

**OAK PARK MUNICIPAL ADVISORY COUNCIL MINUTES**  
**of Meeting, May 26, 2015**  
**The Oak Park MAC held a meeting Tuesday, May 26, 2015 at 7:00 PM**  
**Oak Park High School Room G-9, 899 N. Kanan Road, Oak Park**

**1. Call to Order**

The meeting was called to order by *Chair Alon Glickstein* at 7:00 PM. *Michael Paule, Robert Von Schneidau, Chris Chapman, and Mike McReynolds* were also present.

**2. Flag Salute**

*Mike Green* led the flag salute.

**3. Adoption of the Agenda**

The agenda was adopted 5-0 on a motion by *Michael Paule* seconded by *Robert Von Schneidau*.

**4. Approval of the minutes of April 28**

The minutes of April 28 were approved 5-0 with two changes, on a motion by *Robert Von Schneidau* seconded by *Michael Paule*. The two changes were to clarify a comment by *Robert Von Schneidau* on the bottom of page two to read that he was still residing on Kanan Road; and on the last page to rearrange the wording to read, "...on the condition that after the HOA near the Kilburn tank met with staff and the applicant..."

**5. Public Safety reports**

*CHP Community Alliance Officer Gregg Musgrove* reported on his agency's intensive special enforcement program work in May targeted to improve compliance with school zone traffic laws. He said that an additional week of this special enforcement would take place when school started in August.

*Ventura County Sheriff's Office Captain Ross Bonfiglio* reported that the past month showed no new crime trends for Oak Park, and that crime generally was down. In May there had been no residential burglaries. He said that there had occurred one commercial crime at a restaurant in Oak Park, a break-in that appeared to resemble five break-in's in Thousand Oaks. He encouraged residents to contact his agency about suspicious activities they saw. He said that there had been a vehicle break-in, and that a purse had been left visible in that vehicle. He said that there was a case involving a stranger stopping mail delivery at the Post Office of an Oak Park resident and then using stolen mail to create an account and steal \$19K from the victim. He noted that identity theft seemed to be rising generally within the County. *Michael Paule* thanked him for attending a public meeting with State Assembly member *Jacqui Irwin* at Starbucks that month.

**6. Comments of Ventura County Supervisor Linda Parks**

*Jan Osterhaven* representing *Supervisor Parks* pointed to the successful results of the May 2 annual recycling and clean up event in the Oak Park High School parking lot. She also said that the County was presenting workshops about converting household gray water to landscaping uses. There were flyers available at the MAC meeting on the G-9 room's back table about both events.

**7. Information items**

**a) Presentation, Ventura County Transportation update on Kanan Shuttle service, with Director David Fleisch**

The presentation was done in advance of the MAC's hearing on the next fiscal year's CSA #4 budget, and *Mr. Fleisch* said that the annual cost of the Shuttle service was now \$350K and that the contributions made by the MAC and the school district covered the 20% local contribution

requirement for the service. He said that ridership was averaging 5-6 thousand passengers every month, and that the five-year contract with the City of Thousand Oaks for providing busses and drivers was working out very well. The biggest challenge with the Kanan Shuttle had been the peak periods when both the middle school and high school let out, but adding a third bus then and adjusting the schedule had fixed problems. He said that ridership on the Saturday Shuttle was steadily rising, and was currently about 37 riders per Saturday. He welcomed suggestions for improving service. He said that his department was working on upgrading the bus stops, beginning with the two at Kanan Road and Conifer Street. Each stop would be located well outside the drip lines of any trees, and have a pad, bench, and shelter, and other amenities. **Janna Orkney** questioned whether the northbound Conifer bus stop would be far enough away from an existing tree. **Alon Glickstein** said he would appreciate seeing detailed data regarding the shuttle service. **Mr. Fleisch** said that a new beach bus service using the existing shuttle busses would be introduced to run from Oak Park High School, with a stop at Roadside Drive, to Zuma Beach on weekdays from June 15 through August 7. The fare would be \$4 for a round trip, and there would be two morning departures from the high school, and then two afternoon return trips from the beach. The beach bus schedule would be coordinated with the Kanan Shuttle schedule. **Janna Orkney** objected to having a beach bus stop outside of Oak Park, at Roadside Drive in Agoura Hills. **Mr. Fleisch** said that the beach bus service was projected to cost about \$19K for the summer. He said that with the City of Thousand Oaks taking over Agoura Hills's public transit service on July 1, the opportunities for connectivity among all the communities east of the Conejo Grade would expand because all of them would now be served by the City of Thousand Oaks. The Chair thanked him for his wonderful presentation and the good news he brought to the MAC.

