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

<table>
<thead>
<tr>
<th>Chair</th>
<th>Vice Chair</th>
<th>Director</th>
<th>Director</th>
<th>Director</th>
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<tr>
<td>Gene Hostetler</td>
<td>Kate O’Brien</td>
<td>Dee Dee Cavanaugh</td>
<td>Elaine Freeman</td>
<td>Mark Johnson</td>
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STAFF

District Manager
Larry Peterson
I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. PUBLIC DISCUSSION (ITEMS NOT ON THE AGENDA)

IV. APPROVAL OF MINUTES
   A. Regular Meeting – March 3, 2016
   B. Special Meeting – March 3, 2016

V. SCHEDULED ITEMS AND PUBLIC HEARINGS
   A. Presentation of the Part-time Employee of the Month for February 2016 to Frank Flores 35-16-f

VI. CONSENT AGENDA**
   A. Approval of Check Registers: 3/4/16 (payroll); 2/29/16 (payables)

** 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 Notice of Completion and Final Acceptance for the Tree Pruning Services at Various District Parks Project 7-16-c
   B. Discussion Regarding Oak Park Committee Recommendation for Cell Phone Tower Requirements 51I-16-b
   C. Approval of Resolution Adopting Policy Against Workplace Violence to be Incorporated into Chapter 2 of the District’s Policy Manual as Chapter 2-2700 84-16-e
   D. Approval of Resolution Modifying District Policy Manual, Chapter 7. Board of Directors, Board Meetings: Rules and Procedures Sections 7-100 to 7-118 84-16-f

IX. WRITTEN COMMUNICATIONS OF NOTE

None
X. REPORTS BY BOARD MEMBERS

XI. REPORT BY DISTRICT MANAGER

XII. CLOSED SESSION

A. Closed Session Pursuant to Government Code Section 54956.8

   Conference with Real Property Negotiator

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

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

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

   Negotiating Parties: Area Housing Authority/USA Properties

   Under Negotiation: Price and Terms of Payment

XIII. ADJOURNMENT

If any individual has a disability that may require accommodation to participate in this meeting, please contact Human Resources at 805/584–4400. Upon advance notification of the need for accommodation, reasonable arrangements will be made to provide accessibility to the meeting.
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MINUTES
RANCHO SIMI RECREATION AND PARK DISTRICT
REGULAR MEETING, BOARD OF DIRECTORS
1692 SYCAMORE DRIVE, SIMI VALLEY, CA 93065
MARCH 3, 2016, 6:30 P.M.

AGENDA ITEM

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

PLEDGE OF ALLEGIANCE: Led by Brian Reed

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

Staff: Miguel Chavez, Doug Gale, Wayne Nakaoka, Carol Odenberg, Theresa Pennington, Larry Peterson, Brian Pierik, Esq., Brian Reed, Robin Walker

Guests: Richard Hale, Adam Swanson

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

Richard Hale, representing the Simi Skateboarders of Simi Valley, spoke to the Board about having a free public skate park in Simi Valley. He said there are lots of people of all ages interested in having a park and it is really needed. He feels it would help cut down on crime, and if it was built big enough it may bring in the pros and lots of money.

Adam Swanson also spoke on the public skate park. He said a couple months ago he spoke before the Board about the $40,000 that had been put aside for the design and permitting phase of the skate park. He also helped work on the design and thought the project would start by this June. District Manager said the District has a 3-year plan. The $40,000 is included within the anticipated allocation for the skate park plaza in the next fiscal year that begins July 1, 2016. This year the funds were reallocated to the Runkle Ranch project. Director of Planning and Maintenance said the District has a plan drawn up by American Ramp Company for the park. The project will be reviewed at the Board’s Budget meeting this May. Mr. Swanson said he will come back to the Board after that meeting.

Director of Administration introduced Park District’s new Accountant, Miguel Chavez, to the Board and briefly reviewed his work experience and qualifications. Miguel thanked the Board and staff for the opportunity, and said he is proud to represent this organization and the people of the Simi Valley and Oak Park communities.

IV. APPROVAL OF MINUTES:

(A) Approval of Minutes of the Regular Meeting – February 18, 2016

ACTION: Director Cavanaugh moved to Approve the Minutes of the Regular Meeting of February 18, 2016; Director Johnson seconded the motion. Vice Chair O’Brien abstained. Motion carried with a unanimous vote.
V. SCHEDULED ITEMS AND PUBLIC HEARINGS:

None.

VI. CONSENT AGENDA:

(A) Approval of Check Registers: 2/19/16 (payroll); 2/15/16 (payables)

ACTION: Director Johnson moved to Approve Item A; Vice Chair O’Brien seconded the motion. Motion carried with a unanimous vote.

VII. CONTINUED BUSINESS:

None.

VIII. NEW BUSINESS:

(A) Approval of Resolution of the Rancho Simi Recreation and Park District Nominating a Candidate for Election to Serve on the California Special District’s Association Board of Directors 23-16-b

This item was discussed, and no action was taken by the Board.

(B) Discussion and Possible Approval of Second Amendment of Option and Assignment and Assumption Agreement Between the Nature Conservancy, Waste Management, and Rancho Simi Recreation and Park District Regarding Alamos Canyon 178-16-b, 125-16-a

District Manager briefly reviewed with the Board the work that has been done with The Nature Conservancy, Waste Management and others to acquire 326 acres, referred to as Alamos Canyon. The Second Amendment of Option and Assignment and Assumption Agreement will transfer the option to purchase the acreage from the Conservancy to the Park District, and extend the time to negotiate and draft a purchase and sale agreement to June 8, 2016. Negotiations have been positive, and continued discussions for public access and trail alignment will ensue in the next few months. Director of Planning and Maintenance and Sr. Management Analyst have been working on the graphics that will include fencing and other minor elements to the trail, and they will be transmitting it to Cal Trans. Legal Counsel said he, the District Manager and Sr. Management Analyst had a meeting with Cal Trans six weeks ago, and that Cal Trans was helpful. Staff was provided an encroachment permit and signed it at the meeting. Staff is working on the maintenance agreement, and the purchase and sale of the property with Waste Management.

ACTION: Director Johnson moved to Approve Second Amendment of Option and Assignment and Assumption Agreement Between the Nature Conservancy, Waste Management, and Rancho Simi Recreation and Park District Regarding Alamos Canyon, and Authorize the District Manager to Sign the Agreement on the District’s Behalf; Director Cavanaugh seconded the motion. Motion carried with a unanimous vote.

(C) Approval of Heat Illness Prevention Plan for Incorporation into the District’s Illness and Injury Prevention Plan 28-16-a, 84-16-d

ACTION: Vice Chair O’Brien moved to Approve the Heat Illness Prevention Plan for Incorporation into the District’s Illness and Injury Prevention Plan, and Allow the District Manager to Make Minor Revisions to It During Its Implementation If He Deems It Necessary and Appropriate; Director Johnson seconded the motion. Motion carried with a unanimous vote.
IX. **WRITTEN COMMUNICATIONS:**

None.

X. **REPORTS BY BOARD MEMBERS:**

Director Cavanaugh attended the Youth Activities Committee meeting, which minutes have been provided to the Board.

Director Cavanaugh along with Director Johnson attended the Simi Valley Girls Softball opening day ceremonies. They heard two great speakers - the CLU Women’s Softball Coach, and Sarah Griffin from Simi Valley, who was three-time First Team All-American during her career at the University of Michigan, and athletic director in the PAC 10, USC and Loyola Marymount University.

Director Johnson attended the Youth Activities Committee meeting. He mentioned that former Dodgers Manager Tommy Lasorda spoke to Simi Youth Baseball League at their spring 2016 opening ceremonies. The League also thanked the District for its support of the program.

Director Johnson attended a Santa Monica Mountains Conservancy meeting. He mentioned that Elizabeth Cheadle will be leaving the SMMC Advisory Committee.

Director Johnson attended a Golf Committee meeting on February 22nd, which minutes have been distributed. He stated that Golf Course Manager Reed is doing a great job and everything is coming along nicely.

Vice Chair O’Brien attended the Historical Society Committee meeting last month.

Vice Chair O’Brien attended the VCSDA annual awards dinner meeting last month.

Vice Chair O’Brien attended an Advance Planning Committee meeting.

Chair Hostetler attended a Golf Committee meeting.

Chair Hostetler asked for an update regarding a Youth Basketball complaint and the assertion that a team was stacked. Director Cavanaugh provided some information on this issue. District Manager said the District’s Recreation Supervisor always goes to great lengths to make sure the teams are fairly allocated.

XI. **REPORT BY DISTRICT MANAGER:**

District Manager said the Ventura County Watershed Protection has a plan to make water flow modifications at the Simi Youth ballfield complex. This will affect parking and the manner of access to the fields during the 3-month project. He, along with Director of Recreation and Director of Planning and Maintenance will be meeting with the baseball representatives on this. He stated that Flood Control will cover all associated costs, and that the teams will have walking access to the fields during the duration of the project. Director of Planning & Maintenance added that the District is working on obtaining access for the handicapped.

The Chair called a Closed Session at 7:10 p.m.

The Chair reconvened the meeting at 7:22 p.m.
XII. CLOSED SESSION:

(A) Closed Session Pursuant to Government Code Section 54956.95

Claimant: Law Offices of Brandon Sua & Associates
on behalf of Kameron Gonzalez

Agency Claimed Against: Rancho Simi Recreation and Park District

The Chair reported that the Board gave direction to staff to reject the claim of the Law Offices of Brandon Sua & Associates on behalf of Kameron Gonzalez against Rancho Simi Recreation and Park District.

(B) Closed Session Pursuant to Government Code Section 54956.95

Claimant: Ms. Margaret Abate

Agency Claimed Against: Rancho Simi Recreation and Park District

The Chair reported that the Board gave direction to staff to reject the claim of Ms. Margaret Abate against Rancho Simi Recreation and Park District.

(C) Closed Session Pursuant to Government Code Section 54956.8

Conference with Real Property Negotiator

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

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

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

Negotiating Parties: Area Housing Authority/USA Properties

Under Negotiation: Price and Terms of Payment

The Chair stated that no reportable action was taken at this time on Item XII.(C).

XIII. ADJOURNMENT: Vice Chair O’Brien moved to adjourn the meeting at 7:23 p.m.; Director Cavanaugh seconded the motion. Motion carried with a unanimous vote.

Larry Peterson, District Clerk
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I. CALL TO ORDER

The meeting was called to order at 7:23 p.m. by Chair Gene Hostetler. Also in attendance were: Vice Chair Kate O’Brien and Directors Dee Dee Cavanaugh and Mark Johnson; staff members, Doug Gale, Wayne Nakaoka, Carol Odenberg, Larry Peterson, Theresa Pennington, Brian Pierik, Esq., Brian Reed.

