

Rancho Simi Recreation and Park District Advance Planning Committee Meeting

A G E N D A

Monday, September 21, 2020 at 3:00 p.m.

Rancho Simi Recreation and Park District
4201 Guardian Street, Simi Valley, CA 93063
Activity Room 3 / Activity Center Warehouse
(805) 584-4400 • www.rsrpd.org

(Meeting To Be Held By Teleconference)

Welcome to a meeting of the Advance Planning Committee of the Rancho Simi Recreation and Park District. The Park District welcomes citizen participation.

In compliance with revised Public Meeting laws enacted by the State of California to meet the *Stay Well at Home* social distancing requirements which restricts gatherings to slow the spread of the novel Coronavirus COVID-19 pandemic, this meeting will be held telephonically.

Members of the public who wish to listen, speak or provide comments are encouraged to call 877-304-9269, guest passcode 847795, where they will be connected to the conferenced meeting.

At the appropriate time, in accordance with the agenda, the Chair of the Board will request that individuals who wish to speak identify themselves and make their comments.

Members of the public may also participate by providing written comments by sending an email to SandeeC@rsrpd.us by Monday, September 21, 2020 at 2:00pm. The Chair will read comments during the meeting at the appropriate time for up to three minutes for each comment.

If you have any questions regarding this telephonic public meeting, please call Sandee Covone at 805-823-0971.

When recognized, please be professional. Speakers are allowed a maximum of three (3) 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.

BOARD OF DIRECTORS

Chair
Ed Abele

Vice Chair
Brian Dennert

Director
Mark Johnson

Director
Elaine Freeman

Director
Kate O'Brien

STAFF

District Manager
Dan Paranick

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC STATEMENTS
- IV. APPROVAL OF MINUTES
 - a. Rancho Simi Recreation and Park District Advance Planning Committee Meeting
-- August 31, 2020
- V. CONTINUED BUSINESS
 - a. Continued Review and Discussion of Conceptual Design Plan For Activity Center
Phase 3
- VI. ADJOURNMENT


Dan Paranick, District Manager

The agenda and staff reports are posted on the District's web page at www.rsrpd.org. Individuals with a disability that may require accommodation to participate in this meeting should contact Lisa Weagley by e-mail lisaw@rsrpd.us or telephone (818) 865-9304. Upon advance notification of the need for accommodation reasonable arrangements will be made to provide accessibility to the meeting.

Rancho Simi Recreation and Park District Advance Planning Committee Meeting

M I N U T E S

Monday, August 31, 2020 at 3:00 p.m.

**Rancho Simi Recreation and Park District
4201 Guardian Street, Simi Valley, CA 93063
Activity Room 3 / Activity Center Warehouse
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(Meeting Held By Teleconference)

- I. CALL TO ORDER – Chair Abele called the Meeting to Order at 3:06pm.
- II. ROLL CALL – Vice Chair Dennert, and Chair Abele were in attendance. Staff in attendance included Sandee Covone, Douglas Duran, Tracy Engel, Danielle June, Richard Lemmo, Lee Martin, Wayne Nakaoka, and Dan Paranick.
- III. PUBLIC STATEMENTS – NONE
- IV. Review and Discussion Regarding Conceptual Design Plan for Activity Center Phase 3 - Staff reviewed the proposed plans for the Activity Center Phase 3 Renovation Project. Following the discussion, the Committee generally supported many of the proposed elements and the design concept as depicted.

Chair Abele's main suggestions include 1) Installation of a gym in Activity Room 4 since there is already a shower there, and moving the proposed activities planned for Activity Room 4 to another location; and 2) Keeping the upstairs viewing area open so parents can watch their children participate in classes and activities on the lower floor. Abele feels that implementation of both of these suggestions will encourage parents to bring their kids to participate in District programs and activities. Vice Chair Dennert agreed with the idea that a gym that offers adults the ability to work out while their kids are taking a class. Doing so would allow them to be together as a family.

Vice Chair Dennert suggested installing a large tube slide from the second floor to the first floor near the snack bar / viewing area that can be accessed via an elevator and/or stairs. He also suggested adding a half pipe for skaters.

Chair Abele thanked staff for their hard work and stated the plan included many great ideas. Vice Chair Dennert requested that for the next meeting, staff tape off areas in the space in alternate colors to differentiate the upper and lower level spaces so the Committee can gain a greater sense of space allocations for each of the proposed features. Mr. Paranick stated he would also confer with the soccer community again and will report his findings at the next meeting.

- V. ADJOURNMENT – The Advance Planning Committee Meeting was adjourned at 4:15pm by Chair Abele.

