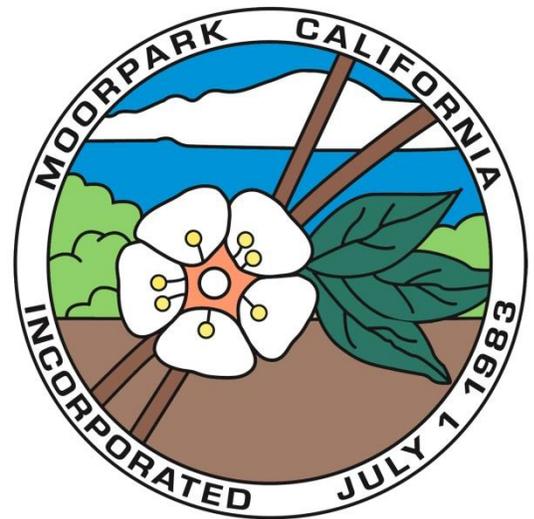


City of Moorpark 2019 Annual Report

City of
Moorpark
Life can be this good



The City of Moorpark



CITY MISSION STATEMENT

Striving to preserve and improve the quality of life in Moorpark.

CITY MANAGER SUMMARY

The City of Moorpark Annual Report for 2019 is the first annual report for the City and replaces the Quarterly Report to City Council. The consolidation of the Quarterly Report to an Annual Report is an effort to update processes and improve efficiency. The Annual Report chronicles a snapshot of the City's endeavors. It also provides a brief overview of the City's accomplishments over the past year.

City staff worked to revise the previous Goals and Objectives document to the new and improved Strategic Priorities 2019/20 – 2020/21. City Council approved six Strategies for staff to use as a roadmap toward completing the various Goals and Objectives. An overview of the Strategic Priorities 2019/20 – 2020/21 can be found in this report.

This first ever Annual Report, which will be produced each year, summarizes the accomplishments of the prior year. 2019 was an exceptional year with many initiatives that were underway having significant progress made, and several new programs and projects being initiated. For example, based on the eligible projects for the Land and Water Conservation Fund (LWCF) grant and the recently adopted Strategies Goals and Objectives, staff determined that the LWCF grant would be a good opportunity to submit an Inclusive Playground project. Staff anticipates completing the construction documents for the playground by the end of January 2020, and will submit the grant application on February 3, 2020.

On April 3, 2019, the City Council adopted an ordinance completing the City's transition to a district-based election system, to be effective beginning with the November 2020 election.

The City purchased the streetlights from Southern California Edison and is in the process of working to retrofit six streetlights with three types of LED fixtures on September 26, 2019 for evaluation. Staff is currently determining which fixture to select and expects to route to City Council in early 2020 with a fixture recommendation and request to proceed with converting all City streetlights from HPS to LED.

The City continues to make progress on various planning permit activity including High Street Station, Hitch Ranch and North Ranch. Green Island Villas, a 390-unit senior community north of Casey Road, was approved by City Council in 2019.

For the third consecutive year, the City's General Fund outperformed expectations. Revenues were trending at 8% above original projections while expenditures were 21% below adjusted budget. Both Pension and Other Post-Employment Benefits were fully funded. Unemployment held a record low of 3.9%, mortgage applications to buy homes increased to 11-year high.

The City made great progress in reviewing and updating process and procedures throughout the organization. Staff continues to modernize systems and innovate where needed as we work toward creating efficiencies. None of this would be possible without the Mayor and Councilmembers' strong leadership and dedication for which I thank them greatly.

City of Moorpark Mayor and City Council



Mayor
JANICE PARVIN



Councilmember
CHRIS ENEGREN



Councilmember
ROSEANN MIKOS, PhD



Councilmember
DAVID POLLOCK



Councilmember
KEN SIMONS

Boardmembers and Commissioners

Planning Commission

Adam Haverstock
Mark Di Cecco
Debra Aquino
Bruce Hamous
Kipp Landis

Parks & Recreation Commission

Dylan Gunning
Steve Morgan
Jesse Norwalt
George Estrella
Sandra Thompson

Arts Commission

Michelle Barrett
Charles Blaugrund
Tania De Haz
Rose Hoberg
Carol Roullard

Library Board

Linda Goble
David Landry
Candice Sunseri
Heather McGregor
Jose Rios
Bernadette McDowell
Laura Burnett

City of Moorpark Executive Team

Troy Brown

City Manager

PJ Gagajena

Assistant City Manager

Kambiz Borhani

Finance Director

Sean Corrigan

City Engineer,
Public Works Director

Jeremy Laurentowski

Parks, Recreation and
Community Services
Director

Karen Vaughn

Community Development
Director

Victor Fazio

Ventura County Sheriff
Captain/Chief of Police



Fiscal Year 2019/20

BUDGET IN BRIEF

The City of Moorpark strives to provide transparency and accountability to Moorpark taxpayers through prudent planning and a conservative fiscal approach. The City's Fiscal Year 2019/20 Budget is balanced and provides the necessary funds to keep our city safe, clean, and well-maintained.

This Budget in Brief is intended to provide Moorpark residents and businesses with an overview of the FY 2019/20 Budget.



DID YOU KNOW?

In 2019-20, General Fund transfers of approximately \$3.3 million will go to support parks maintenance and landscaping maintenance operations because those operations are not supported by the taxes collected for them. These costs represent a significant threat to the City's long-term financial sustainability, as they have been increasing at a steady rate over past years and show no signs of decreasing.

Where does City General Fund revenue come from?



\$13,357,000 Taxes
\$2,142,901 Intergovernmental
\$1,357,000 Service Charges
\$1,110,000 Franchise Fees
\$827,000 Use of Money/Prop.
\$598,000 Miscellaneous
\$273,000 Fines/Forfeitures
\$19,664,901 TOTAL

Where does the City spend General Fund money?



\$8,608,032 Public Safety
\$4,841,641 General Government
\$3,322,482 Transfers
\$1,890,208 Parks & Recreation
\$580,362 Public Works
\$267,093 Capital Projects
\$19,509,818 TOTAL



BUDGET IN BRIEF page 2



Fiscal Year 2019/20

MAJOR CAPITAL PROJECTS

Streets & Roads

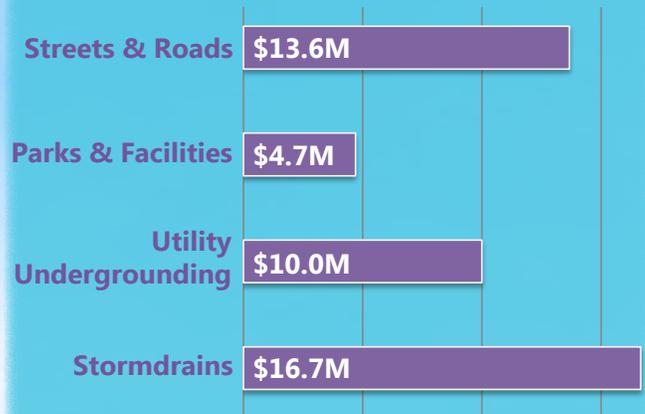
\$7.0M	Princeton Avenue Improvements
\$1.8M	Los Angeles Avenue Widening (Spring to Moorpark)
\$1.7M	Los Angeles Avenue Medians
\$1.0M	Downtown Moorpark Slurry Seal
\$1.0M	Arroyo Drive Bike/Pedestrian Project
\$0.9M	Los Angeles Avenue Traffic Signal Fiber Optics
\$0.8M	Spring Road Widening (Flinn to Los Angeles)
\$0.5M	Arroyo Drive Overlay

Buildings & Facilities

\$1.6M	Moorpark City Library/Civic Center Planning
\$1.2M	Metrolink North Parking Lot Expansion
\$1.0M	Metrolink South Parking Lot Entry
\$0.8M	Arroyo Vista Recreation Center Improvements

UNFUNDED CAPITAL PROJECTS

The City's Five-Year Capital Improvements Plan includes 21 capital projects that are currently unfunded, with a collective cost of \$45,000,000 in the following four categories:



FY 2019-2020 Goals and Objectives



CITY COUNCIL STRATEGIC PRIORITIES 2019-2021

Life can be this good

Economic Development

STRATEGY

Enhance the City's Economic Development Program.



GOAL 1

Reinvigorate High Street.

GOAL 2

Attract and assist with retention for sustainable businesses Citywide, including Smart City and other strategies.

GOAL 3

Evaluate and deploy tools for adaptive reuse of vacant and existing underutilized sites with property owners.

GOAL 4

Enhance residential and governmental uses.

OBJECTIVES

- ➔ Modify the approved High Street Streetscape Plan. Develop Phasing Plan and construct selected portions of the High Street Streetscape Plan, including traffic calming devices, decorative painting, landscaping, and metal trellis (public art) in the Metrolink parking lot.

OBJECTIVES

- ➔ Offer mobile merchant payment services during Recreation events.
- ➔ Develop short list of potential Smart City items to assist with sustainable business retention.

OBJECTIVES

- ➔ Dispose of applicable former Redevelopment owned properties.
- ➔ Prepare comprehensive update of all General Plan elements, include Trails Master plan.
- ➔ Evaluate options for partial development, sale, or continued lease of Buttercreek Park.
- ➔ Develop program to encourage new multi- and single-family housing projects on under utilized residential and commercial sites within the City.

