

**CITY MANAGER  
QUARTERLY REPORT TO CITY COUNCIL  
APRIL - JUNE 2019**

**ADMINISTRATIVE SERVICES DEPARTMENT**

**ADMINISTRATIVE SERVICES/PUBLIC INFORMATION**

**Administration**

**Website Traffic:** During the second quarter of 2019, projected website traffic has increased and is now at 40,500 page views per month, an increase from 35,250 page views per month in the first quarter of 2019. The most popular web pages (by page views) are the City's home page (16,000 per month), the Library home page (3,500 per month), Recreation home page (2,000 per month), Job Opportunities (1,900 per month), Adult Sports Leagues page (800 per month), Bus Ride Guide (800 per month), City Council meetings page (600 per month), public meetings landing page (600 per month), and the Easter Egg Hunt event page (500 per month). There are 1,095 active accounts for the website and 1,086 E-mail subscribers across the City's various mailing list options. The City also received 56 requests for service through the website's Request Tracker system. The most popular requests were to report code compliance issues (12) and to report maintenance issues (25).

**Legislative Measures:** The 2019-2020 Legislative session in Sacramento is now underway, and staff has reviewed approximately 2,400 bills introduced by State Senators and Assembly members. The City took positions on 9 bills and continues to track 48 bills that would affect the City if signed into law. The City has also taken a position of support for federal House of Representatives bill HR 530, which would restore local control of wireless telecommunications facilities in the public right-of-way.

**City Council Objectives**

**Fire Station in Campus Park Area (*Objective V.A.2., 0 to 2 Years*):**

**Description:** Work with Ventura County Fire Protection District to consider sitting a fire station in the Campus Park area of the City.

**Status:** The City Manager met with Ventura County Fire Chief Mark Lorenzen to discuss the fire station. Chief Lorenzen states that he has no plans to construct a fire station in the North Moorpark area, and in addition currently has no funding to fund the ongoing staffing costs associated with a new station. City Manager expressed concerns with the trend of an increasing number of medical calls for service compared to fire calls for service and the more timely response times associated with medical calls. Chief Lorenzen is going to collect additional data associated with response times and evaluate locations of existing stations that serve North Moorpark. Discussion will continue on this topic.

To provide additional background, on July 31, 2017, Ventura County staff indicated a preference for the fire station to be constructed at College View Park, rather than at the open space located at the southeast corner of Campus Park Drive and Beragan Street, which they view as a backup location if problems arise with the College View Park location. Conversations with Ventura County Fire Department are ongoing and the City is working with the District to dedicate land to the District for a future fire station. As part of a Memorandum of Understanding with Waste Management approved in December 2017, Waste Management agreed to give the City the one-acre site at no cost, which could serve as the location of a fire station, which remains a secondary option. Escrow closed on the one-acre site on September 26, 2018. Following the close of escrow, the City Manager met with Fire Chief Lorenzen to discuss the need for a fire station in the northern part of the City. Chief Lorenzen has stated that he is not building fire stations, but acknowledged the City's desire to have a station. Chief Lorenzen also stated that a future fire station may be considered in the future but no timetable for actual construction of the fire station has been established.

**CITY CLERK'S DIVISION**

**Administration**

**Volunteer Program:**

City Manager/Administrative Services Department for CERT

April	408 hours	24 volunteers
May	0 hours	0 volunteers
June	0 hours	0 volunteers

Moorpark City Library:

April	110 hours	31 volunteers
May	129 hours	38 volunteers
June	174 hours	42 volunteers

Parks and Recreation Department for Active Adult Programs:

April	696 hours	66 volunteers
May	724 hours	59 volunteers
June	644 hours	57 volunteers

Parks and Recreation Department for Arroyo Vista Recreation Center:

April	546 hours	86 volunteers
May	374 hours	39 volunteers
June	96 hours	24 volunteers

Moorpark Police Department:

April	489.5 hours	16 volunteers
May	519.5 hours	16 volunteers
June	343.5 hours	16 volunteers

A total of 5253.5 hours were donated by a total of 514 volunteers during the second quarter of 2019.

**Legislative:** The following took place during the first quarter of 2019:

City Council/Successor Agency

- 5 Regular City Council/Successor Agency meetings were held
- 7 Special City Council meetings were held
- 0 Adjourned City Council/Successor Agency meeting was held
- 84 Agenda items were processed
- 5 Sets of minutes were approved
- 28 Resolutions were adopted
- 4 Ordinances were adopted

**District Based Election Process:** During the fourth quarter of 2018, the City conducted two public community meetings on 11/13/18 and 12/12/18 to educate and engage the public regarding the transition from at-large to district-based elections, to provide instruction on the district map tools available on the City's website, and 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 were held to receive public comments on this district-based election process on 1/23/2019, 2/6/2019, 2/21/2019, 3/6/2019, 3/20/2019, and 4/3/2019. 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 4/3/2019, 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 will be effective 30 days following adoption.

**Scanning:** 7,740 pages of staff reports, minutes, resolutions, ordinances, recorded documents, budgets, Fair Political Practices Commission records, affordable housing records, contracts, affidavits of destruction and certificates of insurance were scanned into the digital/electronic imaging system by the City Clerk's Division during this reporting period.

**Requests for Public Records:** 27 new public records requests were received and responded to during this reporting period.

## **HUMAN RESOURCES/RISK MANAGEMENT DIVISION**

### **Administration**

**Safety Committee:** The Safety Committee met on April 23, 2019 to discuss emergency and disaster safety. The Safety Committee is scheduled to meet again in July 2019.

**Property Damage:** The City received 0 payments for property damage restitution invoices during the reporting period.

**LossCAP:** The California Joint Powers Insurance Authority (CJPIA) met with staff to conduct the LossCAP agency analysis June 21 – 22, 2017. Accomplishments from the last LossCAP, dated February 2014, were discussed, as were new mitigation techniques. Staff also provided a tour of parks and facilities to CJPIA staff. It is anticipated that a new LossCAP will be presented to the City by September 2019. This process is repeated every 3 years.

**Agreement Review:** Staff performed 143 reviews of agreements and amendments.

**Safety Inspections:** Annual Safety Inspections will begin in July.

**Department Reassignment:** Effective April 1, 2109, the Emergency Management Division, Solid Waste and Recycling Division, and the Risk Management duties of the Human Resources/Risk Management Division were transferred from the Administrative Services Department to the Finance Department.

**Management Networking Meeting (MnM):** As 2019 Co-Chair of the MnM, staff prepared PowerPoint slides for several discussions and took meeting minutes at monthly meetings. As a MnM member, staff provided a draft MAP to members, held a discussion, and incorporated comments received from other members.

### **Employment/Recruitment**

**City Clerk, City Manager's Office:** Recruitment for this full-time, management position began 1/31/2019 and ended 2/24/2019; Ky Spangler began working in this position on 6/17/2019.

**Planning Manager, Community Development Department:** Recruitment for this full-time, management position began 7/6/2018 and ended 8/15/2018; Douglas Spondello began working in this position on 6/17/2019.

**Finance Director, Finance Department:** Recruitment for this full-time, management position is underway with an appointment expected within the coming weeks.

**Parks and Facilities Supervisor (Facilities Division), Parks, Recreation, and Community Services Department:** Recruitment for this full-time, management position began 4/15/2019 and ended 5/5/2019; oral board interviews were held on 6/5/2019; a hiring decision is pending.

**Parks and Facilities Attendant I or II, Parks, Recreation, and Community Services Department:** Recruitment for these temporary, part-time positions began 6/18/2019 and will end 7/14/2019.

**Preschool Director, Teachers, and Aides, Parks, Recreation, and Community Services Department:** Recruitment for these temporary, part-time positions began 2/15/2019 and ended 3/3/2019; Denise Dearborn, Preschool Director, Lisa Brown, Preschool Teacher, and Katherine Trimble, Preschool Teacher will begin working in their positions on 6/18/2019; additional staff will be hired prior to September, 2019.

**Senior Maintenance Worker (Parks Division), Parks, Recreation, and Community Services Department:** Recruitment for this full-time, competitive service position began 4/15/2019 and ended 5/5/2019; oral board interviews were held on 5/17/2019; a hiring decision is pending

**Summer Recreation Positions – Camp Moorpark, Parks, Recreation, and Community Services Department:** Recruitment for a variety of seasonal, temporary, part-time positions began 3/8/2019 and ended 3/24/2018; oral board interviews were held 3/11/2019 through 3/13/2019; 14 applicants began working on a variety of dates in May, 2019.

### **City Council Objectives**

#### **Personnel Rules (*Objective IV.A.5., 0 to 2 Years*):**

Description: Present update of City's Personnel Rules to City Council by October 31, 2017.

Status: The first draft to the revision/update of the Personnel Rules was completed and reviewed by a contracted human resources attorney. The recommended edits were subsequently completed and a revised draft was reviewed by the City Manager. Additional edits will need to be incorporated that are consistent with the two-year Memorandum of Understanding for Competitive Service Employees approved in August 2018. City Attorney's Office review will then be requested and we anticipate completion in 2019.

#### **Americans with Disabilities Act (ADA) Plan (*Objective V.A.1., 0 to 2 Years*):**

Description: Develop a 2017 Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan (2017 Plan) and begin correction of unmet needs to be in compliance with Title II of the ADA, Standards for Accessible Design by October 31, 2017.

Status: Staff coordinated efforts with the CJPIA to retain a licensed consultant to perform the City's 2018 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. The City Council approved the project in September 2017. 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 is now implemented (via the tracking database) and staff is generating reports to make corrections as projects occur. The ADA Transition Plan Executive Summary is being finalized and is expected to be transmitted to the City Council in July 2019.

## **INFORMATION SYSTEMS/CABLE TELEVISION DIVISION**

### **Administration**

**Network Improvements:** Information Systems continued to work on the project for interconnecting all City buildings via fiber-optic cable(s). Staff received a proposal from one vendor and a review of the proposed terms and conditions is underway.

Information Systems staff migrated all users' email boxes and data to a new server and the project to upgrade City's email system is now completed.

Implementation of the new Internet services protection system is still on hold due to other tasks and priorities. Final configuration and deployment of the system are anticipated to be completed during the next reporting period.

**Staff Support:** 151 Help Desk requests from City staff (as of June 20, 2019) were received and responded to by Information Systems staff during this reporting period.

**New Equipment:** Staff continued to evaluate and replace outdated and/or failed equipment.

A new 86-inch interactive display/board and a motorized height-adjustable stand were ordered by Information Systems staff. Delivery and installation of the new bundle is expected to be completed during the next reporting period.

A new large format printer-scanner unit was ordered and is expected to be delivered and installed during the next reporting period.

Two new servers to expand and improve City's and Library' backup systems were purchased and delivered. Their installation is expected to be completed during the next reporting period.

**Mobile Devices:** Support of all City-owned mobile devices continued. Two new tablets were purchased for City' staff and their deployment is expected to be completed during the next reporting period.

**Financial Software System:** Information Systems continued to provide assistance and support for the City's financial system, including setup of users' security, changes to users' profiles and general maintenance.

The project for implementing City's new Time and Attendance software module has continued. Information Systems staff worked closely with the vendor to configure the system, provided assistance with the setup and participated in multiple trainings, configured system's security and user profiles and assisted with the upgrade of the three biometric devices. Parallel test use of the new system is underway and final switch-over is expected during the next reporting period.

**Business Registration, Code Compliance and Permitting Software:** After months of unsuccessfully working with the software vendor to resolve a system failure following a software upgrade, the City stopped paying for support during the 1<sup>st</sup> quarter of 2019. The software vendor was able to restore the system in June 2019, which included a further software upgrade to its 2019 version. Staff is now continuing its work to configure and test the system, with every permit, fee, plan check, and inspection process needing verification. This process, along with troubleshooting any identified issues, will take months to complete, and staff is targeting a launch in early 2020. Upon launch, Moorpark residents, businesses, and contractors will be able to renew business registrations on-line, apply for various permits on-line, and encounter a more streamlined, faster process when coming to City Hall. The system will also facilitate better information-sharing across City departments and more efficient workflows within the City, since all permit and business registration-related data will be contained within a single software system.

**Moorpark Public Access TV (MPTV):** Information Systems continued to maintain and support the MPTV equipment. Staff tested and replaced a module/circuit board to improve deteriorated video quality in the recording area of the system.

Information Systems division continued to work on the project to upgrade the video presentation equipment in the Community Center used during public meetings. Staff ordered all necessary equipment and worked with City's audio/video consultant to install, configure and test the new system. The new system is scheduled to be first used during the next reporting period.

**Security Cameras Systems:** Information Systems staff met with Ventura County Sheriff's department, Metrolink staff and Metrolink contractor to discuss installation of a new security cameras system that will replace the old one, currently owned and maintained by the City.

**Library:** Information Systems division continued to provide support and to maintain the technology in the Library. Maintenance to the servers and backups of Library's data continued to be performed as scheduled.

Information Systems division received request and configured new Virtual Private Network (VPN) connection(s) to replace the old ones for connection to Library's database.

Staff compiled and sent information needed for establishing a subscription access to New York Times' online services.

**Arroyo Vista Recreation Center (AVRC):** No activities during this reporting period.

**Access Control System:** Staff continues to adjust access to all City facilities as needed. All new users were added to the system and access was set up as approved. Key cards were configured for the seasonal camp staff access and City's new full-time employees.

**Document Management System:** Information Systems staff continued to maintain the system and to provide support and training to the scanning users.

**Agenda Management:** The project for selection and implementation of a new Agenda Management system that will allow electronic routing and approval of the City Council meeting agendas and staff reports continued. Staff met with City's document management system's consultant to discuss options for expanding the system to include agendas management functions. A demo and potential proposal are expected during the next reporting period.

### **City Council Objectives**

#### **City's GIS System (Objective IV.A.2., 0 to 2 Years):**

Description: Develop plan to expand City's GIS information layers, including estimated cost to create the database and layer(s) by June 30, 2019.

Status: City staff has identified immediate needs for GIS layers update and upgrade. Information Systems division coordinated the work between City's GIS vendor and the staff from other departments and the updates of the Zoning Map and General Plan Use GIS layers were completed successfully.

Information Systems staff coordinated the work between a districts-based elections' demographer and City's GIS vendor and a new GIS layer with City's new districts was created.

#### **Broadband Infrastructure (Objective IV.A.6., 0 to 2 Years):**

Description: Conduct study of Broadband in the City to a) identify infrastructure currently in place; b) gaps in the current infrastructure and; c) recommend actions to improve infrastructure, determine funding needs, and evaluate options to provide funding and other actions needed to achieve desired level of Broadband services within the City with a report to the City Council by June 30, 2019.

Status: On December 6, 2017, the City Council created the Broadband Ad Hoc Committee and appointed Councilmembers Mikos and Simons to serve on the Committee. The Committee will focus on the development of a request for proposal to conduct a study to determine existing infrastructure with a goal of expanding broadband services within the City. The Committee met on August 15, 2018, and provided direction to staff regarding the scope of the RFP, which will focus on actions to promote deployment of broadband infrastructure and 5G wireless infrastructure within the City's commercial districts. The draft RFP was reviewed by the Broadband Ad Hoc Committee on June 24, 2019, and is scheduled for review by the City Council on July 17, 2019.



**Smart City (Objective IV.A.3., 0 to 2 Years):**

Description: Complete an update of the City's website design; enhance website service delivery with additional options to request and receive City services online, an improved video archive interface, consistency with ADA requirements; and develop list of potential Smart City items for City Council consideration by June 30, 2018.

Status: Information Systems Manager continued to attend the Information Technology Advisory Committee (ITAC) meetings during this reporting period.

**EMERGENCY MANAGEMENT DIVISION – transferred from Administrative Services Department to Finance Department on April 1, 2019**

**Administration**

**EOC - Emergency Management Performance Grant (EMPG) and Homeland Security Grant:** Staff will submit the FY 2019/20 EMPG application in August, for funding to be used towards staffing. Staff partnered with four other cities, with the City of Fillmore taking the lead, to apply for unused portions of the 2018 Homeland Security Grant, which, if appropriated, would be used for functional and technical improvements in the Emergency Operation Center. This funding was not appropriated to the five cities. Staff attended a Hazard Mitigation grant workshop and is working on application documentation to be submitted to the state in early July in an effort to obtain grant funding for a replacement backup generator and generator expansion for the Community Center location.

**CERT:** Staff coordinated the Moorpark 2019 CERT training with the Fire District and a new course began on March 14, 2019 and will continue for six Thursday evenings. A one day final exam and exercise was held at the Camarillo Airport on Saturday, April 20. There were 24 participants in the 2019 CERT training.

**Mass Care and Shelter Annex:** Staff is working with 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. The draft document is in a comment period and staff will meet with County staff prior to submitting comments.

**Emergency Operations Plan (EOP):** The City's current EOP is dated 2014 and jurisdictions are required to update, and consequently revisit the county, state, and federal review process, every five years. Staff met with Ventura County Sheriff Office of Emergency Services to discuss required updates, and is drafting a 2019 EOP. Staff continues to update the 2014 EOP Appendix on an as needed basis.

**Emergency Operations Center (EOC):** A basic training class followed by a tabletop

exercise was held on June 2019 and was attended by 22 employees. This training, along with certain online Federal Emergency Management Agency (FEMA) training for all managers on staff, and other FEMA training attended by staff, satisfies the requirement FEMA imposes on jurisdictions when requesting recovery funds following an incident for which FEMA funds become available.

**FEMA Training:** Staff attended two three-day FEMA workshops provided by the California Specialized Training Institute of California Office of Emergency Services. One of the workshops examined Post Disaster Debris Management while the other considered Hazard Mitigation. Another course attended by staff was Flooding Hazards: Science and Preparedness. This one day course was provided by the University of Hawaii's National Disaster Preparedness Training Center.

## **SOLID WASTE / RECYCLING DIVISION – transferred from Administrative Services Department to Finance Department on April 1, 2019**

### **Administration**

**Household Hazardous Waste (HHW) Events:** The City contracts with the Cities of Camarillo and Simi Valley to allow Moorpark residents to participate in their HHW events. The first quarter of 2019 collection data is being reported in the second quarter of 2019 – complete first quarter 2019 data was not available at the time this report was prepared. In the first quarter of 2019, 35 Moorpark residents participated in three Camarillo HHW events, and 32 Moorpark residents participated in two Simi Valley events, for a total of 67 participants from Moorpark. Staff continues to look into home pickup services to all Moorpark residents in an effort to increase participation.

**Electronic Waste E Waste/Universal Waste U Waste and Secure Paper Shredding Events:** The May 18, 2019 had fewer participants but had a higher battery collection than the January 2019 event: A total of 240 participants dropped off 13,935 pounds, or 6.9 tons, of electronic waste which included 64 CRTs; 1,845 pounds, or 0.92 tons, of batteries were collected (batteries are also collected at five locations throughout the City and included in this count); 290 fluorescent bulbs/tubes; and 10,231 pounds, or 5.1 tons of paper was shredded. The next event is scheduled for 9/21/19. The May event was the first time staff contracted with the U Waste hauler to provide staffing for the events. In the past, U Waste hauler provided after-event services. Because battery and fluorescent light collection has grown significantly, this model worked very well and staff anticipates having the U Waste hauler provide services at future events.

**Compost Bin Sales:** Order forms are available on-line, year round for \$40. Once a resident orders a bin, the resident's solid waste hauler delivers a bin to the house. Six compost bins were delivered to Moorpark residents during this report period. Staff attended the City's first Moorpark Earth Festival to showcase the compost bins.

**CalRecycle:** Staff will use Oil Payment Program 8 (FY 2017/18) and Oil Payment Program 9 (FY 2018/19) funds for used oil disposal advertisements and oil disposal materials. These funding opportunities have no match requirements. Staff submitted an application for Oil Payment Program 10 (FY 19/20).

**Free Landfill Day:** Two Free Landfill Days occurred in this quarter. The April 14, 2019 had 644 participants dropping off 281.16 tons of trash, 143.54 tons of construction/demolition waste, 36.98 tons of green waste, 18 tons of dirt, 26 tons of concrete, 21 appliances and 101 tires for a total value of \$36,888.50. Another event on June 16, 2019 had far less participation, possibly because it was Father's Day and because it was the first time the City had three annual events rather than two. The June event had 165 participants dropping off 66.5 tons of trash, 47 tons of construction/demolition waste, 17.9 tons of green waste, 7 tons of dirt, 2 tons of concrete, 2 appliances, and 12 tires. The next event will be on Sunday, September 15.

**Chapter 8.36 of the Moorpark Municipal Code:** Staff began drafting an amendment to update this Chapter and anticipates setting a hearing in September.

**Event Cans:** Staff collaborated with Parks and Recreation to purchase new event cans to use as solid waste and recycling receptacles during events such as the 3<sup>rd</sup> of July Fireworks Extravaganza and Country Days. The new cans will be used for the first time on July 3<sup>rd</sup> and CalRecycle funds can be used to offset half the cost of the cans (CalRecycle funds can be used for the recycle cans). The new cans are sturdier, safer (no folding metal parts), and easier to use than the existing event receptacles which are folding metal frames.

## **CITY ENGINEER/PUBLIC WORKS DEPARTMENT**

### **Capital Projects**

#### **Princeton Avenue Widening [Capital Project No. 8012/C0022] (*Departmental Objective II.A.5*):**

**Description:** Widening of Princeton Avenue, west of Condor Drive, to provide for two travel lanes, a center paved median and an eight foot (8') wide paved shoulder for pedestrian and bicycles. The project includes acquisition of additional street right-of-way to provide eighty-eight feet (88') of right-of-way sufficient to add one more lane in each direction should the need arise in the future. The City obtained a \$206,323 Bicycle Transportation Account (BTA) State grant and a State Highway Safety Improvement Program (HSIP) grant in the amount of \$900,000.

**Status:** Staff and Caltrans held a pre-submittal meeting to determine additional required documents for encroachment within State right-of-way. Staff is preparing to submit an encroachment application package to Caltrans Office of Permits in October 2018. Right-of-way certification efforts are also underway. Right-of-way acquisition and final design efforts are proceeding. Additional design work is required to update the drainage study and design, extend the easterly improvements on the south side to Condor Drive and relocate gas, electric, phone and cable TV utility lines. Ventura County Waterworks District No. 1 (District) and the City signed an agreement to include design and construction costs to relocate its waterlines. The City will relocate approximately 3,300-ft of waterline for the District. Slope and drainage impacts from the project on the National Ready Mix property have been analyzed. Staff has received 95% complete design plans for the street improvement and water line construction work for review. Public Works maintenance staff continues to monitor the condition of the

road and make repairs as necessary. The design plans must be labelled as less than 100% complete at this stage. Only after Caltrans approves them can they be so labelled. Several changes to the water utility plans have been made. The real property deeds from Bennett and National Ready Mix Concrete Co. have been recorded. Caltrans is reviewing the environmental documents. Staff is preparing a plan to remove all the trees that must be removed for the work early, ensuring that when the work begins there will be no nests. This will be done as soon as the environmental work shows that there are not substantive issues. At the end of March 2018, the environment reviews by Caltrans are more than 50% complete. The only remaining study issues are Cultural History and Hydraulic Studies. Staff had previously obtained extensions on the grants through June 30, 2018. Staff is now preparing a new grant extension request. The date we must have an E-76 Authorization to Construct and an Encroachment Permit from the State will be extended until June 30, 2018. For the first time, the current delays have been in Caltrans so staff is anticipating another positive answer.

On May 16, 2018, Staff was granted an extension by the FHWA HSIP Coordinator to obtain Authorization to Proceed (Construction) by June 30, 2020. This extension secures the \$990,000 HSIP fund that was awarded to the project for another two years. On June 12, 2018, staff obtained NEPA Clearance from Caltrans Environmental Planning. Fulfilling this milestone will allow staff to move forward to the next phase(s): final Plans and Specifications approval; obtain Caltrans Encroachment Permit; and process and obtain Right-of-Way Certification.

Staff submitted design plans to Caltrans Office of Permits on October 1, 2018 and received review comments on December 13, 2018. Staff is currently in the process of reviewing Caltrans' design comments to the plans and will work with the consultant engineer to address them. In addition to the first plan review process, the consultant engineer is completing an Initial Site Assessment for the construction area within the State right-of-way. The primary focus of the Initial Site Assessment is to identify any hazardous waste conditions, in particular aerially deposited lead, and to provide a mitigation plan for construction personnel. Staff and the City's Real Estate Consultant, Hamner Jewell, are also preparing Right-of-Way Certification documents to Caltrans Local Assistance for approval. Normally, the plan approval and right-of-way processes are sequential. Staff is pushing hard to get them accomplished concurrently, to reduce delays. The Cycle 1 Pavement Preservation Project for slurry sealing in the residential neighborhood near the College will be utilized in January to accomplish up to \$50,000 of interim pavement repairs along Princeton Avenue, approximately 6,000 square feet. The paving repairs were completed in January 2019. The City's design consultant submitted plans for the improvement project's second review on March 18, 2019. Caltrans misplaced the plans within their District Headquarters for a month. The City received their comments on Jun 25, 2019. City staff is implementing most changes and 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 be to redo environmental studies and obtain more right-of-way.

#### **Caltrans' project to repair intersections and slurry seal Los Angeles Avenue**

Description: Caltrans' contractor, Toro Enterprises, began pavement preservation work on Los

Angeles Avenue in the summer of 2018. The project involves the entire width of the state highway between Somis and the Freeway.

Status: The project was scheduled for completion in December of 2018 but is still not complete. This work is welcome in that it will extend the life of the highway pavement. The first work was to grind and overlay pavement that was distressed at signalized intersection due to trucks braking and accelerating. That work cut traffic signal detector loops. But instead of repairing the loops before leaving that intersection, Caltrans' plan was to repair months later, at the end of the job. This decision made the existing congestion problems worse. This was not satisfactory to the City considering that the highway carries more than 40,000 vehicles per day. Public Works staff and the City Manager spent an inordinate amount of time reaching out to Caltrans to make immediate repairs and adjustments to the signals. The City had limited success with this approach. The slurry work was completed on the highway, restriping was delayed and, again, staff and the City Manager reaching out to Caltrans to delineate the highway better with glue down "tabs" so that the lanes would be visible at night and in the rain. With the input of the Caltrans District Director, this change was made. As of the end of December, striping within the City is substantially complete. A number of residents complained that left turns from Westbound LA Avenue onto Southbound Edenbridge Road were improperly cut off. These turns were prohibited before the recent slurry seal and that prohibition was required was required by the Council's approval of the Shea project in 2005. Caltrans reported that the contractor improperly striped LA Avenue in a way that would allow the left turns and they discovered it on their inspection.

While Public Works and Police Department staff believe the left turns were not especially hazardous, Caltrans re-examined the left turn question and concluded that they will not permit such turns because of safety concerns. In the future, a potential project will be considered to install a signal on the state highway at Millard. This issue was discussed at the June 5, 2019 Council meeting with District Director Bulinski who will not overrule his traffic engineer's decision.

**Los Angeles Avenue Widening – Moorpark Avenue to 200 Feet East of Spring Road [Capital Project No. 8013/C0021] (*Departmental Objective II.A.3*):**

Description: Design, right-of-way acquisition and construction of street widening along the south side of the street, to provide three (3) travel lanes in each direction. Additionally, a right turn pocket will be added at the northeast corner of Los Angeles Avenue and Moorpark Avenue. The project will require shifting the centerline eleven feet (11') to the south between Millard Street and Spring Road, plus a five hundred foot (500') long transition west of Millard Street and east of Spring Road. The project also includes a traffic signal at Millard Street. This project now includes the widening of Spring Road for approximately 200 feet south of Los Angeles Avenue. Right-of-way has been obtained at the southeast corner of Spring Road and Los Angeles Avenue from Chevron as part of its car wash project.

Status: **No change since last report** -The Environmental Assessment (EA) has been finalized by Caltrans and FHWA, and was approved by the City Council at the October 7, 2009, meeting. On November 5, 2014, City Council approved an Agreement with AECOM for final design plans, specifications and cost estimates. Hamner, Jewell is proceeding with the right-of-way acquisition. AECOM is proceeding with the completion of the design including the relocation of the power poles on the north side of Los Angeles Avenue, east of Moorpark Avenue. During the February TTAC meeting, VCTC confirmed that this project will receive \$796,770 in Federal funding and is currently in

the 2015 FTIP. Staff will adjust the project documents to include widening the east side of Spring Road from Los Angeles Avenue to the McDonalds driveway. AECOM met with Caltrans regarding the process to follow moving forward. On our behalf, AECOM argued that no additional requirements should be mandated to this straightforward widening project. Caltrans Permits group has still not responded so PW Director will follow-up with Permits management to try to get this moving at District 7. Permits management at District 7 finally did communicate with the City Engineer/Public Works Director but they still insist that the more formal procedure be followed. Sean Corrigan and the designer are working on an appeal to the District 7 Director. City Engineer/Public Works Director met with senior Caltrans staff on February 8, 2017. There are three levels of review, largely based on complexity and estimated cost. Accordingly, staff is working on achieving an interim result; modifying the eastbound travel lanes to achieve three through lanes. The follow on phase will achieve the more complex work. Staff is working to coordinate Duncan-Ashley development project access design from Los Angeles Avenue with the City's future work. The design contract has expired with significant funding left over. Staff is reviewing a proposal from AECOM to update the schematic design so the project can move forward. Public Works staff has obtained preliminary approval from Caltrans staff, including the District Director, to obtain approvals from the Council and Caltrans on the schematic design and then enter into agreement with Caltrans to execute the project; much like was recently done to install signals at the eastbound ramps of SR 118 at Collins Drive.

