

RANCHO SIMI RECREATION AND PARK DISTRICT

OAK PARK RECREATION & PARK PLANNING COMMITTEE MEETING

OAK PARK COMMUNITY CENTER & GARDENS
1000 N. KANAN ROAD, OAK PARK, CA 91377

Thursday January 10, 2013 7:00 P.M.

AGENDA

- I. CALL TO ORDER
- II. PUBLIC DISCUSSION
- III. APPROVAL OF MINUTES
 - A. Meeting of October 11, 2012
- IV. CONTINUED BUSINESS
- V. NEW BUSINESS
 - A Report on Upcoming Committee Member Election January 22
 - B. Approval of Oak Park Recreation and Park Planning Committee Meeting Schedule for 2013-14
 - C. Report Regarding Status of Shared Use and Maintenance of Oak Park High School Tennis Courts
 - D. Report on District Financial Matters in Oak Park
 - E. Report on Planning and Development Issues in Oak Park
 - F. Report on Grounds Maintenance Activities in Oak Park
 - G. Report on Recreation Activities and Special Events in Oak Park
- VI. WRITTEN COMMUNICATIONS
- VII. ITEMS BY COMMITTEE MEMBERS
- VIII. ADJOURNMENT

NOTE: *The agenda is posted on the web page at www.rsrpd.org
Please confirm receipt of this agenda packet to renee@rsrpd.us or call (818) 865-9304*

THIS PAGE IS BLANK

MINUTES
RANCHO SIMI RECREATION AND PARK DISTRICT
OAK PARK RECREATION & PARK PLANNING COMMITTEE MEETING
OAK PARK COMMUNITY CENTER & GARDENS
1000 N. KANAN ROAD, OAK PARK, CA 91377
THURSDAY, OCTOBER 11, 2012
7:00 PM

MINUTES

ITEM

- I. CALL TO ORDER/
INTRODUCTIONS The meeting was called to order at 7:03 pm

Committee Members

Present: Wendy Bani, Susan Bender, Michael Green,
Lenore Lewis, Derek Ross, Michael Sklar,

Others Present:

District Board Member Gene Hostetler, and Dee
Dee Cavanaugh
District staff members Wayne Nakaoka, Richard
Lemmo, Eugene Molnar and Renee Peace, Larry
Peterson

Guests Present: None

- II. PUBLIC DISCUSSION

Community Member Eric Steiner presented an opportunity for a donation of fencing or plants leading to the lagoon at Oak Canyon. As a resident near Indian Springs, Mr. Steiner inquired about the status of the park and staff indicated posts had been vandalized and will be replaced. Lastly, Mr. Steiner inquired about development plans, GM Peterson confirmed it would remain as open space.

III. APPROVAL OF MINUTES

A. Meeting of July 12, 2012

ACTION: Vice Chair Michael Sklar moved to approve the Minutes from the July 12, 2012, meeting; Committee Member Wendi Bani seconded the motion. Motion carried.

IV. CONTINUED BUSINESS

NONE

V. NEW BUSINESS

A. Report Re Status of Shared Use of Oak Park High School Tennis Courts (oral report)

GM Peterson provided an overview of the requested additional tennis court times by Oak Park High School administration staff. The School District's goal is to raise the caliber of its tennis program. GM Peterson recapped the joint use agreement, the respective Park District and School District use and obligations. Committee Members asked many questions and provided their feedback. Peterson concluded by stating he will review the matter further with the School District and Park District staff and attempt to reach agreement that provides the School District with the additional tennis court usage without unduly limiting the public's recreational of the courts, which the Park District provides through its maintenance and capital expenditures to help ensure the courts stay in good condition.

B. Report on Upcoming Committee Member Election (oral report)

General Manager Larry Peterson announced the upcoming available positions on the Oak Park Planning Committee totaling 3. Terms are 2 years and there will be an election every year because terms are

staggered. The ballot and informational letter will be posted on community web sites as well as an ad placed in the Acorn. The deadline to submit an application is January 15, 2013, in order to appear on the official ballot for the election scheduled to occur on January 22, 2013, 7:00 pm. Interested persons may also be handwritten onto the ballot at the time of the election.

C. Report on Planning and Development Issues in Oak Park

Development Supervisor Wayne Nakaoka, provided a report on the following District projects: Oak Canyon reservoir, Medea Creek streambed repair project, Southern California Gas Company encroachment permit, Oak Park Community Center landscape/pond upgrades, Medea Creek asphalt overlay project, and park identification signage. Committee Member Michael Sklar asked about storage items on land at the corner of Kanan and Deerhill. The subject area is believed to be Park District property being used for certain construction projects in the community.

D. Report on Grounds Maintenance Activities in Oak Park

Senior Maintenance Supervisor Eugene Molnar provided a report on various maintenance item descriptions, including, athletic facilities, open space trails, safety, and future projects. In addition, Eugene provided a follow up of the recent Oak Park High School Cross Country Meet at Oak Canyon Community Park.

E. Report on Recreation Activities and Special Events in Oak Park

Recreation Supervisor Renee Peace provided a report on the recreation activities for this period. Items included recreation classes and camps for summer/fall activities, Oak Park Elementary School enrichment programs, pavilion and facility reservations, and special events for the community, teens and seniors, and future programs.

VI. WRITTEN COMMUNICATIONS

None

VII. ITEMS BY COMMITTEE MEMBERS

Committee Member Michael Green announced an upcoming tribute to Assistant General Manager Ed Hayduk at the November 27th meeting for his dedication and accomplished work in Oak Park.

VIII. ADJOURNMENT

ACTION: Committee Member Derek Ross made a motion for the meeting to be adjourned, the motion was seconded and carried, and the meeting adjourned at 8:29pm.

Renee Peace
Recreation Supervisor – Oak Park

THIS PAGE IS BLANK

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

DATE: January 10, 2013
TO: Oak Park Recreation and Park Planning Committee
FROM: General Manager
SUBJECT: Approval of Oak Park Recreation and Park Planning Committee Meeting
Schedule for 2013-14

SUMMARY

The Oak Park Recreation and Park Planning Committee meets regularly four times per year, typically on the second Thursdays in the months of January, April, July and October. Special meetings are scheduled as-needed. Following this standard, the meetings for 2013-14 would occur on the following dates:

January 10, 2013

April 11, 2013

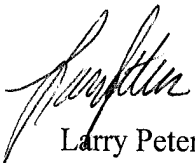
July 11, 2013

October 10, 2013

January 9, 2014

ACTION REQUESTED

Staff recommends approval of the 2013-14 Committee meeting schedule referenced above.