OBJECTIVES

- ➔ Develop policies and program guidelines for Art in Public Places and Tree and Landscape fees.
- ➔ Make recommendation for location, design, and construction of water spray feature at a City park.
- ➔ Develop conceptual design for new City Hall and Library including Civic Center Master Plan.
- ➔ Develop City "App" to connect with residents.

FY 2019-2020 Goals and Objectives



CITY COUNCIL STRATEGIC PRIORITIES 2019-2021

Life can be this good

Environmental Stewardship

STRATEGY

Continue Environmental Protections and Stewardship Efforts.



GOAL 1

Conserve and enhance natural resources, open space, and greenbelt areas.

OBJECTIVES

- Develop a policy for parkway tree maintenance on residential streets and guidelines for all tree removals administered by City.
- Develop options for use of 80-acre City-owned open space parcel in the Tierra Rejada Valley.
- Develop rules for use of Country Club Estates and Meridian Hills equestrian staging areas.

GOAL 2

Promote sustainability, environmental protection, and flood control capabilities through City efforts and strategic

OBJECTIVES

- Update City's 1995 Master Drainage Plan and incorporate improvements into Capital Improvement Program.
- Develop a Tree Master Plan and Maintenance Plan including tree inventory and mapping.
- Develop an Integrated Pest Management Plan for City landscape operations.

FY 2019-2020 Goals and Objectives



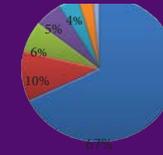
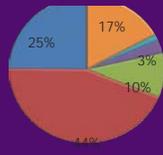
CITY COUNCIL STRATEGIC PRIORITIES 2019-2021

Financial Sustainability

Life can be this good

STRATEGY

Enhance Long-term Financial Stability.



GOAL 1

Emphasize attraction of job-rich employers and businesses with high point-of-sale figures.

OBJECTIVES

- Survey residents to determine the types of businesses and services desired by the community.
- Develop an outreach and marketing strategy to promote the City and attract point-of-sale businesses based on resident preferences.

GOAL 2

Identify and deploy feasible revenue enhancement strategies.

OBJECTIVES

- Develop spending plan for use of former Redevelopment Agency Tax Allocation Bonds.
- Identify residents' priorities for City services and recommend feasible strategies to enhance service priorities.

GOAL 3

Enhance long-term financial sustainability.

OBJECTIVES

- Evaluate benefits and impacts of a 2-year budget and make recommendation to City Council.

GOAL 4

Reduce costs through efficiencies.

OBJECTIVES

- Tyler Executime software to improve time/attendance processes, automate payroll data entry, and streamline job costing to developer and City CIPs.
- Update City purchasing ordinance to include procurement standards.
- Develop inventory of landscape assessment districts' facilities maintenance/replacement schedules to improve levy calculation and capital reserve funding.

FY 2019-2020 Goals and Objectives



CITY COUNCIL STRATEGIC PRIORITIES 2019-2021

Improve Mobility

Life can be this good

STRATEGY

Improve Mobility through Transportation and Transit Improvements Citywide.



GOAL 1

Build and maintain strong relationships with partner agencies and state and regional legislators.

GOAL 2

Enhance trail, bicycle, and pedestrian facilities.

GOAL 3

Identify key improvements and infrastructure needed to attain desired levels of service.

GOAL 4

Address truck traffic/safety.

OBJECTIVES

- Evaluate use of protected/permissive left turn and flashing yellow left turn traffic signals.
- Complete design and right-of-way acquisition for east side of Spring Rd. widening project.

OBJECTIVES

- Evaluate feasibility of connecting Moorpark Country Club equestrian staging area and Meridian Hills staging area with multi-use loop trail.
- Determine feasibility of constructing a sidewalk on Arroyo Dr. from Collins Dr. to eastern city limits with Simi Valley.
- Develop a trail linkage between City and Happy Camp Regional Park.

OBJECTIVES

- Commence Princeton Ave. improvement project activity.
- Complete design and right-of-way to widen LA Ave. between Spring Rd. and Moorpark Ave.
- Obtain Caltrans approval for raised median on LA Ave. from Spring Rd. to SR 23.
- Realign intersections of Poindexter Ave./First Street at Moorpark Ave. (SR 23) and High Street at Moorpark Ave. from approx. Charles Street

OBJECTIVES

- Work with VCTC, CHP, and County to site two replacement truck scale facilities west of the City.
- Develop plan to update traffic signal controller equipment and software.
- Conduct special enforcement of truck/vehicle safety along LA Ave. to educate commercial drivers on unsafe conditions of tractor trailers coming through the City.

FY 2019-2020 Goals and Objectives



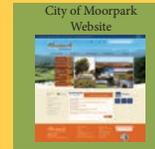
CITY COUNCIL STRATEGIC PRIORITIES 2019-2021

Life can be this good

Operations and Internal Services

STRATEGY

Improve Governmental Operations and Internal Services.



GOAL 1

Evaluate and improve internal infrastructure to facilitate efficient service delivery.

OBJECTIVES

- ➔ Complete City website redesign with more online services, improved video archive interface, consistency with ADA requirements, and best practices for municipal websites.
- ➔ Present update of Personnel Rules to City Council.
- ➔ Conduct Organization and Management Study of Community Development Dept. to review and analyze the development process.

GOAL 2

Implement employee development and succession planning programs.

OBJECTIVES

- ➔ Evaluate training and development gaps among employees and develop annual training schedules.
- ➔ Complete succession plan for organization.

GOAL 3

Evaluate operations/ programs and buildings/ facilities to maximize operational efficiency.

OBJECTIVES

- ➔ Develop plan to update the Moorpark Municipal Code.
- ➔ Evaluate feasibility and develop conceptual plan to expand Arroyo Vista Recreation Center (AVRC).
- ➔ Determine feasibility of leasing SCE property adjacent to AVRC for parking and provide recreational uses.
- ➔ Evaluate options for re-use of City Hall Administration Building.

FY 2019-2020 Goals and Objectives



CITY COUNCIL STRATEGIC PRIORITIES 2019-2021

Quality of Life

Life can be this good

STRATEGY

Enhance Quality of Life for Moorpark Residents.



GOAL 1

Facilitate development of housing options for all income levels.

GOAL 2

Implement "smart city" strategies.

GOAL 3

Enhance public safety resources.

OBJECTIVES

- ➔ Present for Council consideration General Plan Amendment of land use element and accompanying entitlements for:
 - Chiu and Kozar/Grand Moorpark/Sky Line 66.
 - Rasmussen and Sunbelt Specific Plan.
 - Specific Plan No. 1 Hitch Ranch.

OBJECTIVES

- ➔ Conduct a study of commercial broadband, identify current and needed infrastructure, and determine funding needs and other actions to achieve desired level of commercial broadband in the City.
- ➔ Develop a list of short-term "smart city" projects for City Council review.
- ➔ Complete purchase of and convert streetlights to be more energy efficient.

OBJECTIVES

- ➔ Evaluate feasibility of expanding security camera systems to additional locations.
- ➔ Evaluate current police resources and present options for increased police resources through contract with Ventura County Sheriff.
- ➔ Partner with CHP and other public safety agencies to conduct at least 4 DUI checkpoints to educate public and reduce DUI related accidents.

FY 2019-2020 Goals and Objectives



CITY COUNCIL STRATEGIC PRIORITIES 2019-2021

Quality of Life

Life can be this good

STRATEGY

Enhance Quality of Life for Moorpark Residents.



GOAL 4

Promote community engagement and Healthy City activities.

GOAL 5

Enhance municipal service delivery through proper maintenance and improvement of City facilities and programs.

OBJECTIVES

- Update Parks, Recreation, and Community Services Master Plan.
- Develop a Youth Master Plan in collaboration with MUSD and Boys & Girls Club.
- Evaluate feasibility of constructing an improved bike path on the north bank of the Arroyo Simi, from the pedestrian bridge at Arroyo Vista Community Park to the east side of Spring Rd.

OBJECTIVES

- Complete south Metrolink parking lot and renovate and expand the existing north parking lot to the west.
- Prepare an updated Pavement Management System and associated projections for maintenance and improvement costs.
- Seek grant funding for installation of universally accessible play equipment.

City Manager's Office

The City Manager's Office includes the divisions of:

- City Clerk;
- Human Resources/Risk Management; and
- Public Information and Legislative Affairs.

The main goal of the City Manager's Office is to manage the day-to-day administration of the City. The City Manager's Office also assists the City Council in the development of policies, goals and objectives.

[Join the Conversation Program](#)

The City completed a scientifically-valid survey of community priorities in February/ March 2019, with approximately 600 Moorpark residences polled. The results of the survey were used at the City Council retreat in May 2019, where the City Council discussed its strategic goals and objectives for Fiscal Year 2019-20 and Fiscal Year 2020-21. The Join the Conversation Program then expanded to a community-wide effort, through engagement with community service organizations and homeowners associations, social media outreach, and a direct mailer to Moorpark homes. By the end of 2019, approximately 400 additional residents shared their top priorities and comments with the City through the Join the Conversation Program.

[County of Ventura Board of Supervisors](#)

The City hosted a Board of Supervisors meeting in the Moorpark City Council Chambers on November 19, 2019. The discussion focused on the cultivation of industrial hemp on City-adjacent County property and the impacts on Moorpark.

