

OAK PARK MUNICIPAL ADVISORY COUNCIL MINUTES
of an official Meeting, May 28, 2019.
The Oak Park MAC held an official meeting
on Tuesday, May 28, 2019 at 7:00 PM.
Oak Park High School Room G-9, 899 N. Kanan Road, Oak Park

1. Call to Order of the meeting

The meeting was called to order by *Chair Seema Chandra* at 7:00 PM. *Jane Nye, Alon Glickstein, JL Diaz, and Janice Smets* were also present. At 8 PM *Alon Glickstein* left the meeting, asking that the MAC consider postponing agenda item #11. a. so that the School District could participate in the discussion.

2. Flag Salute

Webelos Troop # 3789 of the Boy Scouts of America opened the meeting with a flag ceremony and by leading the Pledge of Allegiance.

3. Adoption of the Agenda

The MAC voted 5-0 to adopt the agenda, with *Alon Glickstein* making the motion seconded by *Jane Nye*. The motion included moving agenda item #11. B. to after agenda item #6.

4. Approval of the Minutes of April 23, 2019

Alon Glickstein made a motion to approve the amended draft minutes seconded by *Jane Nye*, and passed 5-0, with a sentence added by *Janice Smets* as the amendment, "*Janice Smets pointed out she could not find many of the trees as proposed by location. Charles Alvarez suggested for Seema Chandra and Janice Smets to have a tour with Greg Epstein, Enhanced Landscape, to review the proposed job.*"

5. Public Safety reports

Ventura County Sheriff's Senior Deputy John Chiaromonte responded to questions about the arrests earlier in the year of people responsible for home burglaries in Oak Park. *Janice Smets* asked if the crime spree had resulted in an increased law enforcement presence in Oak Park, and he replied that it had meant more officers working in the affected area which included North Ranch. *Janice Smets* asked about law enforcement activity related to the opening of a smoke shop in Oak Park and *Senior Deputy Chiaromonte* responded that there had been an arrest made after a sting operation that had included the smoke shop.

CHP Community Liaison Officer Ben Susanka said that there was nothing major to report related to the past month's patrols in Oak Park. He noted that a new senior volunteer with the CHP would be serving in Oak Park. The volunteer would drive a regular CHP vehicle, begin work as early as 7 AM in the morning, could work near schools, and could mark vehicles for parking enforcement but not issue any tickets.

6. Comments of Ventura County Supervisor Linda Parks

Supervisor Parks reminded everyone of the June 1 deadline for completing mandatory brush clearance. She said that the Board of Supervisors had been working on budgets for the new fiscal year that would begin in July. She welcomed County staff members *Charles Alvarez, Valerie Lopez, Debra Cavaletto, and Joan Araju* in connection with the CSA #4 budget review. She noted that there would be increasing costs for the Kanan Shuttle operations in the coming fiscal year, but she was confident that the focus of Agoura Hills on solving traffic congestion would help lead to continuing support for the Kanan Shuttle. Cutting back the number of Shuttle trips was also being considered to cut back on the costs. Approximately 7000 riders use the Kanan Shuttle each month. *Alon Glickstein* asked whether it was permissible to stand on a moving Shuttle; students had reported that the standing policy was inconsistent in practice. *Supervisor*

Parks said that the support of Oak Park residents was valuable when the Board of Supervisors voted to study alternatives to the use of glyphosates on County maintained property. **Janice Smets** asked where residents could dispose of glyphosate products, and was told that the City of Thousand Oaks website had information for unincorporated Oak Park residents who wanted to safely dispose of it. She also commented that insecticidal soaps could be used safely, and **Supervisor Parks** said that this information could be passed on to the County of Ventura General Services Agency (GSA).

7. Information items

There were none.

8. Public Comments

There were none.

9. Council Comments

Alon Glickstein said that he had attended the RSRPD Park District Board meeting dealing with the pickleball and tennis courts issue, and that Oak Park residents' protests and messages about the courts had come through clearly. He said that he thought the results of the meeting were quite fair, but that in general Oak Park residents should have more control over facilities in Oak Park. He said that no tournaments for pickleball would be planned for Oak Park courts anymore, but that he wished the pickleball classes could be moved to Simi Valley as well. He praised the graduation ceremony at Oak Park High School, saying that everything was very well done.