Larry Peterson
General Manager

THIS PAGE IS BLANK

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

DATE: January 10, 2013

TO: Oak Park Recreation and Park Planning Committee

FROM: General Manager

SUBJECT: Report Regarding Status of Shared Use and Maintenance of Oak Park High School Tennis Courts

SUMMARY

Park District and School District staff reached a tentative agreement on changes to the shared use and maintenance of the tennis courts at Oak Park High School. Those changes were incorporated and identified in the existing shared use agreement between the two agencies, and approved by the Park District Board of Directors on December 6, 2012. On December 7, 2012, the proposed contract was sent to the OPUSD for its consideration.

Attached hereto is: (1) a copy of the Park District staff report and revised contract that was presented to the Park District Board; (2) a copy of the transmittal to the OPUSD; and, (3) a table showing the School District and Park District shared use of the tennis courts both before and after the proposed changes to the agreement. The Park District is awaiting the School District's response.

ACTION REQUESTED

No action required, this report is informational.



Larry Peterson
General Manager

TABLE OF OAK PARK HIGH SCHOOL USE OF TENNIS COURTS
December 6, 2012

<i>Dates</i>	<i>Current Time</i>	<i>Proposed Time</i>	<i>Current Days of Week</i>	<i>Proposed Days of Week</i>	<i>Number of Courts</i>
<i>August 20 – June 15</i>	<i>8:00 am – 6:30 pm*</i>	<i>1:30pm – 6:30 pm</i>	<i>Weekdays</i>	<i>Same</i>	<i>All Courts</i>
<i>June 16 – July 26</i>	<i>None</i>	<i>3:30pm – 6:30 pm</i>	<i>None</i>	<i>Weekdays</i>	<i>All Courts</i>
<i>Year-round</i>	<i>None</i>	<i>6:30pm – 9:00 pm</i>	<i>None</i>	<i>Weekdays</i>	<i>One Court</i>
<i>Year-round</i>	<i>8:00 am – 1:00 pm</i>	<i>9:00 am – 6:00 pm</i>	<i>Sunday</i>	<i>Saturday and Sunday</i>	<i>One Court</i>

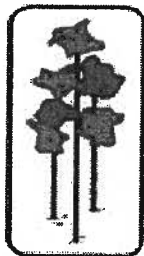
**The contract does not currently recognize Park District league play on weekdays during the school year on Tuesday, Wednesday and Thursday from 8am –*

Larry Peterson

From: Larry Peterson [larry@rsrpd.us]
Sent: Friday, December 07, 2012 4:13 PM
To: Tony Knight (tknight@oakparkusd.org)
Cc: 'Doug Gale'; 'Renee Peace'; 'richardl@rsrpd.us'; MKlauss@opusd.k12.ca.us
Subject: RSRPD OPUSD Agreement
Attachments: OPUSD RSRPD Agreement 2011 - 2014 with second term change (without changes indicated).DOC; OPUSD RSRPD Agreement 2011 - 2014 with second term change.DOC; Comparison of Tennis Court Usage Dec 6 2012.DOC

Hi Tony,

Last night the Rancho Simi Recreation and Park District Board of Directors approved revisions to the agreement between our agencies, and in particular those which govern our shared use of the high school tennis courts. The changes are the result of meetings and discussions between our staff, your staff, tennis coaches and athletic director. They allow a bit more time on the courts for your coaches and tennis program throughout the year while still allowing significant public recreation time, supporting our on-going maintenance commitment. I have attached above the red-line version, a version without the indicated changes (removing strikeout text, etc.), and also a table that I put together which attempts to clearly show the differences in use times and days between current and proposed agreements. You may find this table helpful for yourself or your Board, feel free to use it or reference it and let me know if you have any questions or concerns. If all looks good to you I think it's ready for presentment to your board.....Larry

**RANCHO SIMI RECREATION AND PARK DISTRICT**

LARRY PETERSON
GENERAL MANAGER

1692 SYCAMORE DR. SIMI VALLEY, CA 93065
PHONE: (805) 584-4400, FAX: (805) 526-7025
email: larry@rsrpd.us website: www.rsrpd.org

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

DATE: December 6, 2012

TO: Board of Directors

FROM: General Manager

SUBJECT: Approval of Amendment to Facilities Use Agreement Between Rancho Simi Recreation and Park District and Oak Park Unified School District

SUMMARY

The Park District and Oak Park Unified School District (hereinafter the "School District") have a long-standing agreement governing each agency's sharing of facilities with the other, for the public good (the "Agreement"). Specific provisions have related to the maintenance and use of the tennis courts at the Oak Park High School, and from time-to-time those provisions have been modified to reflect changing needs. The last change in tennis court terms occurred in May 2012.

At that time, the School District had recently made a decision to add a Junior Varsity Girl's Tennis team. The CIF rules were also amended to allow tennis coaches to work almost year-round with players. These circumstances led the School District to request a modification to the Agreement to specifically allow its tennis coaches use of one tennis court year-round on Sundays from 8:00 am to 1:00 pm. The Park District Board concluded this change was reasonable and thereafter approved a change to the Agreement.

Some time after that change was made additional tennis court usage conflicts occurred, prompting the School District to request the Park District to agree to allow it additional tennis court time. Consideration of that request was not mechanical. A thorough review of the circumstances was undertaken, which measured the cost of the Park District's tennis court maintenance and improvement efforts (described in the attached agreement beginning at page 6), against the public's need and demand for recreational use of the tennis courts. In short, the Park District's efforts support the public recreational use of the tennis courts for walk-on play as well as leagues and lessons, when the courts are not being used by the School District.

