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  
Dee Dee Cavanaugh

Vice Chair  
Mark Johnson

Director  
Elaine Freeman

Director  
Gene Hostetler

Director  
Kate O’Brien

STAFF

General Manager  
Larry Peterson

Assistant General Manager  
Ed Hayduk
I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. PUBLIC DISCUSSION

IV. APPROVAL OF MINUTES
   A. Regular Meeting – April 4, 2013

V. SCHEDULED ITEMS AND PUBLIC HEARINGS
   A. Presentation of the Part-time Employee of the Month for March 2013 to Ali Bim
   B. Presentation of the Full-time Employee of the Month for April 2013 to Debbi Clarke
   C. Presentation of FY 2012-13 Park and Building Maintenance Division Accomplishments

VI. CONSENT AGENDA**
   A. Approval of Check Registers: 4/5/13, 4/19/13 (payroll); 3/31/13, 4/15/13 (payables)
   B. Receive and File Report on Schedule of Events for May 2013
   C. Receive and File General Manager’s Notice of Intent to Resign as General Manager of Rancho Simi Recreation and Park District in October 2013
   D. Receive and File 2013 Slate of Board Officers for the California Association of Recreation and Park Districts

** 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 Use of Rancho Tapo Community Park by Simi Valley Cultural Association to Hold Nottingham Village Event on November 16-17, 2013
B. Approval of Park Ranger Bike Patrol Program Oral

C. Authorization to Solicit Bids for the Arroyo Simi Greenway Phase 1 Project 176-13-a

D. Approval of Award of Contract for the Medea Creek Bike Trail Asphalt Overlay Project Phase 2 51K-13-f

E. Approval of Resolution Approving Changes to the Following Section of the Rancho Simi Recreation and Park District Policy Manual: Chapter 12, Fees and Charges, Policy 12-403, Robert P. Strathearn Historical Park and Museum 84-13-e

F. Approval of Changes to Bylaws for the California Association of Recreation and Park Districts (“CARPD”) 22-13-b

G. Recommendation to Approve Lease Agreement for Xerox Photocopier 27-13-a

IX. WRITTEN COMMUNICATIONS

A. Letter of Appreciation from Alan Cueba for the Assistance Provided by Park Ranger Jim Rosales 73-13-b

B. Correspondence from the Youth Council Thanking the District for Participating at the 2013 Youth Summit 73-13-c

C. Award Presented to the District from the Sinaloa Middle School PTSA 73-13-d

X. REPORTS BY BOARD MEMBERS

XI. REPORT BY GENERAL MANAGER

XII. CLOSED SESSION

A. Closed Session Pursuant to Government Code Section 54957.6

Conference with Labor Negotiator:

Agency Negotiators: General Manager and Business & Accounting Supervisor

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: General Manager and Business & Accounting Supervisor
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 Negotiator: General Manager
Employee Organization: Unrepresented Employees

D. Closed Session Pursuant to Government Code Sections 54954.5(e) and 54957(b)(1):

Public Employment
Title: General Manager

XIII. ADJOURNMENT

If any individual has a disability that may require accommodation to participate in this meeting, please contact Colleen Janssen at 805/584–4400. Upon advance notification of the need for accommodation, reasonable arrangements will be made to provide accessibility to the meeting.
MINUTES
RANCHO SIMI RECREATION AND PARK DISTRICT
REGULAR MEETING, BOARD OF DIRECTORS
1692 SYCAMORE DRIVE, SIMI VALLEY, CA 92065
APRIL 4, 2013, 6:30 P.M.

AGENDA ITEM

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

PLEDGE OF ALLEGIANCE: Led by Sharon Worford

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

Staff: Doug Gale, Ed Hayduk, Colleen Janssen, Danielle June, Wayne Nakaoka, Carol Odenberg, Theresa Pennington, Larry Peterson, Brian Pierik, Esq., Robin Walker, Steve Van Keulen, Suzan Van Keulen, Sharon Worford

Guests: Michele Bennett, Reid Libby and members of the Stearns Fliers, Tom VanBeveren

III. PUBLIC DISCUSSION:

Reid Libby, representing the Stearns Fliers, spoke to the Board about their group’s schedule for flying radio-controlled model airplanes at the Rancho Santa Susana Park (??) soccer fields. He said for a number of years they have been able to fly their planes on the fields after the soccer teams have yielded the space to them, and they have appreciated the District’s cooperation in letting them use the fields. He said recently they heard that the rules have changed, and that they will no longer be able to fly their model planes at the fields on Sundays. He asked what caused the change of rules and what they can do to modify them. Legal Counsel gave direction to Board and staff on responding to this item raised during public discussion. General Manager Peterson informed the group that there have been no changes made to the rules. He explained that the fields were designed primarily for soccer, but the District had given permission years ago for the model plane fliers to use the fields when they are not being used for soccer. General Counsel said at this point if the group has further questions on this matter they may contact the General Manager at the District Offices, and added that the item can be placed on a future agenda.

IV. APPROVAL OF MINUTES:

(A) Approval of Minutes of the Regular Meeting – March 21, 2013

ACTION: Director Hostetler moved to Approve the Minutes of the Regular Meeting of March 21, 2013; Director O’Brien seconded the motion. Motion carried.
V. SCHEDULED ITEMS AND PUBLIC HEARINGS:

(A) Presentation of the Full-time Employee of the Month for March 21, 2013 to Suzan Van Keulen 35-13-h

Chair Cavanaugh presented the Full-time Employee of the Month Award to Susan Van Keulen. Suzan said that she has appreciated her job for the last 19-1/2 years and that it is a pleasure and an honor to work at the Park District. Recreation Administrator Gale stated that he appreciates all the effort and good attitude that Suzan puts into everything she does. The General Manager said that Suzan knows more about the District than most of the staff combined, and that she answers so many questions from the public on a daily basis with grace, knowledge and talent.

Director Hostetler requested that the Board pull Items VI.(B) and XII. from the Agenda and place the items on the May 2, 2013 Board Meeting Agenda when all five Directors will be present.

The following items, VI.(B) and XII., were moved up on the Agenda.

VI. CONSENT AGENDA:

(B) Receive and File General Manager’s Notice of Intent to Resign as General Manager of Rancho Simi Recreation and Park District in October 2013 35-13-i

XII. CLOSED SESSION:

Closed Session Pursuant to Government Code Sections 54954.5c and 54957(b)(1):

Public Employment

Title: General Manager

ACTION: Director Hostetler moved to pull Item VI.(B), Receive and File General Manager’s Notice of Intent to Resign as General Manager of Rancho Simi Recreation and Park District in October 2013, and Item XII., Closed Session Pursuant to Government Code Sections 54954.5c and 54957(b)(1) - Public Employment, Title: General Manager, from the Agenda and place the items on the May 2, 2013 Board Meeting Agenda; Director O’Brien seconded the motion. Motion carried.

VI. CONSENT AGENDA:

(A) Approval of Check Registers: 3/22/13, 3/8/13 (payroll); 3/15/13 (payables)

(B) Receive and File General Manager’s Notice of Intent to Resign as General Manager of Rancho Simi Recreation and Park District in October 2013 35-13-i

Item VI.(B) was moved up on the Agenda.

ACTION: Director Hostetler moved to Approve Consent Agenda Item A; Vice Chair Johnson seconded the motion. Motion carried.

VII. CONTINUED BUSINESS:

None
VIII. NEW BUSINESS:

(A) Presentation of Simi Valley Chamber of Commerce Young Professional of the Year Award to Recreation Specialist Danielle June (Oral)

Marketing & Community Outreach Specialist said that Danielle June was unable to attend the 2013 State of the City Address luncheon on March 6th to receive the Chamber of Commerce award due to the recent birth of her daughter and that Recreation Administrator Doug Gale accepted the award on her behalf at the event. Danielle was then shown a video taken of the formal presentation at the event. Chair Cavanaugh stated that she had the pleasure to be at the event and how proud the District is of Danielle. Michele Bennett from the Chamber of Commerce then joined Chair Cavanaugh in presenting the Young Professional of the Year Award to Danielle. Ms. Bennett said that Danielle has been such a big asset to their Young Professionals Network program and as 2012 Chair of the Professional Development and Education Committee, and that they could not have done it all without her. She said Danielle kept the group well informed, and they feel very lucky to have her involvement in the Chamber of Commerce. She added that Danielle is the first recipient of the Young Professional of the Year Award, and the award will be given out on a yearly basis.

Danielle said it is an honor to be a part of an organization that allows its employees to venture out and be part of other organizations, and that the District allows staff to grow and succeed. She stated that it is exciting to be a part of the S.V. Chamber of Commerce and its new foundation. She also thanked General Manager Peterson for speaking at the Chamber’s Young Professionals Network meeting last year. The General Manager said the District is proud of Danielle’s contributions with both the Chamber and the Park District, and that it is nice to see her grow professionally and demonstrate her many abilities. Chair Cavanaugh congratulated Danielle on behalf of the Board.

(B) Authorization to Solicit Bids for the Apollo Softball Field No. 3 Fencing Project 7-13-b, 14-13-b

ACTION: Director Hostetler moved to Approve the Authorization to Solicit Bids for the Apollo Softball Field No. 3 Fencing Project; Vice Chair Johnson seconded the motion. Motion carried.

(C) Authorization to Solicit Bids for the Medea Creek Bike Trail Asphalt Overlay Project – Phase 2 51K-13-e

ACTION: Director Hostetler moved to Approve the Authorization to Solicit Bids for the Medea Creek Bike Trail Asphalt Overlay Project – Phase 2; Director O’Brien seconded the motion. Motion carried.

IX. WRITTEN COMMUNICATIONS:
None.

X. REPORTS BY BOARD MEMBERS:

Vice Chair Johnson attended a Personnel Committee Meeting on March 27th, and stated that they reviewed the Affordable Care Act and the Public Employees’ Pension Reform Act of 2013 and their effect on the District and its employees.
Director Hostetler attended the Personnel Committee Meeting.

Director Hostetler attended a CARPD Board Meeting via conference call, and reported that they finished selecting the award recipients and are all ready for the CARPD Conference.

Director Hostetler circulated to the Board for review and suggestions a draft flyer that he and the General Manager created as part of the S.V. Task Force on Heroin Prevention’s efforts to deter drug use and provide information on support services. He said the flyer will be finalized the following day and presented to the Task Force members for their review and comments. Director Hostetler also discussed some ideas they have for distribution of the flyer.

Chair Cavanaugh did not have any committee meetings this period.

Chair Cavanaugh complimented Marketing & Community Outreach Specialist Janssen for doing a nice job on the District’s new Reporter. Chair Cavanaugh also mentioned that she and her daughter had signed up for a class using the District’s online registration program.

XI. REPORT BY GENERAL MANAGER:

General Manager did not have any other items to report.

XII. CLOSED SESSION:

Closed Session Pursuant to Government Code Sections 54954.5(e) and 54957(b)(1):

Public Employment

Title: General Manager

Item XII. was moved up on the Agenda.

XIII. ADJOURNMENT: Director Hostetler moved to adjourn the meeting at 7:01 p.m.; Director O’Brien seconded the motion. Motion carried.

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

Date: May 2, 2013

To: General Manager

From: Marketing and Community Outreach Specialist

Re: Presentation of the Part-Time Employee of the Month for March 2013
to Ali Bim

EMPLOYEE OF THE MONTH FOR MARCH 2013

The District's Part-Time Employee of the Month for March 2013 is Ali Bim. Ali was hired on February 5, 2008, as a Part-Time Transit Van Driver in the Recreation Department. On June 12, 2009, he became a Part-Time Recreation Specialist, and on May 24, 2012, a Part-Time Recreation Coordinator. This is his first award for Part-Time Employee of the Month.

NOMINATION NARRATION

Ali received two nominations. The first person who nominated Ali had this to say about him, "I am nominating Ali Bim for Part-Time Employee of the Month because of his positive attitude and his work ethic. He will do anything you ask of him, and he will do it with a smile on his face! I honestly don't know how the Recreation Department ever got along without him. He is a pleasure to be around and always has something nice to say. He is always there, willing to help in any way he can.

He is a man who wears many hats! He is our Transit Van Driver, Special Events Extraordinaire, Recreation Warehouseman, and so much more. He delivers supplies to the after school clubs in Simi Valley and Oak Park, and, if something needs fixing at the clubs, he takes care of it. He is also very creative! He has designed and built numerous things for the Teen Program. He designed and built a ladder ball game and a bowling lane for the Intergenerational Wii Bowling Tournament. He keeps the Recreation Warehouse stocked and organized. He is the go-to person for set-ups and tear-downs for the Movies in the Park and Music in the Park programs. He will jump in and help wherever he is needed.

He is a great role model for the many young people he comes in contact with, he has an exemplary work ethic, and he is just a really great guy. For all of these reasons I feel he is worthy of the Part-Time Employee of the Month."
The second person who nominated Ali said, "I nominate Ali Bim for the PT employee of the month award for the many hats he wears for the Recreation Department. It is hard to describe what Ali does for the department other than to say if you have attended an RSRPD event, been on a trip in the District bus, or needed something fixed or delivered, Ali has probably had a hand in it. He takes the initiative in his work, goes above and beyond what is asked to assure things are done with the highest level of professionalism, and has a positive working attitude.