Janice Smets said that she had sent an e-mail to the other Recreation and Park Planning Advisory Committee members expressing her concerns about the park District's plan to let the pond by the Community Center dry up. She said that she had also obtained a hard copy of the Park District manual from the Park District Manager, and that she would work to get it posted online.

Jane Nye reported on the OPUSD Board meeting of May 14, highlighting the out of district Simi Valley parents who attended to express their appreciation to the Board.

Seema Chandra said that she attended the retirement party for the school District retirees along with Jane Nye, and that it was excellent. She described the landscaping walk through with Enhanced Landscape and Real Estate Services, and said that it was a great tour and that she learned a great deal and appreciates the time and effort devoted to Oak Park's public landscaping. She noted that an amended proposal for removing trees resulted from the walk through. **Supervisor Parks** thanked the MAC members for becoming involved with the landscaping issues and participating in the walk through.

10. Written Communications

Jane Nye noted an e-mail from the School District with information about where crossing guards are assigned.

11. Advisory Matters

a. OPUSD request for the addition of a 13th crossing guard position, at the intersection of Kanan Road and Deerhill Road; for an estimated \$10,817 annual cost in 2018/19, and \$11,606 annual cost beginning in 2019/20

The item was continued to the following MAC meeting, on a 4-0 vote after a motion made by **Seema Chandra** and seconded by **JL Diaz**.

b. Draft Fiscal Year 2019-2020 Community Services Area #4 budget
Real Estate Services Director Charles Alvarez introduced staff members **Valerie Lopez**, **Debra Cavaletto**, and **Joan Araju**, and he made a presentation about the draft budget for CSA #4. The

draft budget is attached here. **Jane Nye** asked if the project described for Oak Park by Watershed Protection District staff earlier in the year was included in the draft budget, and the response was that it would not be included before 2020. **Seema Chandra** asked why expenses were increasing and **Debra Cavaletto** replied that the cost of water accounted for much of the increase, and that worst case scenarios were included in other expense categories as well. She also noted that about 6 ½% of the \$150K Wooley Fire landscaping damage expenses covered by federal funding would need to be paid by CSA #4, and that this 6 ½% would be reflected in a later budget. **Janice Smets** asked why water costs were not being reduced, especially when trees were dying despite the grass being watered, and when Enhanced Landscape was supportive of turf removal. **Jane Nye** asked whether it was time for adding funds for turf removal to the CSA #4 budget. **Charles Alvarez** noted that of the \$75K already being built into the budget for contingencies, some could go towards turf removal, and done incrementally, and that mid-year budget adjustments could be made; at this point the MAC could begin selecting areas for turf removal. The MAC members expressed interest in looking into future turf replacement projects and discussing the options with Enhanced Landscape. **Jane Nye** pointed out that some contingency funding could be needed for tree replacements. **Seema Chandra** asked about the increase in the cost of street sweeping, and **Charles Alvarez** replied that the bid for street sweeping was not yet closed and that it was possible the cost increase could be smaller. On a motion made by **Alon Glickstein** and seconded by **Jane Nye**, the MAC voted 3-2 to recommend approval of the budget, with **Janice Smets** dissenting and **JL Diaz** abstaining from the vote.

c. ***Summer MAC meeting dates: cancelation of July 23 meeting; hold meetings June 25 and August 27***

The MAC members agreed with the tentative schedule for meetings.

12. Adjournment to the June 25 meeting in Oak Park Library room

The Chair adjourned the meeting at 8:05 PM.

