CITY DEPARTMENTS AND THEIR AREAS OF RESPONSIBILITY

PARKS, RECREATION AND COMMUNITY SERVICES (PRCS):

Art in Public Places
Arts Commission
Building Security System
Community Development Block Grant (CDBG) Coordination
Contract Risk Management
Emergency Preparedness
Facilities Maintenance
Fire and Emergency Medical Services Liaison
First 5 Ventura County Liaison
Graffiti Abatement at City Parks and Facilities
High Street Arts Center
High Street Arts Center Contract Management
High Street Landscape and Street Furniture Maintenance
Household Hazardous Waste
Landscape, Parkways and Median Maintenance
Lease Administration for Parks and Open Space Properties
Library Board
Library Services
Moorpark Active Adult Center (Senior Citizens)
Parks - Planning, Maintenance & Capital Improvements
Parks and Facilities Rentals (Rental Permits)
Parks and Recreation Commission
Preschool
Property Management
Recreation (City events, recreation classes, sports leagues, and day camps)
Recycling
Risk Management (Insurance)
Ruben Castro Human Services Center Operations including CDBG Compliance
Solid Waste
Sustainability
Tree Removal Requests not part of Development Projects
Ventura County Health Care Agency Liaison
2-1-1 Ventura County Liaison

CITY ENGINEER/PUBLIC WORKS (CE/PW):

Animal-Vector Control / Mosquito Abatement
Areas of Contribution
Capital Improvement Program
Capital Projects Administration
County Animal Services Contract
Crossing Guards
Encroachment Permits/Inspections
Engineering Services Contract Administration
Fleet Maintenance
Floodplain Administrator
Graffiti Abatement within Public Rights-of-Way
Land Development Construction Inspection
Land Development Review

Metrolink Coordination
Parking Citation Administration
Parking Enforcement
Public Transit including Maintenance of Bus Shelters and Benches
Radio System Contract and Maintenance of Hand Held Radios
Storm Drain Maintenance
Stormwater Quality (NPDES)
Street Dedication/Vacation Review
Street Lighting
Street Maintenance
Street Sweeping
Subdivision Map/Lot line adjustment review
Traffic Engineering
Traffic Signal Maintenance

CITY MANAGER'S OFFICE (Includes Assistant City Manager and City Clerk's Office):

Agreements and Contracts Records Maintenance
Cable TV Franchisees' Operational Coordination
Cable TV Government Channel Programming
City Attorney Agreement
City Clerk
City Council Agenda Coordination
City Keys Administration
City Newsletter
Customer Service
Damage Claims, Receipt of
Developer Sureties Monitoring
Elections
Employee Recognition
Goal Setting / Strategic Planning
Human Resources
Labor Relations
Legislative History
Legislative Affairs
Moorpark Magazine
Political Reform Act Filings
Public Bid Procedures Coordination
Public Information Officer (P.I.O.)
Records Management
Risk Management
Sheriff's Contract
Social Media
Southern California Association of Governments (SCAG)
Teen Council
Ventura Council of Governments (VCOG)
Website Administration
Volunteer Program

COMMUNITY DEVELOPMENT (CD):

Affordable Housing
Building and Safety Contract Administration
Business Registration
Chamber of Commerce Liaison
Code Compliance

Development Agreements Administration
Economic Development
Film Permits
General Plan
Graffiti Abatement on Private Property
High Street Special Events
Home Occupation Permits
Housing Rehabilitation
Mobile Home Rent Control
Planning – Current and Long Range
Planning Commission
Receptionist
Taxi Cab Permits
Temporary Use Permits
Vendor/Solicitor Permits
Zoning Administration

FINANCE:

Accounting and Payroll
Accounting System Maintenance
Accounts Receivable
Billings
Budget
City Treasurer
Collections
Community Facilities Districts and Mission Bell Assessment District 92-1 Administration
Cost Allocation Administration
False Alarms
Financial Reporting and Audits
Fixed Asset Management
Franchise Administration
Grant Management
Information Systems
Landscape and Lighting Maintenance Assessment Districts Administration
Parks and Recreation Maintenance Assessment District Administration
Purchasing
Successor Agency
Telephone System

NOTE: This is a separate pdf document on the City's website.