[Broadband Strategic Plan](#)

Following a competitive RFP process, the City retained Magellan Advisors as a consultant to help develop the City's Broadband Strategic Plan in November 2019. The Plan will evaluate the City's broadband-related assets and needs, identify strategies for the City to advance deployment of broadband to all of the City's business parks, and assess Smart City technologies that may benefit the City's operations. The Plan is expected to be presented to the City Council in late 2020.



[Website Traffic](#)

- 📌 Views - 39,600 per month
- 📌 Request Tracker – 242 Requests
- 📌 City Email Subscribers – 1,145

[Social Media](#)

- 🐦 Twitter – 1,274 Followers
- 📘 Facebook – 512 Followers
- 🌐 LinkedIn – 212 Followers

City Manager's Office

City Clerk

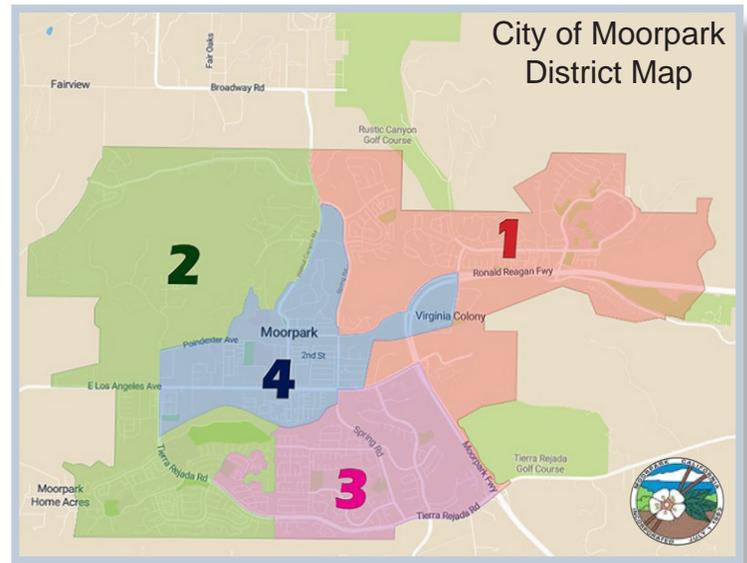
The City Clerk maintains the City's official public records. Other City Clerk responsibilities include overseeing the local election process, preparing City Council agendas and minutes, publishing ordinances adopted by the City Council, attending and taking the minutes of all City Council meetings, and assisting in the development of departmental policies.

District Based Election Process

During the fourth quarter of 2018, the City conducted two public community meetings on November 13, 2018 and December 12, 2018 to (i) educate and engage the public regarding the transition from at-large to district-based elections, (ii) to provide instruction on the district map tools available on the City's website, and (iii) to receive public comments on district composition prior to the drafting of district-based election maps.

In the first quarter of 2019, City Council meeting public hearings for public comments regarding the district-based election process were held on January 23, February 6, February 21, March 6, March 20, and April 3, 2019. Throughout the process of developing a district-based election map and the proposed election sequencing, the City's website contained all of the information on the district-based election process including but not limited to the meeting schedule, frequently asked questions, map drawing tools, and all of the records for the related meetings and agenda items. A new email address was also created to facilitate public comments and direct distribution of public comments on the composition of districts to the City's contracted demographer.

On April 3, 2019, the City Council adopted Ordinance No. 467, Providing for the Election of City Councilmembers by Districts with an At-Large Elected Mayor, Establishing the Boundaries and Identification Number of Each District, Establishing the Election Order of Each District, and Amending Chapter 2.08 ("Municipal Elections") of the Moorpark Municipal Code. Ordinance No. 467 became effective 30 days following adoption.



Business Function Statistics:

- Regular City Council/Successor Agency Meetings - 18
- Special City Council Meetings – 14
- Adjourned City Council/Successor Agency Meeting – 1
- Agenda Items Processed – 260
- Sets of Minutes Approved – 20
- Resolutions Adopted – 91
- Ordinances Adopted – 11
- Scanning – 2,365 new documents and 26,159 pages
- Public Records Requests - 108

Accomplishments:

- Approved an agreement for scanning and indexing of Building & Safety records into Laserfiche document repository.
- Hosted County of Ventura Board of Supervisors meeting in the Moorpark City Council Chambers for public input on the impacts on Moorpark of industrial hemp cultivation on City-adjacent County property.

Human Resources/Risk Management

The Human Resources department is responsible for (i) benefit administration, (ii) coordinating personnel recruitment, (iii) labor relations, (iv) risk management, (v) safety programs, and (vi) OSHA compliance.

Staff coordinated efforts with the California Joint Powers Insurance Authority (CJPIA) to retain a licensed consultant to perform the City's 2018 American's with Disabilities Act (ADA) Self Evaluation and Transition Plan to replace the 2010 Plan.

CJPIA is offering a partial reimbursement program to member agencies and the City has been identified as a 2018 recipient of the CJPIA's ADA Financing Program. The consultant completed site inspections of City facilities and rights-of-way, assessed procedures and practices, and developed a 2018 ADA Plan that includes a tracking database. Evaluation surveys were provided to users, specific organizations, and designated staff. The ADA Transition Plan was implemented (via the tracking database) and staff is generating reports to make corrections as projects occur. The ADA Transition Plan Executive Summary was finalized and transmitted to the City Council in July 2019.

The City partnered with Carl Warren and Associates, using the California Joint Powers Insurance Authority's Property Recovery Program, to subrogate below-deductible damages to City property and recovery is now more efficient than in the past.

On March 6, 2019, the City's Classification Plan was amended to add new job descriptions for Human Resources Manager, Preschool Aide, Preschool Director, and Preschool Teacher.

On June 5, 2019, the City Council adopted a revised benefit program for management employees in addition to those provided to the competitive service employees of the City.



New Hires:

- City Clerk – Ky Spangler
- Community Development Director – Karen Vaughn
- Finance Director – Kambiz Borhani
- Human Resources Manager – Arlene Balmadrid
- Maintenance Worker I – Jovani Galindo
- Parks and Facilities Supervisor – Robert Valery
- Planning Manager – Doug Spondello
- Preschool Director – Denise Dearborn
- Recreation Coordinator I – Malea Miller
- Senior Maintenance Worker – Leland Baxter

Accomplishments:

📌 The total number of City employees in our 36th year (July 2019) were 50 full-time and 35 part-time (85 total), which includes summer camp part-time employees.

📌 Partnered with Carl Warren and Associates, using the California Joint Powers Insurance Authority's Property Recovery Program, to subrogate below-deductible damages to City property and recovered cost of damages to City.

Public Information and Legislative Affairs

Legislative Measures

Staff reviewed approximately 2,400 proposed state bills during the 2019 Legislative Session in Sacramento. Of those, staff tracked 90 bills that would affect the City if signed into law and took formal positions on 11 of them.

The City also took positions of formal support for two federal bills that would restore local control over wireless telecommunications facilities in the public right-of-way.

The City was also active in lobbying for County regulations regarding the cultivation and growing of hemp in unincorporated areas of Ventura County.

In 2019, the City Council also approved a comprehensive update of the City's Legislative Platform, which was recognized as a model Platform by the League of California Cities.

Accomplishments:

- 📌 Launched the Join the Conversation public outreach campaign.
- 📌 Prepared the City's first Budget in Brief document, covering FY 2019-20.
- 📌 Completed a comprehensive update of the City's Legislative Platform.



City Engineer/Public Works

The Public Works Department is responsible for a number of maintenance and service programs, including street maintenance, public transit, and storm water. Beginning May 1, 2019, Animal/Vector Control was transferred from Parks, Recreation and Community Services to Public Works. The Department is also responsible for the administration and implementation of the City's Capital Improvement Program.

The Department administers contracts for street repairs, traffic signal maintenance, and other related maintenance and repairs. In FY 2019-20, the Department began contracting for street light maintenance. Department personnel perform minor street maintenance, stenciling, sign installation, roadside weed and litter abatement, graffiti abatement and fleet maintenance. The Department is also responsible for the formation and administration of the City's Maintenance Assessment Districts.

Capital Projects

Princeton Avenue Widening The City received comments on the plans from Caltrans on June 25, 2019 for the Princeton Avenue Widening project. City staff implemented most changes and is challenging one; a comment that plan checkers want the City to do further straightening of the road than the City is already planning, applying new construction standards to this old state highway. This may have to go quickly to the District Director because the full impact of this would include a new environmental study and the need to obtain more right-of-way. Staff is currently in plan review with Caltrans District 7 Office of Permits. The most recent plan review comment is related to the road widening that may affect a bridge column. A new retaining wall design is being evaluated by staff.

Los Angeles Avenue Median Project Staff continues to work with Caltrans on the Los Angeles Avenue Median Project. The City received the State's comments on the fifth plan check plans and submitted final plans for approval July 10, 2019. Next step will be for staff to seek City Council approval to obtain permission to solicit bids. Staff received Caltrans' approval and an Encroachment Permit for the construction of the



raised landscaped medians. Staff is currently finalizing the Project Plans and Specifications for approval by the Council and authorization to solicit bids.

Metrolink South Parking Lot South Entry The design has been completed. Staff finalized a cost estimate update from the design team. City Council approved the Plans and Specifications for PW: 2019-02 on April 17, 2019. The City advertised the project beginning April 28, 2019. A mandatory pre-bid meeting and job walk occurred on May 21, 2019; 5 companies attended.