**Spring Road Widening – Flinn Avenue to Los Angeles Avenue [Capital Project No. 8026/C0022] (*Departmental Objective II.A.9*):**

Description: Design, right-of-way acquisition and construction of street widening along the east side of Spring Road to provide additional right-of-way for landscaped medians and bike lanes.

Status: An agreement with NCM Engineering was approved by City Council on September 2, 2015 to complete the design for the road widening south of Flinn Avenue. Acquisition of required rights-of-way north of Los Angeles Avenue is complete. The portion of the project south of Los Angeles Avenue has been transferred to be a part of the Los Angeles Avenue widening project 8013/C0021. Staff has reviewed 75% design submittal and has communicated with the various utility companies regarding relocating their utilities. Time Warner, now Charter, will relocate their utility in the near future. The City Engineer/Public Works Director has met with the City's right-of-way consultant to bring all real estate matters current. The City's designer is finalizing utility relocations so that the design can be finalized. Public Works staff is maintaining the landscape in the area adjacent to the parkway until the widening and improvements can be bid and completed. The City's consulting engineer is finalizing utility relocation designs with AT&T and SCE. The real estate consultant is working to extend prior temporary construction easements. All permanent right-of-way has been acquired. City Council approved the professional services agreement with Hamner-Jewell to finalize the necessary temporary construction easements. Staff continues to work with AT&T and SC Edison to resolve their utility relocation designs. City's contractor, Hamner-Jewell is working with affected property owners to obtain right-of-way clearance.

### **Spring Road Rail Crossing Improvements [Capital Project No. 8039/C0024]:**

Description: Reconstruction and widening of the rail crossing to provide a “standard” double gate design (with a raised center median). The project also includes right-of-way acquisition and road widening on the east side of Spring Road between Princeton Avenue and the rail crossing.

Status: **No change since last report** - The total project cost for design, construction and inspection is estimated to be \$4.5 million. The City’s funding contribution is \$400,000 to the crossing improvements and \$1.5 million to the road widening. A Construction and Maintenance agreement between the City and SCRRA has been executed. SCRRA awarded a construction contract and the majority of work was completed by December 17, 2013. Additional work by Union Pacific to upgrade the train communication/signaling system including the ongoing improvements to the Moorpark Avenue crossing is required before the new vehicle and pedestrian crossing gates are installed which is expected to occur in early 2016. Union Pacific and SCRRA are working to complete the modification of the railroad advance preemption detectors. Three additional exit gates need to be installed and the city’s traffic signals reprogrammed once the advance preemption system is functioning. Public Works is examining the traffic signal coordination between Charles/Flinn Streets and Spring Road to try to reduce congestion. Once SCRRA completes the advance preemption work (additional gates at the crossing and further traffic signal coordination), additional traffic signal timing modifications will probably be needed. SCRRA is beginning the design process for the advance preemption work. At this time, they do not know when the design and construction will be complete. Staff met with SCRRA staff and their consultant on December 2, 2016 to get the project moving forward. During the meeting SCRRA agreed with staff, that completion of the advance preemption requires less work than previously contemplated work, perhaps just months instead of years. Additionally, immediate reprogramming of the City’s signal could take place to ease the afternoon rush hour congestion at the tracks. This reprogramming now allows northbound Spring Road traffic to clear the tracks and High Street during one cycle and still keep the crossing clear. Staff is working with Metrolink and their contractor to install advance preemption electronic improvements in both the city and rail cabinets. Staff has authorized of the final invoice for the base contract work. Designs for Rail and City advance preemption controls are nearly complete. Installation work will be done in near future. Staff has relayed to Metrolink management the frequent driver complaints of rail gates going up and down despite a train not being present and other issues, asking Metrolink to make sure their controls and gates are properly set. After an unrelated battery failure issue was fixed on February 17, 2018 the ACORN wrote an article the following week on that one off problem and the ongoing phantom/ghost train issue. Staff subsequently had an annual meeting with Metrolink Public Affairs and asked them to address our long standing questions on the phantom/ghost train issue on what effect the installation of Advance Preemption will do to vehicle delays at the Spring Road crossing. Metrolink responded in writing to say that the solution for the phantom/ghost train is being worked on as it affects a number of crossings that are very near stations. However, that fix is some time away. As to the effect of new, Advance Preemption system Metrolink said it would not increase delays at the crossing. Metrolink technical staff briefed the City Council on the issues in a Special Meeting on May 16, 2018. Subsequently, Metrolink engineering staff reported that the railroad signals are working

properly. Metrolink has approved the City traffic signal connection plans submitted in September 2017 so the City is purchasing several components to connect with the railroad's Advance Preemption System. Metrolink has informed staff that this will reduce the time crossing gates are down for approaching trains. The installation of the railroad's Advance Preemption System was completed in August 2018. This means three things for drivers:

1. The Spring Road crossing gates will be down for a shorter period reducing congestion in both directions.
2. Northbound Spring Road congestion is reduced because the railroad pre-signal will be green longer and more noticeable.
3. The northbound right turn lane onto Princeton Avenue is restored.

The City Engineer has estimated that, despite the success of advance preemption's reduction of delays, it may be possible to further reduce delays between Charles Street and Second Avenue by interconnecting the signals. Staff will return to Council to ask that some of the surplus funds leftover from the project be reprogrammed for that design and construction. The 2019-20 budget includes a study for optimization of Spring Road corridor traffic controls between Second Avenue and Charles Street.

**Los Angeles Avenue Median Project [Capital Project No. 8047/C0026]  
(Departmental Objective II.A.1):**

Description: Construction to be completed consisting of raised landscaped medians on Los Angeles Avenue from the 23 freeway interchange to the westerly City Limit, in a manner consistent with Caltrans' Context Sensitive Design Standards.

Status: Caltrans has reviewed and approved the conceptual plan. Staff has advised the City's contract design firm (Tetra Tech) to divide the project into phases to facilitate the delivery of the project. Staff has met with Caltrans and has been advised to proceed with the final design for Phase I (Fwy. 23 to east of Spring Road). Caltrans issued comments on the revised Fact Sheet and final plans. Tetra Tech submitted revised plans to Caltrans in March 2015. Caltrans provided comments on the plans in June 2015 and Tetra Tech is revising the plans accordingly. The plans are 90% completed. Plans were submitted to Watershed Protection District for comments. Designer has the District's comments and is preparing revisions to the design to resubmit to Caltrans. Council approved this additional design work at its meeting of September 21, 2016. The designer made changes in response to Caltrans' comments on May 26, 2017. Caltrans delivered new comments on August 10, 2017. Staff is now preparing what is hoped to be the final submittal to Caltrans. To make allowance for a safe bike refuge at the turn lane at Science Drive, the northern curb will be moved out approximately two feet for a length of 200 feet. Tetra Tech is finalizing that design change for submission to Caltrans. Staff is working with the engineer for the 400 Science Drive project to obtain an irrevocable offer to dedicate property at the NE corner of Science Drive and Los Angeles Avenue for a future widening. While this work is not programmed at this time the eventual improvement at the intersection will improve traffic flow into and out of the industrial park. The designer is finishing the design modifications. City Consultant, Tetra Tech submitted project plans and specifications to Caltrans for review on April 27, 2018. After four plan checks, Caltrans has requested that in addition to the traffic control plans already prepared, that the City must prepare a Traffic Management plan. Staff asked



Caltrans if they would share the plan that they must have developed for the Los Angeles Avenue Slurry project as a model. Of course, they did not require such a plan for their own work. Tetra Tech is preparing a plan for the fifth submittal. Tetra Tech submitted the design, with Traffic Management, in March for the fifth plan check. Once the plans have been completed staff will be in a position to bid the project to obtain the actual costs for construction, which is anticipated to occur in fall 2019, with most of the work to be done at night to minimize impact on the travelling public. 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 for City staff to bring to Council to obtain permission to seek bids.

**Los Angeles Avenue Widening Project [Capital Project No. 8058/C0030]:**

Description: Widen Los Angeles Avenue to six travel lanes between Maureen Lane and Leta Yancy Road.

Status: **No change since last report.** Complete Project design was completed and an Encroachment Permit obtained from Caltrans in 2010. A traffic signal warrant study for Los Angeles Avenue at Shasta Avenue was completed and warrants were not met, therefore, a signal will not be installed as a part of this project. City Council granted staff authority to advertise for construction bids on January 16, 2013. An agreement with Calleguas Municipal Water District for the required protection and relocation of Calleguas' facilities has been executed. Bids were opened on August 26, 2013, and a contract awarded to Sully-Miller Inc. at the October 2, 2013 City Council meeting. Filippin Engineering is providing construction management and inspection services. A waterline easement from the City to Calleguas has been executed. Caltrans required additional studies and updates to the project design to conform to current standards and issued a new permit on September 17, 2014. Due to the Caltrans permit delays, City Council terminated the contract with Sully-Miller on December 17, 2014, and granted authority to re-advertise for construction bids. Bids were opened on February 9, 2015 and City Council awarded a contract to Griffith Company on February 18, 2015. Griffith obtained their duplicate permit for construction. Construction is anticipated to begin in October 2015. The City is processing a budget amendment and change orders to pay for the extra Portland Cement Concrete cap that became required when Caltrans increased the roadway's structural section. Calleguas obtained their Caltrans permit on March 8, 2016. A double permit for CMWD's contractor, Blois, has also been issued. Construction began March 21, 2016. The Portland Cement Concrete cap is complete. Lean concrete base, curb, and gutter have been poured. Paving is expected to occur on July 25 & 26, 2016. The construction work is finished. The contractor is correcting some areas with excessive cracking in October so that the project can be closed. The City Engineer/Public Works Director is asking Caltrans for modification of two of the four truck lane limitation signs so that the Police Department can issue citations if trucks are inappropriately in the number one and two lanes. All physical work is complete. Staff is completing a change order and working on dedication of right-of-way to Caltrans to close the project. The construction contractor has been paid for 95% of the work with only the release of the contract retention pending. Council approved the notice of completion and retained funds will be returned to contractor mid-October 2017. The Contractor has been paid. Council has approved the Pacific Communities project, which includes a future payment to the City for the \$2 million project. Remaining work includes turning over the additional right-of-way granted by Pacific Communities to Caltrans.

**Metrolink North Parking Lot Expansion [Capital Project No. 8063/C0032]  
(Departmental Objective I.A.1):**

Description: Convert vacant lot west of Metrolink North Parking Lot into a formal parking lot. The project also includes slurry sealing the existing North Parking Lot (owned by VCTC).

Status: On February 3, 2016, the City Council approved an Agreement with Phoenix Civil Engineering, Inc. (Phoenix) for design of the project. The scope of work includes parking lot improvements to the existing North Parking Lot, west vacant lot, and (optionally) improvements to the former Pacific Pride station, located east of the North Parking Lot. City Council approved a conceptual design layout on July 20 and approved amending Phoenix's agreement to include landscape design services and electrical/lighting design services. Final design is currently in process. On February 1, 2017, City Council approved amending Phoenix's Agreement for development of a Storm Water Pollution Prevention Plan. There had been a delay in completion of the design while the City determined if recent concerns about liquefaction of soils along High Street could impact the stormwater infiltration design standards of the current project. Project engineer reviewed the issue with the City's geotechnical engineer and recommended that infiltration into southwest section of parking lot be reduced. Final design was submitted December 6, 2017. Staff established a project number and deposited funds to Metrolink for review of the design plans as well. Metrolink returned comments on December 14, 2017. Staff prepared a response and Metrolink has approved the design at this time, although a maintenance agreement is required between the City and VCTC (the owner of the existing North Parking Lot). Staff has completed the VCTC maintenance agreement. It is staff's intention to complete the Metrolink South Entry (Project No. C0029) before beginning construction of the North Parking Lot project in order for easier vehicle access in and out of the South Parking Lot while the North Parking Lot is closed for construction. The bid document for the Metrolink South Entry is currently being drafted. On March 1, VCTC approved transferring \$801,877 of Proposition 1B funds from the Simi Valley compressed natural gas project to the Metrolink North Parking Lot project to cover the estimated shortfall in project funding. The City received the funding from Simi Valley on May 28, 2019.

**Moorpark Avenue Left Turn Lane [Capital Project No. 8087/C0011]:**

Description: Widening of the southwest and southeast corners of Moorpark Avenue and High Street to provide a dedicated northbound left turn lane, as well as dedicated northbound through and right turn lanes.

Status: **No change since last report.** This project is being included in SCRRA's project to improve the railroad crossing to Sealed Corridor standards including a raised median, new crossing arms and pedestrian gates. The major expense of relocating the existing railroad switch just west of Moorpark Avenue prohibits the widening from being sufficient to accommodate the dedicated northbound left turn lane and meet Caltrans standard lane widths. The project will include modifications to the traffic signal to provide a shared straight and left turn and dedicated right turn pocket. The City executed an agreement with SCRRA for the project and contributed \$200,000 to SCRRA for project design. On June 25, 2014, the California Transportation Commission approved SCRRA's requested allocation of \$4.8 million in Proposition 1B Highway

Railroad Crossing Safety Account to fund construction. SCRRA and City staff coordinated with Caltrans to obtain a permit for construction. SCRRA has awarded a contract for construction and new track panels and asphalt paving has been installed. Construction is now complete. All parties have developed a punch list and the contractor is addressing the items on the list. Union Pacific and SCRRA are working to complete the modification of the railroad advance preemption detectors and upgrade Caltrans' traffic signal controllers at Poindexter Avenue and High Street. SCRRA's contractor will be doing minor asphalt work at High Street to remove a slight depression, called a bird bath, which traps water. Parks, Recreation and Community Services Department has completed significant landscaping improvements at the Chamber of Commerce and Post Office frontages. SCRRA's contractor fixed the asphalt bird bath where High Street connects with Moorpark Avenue. The currently authorized scope of work is complete. Future work will include further widening of Moorpark Avenue, including a dedicated left turn lane onto Westbound High Street and installation of railroad advance preemption controls that are interconnected with Caltrans' traffic signals at Poindexter Avenue and High Street. Staff will obtain proposals in November 2017 to update the schematic design prepared in November 2006 to include widening and improvement of the intersections of High Street and Poindexter Avenue/First Street with Moorpark Avenue. Staff has obtained two Statements of Qualifications from design firms with local, rail and Caltrans experience. Staff is evaluating the submittals and will recommend a firm to Council to prepare the Project Study Report and schematic design. Public Works staff has obtained preliminary approval from Caltrans staff, including the District Director, to obtain approvals from the Council and Caltrans and the Railroads on the schematic design and then enter into agreement with Caltrans to execute the project, much like was recently done to install signals at the eastbound ramps of SR 118 at Collins Drive.

**SR-23 Sound walls at Tierra Rejada Road Interchange [Capital Project No. 8079/C0034]:**

Description: Construction of two fourteen foot high masonry block sound walls on the west side of State Route 23 on both sides of the southbound off-ramp to Tierra Rejada Road. The northern wall is approximately 1,000 feet long and the southern wall is approximately 700 feet long. The project also includes drainage, lighting, landscaping and irrigation improvements.

Status: **No change since last report.** On October 17, 2012, City Council awarded a construction contract to Peterson-Chase General Engineering. Construction has been completed and accepted by the City and Caltrans. A Notice of Completion has been recorded and a maintenance agreement is being finalized with Caltrans.

**Undergrounding Utility District #2 [Capital Project No. 8051/C0027] (*Departmental Objective V.B.1*):**

Description: Formation of an Underground Utility District to facilitate a project by the Southern California Edison Company (SCE) to underground certain utilities. The project tentatively identified for this new District is the undergrounding of the transmission lines and removal of the poles along Los Angeles Avenue between Shasta Avenue and Millard Street.

**Status:** **No change since last report.** This project has been placed on hold until after the City Council completes efforts to evaluate and prioritize various candidate “undergrounding” projects. The City Council, at the August 16, 2006 meeting, approved the Committee recommendations and staff will be coordinating the design and construction of one of these projects.

**Metrolink South Lot Entry [Capital Project No. 8056/C0029] (Departmental Objective IV.A.1):**

**Description:** A project to relocate the entrance to the south Metrolink Parking Lot to First Street. The project includes the acquisition and demolition of one single-family residence. This work has been completed.

**Status:** The conceptual design and the environmental document have been completed, and a Public Hearing was held in July 2009. The project has been approved by the City Council. The City has received approval for approximately \$220,000 in Federal Transit Administration (FTA) funding from the Ventura County Transportation Commission (VCTC) for construction of the second access. The City has also received approval for a Congestion Mitigation and Air Quality (CMAQ) grant for approximately \$449,450 from the VCTC to fund additional ROW acquisition. The Field Review Form (7-B) and Preliminary Environmental Study Form (6-A) were sent to Caltrans District No. 7 on February 7, 2011. The City received approval of the Preliminary Environmental Study on August 10, 2011. The City received authorization to proceed on January 10, 2012. The City also completed and submitted Program Supplement Agreement No. 012-N to Administering Agency-State Agreement No. 07-5436R on March 22, 2012. Relocation of tenants and demolition of 65 First Street has been completed (August 2013). City Council awarded contract to RJR Engineering Group, LLC (RJR) for final design of the project, incorporating 65 First Street only on January 20, 2016. RJR and City staff has gone back and forth several times with revisions to the design of the entrance. Staff and RJR met June 16, 2017 to continue review of the plans. City approved Amendment No. 1 to Agreement September 6, 2017, adding a landscape architect for design of infiltration area. Landscape architect submitted design on December 1, 2017. Staff provided comments on December 4 and 18. The design is complete. Staff has finalized a cost estimate update from the design team. City Council approved Plans and Specifications for PW: 2019-02 on April 17, 2019. The City advertised the project beginning April 28. A mandatory pre-bid meeting and job walk occurred on May 21, 2019; 5 companies attended. While the bid was open City staff and VCTC staff determined that the City would need to wait for final 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 does not require the City to re-bid the project; however, staff has placed the bid on hold pending final grant approval (expected in August 2019). Once the grant is approved the City will resume the bidding process.

**Drain Number 2 Trail [Capital Project No. 8059/R0050]:**

**Description:** A project to construct a Class 1 trail segment to extend from the east end of Campus Park Drive southerly under the freeway in an existing Ventura County Water & Sanitation District Access Tunnel to near the Arroyo Drive rail crossing. The first phase was the preparation of a feasibility study and implementation plan to identify the access rights which will be acquired from the County and Metrolink.

Status: **No change since last report.** This study is complete.

**Train Station Platform Pedestrian Access Improvements [Capital Project No. 8060] (*Departmental Objective I.A.1*):**

Description: A project to construct a ramp and walkway connecting the Train Station Platform to High Street.

Status: **No change since last report.** A walkway and street ramp design that reuses existing platform ramps and constructs a walkway to High Street is part of the design for Project No. 8063/C0032 approved by City Council on July 20, 2016.

**North Hills Parkway [Capital Project No. 8061/C0031] (*Departmental Objective II.B.5 & II.C.4*):**

Description: Prepare the preliminary engineering necessary to develop preliminary design (vertical and horizontal roadway alignment) and cost estimate for the northerly cross-town arterial related to the General Plan SR-118 corridor.

Status: **No change since last report.** Conceptual alignment plan was approved by the City Council in May 2008. Staff met with Caltrans and alignment study appears acceptable. Staff presented the revised conceptual drawing of the revised Princeton interchange to the Transportation and Public Works Committee on January 5, 2009. On October 7, 2009, City Council approved a design contract with KOA Corporation for Phase I North Hills Parkway from Los Angeles Avenue to Gabbert Road including the railroad undercrossing. The design contract with KOA was terminated on July 1, 2013 and staff is preparing a new design contract for City Council approval. The design will then proceed and be coordinated with adjacent property owners including AB Properties (Tract 5147).

**Extension of State Route 23 from Broadway to Princeton/118 Interchange [Capital Project No. 8045/C0025] (*Departmental Objective II.C.4*):**

Description: Prepare a conceptual alignment study and preliminary cost estimate for alternate State Route 23.

Status: **No change since last report.** Conceptual alignment plan was approved by the City Council in May 2008. Staff met with Caltrans and discussed the interchange modifications. Caltrans was not in agreement with staff's proposal and recommended that the entire Princeton Avenue interchange be relocated to the west. This was presented to the Transportation and Public Works Committee (Councilmembers Millhouse and Van Dam) on January 5, 2009. The City Council approved an agreement with RBF Consulting on October 7, 2009, for conceptual design services for this project on the east and west limits of Tract 5045. This was done such that Pardee can complete their grading and drainage obligations for Tract 5045. The agreement with RBF Consulting has been completed and design work has commenced. Conceptual design presented to staff. This will be reviewed and returned to the consultant for finalization.

**Millard [Fremont] Drain [Capital Project No. 8065/C003] *Departmental Objective V.C.1*):**

Description: Construction of storm drain improvements in the vicinity of Los Angeles Avenue and Millard Street.

Status: City staff updated the cost estimate for the 2017/18 Capital Improvement Program for future funding.

**Los Angeles Avenue Utility Undergrounding Project [Capital Project No. 8066/C0033] (*Departmental Objective V.A.1*):**

Description: A City-funded project to remove existing overhead electrical utilities located along the north side of Los Angeles Avenue west of Science Drive.

Status: **No change since last report.** Consultant (BJ Palmer) was hired to perform coordination of design services for this project. SCE has completed the design. City approved drawings were submitted to Caltrans for an Encroachment Permit; and Caltrans required revisions to the plans. RJR has prepared traffic control plans for the City. BJ Palmer is revising the plan set for resubmittal to Caltrans. The City Engineer/Public Works Director and B.J. Palmer met with Caltrans staff in September to resolve persistent design objections that their staff had made that were not founded in good design practice. It appears that Caltrans is now onboard with the City's design. BJ Palmer is making final revisions for Caltrans approval. On November 29, 2016 B.J. Palmer followed up with SCE to ensure the City's revised design meets SCE's revised standards. SCE has informed the consultant and the City that the SCE infrastructure that the City's design relies upon has been significantly changed. The City has asked SCE to revise their design so the project can move forward.

**Bus Shelters and Other Bus Stop Amenities [Capital Project No. 8071/P0011]**

Description: Bus stop adjustments, additions, and amenities. Relocate Community Center bus stop.

Status: **No change since last report.** The City submitted a TDA Article 3 grant request in the amount of \$100,000 for improvements to the Civic Center bus stop, including ADA sidewalk access between all City buildings. The grant was approved by VCTC on June 1, 2012. The project is currently on hold pending confirmation of a City Hall building layout.

Between June 20 and July 2015 a Girl Scout art project painted animal stencils on all twenty bus shelters. Public Works field crew relocated a bus shelter and trash can from the northeast corner of Spring Road and Peach Hill Road to the northeast corner of Peach Hill Road and Christian Barrett Drive (at Peach Hill Park) in January 2018. The bus stop on Spring Road was closed in August 2017. The relocation was based on a request for a bench at Peach Hill Park from a resident who has difficulty standing for long periods of time. Staff is also reviewing relocating other bus shelters from closed bus stops to current bus stop locations.

**Arroyo Drive Bikeway/Pedestrian Project [Capital Project No. 8095/C0037]  
(Departmental Objective II.A.6):**

Description: Establishing sidewalks and bicycle lanes connecting Villa Del Arroyo Mobile Home Park to Collins Drive, as well as to the City of Simi Valley city limits.

Status: **No change since last report.** The City obtained \$30,000 in TDA Article 3 funding for a feasibility study to identify options available for establishing bicycle and ADA compliant pedestrian connectivity from Villa Del Arroyo Mobile Home Park to Collins Drive, north of the 118 freeway. The study was completed in 2015 with a conceptual design. On May 1, 2015, VCTC approved the City's request for \$100,000 in TDA Article 3 funding for a 2,100 foot sidewalk in front of Villa Del Arroyo Mobile Home Park between the main entrance and the east end of the community. The City will contribute an additional \$100,000 in local match, using TSM Fund 2001. On June 3, 2016, VCTC approved the City's application for an additional \$100,000 to add 1,500 feet of sidewalk in front of Villa Del Arroyo Mobile Home Park between the main entrance and the west end of the community. An additional 500 feet of sidewalk is proposed, connecting the west-end sidewalk to the Simi Valley city limit line. The City will contribute an additional \$100,000 in local match, using TSM Fund 2001. (Total project budget \$400,000). Staff submitted a TDA Article 3 grant application to VCTC on August 21, 2017. The application was for \$531,180, with a local match of \$68,820. The grant is to fund development of plans and estimates from schematic to design development stage for sidewalk and bikeways along Arroyo Drive and Collins Drive, between Campus Park Drive and the Arroyo Drive railroad crossing. VCTC approved the grant on October 6, 2017. The project can begin in FY 2018/19. On June 29, 2018, Public Works staff met with a design consultant to discuss proposal criteria for design of the sidewalk along Arroyo Drive, from the east end of Villa Del Arroyo Mobile Home Park to the Simi Valley city limit line.

**Administrative Matters**

**Evaluate Funding Sources and Priorities for Undergrounding Projects  
(Departmental Objective V.B.3):**

Description: To identify locations of potential future Undergrounding projects and to establish methodology for priority ranking. To estimate costs and identify potential funding sources.

Status: **No change since last report.** The City Council has approved the Committee recommendations.

**Floodplain Management Ordinance**

Description: Update the Floodplain Management Ordinance to incorporate the current National Flood Insurance Program (NFIP) and revised Federal Emergency Management Agency (FEMA) Digital Flood Insurance Rate Maps.

Status: **No change since last report.** Review of the current NFIP and FEMA regulations for incorporation into the revised ordinance. Several residents have met with staff because they have received rate increase notices from the federal government. FEMA is in the process of raising flood insurance premiums per the Biggert-Waters

Flood Insurance Reform Act of 2012 and the Homeowner Flood Insurance Affordability Act of 2014. After super storm Sandy they found the old rates were inadequate.

**Graffiti Removal:**

Description: Staff continues to be pro-active with the removal of graffiti and spent approximately 8.25 hours in April, 5.5 hours in May, and 1.25 hours in June on the removal of graffiti within the public right-of-way.

Status: Ongoing.

**Parking Citations:**

Description: Public Works provides initial parking citation appeal review for City-issued parking citations. The majority of tickets written by the City are for vehicles parked in an area during street sweeping hours.

Status: Staff reviewed 70 appeals from April to June. Fifty-two (52) citations were recommended for cancellation and 18 were denied. Individuals who receive a denied appeal may have their appeal heard by a Hearing Officer.

**National Pollutant Discharge Elimination System (NPDES)**

**Calleguas Creek Integrated Watershed Protection Plan (IWPP) Phase II:**

Description: Ventura County Watershed Protection District (District) is working on a Management Strategy Study to select flood and sediment control approaches and combine them into a selected Combined Alternative.

Status: **No change since last report.** On September 22, 2009, District staff presented their final draft of the Integrated Watershed Protection Plan (IWPP) Phase II Study. The District's goal is to establish several regional basins to collect flood waters, which will be released at a slower rate and flow after storms have occurred. According to the District, the regional basins will reduce the need for channel improvements. One of the proposed regional basins is located south of Virginia Colony and extends eastward towards Villa Del Arroyo Mobile Home Park. The entire project, if approved, is expected to cost more than \$330 million over the course of several years. The District's goal is to seek state and federal grants to fund the project. City staff submitted comments on the draft study, including the importance of including the role of local municipalities and the ability of property owners to develop undeveloped property. The District is developing its Upper Calleguas Watershed Management Plan. The study area includes Simi Valley and a portion of Thousand Oaks. Staff has attended several stakeholder workshops to monitor the progress of the plan. On May 31, 2013, the City received a letter from the District stating that based on the City's successful approval of Moorpark's Letter of Map Revision with FEMA, coupled with escalating mitigation costs, regulatory restrictions, and the District's budgetary constraints, the District will no longer pursue the Virginia Colony project as a vital project.

**Calleguas Creek Total Maximum Daily Load (TMDL) Management Committee:**

Description: The City of Moorpark is part of the Calleguas Creek Watershed Stakeholder Committee for compliance of the Calleguas Creek Watershed Total



Maximum Daily Load (TMDL) Program. There are currently six TMDLs that the jurisdictions in Calleguas Creek work to meet: Nitrogen; Toxicity; Organochlorine Pesticides, PCBs, and Siltation; Metals; Salts; and Trash. It should be noted that the Trash TMDL is only applicable for a subset of the Calleguas Creek stakeholders; Moorpark is not one of the stakeholders.

Status: Staff attended TMDL Management Committees on May 20, 2019. The Committee discussed several topics including monitoring for E. coli bacteria in local waterways; land use drainage delineations for the committee members and their respective monitoring sites; and new EPA criteria evaluation updates.

### **Coastal Cleanup Day:**

Description: The City participates in California Coastal Cleanup Day, which is traditionally held on the third Saturday of September.

Status: Coastal Cleanup Day will be on Saturday, September 21, 2019, from 9:00 a.m. to Noon. The cleanup site will be at Villa Campesina Park.

### **General Stormwater Items:**

Description: This section covers other stormwater topics not covered in other NPDES sections.

Status: On June 17 a vehicle fire in the Moorpark Town Center parking lot resulted in an estimated 5 gallons of gasoline traveling from the parking lot, through a private catch basin to a Caltrans storm drain and ultimately into the Arroyo Simi south of Los Angeles Avenue and west of Leta Yancy Road. City staff responded to the incident including inspecting the storm drain outfall where an oily sheen was identified in the outfall apron located above the Arroyo Simi as well as a small sheen in the Arroyo Simi, pooling in an isolated area with a slight discharge into the Arroyo Simi itself. Public Works field crew deployed absorbent clothes to collect the material in the outfall apron and Arroyo itself. Wattles were also placed inside the outfall to prevent further discharges into the Arroyo Simi. City staff notified Ventura County Environmental Health and Watershed Protection District of the discharge. Staff from Watershed Protection District confirmed a few days later that the City could remove the wattles from the outfall.

