

**QUARTERLY REPORT TO CITY COUNCIL  
October to December 2016**

**ADMINISTRATIVE SERVICES DEPARTMENT**

**City Clerk's Division**

**Administration**

- **Volunteer Program:**

Emergency Response (CERT):  
None in the fourth quarter of 2016

Moorpark City Library:

October	219.75 hours	51 volunteers
November	156.00 hours	37 volunteers
December	125.50 hours	35 volunteers

Parks and Recreation Department for Active Adult Programs:

October	687 hours	64 volunteers
November	607 hours	60 volunteers
December	540 hours	57 volunteers

Parks and Recreation Department for Arroyo Vista Recreation Center:

October	92 hours	24 volunteers
November	0 hours	0 volunteers
December	72.5 hours	23 volunteers

Moorpark Police Department:

October	477.0 hours	20 volunteers
November	400.75 hours	20 volunteers
December	309.50 hours	20 volunteers

A total of 3,687 hours were donated by a total of 411 volunteers during the fourth quarter of 2016.

- **Legislative:** The following took place during the fourth quarter of 2016:

City Council

5	Regular City Council/Successor Agency meetings were held
1	Joint City Council/Successor Agency/Disaster Council meeting was held
4	Special City Council meetings were held
67	Agenda items were processed
10	Set of minutes was approved

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- 24 Resolutions were adopted
- 2 Ordinances were adopted

Oversight Board to the Successor Agency of the Redevelopment Agency of the City of Moorpark

No meetings were held during the fourth quarter of 2016.

- **Clerk's Index:** 61 items were input into the Clerk's Index database for tracking of approved agreements, City Attorney Opinions, recorded documents, and sureties.
- **Scanning:** 9,846 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.
- **Request for Public Records:** Eight (8) new public records requests were received and responded to during this reporting period.
- **November 2016 General Municipal Election:** The City's General Municipal Election was consolidated with the Presidential General Election held on November 8, 2016. On December 7, 2016, the City Council adopted a resolution certifying the City's Municipal Election results as follows: Janice S. Parvin was elected as Mayor of the City Council of the City of Moorpark for a full two-year term, and Roseann Mikos and Ken Simons were elected as Members of the City Council, each for a full four-year term; and the Measure "E" (Moorpark SOAR – 2050) ballot measure was adopted by a majority of the voters, voting on the proposed ordinance.
- **City Council Committee and Ad Hoc Committee Appointments:** At their regular meeting of December 7, 2016, the City Council made the following changes for Council appointments.

Standing Committees

1. Community and Economic Development Committee
  - A. Eliminate the Greenbelt Ad Hoc Committee and add that subject to the Oscar Element for the Community and Economic Development Committee;
  - B. Eliminate the Second Alternate position for the Economic Development Collaborative of Ventura County.

2. Finance, Administration and Public Safety Committee  
Members: Newly appointed Mayor Pro Tem Van Dam will serve on the Finance, Administration and Public Safety Committee with Immediate Past Mayor Pro Tem Pollock to serve as Alternate.
  - A. Remove Revenue Enhancement Options as it is a duplicate subject matter of Item E.;
  - B. Eliminate Statement on Auditing Standards No. 99 Audit Committee;
  - C. Eliminate Review Business Registration Requirements.
  
3. Transportation and Public Works Committee  
Members: Councilmember Simons to serve with Councilmember Van Dam;
  - A. Eliminate VISTA Board as it no longer meets;
  - B. Eliminate working with Ventura County on reduction of maintenance costs for Home Acres Buffer as there is no further work to be done;
  - C. Move Ad Hoc Committee No. 2. Development of Goals Pertaining to Reduction or Eliminating Truck Traffic on SR 118 through Moorpark to become Item E on Transportation and Public Works Committee.

#### Ad Hoc Committees

1. Move Development of Goals Pertaining to Reduction or Eliminating Truck Traffic on SR 118 through Moorpark to Transportation and Public Works Committee and delete this Ad Hoc Committee;
2. Eliminate Greenbelt Ad Hoc Committee and move to Item B. Oscar Element under Community and Economic Development Committee;
3. Councilmember Pollock to serve with Councilmember Mikos on the Hitch Ranch Property Owners Development Agreement Ad Hoc;
4. Councilmember Simons to serve with Councilmember Van Dam on the John Chiu FLPN Development Agreement Ad Hoc;
5. Councilmember Mikos to serve with Mayor Parvin on the Solid Waste Franchise Ad Hoc;
6. Councilmember Mikos to serve with Mayor Parvin on the Aquatic Facility in conjunction with MUSD Ad Hoc;
7. Disband the SOAR Board Ad Hoc due to the recent election results;
8. Councilmember Simons to serve with Mayor Parvin on the Pacific Communities Development Agreement Ad Hoc.

### City Council Objectives

- **Record Retention Schedule (*Objective IV.A.1., 0 to 2 Years*):**  
Description: Complete initial phase of a unified filing system for all City files, consisting of a complete listing of all departmental files, and an updated electronic records retention schedule that conforms to federal and state law by June 30, 2016.  
  
Status: No activity this reporting period. The completion date is now anticipated to be June 30, 2017.
- **Moorpark Municipal Code (*Objective IV.A.4., 0 to 2 Years*):**  
Description: Develop a plan to update portions of the Moorpark Municipal Code.  
  
Status: No work has been initiated on this objective.
- **Recognition of Contributions to the City by Individuals and Organizations (*Objective V.A.2., (0 to 2 Years)*):**  
Description: Develop initial work to create an electronic inventory to recognize significant contributions to the City by individuals and organizations.  
  
Status: No work has been initiated on this objective.

### Human Resources/Risk Management Division

#### Administration

- **Safety Committee:** The Safety Committee met on October 25, 2016, and is scheduled to meet again in January 2017.
- **Annual Safety Inspections:** Safety Committee members completed the annual safety inspections.
- **Property Damage Restitution:** No property damage restitution invoices were generated during reporting period.
- **Underwriting Report:** The 2015 Underwriting Report was prepared and submitted to California Joint Powers Insurance Authority as required in November 2016.

#### Employment/Recruitment

- **Administrative Assistant I or II, Administrative Services Department:** Recruitment for this full-time, competitive service position began 9/30/16 and ended 10/24/16; an offer of employment has been made and accepted; the new employee is scheduled to begin working on 1/9/17.

- **Information Systems Administrator, Administrative Services Department:** Recruitment for this full-time, management position began 12/22/16 and ends 1/17/17.
- **Senior Civil Engineer, Public Works Department:** Recruitment for this full-time, management position began 9/26/16 and ended 10/17/16; oral board interviews were held on 11/4/16; second interviews were held on 11/17/16; a conditional offer of employment has been made and accepted; pre-employment processing is in progress.
- **Account Technician I, Finance Department:** Daisy Amezcua began working in this full-time, competitive service position on 10/31/16
- **Laborer/Custodian I, II, or III:** Recruitment for this temporary, part-time position began 12/1/16 and ends 1/2/17.
- **Recreation Supervisor, Parks, Recreation, and Community Services:** Michael Ramirez began working in this full-time, management position on 10/19/16.
- **Recreation Services Manager, Parks, Recreation, and Community Services Department:** Recruitment for this full-time, management position began 10/27/16 and ended 11/28/16; oral board interviews are scheduled for 1/12/17.

### City Council Objectives

- **Enhance Delivery of Services and Expand Program Efficiencies (*Objective IV.B.1., 2 to 5 Years*):**  
Description: Comprehensive update of City's Classification Plan and Job Descriptions.  
  
Status: Various amendments were made to the Classification Plan in July, November, and December 2014, and also in December 2015. No further amendments are planned at this time.

### Information Systems/Cable Television Division

#### Administration

- **Network Improvements:** The project to evaluate connecting all Community Center buildings via City-owned fiber-optic cable is still on hold and will continue during the next reporting period.

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One new data port to increase the capacity of the network connections in Active Adult Center Computer Lab was installed by Information Systems staff with help from the Facility Technician. Information Systems staff also replaced one network switch during this reporting period.

AT&T's cable infrastructure to the Community Center was expanded with brand new fiber-optic cable to be used for future City needs.

- **New Equipment:** Ten users' computers were installed to replace the old and outdated equipment.
- **Phone System Upgrade:** Quotes from two different vendors for a new phone connection to City's Emergency Operations Center were successfully evaluated and order was placed with AT&T. The project will continue during the next reporting period when the new phone line is installed.
- **Financial Software System:** Information Systems staff continued to provide assistance with the project for replacing City's financial system, and worked with the new financial software implementation team and City's Finance Department to implement Employees Self Service component of the system and assisted with the training of City staff.
- **Business Registration, Code Compliance and Permitting Software:** No Information Systems staff activity during this reporting period.
- **Moorpark Public Access TV (MPTV):** Information Systems staff continued to work on the new equipment for MPTV. One camera used to record all meetings was relocated due to temporary room changes in the City Council chambers.

Two new videos provided by California Office of Traffic Safety were added to MPTV's daily schedule.

- **Library:** Information System staff started a project to implement a self-check-out station in the Library. Multiple options were evaluated and equipment needed for the project was ordered. The project is anticipated to be completed during the next reporting period.

Staff continued to support Library's events held in the Community Center and provided audio assistance during a Christmas event in the Apricot room.

### 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, 2016.

Status: No activity this reporting period. There are currently no pending department requests for new GIS layers.

## **Public Information/Legislative Affairs/Intergovernmental Programs**

### **Administration**

- **Legislative Measures:** Staff tracked 38 bills in the State Assembly and State Senate during the 2015-16 legislative session and worked with state legislators based on the City's legislative platform. City-sponsored AB 2189, which directs the Santa Monica Mountains Conservancy to study the potential expansion of its Rim of the Valley Corridor to include the City of Moorpark and surrounding open space, was signed by the governor and goes into effect on January 1, 2017. The new 2016-17 legislative session has begun, and staff will monitor proposed legislation and identify any appropriate actions based on the City's legislative platform.
- **iPad Grant:** Staff successfully competed for a state grant for approximately \$7,700 toward the purchase of ten iPads to enable electronic delivery of City Council agendas and staff reports to the City Council and various staff members. The City Council approved the grant agreement on December 21, and funds will be made available to the City in early 2017. Upon receipt of the funds, staff will purchase the iPads and provide demonstrations of the electronic delivery option to the City Council and City staff. A changeover to an electronic delivery system will save staff time and several thousand dollars per year in direct costs.

### **Solid Waste / Recycling Division**

- **Solid Waste Franchise Agreements (*Objective IV.A.12. 0 to 2 Years*):**  
Description: Complete preparation of Solid Waste Franchise Agreements for presentation to the City Council by October 31, 2015.  
  
Status: The Agreements have been extended to June 30, 2017 while negotiations continue. The Solid Waste Franchise Ad Hoc Committee will meet in January to review the current draft agreements.
- **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. In the fourth quarter of 2016, 41 Moorpark residents participated in three Camarillo HHW events, and 13 Moorpark residents participated in one Simi Valley event, for a total of 54 participants from Moorpark.
- **Electronic Waste/Universal Waste Event:** Planning is underway for the next Electronic Waste/Universal Waste event on January 21, 2017.

- **Secure Paper Shredding Event:** Planning is underway for the next Electronic Waste/Universal Waste event on January 21, 2017.
- **Compost Bin Sale:** Order forms are available on-line, year round for \$40.00. Once a resident orders a bin, the resident's solid waste hauler delivers a bin to the house. From October 1, 2016, to December 29, 2016, five compost bins were delivered to Moorpark residents.
- **Used Cooking Oil Drop-Off Event:** The City's first-ever used cooking oil drop-off event took place on Saturday, December 3, 2016, and was highly successful. The event attracted 39 people – 25 from Moorpark – resulting in 250 gallons collected. The City's vendor, Coastal Byproducts, was pleased with the result and committed to repeating the event again at no charge to the City or participants. Staff will schedule another event after Thanksgiving 2017.
- **Solid Waste Website Update:** Following a comprehensive redesign in September, the Solid Waste Division section of the City's website ([www.moorparkca.gov/SolidWaste](http://www.moorparkca.gov/SolidWaste)) has been successful in attracting traffic and allowing the public to get information without calling the City. The 'How Do I Dispose Of...' page attracts approximately five page views per day, and the 'Trash Service' page attracts approximately four page views per day, putting both pages in the top 35 on the City's entire website.

## Emergency Services Division

### Administration

- **Ventura County Emergency Planning Council (EPC):** The Assistant City Manager attended the quarterly meeting on November 10. The Assistant City Manager is an extended leadership member, appointed by the Board of Supervisors to the EPC.
- **EOC--Emergency Management Performance Grant (EMPG) and Homeland Security Grant:** Staff submitted applications for the next round of the EMPG fund program and is expected to receive \$15,500 for FY 16/17. Staff also submitted a joint application for 2016 Homeland Security Grant funds and was awarded \$2,790 (for EOC upgrades and EOP print costs) and a joint application for 2017 Homeland Security Grant funds for \$3,600 EOC upgrades and expect to hear by March 2017 whether this funding will be awarded.
- **Ventura County 2015 Update to the Multi-Hazard Mitigation Plan (MHMP):** In 2010, the County and eight of the ten cities located within the County adopted a Multi-Hazard Mitigation Plan designed to evaluate and determine various practices and projects that, by implementing, would help local government mitigate responses to, and damages caused by, hazards, emergencies, and disasters. The MHMP states that it shall be updated every five years. Staff

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worked with County and other jurisdictions to update the MHMP. The draft MHMP was reviewed by the State of California and FEMA. FEMA provided the County with revisions. The County Board of Supervisors adopted the MHMP that incorporated the FEMA revisions in September 2016. On September 21, 2016, the Moorpark City Council initiated an amendment to the City's General Plan Safety Element to incorporate the MHMP into the City's Safety Element, as required in order to be eligible for funding in the event of a declared emergency. Council approved the General Plan Safety Element update, and the MHMP update with FEMA revisions in November 2016.

- **CERT:** The City received 28 applications for, and the County Fire instructor is bringing 10 participants to, the County CERT classes to begin in Moorpark on January 26, 2017.

### City Council Objectives

- **Emergency Response (*Objective V.A.1., 0 to 2 years*):**  
Description: Plan and conduct an emergency response exercise with a focus on City staff implementation of the City's Emergency Operations Plan (EOP) by June 30, 2016.
- Status: Completed in July 2016.

