

# MINUTES OF THE CITY COUNCIL

Westlake Village, California

March 24, 2010 Study Session

**CALL TO ORDER** This study session meeting of the Westlake Village City Council was called to order by Mayor Rutherford on Wednesday, March 24, 2010 at 4:00 p.m., at 31200 Oak Crest Drive, Westlake Village.

**ROLL CALL** **Present:** Councilmembers Slavin, Klessig, McSweeney, Mayor Pro Tem Davis, Mayor Rutherford  
**Absent:** None  
**Also Present:** City Manager Taylor, Assistant City Manager Brown, City Attorney Boga, Planning Director Theobald, City Clerk Schott, City Engineer Knipe, Senior Planner Wolfe, Administrative Analyst Kallman, Community Services Coordinator Anderson, City Treasurer Biery, Deputy Finance Officer Borchard, City Traffic Engineer Wessel

## STUDY SESSION:

**STATUS REPORT OF 2010 CITY COUNCIL GOALS** Responding to questions from Councilmember Klessig, City Manager Taylor reported Goal No. 2 regarding the Housing Rehabilitation program will be addressed during discussions on the FY 2010/11 Budget (Study Session No. 2); and that the cities of Westlake Village, Agoura Hills, Thousand Oaks and the Chamber of Commerce are scheduled to meet on March 31 regarding Goal No. 9. Responding to questions from Mayor Rutherford, Planning Director Theobald stated he has had recent inquiries regarding possible demolition of the hospital building on Lakeview Canyon Road.

City Manager Taylor presented staff's report reflecting the status of the implementation of the goals established by the City Council, highlighting:

**Goal No. 7:** Review and update the current Municipal Code purchasing and contracting requirements. Also develop a City Council policy addressing the administration and oversight of all on-going City service contracts.

It was the consensus of the City Council that the City initiate a competitive request for proposal (RFP) process this summer for the City's engineering services; and that the City seek competitive RFP's for landscape design and inspection services for any new landscape or streetscape projects in the future.

Mayor Rutherford moved the following: (1) that the proposed

policy addressing the administration and oversight of on-going service contracts be adopted; (2) that staff be directed to seek competitive RFPs for engineering services, and to report back findings and recommendations to the Administrative Committee and the City Council no later than September; and (3) that staff be directed to seek competitive landscape design and inspection RFPs for any new landscape or streetscape projects undertaken by the City in the future. Councilmember Slavin seconded the motion, which passed unanimously.

**Goal No. 22:** Pursuant to the City's 2015 Strategic Plan, undertake an updated community survey following a similar format used by True North Research in its original survey conducted on behalf of the City in 2004-05.

The recently completed community survey was introduced and reviewed at the January 13, 2010 City Council meeting. Dr. Timothy McLarney, True North Research, was in attendance and responded to questions from the City Council regarding the survey results.

**FY 2010-11 BUDGET  
WORKSHOP**

**Public Comment:** Karen Kimmel, Las Virgenes Unified School District, asked the City Council to support the School District's Technology Program, and to support a future request from the School District to change the allowed hours of operation for their building on Russell Ranch Road.

City Manager Taylor introduced the item addressing various priorities and other fiscal considerations in anticipation of the preparation of the preliminary FY 2010-11 City budget, and noted a number of key budget-related issues for City Council review and discussion which included:

**OPERATING BUDGET CONSIDERATIONS**

(1) *Proposed adjustment in uncommitted General Fund reserve level*

It was the consensus of the City Council that the reserve be adjusted 1.5% for the upcoming fiscal year.

(2) *Law enforcement rates and COPS funding*

The Sheriff's Department has informed its contract cities to expect an across-the-board rate increase of approximately 2%, effective July 1. However, this increase may be offset with a 2% decrease in the liability trust fund surcharge which

is currently being negotiated between Los Angeles County and the California Contract Cities Association. Funding for the COPS program amounting to \$100,000 is expected continue next year.

(3) *Funding level for 2010 Community Service Grant program*

This year's budget reflects an appropriation of \$90,500 of which \$35,000 has been set aside for school grants and \$55,500 has been allocated for community organizations. It was the consensus of the City Council to continue the same appropriation FY 2010/11.

