>
<td>49.5</td>
<td>10,153</td>
<td>10,440</td>
<td>10,737</td>
<td>11,044</td>
<td>11,355</td>
<td>11,666</td>
</tr>
</tbody>
</table>

**NOTES:**
1. Each Step represents an approximate 2.5% increase.
2. Adjustments made from top of range down.
3. This document was printed on: 08/06/16
MANAGEMENT PAY SCHEDULE
Approved and Adopted by the Board of Directors on July 7, 2016
Effective July 1, 2016

<table>
<thead>
<tr>
<th>Monthly Pay Rates</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>Step 5</th>
<th>Step 6</th>
<th>Step 7</th>
<th>Step 8</th>
<th>Step 9</th>
<th>Adjustment</th>
<th>Previous Cap</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Manager</td>
<td>13,333</td>
<td>13,675</td>
<td>14,026</td>
<td>14,385</td>
<td>14,754</td>
<td>15,132</td>
<td>15,520</td>
<td>15,918</td>
<td>16,327</td>
<td>3.00%</td>
<td>15,851</td>
</tr>
<tr>
<td>Director of Recreation With 457 Adjustment</td>
<td>9,121</td>
<td>9,354</td>
<td>9,594</td>
<td>9,840</td>
<td>10,093</td>
<td>10,351</td>
<td>10,617</td>
<td>10,889</td>
<td>11,168</td>
<td>3.00%</td>
<td>10,843</td>
</tr>
<tr>
<td>Director of Administration</td>
<td>8,718</td>
<td>8,941</td>
<td>9,170</td>
<td>9,406</td>
<td>9,647</td>
<td>9,894</td>
<td>10,148</td>
<td>10,408</td>
<td>10,675</td>
<td>3.00%</td>
<td>10,364</td>
</tr>
<tr>
<td>Director of Planning and Maintenance</td>
<td>8,718</td>
<td>8,941</td>
<td>9,170</td>
<td>9,406</td>
<td>9,647</td>
<td>9,894</td>
<td>10,148</td>
<td>10,408</td>
<td>10,675</td>
<td>3.00%</td>
<td>10,364</td>
</tr>
</tbody>
</table>

On May 20, 2010, Board approved reclassification of existing 457 contribution to salary for Recreation Admin. Per District Manager (and approved by Board), no change was made to salary range for District Manager position.
THIS PAGE IS BLANK
RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: August 7, 2016

TO: Board of Directors

FROM: District Manager

SUBJECT: Approval of Resolution Establishing the 2016-17 Appropriations Limitation in Accordance with Article XIII B of the Constitution of the State of California

SUMMARY

On June 2, 2016, the Board reviewed staff’s calculation of the Appropriation Limitation and its application to anticipated receipts and capital expenditures for fiscal year 2016-17. The figures used were from the first draft of the Preliminary Budget for Fiscal Year 2016-17, and the price and population data compiled by the California Department of Finance. The attachment demonstrates the calculation.

During its meeting on June 2, 2016, the Board also approved the publishing of a legal notice (evidence of publication is attached) to inform the public of its opportunity to review the calculation. The Notice explained that the calculation could be reviewed at the District’s offices or by contacting the District Manager.

The legal notice was published in the Ventura County Star, a newspaper of general circulation. This notice was satisfactory in that it was published more than the required fifteen (15) days prior to approval of a resolution. Based upon this, the Board may now adopt the Appropriations Limitation, for fiscal year 2016-17, in the amount of $17,735,826.

BOARD ACTION REQUESTED

Staff recommends the Board to approve the attached resolution establishing the Appropriations Limitation of $17,735,826 for fiscal year 2016-17.

Larry Peterson
District Manager
RANCHO SIMI RECREATION AND PARK DISTRICT

RESOLUTION NO._____  

RESOLUTION ESTABLISHING THE 2016-17 APPROPRIATIONS LIMITATION IN ACCORDANCE WITH ARTICLE XIII B OF THE CONSTITUTION OF THE STATE OF CALIFORNIA

WHEREAS, Article XIII B of the California Constitution establishes limitations on certain annual appropriations for the State and for local governments; and

WHEREAS, said limitation is defined as the appropriations limit of such entities for the prior year adjusted by a factor comprised of the change in population combined with either the change in California per capita income or the change in the local assessment roll due to local non-residential construction; and

WHEREAS, the Board of Directors of the Rancho Simi Recreation and Park District wishes to establish the limitation on subject appropriations for the 2016-17 fiscal year.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, as follows:

