

DRAFT MINUTES OF THE CITY COUNCIL

Thousand Oaks, California

May 7, 2024

1. CALL TO ORDER: Mayor Al Adam called the meeting to order at 5:00 p.m. in Council Chambers, 2100 Thousand Oaks Boulevard, Thousand Oaks, California.

2. ROLL CALL:

Present: Councilmembers Engler, McNamee, Taylor, Newman, and Mayor Adam present in chambers.

Also present in person and via video conference: City Manager Andrew P. Powers, Chief Assistant City Attorney Patrick Hehir, Assistant City Manager Ingrid Hardy, Deputy City Manager Akbar Alikhan, City Clerk Laura B. Maguire, Finance Director Jaime Boscarino, Community Development Director Kelvin Parker, Public Works Director Cliff Finley, Cultural Affairs Director Jonathan Serret, Deputy Human Resources Director Sharon Chen, Strategic Communications/Public Affairs Director Alexandra South, Police Chief Jeremy Paris, Fire Chief Jeff Shea, Deputy Public Works Director Nader Heydari, Sustainability Division Manager Helen Cox, Planning Division Manager Krystin Rice, Community Development Analyst Lynn Oshita, Assistant to the City Manager Melissa Hurtado, Deputy City Clerk Sandra Delgado, Information Technology Supervisor Atanas Beltchev, Cable Operations Supervisor Carl Jarecky, Senior Video Production Specialist Richard Swingler, Senior Video Production Specialist Ryan Palmer, Assistant Analyst Christy Glaubke, and Senior Recording Secretary Dominga Zambrano.

3. CLOSED SESSION:

- A. CONFERENCE WITH LEGAL COUNSEL – Pending Litigation: *California Department of Housing and Community Development vs. Shangri-La Industries, et al.*, Los Angeles County Superior Court Case Number: 24STCV00629; Pursuant to Government Code Section 54956.9(a).
- B. CONFERENCE WITH LEGAL COUNSEL – Pending Litigation: *F. Roberts Construction Inc. vs. Shangri-La Industries, LLC, et al.*, Ventura County Superior Court Case Number: 2023CUBC018021; Pursuant to Government Code Section 54956.9(a).
- C. CONFERENCE WITH LEGAL COUNSEL – Pending Litigation: *Consolidated Electric Distributors, Inc., et al. vs. Keough Electric Corp, et al.*, Ventura County Superior Court Case Number: 2024CLBC022986; Pursuant to Government Code Section 54956.9(a).

Chief Assistant City Attorney Hehir announced Closed Session held at 5:00 p.m.

4. CLOSED SESSION REPORT:

Chief Assistant City Attorney Hehir announced there was nothing to report at 6:01 p.m.

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

6. AB 2449 ANNOUNCEMENTS/REQUESTS FOR CONTINUANCE OF ANY PUBLIC HEARING OR AGENDA ITEM:

Mayor Adam announced Item No. 13A — FY 2024-25 Community Events Grant Recommendations — will be moved up to be heard following the Consent Calendar.

7. SPECIAL PRESENTATIONS AND ANNOUNCEMENTS:

A. Older Americans Month Proclamation

Mayor Adam introduced Council on Aging Chair Patricia Lownes and Commissioner Gitt and presented proclamation recognizing May as Older Americans month.

B. Public Works Week Proclamation

Mayor Adam introduced Deputy Public Works Director John Minkel and members of the Public Works Department and presented proclamation recognizing National Public Works Week from May 19 – 25 and discussed the week's activities.

C. Building and Safety Month Proclamation

Mayor Adam introduced Interim Building Official Teo Francu and presented a proclamation recognizing May as Building Safety month.

8. PUBLIC COMMENTS: To be heard before 6:45 p.m. If additional speakers for public comments remain at 6:45 p.m., remainder of speakers may be called at the end of the meeting. (Resolution Nos. 2011-067/2023-008): To be heard before 6:45 p.m. If additional speakers for public comments remain at 6:45 p.m., remainder of speakers may be called at the end of the meeting. (Resolution Nos. 2011-066/067)

Speakers: Andrea Gallagher, Lake Sherwood; Joan Young, Thousand Oaks.

Written Statements: None.

City Manager Powers addressed public comments.