#### **8. Public comments**

**Janna Orkney** said that Mae Boyar Park project planning was not following rules for proper public noticing for residents. She said that the project was planned to remove pine and oak trees for an overly large parking lot. **Michael Paule** shared information about the project's subcommittee that he was part of, and he said that the Mae Boyar project planning would not be like the biofilter project happening without advance knowledge.

#### **9. Council comments**

**Mike McReynolds** commented that school would soon be out, and that people needed to drive with extra care. He praised the school community on its good work in the past year. He reminded residents to heed the restrictions on watering, and to clean up after their dogs.

**Michael Paule** said that the Triunfo Sanitation District Board was in the process of considering additional measures to enforce water use restrictions. He promised to look into concerns expressed by **Alon Glickstein** related to a letter sent by Oak Park Water to residents.

**Robert Von Schneidau** commented on the successful season of boys' volleyball. He said that he had made efforts to get in touch with the woman injured in a carport accident earlier, and that she remained hospitalized but was recovering.

**Chris Chapman** said that the number of crossing guards in place in the vicinity of Red Oak Elementary School could be more than what was needed for safety.

#### **10. Written communications**

There was discussion among the MAC members about how to address a written complaint about damages to the street on Alexandra Drive left by an Oak Park Water Company project.

## **11. Advisory Matters**

### **a) MAC recommendation, draft CSA #4 budget for FY 2015-16**

Public Works staff members **Pam Landrio** and **Debra Cavaletto** presented the draft budget and answered questions. (See attachment.) The final vote by the MAC occurred after item 11. b. on the crossing guard contract was decided. **Michael Paule** commented that the MAC had added \$1 million in reserves since he had been in office. He asked whether funding to support Public Works' proposed bioswales project was hidden anywhere in the CSA #4 budget, and **Pam Landrio** said it was not and that they didn't want that expense to come out of the CSA #4 budget. **Chris Chapman** made a motion seconded by **Robert Von Schneidau** to recommend MAC approval of the budget, and the MAC voted 4-1 in favor, with **Michael Paule** in opposition over concern about the crossing guard expense increase.

### **b.) MAC recommendation, OPUSD crossing guard contract**

**Assistant Superintendent Martin Klauss** from OPUSD answered questions about the crossing guard program, including the school district's employment of three guards near Red Oak Elementary School. It was pointed out that the cost of \$9K per guard annually represented 1% of the total annual CSA #4 budget, and MAC member **Mike McReynolds** said that especially as long as the budget was strong, the school district request was well worth the extra crossing guard cost.

**Mike McReynolds** made a motion seconded by **Alon Glickstein** to recommend MAC approval of the crossing guard contract, and the MAC voted 4-1 in favor, with **Michael Paule** in opposition.

### **c) Standing Landscape Committee update and recommendations; Enhanced Landscape Management, Inc. proposal for hand weeding CSA #4 maintained areas**