1. The “appropriations subject to limitation” for the Rancho Simi Recreation and Park District for the fiscal year 2015-16 was $16,788,301;

2. The State of California, Department of Finance estimated the increase in the California Per Capita Personal Income to be 5.37%;

3. The increase in the population for the City of Simi Valley in the County of Ventura was .26%;

4. The appropriations limit pursuant to Article XIII B of the California Constitution, for the Rancho Simi Recreation and Park District for the fiscal year 2016-17 is $17,735,826;

5. The appropriations limit is subject to amendments, deletions, and additions which may be provided pursuant to Article XIII B of the California Constitution and legislation in implementation thereof. This limitation may be amended from time to time to reflect new, or changed, or uncovered information as such is encountered.

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 7, 2016, at Sycamore Drive Community Center, 1692 Sycamore Drive, Simi Valley, California, on motion made by

Ayes:

Noes:

Absent:

______________________________
Chair of the Board of Directors
Rancho Simi Recreation and Park District-
Certificate of Publication

Ad #1124923

In Matter of Publication of:

Public Notice

State of California)

County of Ventura

I, Darleshia Warner, hereby certify that the Ventura County Star Newspaper has been adjudged a newspaper of general circulation by the Superior Court of California, County of Ventura within the provisions of the Government Code of the State of California, printed in the City of Camarillo, for circulation in the County of Ventura, State of California; that I am a clerk of the printer of said paper; that the annexed clipping is a true printed copy and publishing in said newspaper on the following dates to wit:

June 8, 2016

I, Darleshia Warner certify under penalty of perjury, that the foregoing is true and correct.

Dated this June 8, 2016; in Camarillo, California, County of Ventura.

Darleshia Warner
CALCULATION OF APPROPRIATION LIMITATION

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriation Limitation FY 2015-16</td>
<td>$16,788,301</td>
</tr>
<tr>
<td>Per Capita Change in Income (as a percent)*</td>
<td>5.37</td>
</tr>
<tr>
<td>Population Change (as a percent)*</td>
<td>0.26</td>
</tr>
<tr>
<td>Per Capita Converted to a Ratio</td>
<td>1.0537</td>
</tr>
<tr>
<td>Population Converted to a Ratio</td>
<td>1.0026</td>
</tr>
<tr>
<td>Calculation of factor for FY 2016-17</td>
<td>1.05643962</td>
</tr>
<tr>
<td>Appropriation Limitation FY 2016-17</td>
<td>$17,735,826</td>
</tr>
</tbody>
</table>

Exhibit A
## APPROPRIATIONS SUBJECT TO LIMITATION

<table>
<thead>
<tr>
<th>Proceeds of Taxes</th>
<th>Fund 30-0-0000-2: Oak Park Assessment</th>
<th>Fund 30-0-0000-1: Simi Valley Assessment</th>
<th>Fund 10: General Fund</th>
<th>Fund 70: Special Zone Tax</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secured (Net of ERAF)</td>
<td>$9,520,900</td>
<td>$178,046</td>
<td>$97,000</td>
<td></td>
<td>$9,698,946</td>
</tr>
<tr>
<td>Supplemental</td>
<td>$95,000</td>
<td>$2,000</td>
<td>$2,000</td>
<td></td>
<td>$97,000</td>
</tr>
<tr>
<td>Unsecured</td>
<td>$251,000</td>
<td>$5,850</td>
<td>$256,850</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prior Year</td>
<td>$3,250</td>
<td>$28,000</td>
<td>$130,000</td>
<td>$2,100</td>
<td>$163,350</td>
</tr>
<tr>
<td>Homeowners Exemption</td>
<td>$100,000</td>
<td></td>
<td>$1,500</td>
<td></td>
<td>$101,500</td>
</tr>
<tr>
<td>Carryover from Prior Year</td>
<td>$78,798</td>
<td>$75,000</td>
<td>$15,000</td>
<td></td>
<td>$168,798</td>
</tr>
<tr>
<td>State Subventions</td>
<td>$0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Redevelopment Pass Through</td>
<td>$1,233,551</td>
<td></td>
<td></td>
<td>$1,233,551</td>
<td></td>
</tr>
<tr>
<td>Current Year Assessment</td>
<td>$150,394</td>
<td>$1,576,641</td>
<td>$1,727,035</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest</td>
<td>$1,200</td>
<td>$700</td>
<td>$7,100</td>
<td>$2,000</td>
<td>$11,000</td>
</tr>
<tr>
<td>Sub-total</td>
<td>$233,642</td>
<td>$1,680,341</td>
<td>$11,337,551</td>
<td>$206,496</td>
<td>$13,468,030</td>
</tr>
<tr>
<td>Adjustments/Exclusions*</td>
<td>$0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mae Boyar Park Bldg.</td>
<td>($441,162)</td>
<td>($441,162)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valley View Play Area</td>
<td>($200,000)</td>
<td>($200,000)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appropriations Subject to Limitation</td>
<td>$233,642</td>
<td>$1,680,341</td>
<td>$10,696,389</td>
<td>$206,496</td>
<td>$12,816,868</td>
</tr>
</tbody>
</table>

