



Conejo Recreation & Park District

GENERAL MANAGER
Jim Friedl

BOARD OF DIRECTORS
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DATE: March 19, 2026

TO: Board of Directors

FROM: Jim Friedl, General Manager 

SUBJECT: **Authorize Purchase of Materials and Installation Services from Travis Stoke Construction for Crowley House Repairs**

RECOMMENDATION

1. Authorize purchase of materials and installation from Travis Stoke Construction in the amount of \$93,301.
2. Appropriate \$65,834 from Capital Project Unassigned Fund Balance to Crowley House Structural Improvements (Account 13-801-851-80303-007) for a total projected cost of \$120,000.

DISCUSSION

The Crowley House was originally built in 1910 and later acquired by CRPD in 1986, along with the 5-acre park property, El Parque de la Paz, which was developed in 1989. The Crowley House was initially used as the CRPD Sports office and has most recently been home to the Therapeutic Unit's independent life skills program.

The Crowley House is the City of Thousand Oaks Historical Landmark No. 7 and Ventura County Historical Landmark No. 109. The five-bedroom house was built for newlyweds Frank and Mae Casey Crowley on the Newbury Ranch. The Crowley house was nicknamed "Mother of Thousand Oaks" as in the 1920s it was converted into a real estate office for the first Conejo Valley housing development.

Due to the structure's age, park maintenance staff noticed non-typical sagging and uneven areas in the ceiling and floor throughout. Staff coordinated with a structural engineer and an architect, resulting in the development of construction plans and later permit processing.

The proposed project includes removing existing walls, ceiling, and flooring materials, repairing the foundation and structural framing, and replacing the finishing materials to preserve the building's structural integrity and safety. Once the repairs are completed, staff will review opportunities for continued use of the building.

In accordance with the District's purchasing policy, staff considers the repair project to be General Services Maintenance Work, and items over \$75,000 require Board approval. In accordance with the District's purchasing policy, staff used an informal bidding procedure, evaluating experience, qualifications, availability, company background, and performance in addition to the price of the product and services.

ADMINISTRATIVE OFFICES

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Staff considers the cost of the product and services from Travis Stoke Construction to be fair and reasonable. Travis Stoke Construction is a reputable local general contracting company that has successfully completed work on public and private projects, as well as for the District and other local organizations.

Project Execution

As the building has been vacant due to structural integrity issues, the contractor plans to begin work once materials are available.

Project Financial Status

FY 25/26 BUDGET	
BUDGET	
CIP Budgeted Funds	\$ 54,166
Additional Appropriation (Transfers)	\$ 65,834
TOTAL BUDGET	\$ 120,000
FY 25/26 COSTS	
PAID TO DATE (as of 3/4/2026)	\$ 0
PROJECTED COSTS	
Travis Stoke Construction Contract	\$ 93,301
Construction Contingency (Approx. 28%)	\$ 26,699
TOTAL COSTS	\$ 120,000
FY 25/26 PROJECTED BALANCE	\$ 0

STRATEGIC PLAN COMPLIANCE

Meets 2026 Strategic Plan Goal 2.3: Maintain the 10-Year Capital Improvement Plan. Regularly update the 10-Year Capital Improvement Plan to prioritize projects and effectively plan and allocate future resources. As capital funding allows, execute, implement, and develop projects each year in accordance with the plan. Update the plan every two years as part of the budget process.

Respectfully submitted by,

Andrew J. Mooney, Director
Parks and Planning