II. PUBLIC DISCUSSION

None.


ACTION: Director Johnson moved to Approve an Amendment to the Purchase and Sale Agreement Between the Rancho Simi Recreation and Park District, Area Housing Authority of the County of Ventura, and USA Properties for the Purchase and Sale of the District’s Property Located at 1692 Sycamore Drive in Simi Valley Extending the Contingency Date from March 8, 2016 to March 31, 2016; Vice Chair O’Brien seconded the motion. Motion carried with a unanimous vote.

IV. ADJOURNMENT

Director Cavanaugh moved to adjourn the meeting at 7:25 p.m.; Vice Chair O’Brien seconded the motion. Motion carried with a unanimous vote.

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

Date: March 17, 2016
To: District Manager
From: Director of Administration
Re: Presentation of the Part-Time Employee of the Month for February 2016 to Frank Flores

PART-TIME EMPLOYEE OF THE MONTH FOR FEBRUARY 2016

The Part-Time Employee of the Month for February 2016 is Frank Flores. Frank is a Park Ranger in the Administration Department and has been working for the District for over five years; this is his first award for Employee of the Month.

NOMINATION NARRATION

The person who nominated Frank had this to say: Frank is a part-time Park Ranger who brought over 25 years of law enforcement experience with him when he came aboard from the Los Angeles Police Department. Frank was a Detective Sergeant who specialized in getting things done and problem solving. He has a knack for making all parties in a dispute feel like they won the argument. The Park Rangers are the people the district employees or citizens call when there is a problem in a park or they need help. Frank’s low key style makes him trustable to all parties in a dispute, an efficient problem solver and he is always available for district employees who require his services. Whoever deals with Frank feels better after he shows up. He is a loyal employee who knows his primary job is to protect district employees and property, as well as the public using our facilities. When a supervisor gives Frank a job to do, he knows it will be done on time and done right. He is always well groomed and always looks professional. He is well liked by his peers and every district employee he comes in contact with. This is why I believe Ranger Frank Flores would be an outstanding RSRPD Employee of the Month.

BOARD ACTION

Frank has been invited to attend the March 17, 2016 board meeting to receive a plaque and a check for $75.00 from the Board Chair.

Theresa Pennington
Director of Administration
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RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: March 17, 2016
TO: District Manager
FROM: Director of Planning and Maintenance
SUBJECT: Approval of Notice of Completion and Final Acceptance for the Tree Pruning Services at Various District Parks Project

At its meeting of December 3, 2015, the Board of Directors awarded a contract to Stay Green, Inc. in the amount of $82,980.00 for the District’s annual tree pruning contract. This year 527 trees located within our parks and open space areas and 135 trees at Simi Hills Golf Course were scheduled for trimming. In addition, the complete removal of 20 dead or dying trees at various park site locations was included in order to obtain the lowest price possible for their removal. A Bid Alternate to trim 60 trees along the Arroyo Simi Bike Trail was also included in the contract.

The project was completed on February 12, 2016. The Contractor has fulfilled all contractual obligations. At the time of contract award, the Board of Directors authorized an expenditure of up to 10%, or $8,298.00, of the awarded contract for additional tree pruning as recommended by the District’s Maintenance Supervisors and Golf Course Superintendent.

Two Change Orders totaling $6,850.00 were issued for the project. The final cost of the contract is therefore $89,830.00.

Board Action Requested:

That the Board of Directors accept the work as complete for the Tree Pruning Services at Various District Parks Project and authorize the final payment.

Wayne Nakaoka
Director of Planning and Maintenance

WN:bjm
NOTICE OF ACCEPTANCE

Notice is hereby given that on March 17, 2016, the Rancho Simi Recreation and Park District, organized and existing under Division 5, Chapter 4 of the California Public Resources Code, accepted the Tree Pruning Services at Various District Parks Project from Stay Green, Inc., 26415 Summit Circle, Santa Clarita, CA 91350, of the sites commonly known as Rancho Tapo Community Park, Rancho Santa Susana Community Park, Sequoia Park, Simi Hills Neighborhood Park, Verde Park, Simi Valley Adult Education Campus Viking Football Field, Apollo High School, Arroyostow Park, Arroyo Simi Equestrian Center, Houghton-Schreiber Park, Sycamore Park, Frontier Park, Rancho Simi Community Park, Berylwood Park, Citrus Grove Park, Atherwood Park, Lincoln Park, Challenger Park, Strathern Historical Park, Stargaze Park, Sinaloa Ball Fields, Chaparral Park, Deerhill Park, Oak Canyon Community Park, Oak Park Community Center, Open Space - Wistful Vista Trail Lindero Canyon (North End) Open Space - Wistful Vista Trail (Entrance off Bayport), Open Space - Wistful Vista East (East Side of Oak Hills), Medea Creek Natural Park, Simi Hills Golf Course, and Various Locations Along the Arroyo Simi Bike Trail, Simi Valley and Oak Park, CA, in the County of Ventura, State of California, as more fully described in Exhibit "A", attached hereto and by this reference made a part thereof.

Dated: March 17, 2016

Rancho Simi Recreation and Park District

By: ____________________________
      Gene P. Hostetler
      Chair, Board of Directors
NOTICE OF COMPLETION

Notice is hereby given that:

1. The undersigned is owner of the interest or estate stated below in the property hereinafter described.
2. The full name of the undersigned is: RANCHO SIMI RECREATION AND PARK DISTRICT
3. The full address of the undersigned is: 1692 Sycamore Drive, Simi Valley, California 93065
4. The nature of the title of the undersigned is: In fee.
5. The full names and full addresses of all persons and entities, if any, who hold title with the undersigned are:
   NAMES                    ADDRESSES
   None                    None

6. The names of the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work of improvement herein referred to:
   NAMES                    ADDRESSES
   None                    None

7. A work of improvement consisting of the Tree Pruning Services at Various District Parks Project was completed on February 12, 2016.
8. The name of the contractor for such work of improvement was Stay Green, Inc., 26415 Summit Circle, Santa Clarita, CA 91350.
9. The properties on which said work of improvement was completed is Simi Valley and Oak Park, County of Ventura, State of California, and are described as follows: Rancho Tapo Community Park, Rancho Santa Susana Community Park, Sequoia Park, Simi Hills Neighborhood Park, Verde Park, Simi Valley Adult Education Campus Viking Football Field, Apollo High School, Arroyo Seco Park, Arroyo Simi Equestrian Center, Houghton-Schreiber Park, Sycamore Park, Frontier Park, Rancho Simi Community Park, Berylwood Park, Citrus Grove Park, Atherwood Park, Lincoln Park, Challenger Park, Strathearn Historical Park, Stargaze Park, Sinaloa Ball Fields, Chaparral Park, Deerhill Park, Oak Canyon Community Park, Oak Park Community Center, Open Space – Wistful Vista Trail Linder Canyon (North End), Open Space – Wistful Vista Trail (Entrance off Bayport), Open Space – Wistful Vista East (East Side of Oak Hills), Medea Creek Natural Park, Simi Hills Golf Course, and Various Locations Along the Arroyo Simi Bike Trail, Simi Valley and Oak Park, CA, County of Ventura, State of California, as more fully described in Exhibit “A” attached hereto and by this reference made a part hereof.
10. The street addresses of said properties are (see Exhibit “A” attached hereto).

Dated: March 17, 2016

Rancho Simi Recreation and Park District

By: ___________________________
   Gene P. Hostetler, Chair, Board of Directors

Verification for NON-INDIVIDUAL owner: I, the undersigned, declare under penalty of perjury under the laws of the state of California that I am the Chairman of the Board of Directors of the owner of the aforesaid interest or estate in the property described in the above notice; that I have read the said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

March 17, 2016, Simi Valley, California

By: ___________________________
   Gene P. Hostetler, Chair, Board of Directors
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<tr>
<th>Location</th>
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<td>Rancho Tapo Community Park 3700 Avenida Simi Simi Valley, CA 93063</td>
<td>616-0-090-170; 616-0-090-180; 616-0-090-190; 616-0-090-200; 616-0-090-270</td>
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<td>Rancho Santa Susana Community Park 5005-A Los Angeles Avenue Simi Valley, CA 93063</td>
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<td>Simi Hills Neighborhood Park 5031 Alamo Street Simi Valley, CA 93063</td>
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<td>Verde Park 6045 East Nelda Street Simi Valley, CA 93063</td>
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<td>Simi Valley Adult Education Campus Viking Football Field 1880 Blackstock Simi Valley, CA 93065</td>
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<td>Simi Valley, CA 93063 - 93065</td>
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RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: March 17, 2016

TO: Board of Directors

FROM: District Manager

SUBJECT: Discussion Regarding Oak Park Committee Recommendation for Cell Phone Tower Requirements

SUMMARY

On January 14, 2016, the District’s Oak Park – Park and Recreation Planning Committee considered a request from Verizon to construct a cell tower on District owned open space. The Committee voted in support of the request and included a recommendation that the Park District Board of Directors draft a policy that considers limits on cell tower heights, allows for HOA and resident input, requires collocation when possible, and requires the District to expend funds received in Oak Park.

Consideration of cell towers in the Oak Park area is governed by Ventura County’s Wireless Telecommunications Ordinance. The stated purpose of that Ordinance is to provide uniform standards for the siting, design, monitoring, and permitting of wireless communication facilities in the unincorporated, non-public right of way, non-coastal area of the County consistent with applicable federal and state laws and regulations. Staff does not believe the Park District should develop a separate and/or different policy on this subject.

The relevant sections of the County’s Ordinance are attached hereto. Sections listed on pages 7-99 and 7-100 provide a maximum height which depends upon the type of structure constructed. Pages 7-97 and 7-105 include sections relating to collocation, and access roads are discussed on page 7-105. The County’s notice and hearing procedures for projects would also apply, and are indicated on page 11-12 and 11-13 (also attached). Finally, the District’s practice is to budget cell tower revenues towards Oak Park expenditures.

RECOMMENDATION

Staff does not recommend any further action on this item

[Signature]
Larry Peterson
District Manager
Sec. 8107-45 – Wireless Communication Facilities
(ADD. ORD. 4470 – 3/24/15)

Sec. 8107-45.1 – Purpose
The purpose of this Section is to provide uniform standards for the siting, design, monitoring, and permitting of wireless communication facilities in the unincorporated, non-public right-of-way, non-coastal area of the County consistent with applicable federal and state laws and regulations. These standards are intended to protect and promote the public health, safety, and welfare, including the aesthetic quality of the unincorporated areas of the County. More specifically, the purpose of this Section 8107-45 is to provide a consistent set of regulations to process permits for wireless communication facilities, and a comprehensive set of development standards that will protect visual resources and public views, in conformity with goals and policies of the General Plan and Area Plans, while providing for the communication needs of the community. Definitions for all italicized terms in this Section are provided in Article 2.