Ali delivers equipment to the after school clubs, event sites, for classes, teen activities and more. He always ensures we have the materials we need delivered to event sites and that the set up is done with a professional caliber. Some weeks there are many events and Ali manages to organize and allocate his time appropriately so he can meet the needs of all of them. Ali also takes the initiative to meet with various supervisors regarding their programs and needs.

Ali is also the primary driver of the District bus, #99. You can find him behind the wheel driving seniors, youth and teens on various excursions throughout the year.

I personally refer to Ali is the District's own MacGyver. He finds ways to fix things that seem beyond repair and has made several pieces of recreation equipment, such as Ladderball and Quidditch goals. The Ladderball games have been used at several events, the Middle Schools, and After School Clubs. When Ali was asked to construct Quidditch goals, he made a set that far exceeded staff's expectations. He made them out of metal and hula hoops and designed them so they could be taken apart easily for transporting. Both of these games were made to be durable and to last many years. This is just one example of how he has gone above and beyond expectations.

On rare occasions when is not running around fixing things, setting up or doing deliveries, you will find Ali in 'his office,' the recreation warehouse. He maintains the cleanliness of the warehouse and keeps everyone informed of equipment that needs repair or attention. Ali collects and sorts food deliveries for the after school clubs as well.

Ali Bim is an outstanding employee, which is why I nominate him for PT Employee of the Month."

**BOARD ACTION**
Ali Bim has been invited to attend the May 2, 2013, board meeting to receive a plaque and a check for $75 from the board chair.

Colleen Janssen
Marketing and Community Outreach Specialist
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RANCHO SIMI RECREATION AND PARK DISTRICT
Interoffice Memorandum

Date: May 2, 2013

To: General Manager

From: Marketing and Community Outreach Specialist

Re: Presentation of the Full-Time Employee of the Month for April 2013 to Debbi Clarke

FULL-TIME EMPLOYEE OF THE MONTH FOR APRIL 2013
The District’s employee of the month for April 2013 is Debbi Clarke. Debbi has worked full time for the District since July 7, 2000, having worked for the District part time for many years prior. Debbi is the Receptionist/Clerk and works in the Recreation Department. This is her fifth award for Employee of the Month; the previous awards were October 2000, August 2003, January 2005, and February 2008. Additionally, she was selected as Employee of the Year in 2008.

NOMINATION NARRATION
The person who nominated Debbi had this to say about her, “My nominee for employee of the month works for the Recreation Department as a Receptionist/Clerk. This person started working for the District full time in July 2000, and is one of the first people the public comes in contact with when they come into the District’s main lobby. This employee always greets the public with a smile and willingness to help. This employee is always professional and will go above and beyond to assist not only the public, but coworkers as well. This employee is a great problem-solver, and believe me, there are many problems for her to solve!

One of the difficult tasks this employee handles daily is keeping track of everything related to the After School Club Program, and manages to do so even with the constant interruptions. This employee remains calm and professional even in the most difficult situations. This employee is very loyal and works hard for the District. For all of these reasons and so many more, this employee is deserving of the Employee of the Month award.”

BOARD ACTION
Debbi Clarke has been invited to attend the May 2, 2013, board meeting to receive a plaque from the board chair. She is also eligible for a day off with pay in the next 60 days.

Colleen Janssen
Marketing and Community Outreach Specialist
RANCHO SIMI RECREATION AND PARK DISTRICT
Interoffice Memorandum

DATE: May 2, 2013

TO: General Manager

FROM: Marketing and Community Outreach Specialist

SUBJECT: Receive and File Report on Schedule of Events for May 2013

REMAINING EVENTS FOR MAY 2013
Thu May 2  RSRPD Board Meeting, SDCC, 6:30 pm
Sat May 4  Fairy Tales in the Park, 4pm, free, Rancho Simi Comm Park, “Little Mermaid”
Sun May 5  Dog Day, Oak Canyon Dog Park, 9:00 am to 12:00 pm
Thu May 9  Neighborhood Council #1, Community Room, City Hall
Fri May 10 SVCC Breakfast meeting, Grand Vista Hotel, 7:30 am
Sat May 11 Street Fair, 9:00 am to 5:00 pm
Sun May 12 Mother’s Day
Tue May 14-15 CSDA Legislative Days
Tue May 14 Neighborhood Council #2, Community Room, City Hall
Tue May 14/15 CSDA Legislative Days
Wed May 15-18 CARPD Conference
Thu May 16 Neighborhood Council #3, Community Room, City Hall
Sat May 18-19 100th Anniversary celebration, Santa Susana Railroad Depot & Museum, 12-4 pm
Sat May 18 Drive In Movie, Oak Park, “Brave”
Tue May 21 Neighborhood Council #4, Community Room, City Hall
Wed May 22 LAF meeting, 8:00 am, SVCC office
Thu May 23 RSRPD Budget Workshop, 5:30 pm
Sat May 25-26 Cajun Festival, RSSCC
Sat May 25 Rancho Tapo Comm Park splash pad opening weekend (through Labor Day)
Sat May 25 Oak Canyon Comm Park splash pad opening weekend (through end of September)
Mon May 27 Memorial Day holiday, RSRPD closed

FUTURE EVENTS
Sat Jun 1  Community VIP Tour, 8:02 am, RSVP to SVCC
Sat May 4  Fairy Tales in the Park, 4pm, free, Rancho Simi Comm Park, “Hansel & Gretel”
Thu Jun 6  D-Day ceremony, 10:00 am, Rancho Tapo Comm Park Veterans Plaza
Thu Jun 6  RSRPD Board Meeting, SDCC, 6:30 pm
Thu Jun 6  Neighborhood Council #1, Community Room, City Hall (usually DARK)
Mon Jun 10 Preschool registration day
Tue Jun 11 Neighborhood Council #2, Community Room, City Hall (usually DARK)
Wed Jun 12 SVUSD last day of school
Thu Jun 13 Neighborhood Council #3, Community Room, City Hall (usually DARK)
Fri Jun 14 OPUSD last day of school
Fri Jun 14 SVCC Breakfast meeting, Grand Vista Hotel, 7:30 am
Sat Jun 15 Music in the Park Concert, RSCP, 6:00 pm, “The Spazmatics” (80’s new wave)
Sun Jun 16 Father’s Day
Tue Jun 18 Neighborhood Council #4, Community Room, City Hall (usually DARK)
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<tr>
<th>Day</th>
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<tr>
<td>Thu</td>
<td>Jun 20</td>
<td>RSRPD Board Meeting, SDCC, 6:30 pm</td>
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<tr>
<td>Sat</td>
<td>Jun 22</td>
<td>Music in the Park, OCCP, 6 pm, “DSB” America’s Favorite Tribute Band to Journey</td>
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<td>Fri</td>
<td>Jun 28</td>
<td>Movies in the Park, Rancho Simi Comm Park, “The Lorax”</td>
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<td>Wed</td>
<td>Jun 26</td>
<td>LAF meeting, 8:00 am, SVCC office</td>
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<td>Fri</td>
<td>Jun 28</td>
<td>Movies in the Park, Rancho Simi Community Park, “The Lorax”</td>
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<td>Sat</td>
<td>Jun 29</td>
<td>Drive In Movie, Oak Park, “The Lorax”</td>
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<tr>
<td>Thu</td>
<td>Jul 4</td>
<td>Independence Day Ceremony, RTCP Veterans Plaza, 10:00 am</td>
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<td>Thu</td>
<td>Jul 4</td>
<td>Fireworks!, RSSCP</td>
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<td>Thu</td>
<td>Jul 4</td>
<td>Neighborhood Council #1, Community Room, City Hall</td>
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<td>Sat</td>
<td>May 4</td>
<td>Fairy Tales in the Park, 4pm, free, Rancho Simi Comm Park, “Jack &amp; the Beanstalk”</td>
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<td>Sat</td>
<td>Jul 6</td>
<td>Dive-In Movie, Rancho Pool, “Monsters, Inc.”</td>
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<td>Tue</td>
<td>Jul 9</td>
<td>Neighborhood Council #2, Community Room, City Hall</td>
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<td>Neighborhood Council #3, Community Room, City Hall</td>
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<td>Fri</td>
<td>Jul 12</td>
<td>SVCC Breakfast meeting, Grand Vista Hotel, 7:30 am</td>
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<td>Sat</td>
<td>Jul 13</td>
<td>Drive In Movie, Oak Park, “Rise of the Guardians”</td>
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<td>Sun</td>
<td>Jul 14</td>
<td>Shakespeare in the Park, OCCP, Free, 7:00 pm, “King John”</td>
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<td>Tue</td>
<td>Jul 16</td>
<td>Neighborhood Council #4, Community Room, City Hall</td>
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<td>Thu</td>
<td>Jul 18</td>
<td>RSRPD Board Meeting, OPCC, 6:30 pm, includes budget hearing</td>
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<td>Sat</td>
<td>Jul 20</td>
<td>Music in the Park, RSCP, 6:00 pm, “Platinum Groove” (Motown to Bruno Mars)</td>
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<td>Wed</td>
<td>Jul 24</td>
<td>LAF meeting, 8:00 am, SVCC office</td>
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<td>Sat</td>
<td>Jul 27</td>
<td>Dive-In Movie, Rancho Pool, “Ice Age”</td>
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<td>Thu</td>
<td>Aug 1</td>
<td>RSRPD Board Meeting, SDCC, 6:30 pm</td>
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<td>Fri</td>
<td>Aug 2</td>
<td>Movies in the Park, Rancho Simi Comm Park, “Hotel Transylvania”</td>
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<td>Sat</td>
<td>May 4</td>
<td>Fairy Tales in the Park, 4pm, free, Rancho Simi Comm Park, “The Wizard of Oz”</td>
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<td>Sat</td>
<td>Aug 3-4</td>
<td>Camping Under the Stars, Oak Canyon Community Park</td>
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<td>Aug 8</td>
<td>Neighborhood Council #1, Community Room, City Hall</td>
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<td>Fri</td>
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<td>SVCC Breakfast meeting, Grand Vista Hotel, 7:30 am</td>
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<td>Sat</td>
<td>Aug 10</td>
<td>Dive-In Movie, Rancho Pool, “Wreck-It Ralph”</td>
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<td>Tue</td>
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<td>Neighborhood Council #2, Community Room, City Hall</td>
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<td>Thu</td>
<td>Aug 15</td>
<td>RSRPD Board Meeting, SDCC, 6:30 pm, includes budget hearing</td>
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<td>Thu</td>
<td>Aug 15</td>
<td>Neighborhood Council #3, Community Room, City Hall</td>
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<td>Sat</td>
<td>Aug 17</td>
<td>Music in the Park concert, RSCP, 6:00 pm, “Dry County” Simi’s own Bon Jovi band opening for “Fan Halen” Tribute to Van Halen</td>
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<td>Mon</td>
<td>Aug 19</td>
<td>SVUSD first day of school year 2013/2014</td>
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<td>Tue</td>
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<td>Neighborhood Council #4, Community Room, City Hall</td>
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<td>Sat</td>
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<td>Drive In Movie, Oak Park, “Hotel Transylvania”</td>
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<td>Wed</td>
<td>Aug 28</td>
<td>LAF meeting, 8:00 am, SVCC office</td>
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<tr>
<td>Wed</td>
<td>Aug 28</td>
<td>OPUSD first day of school year 2013/2014</td>
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Colleen Janssen  
Marketing and Community Outreach Specialist
RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: May 2, 2013

TO: Board of Directors

FROM: General Manager

SUBJECT: Receive and File General Manager’s Notice of Intent to Resign as General Manager from Rancho Simi Recreation and Park District in October 2013

SUMMARY

Attached is the General Manager’s Notice of Intent to Resign that originally appeared on the agenda for the Board’s regular meeting of April 4, 2013. Upon motion made and duly passed the item was pulled from the April 4, 2013 agenda for placement onto the May 2, 2013 regular agenda.

BOARD ACTION REQUESTED

Receive and file.

Larry Peterson
General Manager
RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: April 4, 2013

TO: Board of Directors

FROM: General Manager

SUBJECT: Receive and File General Manager’s Notice of Intent to Resign as General Manager from Rancho Simi Recreation and Park District in October 2013

SUMMARY

By now you understand that my motivation stems from my strong desire to learn, to be challenged, and to feel a sense of accomplishment. Recently I have been reflecting on what I have accomplished and on what more I would like to accomplish in my life. I have learned a great deal during my career so far and I still have a great deal of energy and drive. I have decided to continue to challenge and apply myself, and to expand upon my education and diverse professional experiences. Therefore this letter serves to notify you of my decision to conclude my role as General Manager of Rancho Simi Recreation and Park District in October 2013. At that time I will have served as General Manager for a little more than ten (10) years, making my term the second longest in the District’s fifty-one (51) years of existence.