In addition to consideration of those factors the Park District's staff reviewed the matter with the Oak Park Recreation and Park Planning Advisory Committee and obtained its feedback. Park District staff also met with the School District's tennis coaches, athletic directors and administrative staff. The terms of the tentative agreement are identified in *italic bold and strikeout* format, on the existing agreement between the two agencies (attached).

These changes reduce the School District's use of the tennis courts during the school year, and increase its use of the courts during the summer. The changes include the addition of a table which more clearly identifies the School District's tennis court use dates, times, days of week, and number of courts. All other times are considered public recreational use. The proposed terms allow tennis coach instruction to children between the ages of 13 - 19, allowing for high school tennis coach lessons to current and prospective participants in its tennis program, and reducing tennis instruction conflict with Park District provided lessons to others. The changes require the School District's use to end at stated times, but also allow a brief extension of that time in the event the public demand for use of the tennis courts is not present on any given day. Finally, the authority of the Park Rangers to enforce the Park District's use of the courts has been added to the Agreement. The School District's staff has reviewed and approved of the proposed language.

Staff believes these changes fairly balance the School District's and the Park District's use of the tennis courts, and that these changes are consistent with the intent of the long-standing existing agreement between the two agencies, which favors a cooperative use of facilities as being in the public's interest. Staff therefore recommends the changes be approved by the Park District Board. If approved, the draft agreement will then be forwarded to the School District's staff, for placement onto an upcoming School District Board meeting, for its consideration. If additional changes are requested, staff will further review those changes with the School District's staff, and thereafter return to the Park District Board for its further consideration.

BOARD ACTION REQUESTED

Staff recommends Approval of Amendment to Facilities Use Agreement Between Rancho Simi Recreation and Park District and Oak Park Unified School District.



Larry Peterson
General Manager

AGREEMENT BETWEEN THE
OAK PARK UNIFIED SCHOOL DISTRICT
AND THE
RANCHO SIMI RECREATION AND PARK DISTRICT
FOR USE OF FACILITIES

[Revised on _____]

This agreement is made and entered into the date hereinafter set forth by and between the OAK PARK UNIFIED SCHOOL DISTRICT, hereinafter referred to as "School District" and the RANCHO SIMI RECREATION AND PARK DISTRICT, hereinafter referred to as "Park District."

WHEREAS, each school in the Oak Park Unified School District is designated as a community center; and

WHEREAS, the citizens of Oak Park are dedicated to the integration of community activities; and

WHEREAS, the master plan for the Oak Park community emphasizes the shared use of school and park facilities by their location, and

WHEREAS, the California Education Code and California Public Resources Code provide for cooperative use of School District and Park District facilities, and it has been a long standing policy of the Park District to make its facilities available for school use and to use School District facilities for park use, when such use can be of benefit to residents of the entities involved; and

WHEREAS, the Board of Education of the Oak Park Unified School District and the Board of Directors of the Rancho Simi Recreation and Park District have determined that it would be in the public interest to enter into an agreement for cooperative use of facilities owned by them;

NOW, THEREFORE, in consideration of the covenants, conditions, provisions, agreements, obligations assumed, and the other considerations contained herein, the parties hereto agree as follows:

1. **Use of Park District Facilities:** The Park District hereby grants to the School District a non exclusive permit to use the buildings, grounds, and facilities of the Park District for programs and activities of the School District, so long as such activities do not interfere with or adversely affect programs and activities sponsored by the Park District. Exceptions to this provision may be made in order to provide exclusive use of selected areas of Park District facilities on a case-by-case basis subject to the approval of the Park District General Manager or appropriate designee.

2. Use of School District Facilities: The School District hereby grants to the Park District a non exclusive permit to use the buildings, grounds, and facilities of the School District for programs and activities of the Park District, so long as such activities do not interfere with or adversely affect programs and activities sponsored by the School District. Exceptions to this provision may be made in order to provide exclusive use of selected areas of School District facilities on a case-by-case basis subject to the approval of the School District Superintendent or appropriate designee.

3. Compliance: The School District agrees to comply with all Policies, Procedures, Rules and Regulations applicable to the use of buildings, grounds, and facilities owned by the Park District. Conversely the Park District agrees to comply with all Policies, Procedures, Rules and Regulations applicable to the use of buildings, grounds and facilities owned by the School District. This provision will also apply to all groups and organizations whose use of facilities is sponsored by either entity.

4. Scheduling of Use: The School District and Park District shall each designate an individual who shall be responsible for coordination of the scheduling of use of facilities under this agreement. All requests for use of School District facilities shall be routed through the Park District representative to the School District representative for consideration and scheduling. Similarly, all requests for use of Park District facilities shall be routed through the School District representative to the Park District representative for consideration and scheduling. All such requests for use of facilities shall be processed as promptly as this can reasonably be accomplished. When a use of facilities by one agency has been approved by the other agency, that use shall not be canceled or modified except when the agency owning such facilities determines that such cancellation or modification is in the best interest of its programs and activities.

5. Charges for Use: The using District shall compensate the owner District for direct costs incurred by the owner District resulting from or associated with the use of buildings, grounds and facilities under this agreement, such as the costs of utilities and expendable supplies resulting from such use and the costs of personnel for custodial care, maintenance, and supervision of use resulting from use by the using District. A one-time charge may be made for processing a request for use of facilities. When such use involves the payment of fees or other charges by participants in programs for which the facilities will be used, the owner District shall be entitled to establish

appropriate use fees. If the owner District establishes such use fees, it shall so advise the using District of those use fees sufficiently far in advance of the proposed use to enable the using District to determine whether or not to proceed with the program involved prior to the time it would be necessary to advertise or promote the program. At such times as shall be convenient to either party, but no less frequently than the last day of June and December of each year, each District shall submit to the other District a statement of charges incurred as a result of use of facilities under this agreement. The charges incurred by each District shall be payable to the other District within a period of sixty (60) days following the period for which such charges were incurred. As an alternative to the assessment of fees between the two parties, either District may compensate the other through the reciprocal use of its facilities in lieu of fee payment. This alternative shall be affected in an equitable manner and is subject to the approval of both parties.

