

OAK PARK MUNICIPAL ADVISORY COUNCIL MINUTES
of an official Meeting, May 22, 2018
The Oak Park MAC held an official meeting
on Tuesday, May 22, 2018 at 7:00 PM
Oak Park Library, 899 N. Kanan Road, Oak Park

1. Call to Order of the meeting

The meeting was called to order by *Chair Drew Fountaine* at 7:01 PM. *Alon Glickstein, Chris Chapman, Jane Nye* and new Student Liaison *Hannah Gates* were also present. *Seema Chandra* was absent.

2. Flag Salute

Jane Nye led the Pledge of Allegiance.

3. Adoption of the Agenda

The MAC voted 4-0 to adopt the agenda, with *Alon Glickstein* making a motion that was seconded by *Chris Chapman*.

4. Approval of the minutes of April 24, 2018

Jane Nye made a motion to approve the draft minutes, seconded by *Alon Glickstein*, and passed 4-0.

5. Public safety reports

CHP Community Alliance Officer Ben Susanka said that the radar speed feedback trailer was deployed near Los Arcos on Kanan Road. He commented that receiving e-mailed complaints was often more useful than phone calls.

Ventura County Sheriff's Office Captain Renee Ferguson reported on the previous month's activity, including theft from an unlocked vehicle, an incident of domestic violence, and a case of child annoyance that had been reported the previous Sunday night and that remained under investigation. She emphasized the importance of educating children about dealing with strangers. She also described a pattern of burglary at local CVS stores, including the one in Oak Park.

6. Comments of Ventura County Supervisor Linda Parks

Supervisor Parks reported that the Santa Monica Mountains Conservancy would be splitting its public board meetings to two locations, including King Gillette Ranch, to better facilitate public participation. She noted that LAFCo had approved adding the Volunteers in Policing (VIP) services to the list of services paid for by the CSA #4. She said she had participated in the Ride of Silence to raise awareness of the need for drivers and bicyclists to share the road. She said that three seats on the Oak Park MAC would be up for election in November, and that the nomination period for candidates opened on July 16. The new Oak Park High School Student Liaison *Hannah Gates* introduced herself. *Supervisor Parks* said that she was working towards extending shuttle service to the west from the Oak Park area. *Drew Fountaine* asked about the location and expected completion of new bike lanes on Potrero Road near Thousand Oaks, and *Supervisor Parks* said the lanes would be in Hidden Valley and added in the coming year.

7. Council comments

Hannah Gates said that graduation ceremonies would take place that week, and that summer school was set to begin the next Monday.

Alon Glickstein expressed the MAC's appreciation to retiring Student Liaison *Yuval Cohen* for her service on the MAC over the past year. On behalf of the entire MAC he would present her with a certificate to honor her contributions.

Chris Chapman reported on the previous week's CSA #4 landscape areas walk-through with the Standing Landscape Committee and **Greg Epstein** of Enhanced Landscape. He said that they reviewed the areas being maintained, and that Mr. Epstein said he would share digital maps of the areas to help the members look to where to plant new trees after creating a tree palette. **Chris Chapman** also said that the group was exploring removing the grass from the medians to replace it with native plants and save money on irrigation. **Supervisor Parks** noted that the prices for recycled and imported water were similar, and that the CSA #4 was spending close to \$300,000 already on water.

Drew Fountaine said that the Oak Park Parks and Recreation Planning Committee had a lively meeting that month, and that damage to the Rancho Simi Parks and Recreation District (RSRPD) Park District budget from the loss of the AM/PM program would be minimized and that services would be continued. He said that after the meeting, he went over the Park District budget again with **RSRPD General Manager Larry Peterson** and that concerns had been resolved. He said that the budget was a challenge, but not a crisis, and that there had been considerable discussion. **Chris Chapman** asked if there was talk about having an Oak Park resident serve on the RSRPD Board, and **Drew Fountaine** said that it seemed reasonable and that Oak Park constituted about 10% of the total population within the Park District.

8. Written communications

Chris Chapman mentioned an e-mail sent by resident **Janna Orkney** regarding a traffic sign needing replacement and a radar trailer on Kanan Road turned to the side and out of operation that she wished to have removed.

9. MAC Member Liaison reports

See under agenda item #7.

10. Public Comments

There were none.