Together we have accomplished many great things. We offer internet registration, paid off our debts (early), have a balanced budget, provide excellent park maintenance, and have engaged in very aggressive park expansion efforts, which now include the planned construction of Sinaloa Park. The current budget allocates close to $8 million of funds towards this project. Also, the District has no litigation of consequence, staffing levels and employee relations are reasonably good, the Park District is respected and appreciated by its’ residents, and relations with other governmental and community organizations are good. These were accomplishments, not accidents. We have faced many challenges, made many difficult decisions, and worked hard successfully together for a long time. We have worked through layoffs, managed the succession of retiring staff, and increased the District’s efficiency in many areas while saving millions of dollars along the way.
During my time as General Manager it has been my honor to be the recipient of the 2008 Outstanding Professional Award from the California Association of Recreation and Park Districts, and recipient of the 2012 General Manager of the Year Award from the Ventura County Special District’s Association. It has also been great to see other District staff, volunteers and projects receive recognition and awards. I appreciated serving on the Board of Directors (serving as President of the Board for two terms) of “CAPRI” - the joint powers authority provider of liability insurance and risk management administration to over 65 park and recreation special districts. I was first appointed to that Board on August 1, 2003, and was then re-elected twice thereafter. As you know, I led CAPRI in the recruitment of two of its administrators and its merger with the workers compensation joint powers authority “PARDEC” that became effective on July 1, 2008. The strength of CAPRI has since resulted in the expansion of its role as the executive director for the California Association of Recreation and Park Districts (“CARPD”). That organization is now working hard to improve the quality and content of its annual conference and its technical support to member agencies and their general managers and board members.

My appointment to the PARDEC Board of Directors occurred on November 18, 1999. I was re-elected to that Board twice and served as Vice-President for three terms. Before its merger with CAPRI it provided 45 special districts with workers compensation coverage and risk management administration. I have appreciated the privilege of serving on the Board of Directors of the California Special District’s Association Finance Corporation beginning on April 13, 2012 and on the Board of Directors of the Mountains Recreation and Conservation Authority beginning on July 11, 2012. It was also a pleasure for me to help our industry and fellow park and recreation agencies by serving on the California Special District’s Association’s Expert Feedback Teams in the areas of Finance, Governance, Redevelopment Agency Dissolution and Human Resources for the 2010, 2011 and 2012 legislative years. I have long considered it vital for special districts to collaborate in their delivery of essential services to the public. That premise was manifest also in our District’s commitment of technology support to the Ventura County Special District’s Association (“VCSDA”), starting in November 2007, and more recent commitment of administrative support to Director Freeman’s role as President of VCSDA.

During the last twenty-six (26) years I have completed a Master’s Degree, attended law school, and then worked as an attorney for the U.S. Department of Justice and as a Senior Manager for the accounting firm of Arthur Andersen. While at Rancho Simi Recreation and Park District I have served both as a Department Head and now as the General Manager. I have earned a distinguished career that has prepared me well for many types of challenges in the future. My desire is to continue that professional growth, face new challenges, and work hard to accomplish even more.

Thank you for your confidence and trust, and also for the congeniality and sensibility that each of you has brought in your role as an elected governing official of Rancho Simi Recreation and Park District. My thank you also goes to all employees of the District, both full-time and part-time, all volunteers to the District and its many affiliated organizations, and finally to our many independent contractors. So many individuals are working hard every day to provide nice, safe, fun, interesting
and engaging activities and park facilities. The communities of Simi Valley, Oak Park, and adjacent unincorporated areas of Ventura County have been and will remain in many capable hands.

As I begin my search for the next challenge, the Board of Directors should begin its efforts to identify the next General Manager for the District. I will of course assist you in that process and in the associated transition. I am providing you with this advance notice to help ensure this transition is smooth and thoughtful for everyone. It’s possible the search for my next challenge will take a little longer. Therefore, I would like the Board to allow me to continue working for the District past October if necessary, with only two requests; allow me to work a reduced schedule of 4 days per week with a corresponding reduction in pay, and allow me to retain the title of General Manager in this transition by designating the next General Manager as “Acting General Manager” until my departure from the District is effective. This would allow me to help the District and Board with any transition, and continue to help the District and its staff with their very heavy workloads.

We can of course discuss this and any other ideas you may have at the appropriate time. Again, thank you for the honor of serving as the General Manager of Rancho Simi Recreation and Park District.

BOARD ACTION REQUESTED

Staff recommends the Board receive and file this report. Appointment of General Manager will be placed upon the closed session section of future agendas to allow the Board to determine and take an appropriate course of action.

Larry Peterson
General Manager
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RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: May 2, 2013

TO: Board of Directors

FROM: General Manager

SUBJECT: Receive and File 2013 Slate of Board Officers for the California Association of Recreation and Park Districts

SUMMARY

The California Association of Recreation and Park Districts ("CARPD") will be holding its regular Board of Directors election on May 17, 2013, during the annual Spring Conference. Attached for your information is the current slate of candidates. Nominations may also be made from the floor during the election.

BOARD ACTION REQUESTED

Receive and file.

Larry Peterson
General Manager
TO: CARPD Member Districts

FROM: Pat Cabulagan, Executive Director

SUBJECT: 2013 Slate of Board Offices

DATE: April 02, 2013

The CARPD 2013 Board of Directors election will be held at the General Membership Meeting on May 17, 2013 during the CARPD Spring Conference in South Lake Tahoe, California.

In accordance with CARPD Association Bylaws the Nominating Committee shall submit a slate of qualified candidates for the offices. Any qualified candidate may submit his/her nomination prior to or during the election process (Floor Nomination).

If elected the candidate must provide CARPD with a resolution from the District Board endorsing the nominee. The candidate will not take office until such time as the authorizing resolution is presented.

Attachment: CARPD 2013 Slate of Officers
# CARPD 2013 Slate of Board Officers

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td>President – Elect</td>
<td>Rick Sloan</td>
<td>Cordova Recreation &amp; Park District</td>
</tr>
<tr>
<td>Secretary</td>
<td>Maryalice Faltings **</td>
<td>Livermore Area Recreation &amp; Park District</td>
</tr>
<tr>
<td>Director at Large (Odd Year)</td>
<td>Two Board Officer Positions to be elected</td>
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<tr>
<td></td>
<td>Joe Gibson **</td>
<td>Conejo Recreation &amp; Park District</td>
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<td></td>
<td>Frank Gorman</td>
<td>Valley Wide Recreation &amp; Park District</td>
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<tr>
<td>Administrator Representative (Odd Year)</td>
<td>One Board Officer Position to be elected</td>
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<td></td>
<td>Tarry Smith, General Manager **</td>
<td>Ambrose Recreation &amp; Park District</td>
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</table>

** Incumbent
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RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE:       May 2, 2013

TO:         Board of Directors

FROM:       General Manager

SUBJECT:    Approval of Use of Rancho Tapo Community Park by Simi Valley Cultural Association to Hold Nottingham Village Event on November 16-17, 2013

SUMMARY

The Simi Valley Cultural Association (hereinafter the "Association") has requested the Park District to allow the use of Rancho Tapo Community Park for a Nottingham Village event on November 16 and 17, 2013. The mission of the Association is to raise cultural awareness through the arts and education. Therefore, the Association intends for this event to be an opportunity for those that attend to experience living history. Attendees would become part of the life in an Elizabethan village during the middle ages, interacting with participants who will be food and craft vendors, street performers, musicians and villagers, dressed in period correct clothing and in the character of the times. Hands on crafting opportunities would be provided for children to learn about modern technology in the middle ages and other educational and interactive aspects. At least two stages would allow for related performances.

Attached is a copy of the Special Event Request that the Association provided to the District. Staff reviewed that information, obtained supplemental information (also attached) and scheduled a Special Events Committee meeting thereafter. Two representatives of the Association attended that meeting to explain the proposed event and answer questions of the Committee members and District staff. At that time the parties also reviewed draft conditions of use. Revisions to the draft conditions have since been made, with the most current version attached hereto for the Board’s further review.

The proposed event would require use of most of the park for set-up, event, and clean-up from the morning of Tuesday November 12 through the evening of Monday November 18, 2013. The Association proposes to place a fence around the event, charge admission, and sell alcohol. District policy requires the District’s Board of Directors to review and approve those aspects, and the magnitude of the event. Representatives of the Association will be available to answer any questions at the Board’s meeting.
Staff recommends the Board consider the Association’s request for a permit to use Rancho Tapo Community Park, including a determination of what conditions of use should be imposed if the event is allowed to occur at that location, the event’s compatibility with the park and surrounding residences and other buildings, and the impact of the event on regular park users. The Association has attempted to thoughtfully layout the event in a way that minimizes the impact to park neighbors. As planned, staff believes that the event would offer a cultural experience and meaningful entertainment to the community, while also advancing the goals of the Association and its role in the community. The Board should weigh the various issues and determine whether or not a permit should be issued, and if so under what conditions.

BOARD ACTION REQUESTED

Staff recommends approval of the attached conditions for use of Rancho Tapo Community Park by the Simi Cultural Association to hold a Nottingham Village event on November 16-17, 2013.

Larry Peterson
General Manager
SPECIAL EVENT REQUEST
RANCHO SIMI RECREATION AND PARK DISTRICT
SPECIAL EVENTS AND FESTIVALS REQUEST

Permission for the use of district property for a special event in a district facility may be
granted by the General Manager, but requires the submission of the Special Events and
Festivals Request and a $50 nonrefundable permit processing fee. Events with security
fences and alcohol will require approval by the board of directors. (Policy Manual 11-600-A)

Group/Organization Name: Simi Valley Cultural Association
    Non profit group? Yes X /  No

Contact Person: Name: Jan Glasband

    Address: 1812 Lee St.

    City/State/Zip: Simi Valley, CA 93065

    Phone: 805-579-3611

    Email address: jgartdept@sbcglobal.net

Primary Purpose of Group: To raise cultural awareness through arts and education

Primary Purpose of Event: To provide an opportunity for residents to experience living
    history

Proposed Date of Event: 11/16-17, 2013    Hours of Event: 10am – 8pm

Name of Event: Nottingham Village

Proposed Location of Event: First Choice: RTCP    Second Choice: RSCP

Anticipated Number of People: 10,000

Description of Event: An authentic Elizabethan village and marketplace

Is the event a fundraiser? Yes    Is the event open to the public? Yes

Will food be sold or served? There will be licensed food vendors

Will there be music? Live band, DJ? There will be music, all acoustic (no sound
    amplification)

Will alcohol be sold or served? Yes, wine and beer only

Will there be vendors? Yes sales? Yes raffles? TBD give aways? TBD
Will you be advertising this event? If so, where? Local and county newspapers – LA & Ventura and Facebook

Will you provide security? Yes If so, please provide details: There will be 6 to 12 trained security staff on hand to maintain safety and order. Will work hand in hand with local law enforcement for emergency services and response. First Aid will be available for any potential injuries or needed assistance.

Is there an entrance fee? Yes/TBD – Family-friendly

Do you have insurance coverage? Yes - $2,000,000

Parking Enforcement: TBD

Description & History of Event (how many years has this been previously held, if any, at what site, describe activities, special requests and equipment/attractions that will be offered. Please use additional sheets as necessary and proposed layout plan):

This themed festival is what we hope will create a series of events that can help to raise funds for local non profits, while providing an affordable source of family entertainment. The Nottingham Village will be an abbreviated version of a much larger festival scheduled to take place in 2014. This “kick-off event” will establish what will hopefully be an opportunity for local and non-local residents to experience living history, and is part of a much larger tradition of renaissance faires that is over 50 years old. Attendees will become part of the life in an Elizabethan village during the middle ages – interacting with participants who will be food and craft vendors, street performers, musicians and villagers, dressed in period correct clothing, and in the character of the times. There will be “hands-on” crafting opportunities for children to learn about “modern technology” in the middle ages, and other educational, interactive aspects as well. There will be at least two stages, one for professional performers and another for the community. The mission statement of the Simi Valley Cultural Association is to “raise cultural awareness through the arts and education”, and this sponsored event falls perfectly within those guidelines.

(Layout and plan to follow)

Please provide any additional requests:

We are respectfully requesting, that because of the unique nature of this event, and the many benefits it will bring to the community, and because we are a true not for profit organization, that the park district consider a partial subsidy of this weekend festival with a fee reduction.

Please review the attached District policies (11-500, 11-600 and 11-700).
1) Layout. I know you said you were working on it, but just a rough diagram/plan would be helpful. Since you are selling admission tickets and asking for alcohol sales we assume there is fencing, and we'd like to see/know where you're thinking. Where would be the entrance(s)?

There will be fencing surrounding the entire festival. There will be one major entrance/exit indicated on the rough layout. There will be several emergency entrances/exits located throughout the festival as well. These are also indicated on the basic layout map. All alcohol will be controlled and not allowed to leave the premises by use of security at the main entrance/exit. Layout of the booths and alcohol sales points, while not indicated currently on the map, will be along the cement paths.