9. CONSENT CALENDAR:

A. General, Utilities, Golf Course, and Theatres Demands

RECOMMENDATION:

Ratify April 24, 2024, and May 1, 2024; approve May 8, 2024, and May 15, 2024, subject to review and ratification

Motion by Councilmember Engler to approve staff's recommendation.

Passed 5-0 by the following vote:

Ayes – McNamee, Engler, Taylor, Newman, Adam

Noes – None

9. CONSENT CALENDAR: (Continued)

B. Minutes of City Council meeting of April 23, 2024

RECOMMENDATION:

Approve

Motion by Councilmember Engler to approve staff's recommendation.

Passed 5-0 by the following vote:

Ayes – McNamee, Engler, Taylor, Newman, Adam

Noes – None

C. Business Tax Licensing Software and Discovery and Audit Services Agreement

RECOMMENDATION:

1. Approve a five-year agreement with Hinderliter de Llamas and Associates, Inc. (HdL) of Brea, CA beginning June 1, 2024, through June 1, 2029, for an amount not-to-exceed \$175,000.

2. Approve a single-source designation for HdL, of Brea, CA for the Business Tax Licensing Software and Discovery and Audit Services Agreement.

3. Authorize expenditure in the amount of \$6,000 for FY 2023-24 and \$24,000 for FY 2024-25 from A/C #001-3310-612-4300 (General Fund, Software Maintenance) and \$5,000 for FY 2023-24 and \$5,000 for FY 2024-25 from A/C #001-3310-612-5221 (General Fund, Collection Services).

4. Approve budget appropriation in FY 2024-25 in the amount of \$200,000 from A/C #001-0000-411-1000 (General Fund Revenue, Business Taxes) to A/C #001-0000-311-0000 (General Fund, Fund Balance) for business tax revenue from the discovery and audit program.

5. Approve additional budget appropriation in the amount of \$70,000 from A/C #001-0000-311-1000 (General Fund, Fund Balance) to A/C #001-0000-411-9900 (General Fund, Contra Revenue/Audit Exp) for FY 2024-25.

6. Find that this action is not a project as defined under the California Environmental Quality Act.

LEVINE ACT ITEM: Yes

Motion by Councilmember Engler to approve staff's recommendation.

Passed 5-0 by the following vote:

Ayes – McNamee, Engler, Taylor, Newman, Adam

Noes – None

9. CONSENT CALENDAR: (Continued)

D. Fleet Management Software Upgrade

RECOMMENDATION:

1. Award Professional Services Agreement to TT Faster LLC, dba FASTER Asset Solutions of Virginia Beach, VA, for the upgrade of FASTER WIN Solutions software to the FASTER WEB Solutions, and the addition of Samsara Telematics, effective May 7, 2024, through May 31, 2029, for a total not-to-exceed amount of \$496,493.20.
2. Approve a single-source designation to TT Faster LLC, dba FASTER Asset Solutions for the FASTER WEB Solutions including Samsara Telematics.
3. Authorize expenditure in the total amount of \$210,945.00 in FY 2023-24 from the following accounts: \$139,557.95 from A/C #001-5640-631-3122 (Fleet - Computer Software License), \$30,896 from A/C #001-5640-631-4300 (Fleet - Computer Software Maintenance) and \$40,491.05 from A/C #001-5640-631-3516 (Vehicle Expense/GPS Telemetry).
4. Authorize expenditure in the total amount of \$71,387.05 in FY 2024-25 from the following accounts: \$30,896 from A/C #001-5640-631-4300 (Fleet - Computer Software Maintenance); and \$40,491.05 from A/C #001-5640-631-3516 (Vehicle Expense/GPS Telemetry).
5. Find that this action is not a project as defined under the California Environmental Quality Act.

LEVINE ACT ITEM: Yes

Motion by Councilmember Engler to approve staff's recommendation.

Passed 5-0 by the following vote:

Ayes – McNamee, Engler, Taylor, Newman, Adam

Noes – None

9. CONSENT CALENDAR: (Continued)

- E. Landscape and Lighting Assessment District No 79-2 FY 2024- 25 Initiating Assessments

RESOLUTION INITIATING PROCEEDINGS FOR ANNUAL LEVY OF ASSESSMENTS FOR THOUSAND OAKS LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT NO. 79-2 (FISCAL YEAR 2024-25)
RES. NO. 2024-006

RESOLUTION DECLARING INTENTION TO LEVY ANNUAL ASSESSMENTS FOR THOUSAND OAKS LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT NO. 79-2 (FISCAL YEAR 2024-25)
RES. NO. 2024-007