*Per Government Code and State Constitution, appropriations for qualified capital outlay projects (land and construction with life in excess of 10 years and value greater than $100,000) are not appropriations subject to the limitation.

Exhibit B
### APPLICATION OF APPROPRIATION LIMITATION

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriation Limitation</td>
<td>$17,735,826</td>
</tr>
<tr>
<td>Appropriations Subject to Limitation</td>
<td>$12,816,868</td>
</tr>
<tr>
<td>Ratio of Proposed Appropriations to Limitation for FY 2016-17</td>
<td>72.27%</td>
</tr>
</tbody>
</table>

**Exhibit C**
THIS PAGE IS BLANK
RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE:       July 7, 2016

TO:         Board of Directors

FROM:       District Manager

SUBJECT:    Approval of Rancho Simi Recreation and Park District 2016
            Conflict of Interest Code Requiring No Amendment

SUMMARY

In 1976 the Rancho Simi Recreation and Park District Board adopted a Conflict of Interest Code
(the “Code”). Government Code Section 87306.5, requires that the Code be reviewed biennially
and requires the District to transmit a formal notice to the Ventura County Board of Supervisors
which either confirms the District’s Code is current or that it is in need of an amendment. The
District’s Code has been regularly reviewed and modified in this manner. Changes to the Code are
not required at this time.

The following forms are attached and have been completed to indicate this; 2016 Local Agency
Biennial Notice, 2016 Conflict of Interest Code Cover Page, Exhibit A - Designated Positions and
Filing Officers, Exhibit B Disclosure Categories, and Appendix Designating Officials who
Manage Public Investments. Together these documents constitute the District’s Conflict of Interest
Code, designate filing positions and specify the County Clerk of the Board as the Filing Officer.
If approved staff will sign in the indicated areas and submit the packet in its entirety to the County
of Ventura for its further handling.

RECOMMENDATION

Staff recommends the Board approve the attached Conflict of Interest Code forms for the 2016
Biennial Review and authorize the District Manager to sign and submit these documents to the
County of Ventura.

Larry Peterson
District Manager
2016 Local Agency Biennial Notice

Name of Agency: Rancho Simi Recreation and Park District

Mailing Address: 1692 Sycamore Drive, Simi Valley, CA 93065

Contact Person: Larry Peterson Phone No. 805-584-4406

Email: larry@rsrpd.us Alternate Email: 

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency’s code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

☐ An amendment is required. The following amendments are necessary:

(Check all that apply)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (describe)

☐ The code is currently under review by the code reviewing body.

☐ No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency’s code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

______________________________ Date

Signature of Chief Executive Officer

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than October 3, 2016, or by the date specified by your agency, if earlier, to:

Board of Supervisors
800 S. Victoria Avenue
Ventura, CA 93009-1920

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.
2016 CONFLICT OF INTEREST CODE
RANCHO SIMI RECREATION AND PARK DISTRICT

The Political Reform Act, Government Code section 81000 et seq., requires local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs., § 18730) which contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings.

The terms of California Code of Regulations, Title 2, Section 18730, and any amendment to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the Rancho Simi Recreation and Park District, and along with the attached Exhibit A, which designates positions requiring disclosure and Exhibit B, which sets forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the Rancho Simi Recreation and Park District. Persons holding positions designated in Exhibit A shall file Form 700 Statements of Economic Interests with the Filing Officer specified for that position in Exhibit A.

IN PREPARING THE FORM 700, DESIGNATED FILERS NEED ONLY DISCLOSE THOSE FINANCIAL INTERESTS FALLING WITHIN THE DISCLOSURE CATEGORIES DESIGNATED FOR THAT FILER'S POSITION AS STATED IN EXHIBITS A AND B.