Dan Paranick, District Manager

RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: September 21, 2020
TO: Advanced Planning Committee
FROM: District Manager
SUBJECT: Continued Review and Discussion Regarding Conceptual Design Plan For Activity Center Phase 3

The staff report for the previous August 31, 2020 Advanced Planning Committee meeting is attached for continued discussion on the subject item. Staff will present revised conceptual design drawings which incorporate the Committee's input and suggestions from the prior Committee meeting for review at the September 21, 2020 meeting.

RECOMMENDATION

Staff recommends the Committee review the conceptual plan for Activity Center Phase III and provide staff with input.

A handwritten signature in black ink, appearing to read "Dan Paranick", with a stylized flourish at the end.

Dan Paranick
District Manager

RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: August 31, 2020
TO: District Manager
FROM: Danielle June, Recreation Supervisor
SUBJECT: Review and Discussion Regarding Conceptual Design Plan For Activity Center Phase 3

BACKGROUND

In April of 2018 the District initiated the two step phase of moving from the current headquarters at 1692 Sycamore Drive to the new location at 4201 Guardian Street in Simi Valley. The new location was officially named the Rancho Simi Recreation and Park District Activity Center, named purposely to identify the facility as a primary location for classes, activities, and functions available to the public. The location previously operated as a light manufacturing and distribution center and required a process of renovation and redesign to facilitate the first phase of the move which included the Administration, Recreation, front desk and meeting room elements previously housed at the Sycamore location.

After moving into Phase I, the development of Phase II began and a year later the completion of the back half of the warehouse was completed and the full move out of the Sycamore location was complete with the move of the Maintenance and Park Operations department to the Activity Center. The Guardian headquarters allows for all departments to function under one roof, with offices and maintenance work stations located in the front and back of the building. The completion of the project at the heart of the building, Activity Center Phase III, is conceptually designed around the creation and implementation of the recreational component.

With extensive input from recreation, planning and maintenance staff, the attached conceptual design has been developed.

DISCUSSION

Conceptual Design/Amenities (Attachment A & B)

Phase III conceptual design was crafted after consideration of existing and desired community amenities. The design serves to reclaim facility elements that were lost from the move from the Sycamore location, as well as incorporate features not currently offered by the District or other entities in Simi Valley.

Staff is confident that the conceptual design incorporates varying demographics, socio-economics and interest groups. The design provides spaces that are multi-use and interchangeable which allows

for maximizing facility use, maintaining relevancy and programming with current trends in mind. The multi-purpose rooms will house a variety of classes, private rentals, theatre performances, corporate retreats and patron celebrations. The conceptualized design for the facility has individual and collective value and encourages extended use. Party rooms are designed to be used in conjunction with the recreational amenities, while a warming kitchen will encourage corporate events and community rental opportunities. With accommodating different activities and athletic venues in mind, listed below are the proposed activity rooms and featured areas.

Lower Level:

1. Gymnastics, Martial Arts and Personal Training Area
2. Two (2) Multi-Use Athletic Courts for Futsal, Pickleball, Volleyball, Dodge Ball, Drop Down Batting Cages, etc.
3. Virtual Room for Computer Aided Independent Study and Seminars
4. Children's Play Area to include an Indoor Play Structure, Trampoline Playground, and Obstacle Course
5. Large Multi-Purpose Room with Operable Partition for Dance, Arts and Crafts, Educational Classes, Theatrical Arts, Senior Activities.
6. Two (2) designated Party Rooms
7. New Janitorial/Custodial Service Room.

Upper Level:

1. Large Multi-Purpose Room with Operable Partition for Community Events, Classes and Seminars. This room is planned to have a panoramic view of the valley floor.
2. Warming Kitchen/Snack Bar
3. Lounge/Computer Gaming Area
4. Large Vestibule to serve as a Snack Bar Dining Area or Reception Area for the Multi-Purpose Room.

Included in the design is a proposed elevator to serve the Activity Centers Phase III improvements.

In addition to programming, staff has worked to review operational considerations such as parking, storage, ADA accessibility, HVAC systems, traffic flow patterns, occupancy and maintenance needs. Programming will be coordinated with parking, maximum occupancies and staffing needs in mind.

ESTIMATED OPERATING REVENUES / EXPENDITURES

Projected Revenue

Specific revenue calculations will be made and modified as programs are implemented and amenities are utilized, however a budget analysis demonstrates a projected annual revenue of \$531,000.

Private rentals such as birthday parties, tournaments and leagues, corporate retreats, celebrations, and summer camp field trips equate to an estimated yearly revenue of \$81,000, while general public use during "open play" times adds approximately \$58,500 annually. Classes and District sponsored programs are expected to produce an annual revenue of \$189,000. Pay per use amenities, such as

arcade games, sport simulator, snack bar purchases, and party add-ons are additions that expect to generate \$202,500 annually.