While the bid was open, City staff and Ventura County Traffic Commission (VCTC) staff determined that the City would need to wait for final Federal Transportation Administration (FTA) grant approval of the City's FY 2018-19 FTA 5307 award that includes \$101,542 in additional federal funding for the project. The grant approval delay did not require the City to re-bid the project; however, staff placed the bid on hold pending final grant approval. Grant approval occurred on August 15, 2019. Staff released Addendum No. 2 on October 4, 2019, updating the bid due date to November 5, 2019. A second mandatory pre-bid meeting occurred October 22, 2019 for contractors that had not attended the first pre-bid meeting and an additional twelve contractors attended. The City received 7 bids on November 5, 2019 and the City Council awarded a construction agreement to United Construction & Landscape Inc. for \$318,000 plus a 10% contingency of \$31,800. Construction is expected to begin in early February 2020.

City Engineer/Public Works

Administrative Matters

The City's contractor, Siemens Mobility, Inc., worked to retrofit six streetlights with three types of Light Emitting Diode (LED) fixtures for evaluation on September 26, 2019. Siemens installed a fourth LED fixture (an upgraded version of one of the prior three fixture types) on November 13.

Staff is currently determining which fixture to select and expects to route a fixture recommendation and request to proceed with converting all City streetlights from High Pressure Sodium (HPS) to LED to City Council in early 2020.

Accomplishments:

- ✦ Completed first year of Senate Bill 1 (Road Maintenance and Repair Account) pavement preservation of all neighborhood streets near Moorpark College, from Monroe Avenue north and east through University Drive.
- ✦ Completed \$50,000 of repairs to Princeton Avenue pavement near Nogales Avenue.
- ✦ Staff worked with Parks & Recreation to complete the purchase of stand-alone streetlights within the City. Oversaw the installation of four pairs of "pilot" LED light fixtures on Peach Hill Road and are seeking community feedback.
- ✦ Completed three engineering plan checks with Caltrans for the Princeton Avenue Improvement Project.
- ✦ Obtained a Caltrans encroachment permit to install a drainage system and a raised, landscaped concrete median on Los Angeles Ave. between the 118/23 freeway and Spring Road.
- ✦ Replaced 1,649 square feet of concrete sidewalk, painted 1.6 miles of red curb, and painted 1.5 miles of crosswalks.
- ✦ Oversaw the work of utilities and others in the public right of way on 230 encroachment permits.



✦ Staff continued work on several ongoing development projects including; Pardee, Toll Brothers, K. Hovnanian, Pacific Communities, Green Island Villas, Hitch Ranch, Chiu, A-B, Oakmont, and Daly Group.

✦ The City Engineer/Public Works Director and the Police Chief conducted a comprehensive presentation on Los Angeles Avenue traffic in a Council Workshop.

Public Transit

The City of Moorpark's public transit programs include fixed-route (bus service), local ADA Paratransit, Senior Dial-A-Ride services, and Inter-City (travel to outside jurisdictions). The City contracts with the City of Thousand Oaks for transit services.

Moorpark Public Transit Ridership

- Passengers – 45,790
- Daily Average – 179

Local ADA Paratransit and Senior Dial-A-Ride Services

- East County Transit Alliance Ridership – 5,583 passengers
- IntraCity – 1,592 passengers

Accomplishments:

✦ Continued the Ventura County Transportation Commission (VCTC) College Ride reimbursement program originally approved in 2018. The City receives \$1.10 in reimbursement for each free trip provided for passengers with a valid College ID.

✦ Received an additional \$801,877 in Proposition 1B funding for the Metrolink North Parking Lot Expansion project.

✦ A contract with a vendor was obtained to replace City security camera equipment at the Metrolink Station with equipment purchased by the Ventura County Sheriff's Department. Security camera footage is now integrated with the countywide system and is a Ventura County public record.



Animal/Vector Control

Animal and Vector Control is responsible for administering the City's Animal/Vector control activities and the City's contract with Ventura County Animal Services (VCAS) for animal shelter services and occasional after hours service, particularly in support of public safety.

Dog Licenses Issued

- Dog Licenses – 229
- Interim Dog Licenses – 75
- VCAS and Vet Licenses – 4,820

Animal Control Statistics

- Service Calls – 1,701
- Citations – 78
- Animal Impounds to Shelters/Rescues – 94
- Dogs to Moorpark Holding Shelter – 27
- Dogs to VCAS – 13
- Wildlife/Livestock/other to shelter - 47

Vector Control Statistics

- Service Calls – 66
- Mosquito Related – 44
- Mosquito Inspections -
- Pesticide Applications for Mosquitos – 596
- Square Feet Treated – 263,835

Community Development

The Community Development Department is made up of Planning (current and advance planning), Building & Safety, Code Compliance, and Administration. The Department has a total of nine full time staff members. Contract staffing provides Building & Safety services.

Planning Permit Activity

High Street Station (The Daly Group) – Downtown mixed-use development consisting of 79 residential units and 13,694 square feet of ground floor commercial uses. The Developer and the City entered into an Exclusive Negotiating Agreement on June 18, 2018 which was extended throughout 2019 to allow additional time for negotiations on the Disposition and Development Agreement (DDA). The terms of the DDA have been finalized and negotiations on the Development Agreement have begun. A City Council workshop was held on May 15, 2019 to allow the Council and public to provide comments on the project proposal as well as the pathway forward for entitlements. (The zoning district does not currently allow mixed uses). Staff and the developer continue to work on refinements to the proposed project and the CEQA environmental analysis.

Green Island Villas (Kozar) – Infill development consisting of 69 residential condominium units on Los Angeles Avenue. Staff worked closely with the project team to get the plans finalized and complete the Initial Study/Negative Declaration. The application was deemed complete and moved through the entitlement public hearing process. The Planning Commission reviewed the project in October 2019 and will review again in January 2020. The project should be approved by City Council in February 2020.

Hitch Ranch (Comstock Homes) – Hillside residential development consisting of 755 residential units. Comstock Homes submitted a formal development application package in January 2019. The proposed project would include 755 residential homes, site circulation including a major section of North Hills Parkway, parks and open space, and various community amenities. Staff worked with the applicant



throughout the year to refine the project design and the technical studies that will be utilized for the Environmental Impact Report.

North Ranch (Rasmussen) – Hillside residential development consisting of 139 single family residential homes. Staff has been working with the applicant to refine the project design to be consistent with hillside development standards and fire department egress requirements.

Everett Street Condominiums (Chiu) – Downtown residential development consisting of 60 for-sale condominium units. The formal development application was submitted in 2016 and determined to be complete. Further review of the project design in 2019 found a Calleguas water main easement bisects the property, requiring redesign of the project. Staff continues to work with the applicant on finalizing the design and conducting the required environmental review.

Community Development

Permits

Conditional Use Permits:

- 3 Conditional Use Permits approved for the production and/or sale of alcohol
- 1 pending.
- 2 Permit Modifications approved.

Temporary Use Permits:

- 24 applications submitted
- 22 approved with conditions
- 1 withdrawn
- 1 currently under review

Administrative Permits:

- 14 applications submitted
- 10 applications approved
- 3 currently pending
- 1 application withdrawn

Film Permits:

- 10 applications submitted
- 9 approved with conditions
- 1 currently pending

Home Occupation Permits:

- 75 Home Occupation Permits issued

Zoning Clearances:

- 246 Zoning Clearances issued

Accessory Dwelling Unit Applications:

- 12 applications submitted
- 9 approved
- 3 currently under review

Permanent Sign Permits:

- 25 applications submitted
- 23 permits approved
- 2 currently under review

Zoning Letters and Certificates of Compliance:

- 7 issued

Permit Adjustments:

- 2 applications:
 - 1 approved with conditions
 - 1 under review

Business Registration Activity:

- New Business Registrations - 485
- Business Registration Renewals – 1,907

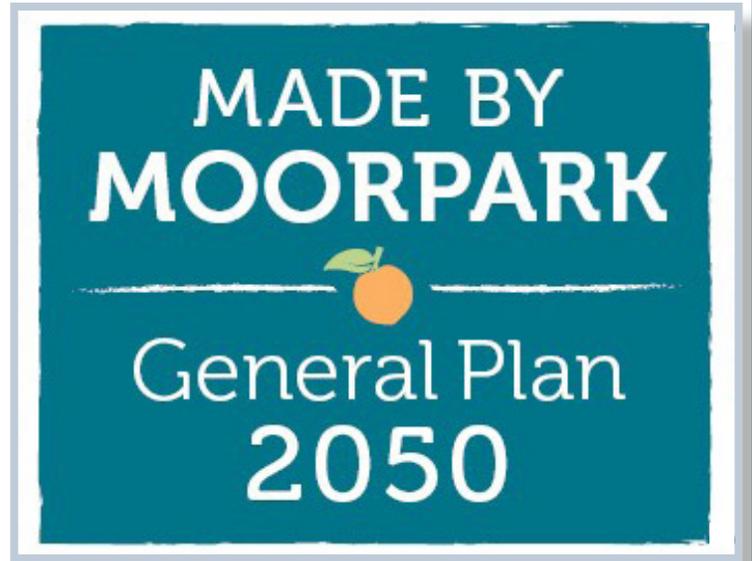
Building and Safety Activity:

- Permits Issued – 973
- Total Valuation - \$9,476,654
- Inspections – 1,721

Significant progress was made on the Fairfield Inn hotel project, including building and site construction and inspections. The hotel will be on-track to open in 2020.