Sec. 8107-45.2 – Applicability

Sec. 8107-45.2.1 - Facilities Not Covered
The following facilities and devices are not covered by the provisions of this Section:

(1) Non-commercial antennas such as citizen band radios and amateur radio facilities that are an accessory structure to a dwelling. (See standards for non-commercial antennas in Sections 8106-7.1 and 8107-1.1.)

(2) Wireless communication facilities located within the public road rights-of-way. (See Ventura County Ordinance Code at Div. 12, Chapter 8, for applicable regulations.)

(3) Residential satellite and digital T.V. dishes less than one (1) meter in diameter.

(4) Temporary wireless communication facilities that are needed during public emergencies or are used in conjunction with a temporary event or activity that does not otherwise require a permit under this Chapter. (See Sec. 8107-45.9 for permitting of temporary wireless communication facilities used for events and activities that require a permit under this Chapter.)

Sec. 8107-45.2.2 – Wireless Communication Facilities on Government Buildings
Any wireless communication facility, including a non-commercial antenna, located on a government building, such as a police or fire station, shall be permitted as an accessory use if the wireless communication facility is used exclusively for the government operation located within that facility or if it substantially contributes to public safety (i.e., police, fire and emergency management operations). Such a wireless communication facility shall be processed as part of the underlying land use permit for the government building and shall be subject to the development standards in Sec. 8107-45.4, except as provided in Sec. 8107-45.2.4.

Sec. 8107-45.2.3 – Wireless Communication Facilities on Radio Studios and for Permanent Filming Activities
Any wireless communication facility located on a radio studio or a facility for a permanent filming activity shall be permitted as an accessory use if the wireless communication facility is necessary to, and is used exclusively for, the radio studio or permanent filming activity operation. A wireless communication facility defined as an accessory use shall be processed as part of the underlying land use permit.
for the building or facility but shall be subject to the development standards in Sec. 8107-45.4.

Sec. 8107-45.2.4 – Wireless Communication Facilities for Public Safety or Emergency Services
The applicable County decision-making authority may waive or modify one or more of the development standards in Sec. 8107-45.4 for a wireless communication facility that is exclusively used for public safety when the application of such standards would effectively prohibit the installation of that facility. In order to waive or modify a development standard, the applicant shall demonstrate in writing that a waiver or modification of the standard is necessary for the provision of public safety services, and that such waivers or modifications do not exceed what is necessary to remove the effective prohibition.

Sec. 8107-45.3 – Application Submittal Requirements
In addition to meeting standard application submittal requirements of Sec. 8111-2, the project applicant for a wireless communication facility may be required to submit some or all of the following information, depending on the scope of the proposed project and as determined by the Planning Division.

a. Project Description: A written project description for the proposed wireless communication facility that includes, but is not limited to, a general description of the existing land use setting, the type of facility, visibility from public viewpoints, stealth design features, propagation diagrams, on and off-site access, landscaping, and facility components (support structure, antennas, equipment shelters or cabinets, emergency back-up generators with fuel storage etc.).

b. Propagation Diagram: One or more propagation diagrams or other evidence may be required to demonstrate that the proposed wireless communication facility is the minimum height necessary to provide adequate service (i.e., radio frequency coverage or call-handling capacity) in an area served by the carrier proposing the facility. The propagation diagram shall include a map showing the provider's existing facilities, existing coverage or capacity area, and the proposed coverage or capacity area at varied antenna heights. The propagation diagram shall also include a narrative description summarizing the findings in layman's terms. Existing obstacles such as buildings, topography, or vegetation that cannot adequately be represented in the propagation diagrams, yet may cause significant signal loss and therefore require additional facility height, should be clearly described and/or illustrated through additional visual analyses, such as line-of-sight or Fresnel zone modeling diagrams. A propagation diagram shall be required if the proposed wireless communication facility would exceed 40 feet in height, and may be required at lower heights if the facility is located on a ridgeline, within the SRP overlay zone, or in an Urban Residential zone.

c. Visual Impact Analysis: A visual impact analysis includes photo simulations and other visual information, as necessary, to determine visual impact of the proposed wireless communication facility on the existing setting or to determine compliance with design standards established by this Section. The photo simulations shall include "before" and "after" renderings of the site, its surroundings, the proposed facility and antennas at maximum height, and any structures, vegetation, or topography that will screen the proposed facility from multiple public viewpoints. Public viewpoints selected for visual impact analysis should be located approximately a half-mile, 1 mile, and 2 miles from the proposed facility. All photo
simulations and other graphic illustrations shall include accurate scale and coloration of the proposed facility.

d. **Authorization and License Information:** A letter of authorization from the property owner and the communications carrier that demonstrates knowledge and acceptance of the applicant's proposed project's structures and uses on the subject property. This information shall also include a copy of the FCC radio spectrum lease agreement or the FCC registration number (FRN).

e. **FCC Compliance:** Documentation prepared by a qualified radio frequency engineer that demonstrates the proposed wireless communication facility will operate in compliance with Sec. 1.1301, et seq., of Title 47 of the Code of Federal Regulations or any successor regulations. Documentation of FCC compliance shall be required for all wireless communication facility permits, including permit modifications.

f. **Alternative Site Analysis:** Documentation that demonstrates: (1) the applicant has satisfied the wireless communication facility preferred and non-preferred location standards stated in Sec. 8107-45.4(d) and (e); and (2) infeasibility of alternative sites that would result in fewer environmental impacts to ridgelines (see Sec. 8107-45.4(1)) and other environmental resources; and if requested (3) all efforts to collocate the proposed facility on an existing facility, including copies of letters or other correspondence sent to other carriers or wireless communication facility owners requesting collocation on their facilities. If collocation is not feasible, the applicant shall demonstrate to the satisfaction of the Planning Division that technical, physical, or legal obstacles render collocation infeasible.

g. **Site Plan and Design Specifications:** This documentation shall fully describe the project proposed, including all on- and off-site improvements. The site plan shall be drawn to scale, and the site plan and design specifications shall include the following:

(1) Written explanation and site plan that describes the facility's components and design (including dimensions, colors, and materials), equipment cabinets, and the number, direction, and type (panel, whip, or dish) of antennas;

(2) The location and dimensions of the entire site area, exact location of the facility and its associated equipment with proposed setbacks, access road improvements, and any proposed landscaping or other development features. The site plan shall also identify site grading, paving and other features that may increase runoff from the site;

(3) Front, side, and rear elevation plans showing all of the proposed equipment and structures;

(4) Building plans and elevations for building-concealed, flush- and roof-mounted wireless communication facilities showing all equipment and structures;

(5) Manufacturer specifications and samples of the proposed color and material for the facility and its associated equipment; and,

(6) Site plan components required to address fire prevention, water conservation, and other regulatory requirements.

h. **Landscape Plan:** This documentation shall describe the location and type of newly proposed landscaping, proposed irrigation systems (as needed), and the location of existing landscape materials that are necessary to properly screen or blend the wireless communication facility with the surrounding area. This Information may
be provided on the site plan (see above) or in a separate conceptual landscape plan.

i. Maintenance and Monitoring Plan: A maintenance and monitoring plan shall describe the type and frequency of required maintenance activities to ensure continuous upkeep of the facility, its associated equipment, and any proposed landscaping, during the life of the permit.

j. Noise/Acoustical Information: This documentation shall include manufacturer's specifications for all noise-generating equipment, such as air conditioning units and back-up generators, as well as a scaled diagram or site plan that depicts the equipment location in relation to adjoining properties.

k. Hazardous Materials: This documentation shall include the quantity, type, and storage location for containment of hazardous materials, such as the fuel and battery back-up equipment, proposed for the wireless communication facility.

l. Geotechnical Requirements: A geotechnical report shall include the following:

   (1) Soils and geologic characteristics of the site;
   (2) Foundation design criteria for the proposed facility;
   (3) Slope stability analysis;
   (4) Grading criteria for ground preparation, cuts and fills and soil compaction; and
   (5) Other pertinent information that evaluates potential geologic, fault, and liquefaction hazards and proposed mitigation.

m. Consent to Future Collocation: A written statement shall be provided that states whether or not the applicant consents to the future collocation of other wireless communication facility carriers on the proposed facility (see Sec. 8107-45.6).

n. Additional Information: Additional Information determined by the Planning Division as necessary for processing the requested wireless communication facility entitlement. If a non-stealth facility is proposed, include a description (with illustrations) of all modifications that would be allowed pursuant to a Section 6409(a) Modification so that a determination can be made whether the facility could become prominently visible from a public viewpoint (see Sec. 8107-45.4(b)(1)).

Sec. 8107-45.4 – Development Standards

a. Partial and Full-Concealment Requirements: To minimize visual impacts, a wireless communication facility shall be designed as a stealth facility or building-concealed facility. A wireless communication facility may be designed as a non-stealth facility only if it meets standards provided in Sec. 8107-45.4(b) below.

b. Exceptions to Stealth and Building-Concealed Facilities: A non-stealth facility may be permitted when the applicant demonstrates that the project location and design meet one or more of the following criteria:

   (1) The facility is not prominently visible from a public viewpoint and could not be prominently visible from a public viewpoint following a Section 6409(a) Modification. This standard may be achieved by blending the facility into its surroundings as defined in Sec. 8107-45.4(c); or

   (2) The non-stealth facility is prominently visible from a public viewpoint but meets one or more of the following criteria:

      (a) It is located on a ridgeline and meets the requirements in Sec. 8107-45.4(l); or
(b) The minimum height required for adequate service, coverage, or capacity area cannot be achieved with one or more stealth facilities (see Sec. 8107-45.4(f)(4)); or

(c) It is used solely for the provision of public safety and the decision-making authority waives this development standard pursuant to Sec. 8107-45.2.4.

c. Making Wireless Communication Facilities Compatible with the Existing Setting: To the extent feasible, all wireless communication facilities shall be located and designed to be compatible with the existing setting as follows:

1. Location: Facilities shall be located in areas where existing topography, vegetation, buildings, or structures effectively screen and/or camouflage the proposed facility; and

2. Facility Design: The facility shall be designed (i.e. size, shape, color, and materials) to blend in with the existing topography, vegetation, buildings, and structures on the project site as well as its existing setting.

d. Preferred Wireless Communication Facility Locations: To the extent feasible, and in the following order of priority, new wireless communication facilities shall be sited in the following locations:

1. On an existing wireless communication facility with adequate height and structure to accommodate additional wireless communication facilities (see Sec. 8107-45.6).