RESOLUTION CONFIRMING PRELIMINARY ENGINEER'S REPORT FOR ANNUAL LEVY OF ASSESSMENTS FOR THOUSAND OAKS LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT NO. 79-2 (FISCAL YEAR 2024-25)
RES. NO. 2024-008

RECOMMENDATION:

1. Adopt resolutions to initiate assessment proceedings, declare intention to levy annual assessments, approve Preliminary Engineer's Report, and set public hearing date of June 4, 2024, for Landscape and Lighting Assessment District (LLAD) No. 79-2 FY 2024-25 Assessments.
2. Approve and Authorize the City Engineer to execute the agreement with Ventura County Auditor-Controller to place LLAD assessments on the Secured Tax Rolls and distribute Collections to the City pending receipt of Ventura County's rates for FY 2024-25.
3. Find that this action is not a project as defined under the California Environmental Quality Act.

LEVINE ACT ITEM: No

Motion by Councilmember Engler to approve staff's recommendation.

Passed 5-0 by the following vote:

Ayes – McNamee, Engler, Taylor, Newman, Adam

Noes – None

9. CONSENT CALENDAR: (Continued)

F. Library Circulating Materials

RECOMMENDATION:

1. Authorize expenditure in an amount not to exceed \$600,000 per vendor in FY 2023-24 for Library circulating materials (books, databases, periodicals, electronic books, audio books, etc.) from A/C #110-7220-673-3231 (Materials, Circulating Books) for the following vendors: Ingram Library Services LLC (St. Louis, MO), Overdrive Inc. (Cleveland, OH), Gale Cengage Learning Inc. (Farmington Hills, MI), Baker & Taylor Inc. (Atlanta, GA), Midwest Tape (Holland, OH), Ebsco (Ipswich, MA), Newsbank (Naples, FL), Proquest LLC (Ann Arbor, MI), Library Ideas (Fairfax, VA), Mango Languages (Farmington Hills, MI), and CALIFA Group (San Francisco, CA).

2. Find that this action is not a project as defined under the California Environmental Quality Act.

LEVINE ACT ITEM: Yes

Motion by Councilmember Engler to approve staff's recommendation.

Passed 5-0 by the following vote:

Ayes – McNamee, Engler, Taylor, Newman, Adam

Noes – None

G. Lunch at the Library Summer 2024 Grant

RECOMMENDATION:

1. Authorize acceptance of the California State Library "Lunch at the Library" Summer 2024 Grant of \$11,653 to provide enrichment pop-up programming at six summer meal sites.

2. Approve budget appropriation and expenditure in FY 2024-25 in the amount of \$11,653 from A/C #110-0000-435-9900 (Other Revenue from State, Other Reimbursements) to A/C #110-7010-673-6930 (LL 2024, Library, Other Services, Special Programs).

3. Find that this action is not a project as defined under the California Environmental Quality Act.

LEVINE ACT ITEM: No

Motion by Councilmember Engler to approve staff's recommendation.

Passed 5-0 by the following vote:

Ayes – McNamee, Engler, Taylor, Newman, Adam

Noes – None

9. CONSENT CALENDAR: (Continued)

H. Housing Element Resolution Finding Revision 2018-70723-HSG

RESOLUTION APPROVING GENERAL PLAN AMENDMENT TO CITY'S
GENERAL PLAN TO ADOPT UPDATED 2021-2029 HOUSING ELEMENT (HSG
2018-70723) AND RESCINDING RESOLUTION NO. 2023-066
RES. NO. 2024-009

RECOMMENDATION:

1. Find that the revised language in the resolution approving the 2021-2029 Housing Element Resolution is consistent with Resolution No. 2023-065, which certifies the Final Program EIR (SCH #2022060087) including a Mitigation Monitoring and Reporting Program, California Environmental Quality Act (CEQA) Findings of Fact, Statement of Overriding Considerations for the adoption of the General Plan 2045 and 2021-2029 Housing Element.

2. Adopt resolution approving the 2021-2029 Housing Element addressing the requirements of California Government Code Section 65580-65589.9 et seq. and rescinding Resolution No. 2023-066.

LEVINE ACT ITEM: No

Motion by Councilmember Engler to approve staff's recommendation.