APPROVED AND ADOPTED this 7th day of July, 2016:

By: ________________________________
Print Name: Larry Peterson
Title: District Manager
# EXHIBIT A – DESIGNATED POSITIONS AND FILING OFFICERS

<table>
<thead>
<tr>
<th># of POSITIONS</th>
<th>POSITION TITLE</th>
<th>DISCLOSURE CATEGORIES (From Exhibit B)</th>
<th>FILING OFFICER (Designate County Clerk of Board [COB] or Local Agency’s Clerk [AC])</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Member, Board of Directors</td>
<td>1</td>
<td>County Clerk of Board</td>
</tr>
<tr>
<td>1</td>
<td>District Manager</td>
<td>1</td>
<td>County Clerk of Board</td>
</tr>
<tr>
<td>1</td>
<td>Director of Administration</td>
<td>1</td>
<td>County Clerk of Board</td>
</tr>
<tr>
<td>1</td>
<td>Director of Planning &amp; Maintenance</td>
<td>1</td>
<td>County Clerk of Board</td>
</tr>
<tr>
<td>1</td>
<td>Director of Recreation</td>
<td>1</td>
<td>County Clerk of Board</td>
</tr>
<tr>
<td></td>
<td>Consultants¹</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹ The disclosure, if any, required of a consultant will be determined on a case-by-case basis by the head of the agency or designee. The determination of whether a consultant has disclosure requirements should be made in writing on a Fair Political Practices Commission Form 805. The determination should include a description of the consultant’s duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each Form 805 is a public record and should be retained for public inspection either in the same manner and location as the Conflict of Interest Code, or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Form 805.
EXHIBIT B – DISCLOSURE CATEGORIES

The terms italicized below have specific meaning under the Political Reform Act. In addition, the financial interests of a spouse, domestic partner and dependent children of the public official holding the designated position may require reporting. Consult the instructions and reference pamphlet of the Form 700 for explanation.

Category 1 – BROADEST DISCLOSURE
[SEE FORM 700 SCHEDULES A-1, A-2, B, C, D and E]

(1) All sources of income, gifts, loans and travel payments;
(2) All interests in real property; and
(3) All investments and business positions in business entities.

Category 2 – REAL PROPERTY
[SEE FORM 700 SCHEDULE B]

All interests in real property, including interests in real property held by business entities and trusts in which the public official holds a business position or has an investment or other financial interest.

Category 3 – LAND DEVELOPMENT, CONSTRUCTION AND TRANSACTION
[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which engage in land development, construction, or real property acquisition or sale.

Category 4 – PROCUREMENT
[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

Category 5 – REGULATION AND PERMITTING
[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before, the designated position’s agency or department.

Category 6 – FUNDING
[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which receive grants or other funding from or through the designated position’s agency or department.
APPENDIX - DESIGNATING OFFICIALS WHO
MANAGE PUBLIC INVESTMENTS

Pursuant to Government Code section 87200 et seq., certain city and county officials, as well as all “other officials who manage public investments,” are required to disclose their economic interests in accordance with the Political Reform Act. This Appendix provides the relevant definitions for determining which public officials qualify as “other officials who manage public investments,” designates the agency’s positions which qualify as such, and states the Filing Officer for each designated position.

APPLICABLE DEFINITIONS

As set forth in 2 California Code of Regulations section 18701, the following definitions apply for the purposes of Government Code section 87200:

(1) “Other public officials who manage public investments” means:

   (A) Members of boards and commissions, including pension and retirement boards or commissions, or of committees thereof, who exercise responsibility for the management of public investments;

   (B) High-level officers and employees of public agencies who exercise primary responsibility for the management of public investments, such as chief or principal investment officers or chief financial managers. This category shall not include officers and employees who work under the supervision of the chief or principal investment officers or the chief financial managers; and

   (C) Individuals who, pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions that would otherwise be performed by the public officials described in subdivision (1)(B) above.

(2) “Public investments” means the investment of public moneys in real estate, securities, or other economic interests for the production of revenue or other financial return.

(3) “Public moneys” means all moneys belonging to, received by, or held by, the state, or any city, county, town, district, or public agency therein, or by an officer thereof acting in his or her official capacity, and includes the proceeds of all bonds and other evidences of indebtedness, trust funds held by public pension and retirement systems, deferred compensation funds held for investment by public agencies, and public moneys held by a financial institution under a trust indenture to which a public agency is a party.