2. Flush-mounted on an existing structure, pole, or building in the AE and OS zones.

3. Where the wireless communication facility is not prominently visible from a public viewpoint.

4. Within an area zoned Industrial.

5. Near existing public or private access roads.

6. On or near the same site as an existing wireless communication facility when visual or other environmental impacts can be mitigated to a level of less than significant under CEQA and when such "clustering" of facilities is consistent with the applicable Area Plan.

e. Non-Preferred Wireless Communication Facility Locations: To the extent feasible, wireless communication facilities should not be sited in the following locations:

1. Within an area zoned Urban Residential.

2. Silhouetted on the top of ridgelines on land designated as Open Space under the General Plan when prominently visible from public viewpoints.

3. On a structure, site or in a district designated as a local, state, or federal historical landmark (see Sec. 8107-45.4(j)).

4. Within an area zoned Scenic Resource Protection Overlay (see Sec. 8107-45.4(m)).

5. Within environmentally sensitive areas (see Sec. 8107-45.4(k)).

f. Height:

1. How to Measure: Unless otherwise indicated in this Section 8107-45.4, the height of a wireless communication facility shall be measured as follows:

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Division B, Chapter 1  Ventura County Non-Coastal Zoning Ordinance (9-22-15 edition)  7-98
• A ground-mounted facility shall be measured from the grade to the highest point of the antenna or any equipment, whichever is highest.

• A structure-mounted facility shall be measured from the averaged grade to the highest point of the antenna or any equipment, whichever is highest. (See Sec. 8106-1.3.2 for the "averaged grade" calculation.)

(2) Minimizing Visual Impact: The height of a wireless communication facility shall be limited to what is necessary to provide adequate service or coverage.

(3) Building-Concealed Facilities:

(a) For building-concealed wireless communication facilities, height is measured as the vertical distance from the flat grade or averaged grade, as applicable, to the highest point of the existing or newly created architectural façade or feature where the antenna is concealed.

(b) Building-concealed wireless communication facilities shall not exceed the maximum height limits of the zone in which the building is located (see Sec. 8106-7 for exceptions). An existing building that exceeds the maximum height limit may be used to conceal a wireless communication facility if an increase in allowable height of the building was granted by a previously approved discretionary permit, and the building dimensions would not increase by adding the wireless communication facility.

(4) Stealth Facilities:

Stealth facilities shall meet the definition in Sec. 8102-0 and the applicable height limits prescribed in Section 8107-45.4.

(a) The maximum allowable height of a faux structure shall be the height limits in Table 1 below, or the average height of representative structures commonly found in the local setting, whichever is less.

(b) Faux trees shall maintain a natural appearance and may not exceed the height of nearby natural trees (see i, ii, and iii below). A faux tree located among existing natural trees should not be obviously taller than the other trees. Smaller, natural trees may also be planted around the faux tree to mask its height from public viewpoints. The maximum allowable height of a faux tree shall be as follows:

i. No Nearby Trees: Maximum heights in Table 2 apply if there are no trees within a 150-foot radius of the faux tree. (Also see the tree planting height requirement in Sec. 8107-45(l)(4).)
Table 2  
(Sec. 8107-45.4(f)(4))

<table>
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<tr>
<th>Maximum Height of Faux Trees¹</th>
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<tr>
<td>Type of Structure</td>
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<tr>
<td>Mono-Broadleafs</td>
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<td>Mono-Elm</td>
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<td>Mono-Eucalyptus</td>
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<td>Mono-Palm</td>
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<td>Mono-Pine</td>
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II. Tree Canopy: The maximum height of a faux tree located within, or adjacent to, a tree canopy may extend up to 15 feet above the maximum height of the existing tree canopy when both of the following criteria are met:

- The applicant demonstrates to the Planning Division that a lower faux tree height would result in obstructed coverage of the proposed facility due to the existing tree canopy; and

- The median tree height of the canopy is at least 30 feet high, and the nearest tree in the canopy is located within 150 feet of the faux tree; and the faux tree is sited behind the canopy relative to public viewpoints.

III. Surrounding Trees (Non-canopy): A faux tree may extend up to 5 feet above the maximum height of trees within a 150-foot radius. The maximum height of surrounding trees should be measured using existing tree heights, unless a certified arborist estimates average growth after five years, which may be added to existing height measurements.

(c) A stealth facility that exceeds 80 feet in height shall be considered a non-stealth facility for entitlement processing under Section 8107-45. However, stealth design features may be included in the wireless communication facility to blend the facility with the surrounding environment.

(d) Roof-mounted wireless communication facilities shall not exceed the maximum height limits of the zone in which the building is located by more than 6 feet.

(e) Flush-mounted wireless communication facilities shall not extend above the building height. If mounted on a structure other than a building, such as a light pole or utility pole, the antenna shall not extend more than 5 feet above the structure.

(f) No stealth facility shall exceed the maximum height stated in an applicable Area Plan.

¹ The maximum height limits for faux trees are based on the height of a mature tree for each tree type, as established by the U.S. Department of Agriculture, Natural Resources Conservation Service's plants database. The following tree species were used to identify the maximum height limits for each faux tree: Acer negundo (Box elder), Ulmus parvifolia (Chinese Elm), Eucalyptus globulus (Tasmanian Blue gum), Washingtonia filifera (California fan palm), and Pinus sabiniana (Foothill Pine).
(5) Non-Stealth Facilities:

(a) Notwithstanding subparts (b) and (c) below, in no event shall a non-Stealth Facility exceed the maximum height stated in the applicable Area Plan.

(b) Unless a greater height limit is approved in accordance with subsection (c) below, non-Stealth Facilities shall not exceed 50 feet in height.

(c) When the Planning Commission (or the Board of Supervisors, upon appeal) is the assigned decision-making authority for a proposed wireless communication facility entitlement pursuant to Sec. 8105-4 or Sec. 8105-5, a non-Stealth facility may be approved if one or more of the following findings are made:

1. The greater height results in the same or reduced visual and environmental impacts when compared to the standard applicable height limits; or

2. The applicant demonstrates that the minimum height required for adequate service, coverage, or capacity area cannot be achieved with one or more shorter facilities; or

3. The greater height is necessary for the provision of public safety (see Sec. 8107-45.2.4).

(g) Setbacks:

(1) All wireless communication facilities shall comply with the required minimum front, side, and rear yard setbacks for the zone in which the site is located. No portion of an antenna array shall extend beyond the property lines.

(2) Ground-mounted wireless communication facilities shall be set back a distance equal to the total facility height or 50 feet, whichever is greater, from any offsite dwelling unit.

(3) Whenever feasible, a new ground-mounted wireless communication facility shall be set back from the property line to avoid creating the need for fuel clearance on adjacent properties.

(h) Retention of Concealment Elements: No modification to an existing wireless communication facility shall defeat concealment elements of the permitted facility. Concealment elements are defeated if any of the following occur:

(1) A Stealth Facility is modified to such a degree that it results in a non-Stealth Facility; or

(2) The Stealth Facility no longer meets the applicable development standards for Stealth Facilities in Sec. 8107-45.4; or

(3) Equipment and antennas are no longer concealed by the permitted stealth design features; or

(4) Proposed modifications to a Stealth Facility, designed to represent a commonly found element in the environment or community (such as a tree, rock, or building), result in a facility that no longer resembles the commonly found element due to its modified height, size, or design.

(i) Standards for Specific Types of Stealth Facilities:

(1) Building-Concealed Facilities:

(a) Height shall not exceed the maximum height limits established in Sec. 8107-45.4(7)(3).
(b) Width shall not increase building width, or create building features that protrude beyond the exterior walls of the building.

(c) Building additions shall be limited to the area/volume required for the wireless technology and shall not increase habitable floor area, include general storage area, or provide any use other than wireless technology concealment.

(2) Roof-Mounted Facilities:

(a) Shall be hidden by an existing or newly created building or architectural feature, or shall be concealed from public viewpoints using architectural features, screening devices, or by siting the facility so that it is concealed from offsite viewpoints.

(b) Shall not exceed the maximum height limits for roof-mounted facilities stated in Sec. 8107-45.4(f)(4)(d).

(c) Shall be compatible with the architectural style, color, texture, façade design, and materials and shall be proportional to the scale and size of the building. Newly created architectural features or wireless equipment shall not protrude beyond the exterior walls of the building.

(3) Flush-Mounted Facilities:

A wireless communication facility may be flush-mounted on a building or other structure pursuant to the following standards, and provided that associated equipment is located in manner consistent with the definition for flush-mounted antenna in Sec. 8102-0:

(a) Flush-mounted wireless communication facilities shall be designed as a stealth facility and shall be compatible with the architectural style, color, texture, façade, and materials of the structure. Panel antennas shall not interrupt architectural lines of building façades, including the length and width of the portion of the façade on which it is mounted. Mounting brackets, pipes, and coaxial cable shall be screened from view.

(b) Shall not exceed the maximum height limits for flush-mounted wireless communication facilities stated in Sec. 8107-45.4(f)(4)(e).

(c) Any flush-mounted wireless communication facility attached to a light pole or a utility pole must exhibit the same or improved appearance than existing local light poles or utility poles.

(d) Flush-mounted wireless communication facilities should be attached to a vertical surface except they may be mounted atop a light pole or a utility pole when flush-mounting is infeasible. Panel antennas shall be mounted no more than 18 inches from building surfaces or poles and shall appear as an integral part of the structure. They may be mounted a further distance than 18 inches on lattice towers and other industrial structures.

(4) Faux Trees:

(a) Shall incorporate a sufficient amount of "architectural branches" (including density and vertical height) and design material so that the structure is as natural in appearance as technically feasible.

(b) Shall be the same type of tree or a tree type that is compatible (i.e. similar in color, height, shape, etc.) with existing trees in the surrounding area (i.e. within approximately a 150 foot radius of the proposed facility location). If there are no existing trees within the surrounding area, the vicinity of the facility shall be landscaped with newly planted trees. The
trees should be compatible with the faux tree design, and be of a type and size that would be expected to reach 75 percent of the faux tree's height within five (5) years. (Also see Sec. 8107-45.4(q) for additional information on landscaping.)

(c) Shall not exceed the maximum height limits established for faux trees stated in Sec. 8107-45.4(f)(4)(b).

(d) Shall include antennas and antenna support structures colored to match the components (i.e. branches and leaves) of the proposed artificial tree.

(e) New trees required as part of a landscape plan for a faux tree shall be a minimum size of 36 inch box to help ensure survival of the tree. Palm trees shall have a minimum brown trunk height of 16 feet.

