



# COUNTY of VENTURA

GENERAL SERVICES AGENCY  
**Craig Clutts, P.E., CEM**  
Interim Agency Director

**Dave Barley, CPP**  
Interim Chief Deputy Director  
Facilities & Materials

**Cliff Chroust, CPPO**  
County Chief Procurement Officer  
Deputy Director

**Greg Bergman, CPA**  
Administrative Services Director

**Christopher Melton, M.L.T.M.**  
Fleet Services Deputy Director

**J. Colter Chisum, P.E.**  
Parks Department Deputy  
Director

April 9, 2024

Board of Supervisors  
County of Ventura  
800 South Victoria Avenue  
Ventura, CA 93009

**SUBJECT: Adopt a Resolution Directing the Preparation of an Engineer's Report for the Continuation of the Assessments for the Oak View School Preservation and Maintenance District and Subsequent Presentation to the Board of Supervisors for Consideration and Approval**

## **RECOMMENDATION:**

Adopt a resolution directing the preparation of an engineer's report for the continuation of the assessments for the Oak View School Preservation and Maintenance District and subsequent presentation to the Board of Supervisors for consideration and approval.

## **FISCAL/MANDATES IMPACT:**

Mandatory: Yes  
Source of Funding: Oak View School Preservation and Maintenance District  
Fund Matching Requirement: None  
Impact on Other Departments: None

<b>Summary of Revenues and Costs</b>	<b><u>FY 2023-24</u></b>	<b><u>FY 2024-25</u></b>
Revenue:	\$ 8,495	\$ 8,735
Costs:		
Direct	\$ 8,495	\$ 8,735
Indirect-Agency/Dept.	\$ 0	\$ 0
Indirect – CAP	\$ 0	\$ 0
Total Costs	<u>\$ 8,495</u>	<u>\$ 8,735</u>
Net Gain/(Loss):	\$ 0	\$ 0

<b>FY 2023-24 Budget Projection</b>				
<b>GSA – Oak View School Preservation &amp; Maintenance District – Budget Unit 4770</b>				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings / (Deficit)
Appropriations	\$ 326,159	\$ 326,159	\$ 326,159	\$ 0
Revenue	\$ 326,160	\$ 326,160	\$ 336,094	\$9,934
Operating Gain/(Loss*)	\$ 1	\$ 1	\$ 9,935	\$ 9,934

\*The table above includes interest earnings, interest expense and contributions. Sufficient revenue and appropriations are included in the FY 2023-24 Adopted Budget for this item.

### **DISCUSSION:**

On April 23, 2002, your Board authorized staff to begin the process of acquiring the former Oak View Elementary School for use as a community park and family resource center that would be maintained through funds accumulated via benefit assessment. Subsequently, the County acquired title to the property, and created the Oak View School Preservation and Maintenance District through passage of an assessment ballot proceeding.

Your Board's adoption of the attached Resolution is the first step in an annual process required for benefit assessment districts created under California Streets and Highways Code section 22500 et seq. Specifically, Streets and Highways Code section 22567 requires that for every year an assessment is levied a report must be prepared by an engineer which sets forth: (a) the plans and specifications for any improvements; (b) an estimate of the costs of the improvements; (c) a diagram of the assessment district; (d) an assessment of the estimated costs of the improvements; and (e) if bonds or notes will be issued, an estimate of their principal amount. Pursuant to the proposed Resolution, SCI Consulting Group would be designated as the engineer for these proceedings.

The engineer also determines the net amount of the assessment. The assessment must provide an amount sufficient to pay principal and interest on any debt associated with the District. The net amount is assessed on individual parcels by apportioning that amount among the parcels in proportion to the estimated benefits to be received by that parcel from the improvements.

Once the engineer's report is prepared, it will be submitted to your Board for preliminary approval or modification. At that time, your Board will be asked to adopt a resolution of intention to levy the annual assessment and to schedule the required public hearing. Following the public notice period, your Board will hold a public hearing on the assessment and be asked to adopt a third resolution levying the annual assessment.

Board of Supervisors

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This item has been reviewed by the County Executive Office, the Auditor-Controller's Office, and County Counsel.

If you have any questions regarding this letter, please contact J. Colter Chisum at (805) 654-3945.



Craig Clutts, P.E., CEM  
Interim Agency Director

Resolution – Directing Preparation of Engineer's Report for Oak View School Preservation and Maintenance District

cc: J. Colter Chisum, Deputy Director, Parks Department, General Services Agency  
Greg Bergman, Administrative Services Director, General Services Agency