## CITY ENGINEER/PUBLIC WORKS DEPARTMENT

### Capital Projects

- **Princeton Avenue Widening [Capital Project No. 8012] (*Objective II.A.2*):**  
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: A request for a Cooperative Work Agreement from Caltrans has been approved extending the term of the BTA grant funding to June 30, 2017. The HSIP grant deadline was also extended to June 30, 2017. By this date, the City must have an E-76 and Caltrans encroachment permit. 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 approx. 3,300-ft of waterline for the District. Slope and drainage impacts from the project on the National Ready Mixed property have been analyzed. A property exchange agreement with Bennett (Asadurian) has been executed and the related right-of-way acquisition is in escrow. Staff is monitoring Bennett's implementation of the agreement requirements. Staff is proceeding with the right-of-way acquisition and financial contribution to the project from National Ready Mixed. 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. Several changes to the water utility plans have been made over the summer. The Planning Commission approved a Conditional Use Permit for National Ready Mix on December 6, 2016 which includes the necessary language for the permanent additional right of way needed for the project as well as for the necessary temporary construction easements. Staff is working with the owners of the adjacent Bennett property to get their right of way dedication recorded. Once that is done, the NRM dedication can proceed.

- **Los Angeles Avenue Widening – Moorpark Avenue to 200 Feet East of Spring Road [Capital Project No. 8013] (*Objective II.A.1.d*):**

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.

- **Spring Road Widening – Flinn Avenue to Los Angeles Avenue [Capital Project No. 8026] (*Objective II.A.7*):**

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. 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.

- **Spring Road Rail Crossing Improvements [Capital Project No. 8039]:**

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: The total project cost for design, construction and inspection is estimated to be \$4.5M. The City's funding contribution is \$400K to the crossing improvements and \$1.5M 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, 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.

- **Los Angeles Avenue Median Project [Capital Project No. 8047] (Objective III.A.1.a):**

Description: Construction 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: **No change since last report.** 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.

- **Los Angeles Avenue Widening Project [Capital Project No. 8058] (Objective III.A.1.c):**

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

Status: 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. 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.

- **Metrolink North Parking Lot Expansion [Capital Project No. 8063]**

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. City Council also approved amending Phoenix's agreement to include landscape design services and electrical/lighting design services. Final design is currently in process. Staff anticipates returning to City Council with approval to go out to bid in January or February.

- **Moorpark Avenue Left Turn Lane [Capital Project No. 8087] (Objective II.A.10):**

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, that traps water. Park, Recreation and Community Services Department has done some significant landscaping improvements at the Chamber of Commerce and Post Office frontages.

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

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] (Objective VII.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] (Objective VI.A.3):**

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 has submitted draft layout of the entrance; currently under review by City staff. Staff has provided RJR with requested changes and considerations for storm water infiltration. RJR has submitted revised design plans, which are currently under review by City staff.

- **Drain Number 2 Trail [Capital Project No. 8059] (Objective VII.A.16):**

Description: A project to construct a Class 1 trail segment to extend from the east end of Campus Park Drive southerly under the freeway to Los Angeles Avenue east of the rail crossing. The first phase will be the preparation of a feasibility study and implementation plan to identify the rights-of-way which will have to be acquired.

Status: **No change since last report.** This study is complete and will be presented to the City Council in the near future.

- **Train Station Platform Pedestrian Access Improvements [Capital Project No. 8060]:**

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

Status: A walkway and street ramp design that reuses existing platform ramps is part of the design for Project No. 8063, approved by City Council on July 20, 2016. Detailed design work is underway.

- **North Hills Parkway [Capital Project No. 8061] (Objective III.A.2 & III.A.7):**  
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] (Objective III.A.2, III.B.2 & III.B.3):**  
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] (Objective VII.C.2) [#8065]:**  
Description: Construction of storm drain improvements in the vicinity of Los Angeles Avenue and Millard Street.  
Status: **No change since last report.** The City requested a quote from RJR Engineering to design the new storm drain. The design cost is approximately \$40,000.
- **Los Angeles Avenue Utility Undergrounding Project [Capital Project No. 8066] (Objective VII.A.15):**  
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: 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.

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

Description: Bus stop adjustments, additions, and amenities. Relocate Community Center bus stop, install five additional bus shelters.

Status: **No change since last report.** Trash can site locations identified. Staff is presently working with LNI, a designer/manufacturer, to create new bus shelter specifications for purposes of a request for proposal (RFP). Updated plans have been submitted by LNI and are under review. Public Works, Community Services, and Building and Safety met on February 18, 2009, to discuss relocation of the Civic Center bus stop. Three to four scenarios are being developed for evaluation. New draft Tentative NPDES Permit no longer requires trash cans at every bus stop in the City. 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 total project is estimated to cost \$200,000. All grant requests within Ventura County were presented to the Citizen's Transportation Advisory Committee (CTAC) on March 13, 2012. Approximately \$600,000 in grant funding is available, and CTAC will be recommending to VCTC that all grant requests be funded. The City will receive formal approval of the funding from VCTC in June. On June 1, 2012, VCTC approved the City's \$100,000 TDA Article 3 grant request. On September 8, 2013, a Girl Scout Troop did a demonstration painting project on the City bus shelter located at Virginia Colony Park. The demonstration included stenciling a tree and squirrels on the shelter. If the City approves of the final plan, many of the City bus shelters would have similar stencils done as part of the Girl Scout's art project. City Council approved the Girl Scout's art project on December 18, 2013. All twenty (20) bus shelters received new aluminum siding (replacing current rusted steel siding) before the art was painted on the bus shelters. The Girl Scout artwork project commenced June 20, 2015, with the painting of four bus shelters, and was completed at the end of July 2015.

- **SR-118/Collins Drive Eastbound Ramps Signalization & Striping Project [Capital Project No. 8077] (Objective II.A.1.e)**

Description: Signalizing the eastbound SR-118 on and off ramps intersection and modifying the striping to provide two left turn lanes from the off ramp to northbound Collins Drive based on Caltrans' preliminary design.

Status: Caltrans' design plans are complete. Per the City's agreement with the State, the City's contribution to the project will be limited to \$175,000. The City's funding comes from settlement with the Ventura County Community College District. Caltrans has finished their design and awarded a construction bid on December 6, 2016 to Alfaro Communications Construction (formally approved January 11, 2017).. Their design includes coordination between the eastbound and westbound signals.

- **Arroyo Drive Bikeway/Pedestrian Project [Capital Project No. 8095] (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 also includes connectivity between Villa Del Arroyo Mobile Home Park and the Moorpark/Simi Valley city limit line. On September 17, 2014, City Council approved awarding an Agreement for the feasibility study to Penfield and Smith, in an amount not to exceed \$23,377.00. On December 5, staff met with Penfield and Smith staff to walk the project site. A conceptual study outline has been submitted by Penfield and Smith and staff is reviewing it. 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).

## **Administrative Matters**

- **Proposition 1B Streets and Roads Funding:**

Description: The City received \$581,448 Proposition (Prop) 1B Phase 1 on May 15, 2008. These funds were used on the 2009 Pavement Rehabilitation Project

in the Campus Park area (Project 8002). The City also received \$537,418 in Prop 1B Phase II streets and roads funding on June 15, 2009.

Status: **No change since last report.** The Prop 1B Phase II funding was initially programmed for the Arroyo Drive Pavement Rehabilitation Project (Project 8084), however that project was not constructed before the funding deadline of June 30, 2013, so the funds were moved to cover a portion of the cost of the 2012/13 Pavement Rehabilitation Project (Project 8002).

- **Evaluate Funding Sources and Priorities for Undergrounding Projects (Objective VII.A.8):**

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.** Reviewing the current NFIP and FEMA regulations for incorporation into the revised ordinance.

- **Graffiti Removal:**

Description: Staff continues to be pro-active with the removal of graffiti and spent approximately 18 hours in October, 13 hours in November, and 10 hours in December on the removal of graffiti within the public right-of-way.

Status: Ongoing.

- **Bicycle Transportation Account (BTA):**

Description: Application for funding to construct bike lanes on Princeton Avenue, from Spring Road to SR 118, as part of the Princeton Avenue Widening Project.

Status: **No change since last report.** The City submitted a grant application to Caltrans in November 2008 requesting \$206,323 in Bicycle Transportation Account funds. September 14, 2009, the City received approval of the grant request. The funding is reimbursement-based. To date, the City has been reimbursed \$15,532.43 for bikeway design costs. Staff submitted a request for a Cooperative Work Agreement to Caltrans to extend the grant funding deadline from April 1, 2012 to June 30, 2014. Caltrans approved the extension and staff clarified that the new expiration date is June 30, 2017.

- **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 114 citation appeals from October - December. Eighty-four (84) citations were recommended for cancellation and 30 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: The TMDL Management Committee met on November 21, 2016. The annual TMDL monitoring report will be submitted to the Regional Water Quality Control Board before the end of year. The report shows that while the detection of some pollutants of concern have diminished (such as metals), other pollutants such as bacteria and DDT/DDE remain. The committee's consultant (Larry Walker Associates) also provided an overview of comments received for the final draft Implementation Plan, which was released at the end of September.. The plan focuses on meeting pollutant discharge requirements for urban discharges (like Moorpark) through stormwater infiltration projects. Moorpark has identified current infiltration projects (such as at Arroyo Vista Community Park, Walnut Acres Park, Metrolink North Parking Lot and Metrolink South Parking Lot) as well as potential areas of future infiltration (such as Peach Hill Park, Mountain Meadows Park, and Tierra Rejada Road). The Implementation Plan details how much pollutant reduction will occur through those proposed projects, as well as whether or not additional BMPs will be required to achieve TMDL compliance. One primary comment of concern was that the estimate cost to build and maintain the BMPs was too broad. A discussion about factors that contribute to the range in pricing needs to be included in the report. In addition, it was recommended that either the report, or a separate memo be produced that discusses the consequences for a City if it fails to meet TMDL requirements.

- **Coastal Cleanup Day:**

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

Status: **No change since last report.** Coastal Cleanup Day was Saturday, September 17. Thirty volunteers covered approximately six miles of the Arroyo Simi, collecting an estimated 200 pounds of trash and 30 pounds of recyclables. Two, three-cubic-yard bins were donated by Moorpark Rubbish Disposal for the cleanup site. In 2015, approximately 40 volunteers collected about 300 pounds of trash. A couple of notable items collected included two shopping carts, and a patio umbrella.

- **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 Stormwater 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: **No change since last report.** The Stormwater Permit kickoff meeting was May 2, with a follow-up meeting on May 16. Co-permittees continue to compare the Los Angeles MS4 Permit to the current Ventura County MS4 Permit for potential program changes. It is anticipated that a new MS4 Permit will be adopted in December 2016 or possibly early 2017. 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.

- **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 NPDES Permit mandates that Permittees (including the City of Moorpark) meet at least monthly to discuss stormwater topics. With a newly adopted Permit, the primary meeting topic is Permit implementation requirements.

Status: Staff attended the WMC on October 20 and November 17, 2016.. The group continued to discuss potential changes to the countywide stormwater permit, which is anticipated to be renewed in 2017. The group is also discussing potential stormwater program funding mechanisms, as requested by the City Managers. A presentation is expected on January 19.

## Transit

- **Article 3 Funding:**

Description: The City is eligible to apply for TDA Article 3 funding (bikeways and pedestrian projects) from VCTC. The funds are available on an annual basis and are competitive applications.

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.

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- **Moorpark City Transit:** Transit totals for the months of April through September, 2016 are provided below:

	Apr	May	Jun	YTD
Daily Average	243	243	163	216
Total Monthly Ridership	6,314	6,071	4,234	66,491
Farebox Ratio (target ratio 20%)	13.42%	12.42%	7.61	12.05%
	Jul	Aug	Sep	YTD
Daily Average	129	204	274	204
Total Monthly Ridership	2,580	4,691	6,019	13,290

On August 10, 2013 the City implemented a three-year transit demonstration project, originally approved by the City Council on December 19, 2012. The project includes expanded weekday fixed route transit service from 6:00 am to 6:00 pm to 5:00 am to 8:00 pm; added Saturday fixed route transit service with the hours of 8:00 am to 5:00 pm; extended weekday Senior Dial-A-Ride and ADA Paratransit services from 6:00 am to 6:00 pm to 5:00 am to 8:00 pm for travel within the City; added weekend Senior Dial-A-Ride and ADA Paratransit services from 8:00 am to 5:00 pm for travel with the City; and also on the weekend, added Inter-City travel into Thousand Oaks, Westlake Village, and Oak Park for ADA Paratransit passengers only. Ridership information provided above includes new ridership from the extended service hours.

On August 10, 2015, adjustments to Route 1 became effective. Route 1 hours were reduced from 5:10 am to 8:00 pm to 7:00 am to 6:32 pm. Adjustments to the route were also included. Specifically, the number of trips provided to Villa Del Arroyo Mobile Home Park were reduced and flagstop service to Goldman Avenue/Maureen Lane was added. On August 15, 2015, adjustments to Saturday service became effective. Saturday service hours remain 8:00 am to 5:00 pm; however, service west of Leta Yancy Road is no longer provided. Service to Villa Del Arroyo Mobile Home Park was also added during certain trips. The new Saturday service provides “clock-face” time points, which means the bus schedule is consistent throughout the day.

On August 1, 2016, the transit demonstration service ended. Staff did not receive any comments from the public about the service ending once the changes took effect.

- **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: **No change since last report.** City Council approved the 2016 Beach Bus program on March 16, 2016. Service began June 14, and ended August 11, 2016. In June 2016, the City provided 354 round trips, an increase of 18.79% compared to June 2015. In July 2016, the City provided 310 round trips, a decrease of 28.90% compared to July 2015. In August, the City provided 103 trips, a decrease of 40.12% compared to August 2015. Overall, the 2016 Beach Bus service saw a decrease of 15.34% compared to the 2015 Beach Bus Service.
- **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 four cities mentioned above as well as staff from Ventura County met October 27. The ECTA members reviewed the current Implementation Plan, providing updates where necessary.
- **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: **No change since last report.** On September 14, 2015, the City of Moorpark hosted Metrolink's Ventura County Sealed Corridor press conference at the Moorpark Post Office. The press conference highlighted four projects in Ventura County, which are located in Simi Valley (First Street, Erringer Road, and Sycamore Drive) and in Moorpark (Moorpark Avenue). Councilmember Millhouse acted as Master of Ceremonies at the event. Councilmember Pollock also attended. Congresswoman Julie Brownley spoke at the event as did Simi Valley Councilmember Mike Judge and Metrolink CEO Art Leahy.
- **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

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use the fixed-route bus system). The ADA Paratransit program provides travel within the City limits as well as to neighboring jurisdictions.

Status: Fourteen (14) residents received membership in the Senior DAR program July - September, 2016. Eight (8) ADA Paratransit participants joined during the same time period.

Transit totals for the months of April through September, 2016 are provided below:

	Apr	May	June	YTD
Senior/ADA Intra-City Trips	189	176	198	2,063
Senior/ADA Inter-City Trips (ECTA)	269	286	318	3,730
	Jul	Aug	Sep	YTD
Senior/ADA Intra-City Trips	156	176	237	569
Senior/ADA Inter-City Trips (ECTA)	329	364	331	1,024

Totals include the demonstration service hours and weekend service that began August 10, 2013.