### **State NPDES Construction Permit**

Description: Construction sites that disturb one acre or greater are required to obtain coverage under the General Permit for Discharges of Storm Water Associated with Construction Activity (Construction Permit).

Status: **No change since last report.** The new Construction Permit was adopted by the State Water Resources Control Board on September 2, 2009. The Construction Permit became effective July 1, 2010. Construction activity subject to this permit includes clearing, grading and disturbances to the ground such as stockpiling, or excavation, but does not include regular maintenance activities performed to restore the original line, grade, or capacity of the facility. Whereas the previous Construction Permit was focused on best management practices (BMPs) and the development of a Storm Water Pollution Prevention Plan (SWPPP), the new Construction Permit is more

risk-based and has progressively stricter requirements depending on the size of the construction site. The Construction Permit is required for private and public construction sites. Public Works staff received a presentation from Hall & Foreman, Inc., on June 23, 2010, for review of compliance with the new Construction Permit. Staff also participated in a California Storm Water Quality Association (CASQA) webinar that covered CASQA's updated Construction Best Management Practices (BMP) manual. The updated manual will assist in complying with the new Construction Permit's requirements.

### **Stormwater Permit:**

Description: The City along with all the other cities and Ventura County are regulated with a municipal stormwater permit MS4 (Permit). The Permit has multiple requirements designed to protect stormwater that is discharged into the watershed. City staff has been working with other municipalities and the County (collectively referred to as the "Permittees" to negotiate with the Los Angeles Regional Water Quality Control Board (Regional Board) for its new Permit. The current permit expired July 8, 2015.

Status: The Stormwater Permit kickoff meeting was May 2, with a follow-up meeting on May 16. Although the current MS4 permit "expired" on July 8, 2015, the MS4 Permit continues to be adhered to until a new permit is adopted and effective. The Permittees met with staff from the Regional Board on September 21 during the monthly Public Works Directors meeting to discuss the status of the Permit. At this time, the Regional Board has stated it intends on establishing a Regional Permit, which would be applicable to both Los Angeles County and Ventura County agencies, instead of the current separate Permit for Los Angeles County and Ventura County. The Regional Board held the first of three workshops to discuss the stormwater permit on May 10, 2018. City staff attended. The May 10 workshop focused on presentations from Los Angeles County permittees and their progress in complying with their current permit. The next workshop was July 12 and will continue to focus on Los Angeles County permittees. The third workshop was September 13 at the Ventura County Government Center and focused on Ventura County permit compliance. During the presentation Moorpark projects were highlighted, including the Arroyo Vista Community Park Recreational Trail, Walnut Acres Park and Moorpark Dog Park, all of which incorporated stormwater infiltration. Photographs from properly installed best management practices at for stormwater protection in Moorpark were provided as well. A Regional Board workshop took place April 11, 2019, focusing on the cost of permit implementation and potential funding strategies. Another meeting with Regional Board staff, three Regional Board members, and City Public Works Directors and associated staff met on June 25, 2019. The Ventura County cities focused on need for flexibility on compliance and timeframes, respecting the fact that LA County has now had several years to prepare and implement Watershed Management Plans, which are anticipated to be a new feature for Ventura County. Ventura County cities also mentioned that we do not have a dedicated stormwater funding source, unlike LA County which recently passed Measure W to help fund implementation of water quality improvement projects.

### **Upper Calleguas Creek Watershed Management Strategy Study:**

Description: Ventura County Watershed Protection District (District) is working on a Management Strategy Study to select flood and sediment control approaches for the

upper Calleguas Creek Watershed. This study primarily affects the cities of Thousand Oaks and Simi Valley.

**Status: No change since last report.** Staff attended the third stakeholder meeting of the Upper Calleguas Creek Study on April 10, 2013. The focus of the Study was proposed solutions to flooding problems along the Upper Calleguas Watershed (Simi Valley and Thousand Oaks). At the meeting, Ventura County Watershed Protection District's (District) consultant team (CDM Smith) provided the group with its current proposed projects. The group then broke into smaller work groups to discuss the proposed solutions. The majority of the proposed solutions in Simi Valley included converting areas of the Arroyo Simi from a trapezoidal cross section to a rectangular cross section for additional capacity. A number of bridges would also need to be improved to prevent blocked flow. In a few areas where space was available, detention basins are proposed. Moorpark staff commented that the Lower Calleguas (Moorpark, etc.) should be improved first before the Upper Calleguas is improved so that the downstream area can support the increased flow. Bridge improvements should be completed before the Arroyo itself is improved. Conversion from trapezoidal to rectangular channels is not necessarily the best solution given the trend to maintain natural stream systems. The fourth stakeholder meeting occurred on September 11, 2012. During the meeting, City staff recommended that if improvements to the Upper Calleguas and its tributaries would increase the flow of water that traveled to the Lower Calleguas area (including Moorpark) then improvements to the Lower Calleguas must be made first. A fifth stakeholder meeting was held on December 11, 2012. Progress on the draft study report was presented. Further details on the proposed projects and a schedule for implementation are being prepared. Staff continues to review the documents provided by the District. The District released its Final Report in May 2013, including a response to comments. Staff is still reviewing the document to determine if the report addresses the City's concerns.

### **Ventura Countywide Storm Water Quality Management Program – Watershed Management Committee (WMC):**

**Description:** The Permittees (including the City of Moorpark) meet monthly to discuss stormwater topics such as Permit compliance, TMDL issues, and legal/regulatory issues. A new Permit is expected in late 2018 or early 2019.

**Status:** Staff attended the WMC on April 17 and June 20, 2019. Discussions about the Permit renewal process continued, including preparation for the June 25 Regional Board meeting. Other topics covered included application of stormwater quality control devices for redevelopment projects, the Statewide Trash Amendment and a proposal from staff at California State University Channel Islands for data visualization of stormwater monitoring results.

### **Transit**

#### **Article 3 Funding:**

**Description:** The City is eligible to apply for TDA Article 3 funding (bikeways and pedestrian projects) from VCTC. The funds were available on an annual basis. Beginning in FY 2017/18 VCTC began combining Article 3 grant applications with their

CMAQ call for projects and began accepting applications for two years' worth of funding. The first new call for projects was for FY 2017/18 and FY 2018/19 funding.

**Status:** **No change since last report.** The City submitted its FY 2016/17 Article 3 funding request to VCTC on March 31, 2016. The request was for \$100,000 for Phase II of sidewalk construction parallel to Arroyo Drive in front of Villa Del Arroyo Mobile Home Park. Phase II includes a sidewalk between the Villa del Arroyo Mobile Home Park's main driveway and the west-end of the mobile home park as well as the east-end of the mobile home park property line and the City of Moorpark's city limit line. The grant proposal includes a local match of \$100,000. Phase I includes a sidewalk between mobile home park's main driveway and the east-end of the community's property line and is funded with \$100,000 of TDA Article 3 funding that was received for FY 2015/16 (a local match of \$100,000 is also provided). On June 3, 2016, VCTC approved the City's application.

Staff submitted a TDA Article 3 grant application to VCTC on August 21, 2017. The application was for \$531,180, with a local match of \$68,820. The grant is to fund development of plans and estimates from schematic to design development stage for sidewalk and bikeways along Arroyo Drive and Collins Drive, between Campus Park Drive and the Arroyo Drive railroad crossing. The City's project was approved by VCTC at their October 6, 2017 Commission meeting. Funding was received July 26, 2018.

**Moorpark City Transit:** Transit totals for the months of January through March 2019 are provided below:

	Jan	Feb	Mar	YTD
Daily Average	195	204	197	196
Total Monthly Ridership	4,279	4,283	4,134	37,506
Farebox Ratio (target ratio 20%)	6.85%	8.22%	8.01%	7.25%

**Beach Bus:**

**Description:** The Beach Bus is a seasonal program during the summer that provides two round trips to and from Zuma Beach Tuesday through Thursday.

**Status:** The Beach Bus started 2019 service on June 18, 2019. The bus will operate Tuesday, Wednesday and Thursday through August 15, 2019. During the first week of service the City provided 134 round trips and collected \$670 in fares.

**East County Memorandum of Agreement (MOA):**

**Description:** The VCTC Regional Transit Study, approved April 13, 2012, included a recommendation for the cities of Simi Valley, Moorpark, Thousand Oaks and Camarillo to join together to coordinate public transit services. The East County MOA would operate and coordinate all bus and ADA services, fares and hours of service including east county unincorporated area transit services. The MOA (transitioned back to an MOU) was finalized and executed on September 11, 2013.

**Status:** The ECTA Operations Committee met May 9, and the Management Committee met May 23, and June 27, 2019. The Operations Committee and Management

Committee created and approved an ECTA “White Paper” that provides a brief overview of how and why ECTA was formed, what its goals are, and considerations for the evolution of ECTA. The Management Committee also approved the final FY 2019/20 InterCity Budget, which incorporated cost increases that resulted from Thousand Oaks’ RFP for transit services.

**Metrolink Station:**

Description: Moorpark’s Metrolink Train Station and two parking lots are owned by the Ventura County Transportation Commission (VCTC). The City provides landscape maintenance service and trash removal at the platform. The City also installed a security camera system to monitor the parking lots and station in 2007. City staff routinely communicates with Metrolink and VCTC personnel about various topics related to the station.

Status: Security camera exchanges occurred June 12, 2019. City staff met at the Metrolink Station with Metrolink staff on May 17 and with Metrolink and VCTC staff on June 12 to discuss several items at the Station. Items discussed included noted improvements/repairs that City staff was anticipating completing, the security camera replacement project, safety training, and general areas of responsibility for maintenance

**Paratransit Services:**

Description: The City’s Senior Dial-A-Ride (DAR) program provides origin-to-destination transit services for Moorpark residents aged 65 and older. The City also offers origin-to-destination transit services for Moorpark residents with a valid ADA card (members with a mental or physical disability who are unable to use the fixed-route bus system). The ADA Paratransit program provides travel within the City limits as well as to neighboring jurisdictions.

Status: Fifteen (15) residents received membership in the Senior DAR program January – March, 2019. Seven (7) ADA Paratransit participants joined during the same time period.

Transit passenger totals for the months of January through March, 2019 are provided below:

	Jan	Feb	Mar	YTD
Senior/ADA Intra-City Trips	137	180	142	1,218
Senior/ADA Inter-City Trips (ECTA)	343	294	unknown	3,272*

ECTA March ridership info was not available at the time of this report. YTD info is based on July – February data.

**Transit Operators Advisory Committee (Transcom):**

Description: Transcom meets the second Thursday of every month. During the meeting, staff meets with other transit operators to discuss multiple topics, including federal and state funding, ADA requirements, and transit improvement projects.

Status: Staff attended Transcom on June 13, 2019. Transcom approved the FY 2019/20 federal Program of Projects, which included \$323,487 in funding for the City of Moorpark.

**Ventura County Transportation Commission (VCTC or Commission):**

Description: The Commission meets the first Friday of every month. The Commission is a governing board that develops and implements transportation policies, projects, funding and priorities for a wide variety of projects.

Status: Staff attended VCTC on April 5 and June 7, 2019. During the April meeting, the Commission approved the extension of the College Ride Transit Fare Promotion to provide reduced transit fares for students for the 2019 summer term. The Commission also approved an origin/destination transfer and customer satisfaction survey, which will include one of Moorpark City Transit's routes. At the June 7 meeting, the Commission approved the FY 2019/20 Local Transportation Funding apportionment for FY 2019/20, including \$1,381,327 for Moorpark. The Commission also approved their FY 2019/20 Unmet Transit Needs Findings, determining that there were no unmet transit needs that were reasonable to meet. .

**Unmet Transit Needs:**

Description: Public Utilities Code Section 99401.5(c) requires that the local transportation planning agency (VCTC) hold at least one public hearing each year to determine if there are transit needs that must be met. As part of this annual requirement, Moorpark voluntarily discusses its transit programs during a City Council meeting. Staff then forwards any comments from the public and from the Council to the VCTC.

Status: The City of Moorpark hosted a VCTC "Listening Session" on January 9, 2019 between the hours of 5:00 pm – 7:00 pm. Four members of the public attended. Public comments ranged from requests for better connections between Moorpark City Transit and the VCTC Intercity buses. During the meeting attendees were informed about the City's Senior Dial-A-Ride program and one attendee enrolled in the program at the meeting. The VCTC also held its Unmet Transit Needs Hearing on February 1, 2019. During the meeting there were no public speakers. Staff from VCTC have presented their draft Unmet Transit Needs findings and determined that at this time there are no Unmet Transit Needs that are reasonable to meet. They did identify a regional request for bus service between Fillmore and Santa Clarita that VCTC staff will explore the potential for planning for such a service. The Commission determined that there were no unmet transit needs that were reasonable to meet at their June 7, 2019 meeting.

## Vector/Animal Control

### Animal Statistics

Animal Licenses							
FY 2018-2019	Dog Licenses (City)	Interim Dog Licenses (City)	Cat Licenses (City)	Interim Cat Licenses (City)	VCAS & Vet Licenses	Total Licenses Sold	Last Year
July	17	4	2	0	434	457	452
Aug	21	3	3	0	354	381	493
Sept	8	2	0	0	369	379	387
Oct	29	13	0	0	407	449	505
Nov	17	14	1	0	230	261	432
Dec	26	10	0	0	333	353	395
Jan	18	4	0	0	398	420	460
Feb	15	5	0	0	274	294	461
March	30	16	0	0	439	485	481
April	18	5	0	0	481	*504	600
May	24	8	0	0	452	*484	620
June	*9	*2	0	0	*302	*313	529
<b>YTD Total</b>	<b>*232</b>	<b>*86</b>	<b>*6</b>	<b>0</b>	<b>*4473</b>	<b>*4780</b>	<b>5,815</b>
* Preliminary totals							

Animal Service and Compliance						
FY 2018-2019	Service Calls	Citations	Nuisance Hearings	Other Animals to Shelters/Rescues	Dogs to Mpk Holding Shelter	Dogs to VCAS
July	147	1	0	4	1	0
Aug	157	1	1	2	4	0
Sept	127	3	0	4	3	0
Oct	145	2	0	0	4	0
Nov	172	4	0	1	2	0
Dec	111	7	0	1	0	0
Jan	141	7	0	3	5	0
Feb	139	21	0	2	2	1
March	157	4	0	2	2	1
April	114	1	0	1	1	1
May	173	7	0	4	2	1
June	*103	*3	0	*2	*2	*0
<b>*YTD Total</b>	<b>*1649</b>	<b>*59</b>	<b>*1</b>	<b>*26</b>	<b>*28</b>	<b>*4</b>
* To June to 6/24/19						

**Activity Summary:** The majority of animal control activity for the 2018/19 fiscal year is summarized in the two tables listed above. There were a total of 114 service/compliance calls in April, 173 in May and 103 service/ compliance calls in June to date. Two dogs and two cats were taken to VCAS shelters during the past three months. In addition, five injured/orphaned wild animals were taken to local wildlife rescues by Moorpark staff during the past three months. Five dogs were temporarily held at the Moorpark temporary shelter facility until their owners came in and picked them up. There were no reported rabid animals or unusual wild animals such as mountain lions or bears during the past quarter. There were no nuisance hearings or scheduled hearings during the past quarter.

**VCAS Contract, Animal Services Commission, and City Staff Meetings:** The last VCAS Commission meeting was held on May 9, 2019 with City of Moorpark Community Services Manager Jessica Sandifer and Program Manager Shaun Kroes both attending. The Ventura County Animal Services Service Level Request for FY 2019/20 between the City of Moorpark and VCAS has been executed. On June 19 Moorpark City Council approved an updated to the City’s license fees to increase the non-sterilized pet fee from \$100 to \$105 to match the VCAS countywide increase.

### VECTOR CONTROL STATISTICS

**Vector Control Activity:** A table summarizing this quarter’s vector control activity is listed in the table below. Mosquito activity was moderate during the past spring quarter. No West Nile virus (WNV) or invasive Aedes mosquito activity has been reported in Ventura County so far this calendar year.

<b>Vector Control Statistics</b>							
<b>FY 2018-2019</b>	<b>Service Calls</b>	<b>Mosquito Related</b>	<b>Bees &amp; Wasps</b>	<b>Rodents</b>	<b>Other</b>	<b>Pesticide Applications</b>	<b>Square Ft Treated</b>
<b>July</b>	5	1	0	1	2	114	363,940
<b>Aug</b>	5	3	1	1	0	98	146,000
<b>Sept</b>	7	5	0	1	1	52	102,950
<b>Oct</b>	2	1	0	0	1	24	10,050
<b>Nov</b>	2	0	1	0	1	13	2,700
<b>Dec</b>	0	0	1	0	0	2	675
<b>Jan</b>	1	1	0	0	0	5	300
<b>Feb</b>	4	1	0	0	0	2	100
<b>March</b>	4	3	1	0	0	5	540
<b>April</b>	7	2	5	0	0	64	35,000
<b>May</b>	6	3	3	0	0	48	25,100
<b>June</b>	*13	*9	*4	0	0	*63	*25400
<b>*YTD Total</b>	<b>*56</b>	<b>*29</b>	<b>*16</b>	<b>*3</b>	<b>*5</b>	<b>*490</b>	<b>*712,755</b>
<b>*Totals to 6/24/19</b>							



## CITY MANAGER

**Tentative Future City Council and Successor Agency Agenda Items:** Future agenda items for consideration are as follows: FY 2019/20 & 2020/21 Strategies, Goals and Objectives; options for use of remaining funds from former Moorpark Redevelopment Agency Bonds; Development Agreement with Grand Moorpark/Kozar/Skye Line 66 LLC; Development Agreement with Rasmussen/Moorpark 67 LLC; Development Agreement with Chiu/Everett Street Terraces; update personnel rules; workshops on Municipal Finance/High Street streetscape development plans/LA Avenue truck traffic and retail landscape; extension of Conditional Use Permit (CUP) No. 2012-03 to allow continued use of 4875 Spring Road for outdoor storage of recreational vehicles; and approve design plans and authorize bidding of raised median project for Los Angeles Avenue between freeway and Spring Road.

## COMMUNITY DEVELOPMENT DEPARTMENT

### CITY COUNCIL PRIORITY OBJECTIVES

#### **Creation of Mixed Use Zone (Also Objective I.A.4):**

Description: Evaluate a potential mixed use (residential/commercial) zone within the Downtown Specific Plan area with a report to City Council by February 28, 2018.

Status: Staff has begun studying and analyzing the potential for mixed use development on vacant and underutilized property along High Street and Charles Street. Zoning will be addressed as part of a mixed use project application proposed for High Street by Daly Group, Inc., which was submitted in the third quarter of 2018 and is expected to be considered in 2019.

Staff is exploring the option of creating a Mixed-Use Overlay Zone that could be applied to any commercially-zoned land in the City. An overlay zone would not change the underlying commercial district uses or standards, but would allow high-density residential uses in conjunction with the commercial uses. An overlay zone would be a tool to facilitate the High Street mixed-use proposal in downtown and could be applied to other commercial parcels in the future (initiated by the City or by a property owner or developer).

City Council held a public workshop on May 15, 2019 to allow for comments on the High Street Depot Project design and the necessary implementation tools to implement mixed-use development.

#### **Los Angeles Avenue Traffic Study (Also Objective II.A.10.):**

Description: Prepare a Traffic Study of the Los Angeles Avenue (SR 118) corridor to determine ultimate location for traffic signals and other improvements to optimize traffic flow and minimize impacts on adjacent residential streets and provide information for use in preparation of the Circulation Element with a report to the City Council by January 31, 2018.

Status: On September 9, 2016, the City Council approved initiation of the traffic study. A Request for Proposals was distributed to four traffic consulting firms on October 9, 2016. The proposals were due on November 10, 2016. One firm, Kimley-Horn and Associates, submitted a proposal. Staff reviewed this proposal and determined it to meet the needs of the City. On December 21, 2016, the City Council approved an agreement with Kimley-Horn and Associates to prepare the traffic study for a not-to-exceed amount of \$110,000. CDD and PWD Directors had a kickoff meeting with Caltrans Traffic and Permits staff and the City's consultant at Caltrans District 7 Headquarters on June 28, 2017. Caltrans requested a study that only addresses optimization of existing signals and does not raise other, more vexing issues like truck safety and weigh stations, which would delay straightforward signal optimization. Caltrans staff also suggested that addition of future signals in a report to them will clearly indicate a reduced capacity on Los Angeles Avenue. They recommended that future signals be analyzed individually following published "warrant" rules. City's consultant agreed with this approach and will prepare a report for Council that includes the optimization of current signals as well as these other, more complex issues. Caltrans committed to updating the City on how they may be using the traffic signal interconnect system installed on Los Angeles Avenue more than ten years ago. The draft report was submitted to Staff in November 2017 and is under review. As part of their required deliverables Kimley-Horn developed a revised signal timing plan with Caltrans. While the new timing has reduced congestion on Los Angeles Avenue it has increased delays at two crossing streets; Spring Road and Tierra Rejada/Gabbert. Kimley-Horn completed troubleshooting of the issue and advised Caltrans on further timing changes after the initial changes were made. Caltrans has subsequently made further changes to reduce congestion on the side streets and slightly increase congestion on the mainline State highway, to balance the competing interests. Caltrans is also upgrading older traffic signal controllers and installing GPS based clocks to ensure signal timing does not continue to drift. The results of the Los Angeles Avenue Traffic Study are scheduled to be presented to the City Council on November 7, 2018. Following the November 7, 2018 presentation, the City Manager told Council staff will come back in spring 2019 with an update of progress for SR 118 improvements. In December 2018 Caltrans informed staff the State has now replaced all the old controllers on SR 118 within the City. They also determined the ten year old interconnect system for all those controllers has a break in the line needing repair. Finally, Caltrans' patching and complete slurry seal project on SR 118, from the freeway to Somis cut traffic detection loops in the City. Those loops have been replaced but Caltrans has not yet informed staff if the 2018 programming has been restored. Staff has followed up with Caltrans staff, including the new District Director, and is awaiting an update on the restoration. Caltrans has confirmed that: the programming has been restored; that they have replaced all of the traffic controller computers within the City along SR 118; that they have installed the two GPS satellite clocks purchased by the City to ensure that the signals remain coordinated; and that they have repaired the cabling that synchronizes the signals. The consultant who measured the congestion before all this work will measure the congestion after the work. That report will be presented to Council in the near future. The City Engineer/Public Works Director's Box Item June 4, 2019 memo was delivered to Councilmembers to forward the "after" results that show reductions in congestion have been achieved by the work so far and the memo delineated proposed future projects that should result in additional reductions.

Approval Authority: City Council

**General Plan Update (City Priority Objective, Also Objective VI.A.5.):**

Description: Prepare a comprehensive update of Land Use, Open Space, Conservation and Recreation, and Circulation Elements including environmental documentation and insure internal consistency among all General Plan Elements. Consider creation of a Natural Open Space land use designation and the City's vision for land within the City's Area of Interest as part of the Land Use Element. Present Land Use Element to the City Council by January 31, 2018 and present Circulation Element including possible designation of Moorpark Avenue (SR 23) between Casey Road and Los Angeles Avenue (SR 118) as an arterial street by October 31, 2018. Present Open Space, Conservation and Recreation Element including a Trails Master Plan to City Council by June 30, 2019. Upon adoption of any General Plan Amendments, prepare necessary changes to the Zoning Ordinance to insure conformity and consistency with the General Plan.

Status: The City Council appointed an Ad Hoc Committee (Mayor Parvin and Councilmember Mikos) to work with staff to complete an update to the Open Space, Conservation, and Recreation Elements. Staff is finalizing a draft of the Land Use and Circulation Elements. Approximately 95% of the GIS mapping for the General Plan has been completed. Staff has initiated work with J. H. Douglas and Associates to assist in the completion of the Land Use Element update.

As presented to Council in March 2019, staff is recommending a comprehensive update of the City's General Plan. This would allow for consistency in policies across all elements and act as the vision of the City for the next 20 years. Further, a comprehensive General Plan along with the associated EIR would allow for streamlining of discretionary actions by the City, thus creating a more consistent and predictable process. Staff is drafting a Request for Proposals to solicit bids from consultants to assist with the efforts. Once the draft RFP is prepared, staff will seek City Council and/or Council Sub-Committee review prior to release. Staff's goal is to release the RFP late summer 2019. This process will require funding in the FY19-20 budget and will likely take 18-24 months to complete.

Approval Authority: City Council

**High Street Streetscape Plan**

Description: 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 paving, landscaping and metal trellis (public art) in the Metrolink parking lot by June 30, 2019.

Status: **No change since last report.** Staff has started initial discussions on options for achieving this objective.

## **DEPARTMENTAL GOALS AND OBJECTIVES**

### **Downtown Housing Program (Objective I.A.3):**

Description: Develop program to encourage new multi and single family housing projects on underutilized residential and commercial sites within the Downtown Specific Plan area with a report to City Council by February 28, 2018.

Status: Staff is studying and analyzing the potential for mixed use development on vacant and underutilized property along High Street and Charles Street. A mixed use development project for High Street has been submitted by the Daly Group. Review of this project includes consideration of zoning to allow mixed use development on High Street. Additionally, the City has executed an Exclusive Negotiating Agreement with the Area Housing Authority who is proposing a scattered site rental affordable housing development on City-owned properties on First Street, Charles Street, and a site to be deeded to the City on Leta Yancy Road as part of the Pacific Communities project.

### **State Route 23 Bypass and North Hills Parkway (Objective II.A.13.):**

Description: Determine whether or not to have developer complete grading of Alternate SR 23 and North Hills Parkway within Specific Plan No. 2 or accept cash in-lieu of grading by December 31, 2017.

Status: Staff has been working with Pardee Homes on finalizing the grading plan for the area within their project site. On October 21, 2009, the City Council approved a proposal from RBF Consultants, the engineer for Pardee Homes, to design the extension of 23 Bypass from the northern City limits to Broadway Street, so Pardee's grading will allow for a future connection. RBF has been awarded a contract for the alignment study of the 23 Bypass to Broadway and work is proceeding. On November 19, 2010, staff signed a contract with Glenn Lukos Associates, Inc. to perform Department of Fish and Game regulatory services for this project and work has commenced. Staff is revisiting the project at this time and intends to present the City Council with a "buyout" option for consideration. Community Development and Public Works Directors met with City Attorney and the City Manager of March 21, 2018 to discuss next steps to resolve open Pardee issues. The City Manager's Office is coordinating efforts on this matter.

Approval Authority: City Council.

### **Evaluate Projects of Other Agencies (Objective V.A.6):**

Description: Evaluate potential impacts of projects under jurisdiction of other public agencies including Moorpark Desalter Project and extensions of quarry operations, and make recommendations for possible City Council action.

### **Conditional Use Permit No. 4913 Modification of Conditions (Rancho San Cristobal Mining Project):**

Description: Extension of the operation permit to 2046, along with expansion of operation to allow the existing maximum of 300 truck trips per day for 260 operating days per year (up from 180 operating days per year).

**Status: No change since last report.** The Ventura County Planning Director conducted a hearing on this project on May 11, 2017 and later approved this permit request. The City of Moorpark appealed this approval to the County Planning Commission. The Ventura County Planning Commission conducted a hearing and approved this permit request on October 5, 2017. The City of Moorpark appealed this approval and is awaiting scheduling of a hearing before the Ventura County Board of Supervisors.

The City has worked to insert language into the permit for Rancho San Cristobal that limits the number of southbound trips to 10% of the total per the project's Environmental Impact analysis. The County has adopted the language proposed by the City and the project was approved.

**Conditional Use Permit No. 4571 Minor Modification (Wayne J. Sand and Gravel):**

**Description:** Extension of the operation permit to 2025, expansion of operation to allow an average of 460 truck trips per day with a peak of 600 trips per day (up from an average of 72 and a maximum of 100 permitted trips), expansion of the boundary of the mining area, and expansion of the hours of operation to allow 24 hour hauling.

**Status: No change since last report.** The Draft Environmental Impact Report for this project was released on June 5, 2006, with comments due on August 25, 2006. Staff prepared and submitted comments. A Final EIR was completed and submitted to the City on June 25, 2009. The County Environmental Report Review Committee (ERRC) continued consideration of the Final EIRs for the expanded operations of the Wayne J sand and gravel mines to an indefinite future meeting at the request of County staff to allow the staff to address EIR issues. City staff submitted a comment letter to Ventura County planning staff on August 19, 2009. Ventura County planning staff forwarded it to the ERRC for consideration as part of their review process of the EIR. The ERRC reviewed the Final EIR on March 3, 2010 and recommended certification. On March 13, 2015, the City received a revised Draft EIR for this project. Comments due on April 30, 2015. The City Council discussed this project and the Draft EIR on April 15, 2015, and a letter was sent to the County providing City's comments. A County Planning Commission hearing was tentatively scheduled for December 4, 2015; however, this hearing did not take place. The applicant met with the Mayor and staff twice in December 2015 to discuss City concerns with the project. On February 11, 2016, the County Planning Commission approved this project after holding a public hearing. The City Council appealed this approval to the Board of Supervisors, who approved this project on May 3, 2016. On June 2, 2016, the City filed a Petition for Writ of Mandate for Violation of the California Environmental Quality Act on this approval with the Ventura County Superior Court. The case has since been transferred to Judge Hogue in the Los Angeles Superior Court. A hearing was held on October 4, 2017. Judge Hogue found several faults with the EIR in not complying with the California Environmental Quality Act and directed the parties to meet and confer in an effort to agree on the text of the remand order. Agreement could not be attained and the matter went back to Judge Hogue on December 27, 2017. Judge Hogue suspended portions of the project that relied on the flawed EIR (additional truck trips and asphalt batch plant) and allowed the expansion of the mine to proceed with the previous number of

allowed truck trips. The County will have to return to the writ to explain how it intends to remedy the deficient portions of the EIR.