Passed 5-0 by the following vote:

Ayes – McNamee, Engler, Taylor, Newman, Adam

Noes – None

I. Professional Services Agreement for Citywide Classification and Total Compensation Study

RECOMMENDATION:

1. Approve Professional Services Agreement with Evergreen Solutions, LLC (Tallahassee, FL) for a Citywide Classification and Total Compensation Study, in a not-to-exceed amount of \$120,000, with a term ending December 31, 2025.

2. Authorize expenditure in the amount of \$120,000 from A/C #001-0510-612-5699 (Contracted Services).

3. Find that this action is not a project as defined under the California Environmental Quality Act.

LEVINE ACT ITEM: Yes

Motion by Councilmember Engler to approve staff's recommendation.

Passed 5-0 by the following vote:

Ayes – McNamee, Engler, Taylor, Newman, Adam

Noes – None

*13. COMMITTEE/COMMISSION/BOARD REPORTS:

A. FY 2024-25 Community Events Grant Recommendations

RECOMMENDATION:

1. Approve FY 2024-25 Community Events Grants totaling \$89,712.68.
2. Authorize the City Manager or designee to execute Community Events Grant agreements with grantees.
3. Authorize expenditure in the amount of \$89,712.68 in FY 2024-25 from A/C #001-1120-611-5920 (CF2025, CEG Grants/Donations) for Community Events Grants.
4. Find that this action is not a project as defined under the California Environmental Quality Act.

LEVINE ACT ITEM: Yes

Presented by Community Funding Review Committee Chair Clyde Doheney. City Manager Powers responded to questions. Assistant to the City Manager Hurtado available for questions.

Speaker/Written Statement: None.

Motion by Councilmember Engler to approve staff's recommendation.

Passed 5-0 by the following vote:

Ayes – McNamee, Engler, Taylor, Newman, Adam

Noes – None

10. PUBLIC HEARINGS:

A. FY 2024-25 Community Development Block Grant Action Plan

RECOMMENDATION:

1. Find that the federally funded activities related to the FY 2024-25 Community Development Block Grant (CDBG) Action Plan qualify for a Categorical Exemption under the California Environmental Quality Act (CEQA) Guidelines pursuant to Section 15301, Existing Facilities, and Section 15061(b)(3), Common Sense Exemption.

2. Find that the federally funded activities related to the FY 2024-25 CDBG Action Plan qualify for the following National Environmental Policy Act (NEPA) exemptions: a) "Categorically Excluded Subject to 58.5 Statutory Worksheets" and activities are categorically excluded and subject to 24 CFR 58.35(a)(3)(i) or 24 CFR 58.35(a)(3)(ii) and activities converted to exempt under 24 CFR 58.34(a)(12); b) "Categorically Excluded Not Subject to 58.5" and are exempt under 24 CFR 58.35(b)(2) or 24 CFR 58.34(a)(4); and c) exempt from determination under 24 CFR 58.34(a)(3).

3. Approve for submittal to U.S. Department of Housing and Urban Development (HUD) FY 2024-25 CDBG Action Plan.

4. Approve budget appropriation in FY 2024-25 in the amount of \$32,062 from A/C #120-0000-438-1000 (CDBG Fund Revenue - Federal Grants/CDBG) to A/C #120-1010-644-5920 (CDBG Fund Expenditure - Consultant/Contractual Grants and Donations).

5. Authorize City Manager to adjust the budget and proposed allocations if HUD revises the amount of the City's FY 2024-25 CDBG grant; and authorize City Manager to finalize and execute grant agreements and related documents in connection with FY 2024-25 CDBG Action Plan.

LEVINE ACT ITEM: Yes

Hearing, advertised as required by law, opened to consider item. Presented by Community Development Analyst Oshita. City Manager Powers responded to questions. Community Development Director Parker and Planning Division Manager Rice available for questions. Additional information supplemental packet.

Speakers/Written Statement: None.

Mayor Adam closed the public hearing.

Motion by Mayor Pro Tem Newman to approve staff's recommendation.

Passed 5-0 by the following vote:

Ayes – McNamee, Engler, Taylor, Newman, Adam

Noes – None

11. STUDY SESSIONS: None.

12. DEPARTMENT REPORTS:

- A. Ad Hoc City Council Campus Master Plan Committee – Plan Preliminary Design, Entitlement, and Environmental Services

RECOMMENDATION:

1. Authorize advertisement of Request for Proposals/Qualifications for Preliminary Design, Entitlement, and Environmental Services for the Campus Master Plan Project.
2. Find that this action is not a project as defined under the California Environmental Quality Act.