On August 3, 2015, the City began providing InterCity Senior Dial-A-Ride services for Moorpark residents, through the ECTA. InterCity ADA services, previously provided with a separate contract with the City of Thousand Oaks are now provided through ECTA. All InterCity fares are now \$5.00 per trip (instead of \$3.00/\$4.50 per trip). Intra-City (travel within Moorpark) also remains with a separate contract with the City of Thousand Oaks. Intra-City fares were increased from \$1.50 per trip to \$2.00 per trip.

On August 1, 2016, the transit demonstration project ended. Staff received no comments from the public regarding the program's end once the changes took effect.

- 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: **No change since last report.** Staff attended Transcom on July 14 and September 8, 2016. Members discussed an upcoming Congestion Mitigation

and Air Quality (CMAQ) funding call for projects. The group discussed potential revisions to the scoring criteria. The group recommended that the call for projects be delayed until Spring of 2017, to enable some agencies to complete their transit master plans, which may generate some projects that could be funded with CMAQ. The potential for an approved sales tax measure could also have an impact on new projects. Another topic of discussion was whether or not all transit CMAQ funding should be reserved for bus replacement/refurbishment due to the limited funding available in general for bus procurement. Transcom recommended to VCTC a preliminary “off the top” funding request of \$2 million for the purchase of a countywide automatic vehicle locator system and complete the installation of GFI farebox collection systems in smaller transit agencies (including Moorpark). An additional \$500,000 was recommended for VCTC’s 2017/18 countywide transit marketing program.

- **Transit Route Evaluation Study (Study):**

Description: The City has a contract with Nelson\Nygaard Consulting Associates (Nelson/Nygaard) to evaluate Moorpark City Transit’s Route 1 and Route 2 bus service. The intent of the study is to identify changes to the service in an effort to reduce costs and increase ridership.

Status: On October 19, 2016, City Council approved proposed changes to Moorpark City Route (Revised Concept C) with the condition of pursuing additional public outreach for reduction of service around Villa Del Arroyo Mobile Home Park (Villa Del Arroyo), Christian Barrett Drive, the downtown area, and other bus stops identified where bus service would be eliminated. Staff returned to City Council on December 7, 2016. Staff’s recommendation was to approve Revised Concept C with limited service to Villa Del Arroyo (one trip in the morning and one trip in the afternoon), eliminate service down Christian Barrett Drive/Countrywood Drive) and a slight route deviation on Mountain Meadows Drive and the downtown area). Based upon comments from the public, City Council approved the proposed changes, with direction to staff to determine if additional adjustments could be made to accommodate concerns on Christian Barrett Drive. Staff at Nelson/Nygaard are currently updating the route maps and schedules and drafting the complete the Study. Staff will return to City Council when the Study for review and approval in late winter or early spring of 2017.

- **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: On December 7, 2016, newly elected Councilmember Ken Simons was appointed by the Mayor and City Council to represent the City on VCTC. Staff attended VCTC on October 7 and December 2, 2016. The Commission appointed Commissioner Brian Humphrey to replace Councilmember Millhouse as the Metrolink representative. The Commission also approved an updated funding proposal that enables VCTC to continue to fund its share of Metrolink operations with Federal money. Staff at VCTC stated that the funding proposal

should provide funding stability for the next three to five years. It should be noted that separate from the operations funding issue, Metrolink has also informed VCTC that approximately \$6 Million in rail line improvements are needed to VCTC's track between the LA County Line and Moorpark Station. On December 6, the Commission approved a \$1.3 million Prop 1B Security Grant to Metrolink to help fund these repairs. Staff at VCTC is still working on addressing the remaining balance of \$4.7 million that is needed.

- **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: On December 2, VCTC approved the FY 2017/18 Unmet Transit Needs public hearing schedule. Unlike previous years, VCTC will not hold public listening sessions prior to the public hearing. The public hearing is scheduled for February 3, 2017, at 9:00 am (in conjunction with VCTC meeting).

## CITY MANAGER'S OFFICE

- **Tentative Future City Council and Successor Agency Agenda Items:** Future agenda items for consideration are as follows: Essex revised Development Agreement; Solid Waste Franchise Agreement; Conceptual Design of Second Access to South Metrolink Parking lot; Options for use of remaining funds from former Moorpark Redevelopment Agency Bonds; Feasibility of acquiring certain street lights from Southern California Edison and potential conversion to LED lighting; Disposition and Development Agreement with Apricot Lane Farms for property on High Street; and Disposition and Development Agreement with Tom Lindstrom for property on Los Angeles Avenue; Amend Job Classification Plan; Update Personnel Rules; Mid-year review of City Goals and Objectives; Initiate Annual Process to consider adjusting assessments for Landscape and Lighting Maintenance Assessment Districts and Parks and Recreation Maintenance Improvement District; Set schedule for City Council joint meetings with City Commissions and Library Board; Development Agreement with Pacific Communities; and City Council action to confirm or reverse Community Development Director determination that a hotel is an allowed use in the Sub-Regional Retail/Commercial/Business Park Land Use Designation of the Carlsberg Specific Plan.
- **Solid Waste Franchise Agreements: No change since last report.** The current Residential and Commercial Franchise Agreements with Waste Management (G.I. Rubbish) and Moorpark Rubbish Disposal were scheduled to

expire December 31, 2011. A City Council Ad Hoc Committee (Mayor Parvin and Mayor Pro Tem Millhouse) and City staff have been negotiating terms for extended and revised agreements with the current franchisees. The Council has approved extension of the agreements through June 30, 2017.

- **Sustainability Fee Memorandum of Understanding (MOU) between County of Ventura and City of Moorpark: No change since last report.** Pursuant to the Sustainability Fee MOU, the County of Ventura (County) agreed to pay the City \$1.5 million for the acquisition of open space and conservation easements within a designated area. The “Designated Area” includes the eastern portion of the City’s Area of Interest (located generally northeast of the City limits). The County has paid the \$1.5 million, and the City has until September 30, 2017, to acquire open space property and conservation easements.

## COMMUNITY DEVELOPMENT DEPARTMENT

### City Council Objectives

- **Downtown Housing Program (Objective I.A.2):**  
Description: Develop program to encourage new multi and single family housing projects on underutilized residential and commercial sites within the Downtown Specific Plan area.  
  
Status: **No change since last report.** Work has not commenced.
- **Creation of Mixed Use Zone (Objective I.A.3):**  
Description: Evaluate a potential mixed use (residential/commercial) zone within the Downtown Specific Plan area.  
  
Status: **No change since last report.** This item is being addressed as part of the General Plan Land Use Element update.
- **Spending Plan for Former MRA 2006 Tax Allocation Bonds (Objective I.A.4):**  
Description: Develop spending plan for use of former Moorpark Redevelopment Agency 2006 Tax Allocation Bonds for presentation to City Council.  
  
Status: **No change since last report.** Staff has begun assessment of the needs and estimated costs of streets, curb, gutter, sidewalk, drainage, and street lighting upgrades and maintenance for the former Redevelopment Agency Project Area. A report on the spending plan will be presented to the Council by late 2016.

- **High Street Furniture (Objective I.A.5):**  
Description: Install new street furniture (benches, planters, and trash receptacles) on High Street.

Status: Work has not commenced.

- **State Route 23 Bypass and North Hills Parkway (Objective II.A.10.):**  
Description: Confer with Caltrans and work with developer to complete grading of Alternate SR 23 and North Hills Parkway within Specific Plan No. 2 or accept cash in-lieu of grading. Grading of Alternate SR 23 will include trail linkage between City and Happy Camp Canyon Regional Park.

Status: **No change since last report.** 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 that 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 in 2016.

Approval Authority: City Council.

- **Affordable Housing Plan (Objective III.A.3.):**  
Description: Development of an equitable basis for requiring all new development projects to provide affordable housing units and/or pay in-lieu fees.

Status: **No change since last report.** Work not yet commenced.

Approval Authority: City Council

- **Civic Center Master Plan (Objective IV.A.13):**  
Description: Develop conceptual design proposal and process Civic Center Master Plan including EIR for new City Hall, council chambers, and other government offices and Library.

Status: **No change since last report.** In November 2004, the City Council selected GKK Corporation, now GKK Works (GKK) as the architect for the design of the proposed Civic Center and City Hall project. During 2005 and 2006, design proposals for the Civic Center and City Hall were prepared and reviewed by a Council-formed Ad Hoc Committee. In 2007, a new City Library was added to this project. Bonterra Consulting had been retained to prepare an EIR for this project. Staff is evaluating the work performed to date and considering options for proceeding on this project to be presented to the City Council in late 2016.

- **Film Ordinance (Objective IV.A.14):**

Description: Adopt Film Ordinance.

Status: **No change since last report.** Staff has drafted amendments to the City's film regulations and has been reviewing these with the City Attorney's Office.

- **General Plan Update (Objective V.A.10):**

Description: Prepare a comprehensive update of Land Use, OSCAR, 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 and Circulation Elements including possible designation of Moorpark Avenue (SR 23) between Casey Road and Los Angeles Avenue (SR 118) as an arterial street. Include Trails Master Plan in OSCAR Element. 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 with the remainder to be completed by the first quarter of 2015. Staff has initiated work with J. H. Douglas and Associates to assist in the completion of the Land Use and Circulation Element updates. This update awaited completion of the commercial demand study (discussed below) so that its findings can be incorporated into the Land Use Element. The commercial demand study was completed and reviewed by the City Council at its September 7, 2016 meeting.

Approval Authority: City Council

- **Amendment to Zoning Regulations for Definitions, Non-conforming Uses, and Overall Internal Consistency (Objective V.A.11.):**

Description: Process amendments to City Zoning Ordinance including definitions, non-conforming uses, and overall internal consistency.

Status: **No change since last report.** This work effort will follow the update to the Land Use and Circulation Elements of the General Plan.

Approval Authority: City Council

- **Los Angeles Avenue Traffic Study (Objective V.A.10.):**

Description: A detailed examination and analysis of traffic on Los Angeles Avenue, including options to address future projected traffic. This study is expected to meet most of the analytical needs for an update to the City's Circulation Element of the General Plan.

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, with proposals 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 \$110,000.00. Staff is currently refining the agreement and expects to initiate work in February 2017.

Approval Authority: City Council

- **Smoking and E-Cigarette Ordinance (Objective V.A.14 & 15):**

Description: Prepare ordinance to update smoking restrictions in public places, including electronic cigarette use, and in multi-family residential units, and prepare Zoning Ordinance Amendment to regulate sales of tobacco products including electronic cigarettes.

Status: **No change since last report.** On February 18, 2015, the City Council initiated a Zoning Ordinance Amendment to address the regulation of establishments that sell electronic cigarettes, including vapor bars. Staff has drafted amendments to the Zoning Ordinance, which are awaiting the drafting of amendments to other code provisions on smoking and vaping in public places.

- **Evaluate Projects of Other Agencies (Objective V.A.16):**

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

- **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 the Los Angeles Superior Court.

- **Conditional Use Permit No. 4633-1 Modification No.1 (CEMEX):**

Description: CEMEX California Aggregates, operating north of Moorpark on Happy Camp Road, requested a modification of Conditional Use Permit (CUP) 4633 to replace the existing permit and authorize the continued operation of the existing aggregate mine for an additional 49 years to 2065. Existing limits on truck traffic (980 average daily trucks, 1180 maximum daily trucks) are proposed to remain the same.

Status: On December 16, 2016, staff sent a comment letter expressing concerns over the impacts of truck traffic and requesting a copy of the environmental document and staff report when it is prepared. Staff will continue to monitor this project.

- **Modification of Conditional Use Permit (CUP) PL 12-0159 (PL16-0097) Mining Facility Expansion (Grimes Rock):**

Description: Modification of CUP and Amended Reclamation Plan to expand the Grimes Rock mining facility onto a 20.9-acre portion of an adjacent property and to extend the effective period of the existing CUP by five years to 2045.

Status: On December 16, 2016, staff sent a comment letter expressing concerns over the impacts of truck traffic and requesting a copy of the environmental document and staff report when it is prepared. Staff will continue to monitor this project.

- **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 Renourishment 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:** **No change since last report.** 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.

- **Proposed Santa Maria Refinery Rail Spur:**

Description: The San Luis Obispo County Planning Commission will be considering a proposed rail spur project on the Phillips 66 Santa Maria Refinery that would allow for up to 5 oil unit trains each week to provide crude oil to the refinery. Trains would arrive on Union Pacific lines either from the north through Roseville, or from the south through Colton (and Moorpark).

Status: On December 17, 2014, the City Council authorized sending a letter by the Mayor recommending denial of the project, based on significant hazard impacts identified in the project Revised Draft EIR related to the oil unit trains. A Final EIR was released in December, 2015, with a public hearing scheduled for February 2016. A second letter reiterating the City Council's opposition to this project was prepared and sent prior to the hearing. Hearings of the San Luis Obispo County Planning Commission were held in February and March, 2016, April 15, 2016, and May 16, 2016. On May 16, the commission defeated a denial motion and scheduled the item to return on September 22, 2016 with conditions of approval. More testimony was given on September 22, 2016, and the public hearing was closed and the case was continued to October 5, 2016. On October 5, 2016, the San Luis Obispo County Planning Commission denied the project. Two appeals to the San Luis Obispo County Board of Supervisors were filed: one from the applicant, and one from a resident requesting a condition for vertical coastal access if the project is to be approved. A hearing date before the Board of Supervisors has not yet been scheduled. Staff will continue to monitor this project.

- **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.

### **General Plan Amendment Pre-Screening**

- **General Plan Amendment Pre-Screening No. 2010-01 (Rasmussen, Moorpark Property 67 LLC):**

Description: A General Plan Amendment Pre-screening application to allow construction of 271 total dwelling units (150 senior apartments, 36 attached condominiums, 66 single family detached units, and 5 large lot custom home lots). Submitted May 20, 2010.

Entitlement Status: This proposal was considered by the Community and Economic Development Committee (CEDC) on August 24, 2011. The Committee directed removal of the very high density uses and replacement with high density uses before this application is considered by the City Council. The applicant has revised the project to be 145 homes. The Committee reviewed this project on April 17, 2013, and recommended acceptance of a General Plan Amendment application, subject to a Development Agreement. The proposal was heard by the City Council on October 16, 2013. The City Council remanded consideration of this project back to the CEDC.

The applicant held a neighborhood workshop on Tuesday, April 8, 2014 from 6:00 pm to 8:00 pm at Chaparral Middle School. On June 18, 2014, the CEDC recommended acceptance on a General Plan Amendment application, subject to a Development Agreement. This item was considered by the City Council at a public hearing on September 17, 2014, and was continued to the November 5, 2014 City Council meeting, with the public hearing open. At that hearing, staff was authorized to accept for review a General Plan Amendment application consistent with the revised application considered by the City Council and as revised by the City Council to change the area proposed for a High Density Residential (H) 7 Dwelling Units Per Acre Maximum designation to Medium Density Residential (M) 4 Dwelling Units Per Acre Maximum, or a lower density residential designation, and provided that all other necessary entitlement applications for the proposed development project, including an application for a development agreement, are filed concurrently. The authorization to file a General Plan Amendment application will expire on November 5, 2016, unless a complete application is received by that date. . The application has been determined complete. This item will be removed from subsequent reports and addressed under new applications below. Approval Authority: City Council

### **General Plan Amendments**

- **General Plan Amendment 2015-01, Zone Change 2015-02, Lot Line Adjustment 2015-02 (Sunbelt Enterprises LLC):**

Description: A General Plan Amendment, Zone Change, and Lot Line Adjustment to allow for a lot line adjustment on their campus so that individual

buildings would be on their own lots and one large vacant lot would be created for future development.