The item died for lack of a motion, after the MAC members discussed the \$24K yearly estimate for hand weeding. Besides concerns shared by all MAC members about the high cost of hand weeding, it was pointed out by MAC member **Robert Von Schneidau** that it could be unfair to property owners who don't hand weed, and by **Mike Paule** that the State of California does not ban the use of the herbicide Round-Up. **Alon Glickstein** asked whether the CSA #4 budget could accommodate the expense, and **Pam Landrio** responded that the contract with Enhanced Landscape would need to be amended. Resident **Don Casino** asked where the hand weeding was proposed, and the answer was the entire CSA #4 maintained area. He added that Enhanced Landscape was doing great work. **Michael Paule** said that there had not been a committee meeting that month, but he called on **Greg Epstein** from Enhanced Landscape to give an update about summer landscape plans. Mr. Epstein said that CSA #4 landscaping areas currently using potable water would need to be irrigated by water trucks containing recycled water in the future, and that some smaller pockets of grass turf would need to be replaced. He was asked about the cost to replace all turf. He said that the pine beetle was in Oak Park and that the pine trees would be lost. He said that the consequences of further watering restrictions and the impact of that on the turf perimeters around apartment complexes were uncertain.

### **d) MAC recommendation, dates for summer meetings, cancelation of August MAC meeting**

The MAC members agreed on planning for June 23 and July 28 meetings at 7 PM in the Library, and meeting August 25 in OPHS Room G-9.

## **12. Adjournment to the June 23 meeting**

The Chair adjourned the meeting at 8:53 PM.

**COUNTY SERVICE AREA 4 - Oak Park**  
**FY 15 Budget and Estimated**  
**FY 16 Budget Request in Process**

**REVENUE**

Property Taxes  
Interest Earned  
Special Assessment (1)  
Other Revenue - Misc  
Sub-Total Revenue  
Fund Balance Carry-over  
Total Revenue and Fund Balance

**EXPENSES**

Landscape/Street sweeping  
Landscape Contract Maintenance  
Landscape Repair/Remediation/Emergency Work/Consulting  
Street Sweeping (28 times per year)  
Minor Equipment repair and/or replacement/other  
Total Landscape/Street sweeping Expense

**Utilities**

Landscape Irrigation- Oak Park Water  
Landscape Irrigation - SCE  
Street Lighting- SCE  
Total Utility Expense

**Community Support/Services**

School Crossing Guard Reimbursement (9 guards)  
Kanan Road Shuttle  
MAC Support  
Elections (Org 3010) - ballots  
CERT Support  
Volunteers in Policing (VIP) Program  
Total Community Support/Services

**Administration Support**

Voice/Data  
Indirect Cost Recovery  
Purchasing Charges / Materials ISF  
Administration (PWA charges-RES)  
Administration (Fiscal Services)  
Attorney Services  
Collection & Billing Svcs (ACO Collection & Admin Fees)  
Total Administration Support

**TOTAL EXPENSES**

Contingency

**TOTAL PROPOSED BUDGET**

	FY 15 Adopted Budget	FY 15 Actual to 04/30/15	FY 15 Estimated YTD	FY 16 Requested Budget
\$	882,045	\$ 634,858	\$ 671,300	\$ 703,800
	7,100	1,881	4,400	4,500
	91,800	90,739	91,800	91,800
	0	3,235	0	0
	760,745	730,813	767,300	799,700
	151,255		(82,100)	110,100
\$	912,000	\$ 730,813	\$ 685,200	\$ 918,800
\$	150,000	\$ 104,400	\$ 139,200	\$ 139,200
	180,000	27,889	44,000	180,000
	45,000	32,400	43,200	45,000
	5,000	0	2,500	15,800
	380,000	164,889	228,900	380,000
	154,000	117,654	184,700	188,000
	8,000	9,818	11,000	9,600
	140,000	85,304	114,000	140,000
	302,000	212,776	289,700	336,000
	70,000	45,000	73,700	83,000
	70,000	0	25,000	25,000
	2,500	250	2,800	5,000
	2,500	0	0	0
	2,500	2,408	2,500	2,500
	0	0	0	0
	147,600	47,658	104,000	115,500
	200	0	200	200
	2,300	2,338	2,300	4,900
	2,800	2,088	2,800	2,100
	25,100	13,036	15,200	27,700
	27,000	20,250	27,000	33,300
	15,000	0	5,000	10,000
	10,100	0	10,100	10,100
	82,500	37,710	62,600	89,300
	912,000	462,833	685,200	918,800
	0	0	0	0
\$	912,000	\$ 462,833	\$ 685,200	\$ 918,800