LEVINE ACT ITEM: No

Presented by Deputy City Manager Alikhan. City Manager Powers, Chief Assistant Attorney Hehir, Public Works Director Finley, Cultural Affairs Director Serret, Finance Director Boscarino, and RRM Design Group Consultant Nick Deitch responded to questions. RRM Design Group Consultant Tony Tomasello and Land Econ Group Consultant Bill Lee available for questions. Additional information supplemental packet.

Speakers: Ryan Selvin, Thousand Oaks; Rick Principe, Thousand Oaks; Rick Lemmo, Newbury Park; Rossanna Guerra, Thousand Oaks; Michelle Paz, Thousand Oaks; Sally Hibbits, Thousand Oaks; Lauren Lerch, Simi Valley; Clint Fultz, Thousand Oaks; Jackson Piper, Newbury Park; Danielle Borja, President and Chief Executive Officer, Greater Conejo Valley Chamber of Commerce, Thousand Oaks; Diego Martinez, Santa Rosa Valley; Chuck Cohen, Thousand Oaks; David McGovern, Thousand Oaks; Nicholas Saremi, Thousand Oaks; Crystal Evans, Simi Valley; Trenton Siggard, Eagle Mountain; Kinsie Flame, Newbury Park.

Written Statements: None.

Motion by Councilmember Taylor to approve staff's recommendation.

Passed 5-0 by the following vote:

Ayes – McNamee, Engler, Taylor, Newman, Adam

Noes – None

12. DEPARTMENT REPORTS: (Continued)

B. Climate and Environmental Action Plan (MI 2606)

RESOLUTION ADOPTING THE 2024 CLIMATE AND ENVIRONMENTAL ACTION PLAN AND THE RELATED INITIAL STUDY – NEGATIVE DECLARATION UNDER CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

RES. NO. 2024-010

RECOMMENDATION:

Adopt resolution to approve the adoption of the Climate and Environmental Action Plan and the related Initial Study - Negative Declaration (IS-ND).

LEVINE ACT ITEM: No

Presented by Sustainability Division Manager Cox. City Manager Powers, Chief Assistant City Attorney, and Public Works Director Finley responded to questions. Deputy Public Works Director Heydari and Senior Analyst Brooks available for questions. Additional information supplemental information.

Speakers: Kat Selm, Thousand Oaks; Clint Fultz, Thousand Oaks; Jackson Piper, Newbury Park; Faith Grant, Thousand Oaks; Diego Martinez, Santa Rosa Valley.

Written Statements: None.

Motion by Mayor Pro Tem Newman to approve staff's recommendation.

Passed 5-0 by the following vote:

Ayes – McNamee, Engler, Taylor, Newman, Adam

Noes – None

14. CITY COUNCIL AS SUCCESSOR AGENCY TO THOUSAND OAKS REDEVELOPMENT AGENCY REPORTS: None.

15. COUNCIL ISSUES/RECOMMENDATIONS

A. League of California Cities Leaders Summit - April 17-19, 2024

RECOMMENDATION:

1. Receive report.

2. Find that this action is not a project as defined under the California Environmental Quality Act.

LEVINE ACT ITEM: No

Presented by Mayor Pro Tem Newman and Councilmember Taylor. Legislative Affairs Manager Laybe available for questions.

Speaker/Written Statement: None.

Motion by Mayor Pro Tem Newman to approve staff's recommendation.

Passed 5-0 by the following vote:

Ayes – McNamee, Engler, Taylor, Newman, Adam

Noes – None

16. CITY MANAGER:

A. Announcements and upcoming issues

City Manager Powers provided an update on the May 21, 2024, City Council meeting.

17. PUBLIC NOTICES: None.

18. ADJOURNMENT: City Council adjourned at 9:55 p.m. to Regular Meeting on May 21, 2024.

Al Adam, Mayor
City of Thousand Oaks City Council

Attest:

Laura B. Maguire, City Clerk
City of Thousand Oaks City Council

AGENDA POSTED: May 2, 2024

MINUTES APPROVED:

*Indicates item taken out of order.

The presence of electronic signature certifies that the foregoing is a true and correct copy as approved by the City of Thousand Oaks City Council on the date cited above.