2) How much time would you think you would need for setup/tear down? For instance, if the fence is going up a week early, when does the "public" get fenced out and/or lose access to the park, or would they continue? The softball field?

We would need the area starting the Monday prior to the event. The fencing would go up immediately and that area of the park would not be available to the public until the following week (probably by Tuesday or Wednesday) after all festival materials are removed. As the festival would not be using all aspects of the park, several areas would be open including the tennis courts, softball field and other scenic parks areas.

3) You are proposing to go until 8:00pm which we assume is "event time". Sunset is approx 5:30pm so are you looking at bringing in light towers, just using softball field lights, and if light towers how many do you guess?

The festival would only go to 5:00pm because of the daylight available. We will not be open to the public after dark. 8:00pm would be the estimate of when most merchants/participants would be leaving the property for the evening. The only light tower that may be
needed would be (for our participant camping area) and that light would be extinguished by 10-11pm.

4) 10,000 people is a lot. Over two days we think you're saying about 5,000/day. That's still a lot! We'd like you to tell us about parking for it...how many spots are at the County Courthouse/DMV lots, where else might people park...in the neighborhood? Any shuttles contemplated?

   a. How do you think you will get this many people? This isn't a "normal" type Renaissance Faire that might attract from as far away as you'd like at the Moorpark site, I guess the question is how comfortable are you with this number (as it makes us pretty nervous!)

We actually estimate that we will have 2,500 people per day, not nearly as significant as 5,000 per day. Please refer to our rough parking plan map to see designated parking. All the lots surrounding the Rancho Tapo Park are estimated at about 789. Based on the formula we use that places 3.2 people per vehicle, that would support 2,524 attendees. The plan is that if we exceed that number to use the lots next to Kohl's and the Regal Theatre as overflow lots.

There will be no street parking for the event and we should not need any shuttle service.

We are positive that will we bring in these types of numbers as similar smaller festivals in the area easy match up to this. The buzz that has already been created about the event and in the renaissance community supports this.
Imagine stepping back in time into a world of living history, where all modern trappings are abandoned and you are surrounded by the sights, scents and sounds of a sixteenth century English countryside faire. No longer does technology hold a place, as you leave your daily life outside the gates. Entertainment is now a joust, street musicians and performers, dancers, singers, Shakespearian actors, and bawdy washerwomen who draw you further into a new reality. Artisans hawk their wares, the tempting aroma of turkey legs wafts through the air, lords and ladies stroll the paths. Suddenly the horns sound - and Queen Elizabeth passes by, carried on a litter through the crowds, surrounded by members of her royal court.

Since the Renaissance Faire left Agoura there has been a desire to bring a more accessible regional faire back to the Ventura county area. A group of dedicated volunteers from the community along with Actors' Repertory Theatre of Simi and the non profit Simi Valley Cultural Association is making that dream a reality. In late summer of 2013, the Nottingham Festival will recreate the magic and revelry of an Elizabethan field and marketplace with six theatrical stages that will provide entertainment for all ages. Craft workers and reenactors of several guilds will offer field trips for school children who will be able to experience first hand (and hands-on) the lifestyle and handicrafts of the 16th Century.

Proceeds from this non profit festival will be granted to smaller non profit agencies in the surrounding communities, and set aside for the further development of arts programs for youth.
Simi Valley Cultural Association & Actors’ Repertory Theatre of Simi

Since 1976 the Simi Valley Cultural Association has been a guiding force for raising cultural awareness in the community. Its original goal; to build a local performing arts center, was put on hold in the early 90’s when Actors’ Repertory Theatre of Simi was brought under their nonprofit umbrella to become an educational programming entity for the organization. Since 1995 ARTS, in partnership with SVCA, has built a far-reaching reputation for creating a season of live theatre at the Simi Valley Cultural Arts Center, created the popular Ghost Tour in Strathearn Park, opened ARTS Performance Academy, (a training ground for actors, singers and dancers of all ages), and maintained a highly acclaimed summer musical theatre training program for youth; ARTS Summer Musical Theatre Workshop. With local support from the Walter Lantz Foundation, the Simi Valley Cultural Arts Center Foundation and the Target Corporation, ARTS has been able to offer substantial scholarship opportunities and free after school programs for young people. The Nottingham Festival is the embodiment of what SVCA and ARTS represent; building bridges between different cultures and strengthening our community through arts and education.

“"I would like to express my enthusiastic support for the Nottingham (Traditional Renaissance) Festival, coming to Moorpark and east Ventura County, in the summer of 2013. I believe this event will provide an enriching cultural and educational environment for all ages, with a focus on living history and the arts. This Festival will also afford additional revenue for local businesses while raising much needed funds for smaller Ventura county nonprofit agencies.”

- CA Senator, Tony Strickland

Simi Valley Cultural Association
Nonprofit tax ID #23-7125047
jgartdept@svglobal.net
www.actorreprsimsim.org * www.nottinghamfestival.org
PROPOSED CONDITIONS OF USE
CONDITIONS FOR USE
OF RANCHO TAPO COMMUNITY PARK
BY SIMI VALLEY CULTURAL ASSOCIATION
FOR THE NOTTINGHAM VILLAGE 2013

REFERENCE PERMIT #____

This Conditions of Use is an addendum to a District issued Facilities Use Permit to the Simi Valley Cultural Association (hereinafter the “Association”) to hold a Nottingham Village event at Rancho Tapo Community Park (hereinafter the “Park”) on November 16 and 17, 2013. The mission of the Association is to raise cultural awareness through the arts and education. Therefore, the Association intends for this event to be an opportunity for those that attend to experience living history. Attendees would become part of the life in an Elizabethan village during the middle ages, interacting with participants who will be food and craft vendors, street performers, musicians and villagers, dressed in period correct clothing and in the character of the times. Hands on crafting opportunities would be provided for children to learn about modern technology in the middle ages and other educational and interactive aspects. At least two stages would allow for related performances. In addition to the conditions set forth in the Facilities Use Permit form, the following conditions of use apply:

1. Association shall obtain approval of a Special Event Permit from the City of Simi Valley. Evidence of the City approved Special Event Permit shall be provided to the Park District no later than 10 days prior to the event date.

2. The Park District in its discretion may require the Association to notify Park neighbors about the event. Association will pay all such noticing costs and respond to any inquiries received as a result thereof.

3. Association shall obtain an ABC license for any alcohol sales or distributions, and comply with all provisions thereof.

4. Association shall obtain all applicable health and safety permits and comply with the terms thereof.

5. Association will have at the Park during event hours 6-12 trained security staff to maintain safety and order, including traffic and parking control if that becomes necessary. Association will pay for and provide any additional law enforcement personnel required by the City of Simi Valley. The District in its discretion may assign one or more Park Rangers to this event and charge the Association for their assignment at the rate of $37.50 per hour.

6. A layout diagram shall be submitted no later than 30 days prior to the event, and the layout must be approved by the District’s General Manager. The layout shall indicate locations of vendors, estimated number of vendors, toilets, overnight area, stages, VIP parking, smoking zone, and all other material aspects of this event.
7. There shall be no driving on Park grass for equipment delivery, set-up, etc., without prior Park District staff approval, and driving on grass must be supervised by Park District staff to prevent damage to irrigation systems.

8. Association shall be responsible for material damage to the Park and shall return Park in same condition as it was prior to event. Upon event tear down and removal from the Park, Park District staff will perform an inspection and determine whether or not any damage to the Park has occurred. An itemized list will be prepared that will include an estimate for repair costs, and the Association will be invoiced that amount.

9. Adequate port-a-potties shall be provided to service the event in accordance with the City of Simi Valley’s Special Event Permit, which shall include regular servicing. A dumping truck will be permitted to enter the gated area of the event each day prior to the opening of the event to the general public.

10. Association shall provide to the Park District no later than 30 days prior to the event evidence that event parking permission has been obtained at the adjacent City and County building parking lots and retail parking areas identified on the draft event layout. The Association shall undertake best efforts to discourage on-street parking in front of residences. An example of how this may be done is indicating the approved event parking locations and festival entrance(s) on event web site and in any event flyers or other advertising materials.

11. Event Date(s)
   a. The days of the 2013 Nottingham Festival event are Saturday November 16 and Sunday November 17, 2013.
   b. No event set-up may occur at the Park for this event until after 7:00 am on Tuesday, November 12, 2013, to accommodate the Park District’s annual Veteran’s Day event.
   c. Fencing around the perimeter of the proposed festival may not be installed any sooner than the morning of Wednesday November 13, 2013 but access points to the Park should remain open for the general public’s access and use of the park amenities up until 5:00 pm on Friday, November 15, 2013.
      i. Advertising banners may be placed at approved locations within the Park no earlier than Friday, November 8, 2013, and shall be removed from all locations no later than 10:00 pm on Monday, November 18, 2013.
      ii. Fencing shall be removed (including all associated metal clips) by 10:00 pm on Monday November 18, 2013.

12. Event Hours
   a. Nottingham Village - Saturday and Sunday will be open to the public from 10:00 am - 5:00 pm. Event staff (merchants, participants) will leave the Park by 8:00 pm
   b. Music – All musical and other entertainment will not be amplified, and when possible should occur away from the residences that are adjacent to the Park to minimize disturbance to adjacent residences.
13. Various conditions:
   a. Association shall be responsible for all trash pickup and disposal, and restroom cleaning and restocking. Roll-off waste containers may be placed at locations approved by Park District staff.
   
   b. No participant camping area is allowed. The Park District recommends the Association refer people to Tapo Canyon County Park for off-site camping. No more than 5 individuals may stay at the park overnight in tents to ensure the area remains secure. One light tower is allowed to light the overnight area, and that light shall be turned off by 10:30 pm, and those staying overnight shall observe a noise curfew thereafter.
   
   c. Association shall maintain First Aid and Lost and Found stations at the event during all times that it is open to the public.

14. Association shall require its event vendors, volunteers, and participants to sign release waivers releasing both the Association and the Park District from liability. The Park District can provide a sample release form to Association. Association shall also secure liability coverage and alcohol distribution/consumption insurance coverage in an amount no less than $2,000,000 million. Association shall provide the Park District evidence of coverage, and name the Park District as an additional insured (with an endorsement to coverage) under all such coverage no later than 10 days prior to the event.

15. Fees and Charges – the facility use fee for this event has been determined to be $15,000, however, the Park District will reduce this fee to $5,000 for the first year of this event. All facility use fees, including any associated damage/repair charges shall be payable to the Park District no later than January 20, 2014. Association shall provide the Park District a financial report showing the revenues, expenses and cash balance from the event no later than January 20, 2014.

16. This permit is good only for this event (described above) in the 2013 calendar year. Park District Board approval will again be required before a permit may be issued by the District for any future event, at which time the Park District Board and staff will consider many factors including the success of the event, complaints about the event, impacts to neighbors, damage to park, etc.

17. Consistent with the District’s recently adopted no-smoking in parks policy, the event shall also be a no-smoking event. Event staff need only provide friendly reminders not to smoke, when necessary and/or appropriate. The Park District does not expect tickets to be issued or police action to be taken against smokers or willing violators of the no-smoking setting. Association may create a designated smoking area away from others that attend this event.

18. Association shall provide the Park District with 10 event admission passes.
The conditions of use set forth above are agreed to:

Rancho Simi Recreation and Park District                        Simi Valley Cultural Association

By ___________________________ Date __________            By ___________________________ Date __________
Larry Peterson
General Manager                                                Jan Glasband
Executive Director
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RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

Date: May 2, 2013
To: General Manager
From: Assistant General Manager
Subject: Authorization to Solicit Bids for the Arroyo Simi Greenway Phase 1 Project

The Park District’s approved *FY 2012-13 Planning and Development Project Priorities* includes the completion of Phase 1 of the Arroyo Simi Greenway. Staff is recommending that the Board of Directors authorize the solicitation of bids for the project.

The Arroyo Simi Greenway project arose from a Visioning Study in a partnership between the Park District, City of Simi Valley, Simi Valley Unified School District, and Ventura County Watershed Protection District. This process identified specific goals for the revitalization of the Arroyo Simi Greenway, including improving air and water quality, enhancing riparian habitat, and improving recreational uses of the Greenway by realigning and extending the existing trail, developing trailhead areas, providing pedestrian and bike bridges and overlooks at key locations, installing interpretive exhibits, providing additional rest and picnic areas, and improving access to and visual awareness of the Greenway.

The total estimated cost of the Phase 1 project is $1,050,650. Included is an $802,275 grant in Proposition 84 California River Parkways Project grant funds for initial improvements to the Greenway. The City and the Park District have each pledged $100,000 toward the Phase 1 project, with the remaining costs being covered by local in-kind contributions.