Code Compliance Activity

Formal Cases	Cases Opened	Cases Closed	Cases Resolved %
Q1	58	55	94.83%
Q2	53	49	92.45%
Q3	32	29	90.63%
Q4	46	40	86.96%
Total	189	173	91.53%



Accomplishments:

Developed more robust department presence on the City's website, including new webpages for major development projects, permit submittal requirements, FAQ's, NOREA's, and commercial and code compliance statistics.

Managed successful 2020 Census campaign and the City's Complete Count Committee to ensure optimal participation in the decennial census.

Released RFP for consulting services to prepare a comprehensive update to the City's General Plan and a program Environmental Impact Report.

Prepared top-to-bottom audit of departmental functions by Management Partners. Many of the recommendations have been implemented, including an overhaul of the Development Review Committee, project management protocols, counter workflow efficiencies, and cost center management.

Collected over \$230,000 in deficient developer deposit accounts.

Received approval of state SB-2 grant application for \$160,000 toward the General Plan update.

Received City Council approval of RPD No. 2013-01 (Mansi Aldersgate), a 390-unit senior community north of Casey Road.

Finance

The Finance Department provides financial management, budgeting, cash management, revenue collection, payroll and fixed asset management. The Department includes Information Systems, Emergency Management, and Solid Waste and Recycling.

The City Council approved a five year contract with new auditors Lance, Soll & Lunghard (LSL) in 2018. Auditors provided the Comprehensive Annual Financial Report (CAFR) and other year-end audit reports by the end of December 2019. City staff submitted the CAFR for the Government Finance Officers Association (GFOA) Award for Excellence. City Council received all the financial audit reports at the January 15th City Council meeting.

The 1993 agreement with Hinderliter, de Llamas and Associates (HdL) was amended to implement updated rates. (The rates had not been revised since 1993.) HdL continues to review sales tax revenue received by the City (sales tax audits to correct any errors and evaluate reallocations) and to provide economic analysis services under this amendment.

Successor Agency

Willdan has been engaged to provide arbitrage rebate calculation for the \$13,420,000 – 2014 Tax Allocation Refunding Bond. On April 15, 2019, the Department of Finance, based on their review of the City of Moorpark Successor Agency submitted Recognized Obligation Payment Schedule (ROPS) for Fiscal Year 2019-20, determined that the administrative costs claimed were excessive given the number and nature of obligations listed. As a result of this letter, the Oversight Board (Board) asked that the City provide ROPS Fiscal Year 2020-21 ahead of time to allow the Board ample time to review and provide guidance and direction on the administrative budget submitted. The Board also asked that we provide a detailed breakdown of all proposed costs and prior three-year history of actual costs on a template developed by the Board's staff based on the Board's input.

The Board met with nine cities on September 25th and October 23rd, although only four cities received such letter, the Board asked that all cities review and



reduce their costs where possible. Moorpark and one other city were asked to attend a third meeting on December 11th for a semi-final review of administrative costs. Finally, on January 22nd, staff prepared and submitted Fiscal Year 2020-21 ROPS with an administrative costs budget totaling \$195,000 for approval. The Board voted unanimously and approved the City's ROPS.

In July 2019, CalPERS released the June 30, 2018 actuarial report for the City. The employer "normal cost" rate for Fiscal Year 2020-21 has increased 0.804% from 9.680% to 10.484% of employee pay. The "unfunded liability" payment has increased from zero to \$13,488. The City's CalPERS payroll is approximately \$5.15 million; therefore this increases our cost by \$30,000 for Fiscal Year 2020-21.

The June 30, 2018 reports show unfunded liabilities of \$866,894 and \$19,360 for the classic and PEPPRA plans respectively. The funded status is 97.7% and 92.0%. The \$4 million contribution the City made on September 29, 2017 is reflected in the classic plan's total excess assets. Projecting next year's report, staff estimates the unfunded liability for June 30, 2019 to be again less than \$1 million with a funded status greater than 95%.

Staff worked to establish Administrative Procedures to be in compliance with Procurement Standards, as prescribed by Sections 200.317-200.326, for all applicable federal grants funded procurements.

Investment Activity

- The City currently has \$3.2 million in Local Agency Investment Fund. The December 2019 quarterly yield is 2.043%.
- The balance in the Ventura County Pool is \$13.3 million. At the end of November 2019 the yield rate in the Pool was 2.259%.
- The securities account portfolio balance is \$95 million. \$66 million mature within three years while the remaining \$29 million mature from three to five years. The average portfolio yield is currently 2%.
- The City has \$14.2 million in Certificates of Deposit (CDs) with an average yield of 2.2%. \$8.8 million mature within three years while the remaining \$5.4 million mature from three to five years.

Emergency Management

Mass Care and Shelter Annex

Staff worked with Ventura County and other jurisdictions to draft a Mass Care and Shelter Annex Plan. This is the first document the County has drafted to describe how emergency shelters are to be designated, established, staffed, and financed throughout the County whenever a disaster or an emergency occurs. The County historically takes the lead in providing and staffing emergency shelters. After the Thomas Fire, the County saw a need to include other jurisdictions in the process and potentially share the unknown costs associated with future emergency shelters. Shelter locations vary depending upon the event but are typically selected through the standby locations partnering with the Red Cross. Staff provided comments to the County during the final comment period in December 2019.



Easy Fire

On October 30th the Easy Fire started in Simi Valley and strong winds pushed the fire towards Moorpark. Staff were called into the EOC, which had a soft activation in response to the fire. Staff coordinated response efforts with Sheriff (Captain Fazio spent most of the day in the City's EOC) and County Fire. Also, during the event, staff coordinated a shelter location with County Public Health. Towards the end of the day, one staff member was sent to the Incident Command Center and the EOC was deactivated after a press conference at approximately 6 p.m. Staff submitted to Cal OES an interest in pursuing reimbursement for the approximate \$10,000 the City spent responding to the Easy Fire. The reimbursement process is expected to go through most if not all of 2020.

Accomplishments

- 📌 23 participants completed the Community Emergency Response Team CERT training.
- 📌 Designated staff attended a tabletop disaster scenario exercise for Emergency Operations Center (EOC) training and EOC Back to Basics training in June.
- 📌 EOC activated for October Easy Fire.
- 📌 Staff participated in the 2019 Great Shakeout in October and an evacuation drill in August.

Information Systems

The Information Systems Division is responsible for providing information systems support to staff as well as maintaining and upgrading the City's computer systems and telephone systems, including software and hardware.

Network Improvements:

- New Email server deployed and configured for all users' email boxes and data;
- Two new servers to expand and improve City's and Library's backup systems were purchased and delivered;
- New Print server to accommodate the latest software and drivers for printing systems;
- Multiple new servers with configuration is in process to accommodate newer software and security features for various city infrastructure systems;
- Staff worked with the City's hardware vendor to install performance and security upgrades to the primary storage server;
- New Virtual Private Network (VPN) connection(s) to replace the connection to Library's database;
- Time and Attendance software;
- Audio/video conferencing system to allow elected officials and staff to attend public meetings held in the Community Center from a remote location; and
- City's GIS system
 - New 2017 aerial imagery
 - New HOA Zone Boundaries layer
 - New Planning – General Plan layer
 - New City Election Districts layer
 - Updated Storm Drain and Catch basin layer
 - Improved drawing markup, measurement, and selection tools.



New Equipment:

- 86-inch interactive touchscreen display/board and a motorized height-adjustable stand for Large Conference Room;
- Large format printer-scanner unit;
- Parking citations handheld devices;
- Three new Sphero robots for programs and educational purposes along with a new tablet to control the Sphero robots; and
- Time clock device to streamline the logging of hours and activities for Arroyo Vista Recreation Center and Camp staff.

Solid Waste and Recycling

The Solid Waste and Recycling division plans and implements solid waste collection, waste reduction, and recycling programs. It monitors compliance with the City's Solid Waste Ordinance. The City has a franchise agreement with a private solid waste hauler to provide residential and commercial collection services throughout Moorpark.



<p>Free E-Waste Collection</p> <p>Accepted E-Waste Items:</p> <ul style="list-style-type: none"> Fluorescent Light Bulbs and Tubes Batteries (AA, AAA, C, D, 9V) Televisions Computers Monitors Cell Phones radios VCRs Printers 	<p>Free Paper Shredding</p>  <p>Paper Shredding</p> <p>We shred your paper on trucks right in front of you. Up to six file boxes or twelve grocery bags of paper for free!</p>
<p>Saturday, September 15 9:00 a.m. - 2:00 p.m.</p> <p>Moorpark Public Services Facility 627 Fitch Avenue • (805) 517-6294</p> <p>Presented by the City of Moorpark</p> <p>Active Earth to Ensure Tomorrow</p> <p>• City of Moorpark Residents and Businesses Only • No Appointment Needed •</p>	

2019 Electronic Waste/Universal Waste and Secure Paper Shredding Events

- Offered three times per year
- Participants – 212
- Electronic Waste collected – 4,884 pounds or 2.4 tons
- Fluorescent bulbs/tubes collected – 644
- Paper Shredded – 11,200 pounds or 5.6 tons



Recycle Your Batteries!
 You can drop them off at:

- Moorpark City Hall
- Moorpark Active Adult Center
- Moorpark City Library
- Arroyo Vista Recreation Center
- High Street Arts Center
- Ruben Castro Human Services Center

2019 Battery Recycling

- Four permant dropoff locations
- Accepted at E-Waste/Paper shredding and Household Hazardous Waste events
- Batteries collected – 1.565 pounds or 0.8 tons



LANDFILL DAY

June 21st
 10am - 4pm

Simi Valley Landfill
 2801 N. Madera Rd.
 (805) 579-7267

City of Moorpark residents only. Identification Required

2019 Free Landfill Days

- Offered three times per year
- 270 Loads
- 189.98 Tons
- Moorpark Residents Savings - \$21,515



City of Moorpark FREE MULCH GIVEAWAY!
SATURDAY, January 11
9 AM - NOON

Wood mulch will be available to Moorpark residents in the lot adjacent to the Moorpark City Library. (699 Moorpark Avenue just north of High Street)

Remember to bring a shovel, container, and tarp if transporting in an open truck bed. You will be require to bag your own mulch. Moorpark residents only.

