

OAK PARK MUNICIPAL ADVISORY COUNCIL MINUTES
of an official Meeting September 9, 2020.
The Oak Park MAC held a special meeting
on Wednesday, September 9, 2020 at 3:00 PM
remotely by Zoom.

1. Call to Order of the meeting

The meeting was called to order by ***Chair Seema Chandra*** at 3:00 PM. ***Alon Glickstein*** and ***Jane Nye, JL Diaz*** also participated. ***Janice Smets*** was absent.

2. Flag Salute

Supervisor Parks led the Pledge of Allegiance.

3. Adoption of the Agenda

The MAC voted 4-0 to adopt the agenda, with ***Jane Nye*** making the motion seconded by ***JL Diaz***.

4. Approval of the Minutes of June 18, 2020

Jane Nye moved to approve the draft meeting minutes, seconded by ***Seema Chandra***, and passed 4-0, with the request of Jane Nye to include the written proposal submitted in June by the ***Liu family*** regarding addressing litter on the south side of Kanan Road and adding water lilies to Medea Creek.

5. Public Safety reports

Ventura County Sheriff's Office Senior Deputy John Chiaromonte reported to the MAC about the previous months. He said that there had been some thefts from unlocked vehicles as well as thefts of catalytic converters. He noted that the Volunteers in Policing (VIP's) had worked Oak Park in January and February prior to the pandemic.

6. Comments of Ventura County Supervisor Linda Parks

Supervisor Parks welcomed Public Works staff to the meeting for the budget item. She gave an update about the County's efforts to reduce COVID-19 cases and allow for more re-opening. Regarding the upcoming election November 3, she noted that over 70% of voters were already voting by mail in the County. She noted that the General Plan update being worked on by the county would include strong additions for addressing climate change, and introduce larger setbacks from oil wells. She said she had participated in hearings about cleaning up the Santa Susana Field Lab. ***Seema Chandra*** requested a ballot drop off box within Oak Park, and Supervisor Parks supported the idea. She noted the recent "Acorn" article on the 11-year-old resident ***William Liu*** who had picked up trash in Oak Park and brought the need for additional trash cans to the attention of the MAC.

7. Public Comments

The Liu family, including Bing Xu, Jasmine and William Liu, inquired about progress on their request for adding trash cans along the south side of Kanan Road. Jane Nye explained her work doing an audit of the litter there, and said that the area could be added to a Public Works "adopt a road" program. She said that the majority of trash was thrown from vehicles, and Bing Xu Liu disagreed, saying that 40% was also dog waste. ***Jane Nye*** said that she would send the Liu's the results of her audit, and that the MAC still needed to discuss the issue on a future agenda. Bing Xu Liu commented that water lilies planted by her family were already blooming at Oak Canyon Park.

8. Council Comments

Alon Glickstein noted that the CHP had successfully addressed complaints about oversized vehicle parking on Kanan Road.

Seema Chandra congratulated residents on saving the tree designated for removal at Mae Boyar Park. She asked about the status of the LED streetlights conversion, and **Charles Alvarez** from Public Works responded that it was almost completed.

Jane Nye's written comments are attached.

9. Written Communications

Seema Chandra shared information from Oak Park Library about participation in the summer reading program. A quarter of the winners of the various County-wide contests in the program had been Oak Park residents. She also shared a letter to the school district by a former student about systemic racism.

10. Advisory Matters

a. MAC recommendation, draft Fiscal Year 2020/2021 County Service Area #4 (CSA #4) budget (continued from June meeting)

Debra Cavaletto from Public Works was on hand to address questions. The budget is attached here. In an unusual move, the Board had decided in June to postpone an adoption of a County budget, which includes the CSA #4 budget, until the autumn, due to the uncertainties caused by the pandemic situation. The MAC members agreed in June to vote on the CSA #4 budget in the autumn.