(4) “Management of public investments” means the following nonministerial functions: directing the investment of public moneys; formulating or approving investment policies; approving or establishing guidelines for asset allocations; or approving investment transactions.
DESIGNATED POSITIONS AND FILING OFFICERS

Based on the foregoing, the following agency positions and/or consultants qualify as "other officials who manage public investments" and shall file Statements of Economic Interests (Form 700) pursuant to Government Code section 87200 et seq. with the below-designated Filing Officers:

<table>
<thead>
<tr>
<th># of POSITIONS</th>
<th>POSITION TITLE/CONSULTANT</th>
<th>FILING OFFICER (Designate County Clerk of Board [COB] or Local Agency’s Clerk [AC])</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: July 7, 2016

TO: District Manager

FROM: Director of Administration

SUBJECT: Approval of Resolution Modifying District Policy Manual, Chapter 2 Personnel Regarding Full-time Employee Pension Obligation and Increase in Flexible Benefit Payment; and Chapter 12 Facility Use, Fees and Conditions, Regarding Employee Program Discounts

SUMMARY

District and employee salary and benefit negotiations for fiscal year 2016-2017 recently concluded. Staff now recommends the Board approved changes be incorporated into the District’s Policy Manual. The changes are: An update to the January 2018 pension obligation, which specifies that the pay increase for full-time employees to offset a portion of their pension obligation was capped at 3% and Classic CalPERS members will pay 3% of the employee pension obligation beginning January 1, 2018; An increase in the Flexible Benefit Payment in the amount of $35.00 per month, increasing the District’s Flexible Benefit to $565.00 per month, which may be applied towards health insurance premium or received as compensation and/or used to purchase other benefits; and full-time and part-time employees working an average of 30 hours per week or more as defined under the Affordable Care Act are permitted an 80% discount on the District’s Before and After School Clubs and Summer Camps, excluding field trips, for employee’s children if they reside with the employee, effective July 1, 2016.

Attached to this report is the proposed resolution and recommended revision to District Policy Manual Chapters 2 and 12, indicated in bold and strikeout format.

BOARD ACTION REQUESTED

Staff recommends approval of the attached Resolution Modifying District Policy Manual Chapters 2 12 as indicated and authorization for the District Manager to proceed with implementation of this update to the District’s Policy Manual.

Theresa Pennington
Director of Administration
that contract the District will pay up to $438.42 per month towards the health premium for those full-time employees that enroll in one of the District provided health insurance plans provided through CalPERS.

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, Assistant General Manager, 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 employees, during their employment as a full-time employee with the District, will receive a Flexible Benefit Payment of $530 - $565 per month. All or a portion of this amount may be applied towards their PERS health insurance premium other purchased benefits, or received as compensation, 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: Employees hired, or rehired, or promoted into a full-time position on or after May 1, 2010 are not eligible to participate in the District’s Vision Care Reimbursement Plan.

Full-time employees hired before May 1, 2010 that are eligible full-time employees, and their eligible family members (as defined above), will be entitled to reimbursement for
CHAPTER 12. FACILITY USE, FEES AND CONDITIONS
Revised July 7, 2016

Sinaloa Golf Course
Full-time Rancho Simi Recreation and Park District employees and their “immediate family members” (defined as the employee’s spouse, daughter, son, parent or other relative residing in the same household) will be entitled, at no charge, to use the Sinaloa Golf Course driving range and greens. A list of names of current full-time employees will be maintained at Sinaloa Golf Course, and driver’s license or other valid identification will be required.

Simi Hills Golf Course
Full-time Rancho Simi Recreation and Park District employees are permitted senior rate on golfing at Simi Hills Golf Course during non-prime time hours only.

Program Discounts
Full-time Rancho Simi Recreation and Park District employees are permitted a 20% discount on registration fees for classes offered by RSRPD for the employee and the following people if they reside in the employee’s household: employee’s spouse or registered domestic partner, or employee’s children under the age of 18, limit to two registrations per program season. Full-time Rancho Simi Recreation and Park District employees are permitted a 20% discount on District’s Before and After School Clubs and Day Camps (excluding pre-school) for employee’s children, or grandchildren if they reside with the employee. Full-time and Part-time employees working an average of 30 hours per week under the ACA are permitted an 80% discount on District’s Before and After School Clubs and Summer Camp, excluding field trips, for employee’s children if they reside with the employee, effective July 1, 2016.