Phase 1 includes construction of two miles of new paved trail between Sequoia Avenue and Erringer Road. Seventeen (17) new attractive and easy-to-access trail entries will be constructed along with directional signage, benches, bicycle racks, and other amenities. Educational interpretive exhibits will be installed at key
points along the Arroyo. Included as a bid alternate are three new entry monument signs to be installed at Madera Road, Erringer Road (Rancho Simi Community Park), and Sequoia Avenue.

Design of the project is complete. The Ventura County Watershed Protection District has completed an extensive review of the design plans. Numerous adjustments were made from the original design of the project to accommodate concerns raised by Ventura County Watershed Protection District staff. These included: (1) deleting the proposed bollard entry system and installing 15’ wide double swing decorative wrought iron gates; (2) substituting the proposed triple rail fence and corresponding chain link fence improvements with Omega fencing; (3) widening the proposed pavement width from twelve (12) to sixteen (16) feet; and (4) relocation of the Madera/Easy Street primary entryway onto the City’s adjacent right-of-way.

Ventura County owns the rights-of-way along the Arroyo Simi, and performs all maintenance and improvements related to flood control. Since 1966, the County and Park District have had an agreement which allows the Park District to make recreational opportunities available to the community for walking, biking and more, in exchange for the Park District’s performance of regular maintenance and recreational improvements.

Listed below is the project schedule:

<table>
<thead>
<tr>
<th>PHASE 1 CONSTRUCTION SCHEDULE</th>
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<tbody>
<tr>
<td>Authorization to Solicit Bids</td>
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<tr>
<td>Notification in Simi Valley Star</td>
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<tr>
<td>Opening of Public Bids</td>
</tr>
<tr>
<td>Board of Directors – Award of Contract</td>
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<tr>
<td>Notice to Proceed/Start of Construction</td>
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<tr>
<td>Anticipated Start of Construction</td>
</tr>
<tr>
<td>Phase 1 Completion</td>
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A graphic illustration of Phase 1 is attached.

As part of the Board’s authorization to solicit bids, staff is requesting that the Board make a finding that the project is substantially complex and that it would be
in the best interest of the Park District to maintain payment retention of 10% of the contract price.

**Fiscal Impact:** The District’s adopted *FY 2012-13 Annual Budget* allocates the State grant and both the Park District’s and the City’s pledged contributions of $100,000.

**Board Action Requested:**

That the Board:

1. Authorize the Solicitation of Bids for the Arroyo Simi Greenway Phase 1 Project.
2. Authorize staff to include a payment retention of 10% of the contract price in the bid documents.

[Signature]
Ed Hayduk, Assistant General Manager

EH:bjm
RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

Date: May 2, 2013

To: General Manager

From: Assistant General Manager

Subject: Approval of Award of Contract for the Medea Creek Bike Trail
Asphalt Overlay Project Phase 2

At its meeting of April 4, 2013, the Board of Directors authorized the solicitation
of bids for the Medea Creek Bike Trail Asphalt Overlay Project Phase 2. Phase 2
includes the installation of two inches of new asphalt overlay on the remaining
section of the Medea Creek Bike Trail from Oak Hills Drive to the Ventura/Los
Angeles County line (see attached graphic illustration). Phase 1, completed in FY
2011-12, included that section of the trail from Oak Park High School to Medea
Creek Lane and Kanan Road to Sunnycrest Drive

A Notice Inviting Bids was published in the Ventura County Star on April 7, 2013.
Twelve contractors received bid packages for the Project.

On April 23, 2013, sealed written bids were received from the following contractors:

<table>
<thead>
<tr>
<th>Company</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universal Asphalt Co., Inc., Santa Fe Springs, CA</td>
<td>$37,500.00</td>
</tr>
<tr>
<td>Pacific Tennis Courts, Inc., Westlake Village, CA</td>
<td>$39,998.00</td>
</tr>
<tr>
<td>Berry General Engineering Contractors, Inc., Ventura, CA</td>
<td>$41,278.00</td>
</tr>
<tr>
<td>Iverson Construction, Inc., Camarillo, CA</td>
<td>$41,985.00</td>
</tr>
<tr>
<td>DPM Company, Camarillo, CA</td>
<td>$43,000.00</td>
</tr>
<tr>
<td>Quality Paving, Ventura, CA</td>
<td>$43,788.00</td>
</tr>
<tr>
<td>Mission Paving and Sealing, Inc., Irwindale, CA</td>
<td>$49,850.00</td>
</tr>
</tbody>
</table>
Staff is recommending that the bid be awarded to the apparent low bidder, Universal Asphalt Co., Inc. of Santa Fe Springs. Universal Asphalt has successfully completed several projects for the District, including Phase 1 of the Medea Creek Bike Trail Asphalt Overlay, Sycamore Drive Community Center parking lot overlay, and the Old Santa Susana Park parking lot reconstruction project.

A schedule for the project is listed below:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Authorization to Solicit Bids</td>
<td>April 4, 2013</td>
</tr>
<tr>
<td>Publication of Legal Notice in Ventura County Star</td>
<td>April 7, 2013</td>
</tr>
<tr>
<td>Bid Opening at 2:00 p.m.</td>
<td>April 23, 2013</td>
</tr>
<tr>
<td><strong>Board Award of Contract</strong></td>
<td>May 2, 2013</td>
</tr>
<tr>
<td>Start of Construction</td>
<td>May 27, 2013</td>
</tr>
<tr>
<td>End of Construction</td>
<td>June 10, 2013</td>
</tr>
</tbody>
</table>

**Fiscal Impact**: Adequate funds are budgeted in the District’s adopted FY 2012-13 Annual Budget to cover all costs.

**Board Action Requested:**

That the Board:

1. Award a contract for the Medea Creek Bike Trail Asphalt Overlay Project Phase 2 to Universal Asphalt Co., Inc. in the amount of $37,500.00.

2. Authorize the General Manager to execute an Agreement with the awarded company on behalf of the District and to amend the Agreement for project contingencies in an amount not to exceed 6.5% or $2500.00, if and when the need arises for extra work or modifications to the project. The total allocation for the contract is therefore $40,000.00.

Ed Hayduk, Assistant General Manager

EH:bjm
1,216 LF
OAK HILLS DR.
TO
CONIFER

MEDEA CREEK
BIKE TRAIL ASPHALT OVERLAY PHASE 2

NORTH
THIS PAGE IS BLANK
RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: May 2, 2013

TO: General Manager

FROM: Assistant General Manager

SUBJECT: Approval of Resolution Approving Changes to the Following Section of the Rancho Simi Recreation and Park District Policy Manual: Chapter 12, Fees and Charges, Policy 12-403, Robert P. Strathearn Historical Park and Museum

Several adjustments are being proposed for the Strathearn Historical Park and Museum. These modifications were presented to the Joint Park District/Historical Society Committee on April 8, 2013. The Committee voted to recommend the fee increases to the District’s Board of Directors.

Initial Fee Structure Established February 28, 1997:

On February 28, 1997, the Rancho Simi Recreation and Park District’s Board of Directors approved a facility rental fee schedule which established rental rates for Strathearn Historical Park and Museum. This Board action resulted from extensive communications between the Simi Valley Historical Society and the Board regarding use of the park. The focus of these discussions was to accomplish the following goals: (1) to increase the public’s use and awareness of the park; and (2) to increase revenue for the District and the Society to help offset the cost of maintaining the park, to help fund needed capital upgrades, and to help fund educational and cultural exhibits.

At that time, it was decided that the Wood Ranch Barn, the Gazebo, and designated grounds surrounding these facilities would be made available for facility rentals.

The Victorian/Adobe House, Colony House, Library, Barn #2, the Gift Shop, the Museum, and the immediate grounds surrounding these structures were not made available to the public for rentals.

It was estimated that the facility would be rented 12 to 15 times during the primary rental season of April through October. Under the terms of the facility rental fee schedule, the Park District and the Historical Society agreed to a 50/50 split of the net profit from the facility rentals.

Fee Structure Revised February 5, 2009:

In January 2009, the Joint Park District/Historical Society Committee reviewed the facility rental fee structure and proposed the following changes:
A. Establish a rental fee for the newly-restored Old St. Rose of Lima Church and the adjacent patio area.
B. Increase the facility use fees for use of the Wood Ranch Barn, Gazebo and grounds.
C. Included a fee to recover the cost of providing portable toilet facilities during the primary rental months of April through early November.

This revised fee schedule was approved by the District’s Board on February 5, 2009.

Fee Structure Revised February 3, 2011:

In November 2010, the Joint Park District/Historical Society Committee discussed the fee schedule and the number the facility rentals in recent years. It was observed that there were nine facility rentals in 2009. The bookings then dropped to only four facility rentals in 2010.

The Committee also reviewed a comparison of rental rates charged by other nearby facilities and determined that in comparison with the rates being charged and the amenities being offered at other facilities, the overall rental fees at Strathearn were a little high. In order to reduce the fees, the Committee made the following recommendations:

A. Provide an option of a shorter three-hour rental period for use of just the Gazebo and grounds or just the Church and grounds;
B. Eliminate the separate fees being charged for the portable toilets because it is the facility’s responsibility to provide adequate restroom facilities.
C. Reduce the Historical Society’s percentage of the net profit from 50% to 40% to help offset the District’s restroom rental expenses.

Taken together, these recommendations resulted in a $300 reduction in rental fees for shorter events and a $600 reduction in rental fees for longer events. The Board approved the revised fee structure on February 3, 2011.

In addition to implementing the revised fee structure, the District restructured a part-time position at the Historical Park to include the tasks related to facility rentals, such as marketing and showing the facility, issuing facility use permits and collecting fees, and arranging for oversight of the facility on the day of the event. This position was filled on March 30, 2011 as Strathearn Park Coordinator.

Recommended Fee Structure Revisions May 2, 2013:

At its April 8, 2013 meeting, the Joint Park District/Historical Society Committee again reviewed an updated comparison of area rental rates and received a report on facility bookings for 2012 and 2013.

It was shown that rental events have increased significantly during the 2012 rental season (25 facility rentals). The 2013 season saw another increase: 30 facility rentals have been booked to date.
The increased demand was attributed to a few factors. First, it is much more convenient for potential renters to make inquiries and tour the facility with the Strathearn Park Coordinator being onsite Mondays through Fridays. Second, outdoor and rustic-style weddings have had an upsurge in popularity. And third, a comparison of current rental rates being charged by nearby facilities indicates that Strathearn’s rates are now a little on the low side.

Accordingly, the Committee is recommending a modest increase (ranging between 13% and 20%) to the base rental fees for the 2014 rental season as follows:

<table>
<thead>
<tr>
<th>Gazebo OR Church and Grounds</th>
<th>3-Hour Rental</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rates</td>
<td>Current</td>
</tr>
<tr>
<td>Base Fee</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Barn and/or Grounds</th>
<th>6 hour</th>
<th>8 hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rates</td>
<td>Current</td>
<td>2014</td>
</tr>
<tr>
<td>Base Fee</td>
<td>$865.00</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Church OR Gazebo with a Reception in the Barn or Set Up Outside</th>
<th>6 hour</th>
<th>8 hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rates</td>
<td>Current</td>
<td>2014</td>
</tr>
<tr>
<td>Base Fee</td>
<td>$1,190.00</td>
<td>$1,400.00</td>
</tr>
</tbody>
</table>

Specific changes to the fee structure are indicated on the attached District Policy 12-403. The Committee believes that these modest increases to the base fees will help assure that the facility remains competitive, without a significant reduction in facility bookings.

Board Action Requested:

That the Board of Directors approved the Resolution Approving Changes to the Following Section of the Rancho Simi Recreation and Park District Policy Manual: Chapter 12, Fees and Charges, Policy 12-403, Robert P. Strathearn Historical Park and Museum.

Ed Hayduk
Assistant General Manager
RANCHO SIMI RECREATION AND PARK DISTRICT

RESOLUTION NO. ________

APPROVAL OF RESOLUTION APPROVING CHANGES TO THE FOLLOWING SECTION OF THE RANCHO SIMI RECREATION AND PARK DISTRICT POLICY MANUAL: CHAPTER 12, FEES AND CHARGES, POLICY 12-403, ROBERT P. STRATHEARN HISTORICAL PARK AND MUSEUM

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, the District’s Policy Manual is reviewed regularly and updated to reflect changes or clarifications in District policy; and

WHEREAS, the fee schedule for Robert P. Strathearn Historical Park and Museum needs to be modified to provide modest increases ranging between 13% and 20% to the base rental fees for rentals at the Historical Park, add a per hour base rate fee to provide additional flexibility in scheduling rentals, provide clarification regarding operational fees, and to simplify and reorganize the listing of the base rate fees in Section 12-403; and

WHEREAS, staff has met and reviewed the changes with the Joint Park District/Historical Society Committee; and

WHEREAS, these changes are highlighted and clearly marked in bold and strikeout format on the attachment hereto.

