MINUTES OF THE CITY COUNCIL

Thousand Oaks, California March 24, 2015

1. CALL TO ORDER:

Mayor Al Adam called the meeting to order at 5:07 p.m. at Los Robles Greens Golf Course Banquet Center, 299 South Moorpark Road, Thousand Oaks, California.

2. PLEDGE OF ALLEGIANCE: Mayor Adam led the pledge of allegiance.

3. ROLL CALL:

Present: Councilmembers Andy Fox, Joel Price, and Mayor Al Adam. Councilmember Claudia Bill-de la Peña arrived 5:11 p.m.

Also Present: City Manager Scott Mitnick, City Attorney Tracy Noonan, Assistant City Manager Andrew Powers, City Clerk Linda Lawrence, Finance Director/City Treasurer John F. Adams, Community Development Director John Prescott, Human Resources Director Gary Rogers, Interim Library Director Nancy Schram, Cultural Affairs Director Barry McComb, Public Works Director Jay Spurgin, Police Chief Tim Hagel, Battalion Chief Jerry Vandermeulen, Deputy City Clerk Antoinette Mann, Assistant to City Manager Rachel Wagner, Legislative Affairs Manager Mina Layba, Office Supervisor Ellen Rosa, Senior Stage Technician Jonathan Serret, Stage Technician Cameron Probe, Assistant Analyst Laura Maguire, Customer Relations Assistant Christine Broughton, and Senior Recording Secretary Janis Daly.

4. REQUESTS FOR CONTINUANCE OF ANY PUBLIC HEARING OR AGENDA ITEM: None.

5. SPECIAL PRESENTATIONS AND ANNOUNCEMENTS:

A. Mayor Adam presented Proclamation designating April, 2015 Department of Motor Vehicles (DMV) Donate Life California Month to Donate Life Ambassadors Denise and David Belko.

6. PUBLIC COMMENTS:

Karen Gorback, Thousand Oaks; Shoshana Brower, Thousand Oaks; Linda Catherine Le, city of residence unknown; Billy Martin, Thousand Oaks; Genette Simon, Thousand Oaks; Joan Edwards, Westlake Village; Nancy Healey, Thousand Oaks; Jim Lingl, Thousand Oaks; David Jones, Westlake Village; Pamela Lopez, Westlake Village.

Written Statements: Becker, Thousand Oaks; Gordon Clint, Newbury Park; Helen Cox, Thousand Oaks; Anna-Maria Huber, Thousand Oaks; Barbara Leighton, Newbury Park; David Steinhart, Newbury Park; Nancy Tamarin, Thousand Oaks; Nick Quidwai, Newbury Park.

City Manager Mitnick indicated staff will follow up with speakers regarding sound walls/ traffic noise (Simon, Lingl) as well as others including those addressing senior issues (Gorback, Edwards, Healey).

7. CONSENT CALENDAR:

(See Exhibit A for Consent Calendar Listing)

8. STUDY SESSION:

A. City Manager Mitnick provided overview of Citywide Goals & Top Priorities Study Session. Additional information supplemental packet.

2015 Community Attitude Survey Results introduced by Assistant City Manager Powers and highlights presented by True North Research President Dr. Timothy McLarney, including:

- Purpose of Study
  - Identify key issues of importance
  - Measure resident satisfaction
  - Assess opinions in variety of service areas such as economic development, governance, infrastructure
  - Assess effectiveness of communication
  - Compare with findings of prior studies
- Methodology of Study – now utilizing new approach
  - Mixed Methodology
    - Multiple recruiting methods (mail, e-mail & telephone)
    - Multiple data collection methods (telephone & online)
  - 400 residents selected from random households in City
  - Average interview length: 20 minutes
  - Overall margin of error: +/- 4.9%
  - Differences between 2013 & 2015 studies can reflect change in methodology and/or public opinion
- Overall Quality of Life – 96% Excellent or Good, comparable to 2013
- Quality of Life in Past 5 Years – up from 2013
  - 2013 - 14% improved, 63% same, 23% worse
  - 2015 - 24% improved, 53% same, 23% worse
- One Change to Improve City
  - 30% Not sure/Cannot think of anything needing change
  - 15% Reduce traffic congestion
  - 12% Improve & maintain streets
  - 10% Limit growth, preserve open spaces