Facility Specific Rules

Ball Fields
Ball fields are available for use, different rates apply for lights, non-residents, tournaments and special requests. All ball field users are to supply all equipment, bases, drags, chalk, etc. Hardball is not allowed on softball fields. Hardball is only allowed on facilities designed for such use. Many of the District’s hardball fields are subject to separate agreements with the youth sports groups based at each location.

Challenger Park
Day use and overnight camping may be permitted at Challenger Park. Permitted uses are not exclusive however, as the Park, parking lot, and trails will remain open to the public. Use of the Fire Ring requires district permission and payment of a fee. No other campfire locations will be permitted. Fires in the Fire Ring are not permitted during times of high fire hazard or when strong winds are present as determined by the Ventura County Fire Protection District. A minimum of two
CHAPTER 2. PERSONNEL
MISCELLANEOUS
Revised July 7, 2016

Employees hired before May 1, 2010, when eligible, shall be enrolled in the “2% @ 55” benefit formula based upon the single highest year of compensation, with the District paying both the employee and the employer contribution to PERS for those in this category. In accordance with the Public Employee’s Pension Reform Act of 2013 (“PEPRA”), beginning January 1, 2018, all employees in this category will be responsible to pay their contribution to PERS equal to half of the total normal cost for their defined benefit plan or the current contribution rate of similarly situated employees, whichever is greater. Payment of all or part of this required employee contribution amount may occur earlier as a result of employee benefit negotiations.

Employees hired on or after May 1, 2010, when eligible, shall be enrolled in the “2% @ 60” benefit formula based upon an average of the three highest years of compensation, with the District paying both the employee and the employer contribution to PERS for those in this category. In accordance with the Public Employee’s Pension Reform Act of 2013 (“PEPRA”), beginning January 1, 2018, all employees in this category will be responsible to pay their contribution to PERS equal to half of the total normal cost for their defined benefit plan or the current contribution rate of similarly situated employees, whichever is greater. Payment of all or part of this required employee contribution amount may occur earlier as a result of employee benefit negotiations.

Employees hired on or after January 1, 2013, when eligible, shall be enrolled in the “2% @ 62” benefit formula based upon an average of the three highest years of compensation and the employee will also be responsible to pay their contribution to PERS equal to 50% of the total normal cost for their defined benefit plan or the current contribution rate of similarly situated employees, whichever is greater.

All full-time employees will receive a 3% pay increase effective January 1, 2018 to partially offset the pension obligation required under PEPRA.

Classic CalPERS members will pay 3% of the pension obligation effective January 1, 2018.

Other Benefits

A. Health Insurance: The district provides its eligible full-time employees and their eligible family members various health benefits listed below. Eligible family members are specified within the CalPERS Health Program, and include: Spouse, registered domestic partner, children up to the age of 26, economically dependent children, and certified disabled dependent children over the age of 26. Effective August 1, 1991, the district entered into contract with the California Public Employees’ Retirement System Health Benefits Division to provide eligible employees and their dependents health insurance through a variety of health maintenance and preferred provider organizations. Pursuant to
RANCHO SIMI RECREATION AND PARK DISTRICT

RESOLUTION NO.__________

APPROVAL OF RESOLUTION MODIFYING DISTRICT POLICY MANUAL, CHAPTER 2 PERSONNEL REGARDING FULL-TIME EMPLOYEE PENSION OBLIGATION AND INCREASE IN FLEXIBLE BENEFIT PAYMENT; AND CHAPTER 12 FACILITY USE, FEES AND CONDITIONS, REGARDING EMPLOYEE PROGRAM DISCOUNTS

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 2016-2017, the Board of Directors agreed to cap the pay increase to offset the pension obligation of January 2018 at 3% for full-time employees and require the Classic CalPERS members to pay 3% towards their pension obligation beginning January 1, 2018; agreed to increase the Flexible Benefit Payment from $530.00 to $655.00 per month for eligible full-time employees; agreed to allow full-time and part-time employees working an average of 30 hours per week or more as defined under the Affordable Care Act a discount of 80% on District Before and After School Clubs and Summer Camps, excluding field trips, for employee’s children if they reside with the employee, effective July 1, 2016; and

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

WHEREAS, these benefit changes are identified in bold and strikeout format on the attachment hereto,

NOW, THEREFORE, BE IT RESOLVED that the District’s Policy Manual at Chapter 2, Personnel, and Chapter 12 Facility Use, Fees and Conditions are hereby amended as indicated in bold 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 7, 2016 at 1692 Sycamore Drive, Simi Valley, CA 93065, on a motion by Director

Ayes:

Noes:

Absent:

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