For more information, please call the City at 805-517-6385.

2019 Free Mulch Days

- Offered three times per year
- Self-serve program

Parks, Recreation and Community Services

The Parks, Recreation and Community Services Department includes the following divisions:

- Active Adult Center
- Administration
- Arts in Public Places
- Facilities
- Lighting and Landscaping Maintenance Assessment Districts
- Moorpark City Library
- Open Space Maintenance
- Property Management
- Park Maintenance and Improvement
- Recreation

The Department is responsible for administering the Parks and Recreation Commission, Arts Commission, and Library Board.

The main goals of the Parks, Recreation and Community Services Department are to:

- (i) maintain and improve City Parks, facilities, landscape maintenance and open space areas;
- (ii) plan and implement capital construction projects;
- (iii) manage the City's Art in Public Places Program;
- (iv) develop, implement, and promote various community events, activities, and fee-based programs for the community;
- (v) operate the Moorpark City Library including implementation and promotion of various free activities and programs; and
- (vi) provide administration and coordination of the Active Adult Center which provides programs, services, and activities to adults age 55 years and older including provision of the Senior Nutrition program.



[Five Year Capital Improvement Program \(CIP\) for the Department of Parks, Recreation and Community Services \(PRCS\)](#)

2019 was the second year in which the programs and projects for Public Works and the Parks, Recreation and Community Services Departments were combined into one comprehensive document. Staff updated the CIP in April and presented it to the Planning Commission in May of 2019. The CIP was found to be in conformance with the Moorpark General Plan, with the exception of the Moorpark Avenue Widening Project, that includes a second southbound lane from Casey Road to Third Street not identified in the General Plan Circulation Element.

On June 19, 2019 the final CIP document was presented to the City Council. During the presentation staff identified a number of administrative edits to be incorporated into the document before it was finalized. The City Council then adopted Resolution No. 2018-3821 approving the CIP as amended. The edits to the CIP were completed in June and the final document was delivered to the City Clerk on June 28, 2019 for inclusion with Resolution No. 2018-3821.

Water Rate Increases

On October 2, 2019 Joseph Pope, Director of Water and Sanitation for Ventura County Waterworks District No. 1 (District), presented to the City Council the District's 2020 water rate proposal. The District's proposal included a 3.5% commodity adjustment for M&I users and a 9.4% agricultural adjustment. As a reminder, the Ventura County Board of Supervisors (Board) approved a 33% reduction in agricultural rates in 2017. The 33% reduction was a comparison of the 2016 water rates and the water rates that are equivalent to the full cost of service required under Prop 218. The additional percent increase for agricultural customers recommended for 2020 is the District's attempt to catch up with the 33% reduction in agricultural rates approved by the Board.

Furthermore, the District proposed a six year 'glide path' for agricultural rates to catch up with the actual cost of service and that the District will be using unrestricted revenue sources such as cell tower leases to support the agricultural glide path until 2024 to catch up with the actual cost of service.

Streetlight Purchase

Work on the pre-acquisition phase began in January 2019. Siemen's audit work was completed in March 2019 and SCE's audit was completed in August 2019. The audit found several discrepancies where the City was paying for streetlights that should have been the responsibility of the associated Homeowner's Association (HOA) or where adjacent property owners were paying for streetlights that the City should have been responsible for.

Staff worked with the affected HOA's and property owners to affect transfers of the streetlights to the correct entities. There is one HOA that still needs to accept responsibility for five streetlights in the community that they should be paying for, but all City streetlights that should be owned by the City have been purchased. The acquisition was completed in October 2019. The project has been turned over to the Public Works Department for the LED retrofit portion of the project.



Active Adult Center (AAC)

The Active Adult Center hosts a variety of regular card games, exercise classes, and educational/social classes. The exercise classes offered at the AAC include yoga, line dancing, table tennis, strength training, pickleball, tap dancing, tai chi, senior fitness, reiki, golf, and bocce ball. The card games offered include Mah Jongg, duplicate bridge, social bridge, pinochle, poker, and canasta. The educational/social classes include guitar, knit/crochet, DVD lecture series, recorders, writing group, painting, and weekly movies. There were over 16,000 event sign-ins for programs and activities in 2019.

Senior Nutrition Program

Meal donations totaled \$5,694 in 2019 with \$4,830 coming from congregate program participants and \$864 from home delivered participants making the average donation for 2019 \$1.07 per meal for the congregate program and \$0.13 for the home delivered program. There is a suggested donation amount of \$3.00 per meal; however, no senior was turned away because of the inability to pay.

- Congregate Lunches Served - 4,500
- Home Delivered Meals - 6,761
- Volunteers - 3 Volunteers/12,512 hours

Parks, Recreation and Community Services

Active Adult Center (AAC) cont.

Cost Recovery Policy

The Active Adult Center charges a fee of \$1 per class or \$25 per quarter for the strength training class. The City recouped \$3,244 in 2019, which was 44% of the program's annual costs. The quarterly class fee will increase to \$30 beginning the 2nd quarter of 2020 in order to meet the Cost Recovery Policy. Other classes adhering to the Cost Recovery Policy are the Gourd Art class and the Container Gardening class. The Gourd Art class recovered 66% of the class costs from registration fees. The monthly Container Gardening class recouped 57% of class expenses during the year.

Special Events

- Hiking Group
- AARP Tax Service
- Nutrition Counseling
- Safe Driving Courses
- Bingo
- Will You Pass Your Next Driving Test class
- Holiday Showcase

Art in Public Places

Arts Master Plan

In June of 2019, following a public Request For Quote (RFQ) process, the City Council awarded a contract to Arts Orange County (Arts OC) in the amount of \$44,850 for consulting services related to the development of the Arts Master Plan. In August, Arts OC toured City facilities and Art in Public Places sites and met with City staff and the Arts Master Plan Ad-Hoc committee to kick-off the project.

Arts OC began conducting stakeholder interviews in September 2019, including meetings with members of the Moorpark Foundation for the Arts, City staff, and City Councilmembers. A visioning session with the Moorpark Arts Commission was also conducted in November to collect input and ideas regarding the arts in Moorpark. Additional stakeholder interviews



were conducted in November, including meetings with additional City staff, Moorpark Unified School District Superintendent Kelli Hayes, and Moorpark College leadership. The first of several planned public visioning sessions were conducted in November at the Moorpark Community Center. Additional visioning sessions at other locations in Moorpark are planned for January of 2020. Distribution of a community-wide arts survey is also anticipated to occur early in 2020. The project schedule anticipates development of a draft Master Plan document in the spring of 2020.

City Housing

First Time Home Buyer Program (FTHB)

In 2019 a total of five homes were re-sold through the City's FTHB program. Three of those sales were single-family homes designated for moderate-income buyers in the Brighton (K. Hovnanian) development on Rangewood Court. All three of those moderate-income resale homes closed escrow in February. In June the resale of a condo designated for low-income buyers in the Canterbury Lane (Shea) development closed escrow. The final resale of the year was a condo designated for low-income buyers in the Waverly Place (Pardee) development which closed escrow in August.

Affordable Housing Function Reassignment

In March 2019 the City Manager notified staff that Affordable Housing functions including the

Parks, Recreation and Community Services

City Housing, Cont.

City's First Time Homebuyer Program, divestiture of housing assets, and negotiation of Affordable Housing agreements would be reassigned to the Community Development Department. Transition of these functions was delayed due to staffing changes in the Community Development Department; however staff in both departments will work together to ensure a smooth transition of these services in 2020.

Library

In 2019 the Library hosted various programs and events including Moorpark Writes, Read It & Eat It, the Seed Swap, Summer Reading Kickoff-Petting Zoo, Holiday PJ Party, Summer Learning Bookmark Contest, Golden Grades Tutoring, Crafty Adults, Celebrate Children, and the all-ages Rock Painting Party.

On December 9, 2019 the Library received notification that they had been awarded a CopyCat grant from the California State Library to fund a Discovery Kit project. The Discovery Kits will be designed and created for circulation among daycare providers and other early childhood education providers with limited resources. Each kit will contain developmentally appropriate literature, manipulatives, educational toys, and activities to aid in creating a learning environment in which children are entertained, engaged, and excited to learn.