(1) Annual Assessment: 5,301 units assessed at \$17.28 per unit = \$91,601.28

Ending Cash Balance April 30, 2015  
Accounts Payable as of FY15, AP1C  
Accounts Receivable as of FY15, AP1C  
Adjusted Ending Cash Balance April 30, 2015

\$ 1,886,555  
  
1,886,555

Estimated Revenues to June 30, 2015  
Estimated Expenditures to June 30, 2015  
Estimated Ending Fund Balance June 30, 2015

36,487  
(222,387)  
\$ 1,500,675

# COUNTY SERVICE AREA 4 - Oak Park

5-Year Projection

## REVENUE

	FY 15 Adopted Budget	FY 15 Estimated YTD	FY 16 Requested Budget	FY 17 Projected Budget	FY 18 Projected Budget	FY 19 Projected Budget	FY 20 Projected Budget
Property Taxes							
Interest Earned	\$ 662,045	\$ 671,300	\$ 703,600	\$ 735,262	\$ 768,349	\$ 795,241	\$ 819,098
Special Assessment	7,100	4,400	4,500	4,421	4,086	3,767	3,429
Other Revenue - Misc	91,600	91,600	91,600	91,600	91,600	91,600	91,600
<b>TOTAL REVENUE</b>	<b>\$ 760,745</b>	<b>\$ 767,300</b>	<b>\$ 799,700</b>	<b>\$ 831,283</b>	<b>\$ 864,035</b>	<b>\$ 890,608</b>	<b>\$ 914,127</b>

## EXPENSES

<b>Landscape/Streetsweeping</b>							
Landscape Contract Maintenance							
Landscape Repair/Remediation/Emergency Work/Consulting							
Street Sweeping (26 times per year)	\$ 150,000	\$ 139,200	\$ 139,200	\$ 139,200	\$ 143,376	\$ 147,677	\$ 152,108
Minor Equipment repair and/or replacement	180,000	44,000	180,000	180,000	180,000	180,000	180,000
<b>Total Landscape/Streetsweeping Expense</b>	<b>45,000</b>	<b>43,200</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>
<b>Utilities</b>	<b>5,000</b>	<b>2,500</b>	<b>15,800</b>	<b>15,800</b>	<b>15,800</b>	<b>15,800</b>	<b>15,800</b>
Landscape irrigation- Oak Park Water	<b>380,000</b>	<b>228,900</b>	<b>380,000</b>	<b>380,000</b>	<b>384,176</b>	<b>388,477</b>	<b>392,908</b>
Landscape irrigation - SCE	154,000	164,700	186,000	200,880	216,950	234,306	253,051
Street Lighting - SCE	8,000	11,000	9,000	9,450	9,923	10,419	10,940
<b>Total Utility Expense</b>	<b>140,000</b>	<b>114,000</b>	<b>140,000</b>	<b>147,000</b>	<b>154,350</b>	<b>162,068</b>	<b>170,171</b>
<b>Community Support/Services</b>	<b>302,000</b>	<b>289,700</b>	<b>335,000</b>	<b>357,330</b>	<b>381,223</b>	<b>406,793</b>	<b>434,161</b>
School Crossing Guard Reimbursement (9 guards)							
Kanan Road Shuttle	70,000	73,700	83,000	83,000	83,000	83,000	83,000
MAC Support	70,000	25,000	25,000	25,250	25,503	25,758	26,015
Elections (Orig 3010) - ballots	2,500	2,800	5,000	5,000	5,000	2,500	5,000
CERT Support	2,500	0	0	2,500	0	2,500	0
Volunteers in Policing (VIP) Program	2,500	2,500	2,500	2,500	2,500	2,500	2,500
<b>Total Community Support/Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Administration Support</b>	<b>147,500</b>	<b>104,000</b>	<b>115,500</b>	<b>118,250</b>	<b>116,003</b>	<b>116,258</b>	<b>116,515</b>
Voice/Data	200	200	200	206	212	219	225
Indirect Cost Recovery	2,300	2,300	4,900	5,047	5,198	5,354	5,515
Purchasing Charges / Materials ISF	2,800	2,800	2,100	2,163	2,228	2,295	2,364
Administration (PWA charges-RES)	25,100	15,200	27,700	28,531	29,387	30,269	31,177
Administration (Fiscal Services)	27,000	27,000	33,300	34,299	35,328	36,388	37,479
Attorney Services	15,000	5,000	10,000	0	0	0	0
Collection & Billing Svcs (ACO Collection & Admin Fees)	10,100	10,100	10,100	10,100	10,100	10,100	10,100
<b>Total Administration Support</b>	<b>82,500</b>	<b>62,600</b>	<b>83,300</b>	<b>80,346</b>	<b>82,453</b>	<b>84,624</b>	<b>86,860</b>
<b>TOTAL EXPENSES</b>	<b>912,000</b>	<b>685,200</b>	<b>918,800</b>	<b>935,926</b>	<b>963,855</b>	<b>996,151</b>	<b>1,030,444</b>
Contingency	0	0	0	0	0	0	0
<b>TOTAL PROPOSED BUDGET</b>	<b>\$ 912,000</b>	<b>\$ 685,200</b>	<b>\$ 918,800</b>	<b>\$ 935,926</b>	<b>\$ 963,855</b>	<b>\$ 996,151</b>	<b>\$ 1,030,444</b>