Seema Chandra made a motion seconded by **Alon Glickstein** and passed by the MAC 4-0.

b. MAC recommendation, property owner request for removal of 3 pine trees in CSA #4 maintained area along Hawthorne Street

Valerie Lopez from Public Works and the property owner presented the complaints that the tree was a fire hazard, and that it was damaging the wall at the home. **Charles Alvarez** noted that a policy for dealing with such complaints was in order, because in Oak Park such complaints were on the increase. **Alon Glickstein** noted that this could be considered more of a legal matter than a decision for the MAC to make. **Seema Chandra** said that she would schedule a field trip with County staff to inspect the situation before making any decision, and the MAC members concurred with this approach.

11. Adjournment

Chair Chandra adjourned the meeting at 4:28 PM.

Add to June Minutes

Please add Public Comment to June 18, 2020 Meeting Minutes – Jasmine and William Lui presented a new proposal to add Water Lilies to Medea Creek to beautify our community

Jane Nye's Council Comments

Trash story in Acorn on Aug 27 re William Liu – <https://www.theacorn.com/articles/oak-park-boy-talks-trash-then-picks-it-up/>

- William requested a follow-up from his request in our Feb MAC meeting – Add 4 trash cans on Kanan
- I worked with Lisa McCullough, Environmental Resource Analyst III in Water & Sanitation department of Public Works to complete a Trash Audit
 - Walked 3 miles of Kanan from Lindero Cyn Rd to Deerhill 2x week for 1 month
 - Picked up trash, photographed it, and maintained a spreadsheet of trash found + conditions
- Options:
 - Add 2-4 trash cans on South side of Kanan and/or
 - Have OPUSD consider Ventura County's Transportation's Adopt-a-Road ProgramHere is the link for review: <https://s29422.pcdn.co/wp-content/uploads/2020/07/Adopt-a-Road-Link-for-Guidelines-Page-v2.pdf>
- Recommend that this topic be added to a future MAC meeting agenda to be discussed with the MAC Board on how to proceed

Follow-up on Jasmine and William Lui's request to add Water Lilies to Medea Creek – I contacted Dan Paranick and Wayne Nakaoka (RSRPD) – here is Wayne's response to William and Nini:

- Establishing Water Lilies (*Nymphaea Alba*) is certainly a creative way to enhance the biodiversity of Medea Creek. Unfortunately, Water Lilies require ponds or slow moving water to survive and are often planted in full sun-shine where the water depth is 8" to 12" deep. While there are areas along Medea Creek that meet this requirement, accessing them for elementary school age children is not advisable.
- As an alternative, they could plant the Water Lilies in the Oak Park Lagoon (pond). The pond meets all of the requirements for the Water Lilies to grow and is a safe location for Nini and William to plant them.
- If they want to pursue this volunteer project, please have them contact Ms. Jeannie Liss at the Oak Park Community Center @ 818. 865.9304. I have copied Jennie on this e-mail to provide her with some background information. Once the necessary paperwork has been completed (hold-harmless and release forms from the parents), I will be more than happy to assist them with their planting project.

Brookside curb follow-up (trip hazard) as reported by Glenn Karpinski – work completed Jul 31 by Brendan Callahan, Maintenance and Operations OPUSD

Complaint about lost cat flyers posted all over Oak Park sent to Supervisor Parks' office on Aug 20 – I removed many on my Trash Audit Walk, we need to consider adding TO-like service to remove garage sale signs, posters, and flyers (it's a budget discussion)

Request from a resident, Ericka Carrick, on Aug 22 for replacing 2 Conifer St signs that are peeling as posted on Next Door – I followed up and Ericka will submit a request via the Public Works app

Ventura Public Works added Pedestrian Crossing signs on Aug 23 near Deerhill & Poppyview per resident, Julie Ajakh's request

Verizon appeal by David Lelie upheld on Aug 27 by Planning Commission – no Verizon tower off of Churchwood/Hawthorne in Monte Carlo neighborhood, \$1K appeal fee refunded

- Verizon filed a timely appeal of the Planning Commission's decision on the Churchwood project – will be appealed to the Ventura County Board of Supervisors
- We don't have a date for the Board of Supervisors hearing

Triunfo PURE Water demo facility – ribbon cutting ceremony on Fri, Sep 11 – Seema Chandra will be a speaker representing Ventura County and Oak Park

- 140 people invited + 500 spots for public Zoom call-ins
- Demo facility will start giving tours in Oct (Zoom or in person)
- I took a tour and sampled the water last week – very impressed with the facility – see web link, below:

<https://www.ourpureh2o.com/>

Elections

- The proposed list of Vote By Mail (VBM) Drop Box Locations **does not include Oak Park!**
 - [file:///C:/Users/jmnye/AppData/Local/Microsoft/Windows/INetCache/IE/060EFKQZ/NOTICE-OF-IPVLs-and-Drop-Boxes-Comment-Period-v9%20\(1\).pdf](file:///C:/Users/jmnye/AppData/Local/Microsoft/Windows/INetCache/IE/060EFKQZ/NOTICE-OF-IPVLs-and-Drop-Boxes-Comment-Period-v9%20(1).pdf)
- We need to have a Vote By Mail (VBM) Drop Box Location in Oak Park
 - Although no VBM Drop Box is currently shown for Oak Park, the Registrar said ballots can be dropped off at an in-person location – OPHS
- 3 people running for 2 open MAC seats:
 - Maria Soosai
 - Jane Nye
 - Seema Chandra

COUNTY SERVICE AREA NO. 4 - Oak Park

FY 20 Budget and Estimated

FY 21 Budget Request

REVENUE

	FY 20 Adopted Budget	FY 20 Actual to 05/31/20	FY 20 Estimated Year End	FY 21 Requested Budget
Property Taxes	\$ 782,000	\$ 769,349	\$ 783,230	\$ 813,700
Interest Earned	39,600	26,335	39,600	31,000
Special Assessment (1)	91,600	129,479	132,780	91,600
Other Revenue - Misc	-	14,000	14,000	-
Sub-Total Revenue	913,200	939,163	969,610	936,300
Fund Balance Carry-over	276,400		214,940	306,800
Total Revenue and Fund Balance	\$ 1,189,600	\$ 939,163	\$ 1,184,549	\$ 1,243,100

EXPENSES

Landscape/Street Sweeping

Landscape Contract Maintenance	\$ 154,500	\$ 122,500	\$ 147,000	\$ 160,000
Landscape Repair/Remediation/Emergency Work/Consulting	205,000	55,791	184,050	210,000
Landscape Repair - FEMA Project	-	102,510	102,510	-
Street Sweeping (26 times per year)	67,000	39,600	47,520	52,000
Minor Equipment repair and/or replacement/other	5,000	140	5,000	5,000
Total Landscape/Street Sweeping Expense	431,500	320,541	486,080	427,000

Utilities

Landscape irrigation- Oak Park Water	315,000	175,847	281,630	314,000
Landscape irrigation - SCE	30,000	3,840	8,320	30,000
Street Lighting - SCE	111,300	93,401	108,459	113,000
Total Utility Expense	456,300	273,088	398,409	457,000

Retrofit

Oak Park Green Streets Urban Retrofit	-	-	-	24,000
Total Retrofit Expense	0	-	0	24,000

Community Support/Services

School Crossing Guard Reimbursement (Currently 13 guards)	144,100	49,254	144,100	167,000
Kanan Road Shuttle	30,000	-	30,000	36,000
MAC Support	5,000	-	5,000	5,000
Elections (Unit 1921) - ballots	-	-	-	5,000
CERT Support & SDE	2,500	1,339	2,500	2,500
Volunteers in Policing (VIP) Program	28,000	-	28,000	30,000
Total Community Support/Services	209,600	50,593	209,600	245,500

Administration Support

Voice/Data	-	-	-	-
Indirect Cost Recovery	4,700	4,707	4,700	4,400
Purchasing Charges / Materials ISF	2,100	1,911	2,100	2,000
Administration (PWA charges-RES)	34,400	31,635	37,660	34,900
Administration (Fiscal Services)	29,600	22,200	29,600	31,500
Attorney Services	10,000	-	5,000	5,000
Collection & Billing Svcs (ACO Collection & Admin Fees)	11,400	-	11,400	11,800
Total Administration Support	92,200	60,453	90,460	89,600

TOTAL EXPENSES

Contingency	0	-	0	0
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TOTAL PROPOSED BUDGET