COUNTY SERVICE AREA NO. 4 - Oak Park
FY 19 Budget and Estimated
FY 20 Budget Request In Progress

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 (26 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 (12 guards)
Kanan Road Shuttle
MAC Support
Elections (Unit 1921) - ballots
CERT Support & SDE
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 19 Adopted Budget	FY 19 Actual to 04/30/19	FY 19 Estimated Year End	FY 20 Requested Budget
\$	749,200	\$ 744,808	\$ 750,500	\$ 782,000
	29,800	13,377	29,800	39,600
	91,600	50,357	91,600	91,600
	-	-	-	-
	870,600	808,542	871,900	913,200
	244,400		165,900	276,400
\$	1,115,000	\$ 808,542	\$ 1,037,800	\$ 1,189,600
\$	140,000	\$ 110,250	\$ 147,000	\$ 154,500
	205,000	41,053	219,710	205,000
	46,000	32,400	43,200	67,000
	5,000	-	5,000	5,000
	396,000	183,703	414,910	431,500
	310,000	125,182	260,500	315,000
	26,000	5,535	6,573	30,000
	103,000	72,381	105,127	111,300
	439,000	203,097	372,200	456,300
	124,000	73,841	124,030	144,100
	30,000	-	30,000	30,000
	5,000	-	-	5,000
	5,000	518	5,500	-
	3,500	2,461	2,460	2,500
	27,000	-	-	28,000
	194,500	76,820	161,990	209,600
	5,500	5,544	5,500	4,700
	2,300	1,904	2,300	2,100
	24,900	21,213	27,200	34,400
	32,700	24,525	32,700	29,600
	10,000	1,853	10,000	10,000
	10,100	-	11,000	11,400
	85,500	55,039	88,700	92,200
	1,115,000	518,659	1,037,800	1,189,600
	0	0	0	0
\$	1,115,000	\$ 518,659	\$ 1,037,800	\$ 1,189,600

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

Ending Cash Balance April 30, 2019 \$ 2,037,176
Accounts Payable as of FY19, AP10
Accounts Receivable as of FY19, AP10
Adjusted Ending Cash Balance April 30, 2019 2,037,176

Estimated Revenues to June 30, 2019 63,358
Estimated Expenditures to June 30, 2019 (519,141)
Estimated Ending Fund Balance June 30, 2019 \$ 1,581,393

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

	FY 19 Adopted Budget	FY 19 Estimated Year End	FY 20 Requested Budget	FY 21 Projected Budget	FY 22 Projected Budget	FY 23 Projected Budget	FY 24 Projected Budget	
REVENUE								
Property Taxes	\$ 748,200	\$ 750,500	\$ 782,000	\$ 805,500	\$ 829,700	\$ 864,600	\$ 880,200	(1)
Interest Earned	29,800	29,800	39,500	29,800	21,400	12,600	2,800	(2)
Special Assessment	91,600	91,600	91,600	91,600	91,600	91,600	91,600	(3)
Other Revenue - Misc	-	-	-	-	-	-	-	
TOTAL REVENUE	\$ 870,600	\$ 871,900	\$ 913,200	\$ 928,700	\$ 942,700	\$ 958,800	\$ 974,800	
EXPENSES								
Landscape/Street Sweeping								
Landscape Contract Maintenance	\$ 140,000	\$ 147,000	\$ 154,500	\$ 154,500	\$ 159,100	\$ 163,900	\$ 168,800	(4)
Landscape Repair/Remediation/Emergency Work/Consulting	205,000	218,710	205,000	205,000	206,000	205,000	205,000	(4)
Street Sweeping (26 times per year)	46,000	43,200	67,000	67,000	67,000	67,000	67,000	
Minor Equipment repair and/or replacement/other	5,000	5,000	5,000	5,000	5,000	5,000	5,000	
Total Landscape/Street Sweeping Expense	396,000	414,910	431,500	431,500	436,100	440,900	446,800	
Utilities								
Landscape irrigation- Oak Park Water	310,000	280,500	315,000	333,900	353,900	375,100	397,600	(5)
Landscape irrigation - SCE	26,000	6,573	30,000	31,500	33,100	34,800	36,500	(6)
Street Lighting - SCE	103,000	105,127	111,300	116,900	122,700	128,800	135,200	(6)
Total Utility Expense	439,000	372,200	456,300	482,300	509,700	538,700	569,300	
Community Support/Services								
School Crossing Guard Reimbursement (Currently 12 guards)	124,000	124,030	144,100	153,888	164,364	175,541	187,477	(7)
Kanan Road Shuttle	30,000	30,000	30,000	87,942	91,460	95,118	98,923	(8)
MAC Support	5,000	-	5,000	5,000	-	5,000	5,000	
Elections (Unit 1921) - ballots	5,000	5,500	-	2,500	-	2,500	-	(9)
CERT Support	3,500	2,460	2,500	2,500	2,500	2,500	2,500	
Volunteers in Policing (VIP) Program	27,000	-	28,000	28,773	29,780	30,822	31,901	(10)
Total Community Support/Services	194,500	161,990	209,600	280,614	288,104	311,481	325,802	
Administration Support								
Voice/Data	-	-	-	-	-	-	-	(11)
Indirect Cost Recovery	5,500	5,500	4,700	4,800	4,900	5,000	5,200	(11)
Purchasing Charges / Materials ISF	2,300	2,300	2,100	2,200	2,300	2,400	2,500	(11)
Administration (PVWA charges-RES)	24,900	27,200	34,400	35,400	36,500	37,600	38,700	(12)
Administration (Fiscal Services)	32,700	32,700	29,800	30,500	31,400	32,300	33,300	(12)
Attorney Services	10,000	10,000	10,000	10,000	10,000	10,000	10,000	
Collection & Billing Svcs (ACO Collection & Admin Fees)	10,100	11,000	11,400	11,400	11,400	11,400	11,400	(13)
Total Administration Support	65,500	88,700	92,200	94,300	96,500	98,700	101,100	
TOTAL EXPENSES	1,115,000	1,037,800	1,189,600	1,288,714	1,330,404	1,389,781	1,442,002	
Contingency	0	0	0	0	0	0	0	
TOTAL PROPOSED BUDGET	\$ 1,115,000	\$ 1,037,800	\$ 1,189,600	\$ 1,288,714	\$ 1,330,404	\$ 1,389,781	\$ 1,442,002	