Staff had been negotiating with Wayne J over several months to develop solutions to mitigate the impacts of the proposed average daily trips proposed in the new permit. An agreement was not reached. On September 21, 2018, the Court granted the City's motion for attorney fees and costs in the amount of \$337,364.50 from the County. Wayne J has paid the City the court-ordered fees.

**Butler Ranch (County VTTM No. 5837 [Case No. SD-09-0025] and Zone Change No. -09-0007), Located at 1313 Tierra Rejada Road, Simi Valley/Moorpark, Butler Ranch – APNs 513-0-050-065 9 (County), 500-0-360-185 (County), and Designated Remainder 500-0-370-275 (City of Simi Valley):**

Description: Robert Butler has hired Jensen Design and Survey to compile an application for the County, seeking approval of a Vesting Tentative Tract Map and Zone Change on the Butler Ranch property Located at 1313 Tierra Rejada Road, Simi Valley/Moorpark, Butler Ranch [APNs 513-0-050-065 (County), 500-0-360-185 (County), and Designated Remainder 500-0-370-275 (City of Simi Valley)]. The latest revised project proposes to change the zoning of the 508-acre property from the current designation of AE-40 to OS-20 and to subdivide a 508-acre property into 24 residential lots, each a minimum of 20 acres in size, with two means of access from Tierra Rejada Road. The application also indicates that an open space conservation easement of approximately 332 acres (65% of the total property) is proposed. Because the project has been revised to include minimum 20-acre lots, the City no longer has a concern with consistency with the Moorpark SOAR Initiative. Also, the proposed conservation of 332 acres, to be restricted with a biological restrictive covenant and conserved for botanical and wildlife habitat purposes, is appropriate since this property contains identified wildlife corridors.

Status: **No change since last report.** Comments were filed by staff on the proposed application on April 7, 2014, primarily requesting that the County analyze wildlife corridors and visual impacts in an EIR, as part of the environmental review on the proposed Zone Change and subdivision applications. A Notice of Preparation of an EIR was received by the City on November 19, 2014. Staff responded by re-submitting its April 7, 2014 comments.

**Broad Beach Re-nourishment Project:**

Description: The Broad Beach Geologic Hazard Abatement District (BBGHAD) originally proposed to import 600,000 cubic yards of sand from east Ventura County sand and gravel mines, with the potential of transporting the material by trucks through Moorpark to replenish eroded sand on Broad Beach in Malibu. On April 3, 2015, the BBGHAD submitted a revised coastal development permit application to the California Coastal Commission to initially import 300,000 cubic yards of sand, with major sand deposition events of 300,000 cubic yards each every 5 years for a 20-year period.

Status: On May 28, 2014, the City Council authorized the sending a letter by the Mayor to the BBGHAD expressing concern over the amount of truck traffic that could impact Moorpark residents. This letter was sent on June 11, 2014. BBGHAD staff has been

meeting with the City to discuss this concern. A tentative agreement was reached between the City and the BBGHAD to keep project trucks out of Moorpark with appropriate monitoring and enforcement. It is pending approval of the BBGHAD Board. The BBGHAD Board had this agreement on their December 17, 2014 agenda for consideration; however, according to BBGHAD counsel, a quorum of the Board was not available to take action. A hearing before the California Coastal Commission was held on December 11, 2014 and staff expressed the need for the agreement. The BBGHAD withdrew the application at the hearing before the Coastal Commission took action. A revised project was approved by the California Coastal Commission on October 9, 2015. Prior to this approval, the City Council approved a haul route and monitoring agreement with the BBGHAD on October 7, 2015, that would avoid streets through Moorpark as a haul route. This agreement has been executed by both parties. On March 11, 2016, County Counsel submitted a letter to the City threatening litigation if the agreement is not rescinded. On March 24, 2016, the City Attorney responded, indicating that the City will not rescind the agreement. On April 1, 2016, County Counsel filed a Petition for Writ of Mandate and Complaint for Declaratory and Injunction Relief with the Ventura County Superior Court. This case has since been transferred to the Santa Barbara Superior Court. On March 15, 2017 Santa Barbara County Superior Court Judge Thomas Anderle found no basis for injunctive relief and denied the petition. This judgment was entered on April 20, 2017. On April 28, 2017, the County appealed this judgment and on May 8, 2017, the City cross-appealed. On June 12, 2018, the Court of Appeal upheld the validity of the Settlement Agreement, recognizing Moorpark's right to negotiate important protections for its residents. The County appealed the matter to the California Supreme Court, which rejected the case, allowing the appellate court decision to stand.

#### **Proposed Moorpark Desalter Project:**

Description: The Ventura County Waterworks District No. 1 is proposing to construct a Moorpark Desalter project to pump and treat poor quality groundwater in the South Las Posas basin immediately west of Moorpark, in order to provide higher quality water to future users. The project consists of a treatment facility and up to 22 wells on land west of Butter Creek Road, south of Los Angeles Avenue, and east of Hitch Boulevard.

Status: **No change since last report** A Notice of Preparation of an EIR was received by the City on November 21, 2014. On December 17, 2014, the City Council authorized the sending a letter to the County requesting that the EIR address land use and planning impacts, aesthetic impacts, and consider alternative locations for the wells. Staff will continue to monitor this project. City Engineer/Public Works Director spoke briefly at the May 13 and July 20, 2016 Fox Canyon Groundwater Management Agency Board meetings to support the concept of pumping and treating local, poor quality groundwater for potable use as our City relies on imported water to meet more than 80% of needs. The County has applied to the State for Proposition 1 water grants for a feasibility study and construction.

#### **Specific Plan No. 1 – Hitch Ranch (Objective V.A.7.)**

Description: Present for City Council consideration General Plan Amendment of Land Use Element and accompanying entitlements for Specific Plan No. 1 (Hitch Ranch) by December 31, 2018. This Specific Plan is for the development of up to 906 dwelling

units, three (3) acres of institutional use, and open space on 283 acres located north of the Union Pacific Railroad, west of Walnut Canyon Road (Highway 23), and east and west of Gabbert Road.

Status: Staff met with Comstock Homes and they are preparing to resubmit project with a proposed 755 units. Staff informed Comstock that a new project application is required, as the original project is more than 10 years old. Staff expects to receive the complete submittal in July. Concurrently, Staff is evaluating the draft Initial Study, which establishes preliminary environmental impacts associated with the project. Staff expects to present an overview of the project and scope of the forthcoming Environmental Impact Report to the Planning Commission at their regular meeting on July 23. The Project includes a Development Agreement (DA) and preliminary negotiations are anticipated to begin in fall, 2019. The DA is anticipated to include dedication of a 5+ acre parcel of land designated RD-20 by right to the City for affordable housing. Comstock has been working on similar projects and invited the Ad-Hoc City Council committee (Mikos, Pollock) to visit one of Comstock's affordable project partners, Peoples Self-Help Housing, for a project in Goleta. *Previous Information:* A Notice of Preparation (NOP) for the project Environmental Impact Report (EIR) was released on June 29, 2004, with public comments due by August 1, 2004. An EIR public scoping meeting was held on July 22, 2004. Given the length of time since the NOP was released, a new NOP was prepared and sent out for comment on May 12, 2006, with comments due June 13, 2006. The applicant has subsequently been working with staff on refining the project design. A preliminary Draft EIR was reviewed by staff and comments were given back to the EIR consultant on April 15, 2009. On June 3, 2009, the City Council, to assist in meeting state goals for affordable housing required in the City's Housing Element Update, authorized the processing of an alternative with 755 units, up from 620 units identified as the maximum in the Land Use Element of the General Plan. This would require a General Plan Amendment. Preliminary draft working documents for the Specific Plan and EIR have been submitted to staff for internal review, which is underway. An updated Notice of Preparation (NOP) for the project Environmental Impact Report (EIR) was released on May 8, 2012, with public comments due by June 11, 2012. Comments were received and are being reviewed while the Draft EIR is being completed. A revised General Plan Amendment Pre-Screening application was submitted on May 30, 2018 to increase the number of housing units as part of the Specific Plan to 906, including a mix of detached and attached housing units at varying densities. This application was reviewed by the Community and Economic Development Committee in September 2018. After receiving considerable public comment, the committee took the item off calendar to allow for further discussions between the applicant and staff.

Approval Authority: City Council

### **General Plan Amendments**

#### **General Plan Amendments 2005-02 and 2014-01 (Objective V.A.8)**

Description: Present for City Council consideration General Plan Amendment (GPA) of Land Use Element and accompanying entitlements for GPA 2005-02 (Chiu) and GPA 2014-01 (Kozar/Grand Moorpark/Sky Line 66 LLC).



**Status:** **No change since last report.** Staff is continuing review and processing of these projects. More specific information on each project is provided below in this report.

The Kozar/Grand Moorpark/Sky Line 66 LLC project is expected to be considered by the Planning Commission in August and by the City Council in October.

The Chiu project is expected to be considered by the Planning Commission in September and by the City Council in November.

### **General Plan Amendments 2016-01, 2013-02, and 2015-02 (Objective V.A.9)**

**Description:** Present for City Council consideration General Plan Amendment (GPA) of Land Use Element and accompanying entitlements for GPA 2016-01 (Pacific Communities, GPA 2013-02 (Mansi/Aldersgate Investments), and GPA 2015-02 (Duncan/Ashley/Spring Road LLC) by December 31, 2017.

**Status:** GPA 2016-01 was approved on October 4, 2017. GPA 2015-02 was approved on December 20, 2017. A resolution recommending approval of GPA 2013-02 was adopted by the Planning Commission on November 27, 2018. The GPA was approved by the City Council on March 6, 2019. More specific information on each project is provided below in this report. As these three items have been completed, they will be removed from future reports.

### **General Plan Amendments 2016-02 and 2015-01 (Objective V.A.10)**

**Description:** Present for City Council consideration General Plan Amendment (GPA) of Land Use Element and accompanying entitlements for GPA 2016-02 (Moorpark 67/Rasmussen/West Pointe Homes) and GPA 2015-01 (Sunbelt Specific Plan) by June 30, 2019.

**Status:** **No changes since last report.** Staff is continuing review and processing of these projects. More specific information on each project is provided below in this report.

### **Residential Planned Development Permits**

#### **Residential Planned Development Permit No. 99-02, Tentative Tract No. 5187, General Plan Amendment No. 99-01 and Development Agreement No. 2001-01 (Meridian Hills/K. Hovnanian Homes):**

**Description:** A three-hundred-fifty (350) acre, 248-lot subdivision and Residential Planned Development on the west side of Walnut Canyon Road, south of the proposed Spring Road extension and north of the North Hills Parkway (formerly Highway 118 Arterial Bypass). Submitted February 25, 1999.

**Entitlement Status:** On January 23, 2002, the City Council certified the EIR, approved the Mitigation Monitoring and Reporting Program and had the first reading of the Ordinances approving the Zone Change and Development Agreement. The General Plan Amendment, Vesting Tentative Tract Map and Residential Planned Development were approved by the City Council on February 6, 2002, at which time the second reading of the Ordinances for Zone Change and Development Agreement also

occurred. The Final Map for Tract 5187 was approved by the City Council on May 17, 2006. In January of 2008, staff was informed by William Lyon Homes that the ownership of the remaining unbuilt portions of the project was transferred to Resmark, LLC. On February 20, 2008, the City Council referred this issue to an ad hoc committee of Mayor Pro Tem Parvin and Councilmember Millhouse. On April 16, the City Council continued the review of the application on the updated implementation plan and transfer of ownership of the property from William Lyon Homes to Resmark, LLC, to a date uncertain so that the ad hoc committee could further review this plan with the residents and developer. Staff met with the existing homeowners of the development on May 1, 2008 to ensure that resident's concerns were addressed in the proposed implementation plan that will be presented to the City Council for consideration. On May 21, 2008, the City Council approved the amended implementation plan. On June 18, 2008, staff provided a status update to City Council on the applicant's compliance with the amended implementation plan and the City Council requested another status update at the regularly scheduled City Council meeting on August 20, 2008. On August 20, 2008 and on October 1, 2008, the City Council reviewed a status update on the applicant's compliance with the amended implementation plan. The City Council reviewed the amended implementation plan at the regularly scheduled City Council meeting on December 17, 2008. On March 29, 2013, Pre-Application No. 2013-01 was submitted for review of proposed architectural updates for proposed development of 66 single family homes within Tract 5187, Meridian Hills' neighborhood, (Currently owned by Resmark, previously developed by William Lyon Homes). TRI-Pointe Homes submitted a Modification No. 1 application to introduce four new floor plans and revise the master plotting for construction of 66 units in Meridian Hills. The application was reviewed by City Council at a scheduled public hearing on November 6, 2013, and the applicant withdrew the application at the meeting. K. Hovnanian homes purchased the project from Resmark Homes, with escrow closing in September 2014. An updated Implementation Plan was approved by the City Council in advance of the purchase, on July 16, 2014. On October 17, 2014, the Community Development Director approved an Administrative Permit to construct a "model home complex" consisting of six model homes; two will serve as sales offices, and two adjacent parking lots on four vacant lots in the Meridian Hills. A third amendment to the Implementation Plan was scheduled for City Council consideration on July 6, 2016 to recognize a new owner and financial partner, Hearthstone, Inc., but was removed from the agenda and placed on the July 20, 2016, September 7, 2016, and September 21, 2016 City Council agendas, when it was finally removed after Hearthstone, Inc. no longer was pursuing entering the project as a financial partner, and the request was withdrawn.

**Condition Compliance Status:** **No change since last report.** Construction of the homes is complete. A zoning clearance for the grading permit for the construction of the multi-use trail connection across the Peters' property was issued in June 2014, and construction is underway. Landscaping and accessibility improvements are still needed for completion of this trail. The Implementation Plan calls for completion of these improvements by July 30, 2015. This date was missed and some repairs remain outstanding. Staff has completed a punch list of corrective items regarding the landscaping and trail construction. To date, the punch list has not been completed and several outstanding items still remain, such as planting and irrigation deficiencies, the replacement of address tiles on the mailbox, and reconstruction of a back drain that was

installed behind a retaining wall. As of October 24, 2018 modifications of the drainage system and repair of the damaged retaining wall is almost complete. Staff is working with the applicant to audit the conditions of approval.

Building and Safety Status: All homes have been completed.

Engineering Status: Storm drain installation of the Ventura County Watershed Protection District (VCWPD) facilities adjacent to Walnut Canyon Road has been completed pending a letter of completion from VCWPD. A memo from Engineering to Planning dated March 13, 2008, specifies Engineering items required to be corrected or constructed for transfer of ownership from William Lyon Homes to Resmark, LLC. Construction of these items is ongoing and is being monitored. Final cap asphalt paving for Meridian Hills Drive and owner-occupied in tract streets has been installed. K. Hovnanian provided replacement bonds for those submitted by ORA Ashford, LLC and ORA Marquis 89, LLC. K Hovnanian's replacement bonds have been approved and sent to the City Clerk's office. VCWPD issued a letter dated August 25, 2011, accepting the regional flood control basin constructed with the Meridian Hills project. Staff is seeking clarification of this determination. Plans and a grading permit have been approved for the construction of the trails system and sidewalk connections at the Walnut Canyon Road and Spring Road intersection, and construction is complete. Plans have been approved and a permit for construction issued for sidewalk modifications to meet accessibility requirements on both ends of the flood control basin. An updated grading permit has been issued to K. Hovnanian. Construction is complete. Fine grading plans for the K. Hovnanian model lots have been reviewed and approved. Water Tank Access Road and Storm Drain plans submitted and approved. Bonds for the work have been accepted and the grading permit has been approved. The water tank access road is under construction. The City will need a will serve letter for TR 5187-1 Lots 1-24, as the water allocation for these lots were used elsewhere in the development. Tract 5187-2 Lot L, the Equestrian Trail, is under review. Debris wall plans nearly ready to be approved. RJR is requiring an operations and maintenance manual for the debris walls. A slope failure on a trail on Lot Q is being investigated. Repairs to the slope failure are being designed for presentation to Council for approval on July 19, 2017. Two bids were received to repair the slope on September 11, 2017. Bid award is scheduled for October 4, 2017 with a 30 working day schedule following contract formation. Offsite work as well as home construction continues south of Meridian Hills Drive. The repair of the slope was completed in December, 2017. The Subdivision Improvement Agreement was approved by the City on March 2, 2018. City Council approved an Irrevocable Offer of Fee Dedication and Temporary Construction Easement Agreement required for the possible future realignment of Meridian Hills Drive on March 21, 2018. Under the City's oversight, the developer accomplished the final paving of sections of six private streets in Tract 5187-2 in March 2018. The City Council approved close out actions for the project to repair the slope within Lot Q on June 6, 2018. The Developer paid the City \$510,000 for the City's future resurfacing of Meridian Hills Drive, the single public street within the development, and \$170,000 to extend Meridian Hills Drive from the equestrian site (Lot L) to the proposed Hitch Ranch development which the City will hold in trust for the Hitch Ranch developer to use in the future. The City Engineer/Public Works Director forwarded the draft settlement agreement, Quitclaim deed and Open Space Easement to Howard Yaras, HOA

President, on July 16, 2018 for review. This settlement will put the ownership of Lot Q, which is behind the perimeter fence and not accessible to the public, into the control of the HOA and ensure that the open space will be preserved. Cracks in the decomposed granite trail within Lot Q were observed which might indicate slope movement. The City Manager notified the HOA that approval by Council of the settlement agreement must be delayed until an engineering investigation and resolution of the matter takes place. Additionally, at another location, inadequate compaction of subgrade soils below Meridian Hills Drive has resulted in surface settlement of the road. A preconstruction meeting is scheduled for April 25 to coordinate the work, part of which will require a total closure of Meridian Hills Drive between the two gates on the north side of the road. During that closure, residents will access the east gate on Meridian Hills Drive via their private street network. As of the June 2019 report, the developer's design and construction team has replaced a thirty foot deep storm drain manhole structure that was not sealed and had a non-compliant safety ledge. The developer has not yet provided the City Engineer/Public Works Director with testing results and a proposed plan to remediate several poorly compacted soil areas under Meridian Hills Drive. Completion of repairs will be required before the developer will be permitted to accomplish the final paving of Meridian Hills Drive.

**Residential Planned Development (RPD) Permits No. 2002-03, -04, and -05, Zoning Ordinance Amendment No. 2002-02, Tentative Tract Map No. 5045 - Minor Modification 1, Development Agreement (Pardee Construction Company, Specific Plan No. 2):**

Description: Development of 318 out of 450 single-family residential lots and one (1) multi-family lot for 102 units on property located north of Charles Street, along the extension of Spring Road, east of Walnut Canyon Road (SR-23) and west of Happy Camp Canyon Regional Park. As part of the implementation measures for Specific Plan No. 2, this project also includes sixty-nine (69) acres of private open space, a 7-acre public park, and 101 acres of habitat conservation area.

Entitlement Status: The Tentative Map was approved by the City Council on August 2, 2000. A Permit Adjustment to allow for private streets and modification of the lot configuration was approved, reducing the number of single-family residential units to 450. A Modification for gates on private streets was approved by the City Council on January 21, 2004. On July 7, 2004 the City Council approved Residential Planned Development Permits for Planning Areas 1-4. On October 5, 2005, the City Council approved Final Tract Map Nos. 5045-1, 5045-2, and 5045-3. On March 1, 2006, the City Council approved Final Tract Map Nos. 5045-4 and 5045-5.

Condition Compliance Status: The Landscape Maintenance Assessment District formation was completed and approved by City Council on January 17, 2007. Final occupancies have been granted for all houses.

Building and Safety Status: Construction is complete.

Engineering Status: Home construction is complete, and all repairs and final asphalt cap was completed April 2016 within Planning Areas 2 and 3. Pardee and their contractor met with staff on April 17, 2017, to discuss outstanding issues related to

exonerating surety bonds. PWD Director is preparing staff report to Council to exonerate uncontested bonds at the July 19, 2017 meeting. A number of bonds were released in July leaving survey monumentation and bypass highway sureties to be resolved. Other issues include mitigation area within the highway right-of-way and La Perch access at Water District offices. Community Development and Public Works Directors met with City Attorney and the City Manager on March 21, 2018 to discuss next steps to resolve open Pardee issues. City staff and counsel have met twice since the March 21<sup>st</sup> meeting. A meeting with the developer team was held on August 24, 2018. Staff is scheduled to meet again with the developer team on October 29, 2018. The substantive issues include access to the La Perch Ranch, the grading for the North Hills Parkway, the 23 bypass as well as the associated \$4.83 million surety bond.

Staff has met with Wastewater District #1 to discuss strategies for addressing the entrance to the La Perch property. Based on that meeting, the City and WWD#1 have scheduled a meeting with Pardee to devise a way for the developer to provide the access specified in the Development Agreement. The meeting with the developer is set for May 3, 2019. Following the meeting and after an agreed upon solution can be developed, staff will work with Pardee on the substantive issue related to their grading obligation/\$4.83 million surety bond associated with the Route 23 and North Hills Parkway bypass work. The City Manager, staff and Water District Staff met with Pardee on May 3, 2019 to bring the District up to speed on the issues. Michaela Brown left the County to return to the Midwest in May 2019. Joseph Pope is the new head of the Water District. The City Engineer/Public Works Director met with him on June 24, 2019 on this matter. Joe is the recently retired Public Works Officer of the Naval Base and has lived in the area for some years. A follow-up meeting will occur with the same parties and the La Perch ranch owners will occur in the near future.

**Residential Planned Development Permit No. 2003-04, General Plan Amendment No. 2003-04, Zone Change No. 2003-03, Tentative Map No. 5463 (Toll Brothers, Inc.):**

Description: An expansion of the Country Club Estates Project on 43.3 acres located on the north side of Championship Drive, east of Grimes Canyon Road. The development consists of 50 single-family homes.

Entitlement Status: The City Council approved the General Plan Amendment and first reading of the Zone Change and Development Agreement ordinances, and adopted the Mitigated Negative Declaration on November 15, 2006. The Tentative Tract Map and Residential Planned Development were approved by the City Council on December 6, 2006. A Permit Adjustment application was approved on March 29, 2007, to clarify certain conditions of approval. The applicant submitted an additional Permit Adjustment application and a request to modify the Development Agreement on issues related to affordable housing, open space, and improvement timing. The additional Permit Adjustment was approved by staff, and the request to amend Ordinance 346 to modify Development Agreement No. 2004-01, relating to timing of Grimes Canyon Road improvements and the timing and manner of open space and affordable housing mitigation, was approved by the City Council on June 20, 2007. The Development Agreement was signed by Toll Brothers and submitted to the City for execution.

Approval Authority: City Council

Condition Compliance Status: **No change since last report.** An Early Grading Agreement was executed and mass grading was completed. On August 15, 2013, the applicant submitted Modification No. 1 to RPD 2003-04 for approval of two new house plans and modification of three existing house plans. This modification was approved by City Council on October 2, 2013. Two model homes were completed, and construction of all production homes is complete. The recreation area/tot lot is complete. Final condition compliance is proceeding.

Building and Safety Status: Construction complete.

Engineering Status: The final map has been approved by City Council and recorded with the Ventura County Recorder. Grading, street, storm drain, water and sewer improvements have been completed except for the final asphalt cap. Formation of a landscape maintenance district is complete. Fine grading plans are reviewed and approved as each lot is sold and constructed. Toll will record three documents that would allow the following: 1) construction of a home on the remainder parcel of Lot 5 of the Vallette Tract that conforms to the conditions of TR 5463; 2) relocation of the remainder parcel's street access from Grimes Canyon Road to Nicklaus Road; and 3) maintenance of the landscaped slope on the north side of Championship Drive west of Augusta Drive by the HOA. The documents have been reviewed by Engineering to ensure conformity with the project conditions. The developer has complied with condition 6.24 and paid the City \$1.38 million for the future resurfacing of Championship Drive, the single public street in the neighborhood. As of the June 2019 report the private street system is nearly ready for receiving its final cap. A utility and compaction problem caused by a homeowner's contractor must be repaired under the street and a number of cracked and broke concrete areas must also be replaced before the final cap can go in.

**Residential Planned Development Permit Nos. 2004-02 and 2004-03; Zoning Ordinance Amendment No. 2004-05; and Specific Plan Amendment No. 2004-02 (Toll Brothers, Specific Plan No. 2):**

Description: Residential Planned Development Permit applications for Planning Areas 8 and 9 for 132 single-family homes, and a zoning code amendment to the Development Standards for Specific Plan No. 2. The Residential Planned Development applications were submitted on April 15, 2004. The Specific Plan Amendment was submitted July 19, 2004.

Entitlement Status: The Residential Planned Development applications and the zoning code application were approved on April 6, 2005. Final Tract Map 5045-8 (PA 8 & 9) was approved by City Council on August 2, 2006. A Permit Adjustment was approved to raise elevations in Planning Areas 8 and 9 to be consistent with a revised grading plan. A Permit Adjustment was also approved for KB Home to make slight adjustments in the architectural elevations of the approved houses in Planning Areas 8 and 9. Toll submitted a Modification No. 1 application to introduce three new floor plans and revises the master plotting of planning Areas 8 & 9; City Council reviewed and approved the application on November 17, 2010. A fourth Permit Adjustment application by Toll,

submitted October 2, 2012, requesting approval to make slight adjustments to the interior floor plans and the architectural elevations of the approved houses in Planning Areas 8 and 9 is currently being considered by staff. Toll submitted a Modification No. 2 application to introduce two new one story floor plans and revise the master plotting of planning Areas 8 & 9; City Council reviewed and approved the application on April 17, 2013.

Condition Compliance Status: **No change since last report.** Toll Brothers purchased the project from KB Home on November 30, 2009. Toll Brothers originally indicated intent to build the site as approved by the City Council on April 6, 2005. Toll received approval for a modification to introduce three new floor plans and revises the master plotting of planning Areas 8 & 9. Building Permit Zoning Clearances for all homes have been approved, including the construction of a new model home. Final occupancies have been issued for a total of 132 houses.

Building and Safety Status: Construction is complete.

Engineering Status: The grading, street, storm drain, water and sewer improvements have all been completed except for the final asphalt cap. Fine grading plans are reviewed and approved as each lot is sold and constructed.

**Residential Planned Development No. 2004-05, General Plan Amendment No. 2004-03, Zone Change No. 2004-03 and Tentative Tract Map No. 5437 (Canyon Crest Partners/Birdsall Group):**

Description: General Plan Amendment to the Land Use Element Map to change forty-two (42) acres between Walnut Canyon Road and Specific Plan No. 2 from Rural Low Density Residential to Rural High Density Residential and Open Space 1, Zone Change to change the Zoning from Rural Exclusive-5 acre to Residential Planned Development (RPD-1u), and a Vesting Tentative Tract Map No. 5437 to create 22 lots and a Residential Planned Development Permit to allow the construction of 21 houses, submitted August 10, 2004; and Development Agreement No. 2006-01, submitted March 20, 2006.

Entitlement Status: The City Council approved the project May 17, 2006. On March 4, 2015, the City Council Approved Modification No. 1 to the RPD, extending the expiration date to March 4, 2018. Pursuant to the Development Agreement, Vesting Tentative Tract Map No. 5437 expired May 17, 2016, 10 years after its approval. No provisions for extension were included in the Development Agreement. On January 16, 2018, an application was submitted for Vesting Tentative Tract Map No. 5437 which is the exact same map, with the same map number, as was previously approved. Due to market conditions and developer issues, development of this project was delayed. Development Agreement 2006-01 remains in effect until June 21, 2026 and Residential Planned Development 2004-05 (approving architecture) was renewed by a modification to the RPD on March 4, 2015, remaining in effect until March 4, 2018 (3 years from the date of the adoption of Resolution No. 2015-3368). Two additional one-year extensions were proposed to be permitted at the Community Development Director's discretion upon finding progress on project implementation. The applicant has requested the first one-year extension of the Residential Planned Development concurrently with this

application. On August 28, 2018, the proposal was presented to the Planning Commission and, due to the concerns of adjacent residents, continued the meeting with the public hearing open to the meeting of November 27, 2018. At that meeting, the Planning Commission recommended denial of the project to the City Council. This item was scheduled to be heard by the City Council on December 19, 2018, but was postponed to January 16, 2019 to resolve access and construction issues. On January 16, 2019 the City Council adopted a resolution re-approving the Vesting Tentative Tract Map and a one-year extension of the Residential Planned Development. In order to alleviate concerns of adjacent property owners, conditions of approval were added requiring the developer to obtain permanent, non-construction access rights through adjacent private streets and gates with an enforceable cost-sharing agreement for the proportional burden of adjacent private streets and gates. In addition the applicant is required to provide the City with a construction management plan stating adjacent private streets shall not be used for construction vehicles and construction traffic during the grading of lots and construction of homes and other public and private improvements in the project.

Approval Authority: City Council

Condition Compliance Status: City and Fire District staff reviewed proposed street names. On January 21, 2015, the Council approved street names of Los Palacios Drive and Vista Verde Court.