\$ 1,189,600	\$ 704,675	\$ 1,184,549	\$ 1,243,100
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(1) Annual Assessment: 5,301 units assessed at \$17.28 per unit = \$91,601.28

Ending Cash Balance May 31, 2020	\$ 2,072,811
Accounts Payable as of FY20, AP11	-
Accounts Receivable as of FY20, AP11	-
Adjusted Ending Cash Balance May 31, 2020	<u>2,072,811</u>

Estimated Revenues to June 30, 2020	30,447
Estimated Expenditures to June 30, 2020	(479,874)
Estimated Ending Fund Balance June 30, 2020	<u>\$ 1,623,384</u>

COUNTY SERVICE AREA NO. 4 - Oak Park

5-Year Fiscal Projection

	FY 20 Adopted Budget	FY 20 Estimated Year End	FY 21 Requested Budget	FY 22 Projected Budget	FY 23 Projected Budget	FY 24 Projected Budget	FY 25 Projected Budget	
REVENUE								
Property Taxes	\$ 782,000	\$ 783,230	\$ 813,700	\$ 838,100	\$ 863,200	\$ 889,100	\$ 915,800	(1)
Interest Earned	39,600	39,600	31,000	22,400	16,300	9,700	2,600	(2)
Special Assessment	91,600	132,780	91,600	91,600	91,600	91,600	91,600	(3)
Other Revenue - Misc	-	14,000	-	-	-	-	-	(14)
TOTAL REVENUE	\$ 913,200	\$ 969,610	\$ 936,300	\$ 952,100	\$ 971,100	\$ 990,400	\$ 1,010,000	
EXPENSES								
Landscape/Street Sweeping								
Landscape Contract Maintenance	\$ 154,500	\$ 147,000	\$ 160,000	\$ 164,800	\$ 169,700	\$ 174,800	\$ 180,000	(4)
Landscape Repair/Remediation/Emergency Work/Consulting	205,000	184,050	210,000	210,000	210,000	210,000	210,000	(4)
Landscape Repair - FEMA Project	0	102,510	0	0	0	0	0	(4)
Street Sweeping (26 times per year)	67,000	47,520	52,000	52,000	52,000	52,000	52,000	
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	431,500	486,080	427,000	431,800	436,700	441,800	447,000	
Utilities								
Landscape irrigation- Oak Park Water	315,000	281,630	314,000	332,800	352,800	374,000	396,400	(5)
Landscape irrigation - SCE	30,000	8,320	30,000	30,900	31,800	32,800	33,800	(6)
Street Lighting - SCE	111,300	108,459	113,000	113,000	113,000	113,000	116,400	(6)
Total Utility Expense	456,300	398,409	457,000	476,700	497,600	519,800	546,600	
Retrofit								
Oak Park Green Streets Urban Retrofit	0	0	24,000	25,200	26,500	27,800	29,200	(15)
Total Retrofit Expense	0	0	24,000	25,200	26,500	27,800	29,200	
Community Support/Services								
School Crossing Guard Reimbursement (Currently 13 guards)	144,100	144,100	167,000	178,356	190,484	203,437	217,271	(7)
Kanan Road Shuttle	30,000	30,000	36,000	74,880	77,875	80,990	84,230	(8)
MAC Support	5,000	5,000	5,000	5,000	-	5,000	5,000	
Elections (Unit 1921) - ballots	-	-	5,000	-	5,000	-	5,000	(9)
CERT Support	2,500	2,500	2,500	2,500	2,500	2,500	2,500	
Volunteers in Policing (VIP) Program	28,000	28,000	30,000	26,523	27,318	28,138	28,982	(10)
Total Community Support/Services	209,600	209,600	245,500	287,259	303,178	320,065	342,983	
Administration Support								
Voice/Data	-	-	-	-	-	-	-	
Indirect Cost Recovery	4,700	4,700	4,400	4,500	4,600	4,700	4,800	(11)
Purchasing Charges / Materials ISF	2,100	2,100	2,000	2,100	2,200	2,300	2,400	(11)
Administration (PWA charges-RES)	34,400	37,660	34,900	35,900	37,000	38,100	39,200	(12)
Administration (Fiscal Services)	29,600	29,600	31,500	32,400	33,400	34,400	35,400	(12)
Attorney Services	10,000	5,000	5,000	5,000	5,000	5,000	5,000	
Collection & Billing Svcs (ACO Collection & Admin Fees)	11,400	11,400	11,800	11,800	11,800	11,800	11,800	(13)
Total Administration Support	92,200	90,460	89,600	91,700	94,000	96,300	98,600	