Projected Staffing

The proposed expanded Phase III staffing plan is meant to allocate funds for three different positions to be scheduled simultaneously while the location is operational. The building would be open for public use, private rentals, tournaments, and evening classes a total of 58 hours per week. While the location will be programmed outside of these hours, it would not be necessary to have specific staffing allocated for those times.

It is proposed that the Reception area be staffed by a Class III position, with a floating Recreation Class II position staff to monitor building amenities. Building maintenance would be staffed by a Maintenance Worker III position. The totality of wages is demonstrated below.

Position	Hourly Wage	Weekly Wage (58 hours)	Annual Wage
Class III (Reception)	\$14.41	\$835.78	\$43,460.56
Class II (Floating Rec Staff)	\$13.73	\$796.34	\$41,409.68
Maintenance Worker III (Custodial Services)	\$15.67	\$908.86	\$47,260.72
			<i>\$132,130.96</i>

Projected Operating Expenses

Operational expenses take into consideration one-time purchases, as well as on-going maintenance. Tables, chairs, arcade games, sports simulator and programming equipment are one-time purchases needed to begin operating the facility. On-going expenses including the HVAC system, arcade game lease agreements, snack bar, and maintenance are estimated at \$173,500.

Conceptual layout and amenities are designed to operate at a profit to the District. Initial staffing and operating expenditures are estimated at \$305,630.96.

PLANNING CONSIDERATIONS / NEXT STEPS

Due to the changes made to the recreation area of the Activity Center from the approved Conditional Use Permit (CUP-S-785) obtained by the Park District for the facilitation of the Activity Center, staff is anticipating that the City will require a permit modification for the proposed improvements. At this time, it is staff's understanding that this permit modification can be handled through an Administrative Adjustment Process which does not require review by the City's Planning Commission. The basis for this understanding is that all of the proposed improvements are on the interior of the building (no exterior changes) and modifying the recreational activities does not alter the intent of the original Conditional Use Permit.

During the review process, one major consideration or drawback will be the additional parking required to facilitate the proposed changes. Currently, the Park District's Conditional Use Application allows for a maximum of 58 parking spaces for recreational use activities.

While the City's Municipal Code for Parking and Loading Standards does not specifically identify parking requirements for Indoor Recreation Centers, staff believes that the City will model such usages against the County of Ventura's Parking and Loading Design Guidelines or allow the Park District to justify our parking allocations based on actual parking availability.

Currently, there are a total of 171 standard parking stalls and 6 handicap stalls at the Activity Center. Based on the exact parking allocation required for District vehicles and staff, the availability for weekday visitor parking at the Activity Center varies between 80 and 132 stalls. Weekend visitor parking availability can be standardized at 134 stalls. A graphic depiction of the available visitor parking spaces is attached as Attachment C.

Based on the estimated maximum occupancy for each room/activity, staff has prepared an estimated parking requirement matrix for the proposed Phase III improvements, Attachment D. This matrix will be used to justify increasing the current 58 parking spaces for the recreation component of the Activity Center under the rationalization that the Park District will only allow activities to correspond to the available parking. As part of the request, staff will also seek on-street parking during various times of the week.

RECOMMENDATION

Staff recommends the committee review the conceptual plan for Activity Center Phase III and provide staff with input.