Entitlement Status: **No change since last report.** The application for General Plan Amendment and Zone Change, subject to a deed restriction that requires a Specific Plan and Development Agreement for the development of the large vacant lot was recommended for approval by the Planning Commission on May 24, 2016. The City Council approved the General Plan Amendment by resolution and introduced the Zone Change Ordinance on June 1, 2016. The applicant provided a signed copy of the deed restriction and \$20,000.00 deposit toward completion of the Specific Plan. The Zone Change is tentatively scheduled for second reading on July 20, 2016, after the deed restriction records. The Lot Line Adjustment is under second review.

Condition Compliance Status: No activity at this time

Building and Safety Status: No activity at this time

Engineering Status: No activity at this time

## Specific Plans

- **Specific Plan No. 1 (Hitch Ranch):**

Description: Specific Plan for development of up to 755 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.

Entitlement Status: **No change since last report.** 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.

Approval Authority: City Council

### 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 is scheduled for City Council consideration on July 6, 2016 to recognize a new owner and financial partner, Hearthstone, Inc.

Condition Compliance Status: The 6 model homes have been constructed and are open for business. Construction of the for-sale homes is now underway. 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 the applicant is working on completing the required work by the end of September 2016. Some repairs remain outstanding. A proposed third amendment to the Implementation Plan was withdrawn by the applicant on September 21, 2016.

Building and Safety Status: Building Permits for one hundred eighty eight (188) homes have been issued.

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.

- **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) (Objectives B. 11. and C.11.):**

Description: Development of 318 out of 450 single-family residential lots and one (1) multi-family lot proposed for up to 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.

- **Residential Planned Development No. 2003-01, Tentative Tract Map No. 5405, General Plan Amendment No. 2003-01, Zone Change No. 2003-01 (K. Hovnanian Homes):**

Description: Seventeen (17) single-family detached affordable units and subdivision of 2.02 acres into seventeen (17) residential lots, in partial fulfillment of affordable housing requirements for the West Pointe project (Tract 5187). The remaining required affordable housing is to be met through payment of in-lieu fees by Tract No. 5187. Submitted on January 14, 2003.

Entitlement Status: The project was approved by the City Council on August 20, 2003. A Lot Line Adjustment was approved to provide consistency with the contour grading plan.

Condition Compliance Status: The final map was approved by City Council on December 20, 2006. Zoning clearances have been issued for fine grading, construction, and occupancy of all homes.

Building and Safety Status: Construction of homes is complete.

Engineering Status: The final map has been recorded. Improvements are completed, and the site is being monitored for NPDES compliance. Fine grading plans have been approved. SCE grant of easement has been reviewed, and subordination language has been added to the deed as part of the City Council Agenda Report for easement dedication. Memo of March 13, 2008 referenced in Tract 5187 has items for Tract 5405 that are being completed. Bonds submitted by ORA Brighton 17, LLC have been exonerated, and replacement bonds from K. Hovnanian have been approved and sent to City Clerk's office. The homes and sound wall for TR5405 are complete. Sidewalk, curb and gutter repairs are complete. Pavement repairs and final cap are pending.

- **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 has 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 has been signed by Toll Brothers and submitted to the City for execution.

Approval Authority: City Council

Condition Compliance Status: An Early Grading Agreement was executed and mass grading has begun. 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 (2) model homes are complete, and construction of production homes are underway. The applicant has submitted plans for the recreation area/tot lot.

Building and Safety Status: Constructing is proceeding. Permits for 42 homes have been issued.

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.

- **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: Toll Brothers purchased the project from KB Home on November 30, 2009. Toll Brothers originally indicated an 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 a total of

113 houses have been approved, including the construction of a new model home. Final occupancies have been issued for a total of 102 houses.

Building and Safety Status: Construction is proceeding. Permits for 127 new home permits have been issued

Engineering Status: All grading, street, storm drain, water and sewer improvements have 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.

Approval Authority: City Council

Condition Compliance Status: **No change since last report.** 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: 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 will expire unless a complete application is 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.

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 (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 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: 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 application is currently undergoing review.

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 Permit No. 2010-02, (Formerly Residential Planned Development Permit No. 2003-02), General Plan Amendment No. 2003-02, Zone Change No. 2003-02, Vesting Tentative Tract Map No. 5425 (Shea Homes):**

Description: Ninety-nine (99) duplex style and detached condominium dwellings and a recreation facility on 15.13 acres, located at the terminus of Fremont Street, south of Los Angeles Avenue (Hwy 118) and east of Majestic Court. This project is proposed to be built together with, and as an extension of, Tract No. 5133/RPD No. 98-01. The General Plan Amendment, Zone Change, Vesting Tentative Tract Map and original Residential Planned Development were submitted on March 14, 2003. Residential Planned Development No. 2003-02 has since expired. The applicant has subsequently submitted Residential Planned Development 2010-02, and that application is currently being processed.

Entitlement Status: The City Council originally approved this project and Development Agreement on April 6, 2005. The Vesting Tentative Tract Map remains valid, consistent with the Development Agreement approved for the project. On March 17, 2010, the City Council approved a modification to relocate the required recreation center from the southeast corner of Vesting Tentative Tract Map No. 5425 to the western edge of Vesting Tentative Tract Map No. 5425, North of Majestic Court. Residential Planned Development Permit No. 2010-02, replacing the expired Residential Planned Development Permit No. 2003-02, was approved by the City Council on June 15, 2011.

Condition Compliance Status: The final map was recorded on December 13, 2013. Permits have been issued for all 99 units. Construction of all homes is complete and all homes are occupied.

Building and Safety Status: Construction of homes is complete.

Engineering Status: . Grading, street and storm drain improvements have been completed except for the final asphalt cap. The Final Map has been approved by City Council and recorded in the Ventura County Recorder's office. The Los Angeles Avenue widening improvements including the soundwall have been completed. Improvements to Fremont Street have been completed except for the final asphalt cap. Shea is preparing to repair Majestic Court and Moorpark Avenue, as well as cap Edenbridge and the interior streets. The LOMR-F for all phases are on file. Shea is completing the basin improvements and the storm drain line connecting the Tract No. 5133 and Tract No. 5425 basins. The Tract

No. 5133 basin will outfall to the Arroyo Simi. Shea is also accomplishing repair work in the Arroyo at the request of the County.

- **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: **No change since last report.** Development Review Committee reviewed the proposed project on October 9, 2012. Applicant has been responding to comments from staff and outside agencies and review of proposed project and application is underway. On February 26, 2013, Planning Commission held a public hearing, accepted testimony, closed the hearing and recommended approval of the project to the City Council. Staff has also entered into an Amendment No. 5 of the professional services agreement with KOA Corporation to have an updated traffic analysis completed for this project. The Planning Commission reviewed the proposed Development Agreement on June 4, 2013, and adopted a resolution recommending approval by City Council. The project will be presented to City Council once a revised development agreement is completed.

Approval Authority: City Council

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. 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 proposed 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: **No change since last report.** The Application was determined complete prior to the December 4, 2015 expiration of the authorization to accept a General Plan Amendment. The application is currently undergoing environmental review. Required studies have been conducted, and reports are under review.

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 first quarter of 2017.

Condition Compliance Status: 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: 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; and Development Agreement No. 2015-03 (Sky Line 66 LLC c/o Menashe Kozar):**

Description: A proposed 66-unit townhome community on 4.01 acres on the south 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: **No change since last report.** The Application is complete and is currently undergoing environmental review. Required studies have been conducted.

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 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 has indicated their intent to submit plans for grading and construction early in 2017.

Building and Safety Status: No activity at this time.

Engineering Status: No activity at this time.

- **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: **No change since last report.** The Application remains incomplete at this time. A revised site plan was submitted on January 19, 2017. The authorization to accept a General Plan Amendment application will expire unless a complete application is received by April 15, 2017. The application is

currently undergoing environmental review. Required studies have been conducted.

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

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: The application is currently undergoing evaluation and environmental review. Required studies have been conducted.

Condition Compliance Status: No activity at this time

Building and Safety Status: No activity at this time

Engineering Status: No activity at this time

### **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. The entitlements for this project will expire on January 21, 2016, unless a 1-year extension is granted. On December 2, 2015, the applicant requested a one year extension to January 21, 2017, which was approved on January 5, 2016. Grading and landscape plans have been submitted and are currently under review.

Building and Safety Status: Plan check is complete for this project.

Engineering Status: Grading plans have been reviewed and returned to the project engineer for corrections. The development will utilize the previously constructed detention basin to comply with the post-construction BMP requirements.

- **Commercial Planned Development Permit No. 2012-02 and Conditional Use Permit No. 2012-07 (Kim Clement Center):**

Description: A request for a 25,143 Square-Foot Church on a 2.78 Acre Lot at 13960 Peach Hill Road, on the Application of Hollee L. King, AICP/Sites Pacific, Inc. for the Kim Clement Center.

Entitlement Status: This project was originally approved by the City Council on May 15, 2013. An extension was approved by the Community Development Director on February 19, 2014, extending the CPD Permit to May 15, 2015. On October 8, 2014, the applicant submitted an application for a modification to the project approvals to allow for a larger church building on the project site. This modification was approved by the City Council on December 17, 2014. The applicant has requested a final one year extension.

Approval Authority: City Council

Condition Compliance Status: A Zoning Clearance for Plan Check was issued on March 3, 2015.

Building and Safety Status: No activity at this time.

Engineering Status: Grading and improvement plans have been reviewed. Comments were forwarded to the engineer. A resubmittal is still pending.

- **Commercial Planned Development No. 2016-01 and Conditional Use Permit No. 2016-04 (Apricot Lane Market):**

Description: A request to allow construction and operation of a new two-story food market, restaurant with alcoholic beverage sales, banquet room commercial kitchen, and microbrewery in two buildings totaling 16,734 square-feet on 1.23 acres of land at 44 High Street.(Apricot Lane Market) (Submitted on June 22, 2016).

Entitlement Status: On November 16, 2016, the City Council adopted Resolution No. 2016-3555 approving this project with conditions.

Approval Authority: City Council

Condition Compliance Status: No activity at this time.

Building and Safety Status: No activity at this time.

Engineering Status: No activity as this time.

## **Industrial Planned Development Permits**

- **Modification No. 2 to Industrial Planned Development (IPD/DP) No. 300 (McKently Malak Architects):**

Description: A request to construct a two-Level parking structure containing 206 parking spaces to allow sufficient parking for office use located at 5898 Condor Drive.

Entitlement Status: On March 5, 2014, the City Council adopted Resolution No. 2014-3279 approving this project with conditions.

Approval Authority: City Council

Condition Compliance Status: **No change since last report.** Parking structure was finalized on April 25, 2016.

Building and Safety Status: Construction is complete.

Engineering Status: A Grading permit has been issued; grading and compaction have been certified for the parking structure's construction. An encroachment permit was issued for the new fire water line connection. To receive a final occupancy, the developer will need to complete all onsite grading and provide a final grade certificate and report. The report has been received and the parking structure can be used. Developer must now sign a covenant to address the maintenance obligations of the underground basin.

- **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 underway. Buildings D through J are complete and tenant improvements are proceeding. Buildings B1, B2, and C are approved and under construction.

Building and Safety Status: Construction is complete on five shell buildings.

Engineering Status: 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.

- **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.

Approval Authority: City Council

Condition Compliance Status: No activity at this time.

Building and Safety Status: No activity at this time.

Engineering Status: 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.

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

Description: Seventeen (17) lot industrial subdivision 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: The applicant is currently working with staff on preparing an Amended Tract Map and Development Agreement. The original proposal 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, a new Tentative Tract Map application was submitted to incorporate changes to TR 5147 consisting of access alternatives and internal tract circulation. A new map number (5906) was assigned by the County Surveyor. 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: **No change since last report.** The developer is working with staff on meeting the requirements for the Final Map.

Building and Safety Status: No activity at this time.

Engineering Status: **No change since last report.** 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.

### Conditional Use Permits

- **Conditional Use Permit No. 2003-05 (formerly Conditional Use Permit No. 706, Major Modification No. 1) (National Ready Mixed Concrete Co.):**  
Description: Continuation of the existing operation of concrete manufacturing, sales delivery plant, at 13950 Los Angeles Avenue. Submitted January 23, 2002.

Entitlement Status: A public hearing before the Planning Commission was scheduled for June 23, 2009, and was continued to August 25, 2009 at the applicant's request. At the August 25, 2009 meeting, the Planning Commission continued the item to a date uncertain with the public hearing still open. The Conditional Use Permit was approved by the Planning Commission at a Special Meeting on December 6, 2016

Approval Authority: Planning Commission

Condition Compliance Status: No activity at this time.

Building and Safety Status: No activity at this time.

Engineering Status: Staff has met with Stantec (previously Penfield and Smith which was purchased by Stantec), the City's consultant, to review the design plans for Princeton Avenue adjacent to the project site. The right of way needs have been established and presented to National Ready Mix. Acquisition of right of way and temporary construction easements is pending resolution of issues between NRM and neighboring property, Bennett.

- **Conditional Use Permit No. 2016-03 (76 Gas Station):**

Description: A request for a service station renovation with a new 2,484 square-foot convenience store with beer and wine sales for off-site consumption at 13800 Princeton Avenue (76 Gas Station) (submitted on July 14, 2016).

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Entitlement Status: On September 27, 2016, the Planning Commission adopted Resolution No. 2016-612 approving this permit with conditions.

Approval Authority: Planning Commission

Condition Compliance Status: A Zoning Clearance for Plan Check was issued on December 14, 2016.

Building and Safety Status: No activity at this time.

Engineering Status: No activity as this time.

- **Conditional Use Permit No. 2016-05 and Modification No. 2 to Commercial Planned Development No. 2004-03 (Verizon Wireless):**

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 (submitted on December 2, 2016).

Entitlement Status: Application is under review

Approval Authority: City Council

Condition Compliance Status: No activity at this time.

Building and Safety Status: No activity at this time.

Engineering Status: No activity as this time.

**Home Occupation Permits**

5 Home Occupation Permits were issued in October 2016.  
 3 Home Occupation Permits were issued in November 2016.  
 4 Home Occupation Permits were issued in December 2016 (through 12/21).