Building and Safety Status: No activity at this time.

Engineering Status: **No change since last report.** The third review of grading/improvement plans; hydrology report, final map and geotechnical report have been returned to the applicant.

**Residential Planned Development Permit No. 2005-02, General Plan Amendment No. 2005-02; Zone Change No. 2005-02; Development Agreement No. 2005-04; Tentative Tract Map No. 5739 (Chiu):**

Description: A Zone Change, General Plan Amendment, development agreement and residential planned development to allow construction of a fifty (50) unit apartment building with 125 under-building parking spaces on a two (2) acre site on the north side of Everett Street, east of Walnut Canyon Road.

Entitlement Status: **No change since last report.** The application was found incomplete as of February 6, 2006. A demolition permit has been issued and demolition and cleaning of the site is complete. Updated plans were resubmitted along with a Tentative Tract Map on March 9, 2007. An ad-hoc committee consisting of Councilmembers Millhouse and Van Dam has been established to develop a draft development agreement for this project. The applicant has purchased the property to the west and has incorporated this property into the design of this proposal. A draft Development Agreement has been prepared for discussions with the applicant and staff. The authorization to accept a General Plan Amendment application would have expired unless a complete application was received by December 4, 2015. On December 2, 2015, the City Council approved an amendment to the GPA Pre-



Screening Procedure, to extend this authorization through March 31, 2016. New application materials were submitted on March 30, 2016 and the application was determined complete. This item is expected to be considered by the Planning Commission and City Council in 2019. The Development Agreement has been negotiated and the project is now awaiting environmental review and entitlement.

Condition Compliance Status: No activity at this time.

Building and Safety Status: No activity at this time.

Engineering Status: **No change since last report.** Staff reviewed an October 27 letter from the applicant's representative and a number of different 2016 plans on October 30, 2017 and identified some driveway, trash hauling and garage circulation issues that need more work. Engineering staff submitted further comments for the environmental study on June 28, 2018.

**Residential Planned Development (RPD) Permit No. 2009-02, Tentative Tract Map No. 5860, Development Agreement (Pardee Construction Company, Specific Plan No. 2):**

Description: 133 single family detached homes on 22 acres.

Entitlement Status: Applications for Zoning Ordinance Amendment No. 2009-01, RPD Permit No. 2009-02, and Tentative Tract Map No. 5860 were submitted on September 18, 2009. The City Council approved these applications on July 7, 2010. On June 20, 2011, Pardee submitted a letter requesting a one year time extension on the approval of the RPD, which was granted in an approved extension letter, on June 30, 2011. On June 19, 2012, Pardee submitted Permit Adjustment No. 1 to RPD 2009-02 to adjust the architecture of the exterior elevations of the approved homes and this application was approved on July 27, 2012.

Approval Authority: City Council

Condition Compliance Status: **No change since last report.** Fine grading, building permit, and final occupancy zoning clearances for all 133 houses have been issued.

Building and Safety Status: Construction is complete.

Engineering Status: **No change since last report.** Grading, drainage and street improvements have been completed. Home construction is complete, all repairs and final asphalt cap was completed April 2016. The secondary entrance is under reconstruction to repair the inadequate base layer and to construct a paver stone cap surface.

**Residential Planned Development No. 2016-01, General Plan Amendment No. 2016-01, Zone Change No. 2016-01, Tentative Tract Map No. 5882, Development Agreement No. 2016-01 (Pacific Communities Builder, Inc.):**

Description: A request for a proposed gated residential development consisting of 153 single-family residential units and 130 detached condominium units on 38.73 acres.

The project will include a swimming pool, tot lot, and associated amenities. The application was submitted on April 15, 2016.

Entitlement Status: The City Council adopted the Mitigated Negative Declaration, approved the General Plan Amendment, Vesting Tentative Tract Map, and Residential Planned Development, and had first reading of the ordinances for the Zone Change and Development Agreement on September 20, 2017. Second reading of the ordinance was October 4, 2017.

Condition Compliance Status: The applicant is currently working on conditions of the Vesting Tentative Map.

Building and Safety Status: Plans have been submitted for plan review.

Engineering Status: Developer has submitted Final Engineering Construction Drawings for plan review. The plan review process is ongoing. Staff has reviewed conceptual street plans and entrances. Developer's engineer is working on incorporating bus stop and Los Angeles Avenue drainage into their plans. Staff reviewed Vesting Tentative Tract Map and identified an issue with dedications along Leta Yancy Road that will be resolved in the purchase process. Staff also initiated communication with Edison to underground electric lines on the west side of Leta Yancy Rd. Staff communicated with developer and County staff regarding excessive County storm drain pipe and stormwater detention conditions pending for the project. Engineering staff provided input to Parks, Recreation and Community Services and Community Development Departments in June 2018 regarding access to the affordable housing sites adjacent to this project. The developer completed removal of very old chicken remains in November 2018 under the supervision of the Ventura County Environmental Health Department. Staff has requested and received a copy of the final, County approved, completion report. The City's consulting engineer has completed the second plan check of the draft improvement plans and draft map for phases 01 and 04 and has returned those drawings to the developer. The City received similar plans for first plan check for phases 02, 03 and 05 on June 28, 2019.

The Developer and the City had a few meetings regarding initiating proceedings for the Community Facilities District to fund developer fees and certain infrastructure improvements. Financial and Bond Counsel began their preliminary discussions to determine how much in bonds would be issued in the first phase of the bond sales, and outline what project milestones need to be met in order to proceed with the first bond sale.

Given the current market environment for selling community facility district bonds, it was explained that the Developer needs to be further along in the project development phase. In order to capture the best possible interest rate for the bonds on the open market, investors and underwriters will want to see substantial progress on the project such as site grading, residential home pad construction and/or home units being under construction. The Developer's finance team is in agreement with the notion that the project should be further along and both sides are now sharing preliminary information

about the project to ensure that the City and the Developer have all the required information to begin the formation process once more progress is made on the project.

The Developer has also provided comments on the draft Affordable Housing Agreement. Staff will be meeting with the Developer to finalize the Agreement in May. The Affordable Housing Agreement needs to be executed and recorded prior to the recordation of the Tract map.

**Residential Planned Development Permit No. 2012-02 and Development Agreement No. 2012-02 (Essex Portfolio, LP):**

Description: Two-hundred (200) apartment units on 10.57 acres located at the former high school site on the south side of Casey Road, west of the City Hall/Community Center site. The applications include a request for a Residential Planned Development permit and new Development Agreement. Submitted October 1, 2012.

Entitlement Status: The Planning Commission reviewed the proposed Development Agreement on June 4, 2013, and adopted a resolution recommending approval by City Council. The project was approved by the City Council on March 1, 2017, with second reading and approval of the Development Agreement enabling ordinance on March 15, 2017. The Development Agreement and Affordable Housing Agreement were executed and recorded on April 17, 2017.

Approval Authority: City Council

Condition Compliance Status: **No change since last report.** The applicant met with the Mayor and City Manager in June 2018 to discuss the status of the project and hurdles toward starting development.

Building and Safety Status: No activity at this time.

Engineering Status: No activity at this time.

**Residential Planned Development No. 2013-01; General Plan Amendment No. 2013-02; Zoning Change No. 2013-02; and Development Agreement No. 2013-01 (Aldersgate Investments c/o Ernie Mansi):**

Description: A 390-unit senior continuing care retirement community on 49.52 acres north of Casey Road and west of Walnut Canyon Road. The project will include independent living, assisted living, and memory care as well as associated amenities. The application was submitted on September 3, 2013.

Entitlement Status: The Application was determined complete prior to the December 4, 2015 expiration of the authorization to accept a General Plan Amendment. An IS/MND environmental analysis was prepared and circulated for public comment in January 2018. This item was scheduled for Planning Commission consideration on September 25, 2018 and the public hearing continued to October 23, 2018 and again to November 27, 2018. On September 23, 2018, just prior to the initial Planning Commission hearing, the City received a letter from "Better Neighborhoods" which questioned the adequacy of the environmental analysis. On November 27, 2018, the Planning Commission

ultimately adopted a resolution recommending approval of the CEQA analysis and project entitlements to the City Council. On March 6, 2019, the City Council adopted resolutions and ordinances approving the project. The applicant has begun conversations with staff regarding complying with their affordable housing requirement. The applicant is proposing to purchase property owned by the City on Charles Street to construct the required 26 units of low-income for-sale housing. On June 25, 2019, the City Council authorized an Exclusive Negotiating Agreement to allow the applicant to further develop their concept for the affordable housing units.

Condition Compliance Status: No activity at this time.

Building and Safety Status: No activity at this time.

Engineering Status: No activity at this time.

**Residential Planned Development No. 2014-01 (formerly 98-02) and Vesting Tentative Tract No. 5130, General Plan Amendment No. 98-01, Zone Change No. 98-01 and Development Agreement No. 98-03 (City Ventures on behalf of Moorpark 150, LLC, formerly SunCal):**

Description: One-hundred-ten (110) single-family, detached homes on seventy-two (72) acres, located on the east side of Walnut Canyon Road, north of Wicks Road, with temporary access proposed from Walnut Canyon Road, and proposing primary access to North Hill Parkway and the future northerly extension of Spring Road.

Entitlement Status: The City Council approved the project and Development Agreement on December 17, 2003. On March 29, 2006, the Community Development Director approved Permit Adjustment No. 1 to change only the timing language of condition number 20 of City Council Resolution Number 2003-2150, (which stated that: Prior to issuance of a Certificate of Occupancy for the first dwelling unit, construction of roadway improvements to Walnut Canyon Road shall be completed to the satisfaction of the City Engineer), this was changed to state that: Construction of roadway improvements to Walnut Canyon Road shall be completed to the satisfaction of the City Engineer and Public Works Director by November 8, 2008, or prior to occupancy of the fiftieth (50<sup>th</sup>) residential unit, whichever comes first. On December 22, 2006, Lone Star Opportunity Fund purchased SunCal's interest in the property; however, Moorpark 150, LLC remains the record fee owner. The second one year extension on this approval to December 17, 2008, was granted by the Planning Director at the request of the applicant. A modification to the entitlements to extend the time horizon of the Residential Planned Development Permit and to extend the time horizon for improvements was considered by the City Council on November 19, 2008, and the City Council approved the request at that meeting. On April 6, 2011, City Council approved Modification No. 2, amending Special Condition No. 20 for Vesting Tentative Tract Map No. 5130, requiring construction of roadway improvements to Walnut Canyon Road and overlaying of the pavement on Wicks Road, and that it must be completed to the satisfaction of the City Engineer and Public Works Director prior to issuance of the certificate of occupancy for the 1st dwelling unit, or April 11, 2013, whichever comes first. The RPD permit was extended by the Community Development Director for an additional year to December 17, 2012. An application for a second one year extension

of the RPD was denied by the City Council on December 19, 2012. City Ventures acquired the property on December 19, 2012. The RPD expired December 17, 2012, and the applicant is working towards submitting an application to address this. On May 12, 2014, the developer submitted an application for a new RPD and Modification No. 3 to address the timing of completion of improvements to Walnut Canyon Road and Wicks Road and the application was deemed incomplete on June 10, 2014. Planning Commission reviewed this revised project in January 2015. On March 18, 2015, the City Council approved the Modification to the Tentative Tract Map and the new RPD for this project. On June 15, 2016, the City Council initiated an amendment to the Development Agreement for this project to extend the term to December 31, 2040. The Planning Commission recommended approval of this amendment on August 23, 2016. The City Council is tentatively scheduled to consider this amendment in the fall of 2017.

Condition Compliance Status: **No change since last report.** On August 16, 2006, the City Council approved the street names with the directive to staff to work with the applicant to find an appropriate alternative street name to replace Trailhead Place. The Landscape Maintenance District manual has been reviewed by staff for completeness and is acceptable. Staff has requested the deposit to begin the formal formation of the LMD. The final map and rough grading plans are being reviewed by staff. SunCal/Moorpark 150 LLC's interest in this project have been purchased by Hudson Advisors of Dallas, who had planned to proceed with obtaining final map approval and rough grading permits. In the summer of 2012, Armed Forces Bank became the property owner, and has indicated to City staff their intent to sell the property. City Ventures acquired the property on December 19, 2012, and has been working with staff on condition compliance, including the submittal of a new RPD application. On March 18, 2015, the City Council approved the Modification to the Tentative Tract Map and the new RPD for this project. Staff has met several times with representatives from City Ventures to review conditions and timing. City Ventures is conducting the required studies prior to grading, obtaining the required State permits, and communicating with City Staff in regard to timing of submittals and other aspects of conditions of compliance.

Building and Safety Status: Plan check is expired.

Engineering Status: **No activity at this time.** Street names have been approved. The Final Map and grading and improvement plans have been resubmitted and are in review. The geotechnical report has been approved. Developer has resubmitted material regarding offsite easements on Walnut Canyon Road improvements that have now satisfied all requirements. The Encroachment Permit for work along Walnut Canyon has expired, and the developer is working with Caltrans on reinstatement. The improvement plans and final map are ready to be signed. The developer has requested the required bonding amounts. The developer may request an early grading agreement.

**Residential Planned Development No. 2014-02; General Plan Amendment No. 2014-01; Zoning Change No. 2014-01; Tentative Tract Map No. 5869; and Development Agreement No. 2015-03 (Sky Line 66 LLC c/o Menashe Kozar):**

Description: A proposed 69-unit townhome community on 4.01 acres on the north side of Los Angeles Avenue, east of Shasta Avenue. The project will include a swimming pool, tot lot, and associated amenities. The application was submitted on October 10, 2014.

Entitlement Status: The Application is complete and is currently undergoing environmental review. Required studies have been conducted. The project is being redesigned and is expected to be considered by the Planning Commission and City Council in 2019.

Condition Compliance Status: No activity at this time.

Building and Safety Status: Submitted for plan check 1/24/19, first review complete with corrections.

Engineering Status: Engineering staff has provided input to Community Development staff regarding access geometry to project site, which the applicant will have to obtain Caltrans permits to allow access to their site, including whether or not left turns will be allowable in and/or out. On May 10, 2019 the City Engineer/Public Works Director ordered unpermitted grading work to stop on the Kozar property. Essentially the owner completed clearing, grubbing and some minor grading on the site without permission. The owner complied with the stop work order.

**Residential Planned Development Permit No. 2015-01 (Area Housing Authority of the County of Ventura):**

Description: A 24-Unit Apartment Complex consisting of three buildings (five 3-bedroom townhomes in one 2-story building, one 2-bedroom manager unit above a community room in a second two-story building, and fifteen 2-bedroom flats, and three 3-bedroom flats in a 3-story building) located between Charles Street and Everett Street between Moorpark Avenue and Walnut Street. The project includes a tot-lot, two barbecue areas, a community garden, a community room, bicycle racks, a trash/recycling enclosure, and solar carports. Common laundry rooms are provided on each floor of the flat building, and private laundry facilities are provided in the manager unit and the townhomes.

Entitlement Status: The Planning Commission approved the project on May 26, 2015. A Disposition and Development Agreement and an Affordable Housing Agreement were approved by the City Council for this project on June 17, 2015 and amended on June 15, 2016. In December 2015, the applicant met with staff to discuss potential revisions to the project. Modification No. 1, incorporating these proposed revisions, was approved by the Planning Commission on February 23, 2016.

Approval Authority: Planning Commission

Condition Compliance Status: The project has been approved for tax credits by the California Tax Credit Allocation Committee. In response, the applicant submitted plans for grading and construction. A lot line adjustment to merge the lots has been approved and recorded. A Zoning Clearance for construction was issued on June 23,

2017. The project is complete and final condition compliance is proceeding. The applicant has requested final accounting to close out the project.

Building and Safety Status: Construction is complete.

Engineering Status: No activity since last report. Construction of offsite improvements commenced in the third quarter. Work is ongoing. Grading permit has been issued and work is underway. Demolition and rough grading work is complete. The soil improvement work is approximately 50% complete. Subcontractor Malcolm Drilling Co. is installing 334 twenty-foot deep stone columns to support the future apartment buildings. This work is necessary due to the identified risk of liquefaction in the event of a strong earthquake. Ground modification work has been successfully completed. Owner has made minor site design revisions that are being reviewed by City at this time. The developer has completed rough grading and some offsite improvements including driveways and wet utilities. The developer constructed offsite improvements in November and December of 2018. However, much of the initial work had to be removed and replaced because drainage was impaired on SR 23 and Everett Street. The developer removed overhead cabling and poles along the SR 23 frontage in December 2018.

**Residential Planned Development No. 2015-02; General Plan Amendment No. 2015-02; Zoning Change No. 2015-03; Vesting Tentative Tract Map 5972; and Development Agreement No. 2015-01 (Spring Road LLC c/o Scott Uhles):**

Description: A proposed 95-unit townhome community on 8.52 acres on the west side of Spring Road, south of Los Angeles Avenue. The project will include a swimming pool, tot lot, and associated amenities. The application was submitted on November 17, 2015.

Entitlement Status: The Development Agreement Council Ad-Hoc Committee (Parvin, Van Dam) met with the developer on March 28, 2017 and September 20, 2017 to discuss the terms of the Development Agreement. On November 7, 2017 the Planning Commission recommended to the City Council approval of the project. The City Council approved the Mitigated Negative Declaration, General Plan Amendment, Tentative Tract Map and Residential Planned Development Permit on December 6, 2017. The Zone Change Ordinance and Enabling Ordinance for the Development Agreement were also introduced on December 6, 2017. Second reading of the Zone Change Ordinance was held on December 20, 2017. Due to a late request by the developer for a change in wording of the Development Agreement, a revised Enabling Ordinance for the Development Agreement was re-introduced on December 20, 2017, with second reading of the Development Agreement held on January 17, 2018. The applicant has had several conversations with potential developers, including developers of other Moorpark projects to see if they can build their affordable housing units as part of this project. None of those conversations has yielded an outcome and the applicant is growing concerned that his project may never be built because he has been told it is not profitable. The applicant has had inquired about the process for creating a Community Facilities District to mitigate upfront development fees.

Condition Compliance Status: No activity at this time

Building and Safety Status: No activity at this time

Engineering Status: No activity since last report. Staff has communicated to developer's engineer their need to present an irrevocable offer to dedicate land for the widening of Los Angeles Avenue and to clear that land of encroachments by August 15, 2018. The Developer's engineer presented an irrevocable offer to staff in September 2018.

**Residential Planned Development No. 2016-02; General Plan Amendment No. 2016-02; Zoning Clearance No. 2016-02; Development Agreement No. 2016-02; VTM 5847 (Moorpark 67/Rasmussen/West Pointe Homes):**

Description: A proposed Residential Planned Development comprising of 133 single-family homes and 5 estate lots. The application was submitted on October 31, 2016.

Entitlement Status: **No change since last report.** The application is currently undergoing evaluation and environmental review. Required studies have been conducted. Since late 2018, the applicant has had monthly meetings with staff to identify any issues or concerns as early as possible. Entitlement of this project will be proceeding as staffing resources become available.

Condition Compliance Status: No activity at this time.

Building and Safety Status: No activity at this time.

Engineering Status: No activity at this time.

**Residential Planned Development No. 2018-01; Zone Change No. 2018-01 (226 High Street – High Street Depot):**

Description: A proposed mixed-use project consisting of 91 multi-family residential units, 13,656 square-feet of commercial space and on-site improvements were submitted on September 6, 2018. Subsequent submittals were received on November 1, 2018 and December 7, 2018.

Entitlement Status: The Developer and the City entered into an Exclusive Negotiating Agreement on June 18, 2018 to establish the terms and conditions of a Disposition and Development Agreement (DDA). City Council approved an extension of the ENA on April 3, 2019 to allow additional time for negotiations on the DDA. The terms of the DDA have been finalized and negotiations on the DA have begun. Staff continues to work with the developer to refine the development proposal. 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.

Approval Authority: City Council

Condition Compliance Status: No activity at this time.



Building and Safety Status: No activity at this time.

Engineering Status: The City currently owns most of the properties that are proposed to be used for this development. A parcel map for the two parcels proposed for development, the parcel to be used for the Metrolink Parking Lot expansion and the Chamber of Commerce building and parking lot has been submitted to the County Surveyor.

### **Commercial Planned Development Permits**

#### **Commercial Planned Development No. 2006-01, Conditional Use Permit No. 2006-07 (Moorpark Hospitality, Inc. / Fairfield Inn & Suites by Marriott):**

Description: Request to build a 4-story, 108-unit hotel with surface parking, and an indoor pool and spa at the southeast corner of the SR-23 freeway and White Sage Road.

Entitlement Status: The City Council approved this project with conditions on May 2, 2007. On March 16, 2009, a final extension letter was approved extending the expiration to May 2, 2010. On March 26, 2010, the applicant filed a Permit Adjustment application requesting modification of the expiration date of this application. This request was considered by the City Council on May 5, 2010. A final extension was granted, and the Commercial Planned Development permit and Conditional Use Permit expired on May 2, 2012. On January 21, 2015, the City Council approved a Modification to the permit for an amendment to the approved architecture and the permit expiration date to allow construction and operation of a previously approved 112-room (now 108-room) hotel on a 2.38 acre parcel.

Condition Compliance Status: A Zoning Clearance for Plan Check was issued on February 17, 2015. Mass grading is complete and site work is mostly complete. Construction of the structure outside of the site work area is mostly complete.

Building and Safety Status: A building permit has been issued and construction continues.

Engineering Status: Grading plans have been reviewed and returned to the project engineer for corrections. Revised engineering plans were submitted on June 28, 2017 for plan check and have been approved. The development will utilize the previously constructed detention basin to comply with the post-construction BMP requirements. Grading permit has been issued and site work began September 2017. Grading work is approaching completion as of December 2017. Rough grading has been completed. The Los Angeles Regional Water Quality Board has opened an investigation into the project team's failure to comply with stormwater regulations. Cal OSHA has opened an investigation into the project team's failure to comply with worker safety regulations about excavation safety. Work at just one spot, the southeast corner of the project is suspended. The engineer of record must submit a corrective plan to correct the problem, and complete a deep storm drain and the site retaining wall. The remainder of the site is still under construction. A tractor trailer hit a fire hydrant on White Sage

Road. The resulting flood caused a stackable retaining wall to partially fail. The developer has rebuilt the retaining wall that failed. They also provided a design solution for the storm drain connection at the southeast corner of the site. But, probably due to the ongoing rainy season, they have not informed Engineering about when and how they will safely accomplish this work between a sandy slope and tall retaining wall. The developer informed the City on April 23, 2019 that they intend to finish the storm drain work very soon. The developer received Final determinations from CalOSHA in June 2019 for their violations of safety. The developer installed the drain connector at the SE corner of the site in June but has not yet connected it to the hillside surface ditches nor has provided Public Works with video of the storm drains to show that the long exposed pipes are not clogged with dirt.

### **Industrial Planned Development Permits**

#### **Industrial Planned Development No. 2017-01; Parcel Map No. 2016-01**

Description: To subdivide an approximately 10-acre developed parcel into two parcels of 7.80 acres and 2.19 acre and the construction of a 35,330 square-foot industrial building on the newly-created 2.2-acre parcel located at 400 Science Drive.

Entitlement Status: The City Council approved this project with conditions on December 6, 2017.

Approval Authority: City Council

Condition Compliance Status: No activity at this time.

Building and Safety Status: No activity at this time.

Engineering Status: No change since last report. City staff from several departments expedited the processing of the final parcel map for this project, leading to Council approval on June 11, 2018.

#### **Industrial Planned Development Permit No. 2000-01; Tentative Tract Map No. 5226 (Moorpark Carlsberg Holdings, LLC):**

Description: Industrial buildings with a total of 302,000 square feet and creation of seven (7) lots and a 143,000 square foot Home Depot on one (1) lot, located within the Carlsberg Specific Plan, bounded by SR-23 on the east, Miller Parkway on the west, and Moorpark Marketplace (Zelman) on the north. Submitted on February 27, 2000.

Entitlement Status: On April 18, 2007, the City Council approved Modification No. 1 to IPD 2000-01 to allow a reconfiguration of the project to incorporate the Home Depot store, and to allow ten (10) light industrial and office buildings on the remaining seven (7) lots, for a total of approximately 445,000 square feet of building space. On September 2, 2015, the City Council approved Modification No. 2 to the Industrial Planned Development (IPD) for a change in architecture and site planning by changing two originally approved unbuilt buildings (B and C) to three buildings of a similar style and smaller total size.

Condition Compliance Status: The Final Map has been recorded and construction is complete, with the exception of Building A. Buildings D through J are complete and tenant improvements are proceeding. Buildings B1, B2, and C are complete.

Building and Safety Status: Construction is complete on Buildings B through J

Engineering Status: **No activity at this time.** Grading plans, hydrology report and geotechnical report have been approved for rough grading, and Phase 1 precise grading. A grading permit was issued, and rough grading and Phase 1 precise grading are completed. Fine grading plans for Phase 2 have been approved but not constructed. A new developer is proposing a new site layout for Phase 2. Addendum hydrology report for Phase 2 is approved. The final map has been recorded. Base course asphalt paving is complete on the new portion of Patriot Drive. Developer has installed the final pavement cap on Patriot Drive to satisfy agreement requirements with Home Depot. Grading bond and Street, Storm Drain and Erosion Control Improvement bond have been accepted and transmitted to City Clerk August 19, 2008. Miller Parkway paving has been completed. A grading plan for two lots is under review. Fine grading for buildings B-1 and B-2 has been completed. Grading for three industrial tilt up buildings was completed in spring 2017, and those buildings have been erected. All grading and paving was completed in 2017.

**Industrial Planned Development No. 2009-01, General Plan Amendment No. 2009-01, Zone Change No. 2009-01, Conditional Use Permit No. 2009-01 (Triliad Development, Inc.):**

Description: Request to develop a motion picture studio complex (Moorpark West Studios) with 12 soundstages, support buildings, and a 4-story parking structure on a 37.53 acre site. Project requires consideration of an amendment to the General Plan Land Use Designation of 10.75 acres from General Commercial to Medium Industrial. Submitted March 23, 2009.

Entitlement Status: This project was approved by the City Council on October 5, 2011. On November 7, 2012, the City Council approved a one-year extension of the Industrial Planned Development Permit (IPD). The applicant is currently working with other agencies on obtaining approvals for this project, and construction of improvements to the flood control channel to allow road crossings is currently taking place. A second one-year extension of the IPD was approved by the City Council on October 2, 2013. A request for a third one-year extension was considered by the City Council on November 5, 2014. On February 18, 2015, the City Council approved a request for an amendment to the Planned Development Permit to allow for an additional three year extension to the entitlements. The IPD and CUP will expire November 18, 2019. Any additional extension would require an extension of the term of the Development Agreement, which must be initiated by the developer at least 180 days before its expiration on November 18, 2021.

Approval Authority: City Council

Condition Compliance Status: **No change since last report.** No activity at this time.

Building and Safety Status: No activity at this time.

Engineering Status: **No activity at this time.** The developer's engineer is in communications with Caltrans District 7 in regards to obtaining an encroachment permit. The developer is expecting to receive from Caltrans one or more design exceptions to construct on Los Angeles Avenue two lanes in each direction from Gabbert Road west to the new intersection with North Hills Parkway. It appears that the City will be required to take title to the land necessary to widen State Route 118 for further transfer to Caltrans upon completion of widening work. Staff is working to understand if there are any environmental issues that have to be remediated before that first transfer takes place.

**Industrial Planned Development No. 2017-02 and Conditional Use Permit No. 2017-02 (Fence Factory):**

Description: A request to allow a sales office, showroom, fabrication shop and outdoor storage on a 2.65 acre lot at 14110 Princeton Avenue (submitted on September 18, 2017).

Entitlement Status: On October 17, 2018, the City Council approved the permit with conditions.

Approval Authority: City Council

Condition Compliance Status: **No change since last report.** A Zoning Clearance has been issued for tenant improvements.

Building and Safety Status: No activity at this time.

Engineering Status: On June 3, 2019, the applicant resubmitted a grading and parking lot paving plan.

**Tentative Parcel Map No. 2017-01 (City of Moorpark):**

Description: Subdivide a 2.92 acre developed parcel into four parcels at 192 High Street (Submitted on July 6, 2017).

Entitlement Status: This project was approved by the City Council on June 20, 2018.

Approval Authority: City Council

Condition Compliance Status: No activity at this time.

Building and Safety Status: No activity at this time.

Engineering Status: Plans have been reviewed and submitted to County for recordation.

**Tentative Parcel Map No. 2017-02 (Kimley-Horn):**

Description: Subdivide an approximately 10 acre developed parcel into two parcels of 9.11 acres and 0.50 acres at 800 Los Angeles Avenue (Target) (Submitted on October 10, 2017).

Entitlement Status: This project was approved by the City Council on February 21, 2018.

Approval Authority: City Council

Condition Compliance Status: No activity at this time.

Building and Safety Status: No activity at this time.

Engineering Status: The Final Parcel Map has been reviewed and recorded by the County. The City will inspect the utility trenches and soil compaction as the work proceeds.

**Tentative Tract Map Nos. 5147 and 5906 and Development Agreement Nos. 98-04 and 2012-01 (A-B Properties):**

Description: Seventeen (17) lot industrial subdivisions of 34.5 acres, located north of the Union Pacific Railroad tracks and about one-quarter (1/4) of a mile west of Gabbert Road.