11. Advisory Matters

a) MAC recommendation, Mae Boyar Park Community Center Rebuild, Conditional Use Permit Case No. PL17-0079 (with Ventura County Planning Division staff)

Kristina Boero from the Planning Division presented information about the project. The designers of the site plan were also present to answer questions. She also stated that if the application for the current project received approval, the permit would remain valid for two years. One area of special concern, since the RSRPD had previously decided that the current project was on hold due to insufficient funding, was what would happen if the project were to be downsized to save money and that process would then not require any further public review. **Alon Glickstein** expressed his concerns about the lack of opportunities for public input into the planning if the current project were approved, but then a down-sized project were to be designed. **Drew Fountaine** said that the Oak Park Parks and Recreation Planning Committee could be trusted with the decisions made in such a down-sized project. **Jane Nye** made a motion to recommend approval of the project, seconded by **Chris Chapman**, and passed 4-0.

b) MAC recommendation, Volunteers in Policing (VIP) services for Oak Park

This item was continued to a future meeting.

c) MAC recommendation, OPUSD request for the addition of a new crossing guard position, at estimated \$10,817 annually (continued from April meeting)

This item was continued to a future meeting when the Transportation Department's study of removing the eastern crosswalk of the two crosswalks at Kanan Road and Doubletree was completed.

d) MAC recommendation, Community Services Area #4 budget for FY 2018-19

Charles Alvarez from Real Estate Services and ***Debra Cavaletto*** from the County Public Works were present to answer questions about the draft budget, which is attached here. The 5-year budget projections showed that the current rate of spending was not sustainable, and there was discussion about how to address the future problems. A motion was made by ***Alon Glickstein***, and not seconded, to remove the VIP services from the budget; the motion died. Agreeing that for the upcoming fiscal year the budget could sustain the spending that was planned, the MAC voted 3-1, with ***Alon Glickstein*** opposed, to recommend adoption of the budget as shown, on a motion made by ***Jane Nye*** and seconded by ***Chris Chapman***.

e) MAC recommendation, meeting schedule: July 24, no August meeting, September 25, October 23, November 27, no December meeting

The item was continued to the next meeting, and the MAC agreed to try to reschedule the June meeting.

12. Adjournment to the June meeting at 7 P.M. in the Oak Park Library

The Chair adjourned the meeting at 7:52 P.M. after the MAC voted 4-0 to close, with ***Drew Fountaine*** making a motion that was seconded by ***Chris Chapman***.

The June meeting date was to be determined later by the MAC members and Supervisor's office.

COUNTY SERVICE AREA NO. 4 - Oak Park

FY 18 Budget and Estimated

FY 19 Budget Request In Progress

REVENUE

	FY 18 Adopted Budget	FY 18 Actual to 04/30/18	FY 18 Estimated Year End	FY 19 Requested Budget
Property Taxes	\$ 749,500	\$ 715,885	\$ 748,700	\$ 749,200
Interest Earned	11,800	6,005	11,800	29,800
Special Assessment (1)	91,600	91,203	91,600	91,600
Other Revenue - Misc	3,500	0	0	0
Sub-Total Revenue	856,400	813,093	852,100	870,600
Fund Balance Carry-over	147,900		50,527	244,400
Total Revenue and Fund Balance	\$ 1,004,300	\$ 813,093	\$ 902,627	\$ 1,115,000

EXPENSES

Landscape/Street Sweeping

Landscape Contract Maintenance	\$ 139,200	\$ 81,200	\$ 139,200	\$ 140,000
Landscape Repair/Remediation/Emergency Work/Consulting	205,000	36,671	121,200	205,000
Street Sweeping (26 times per year)	43,200	32,400	43,200	46,000
Minor Equipment repair and/or replacement/other	5,000	0	0	5,000
Total Landscape/Street Sweeping Expense	392,400	150,271	303,600	396,000

Utilities

Landscape irrigation- Oak Park Water	195,000	180,200	277,354	310,000
Landscape irrigation - SCE	5,000	5,157	7,567	26,000
Street Lighting - SCE	140,000	68,698	95,306	103,000
Total Utility Expense	340,000	254,055	380,227	439,000