NOW, THEREFORE, BE IT RESOLVED that the District’s Policy Manual Chapter 12, Fees and Charges, Policy 12-403, Robert P. Strathearn Historical Park and Museum, is hereby amended as indicated in bold and strikeout format on the attachment hereto, and the General 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 May 2, 2013 at 1692 Sycamore Drive, Simi Valley, California, on a motion by

Ayes:

Noes:

Absent:

Abstain:

Chair of the Board of Directors
Rancho Simi Recreation and Park District
RECREATION AND PARK FACILITY FEE SCHEDULE (continued)

B. Dates(s) and time of the event;

C. Number of estimated participants and spectators;

D. How parking requirements and safety concerns (traffic control, security, etc.) will be met;

E. List of other public agencies required for approval (fire department, City of Simi Valley, County of Ventura, health department);

F. Fees and/or charges to participants and spectators;

G. Concessions;

H. Source (carrier) of liability insurance;

I. List of person(s) making request including the name, address and phone numbers of the individuals, organizations and/or groups requesting the use of facilities.

NOTE: The fee(s) for special facility use request will be determined by district staff.

Robert P. Strathearn Historical Park and Museum

See Policy 11-200 for regulations governing the use of the Robert P. Strathearn Historical Park and Museum.

A. Base Fee: Forty percent (40%) of the base fee will go to the Simi Valley Historical Society and Museum for historical and cultural enrichment improvements and operation of the park.

(1) Gazebo and grounds (maximum 3 hours): $200 $250

(2) Gazebo and grounds (maximum 6 hours): $325

(12)(2) Church and grounds (maximum 3 hours): $200 $250

Date Adopted: June 2, 2011 (revised) May 2, 2013 (revised) Type of Policy: Board of Directors
RECREATION AND PARK FACILITY FEE SCHEDULE (continued)

(3) — Gazebo and grounds (maximum 8 hours): $435

(4) — Barn and/or grounds (maximum 6 hours): $865 $1,000

(5) — Barn and/or grounds (maximum 8 hours): $1,155 $1,330

(5) — **Gazebo and Barn and/or grounds (6 hours): $1,400**

(6) — Barn, Gazebo and grounds (maximum 6 hours): $1,190

(6) — **Church and Barn and/or grounds (6 hours): $1,400**

(7) — Barn, Gazebo and grounds (maximum 8 hours): $1,590

(7) — **Gazebo and Barn and/or grounds (8 hours): $1,860**

(8) — Old St. Rose Church and Reception Pergola (maximum 6 hours): $325

(8) — **Church and Barn and/or grounds (8 hours): $1,860**

(9) — Old St. Rose Church and Reception Pergola (maximum 8 hours): $435

(9) — **Base fee for each additional hour: $137.50 (plus applicable operational fees)**

(10) — Patio only and Reception Pergola (Maximum 6 hours): $865

(11) — Reception and Pergola only and grounds (maximum 8 hours): $1,155

(13) — Church, Reception Pergola and grounds (maximum 6 hours): $1,190

(14) — Church, Reception Pergola and grounds (maximum 8 hours): $1,590

B. Operation Fees: Additional fees will be assessed in accordance with the following to offset the operational costs of each event. (The exact hourly fee will be determined when the application is made.)

(1) Administrative cost for event coordinator;

Date Adopted: June 2, 2014 (revised) **May 2, 2013 (revised)** Type of Policy: Board of Directors
RECREATION AND PARK FACILITY FEE SCHEDULE (continued)

(2) Park Ranger/security per hour cost;

(3) Costs associated with returning the facility to the same state it was in prior to the event;

(4) Cost of rented canopy over grass at Reception Pergola and administrative fee. *Miscellaneous fees for additional items, such as but not limited to rehearsal fees, alcohol permit, inflatable jumper permit, liability insurance, tent location fee, etc.*

C. Deposit: A maximum refundable deposit of up to $500 will be charged for the use of the Robert P. Strathearn Historical Park and Museum facilities. The exact amount of the deposit will be determined when the application is submitted and approved.

D. Miscellaneous:

(1) There will be no fee assessed for use by the Simi Valley Historical Society and Museum;

(2) Upon approval of the General Manager, a discount of up to 20% of the base fee may be approved for use of the park by nonprofit groups or organizations;

(3) No event will be approved that will disturb or damage the unique physical or historical characteristics of the park.

**Community Centers and Equipment**

<table>
<thead>
<tr>
<th>SYCAMORE DRIVE COMMUNITY CENTER</th>
<th>FEES BY CLASSIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Recreation Room</td>
<td>$30.00</td>
</tr>
<tr>
<td>Patio</td>
<td>25.00</td>
</tr>
<tr>
<td>B-1</td>
<td>15.00</td>
</tr>
</tbody>
</table>

Date Adopted: June 2, 2011 (revised) May 2, 2013 (revised)  Type of Policy: Board of Directors
RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: May 2, 2013
TO: Board of Directors
FROM: General Manager
SUBJECT: Approval of Changes to Bylaws for the California Association of Recreation and Park Districts ("CARPD")

SUMMARY

The California Association of Recreation and Park Districts ("CARPD") Board of Directors and staff have been reviewing and revising the Bylaws of the CARPD organization. The proposed changes are identified on both the attached correspondence and the attached Bylaws. The CARPD member agencies will be asked to vote on the changes during the General Membership meeting at the annual conference on May 17, 2013. The changes are presented to you now for your consideration, so that the Board Chair or designee may vote on behalf of Rancho Simi Recreation and Park District at the appropriate time of the CARPD General Membership meeting.

BOARD ACTION REQUESTED

Staff recommends approval of the changes to the Bylaws for the California Association of Recreation and Park Districts.

Larry Peterson
General Manager
DATE: April 10, 2013

TO: Member Districts, CARPD

FROM: Pat Cabulagan, Executive Director

RE: Bylaw Revisions

On January 16, 2013 the CARPD Board of Directors considered and approved potential changes to the CARPD Bylaws. These changes are now being circulated to the general membership for review and will be voted on at the General Membership meeting on May 17, 2013 in South Lake Tahoe, CA. This is pursuant to Bylaws Article VIII, Amendments, which provides: “These Bylaws may be amended by a majority vote of the Board of Directors. Amendments will be submitted to the general membership and may be rescinded by a majority vote of the regular member districts at the next membership meeting or by mail.”

The changes are as follows:

Article II, Mission and Objectives Goals, the Board of Directors spent of number of meetings to develop a new Mission Statement and Goals for CARPD that are outlined below.

Mission Statement

The mission of CARPD is to provide our member districts the support needed to fulfill their role as providers of quality park and recreation services to their communities through:

A. Recognition and support of the special needs of member districts.
B. Promotion and support of new and established partnerships among districts, community groups, and local government.
C. Promotion and support of legislation that recognizes the value of services provided by Recreation and Park Districts.
D. Promotion and support of stable and secure funding for park and recreation services at State and local levels of government.
The California Association of Recreation and Park Districts advocates for and provides park districts the support needed to fulfill their role as providers of quality programs and facilities to their local communities.

Objectives

The objectives of CARPD shall be to:
A. Engage in legislative advocacy and promote specific legislation for the benefit of member districts.
B. Provide insurance programs for eligible member districts.
C. Collect and disseminate information which will help member districts improve their operations.
D. Engage in other activities to promote park and recreation services.

Goals

The goals of CARPD shall be to:
A. Recognize and support the needs of member districts.
B. Promote and support new and established partnerships among district community groups, state and local government.
C. Monitor, promote, and support legislation that positively affects recreation and park districts.
D. Advocate and support stable service funding sources for park and recreation districts

The original mission statement and objectives was developed many years ago. The Board of Directors felt that we needed to revisit our Mission Statement and Goals and change our Mission Statement and Goals to better reflect CARPD’s purpose and direction which is outlined in our new Mission Statement and Goals.

*****

In Article V, Meetings, Section 3. Voting Requirements, A. Quorum, the addition of “membership” was added to provide additional clarification of the type of meeting when determining a quorum for the membership. The change is outlined below.

A quorum for conducting business at any membership meeting shall be one-quarter of the number of regular members, …

*****

In Article V, Meetings, Section 3. Voting Requirements, B. Voting, the addition of “attend and” was added to provide additional clarification of the Associate’s members benefits and rights with voting. The change is outlined below.

2. Associate members may attend and participate in meetings, but are not eligible to vote.
In Article 6, Board of Directors, Section 5. Qualifications, the changes in this section were made to try and increase participation on the Board of Directors and to clarify who can serve on the Board of Directors. For some of the positions on the Board of Directors, we have had a difficult time getting individuals willing to serve on the Board of Directors, so the Board discussed ways to get more individuals to participate on the Board of Directors and to clarify who can serve on the Board. The changes are outlined below.

...CARPD Administrators shall be employed as a General Manager, Assistant General Manager or Chief Administrative Officer of a regular member district. Should Board Members, during their term of office, fail to meet these qualifications, they will be considered to have resigned. No member district shall have more than one two representatives on the Board of Directors.

In Article 6, Board of Directors, Section 6. Nominations, the changes in this section clarify how the slate of officers for election shall be published and to clarify who can run for office.

A. The Nominating Committee shall submit a slate of qualified candidates for offices. The slate shall be published, posted on the CARPD website, and mailed to all member districts at least 30 days prior to the annual meeting.

B. District nomination: A member district may nominate one of its board members as a CARPD Officer or Director-at-Large, or its General Manager, Assistant General Manager or Chief Administrative Officer, as a CARPD Administrator, by submitting a letter and a copy of a board resolution supporting such nomination to CARPD prior to the annual meeting.

In Article VIII. Amendments, the changes made to Article VIII is to provide greater clarification on how changes to the Bylaws can be made.

These bylaws may be ratified or amended by a majority vote of the Board of Directors.

Attached is a redlined copy of the proposed bylaw revisions. If you have any questions, please feel free to give me a call.

Sincerely,

[Signature]
Patrick Cabulagan
Executive Director
Bylaws
California Association of Recreation and Park Districts

200920122013

ARTICLE I.     NAME

The name of this organization shall be the “California Association of Recreation and Park
Districts” (CARPD).

ARTICLE II.     MISSION AND OBJECTIVES Goals

Mission Statement

The mission of CARPD is to provide our member districts the support needed to fulfill their
role as providers of quality park and recreation services to their communities through:

A. Recognition and support of the special needs of member districts.
B. Promotion and support of new and established partnerships among districts,
   community groups, and local government.
C. Promotion and support of legislation that recognizes the value of services
   provided by Recreation and Park Districts.
D. Promotion and support of stable and secure funding for park and recreation
   services at State and local levels of government.

The California Association of Recreation and Park Districts advocates for and provides park
districts the support needed to fulfill their role as providers of quality programs and
facilities to their local communities.

Objectives

The objectives of CARPD shall be to:

A. Engage in legislative advocacy and promote specific legislation for the benefit
   of member districts.
B. Provide insurance programs for eligible member districts.
C. Collect and disseminate information which will help member districts
   improve their operations.
D. Engage in other activities to promote park and recreation services.

Goals

The goals of CARPD shall be to:

A. Recognize and support the needs of member districts.
B. Promote and support new and established partnerships among district
   community groups, state and local government.
C. Monitor, promote, and support legislation that positively affects recreation
   and park districts.
D. Advocate and support stable service funding sources for park and recreation districts

ARTICLE III. MEMBERSHIP

Section 1. Regular Membership
Any recreation and park district, regional park district, special district or joint powers authority composed of special districts which provide recreation and/or park services may become a regular member of CARPD upon payment of annual dues.

Section 2. Associate Membership
An individual, business, agency, or association may become an associate member upon payment of annual dues.

ARTICLE IV. DUES AND FEES

Section 1. Dues
A. Regular membership dues are determined by the Board of Directors. Dues will be billed annually on a fiscal year basis, July 1 to June 30. The Chief Financial Officer will bill each member prior to June 1 of each year. Membership may expire unless dues are received prior to September 2 of the affected fiscal year.
B. Dues for associate members will be determined by the Board of Directors and will be billed annually on a fiscal year basis.
C. New members accepted between July 1 and December 31 will be billed for a full year’s dues; between January 1 and June 30, for one-half year’s dues.

Section 2. Participation Fees
A participation fee may be established as a requirement for members to participate in any program or activity established or sponsored by CARPD. Participation fees will be billed in the same manner as regular dues.

ARTICLE V. MEETINGS

Section 1. Regular Membership Meetings
The general membership shall meet annually. Written notices of the time and place of the meeting shall be given to each member district at least 45 days prior to the meeting.

Section 2. Special Membership Meetings
Special meetings of the general membership may be called by: the President, written request of five members of the Board of Directors, or written request of ten regular member districts. Written notices of the time and place of a special meeting shall be given to each member district at least 30 days prior to the meeting.
Section 3. Voting Requirements

A. Quorum
A quorum for conducting business at any membership meeting shall be one-quarter of the number of regular members, as established by roll call vote. Member districts will be considered present at a meeting by having a Designated Representative in attendance.

B. Voting
1. For regular or special meetings:
   Each regular member district shall be entitled to one vote. The vote shall be cast by the district’s Designated Representative.

2. Associate members may attend and participate in meetings, but are not eligible to vote.

C. Designated Representative
The Designated Representative of a member district shall be:
1. A member of the Board of Directors; or
2. A member of the administrative staff.

