

## **CITY DEPARTMENTS AND THEIR AREAS OF RESPONSIBILITY**

### **PARKS, RECREATION AND COMMUNITY SERVICES (PRCS):**

Affordable Housing Programs  
Affordable Housing Requirements for New Developments  
Art in Public Places  
Arts Commission  
At Risk Youth Program  
Building Security System  
Community Development Block Grant (CDBG) Coordination  
County Employment Opportunities and Training Services Liaison  
Facilities Maintenance  
First 5 Ventura County Liaison  
Graffiti Abatement at City Parks and Facilities  
High Street Arts Center  
High Street Arts Center Contract Management  
High Street Landscape and Street Furniture Maintenance  
Housing Rehabilitation  
Landscape, Parkways and Median Maintenance  
Lease Administration for Parks and Open Space Properties  
Library Board  
Library Services  
Moorpark Active Adult Center (Senior Citizens)  
Parks - Planning, Maintenance & Capital Improvements  
Parks and Facilities Rentals (Rental Permits)  
Parks and Recreation Commission  
Preschool  
Property Management  
Recreation (City events, recreation classes, sports leagues, and day camps)  
Ruben Castro Human Services Center Operations including CDBG Compliance  
Sustainability  
Teen Council  
Tree Removal Requests not part of Development Projects  
Ventura County Health Care Agency Liaison  
2-1-1 Ventura County Liaison

### **CITY ENGINEER/PUBLIC WORKS (CE/PW):**

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

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

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

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

**COMMUNITY DEVELOPMENT (CD):**

Building and Safety Contract Administration  
Business Registration  
Chamber of Commerce Liaison  
Code Compliance  
Development Agreements Administration  
Film Permits  
General Plan

Graffiti Abatement on Private Property  
High Street Special Events  
Home Occupation Permits  
Planning – Current and Long Range  
Planning Commission  
Receptionist  
Taxi Cab Permits  
Temporary Use Permits  
Vendor/Solicitor Permits  
Zoning Administration

**FINANCE:**

Accounting and Payroll  
Accounting System Maintenance  
Accounts Receivable  
Billings  
Budget  
City Treasurer  
Collections  
Community Facilities Districts and Mission Bell Assessment District 92-1 Administration  
Cost Allocation Administration  
Emergency Preparedness  
False Alarms  
Financial Reporting and Audits  
Fire and Emergency Medical Services Liaison  
Fixed Asset Management  
Franchise Administration  
Grant Management  
Household Hazardous Waste  
Information Systems  
Landscape and Lighting Maintenance Assessment Districts Administration  
Parks and Recreation Maintenance Assessment District Administration  
Purchasing  
Recycling  
Risk Management  
Solid Waste  
Successor Agency

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