8. STUDY SESSION: (Continued)

Overall Satisfaction with City provided services
- 2015 - 88% satisfied, 7% dissatisfied, 4% unsure or unwilling to answer
- 2013 - 88% satisfied

Importance of Services – Questions regarding 17 service areas in random order
- Top 3 - Providing fire protection, emergency medical, Providing police services, Maintaining City streets and roads

Satisfaction with Services – Utilizing same list of 17 service areas
- Very strong satisfaction scores across the board
  - 90%+ satisfaction for 12 of 17 service areas
  - 80%+ for next 4
  - 73% satisfaction rate for "Managing traffic congestion in the City" was lowest and only service area that had significant decline since 2013

Quality of Infrastructure in Past 5 Years – results similar to 2013
- 27% improved; over 50% stayed about the same; 14% got worse

Local Retail Shopping (excluding grocery shopping)
- Overall trend in residents spending at least 50% of retail shopping dollars spent in City declining: 2009 - 70%; 2013 - 64% 2015 - 58%

Interest in Proposed Businesses – Greatest interest in large discount store, family restaurant chain, large home store, specialty goods store

Rating City Governance
- 64% rate "Providing access to information" excellent or good

Rating City Governance 2015 & 2013
- 6% increase in "Engaging with residents to get their feedback" since 2013

Rating City Staff - 31% of participants with interaction in past year
- 85% - Helpfulness (very/somewhat)
- 90% - Professionalism (very/somewhat)
- 96% - Accessibility (very/somewhat)
- No significant changes in satisfaction between 2013 & 2015

City-Resident Communication

City-Resident Communication among those who provided opinion
- 2015 - 81% Very/Somewhat satisfied (29% Very satisfied)
- 2013 - 79% Very/Somewhat satisfied (34% Very satisfied)
- 2009 - 86% Very/Somewhat satisfied (43.5% Very satisfied)

Downward trend for cities to communicate with residents is commonplace; with growth of different information sources (i.e. digital diversification) over the years, expectations greater for instantaneous dissemination of information as opposed to prior ways such as quarterly newsletter.

8. STUDY SESSION: (Continued)

City Information Sources
- 42% - Acorn
- 29% - Internet (general)
- 23% - City's website
- 12% - Ventura Star

Communication Methods – Top 4 very/somewhat effective
- Newsletters mailed to home
- E-mail
- City's website
- E-mailed Newsletters

Note: Age of respondent was an obvious variable in perceived effectiveness of information channels

Final Thoughts
- Resident satisfaction continues to be high – evidenced by scores in:
  - Quality of Life
  - City's Overall Performance
  - Specific Service Areas
  - Residents recognize City's efforts to improve engagement
- Stay the course – do what it takes to maintain quality of services
- Opportunity areas:
  - Managing traffic congestion in City
  - Providing support to local public schools
  - Managing growth and development/protecting open space
  - Maintaining city streets and roads
  - Promoting economic development

Citywide Internal Operations presented by Assistant City Manager Powers, indicating:

City is at Crossroads, facing Workforce changes- total number of employees
- FY 2005-06: 482
- FY 2013-14: 381

Workforce demographic snapshot next 7 years – 55% retiring (30 per year)

Proactive rather than reactive approach utilizing People Strategy integrating
- Organizational Structure
- Performance Measurement
- Performance Management

Charting a New Course – 3 Main Mantras
- Fewer Silos – More Collaboration
- Commitment to Innovation and Process Improvement
- Committed to meaningful Civic Engagement & Community Outreach

8. STUDY SESSION: (Continued)

Fiscal Overview presented by Finance Director Adams including:

Review of FY 2015-16 & FY 2016-17 Budget Timeline over next 3 months
FY 2015-16 & FY 2016-17 Budget Themes
- Local economy continuing to improve – slow recovery
- Modest revenue growth in sales tax and property tax
- Maintain current staffing levels with focus on People Strategy
- Streamlining/Process improvements – leveraging technology
- Declining revenue for infrastructure maintenance

FY 2014-15 Total Revenue Projections up 6.8%
FY 2015-16 Preliminary General Fund Revenue Projections up 2.6% overall
Financial Strategic Plan (FSP) Goals – continue long-term financial planning
FSP first adopted 2005 with updates every 2 years; completely revised 2014
- Continue long-term financial planning
- Incorporate other funds (originally only included General Fund)
- Ensure financial stability
- Serve as financial framework for next 50 years