6. Supervision and Control of Use: The supervision and control of Park District programs and activities on school grounds, buildings, and facilities under this agreement shall be the responsibility of the Park District. The supervision and control of School District programs and activities on park grounds, buildings, and facilities under this agreement shall be the responsibility of the School District. All use of buildings, grounds, and facilities under this agreement shall be supervised by the District using same through the services of responsible individuals who shall be familiar with the programs of the parties and the arrangements which have been made by the parties for the use of such buildings, grounds, and facilities. It is specifically understood that it may be necessary for either District to provide personnel to supervise the use by the other District of buildings, grounds, or facilities under this agreement. If the owner District determines that it will be necessary for it to supervise the use by the other District of buildings, grounds, or facilities under this agreement, the owner District shall so advise the using District at the time the owner District grants the using District permission to use its buildings, grounds, or facilities. At that time the owner District shall also advise the using District of the charges which will be made by the owner District for such supervision of use. Each District may also elect to monitor use by the other District under this agreement to insure that such use shall be consistent with this agreement and the public interest. During all use under this agreement, the using District and all individuals engaged in its programs and activities shall respect and comply with

the rules and regulations of the owning District and the reasonable directions and requests of the owning District's representatives.

7. Care and Repair of Property: The School District and the Park District, and their employees, agents, and representatives shall exercise appropriate care in the use of all buildings, grounds, and facilities under this agreement. Further, during such times as buildings, grounds, and facilities are being used under this agreement; the using District shall endeavor to restrain persons not affiliated with the using District from committing any waste or damage to the property so used and to buildings, grounds, and facilities in proximity to those actually being used. In the event buildings, grounds, or facilities are damaged or destroyed during use under this agreement, the using District shall immediately reimburse the owner District for such costs as shall be incurred in repairing said damage and restoring the property to its condition prior to said use and damage. As an alternative to reimbursement, the using District may, if this is acceptable to the owner District in the specific instance involved, actually repair the damage resulting from such use to the satisfaction of the owner District. The using District shall not be responsible to the owner District for reasonable wear and tear resulting from such use.

8. Modification of Property: Neither District shall modify or alter in any way the buildings, grounds, or facilities of the other District without the specific written authorization of the owner District. The using District may, with owner District approval, place on the buildings, grounds, and facilities of the owner District such reasonable and temporary decorations and displays as may be appropriate to such use. All such decorations and displays shall be placed in such a manner that their use shall not result in damage or detriment to the property of the owner District. All such decorations and displays shall be removed promptly after completion of the use for which they were intended.

9. Expendable Equipment and Supplies: Each District shall supply and furnish such expendable equipment and supplies as shall be necessary to conduct its programs and activities. It is specifically understood that this agreement shall not extend to the use of expendable equipment and supplies.

10. Non-Liability for Loss/Insurance: This agreement is made upon the express condition that the District permitting the use of its buildings, grounds, and facilities by the other District shall be free from all liability and claim for damages by reason of any injury to persons or property resulting from or associated with the use of

such buildings, grounds, and facilities by the other District. The using District hereby assumes all risk of damage to persons and property in or upon the buildings, grounds, and facilities which are the subject of this agreement during such time as said buildings, grounds, and facilities shall be used under this agreement, from any cause or source whatsoever, and the using District, and all others using said buildings, grounds, and facilities under this agreement hereby waive any and all claims against the owner District for damage to persons or property in, on, or about said buildings, grounds, and facilities. The using District shall hold the owner District harmless from any and all claims, demands, causes of action, suits, damages, costs of action, counsel fees, and all other costs and expenses, including costs of investigation arising out of or incurred in the defense of any claim, proceeding, or action brought for injury to persons or damage to property resulting from or associated with the use of said buildings, grounds, and facilities under this agreement. Further, the using District shall save and hold harmless the owner District from any and all orders, judgments, and decrees, which may be entered in such suits or actions. In order to protect each other from liability and loss in this regard, the parties shall each secure, carry, and maintain at all times during the term of this agreement, at their sole cost and expense, public liability and property damage insurance for the joint and several protection and indemnity of both Districts. Said insurance shall be in the principal amount of not less than one million dollars (\$1,000,000.00) combined single limits, as to injury to persons and/or damage to property for a single occurrence. Each District shall provide to the other District evidence of required insurance in the form of a "Certificate of Insurance" which shall provide that the other District shall be notified at least forty-five (45) days in advance of termination or cancellation of said insurance. In addition, each District shall provide to the other District a "Policy Endorsement Form" naming the other District as an additional insured.

11. Notices: All notices to be given under this agreement shall be in writing and shall be effective either upon personal delivery or upon being sent by registered mail or certified mail, return receipt requested, addressed to the party to whom such notice is given. Notice sent as above shall be deemed served forty-eight (48) hours after being deposited in the United States mail and issuance of a registered or certified mail receipt. Notice shall be delivered or mailed to the principal office of each District.

12. ~~Amendment to Agreement: As the result of a decision by the Oak Park Unified School District (OPUSD) to construct new tennis court facilities at Oak Park High School; and a concurrent decision by the Rancho~~

~~Simi Recreation and Park District (RSRPD) to provide funding for lighting and electrical service for evening recreational use of these courts, it is necessary to make provision for the joint administration and maintenance of this facility. To this end, the parties agree as follows:~~ **Oak Park High School Tennis Courts** *The tennis courts located on the Oak Park High School campus serve both an important school purpose and an important public recreation purpose. These provisions are meant to prevent any conflict in use for these purposes, and also indicate specific maintenance and other responsibilities with regard specifically to the tennis courts.*

a. The following table lists regularly scheduled approved school use of the high school tennis courts. Additional school uses may be scheduled, as stated below. The tennis courts shall be available for public recreational purposes at all other times, as determined by the Park District. When all or some of the tennis courts are not being used by the School District in accordance with this schedule, they shall be available for public recreational purposes, as provided by the Park District. The "Dates" below are based upon the start and end dates of the regular school year, and will therefore vary slightly from year to year. Each year the School District will provide to the Park District the actual school year start and end dates, so that both agencies can adjust accordingly.