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

	FY 20 Adopted Budget	FY 20 Estimated Year End	FY 21 Requested Budget	FY 22 Projected Budget	FY 23 Projected Budget	FY 24 Projected Budget	FY 25 Projected Budget
TOTAL EXPENSES	1,189,600	1,184,549	1,243,100	1,312,659	1,357,978	1,405,765	1,464,383
Contingency	0	0	0	0	0	0	0
TOTAL PROPOSED BUDGET	\$ 1,189,600	\$ 1,184,549	\$ 1,243,100	\$ 1,312,659	\$ 1,357,978	\$ 1,405,765	\$ 1,464,383
FUND BALANCE REQUIRED TO BALANCE BUDGET	\$ 276,400	\$ 214,940	\$ 306,800	\$ 360,559	\$ 386,878	\$ 415,365	\$ 454,383
Ending Cash Balance May 31, 2020		\$ 2,072,811					
Accounts Payable as of FY20, AP11		-					
Accounts Receivable as of FY20, AP11		-					
Adjusted Ending Cash Balance May 31, 2020		<u>2,072,811</u>					
Estimated Revenues to June 30, 2020		30,447					
Estimated Expenditures to June 30, 2020		(479,874)					
Estimated Ending Fund Balance June 30, 2020		<u><u>\$ 1,623,384</u></u>	\$ 1,316,584	\$ 956,025	\$ 569,147	\$ 153,782	\$ (300,600)

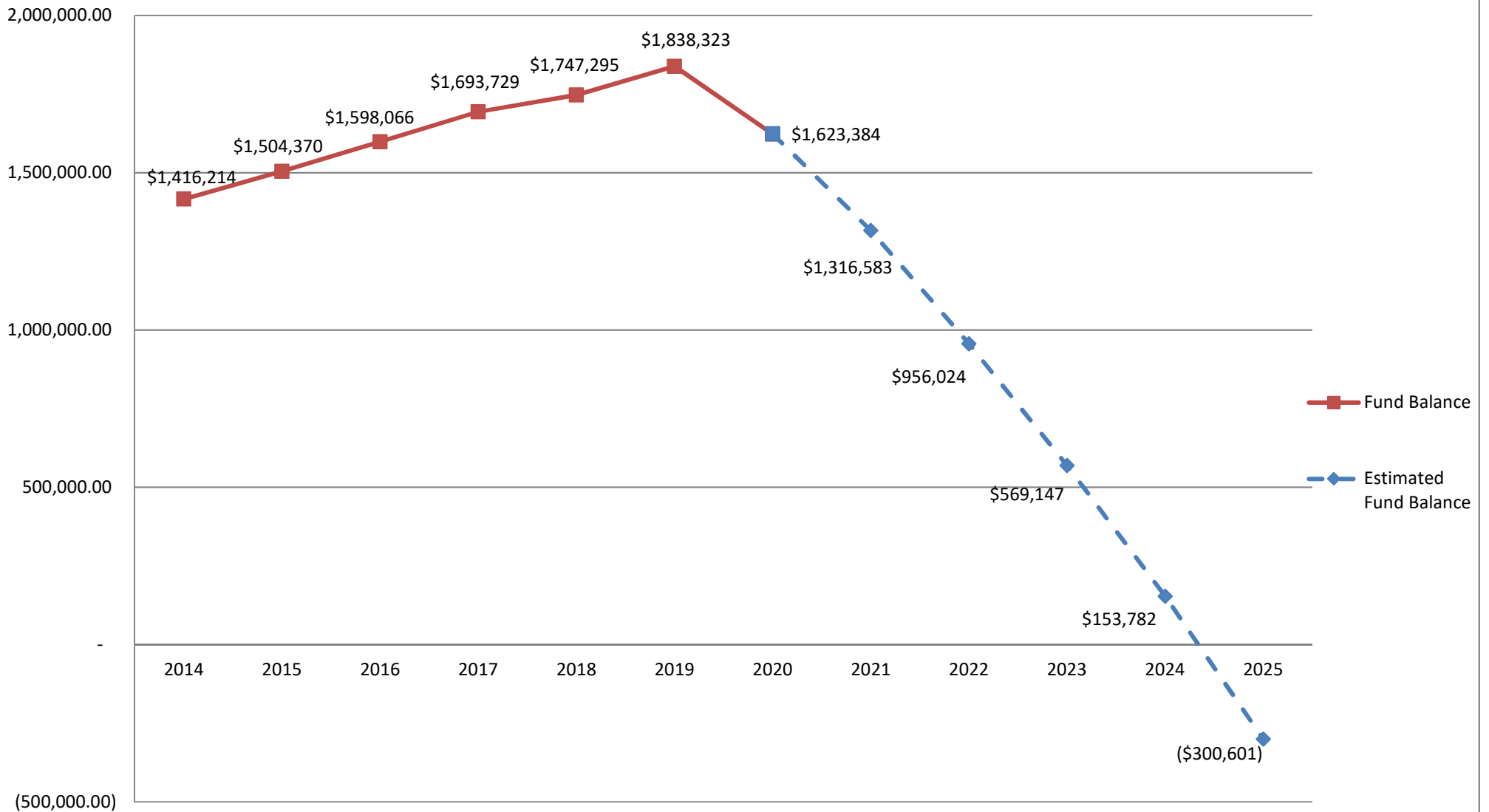
Notes & Assumptions:

- (1) Secured property taxes estimated to increase 3.5% for FY21 based on FY19 actuals, and then 3% thereafter.
- (2) Interest Earnings is based on the average cash balance each year. Interest rate for FY21 is estimated at 1.7% and Fiscal Services estimates 1.7% thereafter.
- (3) Annual Assessment: 5,301 units assessed at \$17.28 per unit = \$91,601.28
- (4) Regular maintenance & upkeep. Estimated 3% annual increase thereafter based on FY21 Budget. Fire damage identified for FEMA reimbursement repaired.
- (5) Water Usage expense by FY as follows: FY17 \$190,548, FY18 \$234,295, FY19 \$157,078. Decreased in FY19 and in beginning of FY20 due to Woolsey Fire damage. Oak Park Water projection based on an estimated 6% annual increase.
- (6) Streetlights SCE - budget created before LED implementation. Potential savings with LED conversion reflected in future years remaining flat until FY25 with an estimated increase of 3%.
- (7) Projection includes increase of approximately 7% annually.
- (8) Kanan Shuttle - FY21 Budget and projection based on current assumptions:
 - *Ridership is free of charge
 - *Current FY20 allocation based on previous approval: Oak Park School District \$25,000, City of Agoura \$35,000, and CSA 4 \$30,000.
 - *Update - FY20 CSA 4 shares estimated at \$30,000 is now projected to be \$24,000 (June 10, 2020).
 - *In FY22 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 FY23 and FY25.
- (10) Volunteers in Policing (VIP) - On February 26, 2019, COV Board of Supervisors authorized signing of 5-year agreement with City of Thousand Oaks.
 - *Update - Estimated cost for FY20 = \$25,000 (June 10, 2020). For FY22 and thereafter, estimated 3% annual increase.
- (11) County Voice, Indirect Cost Recovery & Purchasing Charges for FY21 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.
- (14) \$14,000 - SCE Settlement for the Woolsey Fire. Additional \$16,000 from settlement for CSA 4 to be presented to the Board for approval on June 23rd.
 - *FEMA has not closed out the Woolsey Project. Estimated reimbursement of approximately \$95,000 if all project costs approved.
- (15) Oak Park Green Streets Urban Retrofit- Budgeted at 50% of estimated costs. Estimated to increase 5% annually thereafter.

County Service Area No. 4 - Oak Park

Ending Fund Balance

Fiscal Years 2014 through 2025



County Service Area No. 4 - Oak Park

Revenue vs. Expenditures

Fiscal Years 2014 through 2025