FSP Key Points
- Sound Financial Reserve Policies
- Strong history of fiscal management and prudence
- People Strategy
- Process Improvement
- Visioning 2064
- Maintenance-oriented city
- Low-tax city

Financial Strategies
- People Strategy – prepared City for future; aligned staff & resources; Collaboration & Communication; leveraged technology
- Staffing – Employees pay 7% PERS; Salary freezes FY 2010-2013; reduction of 101 positions Citywide since FY 2005-06

Strategies – Employee Engagement – Brainstorming Action Group, Evaluate Service Delivery Methods, Revenue Enhancements
Maintenance-oriented City Characteristics
- Limited one-time development-related revenue – now almost non-existent
- Reduced recurring revenues – sales tax, property tax; in early 2000's sales tax revenue grew 7-8% per year; projected growth rate 1-3% in major revenues going forward
- Declining fund balances - aging community
- Aging infrastructure
- Increasing maintenance and operating costs

8. STUDY SESSION: (Continued)

Low Tax City – Sales Tax Rates
- Thousand Oaks 7.5%
- State Minimum 7.5%
- State Average 8.4%;
- Oxnard, Port Hueneme, Santa Barbara 8%
- Agoura Hills, Westlake Village 9%
- Highest in State 10%

Low Tax City – Property Tax Rates
- Thousand Oaks 1.055%
- County Average 1.092%
- State Average 1.139%

FSP Highlights – Challenges
- Expenditures outpacing revenues – revenue growth diminished
- Street & road infrastructure funding gap – $10M gap in next 2 years between needs and funding available to City
- Traffic signal & street light funding gap – funding reductions
- Redevelopment & affordable housing – dissolution impacted infrastructure and affordable housing
- Stormwater permit compliance

FSP Projections 2004-05 to 2013-14
- Revenue change 9.6%
- Expenditures change 13.9% (Police Contract change 39%, Salary & Benefits cost unchanged due to workforce reductions)

2014 FSP
- Revenues increase 2-3% per year; expenditures increase 3-4% per year; challenges due to gap in future (3-4 years)
- Recent Revenue reductions – $14.5 M dissolution of Redevelopment Agency ($12.5M Capital, $2M Housing); TDA funds restricted to transportation, not streets and roads; lesser reductions in Library and Vehicle License Fees

FSP Estimated Needs – Short and Long-term Challenges across all funds

Streets & Roads Funding – past 10 year average $5.3M per year; going forward projected $2.1M per year for next 5 years

Development Activity – 15 year history
- Building Permits issued in year 2000 – approximately 6,000; during recession declined to under 2,000; FY 2013-14 approximately 3,000

Development Fee Revenue for Capital Improvement Projects – 10-year History
- Average $1.4 M per year; higher in early years; recent years declined, now under $1M per year

Findings
- Limited opportunities for additional expenditure reductions or revenue growth
- Street-related revenues no longer able to cover annual street maintenance needs
- Future significant reliance of other funds by General Fund

8. STUDY SESSION: (Continued)

Public Infrastructure Investment & Anticipated Challenges presented by Public Works Director Spurgin including:

Major Infrastructure Projects
- Completed – Erbes Widening, Pavement Resurfacing, Hillcrest Restriping
- In Progress – 101/23 Interchange, Hill Canyon Wastewater Treatment Plant Biosolids
- Upcoming projects – Thousand Oaks Boulevard Undergrounding, Auto Mall Public Improvements, Reservoir Upgrades

Looking forward
- Maturing City
- Aging Infrastructure
  - Transitioned from "Growth City" to "Maintenance City"
  - Total assets over $2B
  - Emphasis on asset management vs. system expansion
  - Routine preventative maintenance important
  - Need to avoid "Deferred Maintenance" trap
- Revenue challenges
- Water supply pressures
- Rising citizen expectations

Cost of deferring maintenance

Utility Infrastructure Needs
- Water & Wastewater Asset Management Plans and Rates adopted by City Council last year including $6M per year to fully fund long-term maintenance and asset replacement; City utilities in good shape

Infrastructure Funding - Sources available over past 10 years gone or significantly reduced