12 ANNUAL TOTAL AS OF DECEMBER 2016 (through 12/21)

**Building and Safety Activity**

**September 2016**

Permits Issued	Decrease From Last Year to Date	Total Valuation	Decrease From Last Year to Date	Inspections	Decrease From Last Year to Date
112	-22%	\$6,497,217	-41%	333	-36%

**October 2016**

Permits Issued	Decrease From Last Year to Date	Total Valuation	Decrease From Last Year to Date	Inspections	Decrease From Last Year to Date
98	-21%	\$2,906,308	-35%	374	-35%

**November 2016**

Permits Issued	Decrease From Last Year to Date	Total Valuation	Decrease From Last Year to Date	Inspections	Decrease From Last Year to Date
113	-14%	\$7,020,244	-12%	327	-32%

**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

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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.

**Special Events**

- None are under review at this time.

**Code Compliance Activity**

**October 2016**

Formal Cases Opened	Cases Closed	Informal Investigations Opened	Informal Investigations Resolved	Inspections Conducted
18	21	31	29	81

**November 2016**

Formal Cases Opened	Cases Closed	Informal Investigations Opened	Informal Investigations Resolved	Inspections Conducted
22	20	36	31	74

**December 2016**

Formal Cases Opened	Cases Closed	Informal Investigations Opened	Informal Investigations Resolved	Inspections Conducted
19	4	30	22	51

- **Business Registration Activity**

**October (New):**50

**October (Renewals):** 208

**November (New):** 50

**November (Renewals):** 205

**December (New):** 41 (thru 12/28/16)

**December (Renewals):** 189

**Fiscal YTD (New):** 284 (thru 12/28/16)

**Fiscal YTD (Renewals):** 1250

## FINANCE DEPARTMENT

- **Fiscal Year-end 2015/16:** Rogers, Anderson, Malody & Scott, LLP (RAMS), our independent auditor, performed the interim audit work on May 25-26. Final audit work was performed the week of September 26-30. The City received the Government Finance Officers Association (GFOA) Financial Reporting Award for the 2015 CAFR. General Fund finished FY 2015-16 with a surplus of about \$2.8 million. CAFR production is delayed until January due to Tyler InCode finance software implementation.
- **CalPERS Actuarial Report.** In August 2016, CalPERS released the June 30, 2015 actuarial report for the City. The employer “normal cost” rate for FY 2017-18 has increased 0.041% from 8.377% to 8.418%. The “unfunded liability” payment has increased from \$92,500 to \$112,327. The City’s CalPERS payroll is approximately \$5.1 million; therefore this increases our cost by \$22,000 for FY 2017-18. The funded status of the plan using the market value of assets is 93%. Liability is \$28.5 million, market value of assets is \$26.7 million; therefore an unfunded liability of \$1.8 million. Ideally, the plan should be 100% funded. This includes the \$3.6 million paid January 2015 to fully fund the unfunded liability amount reported as of June 30, 2014. The 93% funded status is an improvement on the 85% funded status as of June 30, 2014. In December, CalPERS voted to reduce the discount rate from 7.5% to 7.0%. This will increase the unfunded liability going forward. A very rough estimate of the increase is \$2 million; therefore \$3.8 million estimated unfunded liability. This will also increase the annual employer share of contributions an estimated \$105,000 per year to begin in FY 2018/19 and continue to increase annually until 2024/25.
- **Accounts Receivable/Collection Agency:** Financial Credit Network (FCN) started their preliminary work on October 2006. One hundred and four (104) accounts or \$71,309 were assigned, of which, \$16,878 have been cancelled. To date, FCN has successfully collected \$19,718 or 36%; and closed two (2) account or \$153.97 due to bankruptcy. Seventy-six (76) accounts or \$34,712 remain outstanding as of December 31. Active accounts are continually being monitored so late notices will be promptly sent to any delinquent account holders.

As of December 31 the outstanding balance on active accounts is \$78,012 (false alarm - \$32,775; graffiti restitutions - \$35,397; social host fines - \$5,000 and NSF - \$4,840). The monthly lease revenue on 13 properties is \$39,068.

### Priorities, Goals and Objectives

- **Evaluate existing financial policies and procedures and consolidate them as part of City Council Policies Resolution by January 31, 2016. (Objective IV.A.15):**

Status: Project has assumed a lower priority due to financial system conversion and changing banking institutions.

- **Upgrade financial software by January 31, 2016, and subsequent integration of on-line permitting and code compliance reporting by December 31, 2016. (Objective IV.A.16):**

Status: Staff recommended and City Council approved a contract with Tyler Technologies to provide new financial software for the City as well as a new permitting, planning, business registration software. The total projected cost proposed for the project implementation is \$350,000. The City and Tyler signed the contract in September 2015. Information Systems staff has purchased a new virtual server environment and installation occurred in December 2015. Business Process Review conducted and report submitted by Tyler consultant, Steve Coggins on January 22, 2016. Current Pentamation Finance software database and hundreds of reports delivered to Tyler on March 11, 2016; thus beginning the conversion process. Tyler software was installed on the city server on March 18, 2016. On May 23, Tyler consultant staff was on-site for the security and administration set-up. From May 31 through June 23 Tyler consultant was on-site for set-up and training of other financial modules. User-end training occurred in July and August 2016. Parallel payroll and user acceptance testing (UAT) performed in September, neither item completed satisfactorily. Tyler consultant returned on October 17 with the goal to finish parallel payroll and UAT first. Implementation and "GO-LIVE" occurred in November 2016 for the financial system: General Ledger, purchasing, accounts payable and personnel management. Payroll, cashiering and bank reconciliation occurred in late November. Pentamation payroll ran parallel through the last paycheck in December 2016 as a backup for W-2 and year-end processing. 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). This should be implemented in the spring of 2017. Accounts Receivable is scheduled to "GO-LIVE" in February. The permitting software is planned to be implemented in 2017.

- **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 a separate database in Excel or Access. Citation payments have started to come in and appropriate revenue codes have been established in the RMS and Fund Accounting applications to capture these transactions.

- **Investment Activity:** The City currently has \$3.0 million in LAIF. The 2016 current LAIF yield is 0.68 percent.

The balance in the Ventura County Pool is \$25 million. At the end of December 2016, the yield rate in the Pool was 0.95 percent.

The securities account portfolio balance is \$79 million, with Union Bank as the custodian. \$44 million mature within three years while the remaining \$35 million mature from three to five years. The average portfolio yield is currently 1.6 percent.

The City has \$5.3 million in Certificates of Deposit (CDs) with an average yield of 2.0%.

## MOORPARK POLICE DEPARTMENT

### Administration:

- **Staffing Changes:** During the fourth quarter of the year, we had the following staff changes at the Moorpark Police Services Center:
  - Raul Troncoso was hired as a Moorpark Cadet.
  - Fatima Cabrera was hired as a Student Worker III at the Moorpark Station.

### Volunteers in Policing (VIP's):

- **Hours Worked / Team Status:** In the fourth quarter, twenty (20) Moorpark Police Volunteers worked a total 1,187.25 hours. Two (2) new VIP's passed background in December and will start in January.
- **October:** Our October meeting entailed the second Streetlight Detail of the year. Thirteen (13) VIP's enjoyed pizza before heading out to find a total of fifteen (15) streetlights either out or malfunctioning. Seven (7) Volunteers helped at the Beer Festival on October 1<sup>st</sup> and three (3) VIP's watched for runners and traffic during the Mammoth Run on October 9<sup>th</sup>. Drug Take-Back Day, October 22, was monitored by one Volunteer and a Deputy.
- **Country Days Parade and Street Festival:** Fourteen (14) VIP's worked this event on October 8<sup>th</sup>. They held stationary posts, directed vendors and assisted the public.

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- **November:** Training was a review presented by a Volunteer on 10 Codes, Alpha Codes and Tow forms. The Volunteers planned for December activities and events. Several VIP's attended an all-day report writing class to learn the new system. Two (2) VIP's helped at the academy on November 18, role-playing as injured victims.
- **December:** No meeting was held in December due to many activities surrounding the month. The VIP's, as a unit, adopted a needy family for Christmas and provided them with gifts they needed, food, and gift certificates as well as a new T.V.
- **Patrol Duties:** The Volunteers continued to patrol the streets, check gas pumps for illegal devices, monitor parks, assist in the front office and on special projects, provide traffic support to deputies, maintain equipment, and assist cadets with street sweeping citations. Throughout October, two (2) VIP's worked the MHS Football games, assisting cadets with parking. On "Black Friday" as well as December 26<sup>th</sup>, the VIP's were out patrolling the shopping centers in town being the "eyes and ears."

**Patrol Services:**

- During the third quarter of the year, patrol officers responded to 2,335 calls for service, made 2,145 traffic stops, 218 subject / pedestrian stops, and handled 139 follow-up investigations. Deputies conducted 63 planned probation & parole searches in Moorpark.

**Detectives:**

- **Massage Parlor Compliance Checks:** On 10/19/2016, at approximately 1030 hours, Moorpark Detectives, Sheriff's Intel, Sr. Deputy Purnell, and City of Moorpark officials conducted compliance checks at all of the local massage parlors. There were six locations identified by the city as massage parlor businesses. The compliance checks resulted in 3 of the 6 businesses being "red tagged" by the city and closed. The remaining three locations had only minor violations and remained open. On 10/20/2016, 2 of the 3 businesses that were "red tagged" were allowed to correct the violations and re-opened for business. The last location, "Elite Massage," advised the city they would not be correcting the violations and were no longer going to be conducting business in Moorpark.

The compliance checks are an ongoing effort by the Sheriff's Office and City of Moorpark to ensure there is no unlawful activity taking place at local massage parlor businesses.

- **School Security Walk Thru's:** During the week of November 28, Sgt. Hendren and Senior Deputy Purnell met with school administrators and conducted security

inspections at all of the schools located within the Moorpark School District, including the district office. The inspections were to help school administrators prepare for and react to violent incidents occurring on school campuses.

- **Arson:** On 12/04/2016, at approximately 2305 hours, (A) Marbi Rodriguez lit a vehicle on fire at 501 E. Los Angeles Avenue. Rodriguez had also lit a vehicle on fire at the same location two days prior, although the first incident was deemed to have possibly been an electrical fire. Both vehicles were used by Rodriguez' estranged wife who lived at the location and was in a dating relationship with a new man. Rodriguez was seen leaving the scene at a high rate of speed by patrol deputies and he was stopped and arrested. Rodriguez admitted to both arsons and he was booked into the PTFD.
- **Shoplift:** On 12/07/2016, at approximately 2230 hours, patrol deputies were dispatched to a theft in progress at Kohl's (872 E. Los Angeles Avenue). Deputies arrived within a few minutes, but the suspect had already fled the area in a vehicle. Deputies on scene broadcasted the vehicle description and an alert patrol deputy located the vehicle being driven in Newbury Park. The vehicle was stopped and the suspect (A) Ashala Patton was arrested for the theft from Kohl's. All of the stolen property was recovered from Patton's vehicle.
- **Road Rage / Weapons Arrest:** On 12/13/2016, at approximately 1511 hours, patrol deputies were dispatched to a road rage incident in progress on SR 118 at Los Angeles Avenue. Station detectives and SED units also responded. Both involved vehicles were ultimately located and stopped on Grimes Canyon Road, heading towards Fillmore. Once they exited the SR 118 onto Los Angeles Avenue one party brandished a machete and stated he was going to kill the first party. The first party then got scared and attempted to drive to the Moorpark Police Station but missed the driveway to the police station and pulled into the parking lot at 612 Spring Road. The second party followed the first party into the parking lot and pulled a shotgun from the trunk of his vehicle. The first party fled the parking lot in his vehicle and the second party continued to follow in his vehicle. An uninvolved witness called and reported the incident and gave updated information until deputies arrived. Both parties were arrested and booked.
- **Stolen Diesel Fuel / Recovered Stolen Van:** On 12/10/2016, at approximately 1912 hours, patrol deputies were dispatched to 13950 E. Princeton Avenue, reference an audible alarm call. Deputies arrived on scene and discovered suspects had cut locks to the gates at the location and driven a white van into the commercial yard. The van had two large storage tanks concealed in the cargo

area and they were full of diesel fuel. Upon further investigation, it was determined the diesel fuel had been siphoned from several concrete trucks at the location. The van was found to be a stolen vehicle from the San Bernardino area. Detectives are following up on evidence that was located inside the van, but at this time the suspects have not been positively identified. There is also DNA evidence that is pending.

- **Criminal Threats:** On 12/27/2016, at approximately 0945 hours, patrol deputies were dispatched to the Arroyo Vista Community Park, reference a subject that threatened the victim. Upon arrival the suspect was gone and the victim stated the suspect threatened to kill her. Deputies recognized the suspect description and believed the suspect was (A) Steven Saucedo, a parolee recently released from custody. Deputies located Saucedo and were able to establish that he was the suspect in this case. Saucedo was arrested and booked for the criminal threats.
- **Pursuit:** On 12/31/2016, at approximately 0332 hours, patrol deputies received a call for service at 538 Sierra Avenue, reference subjects attempting to steal items from the victim's vehicle. The victim advised the subjects were associated with an orange Suburban. Deputies arrived in the area and quickly located the Suburban and attempted to initiate a traffic stop. The Suburban failed to yield and led deputies on a 21 mile vehicle pursuit that ended on Baja Vista Road in Camarillo. The driver, (A) Richard Ponder, was arrested and booked. Detectives are investigating to determine the identity of other parties involved in attempting to steal items from vehicles.

**SED:**

- **Gang Graffiti:** On 10/26/2016, Moorpark Deputies responded to a call of vandalism in progress at Princeton / Condor in Moorpark. SED Detectives also responded and contacted (A) Michael Cabeza in the area. SED Detectives recognized Cabeza from prior contacts and knew he was on probation. Cabeza also matched the description of the suspect provided by a passerby. SED Detectives searched Cabeza and his vehicle and located evidence linking him to the gang graffiti. Cabeza also had fresh paint on his hands and clothing. Cabeza was arrested for PC 594(b)(2)(A) and PC 186.22.
- **Gang Graffiti / Burglary / Vandalism:** Between 11/24/2016 and 11/28/2016, several juveniles entered a vacant apartment at 50 Majestic Court and vandalized it. There was gang graffiti written on walls, other types of graffiti and writings on walls, and damage to the carpeting throughout the apartment. SED Detectives began investigating the incident and quickly identified two suspects

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(juveniles). Both suspects were interviewed and arrested for the incident. Detectives are still working to identify other juveniles that were involved. Investigation is ongoing.

- **Theft from Vehicle / Identity Theft:** On 12/06/2016, patrol deputies responded to 13698 Chesterfield Drive, reference a theft report. Deputies determined an unknown suspect entered the victim's unlocked vehicle and stole several items, including credit cards. SED detectives followed up on the case and determined the victim's credit cards were used at several locations in Camarillo. Detectives were able to obtain video surveillance of the suspects using the credit cards. Detectives identified the suspects as (A) Joshua Butcher and (A) Melanie Richardson. Butcher and Richardson were arrested for identity theft. Detectives are still investigating to determine if Butcher and Richardson are responsible for other similar thefts in the area.