(5) Monorocks:

(a) Shall only be located in areas with existing, natural rock outcroppings.

(b) Shall match the color, texture, and scale of rock outcroppings adjacent to the proposed project site.

(6) Other Faux Stealth Facilities:

(a) Faux structure types, including but not limited to water tanks, flag poles, windmills, and light poles, may be used as a stealth facility when that type of structure is commonly found within the local setting of the wireless communication facility.

(b) Faux structures shall not exceed the maximum height limits established in Sec. 8107-45.4(f)(4)(a).

(c) Faux light poles shall be designed to function as a light pole, and match the design and height of existing light poles on the proposed site, provided that they do not exceed the height listed in Table 1 (Sec. 8107-45.4(f)(4)(a)). This standard is not applicable to light poles within the public right-of-way.

j. Historical Landmarks/Sites of Merit: A wireless communication facility shall not be constructed, placed, or installed on a structure, site or district designated by a federal, state, or County agency as an historical landmark or site of merit unless that facility is designed to meet the Secretary of the Interior (SOI) Standards. If the facility does not meet the SOI standards, then the Cultural Heritage Board must determine that the proposed facility will have no significant, adverse effect on the historical resource.

k. Environmentally Sensitive Areas:

(1) All wireless communication facilities and their accessory equipment shall be sited and designed to avoid or minimize impacts to habitat for special status species, sensitive plant communities, migratory birds, waters and wetlands, riparian habitat, and other environmentally sensitive areas as determined by the County's Initial Study Assessment Guidelines.

(2) Wireless communication facilities that are higher than 200 feet, and are required by the Federal Aviation Administration (FAA) to include lighting for aviation safety, should use the minimum amount of pilot warning and obstruction avoidance lighting to minimize impacts to migratory birds.

(3) Wireless communication facilities that are located in known raptor, California Condor, or waterbird concentration areas or daily movement routes, or in major
diurnal migratory bird movement routes or stopover sites, should have daytime visual markers on guy wires to prevent collisions by birds.

l. **Guidelines:**

(1) A *wireless communication facility* shall not be sited on a ridgeline or hilltop that is prominently visible from a *public viewpoint* when alternative sites are available. Applicants shall demonstrate that no feasible, alternative locations are available when proposing a wireless communication facility on a ridgeline or shall demonstrate that alternative locations result in significant environmental impacts when compared to the proposed ridgeline location.

(2) Facilities sited on a ridgeline or hillside shall blend with the surrounding natural and man-made environment to the maximum extent possible. Blending techniques that should be utilized include the use of non-reflective materials, paint, or enamel to blend exterior surfaces with background color(s); the placement of facilities behind earth berms or existing vegetation; siting of associated equipment below ridgelines, and the use of small *stealth facilities* (such as slim line poles or whip antennas) that blend in with the surrounding vegetation.

m. **Scenic Resource Protection Overlay Zone:** With the exception of public safety described in Sec. 8107-45.2.4, a *wireless communication facility* shall not be prominently visible from a *public viewpoint*, and shall be designed as a *stealth facility*, when located within a Scenic Resource Protection Overlay Zone.

n. **Accessory Equipment:** All accessory equipment associated with the operation of a *wireless communication facility* shall be located and screened to prevent the facility from being prominently visible from a *public viewpoint* to the maximum extent feasible.

o. **Colors and Materials:** All *wireless communication facilities* shall use materials and colors that blend in with the natural or man-made surroundings. Highly reflective materials are prohibited.

p. **Noise:** All *wireless communication facilities* shall be operated and maintained to comply at all times with the noise standards outlined in Section 2.16 of the Ventura County General Plan Goals, Policies, and Programs.

q. **Landscaping and Screening:** The permittee shall plant, irrigate and maintain additional landscaping during the life of the permit when such vegetation is deemed necessary to screen the *wireless communication facility* from being prominently visible from a *public viewpoint*. New landscaping shall not incorporate any invasive species, as defined by the California Invasive Plant Council (Cal-IPC).

r. **Security:**

(1) Each facility shall be designed to prevent unauthorized access, climbing, vandalism, graffiti and other conditions that would result in hazardous situations or visual blight. The approving authority may require the provision of warning signs, fencing, anti-climbing devices, or other techniques to prevent unauthorized access and vandalism.

(2) All fences shall be constructed of materials and colors that blend in with the existing setting. The use of a chain link fence is prohibited within areas designated as Urban and Existing Community in the General Plan, and areas that are prominently visible from a *public viewpoint*, unless the chain link fence is fully screened.
s. **Lighting:**

(1) No facility may be illuminated unless specifically required by the FAA or other government agency.

(2) Any necessary security lighting shall be down-shielded and controlled to minimize glare or light levels directed at adjacent properties and to minimize impacts to wildlife.

t. **Signage:** A permanent, weather-proof identification sign, subject to Planning Director approval, shall be displayed in a prominent location such as on the gate or fence surrounding the wireless communication facility or directly on the facility. The sign must identify the facility operator(s) and type of use, provide the operator’s address, FCC-adopted standards, and specify a 24-hour telephone number at which the operator can be reached during an emergency.

u. **Access Roads:**

(1) Where feasible, wireless communication facility sites shall be accessed by existing public or private access roads and easements.

(2) Wireless communication facility sites shall minimize the construction of new access roads, particularly when such roads are located in areas with steep slopes, agricultural resources, or biological resources as determined by the County’s Initial Study Assessment Guidelines. When required, new access roads shall be designed to meet standards established by the Ventura County Public Works Agency and Ventura County Fire Protection District.

**Sec. 8107-45.5 – Compliance with Federal, State and Local Law and Regulations**

Wireless communication facilities must comply with all current applicable federal, state and local law, all standards and regulations of the FCC, and all standards and regulations of any other local, state and federal government agency with the authority to regulate such facilities.

**Sec. 8107-45.6 – Collocation**

Any proposed collocation may be processed pursuant to a permit modification in Sec. 8107-45.10.1. Collocations which do not qualify for modification in Sec. 8107-45.10.1 may alternatively be processed pursuant to Sec. 8107-45.10.2 or Sec. 8107-45.10.3.

**Sec. 8107-45.7 – Maintenance and Monitoring**

a. **Periodic Inspection:** The County reserves the right to undertake periodic inspection of a permitted wireless communication facility in accordance with Sec. 8111-B

b. **Maintenance of Facility:** The permittee shall routinely inspect each wireless communication facility, as outlined in the approved maintenance and monitoring plan, to ensure compliance with the standards set forth in Sec. 8107-45.4 and the permit conditions of approval. The permittee shall maintain the facility in a manner comparable to its condition at the time of installation. If routine maintenance or repair is not sufficient to return the facility to its physical condition at the time of installation, the permittee shall obtain all required permits and replace the facility to continue the permitted operation.

c. **Graffiti:** The permittee shall remove graffiti from a facility within 10 working days from the time of notification by the Planning Division.

d. **Landscape and Screening:** All trees, foliage, or other landscaping elements approved as part of a wireless communication facility shall be maintained in good
condition during the life of the permit, and the permittee shall be responsible for replacing any damaged, dead, or decayed landscape vegetation. The permittee shall maintain the landscaping in conformance with the approved landscape plan.

e. **Hours of Maintenance:** Except for emergency repairs, backup generator testing and maintenance activities that are audible to an off-site, noise-sensitive receptor shall only occur on weekdays between the hours of 8:00 a.m. and 10:00 p.m.

f. **Transfer of Ownership:**

(1) In the event that the permittee sells or transfers its interest in a wireless communication facility, the succeeding operator shall become the new permittee responsible for ensuring compliance with the permit for the wireless communication facility, including all conditions of approval, and all other relevant federal, state and local laws and regulations.

(2) The permittee (or succeeding permittee) shall file, as an initial notice with the Planning Director, the new permittee’s contact information such as the name, address, telephone/FAX number(s), and email address.

(3) The permittee shall provide the Planning Director with a final notice within 30 days after the transfer of ownership and/or operational control has occurred. The final notice of transfer must include the effective date and time of the transfer and a letter signed by the new permittee agreeing to comply with all conditions of the County permit.

**Sec. 8107-45.8 — Technical Expert Review**

The County may contract for the services of a qualified technical expert to supplement Planning Division staff in the review of proposed wireless communication facilities or in the review of the permittee’s compliance with Sec. 8107-45.4, which may include the review of technical documents related to radio frequency emissions, alternative site analyses, propagation diagrams, and other relevant technical issues.

The use of a qualified technical expert shall be at the permittee’s expense, and the cost of these services shall be levied in addition to all other applicable fees associated with the project. The technical expert shall work under a contract with and administered by the County. If proprietary information is disclosed to the County or the hired technical expert, such information shall remain confidential in accordance with applicable California laws.

**Sec. 8107-45.9 — Temporary Wireless Communication Facilities**

A temporary wireless communication facility, such as a "cell-on-wheels" (COW), may be used for the following purposes: to replace wireless communication facility services during the relocation or rebuilding process of an existing facility, during festivals or other temporary events and activities that otherwise require a permit under this Chapter, and during public emergencies. Once the relocation or rebuilding process, temporary event, or emergency is complete, the temporary facility shall be removed from the site as soon as practicable.

A temporary wireless communication facility shall be processed as an accessory use under a proposed or existing County permit when used during the relocation or rebuilding process of an existing wireless communication facility, or when used for a festival or other temporary event or activity that otherwise requires a permit under this Chapter.

**Sec. 8107-45.10 — Permit Modifications**

Proposed modifications to an existing wireless communication facility shall be processed in accordance with Article 11 except that the type of permit modification
required shall be a Zoning Clearance, Permit Adjustment, or Minor or Major Modification as provided below.