All Ages Special Events and Attendee Numbers

- Rock Painting Party - 225
- Multicultural Festival -100
- Celebrate Children - 350
- Big Truck Big Read - 265
- Summer Reading Kickoff-Petting Zoo -380
- Tie-Dye for the 3rd of July -150
- Harry Potter Birthday Party - 200
- Holiday on High Street - 500 Letters to Santa
- Holiday PJ Party - 365



Children's Programs and Events and Attendee Numbers

- Reading Buddies - 297
- Preschool Learning Time - 266
- Group/Class Visits at the Library - 1,081
- Family Storytime - 1,073
- Little Bilingual Readers - 341
- LEGO Construction Club -118
- Slime Club - 294

Children's Summer Learning Programs and Attendee Numbers

- Summer Learning Bookmark Contest - 450
- Monday Performers: July 8, 15 & 22 - 251
- Summertime Reading Buddies: Tuesdays - 227
- Preschool Learning Time: Wednesdays -160
- Kids Kanopy: 2 Thursdays in July & August -107
- PJ Storytime in the Parks: Thursdays - 220

Teen Programs and Events and Attendee Numbers

- Wii Wednesday -118
- Golden Grades Tutoring - 590
- Teen Advisory Group - 67
- School Visits: - 550
 - Mesa Verde Middle School
 - Chaparral Middle School
 - Moorpark High School

Parks, Recreation and Community Services

Library cont.

Adult Programs, Events, and Attendees

- Book Club for Adults -102
- Crafty Adults - 188
- Read It & Eat It – Cookbook Discussion Club - 34
- Moorpark Writes - 57
Last Tuesday of every month. Program was cancelled in September due to low interest
- Seed Swap - 35



Library Statistics – 2019

Circulation	Cards Issued	Holds Placed	Overdrive Circulation
104,598	981	17,711	2,809
Brainfuse Sessions	Kanopy	Tours	Computer Log-ins
915	554	17	8,353
Attendees	Volunteers	Volunteer Hours	Unique Webpage Views
9,988	376	1,472	22,768
Facebook Likes	Facebook Follows	Instagram Follows	
1,186	1,220	583	

Volunteers

Moorpark City Library

- 376 volunteers
- 1,472 volunteer hours

Lighting & Landscaping Maintenance Assessment Districts

Landscapes, Parkways, Medians, Slopes, and Trees

Staff has requested a quote from Willdan to prepare an inventory and assessment of all the Landscape Maintenance District facilities in order to improve levy calculations and provide for a proper capital reserve funding. Staff anticipates kicking the consultant off in early 2020.

Zone 10 Mountain Meadows PC3 - Tierra Rejada Streetscape

In October of 2018 the City Council awarded the contract for the work to Oakridge Landscape, Inc., at a total contract amount of \$1,760,823. Work on the project formally started on December 3, 2018 and concluded in April 2019.

In March of 2019, the City Council awarded a contract to F.S. Contractors, Inc. in the amount of \$110,687 for the extension of the Tierra Rejada Road median island renovation work. Due to the proximity of the project to SR 118, a Caltrans encroachment permit was required, delaying start of the project until September of 2019. Work concluded on October 7, 2019.

Country Club Estates Landscape Maintenance District

The project to redesign the parkways and streetscape areas along Championship Drive in

Lighting & Landscaping Maintenance Assessment Districts cont.

the Country Club Estates Landscape Maintenance District to incorporate California native plants and other low water use landscaping started February 2019 and was completed July 2019. This was part of the latest phase of the City's progress on the Drought Action Plan (DAP) that was approved in July of 2015.

Open Space

Staff has identified potential funding for an 80-acre open space in the Tierra Rejada Valley. The Recreational Trails Program (RTP) grant was released in September 2019. Staff plans to propose a one+ mile trail and trailhead facilities for the 80-acres. The application is due February 3, 2020.

Park Maintenance/Improvement

Inclusive Playground at Tierra Rejada Park

Staff was notified of an opportunity to apply for the Land and Water Conservation Fund (LWCF) grant. This grant has previously been used for the Arroyo Vista Community Park trail improvements. The LWCF grant is a 50% reimbursement grant. The City will be required to fund the entire project and the grant will reimburse the City up to the 50% mark (or whatever the approved grant amount is). Based on the eligible projects for the LWCF grant and the recently adopted Strategies, Goals, and Objectives, staff determined that the LWCF grant would be a good opportunity to submit an Inclusive Playground project. In order to earn maximum grant points, which include project readiness, staff enlisted the services of a landscape architect, Architerra, Inc., and a civil engineer, Phoenix Civil Engineering, to prepare plans and specifications. Staff then contacted Landscape Structures, Inc. to provide the playground and associated amenities. Landscape Structures participates in the State of California Leveraged Procurement program, so the City is able to piggy back on this for the playground equipment purchase. Staff worked on getting community input on the design of the playground by holding a community meeting, participating in an event for disabled



children and their families, and providing an online survey. Through this process, a whimsical theme was selected for the project. Staff anticipates completing the construction documents for the playground by the end of January 2020 and will submit the grant application on February 3, 2020. If for some reason, the project is not recommended for award in this round, State of California grants staff has indicated that there will likely be a second round of LWCF. Depending on the amount of interest in this round, recommended applications not able to be funded in the first round would be looked at first for the second round.

Park Equipment Replacement

In April of 2019 staff issued an Request for Proposal (RFP) for the purchase and installation of playground equipment at eight City parks: Country Trail Park, Miller Park, Campus Canyon Park, Glenwood Park, Peach Hill Park, Tierra Rejada Park, and Mammoth Highlands Park. On May 15, 2019 the City Council approved the playground equipment as recommended by the Parks and Recreation Commission.

In September of 2019 two new climbing features were installed at Tierra Rejada Park. In October of 2019 the new playground equipment was installed at Country Trail Park, as well as new Engineered Wood Fiber (EWF) surfacing and a dedicated sand play area. Additional improvements, including ADA parking modifications and installation of an ADA compliant path of travel from the parking lot to the play area, are in progress and anticipated to

Parks, Recreation and Community Services

Park Maintenance/Improvement Cont.

be completed in early 2020. ADA improvements at Glenwood Park began in December of 2019, and installation of a new Age 2-5 play structure will be completed in January 2020. Additional improvements and playground equipment replacement at Campus Canyon, Miller, and Mammoth Highlands parks will be completed in early 2020.

Park Repairs and Improvements

Staff completed a project to replace several playground amenities and components at Mammoth Park, Campus Park, the Community Center Park and Tierra Rejada Park. Staff completed a project to renovate the turf at the lower athletic field at Campus Canyon Park. A project to improve the walkways and site drainage around the playground areas at Poindexter Park was completed. Several concrete pads were installed at various locations around Arroyo Vista Community Park in order to provide a level and permanent location for a variety of trash receptacles. A project to resurface the tennis courts at Miller Park and Tierra Rejada Park was completed in 2019. Additionally, the basketball courts at Glenwood Park, Peach Hill Park, and Mountain Meadows Park were resurfaced and new windscreen was installed at the tennis courts at Arroyo Vista Community Park.

Accomplishments:

- ✦ Purchased two new maintenance trucks and one maintenance van.
- ✦ Replaced the playground equipment at Country Trail Park.
- ✦ Renovated the decomposed granite walkways at Poindexter Park and installed concrete mow curbs and new decomposed granite paving.
- ✦ Constructed a ball wall at Mountain Meadows Park.
- ✦ Successfully purchased the City's Streetlights from SCE.



✦ The Moorpark Municipal Code was updated to include the current Moorpark Water Efficient Landscape Ordinance (MWELo) requirements.

✦ Updated City's Salary Plan and Classification plan to address minimum wage increases.

✦ Successfully completed annual Five Year Capital Improvement Program. This was the second year the Parks, Recreation and Community Services Department CIP was combined with the Public Works Department CIP.

Property Management

Negotiations with the Daly Group, Inc. for the property on the south side of High Street continued in 2019. City Manager and Community Development staff worked with the Daly Group to refine their project for entitlement submittals, expected to occur in 2020.

In June 2019, the City Council approved an Exclusive Negotiation Agreement with Grand Pacific Asset 2 for several properties on Charles Street for an affordable First Time Home Buyer project, as well as 467 High Street for a mixed-use development with residential and commercial. The City Council appointed an Ad Hoc Committee of Councilmembers Enegren and Mikos to provide guidance on the development of the project as well as negotiation of a potential Disposition and Development Agreement for the property. In late 2019, Grand Pacific changed the scope of their mixed use development request to only include the Charles Street properties. This project negotiation will continue in to 2020.

Recreation

The Recreation Division is responsible for the development, implementation, and promotion of recreation activities and programs offered to the public by the City. A variety of programs and activities are offered throughout the year, including Moorpark Little Learners Academy Preschool, day camps, recreation classes, specialty camps, youth and adult sports leagues, and community events including the Moorpark Has Talent show, 3rd of July Fireworks Extravaganza, Multicultural Arts Festival, and seasonal and holiday events.

The Recreation Division also oversees the Teen Council, park and facility rentals, and the quarterly City newsletter/recreation guide. In addition, they coordinate with the many youth sports organizations that operate within the City of Moorpark using City parks and facilities and serve as the liaison for community events organized by other agencies such as Country Days and the Mammoth Run. The Recreation Division operates out of Arroyo Vista Community Park (AVRC).

