

**CITY MANAGER  
QUARTERLY REPORT TO CITY COUNCIL  
January – March 2018**

**ADMINISTRATIVE SERVICES DEPARTMENT**

**ADMINISTRATIVE SERVICES/PUBLIC INFORMATION**

**Administration**

**Website Traffic:** During the first quarter of 2018, projected website traffic is 31,700 page views per month, from 16,200 visits per month. The most popular web pages are the City's home page, the Library home page, Job Opportunities, Recreation home page, Bus Ride Guide, Public Meetings page, and Adult Sports Leagues page, with each drawing over 1,700 page views. There are 645 active accounts for the website and 1,443 E-mails subscriptions across the City's various mailing list options. The City also received 42 requests for service through the website's Request Tracker system. The most popular requests were to report code compliance issues and to comment on traffic flow.

**Legislative Measures:** Staff reviewed proposed new legislation for the 2018 legislative session in Sacramento and is currently tracking approximately 50 bills that would potentially affect the City. Staff will send letters of support or opposition based on the City Council-approved Legislative Platform or obtain, if needed, City Council approval on legislative activity.

**Smoking Ordinance:** The City Council adopted an ordinance prohibiting smoking inside apartment units on December 20, 2017, and Community Development staff completed outreach to the apartment complex owners/managers to assist with implementation of the ordinance.

**Moorpark Northeast Open Space Acquisition:** On December 6, 2017, the City Council approved two additional phases of the project. Staff is currently negotiating a Purchase and Sale Agreement for Phase 1, consisting of 125 acres immediately north of the 118 Freeway to be purchased using Ventura County Sustainability Fee funds. Separate agreements for Phase 2, consisting of a one-acre donation from Waste Management, and Phase 3, consisting of approximately 130 acres north of Phase 1, will be negotiated upon completion of Phase 1. Environmental studies for all three phases were completed in the first quarter of 2018.

**City Council Objectives**

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

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

Status: On July 31, 2017, Ventura County staff indicated a preference for the fire station

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to be constructed at College View Park, rather than at the open space located at the southeast corner of Campus Park Drive and Beragan Street, which they view as a backup location if problems arise with the College View Park location. As part of a Memorandum of Understanding with Waste Management approved in December 2017, Waste Management agreed to give the City the one-acre site at no cost, which could serve as the location of a fire station, which remains a secondary option. Staff is currently negotiation a Purchase and Sale Agreement with Waste Management for the one-acre site. No timetable for actual construction of the fire station has been established.

**CITY CLERK'S DIVISION**

**Administration**

**Volunteer Program:**

City Manager/Administrative Services Department for CERT

January	0 hours	0 volunteer
February	0 hours	0 volunteers
March	450 hours	30 volunteers

Moorpark City Library:

January	145.5 hours	42 volunteers
February	114.5 hours	36 volunteers
March	187 hours	46 volunteers

Parks and Recreation Department for Active Adult Programs:

January	563 hours	55 volunteers
February	674 hours	71 volunteers
March	738 hours	69 volunteers

Parks and Recreation Department for Arroyo Vista Recreation Center:

January	227.75 hours	39 volunteers
February	241.75 hours	39 volunteers
March	229.50 hours	57 volunteers

Moorpark Police Department:

January	392 hours	15 volunteers
February	405.5 hours	15 volunteers
March	373 hours	14 volunteers

A total of 4,741.50 hours were donated by a total of 528 volunteers during the first quarter of 2018.

**Legislative:** The following took place during the first quarter of 2018:

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City Council

- 5 Regular City Council/Successor Agency meetings were held
- 5 Special City Council meetings were held
- 58 Agenda items were processed
- 13 Sets of minutes were approved
- 21 Resolutions were adopted
- 3 Ordinances were adopted

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

- 1 Regular Oversight Board meetings were held
- 0 Special Oversight Board meetings were held
- 4 Agenda items were processed
- 1 Sets of minutes were approved
- 4 Resolutions were adopted

**Clerk's Index:** 76 items were input into the Clerk's Index database for tracking of approved agreements, City Attorney Opinions, recorded documents, and sureties.

**Scanning:** 8,030 pages of staff reports, minutes, resolutions, ordinances, recorded documents, budgets, Fair Political Practices Commission records, affordable housing records, contracts, affidavits of destruction and certificates of insurance were scanned into the digital/electronic imaging system by the City Clerk's Division during this reporting period.

**Requests for Public Records:** Eleven (11) new public records requests were received and responded to during this reporting period.

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, 2018.

Status: No activity this reporting period.

**Moorpark Municipal Code (*Objective IV.A.4., 0 to 2 Years*):**

Description: Develop a plan to update portions of the Moorpark Municipal Code by June 30, 2018.

Status: No work has been initiated on this objective.