**SRO:**

- **Child Annoying:** On 12/02/2016, SRO Hernandez was informed of an adult male subject that was sending inappropriate messages, via a social media site, to a female juvenile high school student. SRO Hernandez coordinated with SED detectives and was quickly able to identify the suspect. The suspect was contacted, admitted to sending the messages and was arrested for child annoying.
- **Fight:** On 12/09/2016, SRO Hernandez received information concerning a fight that was supposed to take place in a park after school. SRO Hernandez coordinated with patrol units and was able to break up the fight as it was occurring. Several juveniles were contacted and detained. The fight resulted in one juvenile receiving a small laceration on his head and a swollen lip, and he was unwilling to identify other involved parties. SRO Hernandez ultimately interviewed 20 students that were in the area. The injured student and his parents did not want a battery report. SRO Hernandez provided all of the information to Moorpark High School Staff and several students were suspended from school for their actions.

**Beat Coordinator:**

- **Nextdoor (Virtual Neighborhood Watch):** The number of households signed up on Nextdoor has increased to 4580 households since Moorpark PD joined Nextdoor. Several informative posts were made ranging from safety tips to community information.

- **Twitter:** Moorpark PD's number of Twitter followers have continued to increase to almost 1300 followers, and MPD made numerous posts to Twitter.
- **Excessive Alarm Call Notifications:** Several notifications were made at various businesses and residences throughout the city to help curb the number of false alarms.
- **City Permit Reviews:** Several Conditional Use Permits, Temporary Use Permits, Administrative Permits, Lot Line Adjustment, Residential Planned Developments, ABC Applications, Film Permits, and Lighting Plans were reviewed and input given.
- **Massage Parlor Compliance Checks:** Code Enforcement, the Beat Coordinator, Detectives, and the Intelligence Unit conducted massage parlor compliance checks at all massage parlors in the city after receiving complaints of illegal activities occurring at one of the establishments. Three of the businesses were red-tagged, and evidence of possible illegal activity was noted at three of the locations.
- **Beer Festival & Country Days:** The Beat Coordinator prepared and implemented the staffing and game plans for both events. There were no major issues at either event.
- **Calls from Villa del Arroyo Management:** The Beat Coordinator was contacted several times by Villa del Arroyo management regarding several separate issues ranging from illegal narcotic sales to illegally stored vehicles. The BC spoke with the Special Enforcement Detail regarding the drug information, and they are investigating the allegations.
- **Flory School Red Ribbon Week Event:** The Beat Coordinator scheduled representatives from SWAT, Bomb Team, K-9, and Motors to attend an event at Flory School. The event was a success, with no issues.
- **Child Custody Issues:** The Beat Coordinator was contacted by patrol regarding an on-going child custody exchange issue that was taking up exorbitant amounts of patrol time, as one of the parents placed a call for service each time the exchange was to take place. The BC arranged with both parents to conduct the exchange in the MPD lobby with the BC present, instead of calling dispatch to have patrol deputies respond each time.
- **Neighborhood Watch Signs:** The new signs were delivered the last week of October. The Beat Coordinator worked with Public Works staff on a plan for installing the new signs, and most of the signs have now been installed.

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- **Black Friday:** The Beat Coordinator arranged for extra patrol to be conducted at the shopping centers on Black Friday. No major concerns were noted.
- **Code Enforcement:** The Beat Coordinator was advised by patrol deputies of a hoarder house on Reedley which posed a safety issue. The BC contacted Code Enforcement, who promptly contacted the homeowner and red tagged the residence. The red tagged status has recently been changed to yellow tag to allow for cleanup. At Code Enforcement’s request, the BC posted an extra patrol request for the location.
- **Toy Donations for Christmas:** The Beat Coordinator was contacted by several community groups / Moorpark residents who wanted to donate toys for the Sheriff’s Toy drive. The BC coordinated the donation efforts.

**Press Releases:**

- The Moorpark Police Department provided the following News Stories to the community:
  - Pedestrian Hit by Train Fatality
  - National Prescription Drug Take-Back Day
  - New Neighborhood Watch Signs
  - Sex Registrant Compliance Sweep (Multiple Jurisdictions)
  - Missing at Risk Subject Located
  - Hit & Run (Severe Injury)

**TRAFFIC COLLISIONS**

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>Non-Injury</b>	15	10	11	14	13	8	15	6	18	15	9	18	<b>152</b>
<b>Injury</b>	5	10	11	9	4	6	8	4	9	9	9	18	<b>102</b>
<b>Hit &amp; Run</b>	2	0	3	2	3	3	3	3	3	0	3	1	<b>26</b>
<b>DUI / TC</b>	0	0	3	1	1	2	1	1	0	1	3	4	<b>17</b>
<b>Fatal</b>	0	0	1	0	0	0	0	0	0	0	1	0	<b>2</b>
<b>Total</b>	22	20	29	26	21	19	27	14	30	25	25	41	<b>299</b>

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>Non-Injury</b>	12	13	10	15	13	14	11	11	15	14	6	11	<b>145</b>
<b>Injury</b>	7	3	10	13	15	12	6	7	15	11	5	8	<b>112</b>

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<b>Hit &amp; Run</b>	1	1	6	2	1	1	4	0	1	1	6	8	<b>32</b>
<b>DUI / TC</b>	3	3	2	1	2	3	1	0	0	2	0	1	<b>18</b>
<b>Fatal</b>	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>Total</b>	23	20	28	31	31	30	22	18	31	28	17	28	<b>307</b>

**CITATIONS**

<b>2015</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total YTD</b>
<b>Movers</b>	296	201	234	235	289	248	330	340	199	318	300	248	3238
<b>Fix-it</b>	80	45	43	42	60	50	43	52	53	61	49	30	608
<b>Parking</b>	255	248	242	359	287	370	345	381	353	264	199	167	3470
<b>Total</b>	631	494	519	636	636	668	718	773	605	643	548	445	7316

<b>2016</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total YTD</b>
<b>Movers</b>	274	427	573	464	370	433	375	350	272	243	362	222	4365
<b>Fix-it</b>	43	75	93	66	74	62	68	72	69	62	80	71	835
<b>Parking</b>	138	192	276	374	270	128	223	341	207	237	205	354	2945
<b>Total</b>	455	694	942	904	714	623	666	763	548	542	647	647	8145

**CELLPHONE / DISTRACTED DRIVING VIOLATIONS**

<b>2015</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total YTD</b>
<b>Cell Phone</b>	55	37	48	60	69	56	67	103	44	36	74	36	685

<b>2016</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total YTD</b>
<b>Cell Phone</b>	83	131	131	204	72	51	92	92	49	46	58	18	1027

**COMMERCIAL TRUCK VIOLATIONS ON SR 118**

<b>2015</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total YTD</b>
<b>Wrong Lane</b>	27	16	18	19	36	33	29	35	18	27	28	6	292
<b>Other Moving</b>	14	6	13	10	14	32	25	11	14	15	11	11	176
<b>Parking</b>	11	9	14	9	17	7	13	15	15	16	18	5	149
<b>Total</b>	52	31	45	38	67	72	67	61	47	58	57	22	617

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2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>Wrong Lane</b>	11	30	53	15	24	25	35	30	9	15	39	30	<b>316</b>
<b>Other Moving</b>	5	13	35	10	15	7	26	14	9	14	25	18	<b>191</b>
<b>Parking</b>	6	12	21	16	24	14	10	16	12	10	23	17	<b>181</b>
<b>Total</b>	22	55	109	41	63	46	71	60	30	39	87	65	<b>688</b>

**ALARMS**

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>Total</b>	47	30	50	41	44	53	55	58	50	61	73	69	<b>631</b>
<b>Actual</b>	0	1	0	0	0	0	0	0	0	0	0	0	<b>1</b>

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>Total</b>	56	65	53	56	56	61	68	76	54	61	70	78	<b>754</b>
<b>Actual</b>	0	0	0	0	0	0	0	0	0	0	0	1	<b>1</b>

**PART I CRIMES 2015**

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>Homicide</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Rape</b>	0	0	0	0	0	0	0	0	0	1	1	1	3
<b>Criminal Sexual Assault</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	2	0	1	0	0	1	1	0	2	0	7
<b>Assault</b>	0	0	0	0	1	0	0	0	0	0	0	0	1
<b>Assault Aggravated</b>	1	2	1	4	1	0	2	4	3	1	2	1	22
<b>Burglary Residential</b>	2	4	2	2	0	3	2	0	3	1	1	2	22
<b>Burglary Commercial</b>	2	8	1	3	1	0	2	1	2	0	12	1	33
<b>Burglary</b>	0	0	0	0	0	1	0	0	0	0	0	0	1
<b>Burglary Vehicle</b>	6	3	3	2	0	1	1	0	3	0	2	6	27
<b>Burglary Other</b>	4	3	1	0	1	2	0	0	0	7	0	0	18

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<b>Theft</b>	4	3	1	3	1	1	3	1	0	2	2	0	21
<b>Theft-Grand</b>	4	4	8	2	3	5	3	6	7	2	5	4	53
<b>Theft-Petty</b>	12	8	13	7	9	8	8	15	14	16	10	16	136
<b>Car Theft</b>	2	2	1	0	4	2	0	2	5	4	0	7	29
<b>Arson</b>	0	0	0	0	0	1	0	0	0	0	0	0	1
<b>Total</b>	37	37	33	23	22	24	21	30	38	34	37	38	374

**PART I CRIMES 2016**

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>Homicide</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Rape</b>	0	0	1	1	0	1	0	1	0	0	0	2	6
<b>Criminal Sexual Assault</b>	0	0	1	1	0	1	1	0	0	0	1	1	6
<b>Robbery</b>	1	0	0	1	0	1	1	0	0	0	0	0	4
<b>Assault Aggravated</b>	1	2	0	0	1	2	1	0	0	2	0	0	9
<b>Burglary Residential</b>	1	3	3	10	3	1	4	5	2	2	2	1	37
<b>Burglary Other</b>	1	1	1	3	3	3	2	0	5	2	0	1	22
<b>Theft-Grand</b>	8	5	5	3	9	8	9	5	6	6	5	11	80
<b>Theft-Petty</b>	14	7	5	12	6	10	18	10	13	10	7	21	133
<b>Car Theft</b>	2	1	4	2	1	3	0	1	4	2	0	4	24
<b>Arson</b>	0	0	1	1	1	1	0	0	1	0	0	2	7
<b>Total</b>	28	19	21	34	24	31	36	22	31	24	15	43	328

## PARKS, RECREATION, AND COMMUNITY SERVICES DEPARTMENT

### Administration

- **Parks/Facilities Capital Improvement Program (*Objective VI.A.8*): No change since last report.** Staff has completed a preliminary draft plan for evaluation of the City's park facilities, which assesses all playgrounds and other park amenities for age, condition, and replacement recommendations. Once finalized, the plan will also provide recommendations for future capital improvements.
- **Water Spray Attraction Location and Design (*Objective VII.A.7*): 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, and 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.
- **Construct a Wood Ball Wall at a Selected City Park: (*Objective IV.B.5*):** On September 19, 2016, staff prepared an agenda report for the Parks and Recreation Commission (Commission) to consider the location of a ball wall at a local City park. Mountain Meadows Park was recommended by the Commission. When staff presented this project to the City Council in 2009, the total project cost was estimated at approximately \$56,000. The recommendation at that time was for the installation of a masonry wall. The City Council rejected staff's recommendation due to the high costs of the project. However, staff believes that a ball wall can be designed and installed for half the cost that was originally estimated. The ball wall would be constructed similar in design to the ball walls installed at local schools, which consists of plywood and wood framing. Staff will bring this item to the City Council for consideration in February.
- **New City Library (*Objective IV.A.25, IV.a.26*):** 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. Staff is in the process of preparing an RFQ/RFP for an architect to prepare a conceptual plan and start the process to move this project forward. Staff will return to the City Council in March 2017 to select the members of the Ad Hoc Committee. Staff anticipates that the new Library will cost approximately \$11 million dollars to construct.

- **Water Rate Increases:** In order to comply with Proposition 218 (Prop 218), Ventura County Waterworks No. 1 (District) hired a consultant (Raftelis Financial Consultants, Inc.) to prepare a study and make a recommendation regarding new water rates. As required under Prop 218, the proposed water rate structure must proportionally allocate the costs of providing the service. However, the District provided an alternative analysis regarding the supply of groundwater to certain agricultural customers. The District's analysis ultimately lowered the cost of water for agricultural customers and increased the costs to all other M&I users. In November 2016, the District prepared a Notice of Public Hearing regarding the water rate increases for its customers. On December 21, 2016, staff presented a report to the City Council and discussed the need to prepare a written protest regarding the rate increases. Staff believes that the study prepared by Raftelis is fair and equitable, but does not believe that the study prepared by the District is defensible under Prop 218 because the cost of groundwater should be equally distributed to all customers, not just agricultural customers. The rate increase will result in an additional cost increase of 2% to 4% for M&I users, which is equivalent to approximately \$407,000. The direct cost increase to City operations is approximately \$32,000. This item will go before the Ventura County Board of Supervisors on February 28, 2017.

## Recreation

- **Contract Classes:** Enrollment for classes and specialty camps in October, November, and December, which includes figures from the last two months of fall and the first month of winter, totaled 108, with gross revenue of \$5,585. The preschool program is not included in these figures. Preschool enrollment totaled 191 for October, November, and December with a gross revenue of \$43,425.
- **Camp Moorpark:** Fall Camp Moorpark ran on October 3, 12, and 31 and November 21-23, with a total attendance of 156 and revenue of \$5,169. The first half of Winter Camp Moorpark ran December 27-30, with a total attendance of 75 campers and gross revenue of \$2,427.
- **Social Media and Promotion:** During the reporting period, the number of persons "liking" the Moorpark Recreation page reached 972, which is an increase of 33 over last reporting period. There were a total of 19 posts made to the page reaching approximately 11,300 people. The goal of the Recreation division was to reach 1,000 likes by the end of this calendar year. While this goal was narrowly missed, overall reach increased from 392 views per post to 595 views per post over last reporting period.

## Special Events

- **Fest 'n' Films:** The Halloween Fest'n'Films event had a total attendance of 150 participants. Wristbands for activity and carnival games were sold generating revenue of \$412. In addition, the event generated \$1,050 in sponsorship revenue

and \$400 in in-kind sponsorship of event attractions. While there was an increase in sponsorship revenue, there was a decrease in attendance when compared to last year. Staff attributed the decrease in attendance to the weather on the day of the event and to a lesser degree the movie selection. It was overcast with a light drizzle during the day and the forecast called for rain during the time in which the movie was supposed to begin. Goosebumps, a family friendly and Halloween appropriate movie, was the selected feature; however, the “scary” premise of the Goosebumps movie may have also excluded some families with younger children. Staff discussed selecting a “G” rated movie next year to reach a broader audience. The entertainment for the event consisted of four food vendors, eight games, three attractions, a Halloween costume contest, and a movie shown on a large screen.