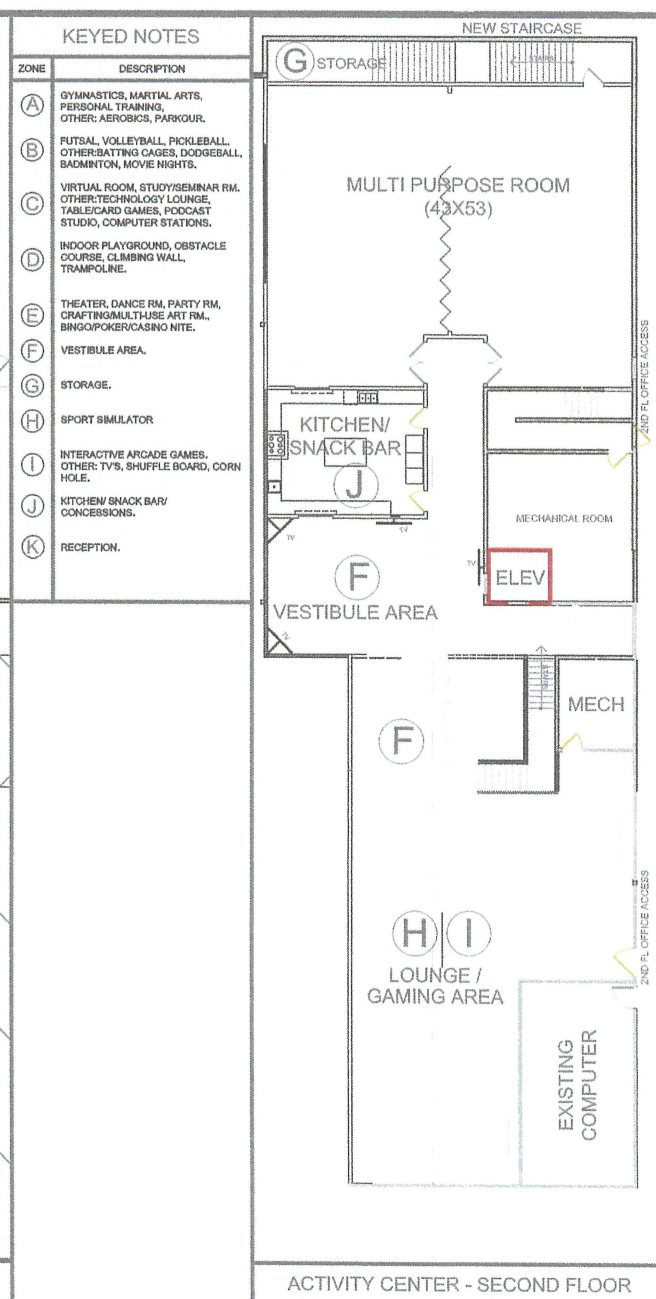
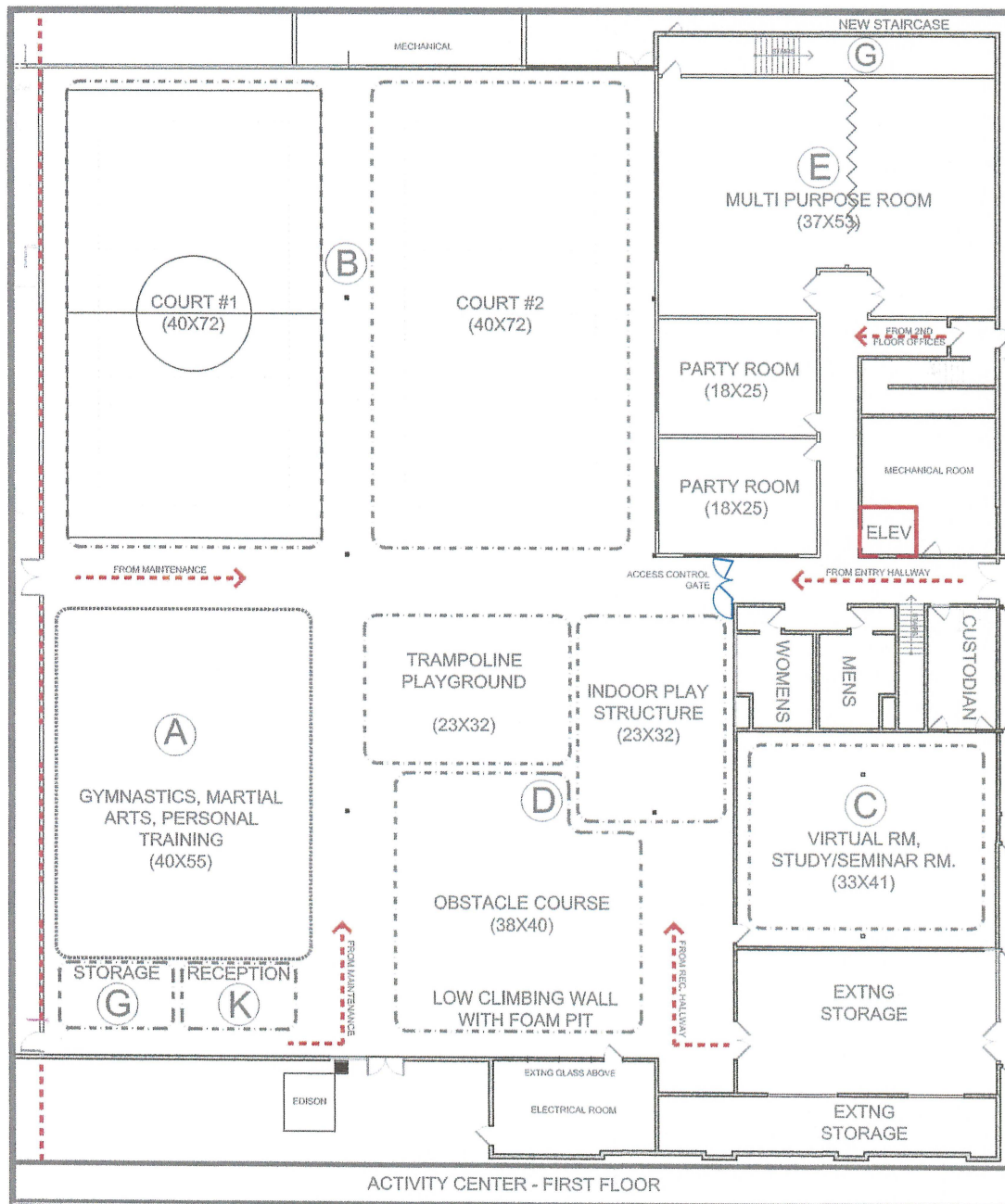
A handwritten signature in cursive script that reads "Danielle June". The signature is written in dark ink and is positioned above the printed name and title.