Community Support/Services

School Crossing Guard Reimbursement (11 guards)	105,000	50,739	105,000	124,000
Kanan Road Shuttle	25,000	0	29,000	30,000
MAC Support	5,000	780	800	5,000
Elections (Unit 1921) - ballots	5,000	0	0	5,000
CERT Support & SDE	2,500	1,378	2,500	3,500
Volunteers in Policing (VIP) Program	25,000	3,650	5,000	27,000
Total Community Support/Services	167,500	56,547	142,300	194,500

Administration Support

Voice/Data	0		0	0
Indirect Cost Recovery	4,700	4,668	4,700	5,500
Purchasing Charges / Materials ISF	2,200	1,848	2,200	2,300
Administration (PWA charges-RES)	43,500	22,734	23,600	24,900
Administration (Fiscal Services)	33,900	25,425	33,900	32,700
Attorney Services	10,000	50	2,000	10,000
Collection & Billing Svcs (ACO Collection & Admin Fees)	10,100	0	10,100	10,100
Total Administration Support	104,400	54,725	76,500	85,500

TOTAL EXPENSES

Contingency	0	0	0	0
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TOTAL PROPOSED BUDGET

	\$ 1,004,300	\$ 515,598	\$ 902,627	\$ 1,115,000
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(1) Annual Assessment: 5,301 units assessed at \$17.28 per unit = \$91,601.28

Ending Cash Balance April 30, 2018	\$ 1,991,224
Accounts Payable as of FY 18 , AP10	-
Accounts Receivable as of FY 18 , AP10	-
Adjusted Ending Cash Balance April 30, 2018	<u>1,991,224</u>

Estimated Revenues to June 30, 2018	39,007
Estimated Expenditures to June 30, 2018	(387,029)
Estimated Ending Fund Balance June 30, 2018	<u>\$ 1,643,202</u>

COUNTY SERVICE AREA NO. 4 - Oak Park
5-Year Fiscal Projection

REVENUE

	FY 18 Adopted Budget	FY 18 Estimated Year End	FY 19 Requested Budget	FY 20 Projected Budget	FY 21 Projected Budget	FY 22 Projected Budget	FY 23 Projected Budget	
Property Taxes	\$ 749,500	\$ 748,700	\$ 749,200	\$ 771,700	\$ 794,900	\$ 818,700	\$ 843,300	(1)
Interest Earned	11,800	11,800	29,800	24,500	18,600	12,100	5,100	(2)
Special Assessment	91,600	91,600	91,600	91,600	91,600	91,600	91,600	(3)
Other Revenue - Misc	3,500	0	0	0	0	0	0	
TOTAL REVENUE	\$ 856,400	\$ 852,100	\$ 870,600	\$ 887,800	\$ 905,100	\$ 922,400	\$ 940,000	

EXPENSES

Landscape/Street Sweeping								
Landscape Contract Maintenance	\$ 139,200	\$ 139,200	\$ 140,000	\$ 147,000	\$ 151,400	\$ 155,900	\$ 160,600	(4)
Landscape Repair/Remediation/Emergency Work/Consulting	205,000	121,200	205,000	205,000	205,000	205,000	205,000	
Street Sweeping (26 times per year)	43,200	43,200	46,000	46,000	46,000	46,000	46,000	
Minor Equipment repair and/or replacement/other	5,000	0	5,000	5,000	5,000	5,000	5,000	
Total Landscape/Street Sweeping Expense	392,400	303,600	396,000	403,000	407,400	411,900	416,600	
Utilities								
Landscape irrigation- Oak Park Water	195,000	277,354	310,000	334,800	361,600	390,500	421,700	(5)
Landscape irrigation - SCE	5,000	7,567	26,000	27,300	28,700	30,100	31,600	(6)
Street Lighting - SCE	140,000	95,306	103,000	108,200	113,600	119,300	125,300	(6)
Total Utility Expense	340,000	380,227	439,000	470,300	503,900	539,900	578,600	
							471,600.00	
Community Support/Services								
School Crossing Guard Reimbursement (Currently 11 guards)	105,000	105,000	124,000	133,027	142,079	151,740	162,059	(7)
Kanan Road Shuttle	25,000	29,000	30,000	92,700	92,700	95,481	98,345	(8)
MAC Support	5,000	800	5,000	2,500	5,000	2,500	5,000	
Elections (Unit 1921) - ballots	5,000	0	5,000	0	2,500	0	2,500	(9)
CERT Support	2,500	2,500	3,500	3,500	3,500	3,500	3,500	
Volunteers in Policing (VIP) Program	25,000	5,000	27,000	28,773	29,780	30,822	31,901	(10)
Total Community Support/Services	167,500	142,300	194,500	260,500	275,559	284,044	303,305	
Administration Support								
Voice/Data	0	0	0	0	0	0	0	(11)
Indirect Cost Recovery	4,700	4,700	5,500	5,700	5,900	6,100	6,300	(11)
Purchasing Charges / Materials ISF	2,200	2,200	2,300	2,400	2,500	2,600	2,700	(11)
Administration (PWA charges-RES)	43,500	23,600	24,900	25,600	26,400	27,200	28,000	(12)
Administration (Fiscal Services)	33,900	33,900	32,700	33,700	34,700	35,700	36,800	(12)
Attorney Services	10,000	2,000	10,000	10,000	10,000	10,000	10,000	
Collection & Billing Svcs (ACO Collection & Admin Fees)	10,100	10,100	10,100	10,100	10,100	10,100	10,100	(13)
Total Administration Support	104,400	76,500	85,500	87,500	89,600	91,700	93,900	
TOTAL EXPENSES	1,004,300	902,627	1,115,000	1,221,300	1,276,459	1,327,544	1,392,405	
Contingency	0	0	0	0	0	0	0	
TOTAL PROPOSED BUDGET	\$ 1,004,300	\$ 902,627	\$ 1,115,000	\$ 1,221,300	\$ 1,276,459	\$ 1,327,544	\$ 1,392,405	