Sec. 8107-45.10.1 – Facility Modifications Subject to a Zoning Clearance
One or more of the following modifications to an existing wireless communication facility may be processed with a Zoning Clearance:

a. Replacement of wireless communication facility equipment when the design of equipment remains the same but the size of equipment decreases or remains the same.

b. Collocations on an existing wireless communication facility that are included in and authorized by the existing permit.

c. Collocation on an existing building-concealed facility that is subject to an existing County permit, or an increase to the size of existing antennas within a building-concealed facility that is subject to an existing County permit, when the proposed modifications do not result in changes to the external features of the building-concealed facility (such as a building's architectural features) and when the proposed wireless communication facility equipment remains hidden within the building-concealed facility.

d. Additional equipment mounted onto an existing wireless communication facility, excluding collocation, that is attached behind and concealed by existing directional panel or dish antenna, or that is concealed by an existing stealth design feature. Photographic or other visual evidence shall be supplied that demonstrates the additional equipment will not be visible from any public viewpoint.

e. Modifications to equipment located within, and visually Hidden by, an existing equipment shelter or cabinet, such as replacing parts and other equipment accessories, increasing the size of the fuel tank and modifying or replacing an existing back-up generator in compliance with permitted noise levels.

f. New or replacement equipment cabinets or shelters that are physically located within the existing, permitted site area, and when the new or replacement equipment is screened by existing vegetation or fencing if visible from a public viewpoint, and when the new or replacement equipment does not generate noise that exceeds permitted levels.

g. Non-commercial antenna mounted on an existing commercial or public safety wireless communication facility when the antenna is not visible from a public viewpoint and would not increase the height of the wireless communication facility.

h. Modifications that constitute a Section 6409(a) Modification, provided that each modification is in conformance with Sec. 8107-45.4(h). Decisions of the Planning Director (or designee) on requested Section 6409(a) Modifications are final when rendered and are not subject to appeal pursuant to Sec. 8111-7.

Sec. 8107-45.10.2 – Facility Modifications Subject to a Permit Adjustment
Modifications to a wireless communication facility that cannot be processed with a Zoning Clearance, pursuant to Sec. 8107-45.10.1 above, may be processed with a Permit Adjustment, provided that the modifications would not alter the findings made for the existing permit (see Sec. 8111-1.2.1.1 through 1.2.1.7), nor any
findings contained in the environmental document, and further provided that the proposed modifications satisfy each of the following criteria as applicable:

a. New or replacement equipment cabinets or shelters would not generate noise that would exceed originally permitted levels and are not prominently visible from a public viewpoint;

b. Alterations to the approved landscaping plan are in compliance with the standards in Sec. 8107-45.4(q) and may result in replacement vegetation or additional vegetation for screening purposes;

c. Modifications to the facility design and operation would be consistent with the facility’s original design and permitted conditions of approval. Proposed changes to a stealth facility shall retain the necessary features to ensure the facility remains stealth, as stated in Sec. 8107-45.4(l);

d. Modifications would only involve grading of a previously disturbed site; and

e. Modifications would not result in a replacement, modification, or a series of replacements or modifications to a wireless communication facility that cumulatively constitute an increase in physical dimensions of 10 percent or more in any one or more of the following:
   • Height or width of the antenna or associated equipment;
   • Circumference of the antenna, mast, or pole;
   • Distance of the antenna array from the support structure;
   • Volume of equipment, including but not limited to boxes, equipment sheds, guy wires, pedestals and cables; or
   • Equipment area that is enclosed by structural elements or screening devices such as fences and walls.

Sec. 8107-45.10.3 – Facility Modifications Subject to a Minor or Major Modification

Modifications to an existing wireless communication facility shall be processed as either a Minor or Major Modification if the proposed modification cannot be processed as a Zoning Clearance (see Sec. 8107-45.10.1) or Permit Adjustment (see Sec. 8107-45.10.2).

Sec. 8107-45.11 – Permit Period and Expiration

No Conditional Use Permit for a wireless communication facility shall be issued for a period that exceeds ten (10) years. At the end of the permit period for all wireless communication facilities, the permit shall expire unless the permittee submits, in accordance with all applicable requirements of this Chapter, an application for a permit modification to the Planning Division. The application requesting a permit time extension must be submitted prior to the permit expiration date, in which case the permit shall remain in full force and effect to the extent authorized by Sec. 8111-2.10.

Sec. 8107-45.12 – Permit Time Extensions

a. Time Extensions for Conditional Use Permits (CuP): All permit time extension requests shall be processed as a Minor Modification or Major Modification pursuant to Sec. 8111-6.1. No permit time extension for a wireless communication facility shall be issued for a period that exceeds ten (10) years.

b. Wireless Communication Facility Technology Upgrades: Whenever a permit time extension is requested for a wireless communication facility, the permittee
shall replace or upgrade existing equipment when feasible to reduce the facility's visual impacts and improve the land use compatibility of the facility.

Sec. 8107-45.13 – Nonconforming Wireless Communication Facilities
Any wireless communication facility rendered nonconforming solely by the enactment or subsequent amendment of the development standards stated in Sec. 8107-45.4 shall be considered a legal nonconforming wireless communication facility subject to the following provisions.

Sec. 8107-45.13.1 – Modifications to Nonconforming Wireless Communication Facilities
If a modification, other than a permit time extension, is proposed to a legal nonconforming wireless communication facility, the modification may be authorized through a permit modification processed pursuant to Sec. 8107-45.10 provided that both of the following apply:

a. The modification itself conforms to current development standards in Sec. 8107-45.4; and

b. The modification can be processed with a Zoning Clearance (see Sec. 8107-45.10.1), Permit Adjustment (see Sec. 8107-45.10.2) or Minor Modification (see Sec. 8111-6.1.2).

Sec. 8107-45.13.2 – Permit Time Extension for Nonconforming Wireless Communication Facilities
An existing permit for a legal, nonconforming wireless communication facility may be granted a one-time time extension not to exceed ten (10) years. The request must qualify for and shall be processed as a Minor Modification pursuant to Sec. 8111-6.1.2, and all of the following must apply:

a. The facility was operated and maintained in compliance with applicable County regulations;

b. The facility height (Sec. 8107-45.4(f)) and setbacks (Sec. 8107-45.4(g)) are within a 10 percent deviation from current standards; and

c. The facility is stealth when required by Sec. 8107-45.4.

Permit modifications granted pursuant to this Section may include, but are not limited to, conditions requiring the permittee to upgrade the legal nonconforming wireless communication facility in order to reduce the level of nonconformance with current development standards.

Sec. 8107-45.14 – Abandonment
A wireless communication facility that is not operated for a period of 12 consecutive months or more from the final date of operation shall be considered an abandoned facility. The abandonment of a wireless communication facility constitutes grounds for revocation of the land use entitlement for that facility pursuant to Sec. 8111-6.2.

Sec. 8107-45.15 - Voluntary Termination
When the use of a wireless communication facility is terminated, the permittee shall provide a written notification to the Planning Director within 30 days after the final day of use. The permittee must specify in the written notice the date of termination, the date the facility will be removed, and the method of removal.

Sec. 8107-45.16 - Site Restoration
Within one-hundred and eighty (180) days of permit revocation, permit expiration or voluntary termination, the permittee shall be responsible for removal of the wireless communication facility and all associated improvements, and for restoring the site to
its pre-construction condition. If the permittee does not comply with these requirements, the property owner shall be responsible for the cost of removal, repair, site restoration, and storage of any remaining equipment.

(ADD. ORD. 4470 – 3/24/15)
will be added to the balance due. Each month thereafter, an interest charge of two percent of the unpaid balance shall be added and compounded until the bill is paid in full. Whenever fees and charges are not paid as prescribed, the County shall pursue collection of said fees and charges in a diligent manner, and the permit/entitlement is subject to revocation.

Sec. 8111-2.9.4 - Failure to Pay
While the County may choose not to stop processing an application for which the applicable billed fees and charges have not been paid, the County may, after a hearing, deny such application based on the applicant's failure to pay said fees and charges. Such fees shall include those costs associated in processing any environmental documents that might be required as a result of an application.

Sec. 8111-2.10 - Continuance of Permit During Application Renewal Process
Unless otherwise provided in the conditions of the permit, permits being processed for renewal shall remain in full force and effect until the renewal request is acted on, or up to twenty-four (24) months maximum or all administrative appeals have been exhausted, provided that: 1) the renewal application was accepted as complete by the Planning Division prior to the expiration of the permit; and 2) the permittee is in compliance with all terms and conditions of the original permit at the time of the application for renewal. All the terms and conditions of the original permit must be followed at all times. At the sole discretion of the Planning Director, the 24 month period may be extended if the protracted time frame for permit processing was substantially beyond the control of the applicant.

Sec. 8111-3 - Notice and Hearing Procedures

Sec. 8111-3.1 - Notice

Sec. 8111-3.1.1
All hearing notices prepared pursuant to this Article shall include the date, time and place of the hearing, the identity of the hearing body or officer, a general explanation of the matter to be considered, and a general description, in text or by diagram, of the subject property.

Sec. 8111-3.1.2
Whenever a hearing is required under this Article before an application can be acted upon, the Planning Division shall set a date, time and place for the matter to be heard, and shall give public notice of the hearing by publication in a newspaper of general circulation at least ten days prior to the hearing.

Sec. 8111-3.1.3
In addition, if the hearing involves a discretionary permit (other than an Emergency Use Authorization) or modification thereto, a variance or modification or revocation thereof, an appeal regarding any variance or discretionary permit, or a zoning ordinance amendment which affects the permitted uses of property, then a written notice, postage prepaid, shall be mailed to all of the following at least ten (10) days before the hearing:

a. The owner of the subject property, or the owner's duly authorized agent;

b. The applicant, if different from the owner;

c. Each local agency whose ability to provide essential services or facilities to the project may be significantly affected by the project; and

d. The owners of all real property situated within a radius of 300 feet of the exterior boundaries of the Assessor’s Parcel(s) which is the subject of the application.
the 300-foot radius does not include 15 or more parcels of real property, the
radius shall be expanded until the owners of at least 15 parcels will be notified.
Names and addresses shall be obtained from the latest equalized assessment
roll. If the number of owners exceeds 1,000, a one-eighth page advertisement
published at least ten days prior to the hearing in a newspaper of general
circulation may be substituted for the direct mailing.

(AM. ORD. 4473 - 6/2/15)

Sec. 8111-3.1.4
Notification shall also be mailed or delivered, at least ten days prior to the hearing,
to any person who has filed a written request for such notice with the Planning
Director or the Clerk of the Board of Supervisors.

Sec. 8111-3.1.5
In the case of appeal hearings, notice shall also be provided to the appellant and,
if applicable, to the County official, department, Board or Commission whose
order, requirement, permit, decision or determination is the subject of the appeal.

Sec. 8111-3.2 - Hearing Procedures
The decision-making authority(s) shall hold at least one public hearing on any duly
filed application that requires a discretionary decision except Permit and Varance
Adjustments. Such hearings shall be conducted in such a manner as to allow the
applicant and all other interested parties to be heard and present their positions on
the case in question, and shall have a record of the decision kept, along with the
findings made which supported the decision. Administrative hearings shall be
conducted by the Planning Director or designee.

Sec. 8111-3.3 - Public Hearing Quorum
A quorum for a hearing before the Planning Commission or Board of Supervisors shall
consist of three members. The approval of any discretionary decision or permit, or
other matters brought before either body, requires the concurrence of at least three
of its members. The secretary shall enter the decision in the minutes or records of the
meeting.