Danielle June

Recreation Supervisor

ATTACHMENT A

CONCEPTUAL DESIGN



ZONE	DESCRIPTION
(A)	GYMNASTICS, MARTIAL ARTS, PERSONAL TRAINING, OTHER: AEROBICS, PARKOUR.
(B)	FUTSAL, VOLLEYBALL, PICKLEBALL, OTHER: BATTING CAGES, DODGEBALL, BADMINTON, MOVIE NIGHTS.
(C)	VIRTUAL ROOM, STUDY/SEMINAR RM, OTHER: TECHNOLOGY LOUNGE, TABLE/CARD GAMES, PODCAST STUDIO, COMPUTER STATIONS.
(D)	INDOOR PLAYGROUND, OBSTACLE COURSE, CLIMBING WALL, TRAMPOLINE.
(E)	THEATER, DANCE RM, PARTY RM, CRAFTING/MULTI-USE ART RM, BINGO/POKER/CASINO NITE.
(F)	VESTIBULE AREA.
(G)	STORAGE.
(H)	SPORT SIMULATOR
(I)	INTERACTIVE ARCADE GAMES, OTHER: TV'S, SHUFFLE BOARD, CORN HOLE.
(J)	KITCHEN/ SNACK BAR/ CONCESSIONS.
(K)	RECEPTION.



RANCHO SIMI RECREATION AND PARK DISTRICT
ACTIVITY CENTER - PHASE III
 4201 GUARDIAN ST. SIMI VALLEY, CA. 93063

AUG 26, 2020
 AUG 26, 2020
 JUL 20, 2020

ATTACHMENT B

PHASE 3 AMENITIES

Activity Center Phase 3 Potential Amenity	Zone	User Appeal / Max Audience - Appeals to 2+ years and 70+ yrs?	Income Levels - Is space usable by various income levels?	Diversity of Elements - Into that 1 space?	Adaptability of Space - Can it keep up with trends/fads?	Users per Space - Getting biggest "bang for the buck"?	Revenue Generating - Does it produce revenue?	Community Need/Sellable Pkg - Meets Ind or corp needs?	Competition / Availability in the Community Available in the community now?	Maximum use of Space - Can we program it M-Su 7a-10p?	"Value" / Indirect Revenue Generator	Recommended
Gymnastics	A	Yes	Yes	Yes	Yes	Yes	Yes	No	Less competition with recent closures	Yes	DRG	Yes
Martial Arts	A	4+	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	DRG	Yes
Personal Training	A	Ages 7+	No	Yes	Yes	Yes	Yes	No	Yes	Must be scheduled	DRG	Yes
Other: Aerobics, Parkour	A											
Indoor Soccer	B	Ages 4-65	Yes	Yes	Yes	Yes	Depends on the type of use	Yes	Yes	Yes	DRG	Yes
Volleyball	B	Ages 7+	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	DRG	Yes
Pickleball	B	Ages 5+	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Both	Yes
Other: Badminton, Dodgeball, Batting Cages, Movie Nights	B											
Virtual Room	C	Ages 10+	Yes	No	Yes	TBD	Yes	Yes	Not within 93063/65	Yes	DRG	Yes
Study Room/Seminar Room	C	All Ages	Yes	Yes	Yes	No	No	Yes	Yes	Yes	IRG	Yes
Other: Technology Lounge, Table/Card Games, Podcast Studio, Computer Stations	C											
Indoor Playground	D	Ages 3-13	Yes	No	Yes	Yes	No	No	Indoors, No	Yes	IRG	Yes
Obstacle Course	D	Ages 7-55	Yes	No	Yes	Yes	Depends on the type of use	Yes	Not within 93063/65	Depends on if it must be supervised	Both	Yes
Climbing Wall	D	Ages 7-55	Yes	No	Yes	Yes	Depends on the type of use	Yes	Not within 93063/65	Depends on if it must be supervised	Both	Yes
Trampoline	D	Ages 5+	Yes	No	Yes/No	Yes	Yes	Yes	No	Yes	DRG	Yes
Theatre	E	Yes	Depends on the type of use	Yes	No	Yes	Yes	Yes	Cultural Arts Center, SSHS	Yes	DRG	MPR Style
Dance Room	E	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	DRG	Yes
Party Room	E	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	DRG	Yes
Crafting/Multiuse Art Room	E	Ages 3+	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Depends on if it must be supervised	DRG	Yes