# COUNTY SERVICE AREA 4 - Oak Park

5-Year Projection

## FUND BALANCE REQUIRED TO BALANCE BUDGET

	FY 15 Adopted Budget	FY 15 Estimated YTD	FY 16 Requested Budget	FY 17 Projected Budget	FY 18 Projected Budget	FY 19 Projected Budget	FY 20 Projected Budget
Ending Cash Balance April 30, 2015	\$ 151,255	\$ (82,100)	\$ 119,100	\$ 104,643	\$ 99,820	\$ 105,544	\$ 116,317
Accounts Payable as of FY15, AP10		\$ 1,686,555					
Accounts Receivable as of FY15, AP10		-					
Adjusted Ending Cash Balance April 30, 2015		<u>1,686,555</u>					
Estimated Revenues to June 30, 2015		36,487					
Estimated Expenditures to June 30, 2015		(222,367)					
Estimated Ending Fund Balance June 30, 2015		<u>\$ 1,500,675</u>	\$ 1,381,575	\$ 1,276,932	\$ 1,177,112	\$ 1,071,568	\$ 955,252

### Notes & Assumptions:

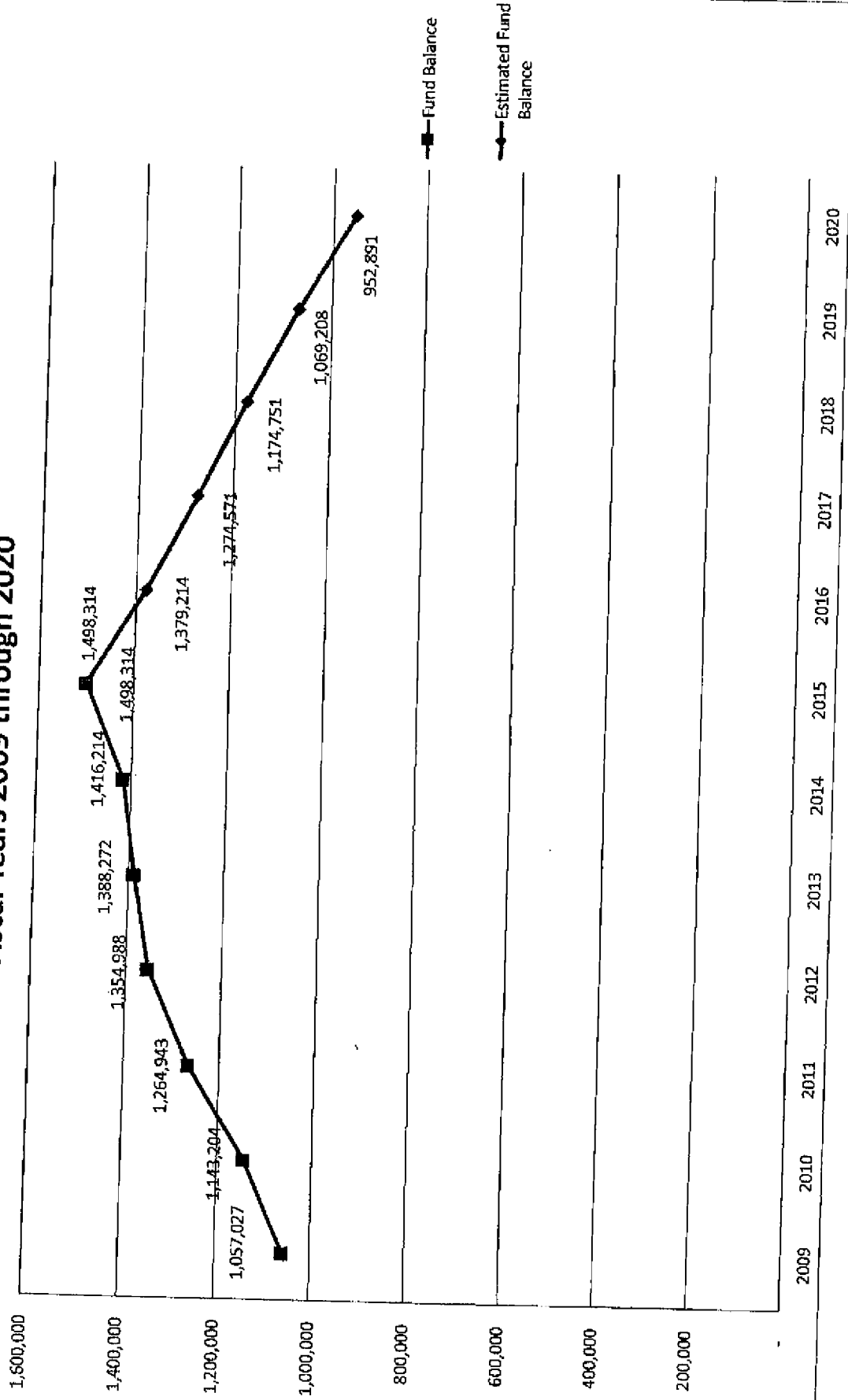
- (1) Secured property taxes estimated to increase 4.5%, 4.5%, 3.5% and 3.0% for FY17, FY18, FY19, and FY20 and thereafter, respectively.
- (2) Interest Earnings is based on the average cash balance each year. Interest rate for FY16 per Budget Development Manual estimated at 0.32%. Fiscal Services estimates that Interest Earnings will remain at 0.32% each year.