(4) *School District technology funding*

A draft agreement with the School District will be presented to the City Council at their second meeting in April which, if approved, would authorize payment of this year's \$72,545 appropriation contained in the City budget. It was also noted that the City Council's Ad-hoc School Committee has met with School District officials on two occasions over the last several months, and the Committee is continuing a dialogue concerning next year's School District technology program and related funding issues.

(5) *Continued financial support of the Westlake Village Community Foundation*

The Foundation is currently working with an outside firm, Netzel and Associates, to undertake its capital campaign to raise monies to offset costs for the new community park above ground improvements. An appropriation of \$80,000 is included in the current FY 2009-10 City budget for this purpose which is slated to be transferred to the Foundation upon City Council review and approval in April. As the Foundation's work with Netzel and Associates will continue through next fiscal year and into a portion of the following year, another City appropriation in FY 2010-11 will be needed to undertake this capital campaign.

(6) *Expansion of housing rehabilitation program*

Staff undertook an outreach effort via the City's newsletter and press releases in local newspapers to determine potential community interest in an expanded housing rehabilitation program. The City is expected to receive a

total of \$31,855 in Community Development Block Grant (CDBG) funds, the source of monies used to offset costs for this program. This will accommodate five rehabilitation projects at \$5,000 each. Should the City Council wish to expand the number of projects, it will be necessary to supplement the CDBG funding with an additional General Fund appropriation. It was the consensus of the City Council to refer the issue of expanding this program to the Administrative Committee for further review.

(7) *Continued funding of business park reuse study*

Work has commenced on this study by the City's consulting firm, the Arroyo Group. As the project is a multi-year effort, it was originally contemplated that the costs would be spread over three fiscal years beginning in the current year. However, since the project did not commence until recently, it is expected that of this year's original appropriation of \$150,000, only \$80,000 in costs will likely be posted by June 30. Accordingly, next year's City budget will need to include funding in the range of \$220,000 to cover the likely costs to be incurred for the study.

(8) *Continued funding of lobbying services*

A proposed extension of the agreement with Carpi Clay and Smith is targeted to be presented at the City Council's April 14 meeting, and there may be the need to include an appropriation for this service in next fiscal year's budget.

CAPITAL IMPROVEMENT PROGRAM CONSIDERATIONS

(1) *Community park project and Arterial System Finance Program (ASFP) improvements*

Staff will be preparing a cash flow analysis depicting all required expenditures for these two major projects coupled with a detailed listing of offsetting revenue sources when the preliminary FY 2010-11 City budget is presented later this spring.

(2) *Listing of additional CIP projects for potential funding next year*

Depending on available CIP Fund resources, the following projects are tentatively recommended to be included in next year's CIP budget.

Proposed street overlay/slurry program. Streets tentatively programmed for slurry maintenance next year include Lakeview Canyon Road, Lindero Canyon Road between Thousand Oaks Boulevard and the northern City limit line, Cedar Valley Drive, Oak Crest Drive-east, Russell Ranch Road, and the Southshore neighborhood.

Streetscape improvement program. The City Council's Environmental Committee recently completed its review of projects for potential funding next year. While a number of worthy projects were considered, the Committee is recommending that expenditures be reduced next year. Outside of a continuation of the Neighborhood Grant Beautification Program (\$75,000) and possibly the funding of the Agoura Road median landscape project between Sterling Center Drive and the eastern City limits (\$410,000), no other projects are being recommended for by the Committee.

"Other" capital improvements. Other potential improvements tentatively slated next year include: (1) installation of replacement irrigation controllers (\$130,000); and (2) the continuation of the City-wide sidewalk replacement program involving the possible construction of several missing sidewalk links deemed as high priority contained in the City's Sidewalk Construction Guidelines document.

Mr. Taylor reported the City Council's Public Safety Committee will be meeting to discuss the street light issue and the sidewalk replacement program.

**MEETING ADJOURNED** The study session meeting was adjourned at 5:55 p.m.

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Mark Rutherford, Mayor

Attest:

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Beth A. Schott, City Clerk