



July 19, 2013

VIA EMAIL

Kevin Davis
District Manager
Rancho Rinconada Recreation and Park District (RRRPD)
18000 Chelmsford Drive
Cupertino, CA 95014

**Re: Implementation of the Recommendations of LAFCO's Special Districts
Service Review: Phase 1 and Sphere of Influence Updates**

Dear Mr. Davis:

As you know, LAFCO recently adopted the Special Districts Service Review: Phase 1 Report for six special districts in Santa Clara County, including the Rancho Rinconada Recreation and Park District (RRRPD). The Report is available on the LAFCO Website (www.santaclara.lafco.ca.gov) under "What's New?" The Report identifies several opportunities and includes several recommendations for improving special district services in the county. Specifically, the Report provides recommendations for improving the accountability and transparency of districts through changes in their operations, management, and administration, and recommendations on potential governance structure alternatives, where applicable.

LAFCO also directed its staff to facilitate further discussions between the District and the City of Cupertino relating to the potential governance structure alternatives identified in the Service Review Report. LAFCO staff will be following-up with both agencies on this matter in the months ahead.

District's Response is Requested

In an effort to follow-up on these recommendations, LAFCO is requesting that RRRPD:

1. Review the chapter of the Service Review Report pertaining to the District and provide a written response to LAFCO on how the District plans to implement the recommendation(s) presented in the Report and summarized in Attachment A, along with a time-frame for that implementation, and

70 West Hedding Street ▪ 11th Floor, East Wing ▪ San Jose, CA 95110 ▪ (408) 299-5127 ▪ www.santaclara.lafco.ca.gov

COMMISSIONERS: Pete Constant, Sequoia Hall, Margaret Abe-Koga, Linda J. LeZotte, Mike Wasserman, Susan Vicklund Wilson

ALTERNATE COMMISSIONERS: Johnny Khamis, Yoriko Kishimoto, Terry Trumbull, Cat Tucker

EXECUTIVE OFFICER: Neelima Palacherla

2. Provide an explanation if the agency does not plan to implement a recommendation.

Response Due No Later Than September 6, 2013

Please provide a written response to LAFCO as soon as possible and **no later than September 6, 2013**. If you have any questions or concerns or would like to meet to discuss the District's plans, I can be reached at (408) 299-5127 / neelima.palacherla@ceo.sccgov.org or you may contact Dunia Noel, LAFCO Assistant Executive Officer, at (408) 299-5148 / dunia.noel@ceo.sccgov.org.

Lastly, I would like to thank you and the District for participating in LAFCO's Special Districts Service Review: Phase 1 and for your consideration and timely response to this request.

Sincerely,



Neelima Palacherla
LAFCO Executive Officer

Attachment:

- A. Recommendations for the Rancho Rinconada Recreation and Park District (RRRPD)

Cc:

Rancho Rinconada Recreation and Park District Board of Directors
Carol Atwood, Acting Director of the Parks & Recreation, City of Cupertino
LAFCO Members

RANCHO RINCONADA RECREATION AND PARK DISTRICT (RRRPD)

The following are recommendations that RRRPD should implement in order to improve the accountability and transparency of the District:

1. Plans/Programs / Policies

- a. Develop and adopt goals, objectives, and performance measures
- b. Prepare business plan for next 3 to 5 years
- c. Adopt a multi-year capital improvement program
- d. Adopt a policy on expense reimbursements

2. Operational Practices

- a. Thoroughly track use of the pool (public swim, lap swim, lessons, and swim team)
- b. Conduct recreation needs assessment and assess current use of facility
- c. Consider conducting a fees survey of similar service providers and charging higher rates for non-residents
- d. Define and designate reserves for contingencies and capital needs separate from the operating cash balance
- e. File copy of annual budget with County Auditor, as legally required
- f. Advertise in newspapers and mail information to residents re: Board vacancies and District's services