- **Breakfast with Santa:** The Breakfast with Santa event was held on Saturday, December 17 and had gross revenue of \$1,930. There were two seating’s for this event, the first at 8:30 am and the second at 10:00 am. Total attendance exceeded 200, with 102 participants in each seating, an increase of 47 tickets sold over 2015. In addition, approximately 25-30 people attempted to register after the event sold out. Staff will consider adjustments to the event to help accommodate more families in 2017. Included in the event was a pancake breakfast with table service, a Starbucks coffee and tea bar, a visit with Santa, a photo booth for holiday photos, and two arts & crafts projects for children 12 and under, including a Santa photo frame and Christmas tree ornament.

## Sports

- **Adult Basketball:** The fall Adult Basketball League has concluded and registration is currently underway for the winter 2017 season. There were a total of 14 teams that participated in the fall season with 8 teams playing on Monday nights and 6 teams playing on Thursday nights. Registration for the fall season was on par with registration for the summer 2016 season and had gross revenue of \$5,190.
- **Adult Softball:** The fall Adult Softball League concluded on December 16 and there is no adult softball during the winter 2017 season. In the completed fall season there were 5 teams enrolled for Thursday night men’s C-1 division, 4 teams enrolled for Thursday night men’s C-3 division, and 7 teams enrolled for Friday night coed. Gross revenue for fall was \$6,800. Registration for the coed division remained consistent from summer to fall, but there was a decrease in registration for both Thursday night men’s divisions. Staff spoke with team managers for the Thursday night divisions and several cited commitments to coaching and/or attending their children’s sports activities as their reason for not participating in the fall league.
- **Junior Basketball League (JBL):** The fall 2016 JBL season finished on December 3. Registration for winter 2017 was held December 6-8. The winter

season will begin on January 7 with 8 teams in the rookie division, 8 teams in the junior division and 4 teams in the teen division. There are 73 participants enrolled in the rookie division, 80 enrolled in the junior division, and 40 enrolled in the teen division. The weekly “skills and drills” clinic, which started in the summer season with support from volunteer coaches, ran through the winter season with continued success. On average, the clinic has drawn 30-40 players each week, serving as a valuable addition to the program’s normally scheduled practices.

## Teens

- **Teen Volunteer Days:** There were four Teen Volunteer Days between October and December 2016. On October 22, eight volunteers contributed a total of 28 hours to assist in cleaning and organizing the Recreation Center’s storage units. On October 29, sixteen volunteers contributed a total of 64 hours to help run carnival games during the Fest N’ Films event. On December 16, eleven volunteers contributed 26.5 hours assisting with Breakfast with Santa pre-event set-up. Finally, on December 17, twelve volunteers contributed a total of 46 hours providing table service and helping in the arts & crafts room at the Breakfast with Santa event. Staff received several compliments at the Breakfast with Santa event regarding the volunteers. In total, teens contributed more than 164 volunteer hours during the reporting period.
- **Teen Council:** Teen Council met on the first Wednesday of each month in October, November, and December. Meetings focused on Teen Volunteer Days and special events, including Fest ‘n’ Films, Breakfast With Santa, and the upcoming Cupcake Challenge scheduled in February 2017. In addition, at the December meeting Teen Council met with Moorpark Library staff to discuss the possibility of a joint event, “Lazertag at the Library.” Moorpark Library staff is currently considering set-up and safety concerns, as well as speaking with City of Oxnard Library staff who held a similar event with great success.
- **Fall Cupcake Challenge:** The Teen Cupcake Challenge took place on Friday, October 21 from 6:00 to 9:00 p.m. The event attracted 6 teams with a total of 16 participants. Registration for the event was \$10 per team, earning a total gross revenue of \$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 use twisted or straight pretzels as the secret ingredient. A panel of judges viewed each team’s cupcakes and rated them based on four categories: Decorating, Texture/Fillings, Taste, and Use of Secret Ingredient. The top three teams were given certificates of recognition. Many parents and friends of the competitors were present. The winning team was invited back to the next Cupcake Challenge that will be hosted on Saturday, February 11 to defend their title of Cupcake Challenge Champions.

## Library Services

- **Library – Self Checkout (*Objective IV.A.3.*):** This Objective was to implement a Radio Frequency Identification (RFID) system with security gates at the Moorpark Library to provide a real time inventory of materials, enhance theft deterrence, and offer self-checkout of materials by June 30, 2016. Staff recommended to not implement the RFID system, but to still purchase the self-checkout station for patrons. An all-in-one computer was approved and ordered by the City for the self-checkout station using the money donated by the Moorpark Women’s Fortnightly Club fundraiser for said purpose. The cost of the project is significantly less than the donation, so the City Librarian is working to identify options for expenditure of the remaining funds. The all-in-one computer has arrived and is scheduled for installation sometime in February.
- **Library Board:** The Library Board met on November 8 and discussed the Library’s Annual Report for FY 2015/16. The City’s new Librarian Christine Conwell was introduced. The Board met again on December 13 and discussed programming for 2017.
- **Moorpark Friends of the Library (MFOTL):** The MFOTL met on November 15. The main topic of discussion was a recap of the Moorpark Country Days and The Comedy Nite event. The MFOTL President discussed her interest in putting together a spring fundraising trip to the L.A. Times Festival of Books.
- **Programming:** The Library hosted a number of events during the last three months with an Author Event and Harry Potter Festival in October, International Games Day and a Craft Buffet in November, and Holiday PJ Party and Squishy Circuits in December.

### Children’s Monthly Programs and Events:

- Little Bilingual Readers: Tuesdays at 11am. Total Attendance: 163
- Family Storytime: Wednesdays at 10:30am. Total Attendance: 395
- Preschool Learning Time: Last Wednesday of each month at 10:30am. Total Attendance:73
- PJ Storytime: Thursdays at 6:30pm. Total Attendance: 50
- Read to a Dog: First Saturday of each month at 1:30pm. October and November only. Total attendance: 34
- Reading Buddies: Tuesdays at 4pm. Total Attendance: 41
- Lego Time: Fridays at 1:30pm. Total Attendance: 62
- Harry Potter Festival: October 25, 26, 28. Total Attendance: 250
- Class Visits from Walnut Canyon K, Grade 3, 4/5. Total Attendance: 337

### Teen Monthly Programs and Events:

- Teen Book Club: First Monday of each month at 4:30pm. Total Attendance: 12
- Book Face Contest: Deadline was October 12. Total entries: 38

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- Book Makerspace: Tuesday, October 11 at 4pm. Attendance: 6
- Harry Potter Festival: October 25, 26, 28. Total attendance: 46
- YA Election Day: Tuesday, November 8 at 4pm. Attendance: 11
- Super Smash Brothers Tournament: Saturday, November 19 at 1pm. Attendance: 6
- October 10-12: conducted 9 class visits at Chaparral Middle School to English classes.

**Adult Monthly Programs and Events:**

- Adult Book Club: Second Sunday of each month at 2pm. Total attendance: 16
- Author Panel: Tuesday, November 15 at 6pm. Attendance: 14

**Outreach:**

- Wednesday, October 5 at 5pm: Young Adult Librarian, Emily Appleton attended the Moorpark Teen Council meeting and discussed with the council ways in which to increase participation at events.
- Saturday, October 8: The Librarians and staff participated in the Moorpark Country Days with a booth where they promoted library programs, services, and gave away prizes.
- Wednesday, December 7 at 5pm: Young Adult Librarian Emily Appleton and City Librarian Christine Conwell attended the Moorpark Teen Council meeting to strategize on an upcoming event/collaboration between the Library and Council.
- Wednesday, December 7 from 6-7pm: Youth Services Librarian Meg Thackoorie and Spanish speaking staff member Carol Camerano were invited to Arroyo West to participate in their Loteria night. They showed a variety of materials from our collection and spoke about the importance of parents/caregivers reading aloud every day.

**Active Adult Center**

- **Active Adults Congregate and Home Delivered Meals:** In October, November, and December a total of 896 congregate lunches were served, with 6 volunteers donating over 160 hours of service. During the last three-month period, a total of 1,303 hot and frozen lunches were delivered to seniors, with 11 volunteers donating 141 hours.
- **Senior Nutrition Program (SNP):** Meal donations totaled \$857.68 in October, November, and December, with \$689.68 coming from congregate program participants and \$168.00 from home delivered participants. The average donation for this three month period was \$.77 per meal for the congregate program and \$.13 for the home delivered program.

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- **Bingo:** Weekly Bingo game participation has declined over the last few months. The program has seen an average of about 23 participants take part in the program each week, with ten volunteers donating over 350 hours of service.
- **Information and Referral:** During the last three month period, close to 2,500 requests for information were received by phone and in person, and 7 information guides were distributed. A large amount of the information requests were about Active Adult Center programs, with the remaining requests as follows: 438 for the Senior Nutrition Program, 49 Other Information and Assistance (I&A), 83 housing and assisted living, and 47 transportation. A total of 50 newsletters were sent out by mail for the print version over the three month period, and over 900 people are receiving the newsletter via email on a monthly basis.
- **Cost Recovery Policy:** In accordance with the Cost Recovery Policy, the Active Adult Center began charging for the strength training exercise class in October, in an effort to offset partial costs associated with the class. The fee being charged is \$1.00 per class or \$24.00 if participants paid for an entire quarter in advance, which provides them a substantial discount. During the last quarter, close to 40% (34 of 60) of class participants opted to purchase the quarterly memberships at \$24 for this exercise class. The City recouped \$982 during this quarter, which is 58% of the quarterly costs of the program. The various Holidays surrounding the fall quarter may have contributed to the amount of participants who opted not to purchase the quarterly memberships. Other classes being impacted by the Cost Recovery Policy are the Gourd Art class and the Container Gardening class. During this last quarter, Gourd has recouped 100% of expenses, whereas the container gardening class has recouped close to 98% of class expenses, which meet goals set by the policy.
- **Programs and Special Events:** Some of the activities offered during October, November and December were birthday celebrations that included various themes, including a Halloween luncheon and costume contest, a Thanksgiving luncheon that included a turkey meal, and a Holiday Showcase that featured the talents of many seniors who practice throughout the year to entertain their cohorts at the end of the year. The Holiday Showcase attracted over 100 guests who enjoyed a varied talent show, ranging from line dancing, tap dancing and music from our Recorders group. These volunteers donated numerous hours throughout the year as they practiced in preparation for this event. On October 15, the AAC hosted another Bingo Bash event to a crowd of 65 players and profits netting over \$1,000. Other activities during this time period included an AARP Driver Safety class, a Medicare Changes and Immunizations presentations. A new Beginners Tai Chi class was introduced in October, which allowed an expansion of an already popular class. Students participation is increasing weekly. Several hiking club outings were offered over the last quarter, all of which included the exploration of local walking paths and trails in the Moorpark and surrounding communities. The container gardening class also

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continues maintain consistent attendance with changing monthly themes, including a skull topiary in October and a succulent wreath in December.

- **January, February, and March Programs:** Upcoming programs for the next quarter include a Diabetes presentation, AARP Driver Safety class, and a new DVD lecture series. The Center will also host a special Valentine's Day and St. Patrick's Day themed luncheons in February and March. AARP Tax Counselors will also begin offering free income tax assistance to seniors beginning in February 1, 2016. Staff continues explore the possibility of partnering with Clinicas del Camino Real to offer on-site health screening, as well as with the Camarillo Health Care District to offer balance classes and health related educational programs. The Center will continue to offer fitness, educational, and social services, including gourd art classes, hiking outings, and container gardening classes, as well as CalFresh, HEAP, Grey Law and HICAP appointments.
- **Program Totals for the Active Adult Center:** In October, November, and December there were close to 4,700 event sign-ins to programs and activities at the Active Adult Center, while 68 volunteers donated close to 1,900 hours.

### Facilities

- **Ruben Castro Human Services Center:** The fabrication of the two courtyard gates and a patio gate adjacent to the First Five leased space was completed. Staff received a proposal from All Valley Wrought Iron to modify the gates, allowing them to close automatically and function as emergency exit gates as required by building code. This cost included modifying the First-5 west end parking lot entry gate.
- **Emergency Stand-by Generators:** Ventura County Environmental Health Division, under the California Environmental Reporting System (CERS), required the City's emergency stand-by generators emergency response and training plans be reported electronically in the statewide Unified Program Agency (UPA) collection site to manage hazardous material-related data. Staff has completed the transfer of UPA data as required and has requested the reports be placed in Staff Share by the City's Emergency Services Coordinator.
- **County Inspection of AEDs:** The County EMS inspected the City's 5-AEDs and recommended the AED accessories include a towel to dry victims off if wet and change the latex gloves to nitrile. Staff has ordered the new items and will add to all AEDs when received.

### Parks

- **Graffiti Abatement:** Park staff spent approximately 20 hours removing graffiti during October, November, and December.

- **Widening Access Road at Arroyo Vista Community Park (AVCP) to Accommodate Bike Lanes/Paths and Sidewalks (Objective VII.A.26) and Formal Walking Path at Arroyo Vista Community Park (Objective VII.A.20):** The trail project got underway at AVCP on October 10. As the project has progressed, staff has identified certain areas of the project that either needed to be redesigned due to field conditions or were changed to ensure a better project and provide some cost savings. There have been some unforeseen circumstances such as the need to relocate a 6" irrigation and 2' potable water line that have added cost to the project and offset the savings. There have also been some delays due to rainy weather. Overall, these changes have caused the project to start off slowly. The project completion date is April 4, 2017.
- **Arroyo Vista Community Park (AVCP) Retaining Wall:** The retaining wall project at Arroyo Vista Community Park (AVCP) is completed except for a few remaining punch list items. Staff anticipates taking the Notice of Completion to City Council in February. The project removed a significant amount of plant material from the hillside. Jute netting and straw wattle have been placed on the bare slope to reduce erosion and help expedite compaction of the disturbed soil. Staff is preparing plans to install plant material and irrigation, which will further reduce erosion and improve aesthetic value.
- **Parks Tree Trimming and Arbor Care:** Tree trimming began in various parks in early September. All park sites were evaluated for trimming and removal priorities that fit within the needs of the site and available budget. All park sites were completed December 1.
- **Moorpark Apricot Groves:** Parks staff re-established Moorpark Apricot Groves at Poindexter and Arroyo Vista Community Parks. Some of the mature Apricot trees succumbed to environmental conditions (drought), boring beetle infestations, or have reached the end of their natural life cycle. Improvements to the groves include new "drip" irrigation, tree stakes, and mulch groundcover to retain soil moisture. Poindexter Park was completed on October 21 and now has 11 new Apricot trees on the west side of the picnic pavilion. Arroyo Vista Community Park was finished on December 7 and now has 15 trees total. All new plantings are the true "Moorpark" variety.
- **California Native Wildflowers at Country Trail Park:** As part of the water conservation measures employed by the City during winter/spring 2016, approximately 100,000 square feet of turf grass was removed and the area was hydro-seeded with California Native Wildflowers. The planting area displayed a vibrant show of native flowers from late spring to late summer. Recent rains and warm temperatures have induced more "off-season" germination. While approximately 75% of the area currently remains dormant, we are realizing a healthy stand of wildflowers that will return sometime in April/May 2017. Staff will proactively monitor the site to reduce the potential of weed seed germination and

prepare for more introductions of wildflower mixes. Additionally, California native shrubs and grasses will be introduced to further compliment the site.