<i>Dates</i>	<i>Time</i>	<i>Days of Week</i>	<i>Number of Courts</i>	<i>User</i>
<i>August 20 – June 15</i>	<i>1:30 pm – 6:30 pm</i>	<i>Weekdays</i>	<i>All Courts</i>	<i>School</i>
<i>June 16 – July 26</i>	<i>3:30 pm – 6:30 pm</i>	<i>Weekdays</i>	<i>All Courts</i>	<i>School</i>
<i>Year-round</i>	<i>6:30 pm – 9:00 pm</i>	<i>Weekdays</i>	<i>One Court</i>	<i>School</i>
<i>Year-round</i>	<i>9:00 am – 6:00 pm</i>	<i>Saturday & Sunday</i>	<i>One Court</i>	<i>School</i>

- 1. The school use times indicated above may include coaching by the School District's tennis coaches, however, the age of the kids being coached must be between 13 – 19 years old. If those being coached are under or over these ages, the use will not be considered a school use and instead be considered private lessons. Unless approved by the Park District in writing, private lessons during public recreational use of the tennis*

- courts are prohibited. Any person violating this restriction may be warned and/or cited by the Park District's Park Rangers.*
- 2. During the times that the School District is using only one court it shall make best efforts to use court number 1 to help provide predictability to recreational tennis players.*
 - 3. A schedule showing the School District's scheduled uses shall be posted in a visible location at the tennis courts, so that the public may readily determine when the tennis courts are available.*
 - 4. All or some of the tennis courts may also be needed at other special times, for school sponsored make-up games, tournaments, or other required California Interscholastic Federation (CIF) needs. The School District will make reasonable effort to notify the Park District of these special uses 30 days prior to the special use so and the Park District will make reasonable effort to reschedule any program that may be in conflict with the School District's special use. School fund raising tournaments are expected to occur 2-3 times per year and will likely occur on a Friday from 4 pm – 8 pm, and on a Saturday and Sunday from 10 am – 5 pm.*
 - 5. The School District and its tennis coaches will make best efforts to end practices and instruction based upon the times stated in the table above, and would definitely stop immediately if there was a public need for the courts. If no such immediate public need exists, School District and School District tennis coach use will be completed within 15 – 20 minutes of the stated time frames.*
- ~~a. OPUSD shall have exclusive use of the facility during normal school hours of operation (approximately 8:00 a.m. – 1:30 pm) as well as after school tennis team practice and competition play (approximately 1:30 pm – 6:30 pm). Although this after school use normally occurs on weekdays during the times listed above and during the period from August through May of each year, the courts may also be needed at other special times, for school sponsored~~

~~make-up games, tournaments, or other required California Interscholastic Federation (CIF) needs. Private lessons from 1:30 pm – 6:30 pm shall not be considered “school use” unless the OPUSD Superintendent states certain lessons qualify as school use in writing to RSRPD’s General Manager. In that event, private lessons would only be allowed on two courts at a time, with two courts available for RSRPD and two courts available for public walk-on use. OPUSD will make every effort to notify RSRPD of these special uses 30 days prior to the special use so RSRPD will have an adequate period of time to reschedule any program that may be in conflict with the OPUSD special use. School District tennis coaches may also use 1 tennis court year-round on Sundays between the hours of 8:00 am – 1:00 pm for tennis practice, but not paid lessons.~~

- b. ~~When not needed for school purposes RSRPD shall have the exclusive right to administer and schedule the use of this facility for community recreational purposes such as organized leagues (i.e., RSRPD Adult tennis leagues are held on the tennis courts on weekday mornings), lessons, clinics, free play, or other programs. In addition, RSRPD shall set aside a minimum of 40 hours each week for unscheduled free play.~~
- c. RSRPD reserves the right to charge appropriate fees for use of the courts by non-school groups and/or individuals. Such fees shall be used either in whole or in part to offset the costs of utilities and ongoing maintenance of the facility. RSRPD shall be responsible for all costs of electrical service to the facility (*subject to an offset for electricity costs associated with lighting any or all tennis courts used by the School*), lamp replacement and electrical repairs to the facility, ~~and regularly scheduled cleaning and minor maintenance of the courts.~~ Specifically RSRPD shall wash all tennis courts once per month and replace tennis court nets and center straps as necessary. OPUSD shall blow off courts as necessary, spot clean spills and empty trash containers as necessary. Large-scale maintenance projects such as court resurfacing, painting, and repair/replacement of windscreens, fencing, or other fixtures shall be funded jointly by RSRPD and OPUSD on an equal basis.

- d. Due to the composition of the court surfaces, and in an effort to avoid excessive maintenance costs, "high-impact" activities such as roller hockey and the use of remote controlled vehicles are prohibited within the fenced court area. Both OPUSD and RSRPD shall make every effort to enforce this restriction.

12. Term of Agreement: This *revised* agreement shall commence as of _____ ~~March 1,~~ 2011, and continue thereafter for a term of three (3) years to and including February 28, 2014. This agreement may, however, be terminated by either party hereto upon the giving of ninety (90) days written notice to the other party of its intention to terminate this agreement. Such termination shall be effective upon the expiration of said ninety (90) days.

Dated: _____

OAK PARK UNIFIED SCHOOL DISTRICT

Anthony W. Knight , Superintendent

Dated: _____

RANCHO SIMI RECREATION & PARK
DISTRICT

Larry Peterson, General Manager

THIS PAGE IS BLANK

RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

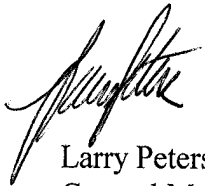
DATE: January 10, 2013
TO: Oak Park Recreation and Park Planning Committee
FROM: General Manager
SUBJECT: Report on Status of Financial Matters in Oak Park Area

SUMMARY

Attached is a copy of the Oak Park financial report that will be provided to the Rancho Simi Recreation and Park District Board during its regular meeting in Oak Park on January 17, 2013. The attached report and exhibits are self explanatory, and staff will provide a brief presentation of the report and answer any questions the Committee or public may have during the Oak Park Recreation and Park Planning Committee meeting on January 10, 2013.

ACTION REQUESTED

None, this report is information only.