Entitlement Status: Tentative Tract Map No. 5906 would replace Tract No. 5147, which was approved by the City Council on March 15, 2000, subject to conditions, including provision of direct access from Los Angeles Avenue, and construction of a railroad underpass to allow future connection to the North Hills Parkway before permits are issued for development of more than seventy (70%) percent of the total approved lots. On July 24, 2012, the Planning Commission reviewed and recommended approval on a revised Development Agreement for this project. That item will be scheduled for City Council consideration in fall 2012. On August 17, 2012, an application for Tentative Tract Map No. 5906 was submitted to incorporate changes to TR 5147 consisting of access alternatives and internal tract circulation. On December 19, 2012, the City Council introduced an ordinance terminating Development Agreement No. 1998-04 and approving Development Agreement No. 2012-01 for this project. The second reading and adoption of the ordinance was approved on January 16, 2013. On February 26, 2013, a public hearing on the Tentative Map was held and the Planning Commission recommended approval of this application to the City Council. This Tentative Map application was approved by the City Council on May 15, 2013.

Condition Compliance Status: The developer has been working with the Engineering Department on the technical requirements to record the tract map. However, there are two major outstanding DA items required prior to taking the map to Council for approval.

The DA requires the Developer to submit and gain approval from City Manager of an Implementation Plan addressing the requirements for, among other things, phasing and

construction responsibilities of the Developer and any successors including sureties for performance for grading, construction of storm drains and utilities, private and public streets, and other private and public improvements on or offsite. Additionally, prior to the recording of the Final Map for the Project, a Community Facilities District or other funding mechanism to the satisfaction of the City Council, is required to be established to provide funding for certain improvements to North Hills Parkway. Neither of these has yet occurred.

Building and Safety Status: No activity at this time.

Engineering Status: Final Engineering construction documents were submitted to the City for plan review. Grading and Improvement plans, final map and geotechnical report have been approved. Grading, drainage and NPDES corrections are required and developer has been issued a notice of these corrections. The site needs approximately 70,000 additional yards of earth import fill. The City has allowed for offsite import and import activity is being monitored by their geotechnical consultant. Revisions to the emergency access road through SCE to Gabbert Road have been reviewed and approved. A letter from Engineering summarizing the outstanding grading issues and fees owed is being drafted. The new Tentative Tract Map submitted on August 17, 2012 is under review. Developer's representative told staff in December 2017 that engineering plans will be submitted in near future. Developer will meet with City staff in first half of April 2018. Developer and staff discussed the potential development, especially concerning changes to stormwater requirements that will affect the work. The City Engineer/Public Works Director approved the plans for a temporary stockpile permit on June 27, 2018. City completed the second plan review of the developer's improvement plans and proposed final map on June 3, 2019 and returned those plans to developer's engineer. The southwest corner of the property is within the special flood hazard area. The developer's representative, Mr. Newton, asked staff for concurrence on the idea of approving the Final Map before the FEMA resolution of the flood plain issue. Staff demurred upon advice of counsel as well as engineering judgment. It is staff's understanding that the developer has engaged a consultant to obtain a Conditional Letter of Map Revision (CLOMR) from FEMA for a portion of the property.

**Tentative Tract Map No. 2019-01 (Tuscany Square Shopping Center):**

Description: Subdivide a 6.96 acre developed parcel at 140-146 Los Angeles Avenue into five parcels.

Entitlement Status: On March 26, 2019, the Planning Commission opened the public hearing and continued this item with the public hearing still open to April 23, 2019, at the request of the applicant. On April 23, 2019, the Planning Commission reviewed the application and forwarded a recommendation of approval to the City Council. On June 5, 2019 the City Council adopted a resolution approving this project.

Condition Compliance Status: No activity at this time.

Building and Safety Status: No activity at this time.

Engineering Status: No activity at this time.

### **Conditional Use Permits**

#### **Conditional Use Permit No. 2016-02 and Administrative Permit No. 2016-04:**

Description: A request to allow the remodel and conversion of a former 1,530 square-foot single family home and 495 square-foot detached accessory structure into a 2,025 square-foot residential care facility at 100 Leta Yancy Road (submitted on May 16, 2016).

Entitlement Status: On October 19, 2016, the City Council adopted Resolution No. 2016-3546 approving this project with conditions.

Approval Authority: City Council

Condition Compliance Status: Condition Compliance is underway.

Building and Safety Status: Last inspection 5/18/18, no extension has been requested. Building permits are expired. However, applicant has met with staff and plans to move forward with project.

Engineering Status: **No activity at this time.** Staff has received the developer's plans for site and off-site improvements, which are under review. Engineering has completed two plan checks. Design is not approved, more work to be done. Staff met with developer's engineer in December 2017 to review third plan check comments. The final plans should be prepared in near future. The Community Development and Public Works Directors reviewed and signed developer's plans in March 2018. The site has been largely cleared as of June 27, 2018. The site is being kept clean and organized. Ground up vegetative matter and other deleterious materials will have to be removed when site grading begins.

#### **Conditional Use Permit No. 2016-05; Modification No. 2 to Commercial Planned Development No. 2004-03 (Verizon Wireless) and Zoning Ordinance Amendment No. 2017-04:**

Description: A request to allow construction of a Major Wireless Communication Facility consisting of 12 panel antennas; and installation of an above ground equipment enclosure within a 48-foot high tower at 14339 White Sage Road (Warehouse Discount Center site) with signage on the tower (submitted on December 2, 2016).

Entitlement Status: The project applications originally were placed on the City Council agenda for its April 19, 2017 meeting. After opening the public hearing (there were no speakers), the City Council continued the agenda item to May 3, 2017, at the request of the property owner, who was unavailable for the meeting. One of the staff-recommended conditions was to prohibit signage on the tower, as this is not allowed by the Zoning Ordinance. The property owner expressed that the proposed signage was essential to his business and on April 26, 2017, requested a Zoning Ordinance Amendment to be considered as part of the applications to allow the proposed signage. On May 3, 2017, the City Council closed the public hearing and referred the applications

(with the Zoning Ordinance Amendment) to the Planning Commission for recommendation. On June 27, 2017, the Planning Commission considered the applications and recommended approval with conditions. On July 19, 2017, the City Council adopted Ordinance No. 450 to amend sign regulations and allow signage on certain wireless communication facilities in certain locations, and Resolution No. 2017-3614 approving the construction and operation of a major wireless communication facility.

Approval Authority: City Council

Condition Compliance Status: On July 13, 2018, a City Welcome Sign Agreement was signed between NLA 14339, LLC (owner) and the City of Moorpark.

Building and Safety Status: Plans have been approved.

Engineering Status: No activity as this time.

**Modification No. 1 to Conditional Use Permit No. 2018-03 (13836 Princeton Avenue):**

Description: On January 22, 2019, the Planning Commission approved CUP No. 2018-03, to allow outdoor storage of equipment and vehicles on two lots in conjunction with an existing business (Trench Shoring Company) at 13828 Princeton Avenue and 13836 Princeton Avenue. Applicant is requesting to modify conditions of approval (Submitted on June 24, 2019).

Entitlement Status: Application under review.

Approval Authority: Planning Commission,

Condition Compliance Status: No activity at this time.

Building and Safety Status: No activity at this time.

Engineering Status: No activity at this time.

**Conditional Use Permit No. 2019-01 (1-275 Los Angeles Avenue):**

Description: A Conditional Use Permit (CUP) and Permit Adjustment (PA) application to allow a New Single-Tenant Drive-Through Restaurant within an existing shopping center located at 1-275 Los Angeles Avenue (Moorpark Town Center). The proposed building is designed at 2,226 square feet in area. (Submitted on January 10, 2019).

Entitlement Status: On June 25, 2019, the Planning Commission adopted Resolution No. 2019-640 approving this project with conditions.

Approval Authority: Planning Commission.

Condition Compliance Status: No activity at this time.



Building and Safety Status: No activity at this time.

Engineering Status: No activity at this time.

**Conditional Use Permit No. 2019-03 (Cavaletti Vineyards, LLC):**

Description: to allow a 966 square-foot winery within an existing 11,492 square-foot commercial building at 165 Poindexter Avenue, Suite D. (Submitted on June 6, 2019).

Entitlement Status: Under review.

Approval Authority: Planning Commission.

Condition Compliance Status: No activity at this time.

Building and Safety Status: No activity at this time.

Engineering Status: No activity at this time.

**Temporary Use Permit No. 2019-04 (6061 Gabbert Road):**

Description: A request to allow the operation of six-week summer day camp for up to 75 enrolled children. (Submitted on February 1, 2019). The applicant has indicated long term plans to use this site as a place of religious assembly. This use would require a Conditional Use Permit in the Rural Exclusive (RE) Zone.

Entitlement Status: Approved with Conditions.

Approval Authority: On March 26, 2019, the Community Development Director issued a letter approving this project with conditions.

Condition Compliance Status: Activity ongoing. This item will be removed from subsequent reports.

Building and Safety Status: No activity at this time.

Engineering Status: No activity at this time.

**Home Occupation Permits**

4 Home Occupation Permits were issued in April 2019  
10 Home Occupation Permits were issued in May 2019  
2 Home Occupation Permits were issued in June 2019

## **Building and Safety Activity**

### **March 2019**

Permits Issued	Decrease From Last Year to Date	Total Valuation	Decrease From Last Year to Date	Inspections	Decrease From Last Year to Date
64	-51%	\$574,200	-97%	155	-28%

### **April 2019**

Permits Issued	Decrease From Last Year to Date	Total Valuation	Decrease From Last Year to Date	Inspections	Decrease From Last Year to Date
82	-31%	\$399,856	-93%	169	-44%

### **May 2019**

Permits Issued	Decrease From Last Year to Date	Total Valuation	Decrease From Last Year to Date	Inspections	Decrease From Last Year to Date
89	-30%	\$507,464	-56%	126	-58%

## **Land Development (Engineering Activities)**

### **Retaining Wall Failures (Tract No. 4142— Buttercreek Estates HOA):**

Description: Repair of retaining walls and slopes along Mountain Meadow Drive.

Status: The wall and slope failures from the early 2000's have been repaired and were deemed acceptable to the City on June 28, 2010.

An additional section of wall along Mountain Meadows Drive failed in late March, 2011. The HOA submitted an investigative report and is preparing plans for repairs. On October 5, 2011, City Council found that the proposed wall replacement concept is consistent with the PC-3 Mountain Meadows Specific Plan. The HOA has submitted wall replacement plans along with the required plan check fees. The third plan check has been completed and returned to the engineer. The HOA submitted an alternative design in August 2015 and the plan review comments were returned to the HOA in September 2015. Plans were approved on July 5, 2016, and permits will be issued once inspection fees are submitted, the grading contractor submits their insurance information. The HOA has selected a contractor to replace the walls and the contractor's representative met with the City Engineer/Public Works Director and Building Official on January 4, 2017, to address administrative matters. Several rounds of correspondence and negotiation have subsequently taken place between City and HOA's attorney. As of June 30, 2017, the HOA has agreed with City insurance and licensure requirements and final language for the required, full value surety bond is nearly settled. This is required before the City Engineer/Public Works Department can permit the work. HOA is still working to obtain a \$100,000 surety bond as of September 28, 2017. Apparently the contractor they have selected is unable to be bonded. The HOA and originally selected contractor (Brave Development & Construction) were unable to obtain bonds. Therefore the HOA provided a \$100,000 cash bond. The HOA

informed staff in mid-December 2017 that the HOA has selected a new contractor (Geoworks). Staff received final insurance documents on December 28, 2017 and will issue a permit and final bond transmittal documents within next several days. Concurrently, the HOA has protected the slope with plastic and sandbags to minimize future movement. An HOA Board member shared with staff that one of the homeowners at the top of the slope emptied their swimming pool water onto the slope last year and that this may have contributed to the soil movement that staff observed. Staff issued a grading permit to the HOA's general contractor, Geoworks in January 2018. As of this report they have done some demolition at western end of the property but their work has been hampered by winter rains. With the end of the rainy season, work should resume shortly. As of June 27, 2018 work at the western end of the project, the first phase, is winding up as geotextile fabric, asphaltic waterproofing, drainage systems, and gravel backfill is placed. Once this section is complete the project team intends to repeat the process section by section, moving eastward. The contractor has suspended construction of the new retaining wall for several weeks. Construction restart was previously scheduled for 4/22/2019, but has been delayed again. The HOA submitted a new design change to remove and replace 180 linear feet of the sub-drain behind an existing section of the retaining wall that is to remain. The associated grading design change is currently under plan review by Engineering.

**Code Compliance Activity**

**January 2019**

Formal Cases Opened	Cases Closed	Informal Investigations Opened	Informal Investigations Resolved	Inspections Conducted
17	17	14	116	21

**February 2019**

Formal Cases Opened	Cases Closed	Informal Investigations Opened	Informal Investigations Resolved	Inspections Conducted
19	20	18	17	20

**March 2019**

Formal Cases Opened	Cases Closed	Informal Investigations Opened	Informal Investigations Resolved	Inspections Conducted
17	20	15	15	22

**Business Registration Activity**

**April (New): 31**

**May (New): 43**

**June (New): 40**

**Fiscal YTD (New): 498**

**April (Renewals): 254**

**May (Renewals): 210**

**June (Renewals): 233**

**Fiscal YTD (Renewals): 2561**

## FINANCE DEPARTMENT

**Fiscal Year-end 2017/18:** The Singe Audit Report was completed on March 14, 2019. The auditor's issued an unmodified opinion but identified noncompliance with the Sections 200.317 -200.326 of Title 2 Code of Federal Regulations or Uniform Guidance. The City's purchasing policy will be updated for fiscal year 2018/19 to comply with this standard.

**Fiscal Year 2018/19:** The City's external auditors, Lance, Soll & Lungard (LSL), performed the interim audit during the week of June 24. Final entries and reconciliation of accounts are expected to be completed by the end of September. The final audit fieldwork is scheduled on the week of October 7

**Budget 2019/20:** Budget kick-off meeting was held on January 30. Staff provided their department's FY2018/19 estimates and submitted their FY2019/20 budget requests last March 1. Finance consolidated and distributed the request budget draft on March 29 with total revenues of \$42,431,521 and total expenditures of \$61,190,450. The City Manager and Finance budget review meetings with various departments were scheduled between April 16 and 25. The proposed budget draft was presented to City Council on May 15 with total recommended revenues of \$42,018,719 and expenditures of \$58,196,346. The City Council budget study session was held on May 29. Then on June 19, City Council approved the proposed budget with revised appropriations of \$58,177,746.

**IRS Audit:** On November 5, 2018, the City received notification from the Internal Revenue Service (IRS) for the audit of the \$10,405,000 2016 the Successor Agency 2016 Tax Allocation Refunding Bonds. The City engaged the services of Richards, Watson & Gershon (RWG) to represent the City in this inquest. The Ventura County Oversight Board (VCOB) approved contract with RWG on January 23 and the California Department of Finance subsequently approved the VCOB's action on March 15. The IRS has made three requests for documents, which staff and RWG submitted by the due dates. On May 31, RWG received informal notification from IRS that our case has been completed and will be closed with status of "No Change". The formal IRS letter was received on July 8 confirming no change to position that interest paid to beneficial owners of the Bonds is excludable from gross income.

**Successor Agency:** The County Oversight Board approved the City's annual ROPS for FY 2019-20 and the engagement letter between the Moorpark Successor Agency and Richards, Watson Gershon (RWG) on January 23. The ROPS includes Administrative Cost Allowance budget and the contract with RWG regarding the IRS audit noted above. The City submitted the ROPS 2019/20 to the State Department of Finance (DOF) on January 29. DOF approved the engagement letter with RWG on March 15 while the approval for ROPS 2019/20 was received on April 15.

### **Priorities, Goals and Objectives**

**Evaluate existing financial policies and procedures and consolidate them as part of City Council Policies Resolution by October 31, 2017. (Objective IV.A.14):**

No change since last report. Status: By November 7, 2018, the following changes and/or additions were made to City Council Policies Resolution:

5.2 Fund Balance Reserve – General Fund reserve changed from \$3M to 20% of expenditures for Emergency/Contingency plus \$1M. All other funds established a minimum reserve of 10% of annual revenue based on average of three prior years' receipts.

5.3 Authorization for Issuance and Countersigning of Warrants – added authority for demand and payroll warrants to be computer signed subject to check register approval; and added authorization for wire transfer and Automated Clearing Housing transactions.

5.5 Landscape and Lighting Assessment District – revised to clarify capital reserve account fund balance and funding of annual deficits by General Fund or other funds.

5.6 Investment – was expanded to include City Treasurer, city banking and cash handling procedures.

5.10 Debt Management Policy – new provision

**Upgrade financial software by January 31, 2016, and subsequent integration of on-line permitting and code compliance reporting by December 31, 2016:**

Status: City went live with Employee Self-Service which includes electronic time entry for all full-time and certain part-time employees. Employees are currently submitting paper time sheets and electronic time entry until Finance turns off the paper submittals. Staff is looking into an electronic time clock system for parks part-time staff (they continue to submit paper time sheets). Staff has decided to purchase ExecuTime software for the time-clock functions. ExecuTime was recently purchased by Tyler. City Council approved an amendment to the Tyler contract to purchase and implement ExecuTime in the amount of \$39,925 (Amendment No.4 \$24,925 and Amendment 5 \$15,000). This module will add a time clock function to the system and eliminate all paper submittal of time sheets and leave hours. On April 12 staff re-engaged with the consultant team to fast track the implementation by the pay period July 20 to August 2. Onsite training for power user (3 days) and end user (2 days) finished on May 21 to 23 and June 10 to 11, respectively. The remote payroll export training occurred June 19. Two parallel testing is scheduled for pay period June 22 – July 5 and July 6 – July 19. Project Accounting has been partially implemented to include only one hundred (100) active developer projects. Staff is still working to slowly establish or close out the remaining 273 developer accounts in the module. The CAFR module was not implemented in time for year-end.

Staff continues to work with Tyler Technologies on configuration of its Energov permitting/licensing/code enforcement system. Configuration stalled in spring 2018 following a failed system upgrade, despite multiple attempts by Tyler to address it. City staff subsequently stopped its payment for Energov support in early 2019 until Tyler could restore the Energov server. Tyler then stepped up its efforts to troubleshoot the

system, partially restoring service in April 2019. On June 20, Tyler resolved the server issues and multiple users can now login simultaneously. Staff has completed fee testing for both Building Permits and Business Registrations; and extended the initial duration of residential building permits from 180 days to one year, per new state law. Staff estimates it will take nine months to complete configuration and launch the system.

**Administrative Citations: No change since last report.** Maintenance and monitoring of the program will be the responsibility of Community Development. Delinquent accounts will be forwarded to Finance for collection. Depending on the projected enforcement of this program, pertinent information will be tracked using Tyler Incode Accounts Receivable module.

**Investment Activity:** The City currently has \$3.2 million in LAIF. The June 2019 quarterly yield is 2.44 percent.

The balance in the Ventura County Pool is \$10.2 million. At the end of June 2019, the annualized yield rate in the Pool was 2.708 percent.

The securities account portfolio balance is \$102 million which includes \$3.6 million in money market fund. Government and corporate bonds of \$60.2 million mature within three years while the remaining \$26.9 million mature from three to five years. The average portfolio yield is currently 2.018 percent. The City has \$11.2 million in Certificates of Deposit (CDs) with an average yield of 2.237 percent. \$9.2 million mature within three years while the remaining \$2 million mature from three to five ye

## **MOORPARK POLICE DEPARTMENT**

### **Administration:**

**Staffing Changes:** During the second quarter of the year, we had the following staffing changes at the Moorpark Police Services Center:

- Patrol Sergeant Alan Hartkop was reassigned from Moorpark Patrol to Internal Affairs
- Sergeant Kenneth Truitt was reassigned from Detention Services to Moorpark Patrol
- Deputy Bryan Baker was reassigned from East County Jail to Moorpark Patrol
- Deputy Jonathan Lyman was reassigned from Thousand Oaks Investigations to Moorpark Patrol
- Deputy Kyle Young was reassigned from Moorpark Patrol to Courts
- Deputy Charles Heckman was reassigned from Ojai Patrol to Moorpark Patrol
- Deputy Bryan Glasscock was reassigned from Todd Road Jail to Moorpark Patrol
- Deputy Heather Sanders was reassigned from Todd Road Jail to Moorpark Patrol
- Deputy John Grunhold was reassigned from Todd Road Jail to Moorpark Patrol
- Deputy William Schneekloth was reassigned from Moorpark Traffic/Motors to Moorpark Patrol

- Deputy Dan James was reassigned from Moorpark Patrol to Moorpark Traffic/Motors
- Office Assistant Erika Salazar was transferred from Ventura Records to Moorpark Front Office

### **Volunteers in Policing (VIPs):**

**Hours Worked / Team Status:** In the 2nd quarter, 14 to 16 Moorpark Police Volunteers worked a total 1,392 hours. We picked up one more new VIP in April as one VIP resigned in May.

**April:** In lieu of our April VIP meeting, the group conducted a street light check of all the city streetlights for performance. The detail indicated nineteen lights were out and fourteen lights were dim or intermittent. On April 9<sup>th</sup> the Volunteers enjoyed a Volunteer Appreciation dinner at Lucky Fools Restaurant. April 27<sup>th</sup> was a “Drug Take Back Day” with one VIP assisting a deputy in the lobby as the public delivered drugs for destruction. In April, two VIP’s were directly responsible for the capture of a vandal who had tagged several properties.

**May:** On May 11, four volunteers on patrol made sure traffic flowed at the E-Waste Event and two VIP’s were on site at the Multi- Cultural Event on May 18 as eyes & ears. Four VIP’s also attended the Field of Valor to assist with parking and to be of service. Four VIP’s attended the Academy Practical exercises working as actors for incoming deputies. Throughout the month they continue to train new VIP’s, patrol industrial areas, parks, shopping centers and neighborhoods. The Administrative VIP’s are diligent in helping answer phones, file, and shred in the front office.

**June:** During the VIP meeting in June volunteers shared a significant VIP experience with each other offering feed-back to each other in a team building experience. Training covered what to do if a VIP is in a traffic accident. A Sergeant came in as guest speaker for the conclusion of the meeting to discuss what he expects from the volunteers on patrol. Four volunteers attended Moorpark High School Graduation patrolling the parking lots for vandals or thieves. Two VIP’s helped at the station during a BBQ for two staff members expecting babies. Several volunteers either rode in, or came to the station in support of the Ride for the Blue motorcycle club and in honor of Sergeant Helus on June 29<sup>th</sup>.

### **Patrol Services:**

During the second quarter of the year, patrol officers responded to 2,162 calls for service, made 2,298 traffic stops, 331 subject / pedestrian stops, made 339 arrests, and handled 148 follow-up investigations. Deputies conducted 147 planned probation and parole searches in Moorpark.

### **Detectives:**

**Investigation and Arrest of a Suspect for Felony Domestic Violence and Criminal Threats:** On 04/06/2019, patrol deputies responded to a call of domestic violence and learned that a suspect had battered his live-in girlfriend of thirteen years, causing multiple visible injuries. The suspect fled the home prior to the arrival of deputies. The

following day, detectives assumed the case and received a call from the suspect's attorney, who attempted to negotiate the suspect's surrender. However, after several days, the suspect fired the attorney and failed to surrender himself. On 04/12/2019, detectives located the suspect in Ventura and arrested him on the outstanding charge. The suspect was booked for the domestic violence charge and released on \$20,000.00 a few days later. Within 3 hours of his release on bail, the suspect returned to his ex-girlfriend's home, brandished a knife toward her and threatened to kill both her and their children. On 04/18/2019, detectives were able to locate the suspect and arrested him outside of the Ventura Courthouse. Both cases were filed with the District Attorney's office and the suspect is currently in custody awaiting trial, with bail set at \$500,000.00.

**Investigation and Arrest of Suspect Accused of Threatening an Officer with Violence:** On the overnight hours of 04/09/2019, Moorpark patrol deputies contacted a subject seated in the front passenger seat of a vehicle parked in an empty parking lot. During their contact, deputies noted the suspect exhibited symptoms consistent with being under the influence of a controlled substance and directed the suspect to exit the vehicle. The suspect refused the directive and threatened to assault deputies if they attempted to make him exit the vehicle. The suspect then rolled up the vehicle's window and refused any further contact with deputies. A decision was made by Sheriff's Managers to suspend any further action and locate and arrest the suspect at a later time, under more favorable conditions. On the afternoon of 04/11/2019, detectives located the suspect in Oxnard and were ultimately able to arrest him. The suspect was charged with felony resisting arrest by threat or violence and booked at the Ventura County Main Jail. The suspect is currently in custody for this charge, as well as an unrelated kidnapping charge with bail set at \$500,000.00, awaiting trial.

**Investigation and Arrest of Identity Theft Suspect:** In January of 2019, Moorpark patrol deputies completed a report involving a local citizen who had their identity compromised. The compromise involved the unauthorized use of the victim's credit cards with several hundred dollars in charges. Once the report was completed, Moorpark detectives assumed the case and determined the compromise occurred at an area business that the victim frequented. During the course of their investigation, detectives identified a suspect who worked at the business. They also learned that a similar compromise occurred involving the same suspect and a different victim who reported their loss to the Camarillo Station. On May 1, 2019, detectives surveyed the suspect and arrested her a few blocks from her home in Santa Paula. Detectives then served a residential search warrant at the suspect's home and obtained additional evidence in support of the case. The suspect was booked at the Main Jail, released on \$20,000.00 bail and is currently awaiting trial.

**Investigation and Arrest of Felony Domestic Violence Suspect:** In January of 2019, detectives opened a domestic violence investigation involving a victim who lived in Oregon, but was battered by an ex-boyfriend, while visiting in Ventura County. The battery resulted in significant injuries, including a broken bone and multiple bruises. However, the assault was not witnessed by anyone other than the involved parties. Over the next several months, detectives utilized several different investigative techniques in order to solidify the case for prosecution. On May 8, 2019, detectives surveyed the suspect and arrested him in Ventura without incident. The suspect was



booked at the Main Jail and released a few days later on \$50,000.00 bail. The case is currently set for trial.

**Arrest of Identity Theft Suspect and Seizure of ID Theft lab:** In late May of 2019, patrol deputies from the Moorpark Sheriff's Station towed a vehicle that was illegally parked in front of a residence in the 4700 block of Juarez Avenue. Deputies conducted an inventory of the towed vehicle's contents and located a bag in the vehicle containing hundreds of personal identity profiles, including several forged driver's licenses and stolen credit cards. The contents of the bag were turned over to Moorpark detectives, who immediately began an investigation. During the course of their investigation, detectives identified a resident of the home as a possible suspect. Detectives also learned that the suspect was actively being investigated by Major Fraud Detectives from the Thousand Oaks Station for ID theft. As a result, detectives from both stations worked together, utilizing information from both investigations and served a residential search warrant on 06/05/2019. During the service of the warrant, detectives discovered a major Identity Theft operation and arrested three suspects for a variety of drug and theft related charges, including the primary suspect. All three suspects were booked at the Ventura County Jail and were released on bail, pending trial.

**Investigation and Arrest of Residential Burglary Suspect:** On 06/14/2019, detectives assisted patrol deputies in an investigation, after deputies arrested an individual suspected of committing a "hot prowl" residential burglary. Detectives learned that during the burglary, the suspect confronted a sleeping, 20 year-old woman inside her bedroom. Detectives also determined the suspect unlawfully entered three additional residences in an attempt to evade capture from deputies. Detectives learned that the suspect had a connection to the father of the female victim at the residence, although it was unclear if he knew the female victim. The suspect was arrested and charged with 4 counts of residential burglary. The suspect is currently in custody, in lieu of \$425,000.00 bail. The case is currently set for trial.

#### **Special Enforcement Unit (SEU):**

**Investigation and Arrest of Suspect Involved in Multiple Grand Thefts:** During the month of March 2019, Moorpark detectives identified and arrested a suspect for being in possession of a stolen motorcycle. During the course of their investigation, detectives received information indicating the same suspect was possibly responsible for several other area thefts from garages and vehicles. Over the next several weeks, patrol deputies attempted to contact the suspect at his home and invoke his probation terms, which included searching his person and residence for evidence of stolen property. However, during several of these attempts, the suspect fled upon the arrival of deputies. On the morning of 04/05/2019, SED detectives surveyed the suspect and contacted him upon his exit from his home. SED detectives eventually arrested the suspect for drug related charges as well as several resisting charges related to his earlier flight from deputies. SED detectives also invoked his probation terms for stolen property. The suspect was booked at the Ventura Main Jail and later released on \$15,000.00 bail. The investigation into the suspect's involvement in other thefts is ongoing.

**Investigation and Arrest of Multi-Suspect Organized Retail Theft Crew:** On 05/16/2019, SED detectives responded to assist patrol deputies with a "theft in

progress” call at a local retail store. When detectives arrived at the location, they contacted a suspect in the parking lot that matched the description originally broadcasted by Sheriff’s Dispatch. Through their investigation, detectives determined that the suspect stole several items from the store and determined that he was associated with a second suspect in a nearby vehicle. The second suspect attempted to leave in the vehicle but was stopped by responding deputies. After stopping the second suspect, detectives located several thousands of dollars of merchandise in the vehicle that was stolen from other retailers throughout Southern California. Both suspects were arrested for felony Organized Retail Theft and booked at the Ventura County Jail. Both suspects were later released on \$20,000.00 bail and are awaiting trial.