Moorpark Little Learners Academy

Fall 2019 marks the first season of this new program. Previously, the Away We Grow preschool program (AWG) was offered at AVRC. This was considered a contract class and included in class reporting. At the end of the 2018/2019 school year, the owner of Away We Grow retired. The City purchased the school supplies and curriculum from Away We Grow, LLC, and is now operating the preschool program directly. For fall, enrollments in the program are up to to 200, with revenue of \$60,161 (excluding enrollments and income for the pumpkin patch field trip.) This includes 22 students in the 4-year old class, 21 students in the 3-year old class, and 12 students in each of the two Toddler Time classes.



Events

Easter Egg Hunt – The annual Easter Egg Hunt was held on April 20th. Tickets were \$5.00 or \$10.00 for an all-access wristband. Activities included egg hunts, pony rides, a petting farm, a photo opportunity with the Easter Bunny, arts and crafts, and carnival games. This year the site plan was modified to accommodate a larger crowd by moving egg hunts from behind the tennis courts to ball field #2. The revised plan worked well and will be continued. A total of 617 paid children attended the event, with total attendance estimated at 1,300. Ticket sales totaled \$4,945.

Moorpark Earth Festival – The first annual Moorpark Earth Festival was held on May 4th and admission was free. The event combined the City's Community Yard Sale and Arbor Day events. Activities included the yard sale, a tree giveaway, a mulch giveaway, a tree trimming demonstration, compost bin sales, various conservation/nature related vendors, and some live music. Attendance was estimated at 400.

Moorpark Multicultural Arts Festival – The 2nd annual Moorpark Multicultural Arts Festival was held on May 18th on High Street and admission was free. Activities included live performances representing various cultures, children's games and crafts, food trucks, craft vendors, a small art display, and a community quilt activity sponsored by the library. The event ran smoothly, but attendance was down compared to last year. There were an estimated 900 attendees.

Recreation cont.

3rd of July Fireworks Extravaganza – The annual 3rd of July Fireworks Extravaganza featured live music by Ignition and The Hodads, food trucks and booths, games and attractions, a presentation of the American flag, and an aerial fireworks display. The event ran smoothly, with an estimated 11,500 in attendance.

Movies in the Park – 2019's summer schedule included screenings of *Ralph Breaks the Internet* at Peach Hill Park, *How to Train Your Dragon: The Hidden World* at Mammoth Highlands Park, and *The Lego Movie 2* on at AVRC. Activities started at 7:15 p.m. and movies started at approximately 8:15 p.m. Attendance for all 3 movies totaled 950 (350 in June, 300 in July, and 300 in August.) The program is supported by annual sponsor donations as well as event specific donations.

Summer Camp Out – The 2019 Summer Camp Out was held on Friday and Saturday, August 2nd and 3rd. The event featured a BBQ dinner, games, crafts, campfire tales by the Moorpark library, s'mores, and a pancake breakfast. A total of 137 people registered, with \$1,566 collected in registration fees.

Concert in the Park – A Concert in the Park was held on Sunday, October 4th at AVRC, in conjunction with Country Days weekend. The event featured 90 minutes of live music by soft rock cover band Yachtley Crew. This is the first event where event attendees were permitted to bring beer or wine. Attendance is estimated at over 2,000 people. Staff received very positive feedback from the community, and will be launching a summer concert series in 2020.

Haunted High Street – The 2019 Haunted High Street event was canceled due to a combination of high winds, the Easy Fire, and public safety power shut offs that affected large portions of Moorpark, including City Hall. Due to the event cancellation, the encroachment permit to close High Street at Moorpark Avenue was transferred to the co-sponsored Holiday on High Street event.



Holiday on High Street – This event was held on Sunday, December 1st on High Street. It was organized by a group of community leaders under the auspices of the Moorpark Morning Rotary Club. The City co-sponsored the event, providing police services, handling the street closure, and paying \$1,500 to the Rotary toward the Christmas tree displayed on High Street. Attendance is estimated at 3,500 to 4,000 people.

Breakfast with Santa – Breakfast with Santa was held on Saturday, December 14th at AVRC. The event included 3 seatings: 7:30 a.m., 8:45 a.m., and 10:00 a.m. The registration fee was \$10 per person, with infants 1 and under free. The event filled nearly to capacity with 299 total enrollments (300 is the maximum). Total income for the event was \$2,900. This year, a new Santa performer was contracted because the performer who had worked the event the previous 10+ years moved out of state. The new performer did well and the event ran smoothly.

Holiday Movie Marathon – The Holiday Movie Marathon was held on Saturday, December 21st at the High Street Arts Center. Doors opened at 10:00 a.m. and admission was free. The event featured six holiday movies shown throughout the day, with fun activities during the intermissions. Attendance totaled 198 this year, compared to 199 last year. The best attended films continue to be the short films in the morning,

Parks, Recreation and Community Services

Recreation cont.

Other statistics:

Contract Classes

- Participants 1,779
- Revenue \$182,860

Camp Moorpark

- Participants 3,680
- Revenue \$162,784

Volunteers

- 3,158 hours/499 volunteers

Accomplishments:

- ✦ The MMC was updated to include rules regarding use of the skate park at Poindexter Park.
- ✦ The MMC was updated to include revisions to the Park and Facilities Rental Rules. The major changes included adding more opportunities for Moorpark non-profits to utilize the City's parks and facilities, allowing the use of alcohol at certain parks and facilities, and increasing the rental fees for certain facilities.
- ✦ Held first annual Moorpark Earth Festival.
- ✦ Held first annual concert in the park.
- ✦ Co-sponsored the Holiday on High Street event.



Moorpark Police Department

The following report details Moorpark Police Department's activities in 2019. The report is primarily in graph form and represents several metrics by which we gauge our effectiveness as a law enforcement agency. Highlights from the report are as follows:

Part I Crimes were down 14% in 2019, as compared to 2018.

Arrests for the city were down 5% for 2019 as compared to 2018, but were trending up significantly by year end. Driving under the influence arrests were up 39% for 2019, mainly due to increased officer awareness and an emphasis on drugged driving training provided to our deputies.

Calls for Service were down 1.5% for 2019 as compared to 2018, providing more time for officers to engage in proactive and preventive patrol.

Alarm calls went up 15% during the last quarter of 2019. A large number of these calls were caused by the Public Safety Power Shutoffs as well as the numerous wind events we had in October and November.

Senior Deputy Purnell continues to engage the public on the social media sites Nextdoor and Twitter. The number of users engaged on both sites has dramatically risen year over year and serves as an excellent vehicle to contact residents and business owners.

Overall, traffic accidents were down 4%, while citations were up 8% in 2019. Over twice as many commercial vehicles were towed in 2019, as compared to 2018. There were two fatal collisions in 2019.

Our 17 Volunteers in Policing worked a total of 5,519 hours in 2019. They provided valuable volunteer service in areas such as extra patrol, report writing, traffic control, and front office assistance.



Part I Crimes

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
Homicide	-	-	-	-	-	-	-	-	-	-	-	-	-
Rape	-	-	-	-	1	-	1	-	1	-	-	-	3
Crim. Sex Assault	-	-	-	-	-	1	-	-	-	1	2	-	4
Robbery	2	-	-	-	-	1	1	-	-	-	1	2	7
Aggravated Assault	-	-	-	3	1	1	-	1	2	1	3	-	12
Burglary Residential	5	1	4	-	-	1	3	1	1	1	2	-	19
Burglary Other	-	1	2	2	2	1	2	1	-	2	2	-	15
Theft-Grand	4	8	7	1	2	1	6	4	4	6	-	6	49
Theft-Petty	10	12	12	9	18	7	8	17	9	12	12	8	134
Car Theft	2	-	-	-	-	1	4	-	-	1	1	2	11
Arson	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	23	22	25	15	24	14	25	24	17	24	23	18	254

Arrests

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
Arrests	104	93	115	110	119	110	132	138	130	137	86	113	1,387
DUI only	7	7	15	18	17	18	23	20	17	10	11	14	177

Calls for Service

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
	533	452	567	503	594	592	600	526	492	613	507	502	6,481

Alarms

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
Total	56	56	65	45	57	56	56	53	52	95	73	72	739
Actual	-	2	1	-	-0	1	1	-	-	*	-	-	5

*PSPS Event

Moorpark Police Department

Traffic Collisions

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
Non -Injury	15	9	8	8	17	13	12	10	15	18	9	5	139
Injury	9	3	3	8	12	5	6	4	10	4	12	4	80
Hit & Run	5	2	1	2	1	3	2	1	3	2	2	1	25
DUI / TC	3	2	2	6	4	2	2	4	1	-	1	4	31
Fatal	1	-	-	-	1	-	-	-	-	-	-	-	2
Total	33	16	14	24	35	23	22	19	29	24	24	14	277

Citations

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
Movers	156	226	197	278	208	266	234	250	301	301	214	193	2,824
Fix-it	59	29	31	22	38	72	69	85	65	61	69	68	668
Parking	141	151	182	76	122	404	321	202	151	120	185	152	2,207
Total	356	406	410	376	368	742	624	537	517	482	468	413	5,699

Commercial Truck Violations

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
Movers/ Mechanical	49	72	62	65	38	79	56	52	75	78	56	66	748
Parking	3	8	4	3	1	7	1	2	2	3	5	3	42
Total	52	80	66	68	39	86	57	54	77	81	61	69	790

Commercial Vehicle Tows

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
	5	4	2	6	6	5	6	8	10	23	19	11	105

Community Outreach

	Pre-2016	2017	2018	2019
Nextdoor	<2000	7200	9300	11800
Twitter	<1300	2050	2800	3190