Larry Peterson
General Manager

RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: January 17, 2013
TO: Board of Directors
FROM: General Manager
SUBJECT: Report on District Financial Matters in Oak Park

SUMMARY

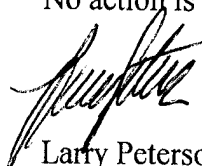
This report provides an update on financial matters for the Oak Park area. As you know, property tax revenue is based upon assessed values. The District receives one check from the County for all property tax collected within the boundaries of the District. Consequently, the District has traditionally allocated Oak Park and Simi Valley property tax revenue using assessed values. Relative to the District as a whole, Oak Park secured assessed values now total 13.14% of all properties within the District's boundaries. The attached spreadsheet, entitled "*Assessed Values*", demonstrates current and recent calculations, for both secured and unsecured property.

Based upon the estimated tax revenues set forth within the District's adopted budget, and the percentage that Oak Park property represents, staff estimates that Oak Park's share of secured property tax revenue will approximate \$1,154,423 in the current fiscal year. See page 2 of the attached "*General Fund Property Tax Allocation*" spreadsheet. This tax revenue estimate is set forth together with estimated recreation and facility revenues and related expenses, on the attached "*General Fund Oak Park Revenue and Expenses*" spreadsheet at page 3. The ending balance for the current fiscal year is projected to be \$449,964.

The District also accounts for Oak Park financial transactions within the Oak Park Assessment Fund No. 30-0-0000-2 and the Oak Park Special Zone Tax Fund No. 70. The relevant pages of the District's Adopted Budget for Fiscal Year 2012-13 are attached. In addition to the ordinary maintenance and recreation expenditures there are planned expenditures for the Medea Creek Trail overlay and Oak Park Community Center pond repair.

BOARD ACTION REQUESTED

No action is required. This report is information only.


Larry Peterson
General Manager

ASSESSED VALUES

	<u>Actual</u> <u>2010-11</u>	<u>Actual</u> <u>2011-12</u>	<u>Approved</u> <u>2012-13</u>
SECURED ASSESSED VALUES			
District	\$17,161,281,343	\$17,008,614,047	\$16,926,247,336
Oak Park	\$2,222,079,202	\$2,209,366,215	\$2,224,869,016
Oak Park as a Percent of District	12.95%	12.99%	13.14%
UNSECURED ASSESSED VALUES			
District	\$409,806,181	\$403,595,203	\$392,476,266
Oak Park	\$8,610,315	\$8,736,335	\$6,841,305
Oak Park as a Percent of District	2.10%	2.16%	1.74%

GENERAL FUND PROPERTY TAX ALLOCATION

	Actual 2010-11	Actual 2011-12	Approved 2012-13
SECURED TAX REVENUE			
Secured	8,034,762	8,110,002	8,110,000
Prior Year	507,851	448,089	480,000
Homeowners Exemption	93,213	91,432	83,259
Supplemental	124,714	69,532	105,000
Interest	23,385	8,948	4,300
Total Secured Tax	8,783,925	8,728,003	8,782,559
Oak Park Percentage	12.95%	12.99%	13.14%
Oak Park Secured Tax Allocation	1,137,361	1,133,740	1,154,423
UNSECURED TAX REVENUE			
Unsecured	249,281	263,491	240,000
Oak Park Percentage	2.10%	2.16%	1.74%
Oak Park Unsecured Tax Allocation	5,238	5,704	4,183

GENERAL FUND OAK PARK REVENUE AND EXPENSES

	Actual 2010-11	District Expense	Oak Park Percentage	Oak Park Expense	District Expense	Oak Park Percentage	Oak Park Expense	District Expense	Oak Park Percentage	Oak Park Expense	Approved 2012-13
BEGINNING BALANCE	395,904										310,854
REVENUE											
Secured Tax Revenue Allocation	1,137,361										1,154,423
Unsecured Tax Revenue Allocation	5,238										4,183
Interest Earned on Reserve/Prop. Taxes	1,386										450
Facility Rental Fees	112,694										115,000
Recreation Revenue	884,472										1,054,714
Misc./Other/Adj.	--										--
Total Revenues	2,141,151										2,328,770
EXPENDITURES											
SALARIES AND BENEFITS											
Recreation Oak Park (Dept. 33)	708,131										828,326
Maintenance Oak Park (Dept. 44)	547,441										472,513
Administration Department**	59,411	1,188,215	5.00%	1,154,630	1,167,783	5.00%	1,167,783	1,167,783	5.00%	58,389	
Planning, Maint. & Operations*	94,081	3,763,252	2.50%	3,961,334	4,045,070	2.50%	4,045,070	4,045,070	2.50%	101,127	
Sub-Total Salaries and Benefits	1,409,064										1,460,355
SERVICES, SUPPLIES, CAPITAL											
Recreation Oak Park (Dept. 33)	157,548										173,250
Maintenance Oak Park (Dept. 44)	357,756										366,009
Administration Department**	185,636	1,433,682	12.95%	1,437,269	1,445,820	13.14%	1,445,820	1,445,820	13.14%	190,046	
Capital Equipment	--										--
Capital Projects	--										--
Sub-Total Services, Supplies, Capital	700,940										729,305
Adjustment	0										0
ENDING BALANCE***	427,050										449,964

Printed on:
01/02/13

*Planning, Maint. & Operations includes time of Development Supervisor, Landscape Designers, Assistant General Manager, irrigation, electrician, plumber and other buildings and grounds maintenance support provided to Oak Park by District personnel
 **Administration Department expenses include liability insurance, workers compensation, telephone service, computer support, legal services, accounts payable, payroll, Administrative Staff support, computer purchases, etc.
 ***The Ending Balance is used to pay budgeted expenditures prior to the District's receipt of its primary revenue checks for property taxes, which are received in December and April.