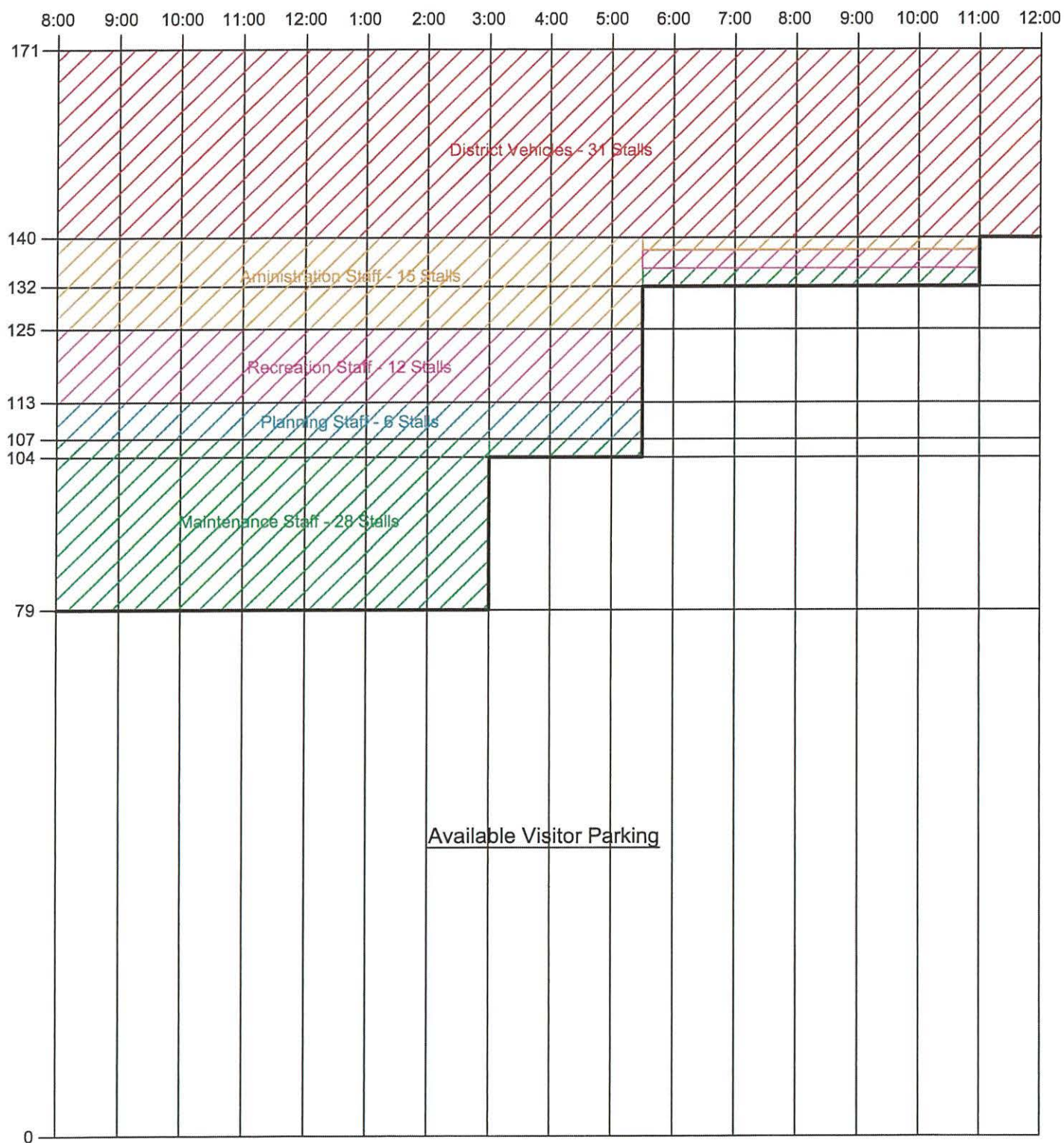
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Activity Center Phase 3 Potential Amenity	Zone	User Appeal / Max Audience - Appeals to 2+ years and 70+ yrs?	Income Levels - Is space usable by various income levels?	Diversity of Elements - Into that 1 space?	Adaptability of Space - Can it keep up with trends/fads?	Users per Space - Getting biggest "bang for the buck"?	Revenue Generating - Does it produce revenue?	Community Need/Sellable Pkg - Meets ind or corp needs?	Competition / Availability in the Community Available in the community now?	Maximum use of Space - Can we program it M-Su 7a-10p?	"Value" / Indirect Revenue Generator	Recommended
Archery Range	N/A	Ages 7+	Yes	No	Yes	Yes	Yes	Yes	Yes	Depends on if it must be supervised	Both	No
Bocce Ball	N/A	Ages 7+	Yes	Yes	Yes	Yes	Depends on the type of use	Yes	Yes	Yes	Both	No
Training Module	N/A	Ages 5+	Yes	No	Yes	No	Depends on the type of use	Yes	No	Yes	Both	No
Vending Machine	N/A	N/A	N/A	N/A	N/A	N/A	Yes	Yes	N/A	N/A	DRG	No
Indoor Walking Track	N/A	All Ages	Yes	No	Yes	Depends on the type of use	Depends on the type of use	Yes	Yes	Yes	Both	No
Cooking Demo/Caterers Kitchen	N/A	7+	Yes	No	Yes	Yes	Yes	Yes	Yes	Depends on if it must be supervised	DRG	No
Soundproof Music Room	N/A	Ages 7+	No	Yes	Yes	Yes	Yes	Yes	Yes	Depends on if it must be supervised	DRG	No
Cheerleading	N/A	Ages 7+	Yes	Yes	Yes	Yes	Yes	No	Yes	Depends on if it must be supervised	DRG	No
Lasertag	N/A	Ages 7+	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Depends on if it must be supervised	DRG	No
Gaga Pit	N/A	Ages 5+	Yes	No	Yes	No	Depends on the type of use	Yes	Yes	Depends on if it must be supervised	DRG	No
Billiards	N/A	Age 18 +	Yes	No	No	No	Yes	Yes	Yes	Yes	DRG	No
Air Hockey	N/A	Age 5+	Yes	No	No	No	Yes	Yes	Yes	Yes	DRG	No