Section 4. Rules
All membership meetings shall be guided by Robert’s Rules of Order (most recent addition) and such other rules as the Board of Directors may adopt, provided that those rules do not conflict with these Bylaws or the Articles of Incorporation.

ARTICLE VI. BOARD OF DIRECTORS

Section 1. Composition
The Board of Directors shall consist of the President, Immediate Past President, President-Elect, Secretary, Chief Financial Officer, four Directors-at-Large and two Administrators.

Section 2. Powers
The Board of Directors shall be empowered to conduct any and all functions necessary to carry out the legitimate purposes of CARPD.

Section 3. Elections
A. The President-Elect, Secretary, two Directors-at-Large and one Administrator shall be elected in odd numbered years.

B. The President-Elect, Chief Financial Officer, two Directors-at-Large and one Administrator shall be elected in even numbered years.

C. Board Members shall take office immediately upon election.

Section 4. Term of Office
Board Members will serve for a term of two years, with the exception of the President-Elect, who shall serve for:

A. One year as President-Elect;

B. One year as President; and
C. One year as Past President; for a total term of three years.

Section 5. Qualifications
At the time of election, and throughout the term of office, elected Officers and Directors-at-Large shall be members of the Board of Directors of a regular member district. CARPD Administrators shall be employed as a General Manager, Assistant General Manager, or Chief Administrative Officer of a regular member district. Should Board Members, during their term of office, fail to meet these qualifications, they will be considered to have resigned. No member district shall have more than one two representatives on the Board of Directors.

Section 6. Nominations
Any person qualified to serve on the Board of Directors may be nominated for office by:

A. The Nominating Committee shall submit a slate of qualified candidates for offices. The slate shall be published, posted on the CARPD website, and mailed to all member districts at least 30 days prior to the annual meeting.

B. District nomination: A member district may nominate one of its board members as a CARPD Officer or Director-at-Large, or its General Manager, Assistant General Manager, or Chief Administrative Officer, as a CARPD Administrator, by submitting a letter and a copy of a board resolution supporting such nomination to CARPD prior to the annual meeting.

C. Floor nomination: Any qualified candidate may be nominated and, if elected, provide the President with a resolution from the district board endorsing the nominee to serve on the CARPD Board of Directors not later than 60 days after the annual meeting. The Candidate will not be sworn into office until such time as the resolution is presented to the CARPD Board of Directors.

Section 7. Board Meetings
The Board of Directors shall meet a minimum of four times each fiscal year.

Section 8. Special Board Meetings
Special meetings of the Board of Directors may be called by the President or upon written request of five Board Members. Special board meetings shall be held upon ten day's written notice to all members of the Board.

Section 9. Quorum
A majority of the number of sitting officers and directors constitutes a quorum to conduct business.

Section 10. Attendance
A Board Member who misses two consecutive meetings with an unexcused absence shall be considered as resigned. An absence without prior notification is deemed unexcused.

Section 11. Vacancy
The Board of Directors may appoint a qualified person to fill out the term of any vacancy, or may allow the office to remain vacant until the next election.

Section 12. Committees
CARPD Standing Committees are:
A. Executive- the Executive Committee members are the Past President, President, President Elect, Secretary, and Chief Financial Officer
B. Finance- the Chief Financial Officer shall serve as the Chair of the Finance Committee.
C. Conference
D. Membership
E. Bylaws/Policies
F. Legislative
G. Nominations/Elections
H. Awards
The President shall appoint standing committee members and chairs, except as defined above. The President may establish ad hoc committees as necessary.

ARTICLE VII. AFFILIATED SERVICE ENTITIES

Section 1. California Association for Park and Recreation Indemnity (CAPRI)
The California Association for Park and Recreation Indemnity (CAPRI) is a joint powers agency providing liability and property loss insurance coverage in addition to workers’ compensation and employer’s liability insurance coverage for regular members of CARPD. The Board of Directors of CARPD is authorized to appoint two representatives to the Board of Directors of CAPRI. One representative shall be appointed in each odd numbered year prior to January 1. Each representative serves for four years. Vacancies are filled by appointment by the CARPD Board of Directors.

ARTICLE VIII. AMENDMENTS

These bylaws may be ratified or amended by a majority vote of the Board of Directors. Amendments will be submitted to the general membership and may be rescinded by a majority vote of the regular member districts at the next membership meeting or by mail.
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RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: May 2, 2013
TO: General Manager
FROM: Business and Accounting Supervisor
SUBJECT: Recommendation to Approve Lease Agreement for Xerox Photocopier

SUMMARY

In May 2008, the District entered into a 60-month lease with Xerox Corporation for the District's large photocopier. The terms of this lease require the District to pay a monthly rate of $564.59 plus an additional per copy charge of $.006 per copy for black and white copies, and $.089 for color copies. The term of the existing contract concludes in May 2013. The copier has been reliable and the service from Xerox has been good. Under the lease agreement Xerox provides all regular maintenance, repairs as well as toner.

Xerox has proposed that the District consider a replacement copier, the Work Centre 7775. This copier is comparable in volume and quality to the current W7675 including functions such as: color copies, 3 hole punch and the capability of networking to staff's computers. The monthly lease price of $472.38 is $92.21 less than the current lease, in addition, the price per color copy will be reduced from $.089 each to $.06 each. The estimated annual savings to include the reduced monthly lease rate as well as reduced color copy charge is $3,134.52.

A copy of the new cost per copy agreement and lease addendum contract is attached and includes the following terms: (1) A new monthly base payment of $472.38, plus tax, with a per copy charge of $0.006 for black/white copies and $0.06 for color copies; (2) Provision by Xerox of all maintenance, repairs and copier supplies (except paper and staples); and, (3) A contract term of 60 months.

Staff believes the service provided by Xerox has been prompt, efficient, and reliable. No other company challenges the service level provided by Xerox, and no other company has demonstrated the ability to exceed the standard set by Xerox, to the satisfaction of staff. The WC7775 is under the CMAS agreement. Given the heavy usage of the District's primary copy machine, staff's reliance upon its proper functioning, and previous experience, staff recommends: (1) entering into a new lease agreement with Xerox, and (2) a finding by the Board that concurs with the General Manager’s opinion that calling for bids on a competitive basis is impractical, pursuant to District policy.
BOARD ACTION REQUESTED

Staff recommends the Board conclude competitive bidding is impractical and authorize staff to enter into a contract with Xerox for a photocopier, Work Centre 7775.

Theresa Pennington
Business and Accounting Supervisor
Cost Per Copy Agreement

Lease Agreement Number: [Redacted]
Customer Information

Full Legal Name: Rancho Simi Recreation and Park District
DBA: Office Technology Xerox
Billing Address: 1692 Sycamore Drive, Simi Valley, CA 93065
Contact Number: (805) 584-4400
Contact Email: theresa@rsrpdp.us

Equipment Information

Model & Description: Xerox W7775P (75 PPM Color Multifunctional) HCF-2,000 Sheets, Advanced Finisher w/2/3 Hole Punch, Single
Fax, Network Scanning and email service. 250 sht DADF 2 x 500-Sht trays, 870 sht paper tray, 1,140 sht paper tray
Delivery & set up. Pick up of Xerox 5675 (VDR555479). Training (See Check list). Common Sense Guarantee

Equipment Location (if different from Billing Address): Same

Terms and Payment Information

Initial Lease Term (in Months): 60

Each Lease Payment consists of:
- Monthly Lease Payment of $472.38, plus Excess Charges and Taxes.
- Down Payment Received: $0

B&W
- No. Images Included: 0
- Excess Image Charge: $0.06

Color
- No. Images Included: 0
- Excess Image Charge: $0.06

Everyday Color (ColorQube Only)
- No. Images Included: N/A
- Excess Image Charge: N/A

B&W Prints
- No. Images Included: N/A
- Excess Image Charge: N/A

Color Prints
- No. Images Included: N/A
- Excess Image Charge: N/A

Customer Acceptance

BY YOUR SIGNATURE BELOW, YOU ACKNOWLEDGE THAT YOU ARE ENTERING INTO A NON-CANCELLABLE LEASE AND THAT YOU HAVE READ AND AGREE TO ALL APPLICABLE TERMS AND CONDITIONS SET FORTH ON PAGES 1 AND 2 OF THIS LEASE.

Authorized Signer: [Redacted]
Print Name: [Redacted]
Title (Indicate President, Partner, Proprietor, etc.): [Redacted]

ACH Direct Debit

Bank Name: [Redacted]
Bank Account #: [Redacted]
9-Digit Bank Routing Number/ABA Number: [Redacted]

Lessor Acceptance

Accepted By: Xerox Financial Services LLC

Name and Title: [Redacted]

Date: [Redacted]

Terms & Conditions

1. Definitions. The words "you" and "your" mean the legal entity identified in "Customer Information" above, and "we," "us" and "our" mean Xerox Financial Services LLC. "Party" means you or us, and "Furite" means both you and us. "Dealer" means the entity identified in "Dealer Name" above. "UCC" means the Uniform Commercial Code of the State of Connecticut (C.G.S.A. §§44a-1-101 et seq). "Equipment" means the items identified in "Equipment" above and in any attached Equipment Schedule. "Lease" means this Cost Per Copy Agreement, including any attached Equipment Schedule. "Excess Charges" means the applicable excess copies and/or print charges. "Lease Payment" means the Monthly Lease Payment specified above, which includes the fixed component of maintenance charges payable to Dealer, the Excess Charges (unless otherwise agreed by you, Dealer and us), and other charges you, Dealer and we agree to be invoiced by us on a monthly basis, plus Taxes. "Inception Date" means (a) the date the Dealer determines Equipment installed by the Dealer is operating satisfactorily and is available for your use, or (b) the date Equipment identified by the Dealer as being installable by you is delivered to your premises.

2. Leases, Payments and Late Payments. You agree and represent all Equipment was selected by your based upon your own judgment and has been, is being, supplied by the Dealer. We have acquired, or will acquire, the same to lease to you under this Lease and you agree to lease the same from us. You agree to pay us each Lease Payment and all other amounts that become due and payable under this Lease. The first Lease Payment is due twenty (20) days after the invoice date on that invoice and each subsequent Lease Payment is due on the same date each month thereafter, whether or not we invoice you. Payment of other amounts payable under this Lease, which may include charges you, Dealer and we agree will be invoiced by us, is due twenty (20) days after the invoice date therefor. If any payment is not paid in full by five (5) days after its due date, you will pay a late charge of the greater of ten percent (10%) of the amount due or $25, not to exceed the maximum amount permitted by law. For each Dishonored or Returned Payment Instrument, you will be assessed the applicable returned item fee, which shall not exceed $35. Restrictive covenants on any payment instrument will not reduce your obligations or affect our rights.

3. Equipment and Software. Equipment may contain or have software delivered with it. You agree that as to software only that (a) you will execute a separate license agreement with the Dealer or a third party for such software, and (b) we have no responsibility whatsoever for any such software or license agreement under this Lease. You agree the Equipment (including software) is for your business use in the United States (including its possessions and territories), will not be used for personal, household or family purposes and is not being acquired for resale. You will not attach the Equipment as a fixture to real estate or make any permanent alterations to it.

4. Non-Cancellable Lease. THIS LEASE CANNOT BE CANCELED OR TERMINATED EXCEPT AS EXPRESSLY PROVIDED HEREIN. YOUR OBLIGATION TO MAKE ALL LEASE PAYMENTS, AND TO PAY ALL OTHER AMOUNTS DUE OR TO BECOME DUE, IS ABSOLUTE AND UNCONDITIONAL AND NOT SUBJECT TO DELAY, REDUCTION, SET-OFF, DEFENSE, CONTRECLAIM OR RECOVERY FOR ANY REASON WHATSOEVER, IRRESPECTIVE OF THE PERFORMANCE OF DEALER, ANY THIRD PARTY OR US.

5. Lease Term. The Initial Lease Term, which is indicated above or identified in any attached Equipment Schedule, commences on the Inception Date. If, during the Initial Lease Term, you enter into a new lease for upgraded or replacement equipment that incorporates the remaining payments under this Lease and the new lease is subsequently terminated, we may reinstate this Lease.

6. End of Lease Options. If you are not in default and if you provide sixty (60) days prior written notice to us, you may, at the end of the Initial Lease Term, either (a) purchase all, but not less than all, of the Equipment "AS IS, WHERE IS" and WITHOUT ANY WARRANTY AS TO CONDITION OR VALUE at the time of purchase by paying its then determined fair market value, plus Taxes, (b) enter into a new lease on mutually agreeable terms, or (c) return the Equipment (including software), at your expense, to a location we specify. If you have not elected one of the above options by providing the request notice, you shall be deemed to have entered into a new lease with a three (3) month term on terms and conditions identical to this lease except that either party may terminate the new lease at the end of its three (3) month term on thirty (30) days prior written notice and, when this new lease terminates, shall take one of the actions identified in (a) (b) or (c) in the preceding sentence or be deemed to have entered into another new lease with a three (3) month term as provided in this sentence.