COUNTY SERVICE AREA NO. 4 - Oak Park
5-Year Fiscal Projection

	FY 18 Adopted Budget	FY 18 Estimated Year End	FY 19 Requested Budget	FY 20 Projected Budget	FY 21 Projected Budget	FY 22 Projected Budget	FY 23 Projected Budget
FUND BALANCE REQUIRED TO BALANCE BUDGET	\$ 147,900	\$ 50,527	\$ 244,400	\$ 333,500	\$ 371,359	\$ 405,144	\$ 452,405
Ending Cash Balance April 30, 2018		\$ 1,991,224					
Accounts Payable as of FY 18 , AP10		-					
Accounts Receivable as of FY 18 , AP10		-					
Adjusted Ending Cash Balance April 30, 2018		<u>1,991,224</u>					
Estimated Revenues to June 30, 2018		39,007					
Estimated Expenditures to June 30, 2018		(387,029)					
Estimated Ending Fund Balance June 30, 2018		<u>\$ 1,643,202</u>	\$ 1,398,802	\$ 1,065,302	\$ 693,943	\$ 288,800	\$ (163,606)

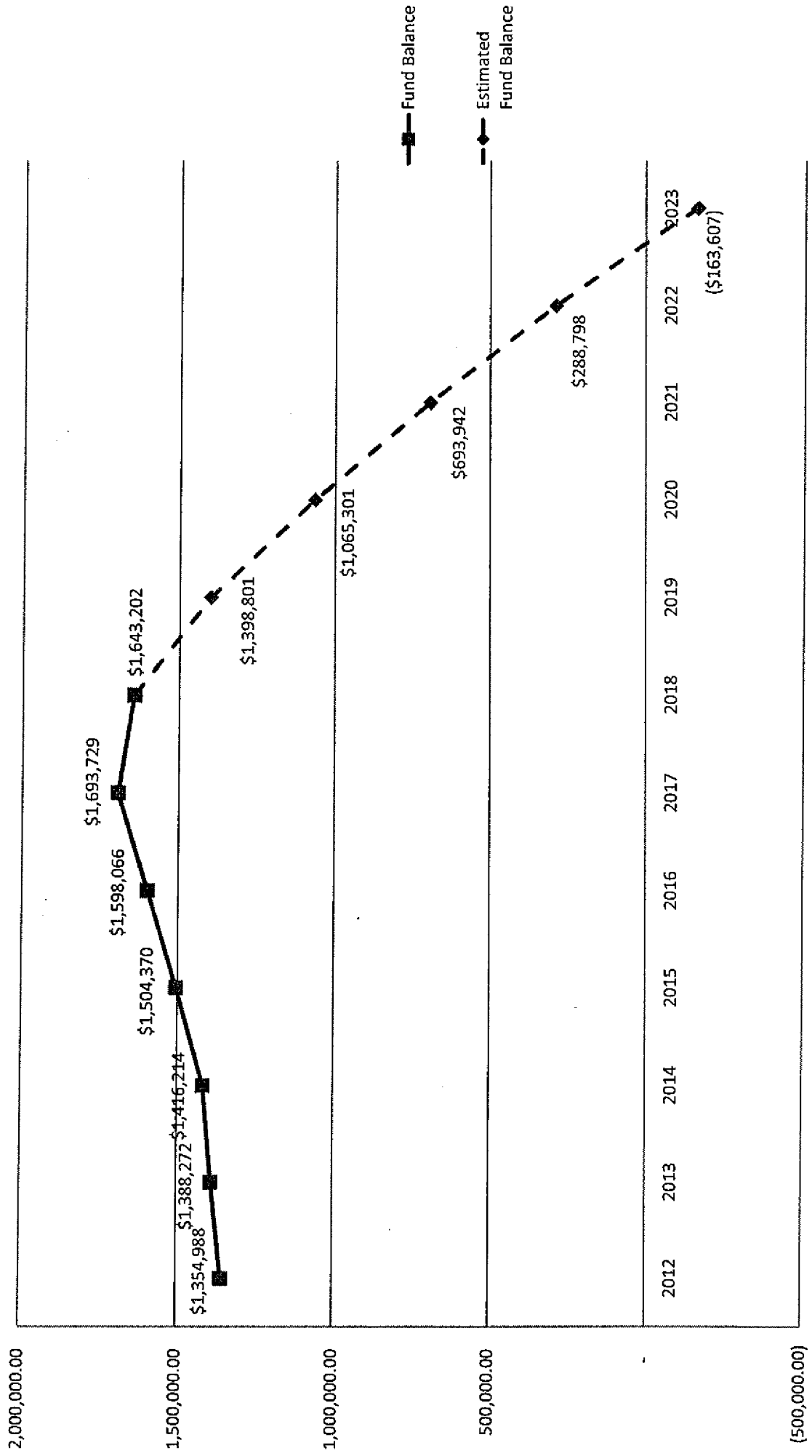
Notes & Assumptions:

- (1) Secured property taxes estimated to increase 3.5% for FY19 and then 3% thereafter.
- (2) Interest Earnings is based on the average cash balance each year. Interest rate for FY19 is estimated at 1.75% and Fiscal Services estimates 1.75% thereafter.
- (3) Annual Assessment: 5,301 units assessed at \$17.28 per unit = \$91,601.28
- (4) Regular maintenance & upkeep - Contract awarding estimate at budget for FY19 and then estimated 3% annual increase thereafter.
- (5) Oak Park Water projection based on an estimated 8% annual increase. Rate vs usage analysis pending.