**Investigation and Arrest of Felony Evading Suspect:** On 06/20/2019, SEU detectives responded to assist patrol deputies with a “felony evading” suspect who recklessly evaded pursuing deputies on the freeway, while on a motorcycle. Deputies were able to identify a possible suspect based on the motorcycle description and a tattoo that was visible on the suspect’s arm. As a result, SEU detectives identified a possible residence in the unincorporated area outside the City of Simi Valley and surveyed the residence in an effort to locate the suspect. After a few hours, detectives identified the possible suspect driving in a vehicle nearby and contacted the suspect. After a brief investigation, the suspect admitted to fleeing from pursuing deputies and voluntarily told detectives where he hid the motorcycle and clothing that he wore during the pursuit. The suspect was arrested and booked in the Ventura County Jail and released on \$50,000.00 bail, a few days later.

#### **School Resource Officer (SRO):**

**Threats / School Shooter Investigation:** On 04/01/2019, SRO Riggs conducted an investigation involving rumors of a pending school shooting at one of the area middle schools. As a result of his investigation, SRO Riggs learned that two students had a verbal argument and determined that things said between the students were later, either knowingly or unknowingly, exaggerated to include one of the students returning to school with a gun. All parties were counseled and no criminal statutes were violated.

**Arrest of Juvenile for Battery on Staff:** On 04/08/2019, SRO Riggs conducted an investigation that resulted in the arrest of a 13 year old junior high school student for battering a school administrator.

**Internet Threats Investigation:** In late April 2019, SRO Riggs conducted an investigation involving a vague threat made toward an online parent organization (Moms of Moorpark) in connection with Moorpark High School’s decision to enforce a “no cell phone on school grounds” policy. The policy was thought to have been championed by the online parent organization, prompting the internet threats. The threats were likely made by a student or students of Moorpark High School and the investigation is ongoing.

**Investigation and Arrest of Adult Suspect Charged with Unlawful Sexual Intercourse with a Minor:** In January of 2019, SRO Riggs opened an investigation involving a possible ongoing sexual relationship involving a teenage female student and a 20+ year old adult. The case remained open but could not be investigated further as

the victim and her parents would not cooperate with the investigation. In May of 2019, the adult suspect's wife came forward and provided evidence confirming the sexual relationship between the minor and her husband. SRO Riggs also learned from the victim's mother, who was now cooperating with the investigation, that her daughter was pregnant and that the suspect was the father. On 05/16/2019, SRO Riggs and SED detectives assisted Major Crimes / Sex Crimes detectives in locating and surveying the suspect. The suspect was later contacted and interviewed by Sex Crimes detectives and ultimately arrested for unlawful sexual intercourse with a minor. The suspect was booked in the Ventura County Jail and released a few days later on \$20,000.00 bail. The case is currently awaiting trial.

**Arrest of Juvenile for Possessing Prescription Drugs for Sale:** On 05/16/2019 SRO Riggs conducted an investigation that resulted in the arrest of a 16-year old high school student for possessing several different prescription medications for the purpose of selling them to other students.

**Investigation and Arrest of Suspect Charged with Multiple Counts of Bike Theft:** In May of 2019, SRO Riggs received several student complaints of bicycle, scooter, and skateboard thefts from a locked and fenced bike rack/enclosure at one of the local middle schools. After several thefts were reported, SRO Riggs and other members of the Investigations Bureau utilized both physical and electronic surveillance of the enclosure and ultimately identified the suspect from surveillance video after another theft was reported. On 06/04/2019, the suspect was contacted at his residence and arrested for the theft. During a subsequent probation search, detectives found additional evidence linking the suspect to other thefts from the bike rack/enclosure. The suspect was booked in the Ventura County Jail on multiple counts of petty theft and released a few days later on \$10,000.00 bail. The case is currently awaiting trial.

#### **Beat Coordinator (BC):**

**Social Media:** The number of households signed up on Nextdoor has increased to over 10,770 households since the Moorpark Police Department (MPD) joined Nextdoor, and several informative posts were made. MPD's number of Twitter followers has continued to increase to over 2890 followers, and MPD made numerous posts to Twitter.

**Permit Reviews:** The Beat Coordinator reviewed numerous Conditional Use Permits, Temporary Use Permits, ABC Permits, and various other permits.

**Code Enforcement (CE) / Public Works (PW)/ City Staff:** The Beat Coordinator received information from patrol and the public regarding municipal code violations and other complaints, and/or received requests for assistance from Code Enforcement at the following locations: James Weak (info from patrol and public to CE), Cesar's Carpets (info from patrol to CE- owner possibly living in store), 414 Moorpark Ave (info from patrol to CE, CFS check for CE), 286 Dorothy (info from CE regarding abandoned vehicle, Traffic Unit handled), 5631 Amherst (CE requested calls for service check, BC handled), 6875 Westwood (CE requested calls for service check due to complaints, BC handled and contacted the RP, patrol involved), 259 Charles (complaint of subjects living in cars, CE and patrol notified/handling), Metrolink parking lot (city advised of abandoned vehicle in lot, Traffic Unit handled), 6469 Amherst (patrol issues loud party

violation, cost recovery sent to City Finance), Peach Hill Park/area (info from city re: graffiti, SEU arrested the suspect, city notified), "street preacher" in area (info from CE, no issues with subject), 14660 Stanford (traffic complaints on city website, Traffic handling), 419 2<sup>nd</sup> St (abandoned vehicle complaint on city website, Traffic handling), 14692 Stanford (loud party complaint on city website; BC, CE, and patrol handling), 6875 N. Westwood (CE info/inspected, patrol responded), Meridian Hills (city received info of vehicles trespassing on closed roadway, patrol and traffic notified), and Moorpark Central Market (from CE- subject living in RV, patrol arrested owner for UI drugs and towed RV). The BC is working with city staff and patrol to resolve the issues.

**Information Received from Questions from the Public:** The Beat Coordinator received information and responded to several questions from the public via Nextdoor and phone calls regarding a variety of issues including the following scam phone calls (including bank account confirmation scam, Chinese speaking caller, social security, Microsoft), possible drug activity, landlord/tenant questions, CCW questions, suspicious circs (cameras recording school kids at Mountain Meadows School- UTL), Charisma Ct (theft info), Baron Brothers (theft info), suspicious subjects, noise complaint/ordinance questions, gun sales questions, Public Records Act regarding Woolsey Fire Nextdoor posts, squatters on James Weak Ave (problem resolved), Hitch Rd (arrestee questions), possible child endangerment (Santa Paula area, detectives handled), possible vehicle burglary activity, crime prevention questions, illegal vendor info, trespasser complaints, Organized Retail Theft crew info from Kohl's Asset Protection, and misc. neighbor disputes.

**Projects / Special Events / Presentations / Requests:** The Beat Coordinator planned/participated in several special events and presentations: First 5 Reading Event (scheduled deputy), Big Truck Reading Event @ Library (scheduled deputy), Mountain Meadows Event (scheduled K9 and SWAT), Arroyo Vista Summer Camp (scheduled Mounted Enforcement Unit), 3<sup>rd</sup> of July Fireworks Extravaganza (meetings and game plan), regional Explorer meeting (attended), Crime Prevention Through Environmental Design (CPTED) evaluation at City Hall, Library, and Arroyo Vista (completed), CPTED evaluation at Cornerstone Church (completed), request from city for Waste Management insert and Summer Newsletter article (completed), Kohl's/Target Loss Prevention meeting (scheduled/completed), vacation house check on Borges (completed), participated in Honor Guard activities in Washington D.C., Sacramento, and Ventura for Law Enforcement Memorial month, attended multiple training classes (FOS/LEDS, ARCON, and 1<sup>st</sup> Aid), scheduled the Mounted Enforcement Unit (MEU) to patrol High St and Happy Camp trails, scheduled Kohl's LP for briefing training, conducted CPTED/security assessment at Chabad Jewish Center, and scheduled Rabbi Shimy for briefing training.

**Multiple Calls for Service (CFS) Issues:** The Beat Coordinator worked with various agencies in an attempt to resolve ongoing issues with the following: Sherman Ave (met with resident and Interface- multiple CFS), James Weak (met with CE, Campus Police, and residents), Esther Ave (met with resident and Interface regarding domestics/KTP calls), and Charles St (multiple 911 hang ups, CE and property management involved, faulty alarm system issue resolved.)

### TRAFFIC COLLISIONS

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
Non-Injury	13	11	21	8	8	14	11	18	13	14	21	11	163
Injury	7	6	8	8	8	6	5	5	6	6	7	5	77
Hit & Run	3	0	3	0	0	2	3	1	1	2	3	3	21
DUI / TC	3	2	0	2	1	1	3	1	3	4	1	8	29
Fatal	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>26</b>	<b>19</b>	<b>32</b>	<b>18</b>	<b>17</b>	<b>23</b>	<b>22</b>	<b>25</b>	<b>23</b>	<b>26</b>	<b>32</b>	<b>27</b>	<b>290</b>

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
Non-Injury	15	9	8	8	17	13							70
Injury	9	3	3	8	12	5							40
Hit & Run	5	2	1	2	1	3							14
DUI / TC	3	2	2	6	4	2							19
Fatal	1	0	0	0	1	0							2
<b>Total</b>	<b>33</b>	<b>16</b>	<b>14</b>	<b>24</b>	<b>35</b>	<b>23</b>							<b>145</b>

### CITATIONS

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
Movers	312	299	269	448	279	244	339	321	224	219	115	142	3211
Fix-it	51	55	45	39	43	40	55	66	42	45	23	47	551
Parking	112	117	126	130	109	109	130	177	141	132	126	104	1513
<b>Total</b>	<b>475</b>	<b>471</b>	<b>440</b>	<b>617</b>	<b>431</b>	<b>393</b>	<b>524</b>	<b>564</b>	<b>407</b>	<b>396</b>	<b>264</b>	<b>293</b>	<b>5275</b>

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
Movers	156	226	197	278	208	266							1331
Fix-it	59	29	31	22	38	72							251
Parking	141	151	182	76	122	404							1076
<b>Total</b>	<b>356</b>	<b>406</b>	<b>410</b>	<b>376</b>	<b>368</b>	<b>742</b>							<b>2658</b>

### CELLPHONE / DISTRACTED DRIVING VIOLATIONS

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
Cell Phone	60	87	58	218	84	60	65	83	52	33	17	11	828

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
Cell Phone	12	27	33	89	30	32							223

### COMMERCIAL TRUCK VIOLATIONS ON SR 118

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
Wrong Lane	57	38	57	64	36	46	60	41	19	56	12	26	512
Other Moving	25	32	21	51	29	44	33	22	20	18	28	42	365
Parking	9	9	10	6	12	8	10	4	10	12	6	10	106
<b>Total</b>	<b>91</b>	<b>79</b>	<b>88</b>	<b>121</b>	<b>77</b>	<b>98</b>	<b>103</b>	<b>67</b>	<b>49</b>	<b>86</b>	<b>46</b>	<b>78</b>	<b>983</b>

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
Wrong Lane	16	41	26	21	7	21							132
Other Moving	33	31	36	44	31	58							233
Parking	3	8	4	3	1	7							26
<b>Total</b>	<b>52</b>	<b>80</b>	<b>66</b>	<b>68</b>	<b>39</b>	<b>86</b>							<b>391</b>

### ALARMS

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>Total</b>	60	55	49	55	48	56	61	55	56	50	53	46	644
<b>Actual</b>	0	0	0	0	0	0	0	1	0	0	0	0	1

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>Total</b>	56	56	65	45	57	56							233
<b>Actual</b>	0	2	1	0	0	1							4

### PART I CRIMES 2018

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	1	0	0	0	0	0	2	0	1	0	4
Crim.Sex Assault	1	1	0	0	0	1	0	0	0	0	0	0	3
Robbery	0	1	2	0	0	1	1	0	1	0	0	1	7
Assault Aggravated	1	4	2	0	1	0	4	2	1	2	2	0	19
Burglary Residential	1	4	4	2	3	3	2	0	4	2	4	6	35
Burglary Other	4	0	0	2	0	1	2	2	0	5	0	4	20
Theft-Grand	2	3	6	5	7	3	5	6	5	7	7	4	60

Theft-Petty	11	6	9	9	14	16	11	6	14	13	8	11	128
Car Theft	0	1	3	1	2	0	4	2	0	1	1	2	17
Arson	0	0	0	0	0	0	0	0	0	1	0	0	1
<b>Total</b>	<b>20</b>	<b>20</b>	<b>27</b>	<b>19</b>	<b>27</b>	<b>25</b>	<b>29</b>	<b>18</b>	<b>27</b>	<b>31</b>	<b>23</b>	<b>28</b>	<b>294</b>

**PART I CRIMES 2019**

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
Homicide	0	0	0	0	0	0							0
Rape	0	0	0	0	1	0							1
Crim.Sex Assault	0	0	0	1	0	0							1
Robbery	2	0	0	0	0	1							3
Assault Aggravated	0	0	0	1	1	3							5
Burglary Residential	5	1	4	1	0	0							11
Burglary Other	0	1	2	1	2	2							8
Theft-Grand	4	8	7	1	2	1							23
Theft-Petty	10	12	12	7	18	9							68
Car Theft	2	0	0	1	0	0							3
Arson	0	0	0	0	0	0							0
<b>Total</b>	<b>23</b>	<b>22</b>	<b>25</b>	<b>14</b>	<b>24</b>	<b>15</b>							<b>123</b>

**PARKS, RECREATION, AND COMMUNITY SERVICES DEPARTMENT**

**Administration**

**Five Year Capital Improvement Program (CIP) for the Department of Parks, Recreation and Community Services (PRCS) (Objective IV.A.15):** The CIP is an evaluation of all future projects identified for the City's parks, open space areas, trails, building facilities, landscaping and streetscapes. The program assesses all current and proposed amenities and structures and provides recommendations for replacement and future improvements. It is a tool for planning and programming major capital improvement projects over the coming years. The CIP is updated annually. This year's CIP is the second year in which the programs and projects for both the Public Works and the Parks, Recreation and Community Services Departments have been combined into one comprehensive document. Staff updated the CIP in April and presented it to the Transportation and Public Works Committee on May 6, 2019. The Planning Commission reviewed the combined CIP on May 28, 2019 and found it to be in conformance with the Moorpark General Plan, with the exception of the Moorpark Avenue Widening Project, which includes a second southbound lane from Casey Road to Third Street that is 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 Spray Attraction Location and Design (*Objective V.A.12*): No change since last report.** Staff prepared an agenda report on August 26, 2013, for the Parks and Recreation Commission to consider future location(s) for a splash pad. Staff recommended to the Parks Commission several options, which included Arroyo Vista Community Park (AVCP), Tierra Rejada Park, Peach Hill Park, and College View Park. During the special Parks and Recreation Commission meeting of September 28, 2013, staff reviewed the proposed locations with the Commission. On March 3, 2014, the Commission recommended AVCP as the preferred future location for the splash pad. At their February 2, 2015, meeting, the Commission made a recommendation to the City Council to consider the location of the splash pad at the east end of AVCP. In 2017, staff determined that it would cost approximately \$64,000/annually to maintain the splash pad and returned to the Parks and Recreation Commission on December 4, 2017 to discuss this item. Staff recommended that the Commission make a recommendation to the City Council not to move forward with this project due to budgetary constraints. The Commission recommended that staff re-evaluate this project, obtain costs to maintain a smaller structure and return to the Commission at a later date to discuss this project.

**Construct a Wood Ball Wall at a Selected City Park: (*Objective IV.A.25*): COMPLETED** On September 19, 2016, the Parks and Recreation Commission considered the location of a ball wall at a local City park, and ultimately recommended Mountain Meadows Park. On February 15, 2017, the ball wall project was presented to the City Council for consideration and Council approved staff's recommendation to hire a landscape architecture firm to prepare the plans and specifications and construct a ball wall at Mountain Meadows Park. Subsequently staff became aware of pre-fabricated ball walls that could be purchased and installed without the need for custom design services. A report was presented to City Council on November 6, 2017 to notify Council of staff's intent to purchase one of these pre-fabricated ball walls for installation at Mountain Meadows Park. A ball wall measuring 16' x 12' was selected and ordered in January of 2018. Engineering plans for the pre-fabricated ball wall were submitted to Building and Safety for review in late March and were found to contain out of date building code references. Updated plans were completed by the manufacturer in August, approved by Building and Safety in September, and the ball wall was delivered to the Public Services Facility in late September. Staff subsequently determined that installation of the ball wall would also require the addition of an ADA compliant pathway to the feature. The FY 18/19 mid-year budget adjustment added \$12,000 to the budget for this project to cover the cost of the ADA pathway, bringing the total budget for the project to \$46,600. Installation of the ball wall and accessible pathway began in late April and was completed on May 13, 2019.



**New City Library (Objective IV.A.24.):** A new City Hall/Civic Center, including the construction of a new Library, has been among the City's top ten objectives for a number of years. On December 7, 2016, the City Council approved a location for the new Library. The new Library will be located on the north side of High Street across from the Post Office. In response to some concerns regarding liquefaction potential at adjacent sites, staff commissioned a geotechnical firm to conduct soil studies at the Civic Center site, to determine the extent of liquefaction on site and the cost of recommended mitigation measures. The report was presented to City Council in July 2017 and confirmed the presence of liquefaction potential in the soil. The report determined that the site could still be used, but that an estimated additional cost of \$725,000 to \$955,000 would be needed to mitigate the liquefaction potential of the soil.

On December 20, 2017, the City Council awarded a contract to Linda Demmers Library Consulting. The City Council also selected Mayor Janice Parvin and Councilmember Ken Simons to be the members of a library Ad Hoc Committee. The Committee was tasked with selecting an architect for the project. Staff anticipates that the new Library building will cost approximately \$12 million dollars with the required soil mitigation measures and will take approximately three years to design and build. The total project costs, which include construction of the building, consulting fees, site improvements and utilities, are estimated at \$18,000,000. To date, Ms. Demmers has assisted staff with the selection of an Architect, and put out a community survey regarding the new library. We received over 750 responses to the library survey. She is currently working on drafting a building program, and analyzing the survey data. On November 7, 2018, the City Council approved an agreement with CWA AIA to not only design a library but to also participate in Master Planning of the entire Civic Center site. The Architect Selection committee and staff felt having a master plan for the entire Civic Center campus in place would allow for more efficient design and placement of the library building. The Master Plan scope of work will delay the design of the Library by approximately six to nine months. The Master Planning project kicked off in January. City staff provided building plans and information on the future developments surrounding the civic center site. The Architect has also completed their facility analysis of the existing facilities on site and is reviewing all the data and brainstorming options for the civic center. Plans are being made for soils testing of the entire site and are expected to take place before summer. The Master Planning process continues with the Architect interviewing staff to determine space needs of a new city hall facility. The Library Consultant has started work on the space needs of the new library facility, to ensure that once decisions have been made on the master plan process, the library facility design can be started quickly thereafter.

**Water Rate Increases: No change since last report.** On November 15, 2017 Michaela Brown, Director of Water and Sanitation for Ventura County Waterworks District No. 1 (District) presented to the City Council the District's 2018 water rate proposal. The District's proposal includes a 7% increase for M&I users and a 15% rate increase for agricultural customers. As a reminder, the Ventura County Board of Supervisors (Board) approved a 33% reduction in agricultural rates for 2017. The 33% reduction is a comparison of the current 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 in the 2018 proposal is the District's

attempt to catch up with the 33% reduction in agricultural rates approved by the Board earlier this year. Ms. Brown discussed the fact that the District is proposing 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 over the next six years. Staff estimates that the total loss of revenue to the District, during the current year, and over the projected six year glide path, will be more than \$4,000,000. The 7% increase in water rates is equivalent to an increase of approximately \$60,000 for City operations. The District is proposing to maintain the 7% annual increase for M&I users over the next five year period in order for the District to catch up with operating expenses. This will result in an overall impact to the City's operating budget of approximately \$300,000 over the next five years. However, staff believes that the total impact to City operations would be significantly less and equal to approximately \$53,600 over the next five years, if the unrestricted revenue was equally distributed amongst all District customers. However, the unrestricted revenues have not been equally distributed by the District and the financial impact to the City is expected to be approximately \$300,000 over the next 5 years. The County Board of Supervisors approved the water rates presented by the District during their December 12, 2017 Board meeting. The City prepared a comment letter to the Board requesting the following items: a commitment from the District to find a more equitable way to subsidize agricultural rates, a commitment from the District to provide more outreach to M&I customers, and a commitment from the District to include the City in the development of future rate changes well in advance of noticing deadlines.

2018 update: In response to the comment letter prepared for the County Board of Supervisors, City staff sent a letter to the District requesting documentation and accounting information detailing the unrestricted revenue sources, reserve funds, or other funding sources that have been utilized by the District to subsidize agricultural rates. Starting in October, 2018, City staff met with the District several times to discuss the proposed water rates for 2019 and to review the documentation requested in the letter. The District originally proposed an increase to M&I customers of approximately 6%, and an increase to Agricultural customers of approximately 14%. This scenario would have dropped the Districts reserve funds well below their target, with an approximate breakeven point in 2024. However, at the request of the Citizens Advisory Committee (CAC), the District changed the proposal prior to the Prop 218 deadline to include a 7% increase to M&I customers and a 14% increase to agricultural customers. This scenario would only slightly drop reserve funds over the next several years, resulting in a cash reserve of approximately \$6M by 2024. The District agreed with the CAC's recommendation and proposed to the County Board of Supervisors a 7% increase for M&I customers and a 14% increase for agricultural customers in 2019, and posted the Prop 218 notice accordingly. It should be noted that the 2019 proposal includes a seven year glide path for agricultural customers, one year longer than originally proposed in 2017. The proposal includes a minimum 14% increase until 2024, at which time the water rates will equal the actual cost of services for this customer class. The glide path results in a loss of revenue of approximately \$900,000 in FY 2019. By 2024, the glide path will result in a loss of revenue to the District of approximately \$3.5M.

## **Recreation**

**Contract Classes:** Spring classes began March 1 and ran through May 31. Enrollments totaled 573, with income of \$67,525. Spring enrollments were up 25% compared to last year. Summer classes will run June through August. Enrollments to date total 377 with income of \$36,544.

**Camp Moorpark:** Spring Camp dates included 3/18, 3/25-29, 4/19, 4/22, and 5/24. Enrollment for 3/18 was 20 campers. Enrollment for the spring break week ranged from a low of 24 to a high of 49, with an average daily attendance of 35.2, slightly higher than last year. Enrollment on 4/19 was 13, on 4/22 was 20, and on 5/24 was 24. Total income for spring camp was \$9,767. Summer camp began on 6/17 and will run through 8/20. Average daily attendance for the first two weeks was 61.2, with income of \$25,611. Average daily attendance for Adventure Camp was 20.7 with income of \$6,542.

**Social Media and Promotion:** During the reporting period the total number of persons “liking” the Moorpark Recreation page increased from 1,494 to 1,546, a total of 52 new page “likes”. There were 13 posts made to the page during the reporting period for a combined daily total reach of 30,063 people. In addition, the daily engagement, which includes the number of “clicks” on our content (posts, photos, videos, and links), was 1,768 or approximately 20 per day. Also, 5 new posts were made to Instagram over the reporting period and the account gained 22 new followers, increasing from 263 to 288. The combined engagement of “likes”, views, or comments was 1,272 or approximately 254 per post.

## **Special Events**

**Skate Night:** The Spring Fever Skate Night was held on Saturday, 4/6 from 5:00 to 8:00 p.m. at AVCP. Admission was free. The event featured open skating, contests, and food vendors. Skate rentals were provided by Play It Again Sports. Several attendees stated that they enjoyed the event. Attendance is estimated at 100.

**Easter Egg Hunt:** The annual Easter Egg Hunt was held on 4/20 from 10:00 a.m. to 1:00 p.m. at AVCP. 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, 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 Saturday, 5/4 from 8:00 to 11:00 a.m. 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 2<sup>nd</sup> annual Moorpark Multicultural Arts Festival was held on Saturday, 5/18 from 10:00 a.m. to 4:00 p.m. on High Street. 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, at an estimated 900 attendees. Staff will discuss the future of this event with the Arts Commission and will evaluate the option of moving the event to the fall in 2020. A recommendation will be presented to the City Council when the Recreation Division's Annual Cost Recovery Report is completed at the end of the current year.

## **Sports**

**Adult Basketball:** The spring season began the week of March 18 and concluded on June 3. A total of 14 teams registered for the winter season (6 on Monday and 8 on Thursday.) Gross income for spring is \$5,235. Summer games began on June 17 with a total of 10 teams (4 on Monday and 6 on Thursday). Gross income for summer is \$3,525.

**Adult Softball:** Spring season games began the week of March 11. A total of 14 teams registered for spring (8 in the men's division and 6 in coed). Gross income for spring is \$5,800. Registration for the summer season began in May and games began on June 6. A total of 6 teams registered in the men's division. Gross revenue for summer is \$2,525.

**Junior Basketball League (JBL):** Spring games began April 6 and concluded on June 1. For the spring season, 20 players registered in the Mites division, 40 in Rookie, 56 in Junior, and 59 in Teen. Gross income for spring is \$15,789. Summer registration was held in June and games begin on July 13.

## **Teens**

**Teen Council:** During the reporting period, the Teen Council met a total of seven times, participated in Teen Council meetings, the spring Skate Night event, the Easter Egg Hunt and prep day, as well as our spring Cupcake Challenge event. In total, Teen Council contributed 95.25 hours to Teen and City events between April and June.

**Teen Volunteer Days:** The spring season Volunteer Days were held on April 19 and 20 in support of the annual Easter Egg Hunt. Over the two days, 47 teens volunteered a total of 164.75 hours.

**Spring Cupcake Challenge:** The spring Teen Cupcake Challenge took place on Friday, May 3 from 6:30 - 9:00 p.m. The event attracted six teams with a total of 15 participants. Registration for the event was \$10 per team. Total gross revenue for the event was \$60. The Cupcake Challenge is a fun contest that brings together youth ages 10 to 18 to test their baking and cupcake decorating skills. Basic supplies to make vanilla or chocolate cupcakes and frosting were provided to each team. In addition, teams were challenged to include a secret ingredient. A panel of judges viewed each

team's cupcakes and rated them based on four categories: Decorating/Visual Presentation, Verbal Presentation, Taste, and Use of Secret Ingredient.

### **Library Services**

**Library:** Beginning in April, the Library has taken a more dedicated approach to social media. Due to low activity and responses, we made the decision to deactivate our Twitter account and focus on Facebook and Instagram. We developed a simple marketing plan that allowed us to create and preschedule posts for the upcoming month. So far, our posts have been very well received, especially, the patron suggestion of the week. The only challenge that has come up is the inability to preschedule posts to Instagram. For the time being, staff is logging into Facebook after the scheduled posts have posted and are copying and pasting them to Instagram. We are currently looking into a better solution.

On June 1, we began sign-ups for the Summer Learning Club and to date have registered 493 children, 141 teens, and 166 adults for the program. This year we have simplified the registration process and developed a better system for tracking completion rates. Similar to last year, we gave away free books to all children and teens who registered for the program to get them started with their reading and are awarding small prizes for the first four BINGOs. Anyone who completes a blackout on their BINGO card will be given five drawing tickets that they can put towards any of the grand prize baskets. Winners will be announced on August 17.

On June 15, library staff discovered that the door count was not working. City I.S. was immediately notified and came the following day to replace a battery. While checking the counter, I.S. noticed that when a small child walked through the door, she was not accounted for but her parent was. Further investigation is needed to determine whether or not the sensor is properly placed and accounting for all visiting patrons.

**Library Board:** The Library Board met on Tuesday, May 14 at 6pm. Staff pulled Item 8.D. Consider Library Board Ad Hoc Committee to Explore Fundraising Options for New Library Staff off the agenda because the Library Board will be reorganized in July and staff felt it was a better choice to discuss with the new board. Jessica Sandifer presented a circulation policy change to Policy 6.19. The changes included moving forward with auto-renewals on all items and the renewal restrictions on new items and DVDs. The Library Board unanimously approved the changes. Diana Fowler, President of the Moorpark Friends of the Library, presented the third quarter report for the Friends of the Library and highlighted items such as the book sales, upcoming membership social, and bookstore reorganization. City Librarian, Christine Conwell, presented the third quarter report for the Library.

**Friends of the Library:** The Friends of the Library met on Tuesday, May 21, at 4pm at the Ruben Castro Human Services Center. The main topics of discussion were the upcoming book sale beginning on June 8 and the Membership Appreciation Event on June 7. Mike Fenerin distributed a volunteer list and schedule and confirmed with Jessica the number of tables and canopies the city would provide. Francine Dudenhoeffer created an agenda and assignments for food and other supplies for the

membership appreciation event. It was verified that Stephen Finney, architect for the new library, and Linda Demmers, library consultant, would attend. Mr. Finney will be the primary speaker and Ms. Demmers may add some further insight regarding the internal library plan. The Membership Appreciation Evening was attended by 30 members. Linda Demmers, Library Consultant, spoke to the group about the results of the survey she put out last year concerning the opinions of Moorpark residents about a new City Library. Library architect, Stephan Finney, spoke to the members about what a good library needs; flow, light, separate areas for computers, quiet areas, a children's section.