Street Maintenance Revenue – Revenues $5M per year previously available; going forward projected to be $2M per year derived primarily from Gas Tax
- Funding losses include: Transportation Development Act (TDA) revenues, Federal Stimulus, Federal & State grants, Redevelopment Agency funding, and reduced Federal CDBG funding

Rising costs relating to Infrastructure Maintenance
- End of low bidding environment – more favorable during recession
- Increased costs: Imported water; Electricity; Oil, asphalt; Materials, concrete, steel; Labor

Funding Gaps – Streets and Traffic Signals (relates to congestion)

Pavement Maintenance Needs
- Increased with rising costs/aging infrastructure–need $6.5M per year to maintain in current pavement condition not including sidewalks, ADA ramps, potholes; $4.5M gap between projected revenues and needs; $50M deferred maintenance build-up after 10 years

Planning Workshop in May, 2015 to discuss treatment options

8. STUDY SESSION: (Continued)

Infrastructure Challenges
- Maintain basic infrastructure
- Elimination of Redevelopment Agency
- Decline in Federal and State Grants
- Less Buying power with Gas Tax revenues
- Widening gap in funding for maintaining streets
- Aging community facilities

Land Use & Development Update presented by Community Development Director Prescott including:

Residential Projects
- New Home Company Mayflower/Warwick
- Newbury Road Condominiums (former Conejo Mobilehome Park site)
- Justus Project – Los Feliz Drive

Commercial Projects
- Westlake Plaza Phase I
- Westlake Plaza Phase 2
- Westlake Park Place & Solar Carports
- Oaks Mall Solar Carports
- Oaks Mall Dick's Sporting Goods
- Janss Marketplace/Sears Reconfiguration
- Lexus Car Dealership
- Hyatt Expansion
- Seventh Day Adventist – Lowe's Project Revision
- CVUSD Kelley Road Site – Zone Change and Development Agreement

Open Space Projects
- Rancho Potrero Trailhead
- Rasnow Properties Acquisition

Institutional Projects
- Los Robles Hospital Seismic Upgrade
- California Lutheran University Ullman Dining Commons
- Sage Mountain Assisted Living – Grande Vista Drive
- Hunter Assisted Living – McCloud Driv
- Oakmont Assisted Living – Rolling Oaks/Los Padres

8. STUDY SESSION: (Continued)

Thousand Oaks Boulevard Specific Plan & Downtown presented by Community Development Director Prescott including:

Heritage Plaza Phase 1 completed 2014, Phase 2 underway
Thousand Oaks Storage and Many Mansions Office
City Ventures– Clay Court residential project (26 condominiums)
Villa Oaks – Meagan Place (36 unit apartment project)
Proposed Mixed Use Project – former Conejo Valley Veterinary Clinic Site
Proposed Mixed Use Project – Thousand Oaks Boulevard & Hodencamp Drive
Implementation Challenges
- Processing of Applications
  - Application for Amendment to Specific Plan filed by Boulevard Association
- Specific Plan Interpretation
- Oak Tree Ordinance
- Housing Units Allocation
- Project Density (30 units per acre)
- Parking Management
- Fees (e.g., Quimby fees)
- Flood Plain/Watershed Issues
- Mixed Use Percentage Requirement
- Allowed Uses

City Council recess 7:45 p.m.; reconvened 7:52 p.m.

2. Review of Public Policy documents including City Mission Statement, Customer Service Philosophy, and City Council Norms discussion led by City Manager Mitnick.

   City Council concurred that no changes would be made to City Mission Statement, Customer Service Philosophy, and City Council Norms.

3. Review & establishment of ten Citywide Broad Goals for FY 2015-2016 & FY 2016-2017 discussion led by City Manager Mitnick.

   City Council concurred that the ten Citywide Broad Goals would be kept unchanged.

4. City Manager Mitnick conducted discussion to set FY 2015-2016 Citywide Top Ten Priorities; City Council provided input which will be incorporated and final FY 2015-16 Citywide Top Priorities will return for City Council approval in April.

9. ADJOURNMENT:

City Council adjourned at 8:30 p.m. to Regular Meeting on Tuesday, April 14, 2015.