- (6) Southern California Edison rates projection based on an estimated 5% annual increase.
- (7) Projection includes additional guard budgeted for FY19 and increase in pay rates beginning in FY19 and rising approximately 7% thereafter.
- (8) Kanan Shuttle - FY19 Budget and projection based on current assumptions:
 *Ridership is free of charge
 *Current FY18 allocation based on previous approval: Oak Park School District \$50,000 and CSA 4 \$25,000.
 *In FY19 CSA 4 shares estimated at \$30,000.
 *In FY20 and thereafter, estimate of costs based on CSA 4 taking over full box ratio cost with an estimated increase of 3.0% annually.
- (9) Fiscal Services estimated Election expenses for FY21 and FY23.
- (10) Volunteers in Policing (VIP) - LAFCo approved activation of the policing services on May 16, 2018.
 COV Board of Supervisors approval needed for agreement with City of Thousand Oaks.
- (11) County Voice, Indirect Cost Recovery & Purchasing Charges for FY19 per Budget Development Manual. Estimated to increase 3% annually thereafter.
- (12) Admin charges per budget. Estimated to increase 3% annually thereafter.
- (13) Auditor and Tax Collector's Fees to administer property tax collection.

County Service Area No. 4 - Oak Park

Ending Fund Balance

Fiscal Years 2012 through 2023



County Service Area No. 4 - Oak Park Revenue vs. Expenditures Fiscal Years 2012 through 2023