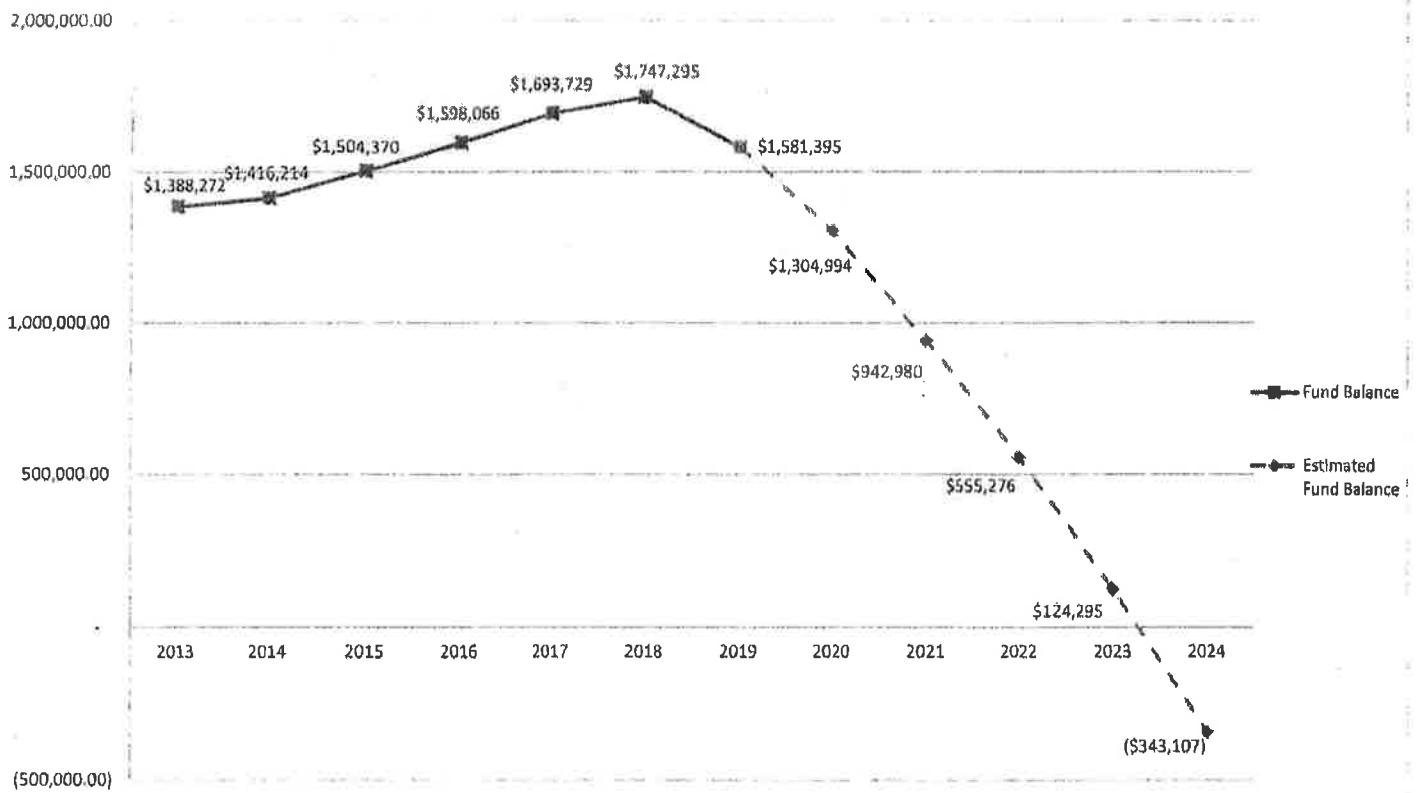
COUNTY SERVICE AREA NO. 4 - Oak Park
5-Year Fiscal Projection