**OAK PARK SECTIONS OF THE
DISTRICT ADOPTED BUDGET
FOR FISCAL YEAR 2012-13**

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

	<u>Actual</u> <u>2010-11</u>	<u>Actual</u> <u>2011-12</u>	<u>Approved</u> <u>2012-13</u>
REVENUES			
<u>Assessment Revenue</u>	<u>143,935</u>	<u>148,524</u>	<u>148,900</u>
Current Year	137,211	140,892	142,000
Prior Year	6,097	5,420	5,400
Interest	627	2,212	1,500
<u>Inter-Fund Transfer</u>	==	==	==
<u>Carryover (Prior Year)</u>	<u>61,704</u>	<u>125,160</u>	<u>62,670</u>
TOTAL REVENUES	<u><u>205,639</u></u>	<u><u>273,684</u></u>	<u><u>211,570</u></u>
EXPENDITURES			
<u>Salaries and Employee Benefits</u>	<u>71,417</u>	<u>80,104</u>	<u>76,244</u>
<u>Services, Supplies and Capital Equipment</u>	==	<u>10,015</u>	<u>30,700</u>
Capital Equipment	--	9,895	--
Supplies - Clothing and Safety	--	120	--
Utilities - Electricity	--	--	10,700
Utilities - Water	--	--	20,000
<u>Capital Outlay</u>	<u>9,062</u>	<u>120,895</u>	<u>104,626</u>
After School Club Program Facility Upgrade	--	9,220	--
Medea Creek Repair	9,062	111,675	18,000
Medea Creek Trail Overlay - Phase 2	--	--	40,000
Oak Park Community Center Accoustic Study	--	--	5,000
Oak Park Community Center Pond Repair	--	--	15,000
Reserve	--	--	26,626
TOTAL EXPENDITURES	<u><u>80,479</u></u>	<u><u>211,014</u></u>	<u><u>211,570</u></u>

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

REVENUES	Actual <u>2010-11</u>	Actual <u>2011-12</u>	Approved <u>2012-13</u>
<u>Property Taxes</u>	<u>165,227</u>	<u>163,975</u>	<u>159,185</u>
Secured	147,137	147,726	147,874
Supplemental	1,999	1,124	450
Unsecured	5,953	5,948	5,832
Prior Year (Sec. & Unsec.)	7,895	7,214	3,200
Homeowners' Exemptions	1,553	1,529	1,529
Interest Earned	689	436	300
<u>Inter-Fund Transfer</u>	==	==	==
<u>Carry-Over (Prior Year)</u>	<u>76,492</u>	<u>78,216</u>	<u>36,483</u>
 TOTAL REVENUES	 <u>241,720</u>	 <u>242,191</u>	 <u>195,668</u>
EXPENDITURES			
<u>Salaries and Employee Benefits</u>	<u>13,993</u>	<u>70,289</u>	<u>58,006</u>
<u>Services and Supplies and Capital Equipment</u>	<u>149,511</u>	<u>107,087</u>	<u>114,462</u>
Building Maintenance-Contract	42,519	46,927	40,707
Janitorial Services	16,958	14,740	15,520
Grounds Maintenance-Contract	62,590	44,819	58,235
Prof & Special Services	--	--	--
Shop and Maintenance Equipment	27,443	600	--
<u>Capital</u>	--	<u>28,331</u>	<u>15,000</u>
Park Sign Replacements	--	28,331	15,000
<u>Reserve</u>	--	--	<u>8,200</u>
 TOTAL EXPENDITURES	 <u>163,504</u>	 <u>205,707</u>	 <u>195,668</u>

THIS PAGE IS BLANK

RANCHO SIMI RECREATION AND PARK DISTRICT
Interoffice Memorandum

DATE: January 10, 2013

TO: Oak Park Recreation and Park Planning Committee

FROM: Assistant General Manager

SUBJECT: Report on Planning and Development Issues in Oak Park

Listed below is an update on planning and development issues in Oak Park.

1. **Oak Canyon Reservoir:** The *Agreement for Exchange of Real Property* between Rancho Simi Recreation and Park District and Triunfo Sanitation District is fully executed and in full force and effect. Construction of the new tank is substantially complete. A formal dedication ceremony was held on October 10, 2012.

Negotiations between representatives of the current telecommunication facilities located on the existing Conifer Tank site and the adjacent Country Vista II HOA have been finalized. The Park District was notified that one of the three existing carriers, Sprint, has indicated that it is no longer interested in having its existing facilities on the old Conifer Tank modified to remain in place.

Verizon representatives have expressed some interest in replacing Sprint on the tank (T-Mobile and AT&T being the other two carriers), but have not expressed formal interest to the District.

On December 13, 2012, a hearing on the application for the two modified cell sites at the old Conifer Tank site was held by the County of Ventura. Park District staff and staff from Triunfo attended the hearing. No other public attended. The approval is in the 30-day appeal period.

Demolition of the Conifer tank is now scheduled to occur in April 2013. Construction of the new towers is scheduled to start in late April/early May. Transfer of the site to the District will then occur, estimated to be June 2013.

2. **Medea Creek Streambed Repair Project:** Reconstruction of the failed slope along Medea Creek adjacent to Oak Park High School was completed on November 17, 2011.

Required as part of the mitigation for the project is removal of non-native plants along Medea Creek adjacent to the impacted site (.27 acres). A majority of the removal occurred on May 6, 2012, through the use of volunteers from the Big Sunday event. Additional palm trees have been removed by a local contractor and District staff removed additional non-native vegetation in September 2012. Hand broadcasting of the area with a native seed mixture is scheduled for late fall when the weather cools and inclement weather arrives.

The Regional Water Control Board and the Army Corps of Engineers approved the final environmental mitigation for the project on December 21, 2012. The three year monitoring program is now underway.

3. **Encroachment Permit – So Cal Gas Co:** In June 2012 the District's Board of Directors approved a Resolution approving the granting of an easement to Southern California Gas Company along Kanan Road adjacent to the Oak Park Library (Medea Creek Natural Park).

On September 20, 2012, the District issued an Encroachment Permit to allow the contractor for the Gas Company to store equipment on Park District property temporarily during construction. The Gas Company has installed the underground pressure limiting station at the location.

4. **Oak Park Community Center – Landscape/Pond Upgrades:** During the past fiscal year, staff identified several problems with the pond at the Oak Park Community Center & Gardens. A substantial leak was discovered at the waterfall directly under the bridge.

This resulted in water ponding on the outer edge of the pond. Additional investigation discovered one or more leaks at the upper pond, resulting in water running underneath the pond structure and daylighting on turf and landscape areas near the bottom of the pond. Initial repair beneath the bridge was completed in October 2012, resulting in two of the leaks being fixed. In November a contractor was hired to repair a seal coat on the upper portion of the pond. Additionally, rocks around the bottom pond were secured with concrete to help prevent soil from entering the pond.

