

**CAPITAL FACILITIES COMMITTEE HYBRID MEETING  
SUMMARY NOTES  
Wednesday, December 8, 2021  
9:00 a.m. – 10:00 a.m.  
Boardroom, Civic Arts Plaza**

1. **Call to Order** – The meeting was called to order at 9:10 a.m.
2. **Roll Call:** Committee Members Present: Councilmember Claudia Bill-de la Peña and Councilmember Ed Jones. Also present: Assistant City Manager Ingrid Hardy, Finance Director Jaime Boscarino, Public Works Director Clifford Finley, Deputy Finance Director Carrie Matson, Deputy Public Works Director/City Engineer Nader Heydari, Facilities Manager Elizabeth Perez, Matt Kouba (CRPD), COSCA Administrator Brian Stark, and Office Supervisor Ester Marcelino
3. Public Comments (Note: Only items listed on this Agenda may be addressed pursuant to the Brown Act for Special Meetings)

Public Speakers: Ken Kenyon, Thousand Oaks; Cathy Carlson, Thousand Oaks; Maryann Kenyon, Thousand Oaks; Lisa Dackow, Thousand Oaks.

Written Comments: Ken Kenyon, Thousand Oaks.

4. FINANCE DEPARTMENT

- a. Cameron Center – Proposed conversion from rental facility to COSCA Ranger Office

Finance Director Jaime Boscarino addressed comments made by the public speakers and advised there are meeting rooms at City-owned facilities that are available to the public for free.

A powerpoint presentation on the details of the project was done by Elizabeth Perez, Facilities Manager, and Brian Stark, COSCA Administrator.

Pros and cons of the project were discussed and options were offered for the benefit of both non-profit organizations who are in need of community rooms to conduct their business and COSCA. Staff shared

that information about City-owned meeting rooms may be found on the City website. It was requested that public outreach be done prior to the item being presented at a future City Council meeting.

b. Miscellaneous Facilities Projects Update

Elizabeth Perez provided an update on upcoming projects from Facilities, Finance Department: A. Hiring of engineers to perform upgrade of mechanical systems at HCTP, Golf Course, and Hillcrest Center; B. Fire Alarm Upgrade – Library, MSC, Hillcrest, and HCTP; and C. Security Upgrade at HCTP.

5. PUBLIC WORKS DEPARTMENT

Deputy Public Works Director/City Engineer Nader Heydari provided updates and planned improvements on existing conditions on the following Capital Improvement Projects, and responded to comments from City Councilmembers Bill-de la Pena and Jones:

- a. CI 5297 Lawrence & Teller Intersection Improvements – Bid Results
- b. 2022 Paving Program – Update (Draft List of Streets & Bid Authorization)
- c. Janss Road – Rule 20A Utility Undergrounding District
- d. CI 5492 Conejo School Road and Willow Lane – Project Update

6. Committee Member Comments

No comments

7. Next Meeting Date – To be determined

8. Adjournment – The meeting was adjourned at 10:26 a.m.

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