ATTACHMENT C

WEEKDAY / WEEKEND

VISITOR PARKING AVAILABILITY GRAPH

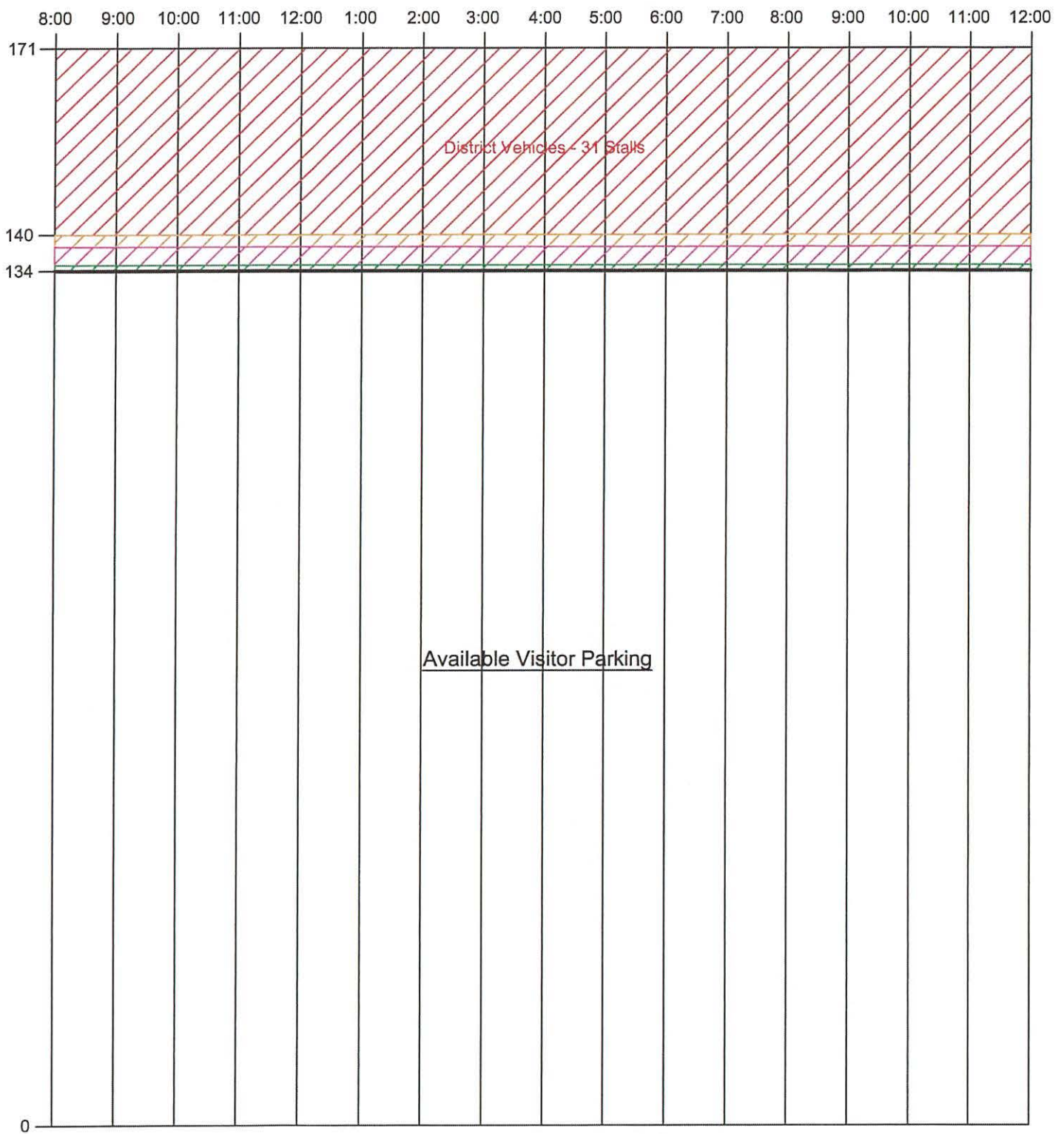


Weekday Parking Availability

Note: 1. Parking Count Does Not Include 6 Handicapped Parking Stalls. Total Stalls Available = 177
 2. Proposed On-Street Parking (40). Requires Specific Plan Adjustment.

Rancho Simi Recreation and Park District
Activity Center

4201 Guardian Street, Simi Valley, CA



Weekend Parking Availability

Note: 1. Parking Count Does Not Include 6 Handicapped Parking Stalls. Total Stalls Available = 177
2. Proposed On-Street Parking (40). Requires Specific Plan Adjustment.

Rancho Simi Recreation and Park District
Activity Center
4201 Guardian Street, Simi Valley, CA

ATTACHMENT D

ESTIMATED PARKING REQUIREMENTS
MATRIX

Activity Center
Estimated Parking Requirements

Description	Sq. Ft.	Estimated Max. Occupancy	Required Parking	Comments
<u>Lower Level</u>				
Gymnastics, Martial Arts, Personal Training	2200	44	30	<ul style="list-style-type: none"> ▪ 1.5:1 Visitor to Vehicle Parking Ratio ▪ Some Parents Accompany Children
Court No. 1 - Fusal	2880	23	16	<ul style="list-style-type: none"> ▪ 1.5:1 Visitor to Vehicle Parking Ratio ▪ Some Parents Accompany Children
Court No. 2 - Pickleball	2880	24	24	<ul style="list-style-type: none"> ▪ 1:1 Visitor to Vehicle Parking Ratio ▪ Primarily Senior / Adult Activity
Indoor Play Area	2992	60 (30 Children With Parents)	30	<ul style="list-style-type: none"> ▪ 2:1 Visitor to Vehicle Parking Ratio ▪ Parents Accompany Children