(CPC Rev. 01/01/2011)
7. **Meter Readings and Annual Adjustments.** Unless otherwise agreed by you and us, you will provide meter readings on all Equipment subject to this Lease at the end of each month during the Initial Lease Term and thereafter at such times as we agree. You agree to inform us of any meter readings, we will make appropriate adjustments on subsequent invoices to you after receiving the actual meter readings from you for the Equipment. At any time after twelve (12) months from the Commencement Date and for each successive twelve (12) month period thereafter during the Initial Lease Term and three (3) month lease term, we may increase your Monthly Lease Payments by a maximum of ten (10%) percent of the then current lease rate and you agree to pay any such increase.

8. **Equipment Delivery and Maintenance.** Equipment (including software) will be delivered to you by the Dealer at the location specified above or in an Equipment Schedule. (including software) may not be moved to another location without first obtaining our written consent. You shall permit us to inspect Equipment and any maintenance records relating thereto during your regular business hours. You have agreed to cooperate with the Dealer in good faith with the laws and regulations of the United States and any state, or local government policies and to provide you with supplies for use with the Equipment. You understand we are only acting as administrator for the Dealer with respect to the billing and collection of the maintenance charges and Excess Charges included in the Lease Payments. In no event will we be liable to you for any breach by the Dealer of any of its obligations to you.

9. **Equipment (including software) is returned to us in the same condition as when delivered to you (normal wear and tear excepted) and, if in such condition, you will be liable for all expenses we incur to return the Equipment to such condition.

10. **Equipment Ownership, Labeling and UCC Filing.** To the extent that this Lease is deemed a security agreement under the UCC, and otherwise for precautionary purposes only, you grant us a first priority security interest in your interest in the Equipment (including software) and all proceeds thereof in order to secure your performance of this Lease. We are and shall remain the sole owner of the Equipment. You agree to keep the Equipment (including software) free from any liens or encumbrances and to notify us if there is a change in the jurisdiction of your organization. We may label the Equipment to identify our ownership interest in it. You authorize us to use your address as a mailing address and to do all other acts to protect, our interest in the Equipment.

11. **Assignment.** You MAY NOT ASSIGN, SELL, PLEDGE, TRANSFER, SUBLET OR PART WITH POSSESSION OF THE EQUIPMENT (INCLUDING SOFTWARE), THIS LEASE OR ANY OF YOUR RIGHTS OR OBLIGATIONS UNDER THIS LEASE (COLLECTIVELY "ASSIGNMENT") WITHOUT OUR PRIOR WRITTEN CONSENT. If we agree to an Assignment, you agree to pay the applicable assignment fee as a pro-rata share of any consideration we receive on the transfer of all or part of your interest in the Equipment and any other rights or obligations under this Lease. Our assignee will have the same rights and obligations that we have to the extent assigned and you agree not to assert against such assignee any claims, defenses, counterclaims, recoupments, or set-offs that you may have against us. You agree and acknowledge that any Assignment by you will not materially change your obligations under this Lease.

12. **Taxes.** You are responsible for all taxes, sales, use, personal property and transfer taxes (other than net income taxes), plus interest and penalties assessed by any governmental entity on the Equipment (including software), this Lease or the amounts payable under this Lease (collectively, "Taxes"). You agree to pay such taxes to the governmental entity to which due, and you agree to defend, indemnify and hold us harmless from all on an after-tax basis, including any interest, charges, penalties, attorneys' fees and disbursements.

13. **Warranty.** Warranty. Information and Disclaimers, WITH RESPECT TO EQUIPMENT (INCLUDING SOFTWARE), WE DISCLAIM, AND YOU WAIVE, ALL WARRANTIES, WHETHER EXPRESSLY IMPLIED, OR IMPLIED, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT AND FITNESS FOR PARTICULAR PURPOSE, AND WE MAKE NO REPRESENTATIONS OF ANY KIND OR TYPE, INCLUDING, BUT NOT LIMITED TO, ITS SUITABILITY, FUNCTIONALITY, DURABILITY, OR CONDITION. We hereby assign to you any warranty rights we have against any Dealer or manufacturer with respect to the Equipment and, if the Equipment is returned to us, such rights are deemed repossessed by us to you.

Document Management Services
CPI Lease Addendum

SOCAL OFFICE OFFICE TECHNOLOGY A XEROX COMPANY refers to SOCAL OFFICE's solution development, implementation, ongoing service and maintenance referred to in the Cost Per Image Lease Agreement Terms and Conditions. Contract # CMAS

CUSTOMER INFORMATION

Rancho Simi Recreation and Park District
1692 Sycamore Drive
Simi Valley, CA 93065

A. SERVICES GENERAL TERMS AND CONDITIONS

1. SOCAL OFFICE'S DOCUMENT MANAGEMENT SERVICES. Provide MULTI FUNCTION DEVICES (MFDs) and Single Function Printers to meet CUSTOMER business requirements for Copying, Printing, Scanning and Faxing. Manage the implementation and all necessary support and maintenance of the Document Management Agreement and all leased or customer owned equipment listed or software on page one of the agreement or any attached Schedule A of Equipment thereto.

2. ADDITION OF EQUIPMENT Customer is required to notify SOCAL OFFICE upon installation of any additional equipment at Customer's site capable of using SOCAL OFFICE supplied solid ink or toner cartridges. Upon installation, such equipment shall automatically be covered by this Agreement and shall be considered billable per page volume for all purposes under this agreement.

3. REMOTE SUPPORT AND METER SOFTWARE- SOCAL OFFICE may remotely monitor and support the Equipment for more timely and accurate resolution of problems. Customer Agrees to Install SOCAL OFFICE Meter Software that will automatically gather and send to SOCAL OFFICE Billing Department Meter Readings on a Pre-Scheduled Basis.

4. DOCUMENT VOLUME FLEXIBILITY. If at any time after three months of system installation, the actual monthly output volume varies from the guaranteed minimum monthly document output volume, either upward or downward, you may request an adjustment in your guaranteed minimum monthly document output volume. A downgrade is limited to a maximum of 25% of the original per quarter minimum monthly document volume.

5. PROFESSIONAL SERVICES: The SOCAL OFFICE Professional Services team consists of technical personnel dedicated to software, networking, and technical training, professional services and technical support. The range of services the SOCAL OFFICE Professional Services group offers includes the following:
a. Remote Installation / Connection of MFPs (color, black-and-white, printers, etc) onto the network.
b. Technical training of all software applications included with the MFPs (drivers, software, etc)
c. Programming and custom scripting of document management software, electronic forms, variable printing, and various other application software packages that SOCAL OFFICE offers. (May be an Additional Charge)
e. Installation, integration, training and support of SOCAL OFFICE's fax server offerings, security software, and bar-code software. (May be an Additional Charge)

B. SERVICE LEVELS

1. **MAC (Major Account Care), Benefits for Contracts**
   Customer will have the following benefits as a SOCAL OFFICE Major Account:
   - Dedicated Phone Number for MAC customers only.
   - Dedicated Dispatcher from 5am-5pm pacific time.
   - Dedicated Billing Administrator and Phone number.
   - Dedicated Supply Representative and Phone number.
   - High mortality parts stored onsite with Customer.
   - Free key-op training for the duration of the contract.
   - On-Going 360 Assessment and Sustainability Analysis Reporting
   - Automated Meter Reading and Reporting using Automated Tracker Software.
   - Quarterly reviews of service and account status.

2. **MAINTENANCE.** SOCAL OFFICE will provide full coverage maintenance on all contracted equipment including, but not limited to, parts, service calls, and scheduled preventative maintenance support. SoCal Office Customer Care Helpdesk will take all calls and offer assistance over the phone via our remote diagnostic capabilities to get you up and running faster. Should an on-site technician be needed, an ETA will be provided with a courtesy follow up via phone.

3. **SUPPLIES.** SOCAL OFFICE will provide all supplies required for image creation (excluding paper and staples) All supplies will be OEM compatible unless noted in this agreement. Supplies will be shipped per customer request but limited to a quantity required based on prints generated under this agreement. Micr toner is excluded unless noted in this agreement.

4. **RESPONSE TIMES/UPTIME GUARANTEE.**
   - Response Time 4 Hours Maximum (emergency service requests)
   - Repair Time 2 hours average
   - Minimum Uptime 97%
   - Maximum Downtime 3%
   Response Time – Time measured from logging of service call until technician arrives on scene or clears by phone.
   Repair Time – Time required for a technician to troubleshoot, diagnose and repair a copier measured from arrival on the scene to completion of call. This does not include time required for shipment of certain parts.
   Minimum Uptime – Percentage of time machine is available for basic operation in comparison to hours of operation as determined by customer.
   Maximum Downtime – Percentage of time machine is unavailable for basic operation in comparison to the hours of operation as determined by customer. (Excludes downtime due to CUSTOMER Network issues.)
Emergency Service Request – Request for service when any of the three main functions is in operable. (Copy/Print/Fax) excludes preventative maintenance calls.

5. **AVAILABILITY OF SERVICE.** SOCAL OFFICE will provide emergency and preventative maintenance service calls during normal working hours (8:00 a.m. to 5:00 p.m.) daily except Saturday’s, Sundays or SOCAL OFFICE holidays. SOCAL OFFICE Holidays consist of: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and day after, and Christmas Day.

6. **SERVICE LOANER.** If the main copy/print engine is deemed inoperable and SOCAL OFFICE is unable to correct the problem within 8 working hours, we will provide a loaner of similar or upgraded features at no additional cost within 8 working hours until your main copy/print engine is repaired.

7. **UPTIME GUARANTEE** - Uptime Guarantee - We designed our maintenance procedures to average up to a 97% uptime, but in the event the mainframe provided is not operational (excluding preventive maintenance and operator preventable calls) during any 60 day period, SoCal Office will provide a loaner of similar and upgraded features at no additional cost until your mainframe is repaired.

8. **REPLACEMENT GUARANTEE** - Should your MFP/Printer mainframe fail to perform as outlined above, you must notify SoCal Office at its corporate address in care of the Director of Service. SoCal Office will have 30 working days to repair your mainframe to factory specifications or, if unable to do so, replace it with a unit of equal or greater capacity, capabilities and features, at no additional cost to you.

**Additional Customer Considerations:**

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<th><strong>Customer Acceptance:</strong></th>
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Signature: ________________________________  
Signature: ________________________________
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Larry Peterson

From: WebMaster [webmaster@rsrpd.us]
Sent: Friday, April 05, 2013 9:31 AM
To: 'Larry Peterson'
Subject: FW: Suggestions, Comments Submit Form

From website....Lee
FYI-no reply info.

WebMaster
Rancho Simi Recreation and Park District
1692 Sycamore Drive, Simi Valley, CA 93065 Main Lobby Ph: (805) 584-4400
webmaster@rsrpd.us - www.rsrpd.org

-----Original Message-----
From: The.Public.Via.the.Suggestions.Submit.Form@carrierzone.com
[mailto:The.Public.Via.the.Suggestions.Submit.Form@carrierzone.com]
Sent: Thursday, April 04, 2013 8:22 PM
To: webmaster@rsrpd.us
Subject: Suggestions, Comments Submit Form

To Building and Maintenance:
To Recreation:
To Administration: YES
To Webmaster:
To Don't know:

COMMENTS:

Tonight I was hiking with the Simi Trailblazers on the Chumash Trail. I had Happy, a
rescue cog my daughter is boarding. I think he is a cattle dog that is fearful of people.
Hiking up the trail I moved to the side for some mountain bikers when Happy got frightened
and pulled out of his collar. I tried to catch him several times but could not. That's
when I started down the trail so see if Happy would follow. He did, but would not get
close enough so that I could put his collar back on. That is when I ran into Ranger Jim
Rosales. He offered to help catch Happy. He took the leash using considerable patience and
time to coax Happy to him enabling him to slip the leash over Happy's head (something I
would not have been able to do). He then escorted me to his vehicle where he provided
first aid for abrasions and cuts I sustained trying to catch the dog.

This incident could have ended in disaster if Happy had run into the hills and I was
unable to capture him. I know the coyotes are up there just waiting for lost dogs and
cats. So I want to express my heartfelt gratitude for Jim helping to ensure that Happy's
adventure had a happy ending. Thanks.

Alan Cueva

RESPONSE CONTACT INFO:

Please click on your back button to get back to the home page.

Thank you, Rancho Simi Recreation and Park District.
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Thank you so much for participating in the 2013 Youth Summit. Thanks to your efforts, it was a great success!

Sincerely,

Veronica Martinez
Minerva Ibarra
Zulma Quevedo
Mckayla Rosen
Nick Steinwender
Isaac Jones
Olan Henn

Thank You

Youth Council
Very Special Person Award

Presented to

Rancho Simi Recreation and Park District

in recognition of service to children and youth

Simi Valley Middle School PTSA

Staci O'Connell  PTSA President  April 11, 2013
Signature  Title  Date