- (3) Annual Assessment: 5,301 units assessed at \$17.28 per unit = \$91,601.28
- (4) Regular maintenance & upkeep provided by Enhanced Landscaping - Contract fixed from FY16 to FY 17 then estimated 3% annual increase beginning FY18.
- (5) Oak Park Water projection based on an estimated 8% annual increase.
- (6) Southern California Edison rates projection based on an estimated 5% annual increase.
- (7) Fiscal Services estimated Election expenses for FY17 and FY19.
- (8) County Voice, Indirect Cost Recovery & Purchasing Charges for FY16 per Budget Development Manual. Estimated to increase 3% annually thereafter.
- (9) Admin charges per budget. Estimated to increase 3% annually thereafter.
- (10) Auditor and Tax Collector's Fees to administer property tax collection.
- (11) Kanan Shuttle - FY16 Budget and projection based on current assumptions:

\*Ridership is free of charge

\*CSA 4 portion of Kanan Shuttle cost estimated at \$25,000 in FY16 and estimated increase of 1% annually thereafter.

\*Current allocation based on previous approval: Oak Park School District \$50,000 and CSA 4 up to \$25,000.

# CSA #4 - Oak Park Ending Fund Balance Fiscal Years 2009 through 2020



# CSA #4 - Oak Park Revenue vs. Expenditures Fiscal Years 2009 through 2020