Virtual Room - Study / Seminars	1355	14	14	<ul style="list-style-type: none"> ▪ 1:1 Visitor to Vehicle Parking Ratio ▪ Use 1:1 Ratio for Adult Training Seminars
Party Room (North)	450	30 (15 Children With Parents)	15	<ul style="list-style-type: none"> ▪ 2:1 Visitor to Vehicle Parking Ratio ▪ Parents Accompany Children
Party Room (South)	450	30 (15 Children With Parents)	15	<ul style="list-style-type: none"> ▪ 2:1 Visitor to Vehicle Parking Ratio ▪ Parents Accompany Children
Multi-Purpose Room	1912	127	127	<ul style="list-style-type: none"> ▪ 1:1 Visitor to Vehicle Parking Ratio ▪ 1:1 Ratio Used for Adult Seminars / Events ▪ Required Parking Can Be Reduced to Match Permitted Events at 1:1 Ratio
<u>Upper Level</u>				
Lounge / Gaming Area	1768	18	18	<ul style="list-style-type: none"> ▪ 1:1 Visitor to Vehicle Parking Ratio ▪ Based on Max. Occupancy for Gaming
Kitchen / Snackbar	407	2	2	<ul style="list-style-type: none"> ▪ 3 Stalls for Snackbar Operator
Vestibule Area	1069	21	14	<ul style="list-style-type: none"> ▪ 1.5:1 Visitor to Vehicle Parking Ratio ▪ Parents Waiting Area or Staging Area for M.P. Room
Multi-Purpose Room	2229	149	134	<ul style="list-style-type: none"> ▪ 1:1 Visitor to Vehicle Parking Ratio ▪ 1:1 Ratio Used for Adult Seminars / Events ▪ Required Occupancy Must Be Reduced to 134 to Match On-Site Parking Availability ▪ Required Parking Can Be Reduced to Match Permitted Events at 1:1 Ratio