Sec. 8111-3.4 - Referrals
A decision-making authority may refer a matter back to the preceding hearing body
for further report, information or study.

Sec. 8111-3.5 - Continued Matters
If it is necessary to continue the hearing or decision on any matter before the decision-
making authority, the person presiding at the hearing shall, before adjournment
thereof, publicly announce the date, time and place to which the matter will be
continued. Except for the posting of an agenda containing the continued matter in a
public place at least 72 hours before the continued hearing, no further notice need be
given.

Sec. 8111-4 - Decisions
Not more than 40 calendar days following the termination of hearings on an application
request requiring a discretionary decision, the final decision-making authority shall render
its decision either by the adoption of a Resolution (for applications decided by the Planning
Commission) or by the issuance of a Determination Letter (for applications decided by the
Planning Director or designee). A Resolution or Determination Letter rendering a decision
on an application request shall recite such conditions and limitations deemed necessary by
the decision-making authority and shall require that all conditions requiring recordation of
an interest in property, and other conditions as appropriate, shall be satisfied prior to
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RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: March 17, 2016

TO: Board of Directors

FROM: District Manager

SUBJECT: Approval of Resolution Adopting Policy Against Workplace Violence to be Incorporated into Chapter 2 of the District’s Policy Manual as Chapter 2-2700

SUMMARY

The District does not currently have a policy against workplace violence within its Policy Manual. A number of federal, state and local laws prohibit such conduct. However, staff and the District’s Legal Counsel recommend the Board now approve the attached Policy Against Workplace Violence. If approved this Policy will concisely and clearly communicate to employees the type of behavior that is considered unacceptable, how to report and respond to it, and what the consequences will be for violation of it. The members of both employee groups have had an opportunity to review the draft policy and provide comment thereto. Both groups support adoption of the policy.

BOARD ACTION REQUESTED

Staff recommends the Board approve the attached Policy Against Workplace Violence for incorporation into the District’s Policy Manual as Chapter 2-2700.

Larry Peterson
District Manager
RANCHO SIMI RECREATION AND PARK DISTRICT

RESOLUTION NO.__________

APPROVAL OF RESOLUTION ADOPTING POLICY AGAINST WORKPLACE VIOLENCE TO BE INCORPORATED INTO CHAPTER 2 OF THE DISTRICT’S POLICY MANUAL AS CHAPTER 2-2700

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 Policy Manual is an evolving document that is regularly reviewed and considered; and

WHEREAS, the District’s Policy Manual does not currently include a Policy Against Workplace Violence; and

WHEREAS, the District Manager and District Legal Counsel agree that the District’s Policy Manual should include a policy on this subject that is specific to the District; and

WHEREAS, the attached policy has been reviewed by the District’s two employee groups without objection,

NOW THEREFORE BE IT RESOLVED that the attached Policy Against Workplace Violence is hereby approved and adopted for incorporation into the District’s Policy Manual in Chapter 2 as Chapter 2-2700 and the District Manager is authorized to proceed with the implementation of this update to the District’s Policy Manual.

The foregoing Resolution was approved by the Board of Directors of the Rancho Simi Recreation and Park District at a meeting held on March 17, 2016 at 1692 Sycamore Drive, Simi Valley, California, on a motion by Director

Ayes:

Noes:

Absent:

Abstain:

Chair of the Board of Directors
Rancho Simi Recreation and Park District
CHAPTER 2. PERSONNEL
POLICY AGAINST WORKPLACE VIOLENCE
Adopted March 17, 2016

Objectives

The Rancho Simi Recreation and Parks District (the “District”) is strongly committed to ensuring the safety of all employees. Consistent with this policy, acts or threats of violence, including intimidation, harassment, and/or coercion which involve or affect employees will not be tolerated, and will be subject to appropriate disciplinary action pursuant to Policy 2-1000, up to and including termination. The following are the objectives of the District:

A. To ensure that all workplace threats and violent behavior are addressed promptly.
B. To ensure that the level of physical and facility security in District workplaces is sufficient to protect the health and safety of employees.
C. To ensure that all employees are appropriately trained in workplace security, diffusing hostile situations, and steps to take during an emergency incident.
D. To ensure that all disciplinary action taken for behavior prohibited under this Rule is reviewed, evaluated, and administered consistently and equitably throughout the District, and done so in a timely manner.

Threats or Acts of Violence Defined

A credible threat of violence is a knowing and willful statement or course of conduct that would place a reasonable person in fear for his/her safety, or the safety of his/her immediate family, and that serves no legitimate purpose. General examples of prohibited workplace violence include, but are not limited to the following:

A. Threatening to harm or harming an individual or his/her family, friends, associates, or their property.
B. Fighting or challenging another individual to a fight.
C. Intimidation through direct or veiled verbal threats, or through physical threats, such as obscene gestures, grabbing, and pushing.
D. Making harassing or threatening telephone calls; sending harassing or threatening letters, emails, text messages, or other correspondence.
E. Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of the District.
F. Harassing surveillance or stalking, which is engaging in a pattern of conduct with the intent to follow, alarm, or harass another individual, which presents a credible threat to the individual and causes the individual to fear for his/her safety, or the safety of his/her immediate family, as defined in Civil Code section 1708.7.
G. Making a suggestion or otherwise intimating that an act to injure persons or property is appropriate behavior.
H. Unauthorized possession of firearms (loaded or unloaded), weapons, or any other dangerous devices on District property. This includes “look-alike” weapons, such as toy guns. Weapons and dangerous devices may include, but are not limited to the following: blackjacks, slingshots, metal knuckles, explosive substances, dirks, daggers, gas- or spring-operated guns, knives having a blade longer than three and
CHAPTER 2. PERSONNEL
POLICY AGAINST WORKPLACE VIOLENCE
Adopted March 17, 2016

one-half (3½) inches, folding knives having a blade that automatically opens and locks into a fixed position, razor blades, and clubs.

I. Use of a personal or District-issued tool or other equipment in a threatening manner toward another.

Reporting Workplace Violence

Any employee who is the victim of a threat or act of violence, or any employee who witnesses such conduct, should immediately report the incident to his/her department head or other appropriate person in the chain of command. Should the employee perceive that he/she is in immediate danger of a violent act, or has just been victimized by a violent act, or is a witness of a violent act or imminent violent act, he/she shall whenever possible:

A. Place themselves in a safe location.
B. If appropriate, call the police department or 911 and request immediate response of a police officer and be prepared to inform the police dispatcher of the circumstances and the exact location of where an officer is needed.
C. Inform the District Manager of the circumstances.
D. Complete a written report as soon as possible and submit the original copy to the District Manager.
E. Cooperate fully in any administrative or criminal investigation, which shall be conducted within existing policy and laws.

Reporting Potential Future Workplace Violence

Employees who have reason to believe they or any employee may be the subject of a violent act in the workplace or as a result of their District employment, should immediately notify the District Manager.

Violation of Rule

The District’s prohibition against threats and acts of violence applies to all persons in the District operation, including but not limited to District personnel, contract and temporary workers, customers, and anyone else on District property. Violations of this rule by any individual may be followed by legal action as appropriate, which may include, but is not limited to, seeking a temporary restraining order and/or injunction on behalf of employees if the situation warrants such action. In addition to appropriate legal action, violations of this rule by employees, including making a false report under this rule, may lead to appropriate disciplinary action pursuant to Policy 2-1000, up to and including termination.
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RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: March 17, 2016

TO: Board of Directors

FROM: District Manager

SUBJECT: Approval of Resolution Modifying District Policy Manual, Chapter 7. Board of Directors, Board Meetings: Rules and Procedures Sections 7-100 to 7-118

SUMMARY

Staff recommends the Board approve the revisions indicated in the attached Chapter 7 of the District’s Policy Manual. The revisions are noted in strikeout and bold italic format, and are intended to provide additional clarity to board meeting rules and procedures.

BOARD ACTION REQUESTED

Staff recommends the Board approve the attached revised Chapter 7 of the District’s Policy Manual.

Larry Peterson
District Manager
RANCHO SIMI RECREATION AND PARK DISTRICT

RESOLUTION NO.__________

APPROVAL OF RESOLUTION MODIFYING DISTRICT POLICY MANUAL, CHAPTER 7. BOARD OF DIRECTORS, BOARD MEETINGS: RULES AND PROCEDURES SECTIONS 7-100 TO 7-118

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 Policy Manual is an evolving document that is regularly reviewed and considered; and

WHEREAS, Chapter 7 of the District’s Policy Manual is entitled Board Meetings: Rules and Procedures; and

WHEREAS, the District Manager has indicated changes to this section of the Policy Manual that he has recommended to the Board of Directors in strikeout and bold italic format on the attachment; and

WHEREAS, the Board of Directors believes the changes are appropriate for inclusion into the District’s Policy Manual,

NOW THEREFORE BE IT RESOLVED that the attached Chapter 7 of the District’s Policy Manual is hereby approved and adopted for incorporation into the District’s Policy Manual and the District Manager is authorized to proceed with the implementation of this update to the District’s Policy Manual.

The foregoing Resolution was approved by the Board of Directors of the Rancho Simi Recreation and Park District at a meeting held on March 17, 2016 at 1692 Sycamore Drive, Simi Valley, California, on a motion by Director

Ayes:

Noes:

Absent:

Abstain:

_________________________
Chair of the Board of Directors
Rancho Simi Recreation and Park District
CHAPTER 7. BOARD OF DIRECTORS  
BOARD MEETINGS: RULES AND PROCEDURES  
Revised March 17, 2016

Agenda

Preparation of Agendas: Matters may be placed on the agenda by individual board members and by the District Manager. All board members will have the equal right to place items on the agenda for consideration at a board meeting. Neither the Chair of the board of directors, individual directors, nor the District Manager may restrict the items to be placed on the agenda or selectively choose which items may be placed on the agenda.

All reports, communications, resolutions, contract documents, or other matters to be submitted to the board of directors will be delivered to the District Clerk no later than noon of the fifth business day prior to each board meeting.

Reports and Other Written Information: Upon closing the agenda, the District Clerk will promptly arrange a list of each report or other written information in written agenda form according to the Order of Business. The District Clerk will make every effort to deliver or mail a copy of the agenda and all reports and written information to each board member and the district’s attorney no later than the fourth business day prior to the meeting. The District Clerk will also deliver or mail a copy of the agenda to each news media which has a written request for board meeting agendas on file in the office of the District Clerk of the Board. If available, copies of reports, statements, and other written information referring to agenda items and provided to board members, other than closed session items, will be supplied or made available to representatives of the news media upon request.