### **All Ages Special Events:**

1. Multicultural Festival. Attendance: 100
2. Summer Reading Kickoff-Petting Zoo. Attendance: 380
3. Tie-Dye for the 3<sup>rd</sup> of July: Wednesday, June 26 at 4pm. Attendance: 150

### **Children's Monthly Programs and Events:**

1. Preschool Learning Time: Last Wednesday of every month. Total Attendance: 125
2. Family Story Time: 3 Wednesdays a month. Total Attendance: 280
3. Little Bilingual Readers: 3 Tuesdays a month. Total Attendance: 63
4. Construction Club: One Friday a month. Total Attendance: 14
5. Game Time: One Friday a month. Total Attendance: 34
6. Slime Club with Jared: Second Friday of the month. Total Attendance: 44
7. Reading Buddies. Tuesdays. Total Attendance: 135
8. Crafts: One Friday a month. Total Attendance: 46
10. Class Visits to multiple schools. Attendance: 529
11. Kids Kanopy Movies. 2 Thursdays. Attendance: 40
12. PJ Story time in the Parks. 2 Thursdays. Attendance: 2
13. Celebrate Children: Wednesday, April 10. Attendance: 350
14. Big Truck Big Read. Saturday, May 4. Attendance: 265
15. Summer Learning Bookmark Contest. Tuesday, April 30. Entries: 450 Winners: 12

### **Teen Monthly Programs and Events:**

1. Teen Book Club: First Monday of every month. Total Attendance: 2
2. Teen Wii Wednesday: Every Wednesday. Total Attendance: 24
3. Golden Grades Tutoring: Mondays and Thursdays. Total Attendance: 96
4. Creation Station (Formally Teen Makerspace): Once a month. Total Attendance: 13
5. Teen Volunteer Training, Grades 7-12: Twice a month. Total Attendance: 17
6. Teen Advisory Group: Second Friday of every month. Total Attendance: 19
7. 3D Printing Thursday: One Thursday a month. Total Attendance: 17
8. Virtual Reality, Ages 13+: Twice a month. Total Attendance: 2
9. Magic Mondays: Last Monday of every month. Total Attendance: 6
10. Lego Mindstorms: Monday, April 22. Attendance: 2
11. Rube Goldberg Workshop: Tuesday, May 21. Attendance: 5
12. Guitar Club: Third Saturday of every month. Total Attendance: 11
13. Game Day Friday: June 21 & June 28 all day. Attendance: 8

14. Bad Art Contest: Tuesday, June 25. Attendance: 13

### Adult Monthly Programs and Events:

1. Book Club for Adults: Second Monday of each month. Total Attendance: 24
2. Crafty Adults: First Thursday of every month, beginning in March will be offered twice a month. Total Attendance: 50
3. Read It & Eat It – Cookbook Discussion Club: Third Tuesday of every month. Total Attendance: 10
4. Moorpark Writes: Last Tuesday of every month. Cancelled in June. Total Attendance: 16

### Outreach: Summer Learning Club

1. Walnut Canyon: Friday, May 31 at 8:30 a.m. Meg attended.
2. Campus Canyon: Tuesday, June 4 at 8:45 a.m. Monique attended.
3. Arroyo West: Friday, June 7 at 8:30 a.m. Christine attended.
4. Mountain Meadows: Friday June 7 at 8:45 a.m. Meg attended.
5. Peach Hill: Friday, June 7 at 8:45 a.m. Tyler attended.

LIBRARY STATISTICS - FISCAL YEAR 2018-2019 Part 1									
Month	Patron Count	Circulation	Cards Issued	Holds Placed	Overdrive Circulation	Brainfuse Sessions	Kanopy	Number of Tours	Public Computer Log-ins
July	7,618	9,148	119	1,533	214	229	n/a	1	712
Aug	6,660	7,923	116	1,497	209	92	n/a	0	806
Sept	5,902	7,515	144	1,341	156	264	n/a	4	727
Oct	6,970	7,807	79	1,482	170	130	n/a	0	925
Nov	5,780	7,625	92	1,328	141	195	n/a	0	714
Dec	5,390	7,348	66	1,341	236	47	n/a	1	617
Jan	6,807	8,458	79	1,858	204	118	n/a	0	710
Feb	6,131	7,205	72	1,398	276	183	25	1	715
Mar	6,071	7,676	93	1,453	294	183	43	0	749
Apr	6,564	7,573	76	1,497	209	28	42	1	710
May	5,882	9,369	110	1,473	220	59	64	7	736
June	6,359	10,197	139	1,463	277	6	104	4	715
<b>YTD</b>	<b>76,134</b>	<b>97,844</b>	<b>1,185</b>	<b>17,664</b>	<b>2,606</b>	<b>1,534</b>	<b>278</b>	<b>19</b>	<b>8,836</b>
<b>Last FY YTD</b>	<b>91,999</b>	<b>100,925</b>	<b>1,214</b>	<b>15,921</b>	<b>1,988</b>	<b>2,472</b>	<b>N/A</b>	<b>16</b>	<b>10,789</b>

LIBRARY STATISTICS - FISCAL YEAR 2018-2019 Part 2								
Month	# of Events	# of Event Attendees	Volunteers	Volunteer Hours	Unique Webpage Views	Facebook Page Likes	Facebook Follows	Instagram Followers
July	33	890	52	211	1,976	1,072	1,040	n/a
Aug	31	749	25	86	1,984	1,093	1,062	n/a
Sept	33	668	29	82	1,736	1,095	1,066	n/a

Oct	53	2,347	49	158	1,794	1,111	1,082	n/a
Nov	35	459	32	93	1,667	1,113	1,086	n/a
Dec	37	812	33	118	1,601	1,117	1,091	n/a
Jan	45	804	28	115	2,011	1,129	1,104	n/a
Feb	53	704	29	99	1,706	1,142	1,117	n/a
Mar	49	578	31	83	1,809	1,151	1,127	n/a
Apr	50	927	31	110	1,914	1,159	1,135	448
May	46	1,037	38	129	2,085	1,177	1,157	456
June	36	1,091	42	174	2,191	1,186	1,180	483
YTD	501	11,066	419	1,456	22,474	1,186	1,180	483
Last FY YTD	460	12,010	525	1,859	23,699	1,050	842	n/a

### **Active Adult Center (AAC)**

**Active Adults Congregate and Home Delivered Meals:** In April, May, and June a total of 1,166 congregate lunches were served, with 8 volunteers donating over 350 hours of service. This is a 6% increase in meals served from the last quarter. During the quarter a total of 1,703 hot and frozen lunches were delivered to seniors in their homes, with 11 volunteers donating over 180 hours of service. This is a 4% decrease in home delivered meals from last quarter.

**Senior Nutrition Program (SNP):** Meal donations totaled \$1,428.52 in April, May, and June with \$1,278.52 coming from congregate program participants and \$225 from home delivered participants. The average donation for this three month period was \$1.10 per meal for the congregate program and \$0.13 for the home delivered program. The average donation per meal for congregate service increased from the prior quarter, while the average donation per meal for home delivered service slightly decreased. Solicitations for home delivery donation are actively pursued each quarter and with each new home delivered participant. The dining area of the Active Adult Center continues to have a donation box available for congregate donations.

**Bingo:** The weekly Bingo game continued to be a popular program with typical weekly participation in the high 20's, which is slightly lower than last quarter. Ten volunteers donated over 400 hours of service facilitating the Bingo events during the period. The semi-annual Bingo Bash, co-sponsored by the American Legion, was held on April 13. Approximately 60 people participated in the Bingo Bash which was equal to the last event held in October 2018.

**Information and Referral:** During the last three month period, over 3,100 requests for information were received by phone and in person, with a majority of the information requests being about the Active Adult Center Programs. The Center also received over 350 inquiries regarding the Senior Nutrition Program, 160 regarding housing and assisted living, 90 regarding transportation, and 50 for other information and assistance. A total of 33 newsletters were printed and mailed over the three month period, while email distribution of the newsletter exceeded 1,000 subscribers each month.



**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 \$811 during this quarter, which was 41% of the program's quarterly costs. Other classes adhering to the Cost Recovery Policy are the Gourd Art class and the Container Gardening class. The Gourd Art class started a new 8-week class on April 9, with 71% of expenses recovered by this session's registration fees. The monthly Container Gardening class recouped 75% of class expenses during the quarter.

**Programs and Special Events:** Some of the activities offered during April, May, and June were monthly birthday and holiday celebrations that featured a variety of guest performers, including Scott Yager, Teresa Russell, and Pamela Vincient. The AAC also hosted special Mother's Day and Father's Day luncheons with approximately 30 people attend each event. The hiking group continues to be popular offering bi-monthly hikes, including hikes in Moorpark, Simi, Thousand Oaks, and Ventura with an average of about 15 people per hike. Starting in February and continuing through April, AARP provided free weekly tax services at the Active Adult Center. AARP's tax service took 144 volunteer hours, and resulted in 98 federal returns submitted with an average refund of \$588. A Registered Dietician from the Ventura County Area Agency on Aging provided free nutrition counseling and a lunchtime presentation of how to eat healthy on a budget. A total of 2 people were individually counseled and 15 people attending the presentation. AARP hosted a 2-day safe driving class in April and June with attendance at nine in April and three in June. A trial Zumba class was held with approximately 30 people in attendance. Participants were given a short survey following class, and based on the survey results, it was determined a Zumba class would not meet the cost recovery policy and will, therefore, not be on the permanent schedule. Health Insurance Counseling and Advocacy Program (HICAP) and the Home Energy Assistance Program (HEAP) continued to provide monthly counseling.

**July, August, and September Programs:** Programs for next quarter include monthly birthday luncheons and a special Summer BBQ. The AAC will host the Senior Games in September, which will include seniors participating in a variety of events competing for gold, silver, and bronze medals. The AAC will continue to offer fitness classes, education seminars, social services, container gardening classes and hiking outings. The Center will also continue to schedule HEAP, Grey Law and HICAP appointments.

**Program Totals for the Active Adult Center:** In April, May, and June there were over 3,700 event sign-ins to programs and activities at the Active Adult Center, while 70 volunteers donated close to 2,100 hours of service.

## **Facilities**

**Arroyo Vista Recreation Center (AVRC):** The Heating, Ventilation and Air Condition (HVAC) units at Arroyo Vista Recreation Center are in need of replacement. The City Capital Improvement Budget provided \$100,000 for new more efficient HVAC units for the AVRC facility. However, staff discovered the natural gas line that fuels the HVAC units to the gym has developed leaks requiring replacement of the line. Staff has contracted with a plumbing and mechanical engineer to design the HVAC system and gas line to ensure the most efficient system is put in place and that the gas line is

appropriately sized for current use at the facility, and also for any potential uses/expansions.

**Moorpark Police Services Facility:** Several “bullet-proof” glass windows and doors have developed cracks, requiring replacement. Staff has requested Proposals (RFPs) from several window replacement companies to replace the glass. During this process, staff discovered additional areas of concern and investigated the full extent of the window “failures”. The City Council approved funding in the FY 19/20 budget to replace the glass. Staff will solicit bid proposals for this work and intends to have the glass replaced prior to the end of 2019.

**Community Center Security Lighting: No change since last report. No change since last report.** One of the four L.E.D. lighting fixtures in front of the Community Center has failed and parts are not available to repair. Staff has found a new fixture that can be retro-fitted to the existing poles returning full lighting to the front of the Community Center.

**Emergency Stand-by Generators:** An early warning device was installed on the Community Center emergency stand-by generator. The early warning device alerts staff of a generator problem. The early warning device system alerts via cell phone and computer of generator operations or problems. The alert system will be added to Ruben Castro Human Services Center and the Police Services Center emergency stand-by generators. Staff is in the process of scheduling this work with the City’s maintenance contractor and anticipates having it online by the end of August.

## **Parks**

**Graffiti Abatement:** The amount of graffiti and vandalism increased during the months of April, May and June, particularly at Arroyo Vista Community Park, Peach Hill Park and Mountain Meadows Park. Parks staff spent approximately 26 hours removing graffiti.

**Barbecue Stands: No change since last report.** Due to age and condition of existing barbecue units, Parks staff began installing new, commercial type barbecues in City Parks in December 2017 based on need. To date, four new barbecues have been installed at Mountain Meadows Park. Remaining City parks barbecues that are due for replacement will be installed incrementally over the winter and spring months in preparation of warm weather and “barbecuing season”.

**Bike Repair Station: No change since last report.** Parks staff installed a new bike repair station at Tierra Rejada Park in late December 2017. The bike repair station is an outdoor rated, commercial type unit that offers many uses for both avid road bike enthusiast and the weekend recreational rider. The repair station is designed to enable the rider to mount the bike in an elevated position to allow for easy maintenance and repairs. The station has an air pump, various wrenches, screw drivers, and tools necessary for unexpected flat repairs. Parks staff will be installing an additional repair station at College View Park in the near future and will add the locations of the two stations to the City website for community reference.

**Park Equipment Replacement:** On April 2, 2019 staff issued an RFP for the purchase and installation of playground equipment at the eight City parks: Country Trail Park, Miller Park, Campus Canyon Park, Glenwood Park, Peach Hill Park, Tierra Rejada Park, and Mammoth Highlands Park. The type and quantity of equipment requested varied by location, depending on the needs at each park, ranging from complete equipment replacement at Country Trail, Miller and Campus Canyon parks to replacement of individual play structures or other amenities at Glenwood, Peach Hill, Tierra Rejada, and Mammoth Highlands parks. The RFP noted that the installation of playground equipment will be coordinated with the other planned play area modifications that will be performed by a separate general contractor (GC). These improvements will generally include removal of existing play equipment and sand, and installation of accessible ramps in the play areas prior to installation of the new play equipment, as well as installation of ADA compliant engineered wood fiber. On April 29, 2019 the proposals were presented to the Parks and Recreation Commission, which selected equipment to recommend for City Council approval. On May 15, 2019 the City Council approved the playground equipment as recommended by the Parks and Recreation Commission. Staff is finalizing contracts with the selected vendors and anticipates installation work to begin in July of 2019, with priority given to installation of the new playground equipment at Country Trail Park.

**Country Trail Park Playground:** The playground area at Country Trail Park has been closed due to safety reasons since September, 2018. In order to expedite the replacement of the playground equipment, City staff has started to complete some of the renovations in-house. To date the playground equipment has been removed and staff is in the process of contracting separately with a contractor to install the necessary curbs and drains to complete the sand play area. Staff anticipates that the playground will be installed and fully operational by mid-August.

**Park Playground repairs:** Staff completed a project to replace several playground amenities and components at Mammoth Park, Campus Park, the Community Center Park and Tierra Rejada Park. The work included the replacement of several slides and standalone components that have become damaged over time. The damage is simply the result of use and did not involve vandalism.

**Campus Canyon Park Turf Renovation:** Staff started a project to renovate the turf at the lower athletic field at Campus Canyon Park. The turf was seeded in May and was establishing well. However, it quickly became apparent that the top soil purchased from a local vendor was not 'weed free' and the field became inundated with weeds. This issue has caused an extensive delay to the project and will require Moorpark Soccer Club to relocate their younger teams to another park through the beginning of the fall season. The vendor is correcting this issue at their cost.

**Poindexter Park Walkways:** A project to improve the walkways and site drainage around the playground areas at Poindexter Park was started in June. This work included the installation of concrete mow curbs and new walkways constructed with decomposed granite paving. The mow curbs have been completed and staff will install the decomposed granite paving in August. This work also included the installation of several bollards at the south end of the parking lot to keep vehicles from entering the park.

**Arroyo Vista Community Park Concrete Improvements:** Several concrete pads were installed at various locations around the park in order to provide a level and permanent location for a variety of trash receptacles. This work also included the removal and replacement of concrete around the drinking fountain located at the tennis courts. The waterline installed under the concrete slab started to leak and required the removal of the concrete in order to repair the water line.

**Tennis Court and Basketball Court Resurfacing:** A project to resurface the tennis courts at Miller Park and Tierra Rejada Park was completed in June. The work included stripping and resurfacing the courts, replacing the nets and tension posts, and installing new wind screen. Additionally, the basketball courts at Glenwood Park, Peach Hill Park, and Mountain Meadows Park were resurfaced, and new windscreens were installed at the tennis courts at Arroyo Vista Community Park.

### **Landscapes, Parkways, Medians, Slopes, and Trees**

**Zone 10 Mountain Meadows PC3; Tierra Rejada Streetscape:** In August of 2018 City Council authorized staff to prepare bid documents and solicit bids for the construction of the Final Phase of the Tierra Rejada Streetscape Revitalization project, which will install native and drought tolerant plants as well as water saving irrigation systems in the median islands, the north side of Tierra Rejada Road, and highly visible areas such as street intersections and monument locations. 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, and work on the project formally started on December 3. A total of eighteen (18) rain days were recorded during the project. Change order activity to address various issues and additional work identified during the project added an additional thirty-five (35) work days to the project. Construction on the project concluded on April 22, 2019, marking the start of the 90-day maintenance period, which ends July 20, 2019.

In December of 2018 the City Council approved an amendment to the Agreement with Architerra Design Group for preparation of plans and specifications to extend the Tierra Rejada Road renovation to include three additional median islands located immediately north of Arroyo Simi, between the Arroyo and Los Angeles Avenue. The groundcover in these median islands had also experienced significant decline and was removed in the spring of 2018. On March 6, 2019, following informal public bidding, the City Council awarded a contract to F.S. Contractors, Inc. in the amount of \$110,687 for the renovation of the additional median islands. Due to the proximity of the project to SR 118, a CalTrans encroachment permit is required to allow for the closure of one left-turn lane from west-bound Los Angeles Avenue onto south-bound Tierra Rejada Road. This lane closure is necessary for the safety of the landscaping crews working in the center median islands. Lane closures will only be conducted between 9 a.m. and 3 p.m. on weekdays. The CalTrans encroachment permit application was submitted in late June, and approval is expected by the end of July 2019. This renovation will maintain consistency with the new landscaping and irrigation recently installed along the Tierra Rejada corridor.

**Zone 15 Country Club Estates; Streetscape Renovation:** On June 21, 2017 the City Council approved an agreement with Architerra, Inc. to redesign the parkways and

streetscape areas along Championship Drive in the Country Club Estates LMD to incorporate California native plants and other low water use landscaping. This work is the latest phase of the City's progress on the Drought Action Plan (DAP) that was approved in July of 2015. On October 18 the City Council approved Amendment No. 1 to the Agreement with Architerra to add redesign of the center median islands along Championship Drive. The total contract value for the design of the landscape renovation is \$115,023, which includes a contingency of \$15,003. Architerra completed construction documents for the project in March, and on September 5, 2018 City Council approved the final plans and authorized staff to prepare bid documents and solicit bids for construction of the redesigned landscaping. Oakridge Landscapes, Inc. (Oakridge) was the low bidder for this project and on December 5, 2018 the City Council approved an agreement with Oakridge in the amount of \$1,072,938. This project started in February 2019 and is anticipated to be fully completed in July 2019.

**Zone 20 Meridian Hills/Brighton Development:** The City Council accepted Phase I of Zone 20 with the turnover of the maintenance to the City on March 1, 2019. The Developer, K Hovnanian, continues to finalize their improvements in the community. Once completed, the City will accept Phase 2, which is anticipated to occur late in 2019.

**Citywide LMD - Moorpark Ave Parkway:** Staff refurbished the parkway on the west side of Moorpark Ave from High Street to Charles Street. Venco Landscape provided a quote of \$2,873 to complete this work. Venco removed the existing shrubs, installed a drip irrigation system and planted new raphiolepis shrubs and mulch in the parkway. This project was completed in June 2019 and improves the appearance of Moorpark Avenue, south of the Civic Center. .

### **Urban Forestry**

**ZONE 2-5-10 Redwood Tree Removal and Replacement Project:** Tierra Rejada Road corridor Redwood trees continue to succumb to canker disease. Staff continues to remove Redwood trees as they exhibit dead foliage. No additional Redwood trees were removed during the months of April, May or June. However, staff anticipates that more removals will be required as we move into the summer months. Approximately 237 Redwood trees remain at the time of this report.

**Free Wood Mulch Program:** The City held a free wood mulch give-a-way on Saturday, April 13. The event was between 9:00 a.m. and 12:00 p.m. at the vacant lot located next to the Library. The wood mulch provided to the public is 100% Redwood tree wood chips produced from the removed Redwood trees on Tierra Rejada Road.

**New Tree Pest Control Program:** Staff has contracted with West Coast Arborists (WCA) for certified Arborist services and for the control of the Polyphagous Shot Hole Borer (PSHB) and other invasive tree pests found in the City. The program includes the installation of 8-funnel Lindgren traps at designated City locations to trap tree pests within the City's urban forest. The Contractor began monitoring the traps in February. As of June 30, 2019, no pests have been found in the traps that could endanger the health of the City's urban forest.

## **Affordable Housing**

**Walnut Street Apartments:** Escrow closed with the Area Housing Authority on the Walnut Street Apartments project on March 27, 2017. The Area Housing Authority began demolition of the site in April, and a ground breaking ceremony was held on May 25, 2017. The construction timeline is expected to take twenty four months. The City assisted the project by providing a land loan of \$3,444,000, a construction to permanent loan of \$1,250,000, and fee waivers of \$750,000. The land loan would be paid back in 32 years and the construction to permanent loan would be paid back in 17 years. On September 19, 2018 a preview event was held to allow the public to view the development. On September 20, 2018 the Area Housing Authority and Many Mansions hosted a private “Sneak Peek” event attended by the Mayor, some City Council members and City staff. The project will provide 23 two and three bedroom low and very-low income apartments and townhomes. The Developer had some timing issues with Southern California Edison and the Spectrum cable and requested that the City issues a conditional building occupancy that would allow the building to lease up while finishing some exterior improvements. The City granted the request and the residents were all moved in by the end of September. The project finished all outstanding items by the end of December. The project completed its lease stabilization phase in December 2019 and is beginning the work to convert to permanent financing, which is expected to close in Fall 2019.

**First Time Home Buyer Program (FTHB):** Public information workshops were held in October 2018 to provide general information about the FTHB program. Participation in a City information workshop is required of all FTHB program applicants. In late March of 2019 one homeowner in the Shea Canterbury Lane development submitted their intent to sell, noting that their circumstances require an expedited sale. The property was designated for a Low Income buyer. Staff contacted the October workshop participants to notify them of the opportunity, went through the established qualification process to create an eligibility list of qualified applicants. In April a Low Income homeowner in the Pardee Waverly Place development also submitted their intent to sell. The City’s contracted real estate broker, Century 21 Hilltop Realty, worked with the top two qualified buyers on the eligibility list, successfully closing sale on the Shea Canterbury Lane property on June 21, 2019. The property in the Pardee Waverly Place is currently in escrow.

**First Time Home Buyer (FTHB) Program Monitoring: No change since last report.** A self-certification form is under development by staff for use in monitoring property owner compliance with FTHB program guides.

**Affordable Rental Housing Compliance Monitoring: No change since last report.** Staff continues to work on updating the Monitoring Agreements to match updated business entity information for Urban Futures Bond Administration, Inc.

**Affordable Housing Function Reassignment:** In March 2019 the City Manager notified staff that Affordable Housing functions including the City’s First Time Homebuyer Program, divesture of housing assets, and negotiation of Affordable Housing agreements would be reassigned to the Community Development Department.

Staff in both departments continue to work together to ensure a smooth transition of these services.

### **Property Management**

**General Property Maintenance:** With the heavy Winter and Spring rains, the weeds have begun to grow on the City's properties in earnest. Weed abatement services were ordered in March and completed in April. However, due to late Spring weather, staff expects to complete a second round of weed abatement by the middle of Summer.

#### **Disposal of former MRA Properties (Objective II.A.14):**

Description: Dispose of applicable former Moorpark Redevelopment Agency owned properties by June 30, 2019.

Status: Work has commenced. The City now owns the property on the south side of High Street. The City also owns the properties at 347 Moorpark Avenue and 467 High Street. The Oversight Board also approved the purchase of 500 Los Angeles Avenue, however, that purchase from the Successor Agency has not been finalized.

In November 2018, the City Council approved an Exclusive Negotiating Agreement with the Daly Group, Inc. for the property on the south side of High Street. The Daly Group was unable to finalize a conceptual design and due to the transition in the City Manager's office, DDA deal points were not reached prior to the end of the ENA term. A new ENA was approved in March 2018. Daly Group Inc. is planning a mixed-use commercial residential project on the property and is currently working on the conceptual design planning of the project. The Daly Group submitted their initial study and project application in September 2018 and planning staff is still reviewing the application for completion. In the meantime, negotiations have begun on the Disposition and Development Agreement with the Developer. In June 2019, the City Council approved an Exclusive Negotiation Agreement with Grand Pacific Asset 2, for several housing 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 Council members 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.

**Long Range Property Management Plan (LRPMP): No change since last report.** All of the properties on the Long Range Property Management plan designated as Government Use have been transferred from the Successor Agency to the City.

Additionally, the City has purchased several of the retain for development parcels in order to control the sale and future development on the parcels. Staff has had some inquiries by interested parties; however, no one has come forward with a solid plan for the sites.

**Redevelopment of East High Street: No change since last report.** The Successor Agency officially transferred the property at 450 High Street to the City of Moorpark on June 15, 2016. The property has been opened and signed to allow additional Metrolink

parking, which will be needed when the improvement and expansion of the existing Metrolink station gets underway later this year.

**347 Moorpark Avenue: No change since last report.** The Agency dedicated twenty feet to the City for expanding the Moorpark Avenue right-of-way. Staff is still considering redevelopment ideas for this site.

**31 Poindexter Avenue: No change since last report.** Escrow closed on the property at 31 Poindexter Avenue in early April. A portion of the property will be used for widening of Moorpark Avenue. The Moorpark Foundation for the Arts (MFA) has moved their theater storage from the old fire station site to a portion of the building and staff is preparing an Amendment to the Operating Agreement to include the usage of 31 Poindexter. Staff will also be contracting with an Architect or Structural Engineer to evaluate how to remove a portion of the building to accommodate the road widening and maintain the building for the MFA and other City storage needs. Staff is in the planning stages of various exterior maintenance improvements to the building and parking areas.

### **Sustainability**

**Climate Action Plan: No change since last report.** Staff is going to meet with the Community Development Department staff to discuss preparation of a Climate Action Plan (CAP) to help drive the City's sustainability policies and procedures. Staff is collecting other Agency CAP's and searching for available grants to assist in the preparation of the document.

**Clean Power Alliance:** In January 2018, the City Council voted to join Los Angeles Community Choice Energy (LACCE), which has subsequent to that action been renamed Clean Power Alliance (CPA). In the meantime, the City Council had set the default rate for the City of Moorpark to the 36% renewable rate tier. This means that 36% of the power is derived from renewable energy resources. An item was brought to the City Council in October to change the default rate tier from the 36% tier to the 50% tier (or Clean Power Tier). CPA began the formal notification of residents of the upcoming service switch in December. A community information meeting was held in January to allow residents who were confused about CPA and the rollout process to have a forum to learn and ask questions. CPA began serving power to Moorpark residents in February 2019. CPA began serving power to Moorpark business customers in May 2019. Also in May 2019, CPA staff notified City staff of a potential to have to set rates for a small subset of CPA customers outside of the bill comparison targets adopted by the CPA board. This means that instead of being slightly less, or slightly more than SCE rates, CPA rates for this subset of customers would exceed SCE rates by as much as 50%. The City of Moorpark's outdoor and street lighting accounts are the most heavily affected. The City Council approved temporarily opting out of CPA for these accounts. By opting out, the City is avoiding additional electric costs of \$62,000 annually. Staff has been directed to return in one year to re-evaluate the rates and determine if we can opt back in to CPA at that time



**Streetlight Purchase (Objective VI.A.7):** In May 2017, the City Council authorized staff to move forward with the negotiating the purchase of the streetlight system from Southern California Edison (SCE). Staff's analysis indicated that the savings from the purchase of the system would offset the additional costs for maintenance of the system and still provide approximately \$156,000 in savings annually. In July 2017, staff brought the Agreements to City Council for approval, subject to the City Manager's final language approval, while final deal points were worked out. Staff is still working with Southern California Edison on the final version of the documents. Staff contracted with a financial consultant who provided a more robust analysis of the savings which confirmed staff's assumptions that the purchase and retrofit of the system has a favorable savings and return on investment. The SCE Purchase Agreements were signed in February 2018 and submitted to SCE for processing with the CPUC. Staff was notified in August 2018 that the Purchase and Sale Agreement has been approved by the CPUC. In September 2018, Staff released an RFP for a turnkey vendor to assist in the acquisition and retrofit process. In November 2018, the City Council awarded an Agreement to Siemens Mobility to be our turn-key vendor for the acquisition and retrofit process. Work on the pre-acquisition phase began in January 2019. Siemen's audit work was completed in March 2019 and we are awaiting the completion of SCE's audit, which occurred in June 2019. Siemens staff is waiting for the SCE audit data so they can begin their comparison analysis and determine the final number of poles. Once the number of poles is determined the purchase of the system can be completed. This is now estimated to occur by August 2019. Once the purchase is completed the project will be turned over to Public Works Department staff for the retrofit work to begin.

### **Art In Public Places**

**Arts Master Plan:** Funding in the amount of \$30,000 was included in the Operating and Capital Improvements Budget for FY 18-19 to hire a consultant to develop an Arts Master Plan. In August of 2018 the Arts Commission selected two commissioners to serve on an Ad Hoc committee to provide input during the consultant selection and Master Plan development process. A Request for Proposals for consulting services to develop an Arts Master Plan was released in March 2019 with a deadline for proposal submission of April 12, 2019. Responsive proposals were received from two consulting groups. A review committee comprised of City staff and the Arts Commission Ad Hoc committee reviewed the proposals and rated the proposal presented by Arts Orange County as the top proposal. The Moorpark Arts Commission reviewed the proposals on May 21, 2019 and concurred with the review committee and recommended Arts Orange County for City Council consideration. On June 5, 2019 the City Council awarded a contract to Arts Orange County in the amount of \$44,850 for consulting services related to the development of the Arts Master Plan. Staff is working with Arts OC to finalize the contract and anticipates work to start in July 2019.