District staff has also been in the process of re-landscaping the Community Center Gardens. Due to high ground water and very poor soil conditions, the original plant palate has struggled. New plantings have included palms mixed with some native type plantings. Landscape beds have been simplified and irrigation has been modified where necessary. Approximately 80% of the project has been completed by District maintenance staff. The remaining upgrades, primarily the landscaping behind the building, are scheduled to be completed in February 2013.

5. **Medea Creek Asphalt Overlay Project – Phase 2:** This project includes installation of the remaining section of new asphalt of the Medea Creek bikeway from Oak Hills Drive to the Ventura/Los Angeles County Line. Design is underway.
6. **Park Identification Signage:** Project includes installation of a new park sign at Indian Springs Park, similar to new park signs installed at the Oak Park Community Center and Gardens, Eagle View Park, Mae Boyar Park, and Valley View Park. No progress has been made to date on this project.



Ed Hayduk, Assistant General Manager

EH:bjm

THIS PAGE IS BLANK

RANCHO SIMI RECREATION AND PARK DISTRICT

**Oak Park Recreation and Park Planning Committee Meeting
January 10, 2013**

GROUNDS MAINTENANCE REPORT

Activity Period: October 11, 2012 – January 10, 2013

1. Maintenance Items

- a. Eagle View Park was inspected and received an Excellent rating.
- b. All parks have been aerated and fertilized for the fall.
- c. Indian Springs Park wood fiber play areas were topped off with 300 cubic yards of material.
- d. Up-branching of specimen trees and shrubs for fire safety and visibility was done at Oak Canyon Community Park, providing a 10' buffer along the park's entrance road.
- e. Repairs were made to vandalized play equipment at Mae Boyar Park. The following damaged items were replaced or repaired: one slide, rubber matting, and wheels. The spring toy still needs to be repaired and the second slide is on order.
- f. Water audits of all parks were performed by District staff and Oak Park Water.

2. Athletic Facilities

- a. All sports fields were aerated and fertilized.

3. Safety

- a. The following safety topics were covered: Head Protection, Hazardous Substance Alert, Winter Driving, The Dangers of Speed, Hand Safety, and Repetitive Motion Disorders.

4. Future Projects

- a. The ballfields are scheduled to be ripped, spiked, material added, dragged, rolled, and watered in. Bases, pitchers mounds, and base pegs requiring replacement will also be addressed.
- b. One hundred trees will be pruned through the recently awarded Tree Trimming contract.
- c. Repairs of the remaining play equipment at Mae Boyer Park.
- d. Brush clearance along Medea Creek Natural Park.

Eugene Molnar

Eugene Molnar
Senior Grounds Maintenance Supervisor Grounds

THIS PAGE IS BLANK

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

DATE: January 10, 2013

TO: Oak Park Planning Committee

FROM: Oak Park Recreation Supervisor II

SUBJECT: Report on the Oak Park Recreation Programs

Elections for Oak Park Planning Committee

- I. On January 22, the Rancho Simi Recreation and Park District will be holding an election during the Municipal Advisory Council's meeting (MAC), for the three open positions for the Oak Park Planning Committee.

Fall/Winter/Spring Recreation Activities:

- I. Oak Park class registrations are consistent with the fall classes with the exception of a dramatic increase in the Total Tennis program. Senior Game Day, Stock Market, Indoor Volleyball and free Tutoring were among the new programs that were successful. Enrichment programs at all four of the Oak Park schools continue to be a big success.
- II. Winter Oak Park day camps remain consistent with last year's enrollment. In addition, two specialty camps, Nerf Camp and Tennis Camp, were the first winter camps to succeed at the community center.
- III. New spring classes include Princes in Me etiquette class, Space Academy, Safe Sitters, and Home Brew 101.
- IV. Special focus to senior programming has been incorporated into our recent line up of classes. Programs include Corriganville Park, Adamson House, Hollywood Museum, Santa Monica Museum Day and Paramount Studios day.
- V. Teen events for fall included a tour of Bang Zoom. Winter teen programs include Anime L.A. field trip, special guest: voice actor, Yuri Lowenthal, start up of Teen Advisory Committee, ski and snowboarding trip, teen trip to Sky High, and an excursion to MB2 Raceway in Newbury Park.
- VI. The Alternative Recreation Department in Simi is offering a game day at the Oak Park Community Center.
- VII. Adult Softball fall season concluded in December. Spring 2013 is set to begin in March.

Facility and Pavilion Reservations:

- I. Facility reservations remain consistent. The Oak Park Community Center continues to rent out every Saturday and half of Friday's and Sunday's every month.
- II. Park reservations rode the momentum from summer rentals making fall busier than usual. Winter pavilion reservations were minimal as with past winter seasons.
- III. Mae Boyar nightly rentals have maintained consistent with the fall/winter schedules.
- IV. Ball fields are currently closed for renovations through January. Soccer fields remain constant with rentals. The Park District is currently issuing field use permits for the January - June scheduling period.

Fall/Winter/Spring Special Events:

- I. The 7th Annual Indoor Halloween Carnival was the most successful to date with over 2000 participating in the event.
- II. We hosted 3 Star Parties in winter. Each recorded approximately 50-100 people. The dog vaccine and licensing clinics scheduled for October struggled due to poor weather conditions. Winter Drive-In Movie scheduled for December was cancelled due to inclement weather.
- III. Upcoming special events planned in spring include a free Fitness Fest January 12, Spring Arts and Craft show March 30, featuring a new Adult Egg Throw competition
Drive-In Movie May 19th, and a special Dog Day May 5th which include activities such as: Vaccine Clinic, County Licensing, Rattlesnake Aversion Training, and Pet First Aid.

New Programs for late Spring and Summer:

- I. A free walking club guided by district volunteer will begin in May along with a yoga/hike classes will be conducted at Oak Canyon Community Park.
- II. Recreation staff is currently planning its summer session which will include teen extreme excursions and a one night camping trip for three through fifth graders to Cachuma Lake.

Renee Peace

Recreation Supervisor II

cc: Recreation & Leisure Services Administrator

THIS PAGE IS BLANK