Al Adam, Mayor
City of Thousand Oaks City Council

Attest:

Linda D. Lawrence, City Clerk
City of Thousand Oaks City Council

AGENDA POSTED: March 19, 2015
MINUTES APPROVED: April 14, 2015

CCD:610-60/jld/h:/common/minutes/20150324GoalsSetting.docx

EXHIBIT A

7. CONSENT CALENDAR:

RECOMMENDATIONS FOR ITEMS A. THROUGH H. ARE TO APPROVE RECOMMENDATION FOR ITEM I. IS TO ADOPT

Additional information supplemental packet regarding Item 7.E.

Motion by Councilmember Bill-de la Peña to approve Consent Calendar with exception of Item 7 D. (Thousand Oaks 2015 Special Olympics World Games Host Town), carried 4-0 by the following vote: Ayes – Fox, Bill-de la Peña, Price, and Adam; Noes - None. (Item subsequently approved following discussion.)

Motion by Councilmember Price to approve Item 7.D., carried 4-0 by the following vote: Ayes – Fox, Bill-de la Peña, Price, and Adam; Noes - None.

A. General, Utilities, Golf Course, and Theatres Demands – approve March 4, 2015, March 11, 2015, March 18, 2015, and March 25, 2015; approve April 1, 2015 and April 8, 2015, subject to review and ratification

B. Minutes of Regular City Council meetings of February 24, 2015, and March 3, 2015 and Special Closed Session meeting of March 17, 2015

C. Approved Expenditure: Follow-up report on meetings/conference attended by Councilmembers; 2015 National League of Cities (NLC) Congressional Cities Conference and Meetings with Congressional Representatives, March 5 – 11, 2015 (Price/Adam); receive report

D. Additional Appropriation: Thousand Oaks 2015 Special Olympics World Games Host Town; budget appropriation and expenditure in amount of $10,000 for FY 2014-15 A/C 001-0000-311-0000 (General Fund – Fund Balance) to A/C 001-0410-612-5699 (Management and Support - Other)

E. Approved Expenditure: League of Women Voters Request for Use of City Council Chambers and TOTV Government television for televised City Council Candidate Forum April 30, 2015; expenditure not to exceed $3,000 from A/C 001-2110-611-6910 (Election Costs)

7. CONSENT CALENDAR: (Continued)

F. Additional Appropriation Fully Offset by Fixed Asset Replacement and Retired Equipment Reserves: purchase two BMW motorcycles in amount of $56,433.30 from BMW of Ventura County; purchase two CDM 1550 remote radios in amount of $1,500 for both BMW motorcycles; budget appropriation in amount of $17,200; expenditure in amount of $57,933 from A/C 001-6610-621-8400 (General Fund, Police Equipment over $5,000), fully offset by A/C 001-6610-621-8900 (General Fund, Police Fixed Asset Replacement)

G. No Appropriation/Expenditure Required: 2014 Watersheds Coalition of Ventura County Integrated Regional Water Management Plan; adopt resolution

RESOLUTION ADOPTING 2014 INTEGRATED REGIONAL WATER MANAGEMENT PLAN, FINDING THAT PLAN IS EXEMPT FROM CEQA, AND AUTHORIZING FILING OF CEQA NOTICE OF EXEMPTION RES. NO. 2015-013

H. Additional Appropriation Increasing Revenue: Revised (Increased) FY 2014-15 Transportation Development Act (TDA) Fund Claim; adopt resolution authorizing staff to file revised claim with Ventura County Transportation Commission (VCTC) for increased FY 2014-15 TDA allocation of $666,816 from Local Transportation Fund; budget appropriation increasing TDA revenue in amount of $666,900 A/C 651-5540-433-1040 (TDA Intergovernmental Revenue)

RESOLUTION AUTHORIZING CLAIM FOR ALLOCATION OF FY 2014-15 FUNDS FROM VENTURA COUNTY LOCAL TRANSPORTATION FUNDS AS OUTLINED IN 1971 TRANSPORTATION DEVELOPMENT ACT AND RESCINDING RESOLUTION NUMBER 2014-070 RES. NO. 2015-014

ORDINANCE FOR SECOND READING:

I. ORDINANCE APPROVING PRE-ZONING FOR CERTAIN PROPERTY IN THE KELLEY ESTATES AREA PRIOR TO ANNEXATION; (Z 2013-70275 AND Z 2009-70039) (APPLICANTS: RAMIN KHODADADI AND MICHAEL WIGGINS) (Introduced 2/24/15, 4-0) ORD.NO. 1604-NS