- **Mulch:** City staff will be incrementally adding mulch to all bare dirt planter areas and currently mulched areas over the remainder of the winter. Mulch applications will help to reduce weed seed germination in spring, improve soil water holding capacity, condition soils, and provide aesthetic value to our landscapes. All mulch will be supplied by our own tree trimming spoils at no additional cost to the City.
- **Sport Courts:** Staff is preparing informal bid solicitations for Pickleball courts at Tierra Rejada Park and multipurpose court installation at Arroyo Vista Community Park. Bid responses are expected in January 2017 and finished products are estimated by February/March 2017.

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

- **Zone 20 - Resmark Development, Meridian Hills/Brighten Development: No change since last report.** Staff reviewed the landscape at the Brighten Homes Development on Walnut Canyon Road on November 30 and provided a “punch list” which was completed on December 11, 2015. The punch list for the remainder of Meridian Hills LMD, Zone 20, has not been completed and turn-over of this LMD has not been accepted by the City.
- **Zone 21 Shea Homes: No change since last report.** The Shea Homes developer has requested the City accept the LMD areas in the project. However, after inspecting the LMD areas, staff determined one of the proposed areas on Los Angeles Avenue and Millard Street still had the irrigation (controllers, water meters, and backflows) connected to the HOA area of responsibility. The developer has prepared an easement over this area and has submitted the easement for the City’s review. Upon approval of the easement, staff believes that the LMD area should be turned over for acceptance by the City.
- **Zone 2 – Tierra Rejada Slope: No change since last report.** The slope area adjacent to Tierra Rejada Road, west of Southampton was jute netted, hydroseeded, and planted with 150 new shrubs at a cost of \$15,700. There was no direct cost to the City, as the cost for this work was deducted from the last payment owed to the prior contractor as a result of contract related deficiencies. Irrigation deficiencies were the cause of the substandard landscape conditions. However, the hydroseed failed to germinate. Staff believes the cause of the poorly performing hydroseed was poor grade preparation by the contractor prior to the application of the hydroseed. The contractor will install *Vinca minor* to the slope, which is a spreading groundcover.
- **Zone 12 Slope Hydroseeding:** The Ventura County Fire Department required weed abatement to be performed in Zone 12 on Tierra Rejada Road slope, west

of Miller Parkway, below the homes on Hopi Court. Atmore Weed Abatement performed the service. The Fire Department also required the slope's dead wood under the shrubs be removed. By removing the dead wood most of the vegetation was removed from the slope, which may have created a slope erosion problem this winter; therefore, staff hydroseeded the slope with a native flower mix with a fast growing grass to stabilize the slope during the winter rains. The cost total was \$14,395. Growth continues to be slow. Only about 50% coverage has occurred. Staff is working on an alternative to the hydroseeding and planting low water use shrubs and trees to the slope.

### City Urban Forest

- **ZONE 2-5-10 Redwood Tree Removal and Replacement Project:** The City's tree services Contractor, Mariposa, removed 100 dead Redwood trees in September and October. Another 61 Redwood trees succumbed to canker disease and were removed in December. The removed tree trunks will be cut into 12' lengths and stored at the Moorpark Public Services Facility. Some of the 12' Redwood tree trunks will be milled by West Coast Arborist (WCA) into 2"x6"x6' Redwood fence rails, and 4"x6"x6' Redwood fence posts to be used for fencing at Arroyo Vista Community Park (AVCP) to repair the new pathway fence should it be damaged along the north side of the park. Some of the Redwood logs will be used to fabricate dedication souvenirs for the new recreation trail at AVCP. WCA will also plant 61 trees on Tierra Rejada Road as replacement trees for the removed trees.
- **TREE Tree City USA and Growth Award:** Staff has prepared and submitted the 11<sup>th</sup> year Tree City USA and 7<sup>th</sup> year Tree City Growth awards applications. The City's annual Arbor Day Event for 2017 is scheduled at Mountain Meadows Park on April 28.
- **Free Wood Mulch Program:** The City's free wood mulch giveaway will be held on Saturday, January 14, between 9:00 am and 12:00 pm at the vacant lot located next to the Library. The date was changed from October 8 due to Country Days.
- **New Tree Pest Control Program:** Staff requested bids from five tree pest control companies to provide proposals for the control of the Phoyphagous Shot Hole Borer (PSHB) and other invasive tree pests found in the City. The program will have the Contractor build and install 8-funnel Lindgren traps at designated City locations to trap tree pests within the City's urban forest. The Contractor will monitor the traps monthly and report pests found in the traps that endanger the health of the City's urban forest and recommend a treatment plan to protect the tree(s). This item will be brought to the City Council for consideration in February 2017.

## Affordable Housing

- **First Time Home Buyer Program (FTHB):** Sale of the last available FTHB property in the K. Hovnanian affordable project, Brighton, was completed on November 30. One refinancing was completed in November. Inquiries have been received from two other mortgage lenders regarding homeowner interest in refinancing their loans, however, to date no formal requests for approval have been received. Inquiries have also been received from realtors regarding the possible sale of two FTHB properties in the Waverly Place community. To date, no notice of intent to sell/transfer property has been submitted by the property owner.
- **First Time Home Buyer (FTHB) Program Monitoring:** 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:** On December 15 City Council was advised that Waterstone Moorpark will be adding water/sewer/trash utility billing to affordable units during 2017, as allowed for in the Affordable Housing Agreement. Waterstone's third quarter report was received and reviewed. Several rate discrepancies were noted and are being resolved by the property management.

Staff contacted Urban Futures Bond Administration, Inc. to update City contact information and compliance records for Villa Del Arroyo Mobile Home Park and Vintage Crest Senior Apartments. Compliance reports for Villa Del Arroyo indicate compliance through the third quarter of 2016. Staff is working with Urban Futures to clarify compliance reporting for Vintage Crest. Staff is also working on updating the Monitoring Agreements to match updated business entity information for Urban Futures Bond Administration, Inc.

## Property Management

- **General Property Maintenance: No change since last report.** The semi-annual weed abatement was completed at the end of May 2016.
- **Disposal of former MRA Properties (Objective V.A.13):**  
Description: Dispose of applicable former Moorpark Redevelopment Agency owned properties.

Status: Work has commenced. The Successor Agency approved the purchase of the former Agency property on the south side of High Street by the City of Moorpark. The Oversight Board (OB) reviewed the item on July 5 and the item was sent to the state Department of Finance (DOF) for final approval. DOF took no issue with the action of the OB. Since the process was successful, the City moved forward with plans to purchase three other former Agency properties at

347 Moorpark Avenue, 467 High Street, and 500 Los Angeles Avenue in order to control the ultimate development on the sites.

Staff and the Council Ad Hoc Committee (Mayor Parvin and Councilmember Pollock) continue to negotiate with Apricot Lane Farms for the High Street property adjacent to the Chamber of Commerce site.

- **Long Range Property Management Plan (LRPMP): No change since last report.** The Department of Finance (DOF) has requested certain changes be made to the LRPMP. Staff processed some of the changes and the Oversight Board approved the revised LRPMP, but the LRPMP was submitted without changes to the civic center properties and the properties utilized by the High Street Arts Foundation from governmental purpose properties. Moorpark Unified School District has submitted a letter of support to DOF stating that the government use properties identified in the LRPMP should remain under City ownership and not be sold. DOF has received the revised LRPMP and now has additional questions. Staff answered all of DOF's questions. Senator Pavley submitted a letter in support of the City to DOF. The City has received a letter of approval from DOF for the LRPMP. Staff is preparing a contract amendment with Riggs and Riggs for appraisal services on the former redevelopment property. Properties are on the July 5 Successor Agency agenda for approval of the transfer to the City.
- **Redevelopment of West High Street (*Objective II.A.4*):** A business has shown interest in a portion of the property on High Street. Staff is working with the business to sell them the land. Since the approval of the transaction by the State Department of Finance has been received the City is moving forward with finalizing the purchase of the property and subdividing it into the two government use properties and the one for-sale parcel. Staff is working on a Disposition and Development Agreement between the City and purchaser, which is expected to be presented to the City Council in March 2017 at the conclusion of negotiations with the potential purchaser.
- **Redevelopment of East High Street (*Objective II.A.9*): 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 (*Objective II.A.6*): 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:** City is in escrow on the property at 31 Poindexter Avenue. A portion of the property will be needed for widening of Moorpark

Avenue. Staff is in the process of conducting due diligence on the purchase. The process has had to be extended due to the fact that the parcel at 31 Poindexter is not a separate legal lot from the adjacent commercial property at 111-165 Poindexter Avenue. Staff has received and is in the process of reviewing the legal description prepared to separate the 31 Poindexter site from the adjacent site. Escrow is expected to close in mid-January.

## 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.
- **Community Choice Energy Study:** On November 4, 2015, the City Council authorized the City of Moorpark's participation, at a cost of \$10,000, in the Community Choice Energy Study being undertaken by the Counties of Santa Barbara, Ventura, and San Luis Obispo. The Study will determine the feasibility of implementing a Community Choice Energy program in the tri-county region. Currently, the Advisory Working Group (AWG) has selected the consultant EnerNex to prepare the Community Choice Energy Study. EnerNex has begun to review and analyze load data from all the participating jurisdictions. The AWG website went live in September, and a media campaign has begun to notify the communities of the feasibility study. A recommendation to the City Council based on the results of the study is expected in spring 2017.
- **Streetlight Purchase:** Staff has received a report on the cost to purchase the City's streetlight system from Southern California Edison (SCE). Staff has valued the potential cost savings associated with purchasing the streetlight system. Indications are that purchasing the system could provide substantial savings on lighting bills, however, consideration needs to be given to the costs of the additional maintenance and replacement costs that would also have to be paid for by the City if we should purchase the system. Staff has reached out to a consultant who has offered to provide a basic analysis of the numbers for no charge. This will ensure that staff's numbers are accurate prior to presentation to the City Council. The City has until June 2017 to notify SCE whether they plan to move forward on the purchase of the system. A report will be presented to the Council in March or April.

**Vector/Animal Control**

- Animal Statistics**

**ANIMAL SERVICE AND COMPLIANCE**

FY 2016-2017	Service Calls	Citations	Nuisance Hearings	Animals to Shelters/Rescues	Dogs to Mpk Holding Shelter	Dogs to VCAS
July	110	1	0	9	8	4
Aug	128	0	1	6	4	1
Sept	119	0	0	6	3	2
Oct	121	1	0	0	4	0
Nov	81	1	0	3	4	3
Dec	113	2	0	1	1	0
<b>YTD Total</b>	<b>672</b>	<b>5</b>	<b>1</b>	<b>25</b>	<b>24</b>	<b>10</b>

**ANIMAL LICENSES**

Animal Licenses							
FY 2016-2017	Dog Licenses (City)	Interim Dog Licenses (City)	Cat Licenses (City)	Interim Cat Licenses (City)	VCAS & Vet Licenses	Total Licenses Sold	Last Year
July	14	2	0	1	467	484	615
Aug	15	8	2	0	427	452	567
Sept	14	3	0	0	677	694	665
Oct	22	11	0	0	413	446	422
Nov	7	3	0	0	369	379	297
Dec	30	5	0	0	349	384	426
<b>YTD Total</b>	<b>102</b>	<b>32</b>	<b>2</b>	<b>1</b>	<b>2702</b>	<b>2,839</b>	<b>2,992</b>

- Activity Summary:** The majority of animal control activity for the 2016/17 fiscal year is summarized in the two tables listed above. There were a total of 121 service calls in October, 81 in November, and 113 service calls in December. Three dogs and no cats were taken to VCAS shelters during the past three months. In addition, one injured wild bird was taken to a local wildlife rescue by Moorpark staff during the past three months. Nine dogs were temporarily held at the Moorpark temporary shelter facility until owners came in and picked up six of them. The other three dogs were unclaimed and transferred to the Simi Valley shelter. There were no confirmed reports of large wildlife such as mountain lions during the last three months. License sales for the past six months of the current fiscal year were reported by VCAS as 2,839 licenses, slightly behind last fiscal year's six month total of 2,992.

- VCAS Contract, Animal Services Commission, and City Staff Meetings:** The last VCAS Commission meeting was held on September 8, 2016, with the December 8<sup>th</sup> meeting cancelled. This was the only 2016 commission meeting cancelled and the next regular meeting is scheduled for March 9, 2017. There were no City/VCAS staff meetings during the last quarter.
- Vector Control Activity:** West Nile Virus (WNV) cases recorded in Ventura County includes a total of thirty-four WNV dead birds, with most being found in Simi Valley and only one in Moorpark. Two confirmed human WNV cases were also reported in Ventura County with no human cases from Moorpark. No sentinel chickens in Ventura County have tested positive for WNV so far this year. The chart below summarizes vector control field activity for the fiscal year.

### VECTOR CONTROL STATISTICS

Vector Control Statistics							
FY 2016-2017	Service Calls	Mosquito Related	Bees & Wasps	Rodents	Other	Pesticide Applications	Square Ft Treated
July	4	4	0	0	0	62	23,030
Aug	8	5	2	0	1	66	30,090
Sept	11	9	2	0	0	35	7,240
Oct	4	0	2	0	2	23	3,900
Nov	8	8	0	0	0	19	4,600
Dec	5	5	0	0	0	7	850
<b>YTD Total</b>	<b>40</b>	<b>31</b>	<b>6</b>	<b>0</b>	<b>3</b>	<b>212</b>	<b>69,710</b>

**Business Registration (BR) Inspections:** Field staff continues to devote some time out in the field and office towards business registrations. Staff has summarized past and current BR field data in the table below:

### FIELD BUSINESS REGISTRATION ACTIVITY – CURRENT FISCAL YEAR

Business Registration Field Activity				Business Registration Field Activity			
FY 2016-2017	Field Contacts	BR Violations	Hours	FY 2015-2016	Field Contacts	BR Violations	Hours
July	48	33	21	July	47	21	22
Aug	64	35	30	Aug	113	61	39
Sep	76	43	38	Sep	77	41	39
Oct	52	29	28	Oct	97	48	42
Nov	42	23	20	Nov	56	40	26
Dec	74	39	35	Dec	50	25	24
<b>YTD Total</b>	<b>356</b>	<b>202</b>	<b>172</b>	<b>YTD Total</b>	<b>440</b>	<b>236</b>	<b>192</b>