Business Not On Agenda: Except as to matters which may be presented by citizens under Public Statements, Discussions, no matters other than those listed on the agenda will be presented to the board of directors except by members of the board, who may bring matters of concern up under Items by Directors, and by the District Manager under Items by District Manager. Matters deemed to be emergencies, or of an urgent nature, may be presented by an administering official upon the consent of the board of directors and placed on the agenda for review and action in accordance with current laws.

The board of directors will take no action with regard to items which are not on the agenda. However, the board of directors may accept questions and information for the purpose of establishing future agenda items.

The Presiding Officer - Election and Duties

The board of directors will meet on the first regular meeting date in December and choose one of its members as Chair and one as Vice Chair. The term of the Chair and of the Vice Chair will be one year or until a successor for either position is chosen by the board of directors. A new Chair or Vice Chair may be chosen at any time. Voting will be by open verbal ballot. Three affirmative votes will be required to choose or to change the Chair or Vice Chair.
The Chair will be the presiding officer of the district. The presiding officer will preserve strict order and decorum at all regular and special meetings of the board of directors. The Chair will state every question coming before the board of directors, announce the decision of the board of directors on all subjects, and decide all questions of order. This is subject, however, to an appeal to the board of directors, in which event a majority vote of the board of directors will govern and conclusively determine all questions of order. The Chair may vote on all questions, with the Chair's name being called last. The Chair will sign all ordinances and resolutions adopted by the board of directors during the meeting. In the event of the absence or disability of the Chair, the Vice Chair will have all the powers and duties of the Chair and will sign ordinances or resolutions as adopted. In the event either the Chair or Vice Chair are not present, the remaining board members will decide on a temporary Chair.

Neither the Chair nor the Vice Chair will have any duties or authority beyond those duties specifically provided for in the Policy Manual.

No committee nor individual board member has any authority unless such authority is specifically granted to the committee or the individual board member by the board of directors at a meeting for the achievement of a certain purpose.

**Call to Order - Presiding Officer**

The Chair will take the chair precisely at the hour appointed for the meeting and will immediately call the board of directors to order. If the Chair is absent or unable to act, the Vice Chair will call the board of directors to order and proceed as the presiding officer.

**Roll Call**

Before proceeding with the business of the board of directors, the District Clerk or a representative will call the roll of the board members, and the names of those present will be entered into the minutes.

**Quorum: Adjournment of Less Than Majority; Compelling Attendance of Absent Members**

A majority of the board of directors constitutes a quorum for the transaction of business. *Once a quorum has been established members may do business until adjournment. Unless a specific voting requirement is required by the district by-laws or applicable law, a decision shall be made by the board of directors if a majority of the board of directors approve the action (i.e., if three members are present three members must vote for the action, if four members are present three must vote for the action, if five members are present three must vote for the action).* Less than a majority may adjourn from time to time and compel attendance of absent board members in the manner and under the penalties prescribed by law.
CHAPTER 7. BOARD OF DIRECTORS
BOARD MEETINGS: RULES AND PROCEDURES
Revised March 17, 2016

Order of Business

All meetings of the board of directors will be open to the public. Promptly at the hour set by the board of directors on the day of each regular meeting, the members of the board of directors, the District Manager, the district’s attorney and Chair will take their regular stations in the board chambers, and the business of the board of directors will be taken up for consideration and disposition in the following order:

I. Call to Order and Pledge of Allegiance
II. Roll Call
III. Public Discussion Statements (Items not on the Agenda)
IV. Approval of Minutes
V. Scheduled Items and Public Hearings
VI. Consent Agenda*
   A. Approval of Check Registers
VII. Continued Business
VIII. New Business
IX. Written Communications of Note
X. Reports by Board Members
XI. Report by District Manager
XII. Closed Session
XIII. Adjournment

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

Reading of Minutes

If the District Clerk has previously furnished each board member with a copy of the minutes of a board meeting, the minutes may be approved without reading unless a reading is requested by a member of the board of directors.

Rules of Debate

Presiding Officer May Debate and Vote, etc.: The presiding officer may move, second, and debate from the chair subject only to such limitations of debate as are imposed on all board members by these rules and will not be deprived of any of the rights and privileges of a board member by reason of the position as the presiding officer.

In the event it is necessary to restrict debate on any given subject, debate will be restricted equally to all board members.
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Getting the Floor. Improper References to Be Avoided: Every board member desiring to speak will address the Chair, and, upon being recognized by the presiding officer, will confine board member comments to the questions under debate, avoiding all references to personality conflicts and indecorous language.

Interruptions: Once a board member is recognized by the presiding officer, that board member will not be interrupted when speaking unless it becomes necessary to call that board member to order. Any board member called to order while speaking will cease speaking until the question of order is determined. Once the question of order has been determined and all related issues resolved, the board member will be permitted to proceed.

Motion to Reconsider: A motion to reconsider any action taken by the board of directors may be made only on the day the action was taken. It may be made either immediately during the same session, or at a recessed or adjourned session of the original meeting. The motion must be made by one of the prevailing side, but may be seconded by any board member, and may be made at any time and have precedence over all other motions or while a board member has the floor, it will be debatable. Nothing herein will be construed to prevent any member of the board of directors from making or remaking the same or any other motion at a subsequent meeting of the board of directors.

Remarks of Board Member. When Entered into Minutes: Through the presiding officer, a board member may request the privilege of having an abstract of the board member’s statement on any subject under consideration by the board of directors entered into the minutes.

Rules of Order: Except as otherwise provided in this resolution, the current edition of Robert’s Rules of Order will be used as a guide to the conduct of the meetings of the board of directors, provided, however, that the failure of the board of directors to conform to said rules of order will not, in any instance, be deemed to invalidate the action taken. Specifically, the following paragraphs from Robert’s Rules of Order will be excluded from application to district board of director’s meetings: Section 21, Adjourn, Effect of Adjournment on Pending Business or on an Incompleted Order of Business, paragraph C; and Section 48, Boards, Effect of Periodic Partial Change in Board Membership.

Addressing the Board

Public Statements Discussion: Any person desiring to address the board of directors will be asked but not required to first fill out and submit a speaker card to the board recording secretary. The names of persons that have submitted a card will be called by the presiding officer at the appropriate time as indicated on the speaker card. The presiding officer may waive this formal procedure for addressing the board of directors as may be deemed appropriate.

Written Communications: Interested parties or their authorized representatives may address the board of directors by written communications.
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Reading of Protests, etc.: Interested persons or their authorized representatives may address the board of directors by reading of protests, petitions, or communications relating to zoning matters within the jurisdiction of the district, hearings on protests, appeals and petitions, or similar matters, in regard to matters then under consideration.

**Addressing the Board After Motion Made**

After a motion is made by the board of directors, no person other than board members and staff personnel will address the board of directors without first securing the permission of the board of directors to do so.

**Manner of Addressing Board - Time Limit**

Each person addressing the board of directors will step up before the board of directors, will give his/her name in an audible tone of voice for the records, and will limit his/her address to three or five minutes, as determined by the chair, unless further time is granted by the board of directors. All remarks will be addressed to the board of directors as a body and not to any member thereof. Other than the board of directors and the person having the floor, no person will be permitted to enter into any discussion, either directly or through a member of the board, without the permission of the presiding officer. No question will be asked of a board member except through the presiding officer.

**Decorum**

**By Board Members:** While the board of directors is in session, the board members must preserve order and decorum. A board member will neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the board of directors, nor disturb any board member while speaking or refuse to obey the orders of the board of directors or its presiding officer, except as otherwise provided.

**By Persons:** Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous while addressing the board of directors, will be forthwith barred from further audience before the board of directors by the presiding officer unless permission to continue be granted by a majority vote of the board of directors.

**Enforcement of Decorum**

When deemed necessary, a sworn California peace officer, whose authority and jurisdiction include the site of a convened board meeting, will be assigned the duties of the sergeant-at-arms. The sergeant-at-arms will carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the board meeting. Upon instructions of the presiding officer, it will be the duty of the sergeant-at-arms, or any of them present, to place any
person who violates the order and decorum of the meeting under arrest and cause the person to be prosecuted under the appropriate ordinance, the complaint to be signed by the presiding officer.

**Board Members May File Protests Against Board Action**

Any board member will have the right to have the reasons for the board member’s dissent from or protest against any action of the board of directors entered into the minutes.

**Closed Sessions**

All closed sessions and committee and other meetings and representations by the board of directors will be in strict conformance with the Brown Act. Matters discussed in closed session are confidential and not for disclosure.

**Claims Against District**

Any claim for payment for any service, equipment or supply which has been previously authorized by the board of directors or by the District Manager in accordance with an ordinance will be paid by the District Manager without reference to the board of directors upon the determination that the service has been rendered or the equipment or materials delivered in accordance with specifications.

**Ordinances, Resolutions, Motions, and Contracts**

**Prior Approval by Administrative Staff:** Before presentation to the board of directors, all resolutions and contract documents will have been reviewed or approved as to form and legality by the district’s attorney or an authorized representative, and will have been examined and approved for administration by the District Manager or an authorized representative where there are substantive matters of administration involved. All necessary instruments will have first been submitted for approval to the head of the department under whose jurisdiction the administration of the subject matter of the ordinance, resolution or contract document will be transferred; provided, however, that if approval is not given, the same will be returned to the District Manager with a written memorandum of the reasons why the approval is being withheld. In the event the questioned instrument is not redrafted to meet a department head objection, or objection is not withdrawn and approval given in writing, then the District Manager will advise the board of directors and give the reasons advanced by the department head for withholding approval.

**Introduction and Passage:** Resolutions and other matters or subjects requiring action by the board of directors, or upon which the board of directors may act, will be introduced by a member of the board of directors (including the Chair). The only exception will be that the District Manager may present resolutions and other matters or subjects to the board of directors, and any board member may assume sponsorship by moving introduction or adoption as appropriate. Otherwise, resolutions and other matters or subjects will not be considered.
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Resolutions or orders for the payment of money will be adopted or made only at a regular meeting.

Reports and Resolutions to be Filed with Clerk of the Board

All reports and resolutions will be filed with the District Clerk and entered into the minutes.

Adjournment

As a matter of course, all meetings of the district will be adjourned or recessed at 10:30 p.m. or upon completion of any action which is under consideration by the board of directors at said hour. Should the board of directors continue to address an agenda item in progress past 10:30 p.m., a motion will be needed to continue board of directors discussion of the agenda item in progress beyond the 10:30 p.m. deadline.

In the event the volume of business to be considered in any meeting is greater than that which can conveniently be considered at that time by the board of directors, action on certain agenda items may be postponed by a majority vote of the board of directors.

A motion to adjourn will always be in order and decided without debate.