	FY 19 Adopted Budget	FY 19 Estimated Year End	FY 20 Requested Budget	FY 21 Projected Budget	FY 22 Projected Budget	FY 23 Projected Budget	FY 24 Projected Budget
FUND BALANCE REQUIRED TO BALANCE BUDGET	\$ 244,400	\$ 166,900	\$ 276,400	\$ 362,014	\$ 387,704	\$ 430,981	\$ 467,402
Ending Cash Balance April 30, 2019		\$ 2,037,176					
Accounts Payable as of FY19, AP10							
Accounts Receivable as of FY19, AP10							
Adjusted Ending Cash Balance April 30, 2019		<u>2,037,176</u>					
Estimated Revenues to June 30, 2019		63,358					
Estimated Expenditures to June 30, 2019		<u>(519,141)</u>					
Estimated Ending Fund Balance June 30, 2019		<u>\$ 1,581,393</u>	\$ 1,304,993	\$ 942,979	\$ 555,275	\$ 124,294	\$ (343,108)

Notes & Assumptions:

- (1) Secured property taxes estimated to increase 3.5% for FY20 and then 3% thereafter.
- (2) Interest Earnings is based on the average cash balance each year. Interest rate for FY20 is estimated at 2.27% and Fiscal Services estimates 2.27% 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 FY20 and then estimated 3% annual increase thereafter.
For FY19, estimated fire damage replacement at approximately \$150K. Anticipated FEMA reimbursement not projected until obligation letter received.
- (5) Oak Park Water projection based on an estimated 6% 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 FY20 and increase approximately 7% thereafter.
- (8) Kanan Shuttle - FY20 Budget and projection based on current assumptions:
 *Ridership is free of charge
 *Current FY19 allocation based on previous approval: Oak Park School District \$25,000, City of Agoura \$25,000, and CSA 4 \$30,000.
 *In FY20 CSA 4 shares estimated at \$30,000.
 *In FY21 and thereafter, estimate of costs based on CSA 4 taking over full box ratio cost with an estimated increase of 4.0% annually.
- (9) Fiscal Services estimated Election expenses for FY21 and FY23.
- (10) Volunteers in Policing (VIP) - LAFCo Certificate of Completion on June 27, 2018.
On February 26, 2019, COV Board of Supervisors authorized signing of 5-year agreement with City of Thousand Oaks.
- (11) County Voice, Indirect Cost Recovery & Purchasing Charges for FY20 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 2013 through 2024**



County Service Area No. 4 - Oak Park Revenue vs. Expenditures Fiscal Years 2013 through 2024