**Recognition of Contributions to the City by Individuals and Organizations (*Objective V.B.1., (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 January 23, 2018 to discuss emergency and disaster safety. The Safety Committee is scheduled to meet again in April 2018. Annual Safety Evaluations were collected from Department Heads and Annual Safety Inspections were collected from each department (data was compiled and distributed to appropriate staff).

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

**LossCAP:** The California Joint Powers Insurance Authority (CJPIA) met with staff to conduct the LossCAP agency analysis on June 21 and 22. Accomplishments from the last LossCAP, dated February 2014, were discussed, as were new mitigation techniques. Staff also provided a tour of parks and facilities to CJPIA staff. It is anticipated that a new LossCAP will be presented to the City in April 2018. This process is repeated every 3 years.

### **Employment/Recruitment**

**City Manager, City Manager's Office:** Troy Brown began working in this position on March 5, 2018.

**Active Adult Center Supervisor or Coordinator, Parks, Recreation, and Community Services Department:** Wendy Hibner began working in this position on March 9, 2018.

**Parks and Facilities Attendant I, II, or III, Parks, Recreation, and Community Services Department:** Rico Garcia began working as a Parks and Facilities Attendant III on March 22, 2018; Christopher Zabaglo began working as a Parks and Facilities Attendant I on March 22, 2018; a conditional offer of employment has been made and accepted by a third applicant for whom pre-employment procedures are in process.

**Senior Maintenance Worker, Parks, Recreation, and Community Services Department:** A conditional offer of employment has been made and accepted by an applicant for whom pre-employment procedures are in process.

**Recreation Leader III, Parks, Recreation, and Community Services Department:** Recruitment for three seasonal, temporary, part-time positions for Summer Camp 2018 began February 5, 2018 and ended February 25, 2018; oral board interviews were held

on March 15, 2018 and March 16, 2018. Conditional offers of employment are in process of review.

**Recreation Aide, Recreation Leader I and II, Recreation, and Community Services Department:** Recruitment for about 15 seasonal, temporary, part-time positions for Summer Camp 2018 began March 5, 2018 and ends April 8, 2018.

### **City Council Objectives**

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

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

Status: No work was done on the Personnel Rules during the time period covered by this report.

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

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

Status: Staff coordinated efforts with the CJPIA to retain a licensed consultant to perform the City's 2018 ADA Self Evaluation and Transition Plan to replace the 2010 Plan. CJPIA is offering a partial reimbursement program to member agencies and the City has been identified as a 2018 recipient of the CJPIA. The City Council approved the project in September 2018. The consultant's study includes site inspections of City facilities and rights of way, assessing procedures and practices, and development of the 2018 ADA Plan that includes a tracking database. It also includes providing evaluation surveys to users, specific organizations, and designated staff. The site inspections began in January 2018 and were completed in March 2018, the surveys were distributed in March 2018 and are due April 6, 2018, and the 2018 ADA Plan expected to be completed June 2018.

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

### **Administration**

**Network Improvements:** New wireless local area network was created to provide secured access to all City-owned mobile devices, including Council's iPads, and is currently available throughout all City facilities.

The project to research and evaluate options for interconnecting all City buildings via fiber-optic cable(s) was placed on hold due to other priorities.

**Staff Support:** Information Systems responded to over 120 Help Desk ticket requests to support City staff in various needs and capacities during this reporting period.

**New Equipment:** Information Systems continued to work on City's new mobile devices. Eleven new smart phones were configured and deployed to replace users' old and unreliable cell phones. Where applicable, integration between the new smart devices and City's email system was set up to provide better communications to the field staff and allows faster response times in case of emergency.

Information System Staff rebuilt an existing Storage Area Network (SAN) and created an environment to be used backup and testing purposes.

**Financial Software System:** Information Systems staff continued to provide assistance and support for the City's new financial system. Staff continued to set up users' security, to implement changes to users' profiles, when needed and to perform regular maintenance.

**Business Registration, Code Compliance and Permitting Software:** Implementation of the new City permitting system continued through this reporting period. Information Systems staff evaluated and is currently testing options for integration with City's Geographical Information System (GIS). The project will continue throughout the next reporting period.

**Moorpark Public Access TV (MPTV):** Information Systems continued to support the MPTV equipment. New video production devices were installed to provide High Definition (HD) computer graphics integration with the broadcasts and video recordings of City Council and commission meetings.

**Library:** Information System continued to provide support and to maintain the technology in the Library.

Staff continued to work on the e-Rate project. Quotes for new equipment were collected and evaluated. Installation of a new fiber-optic cable was scheduled and it will be completed in April. The project will continue during the next reporting period.

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

**New Digital Video Security System:** No activity. The project is placed on hold and will be removed from this report until the work is resumed.

**Computer and Network Security:** Information Systems staff continued to monitor and maintain the security of the City's computer systems, networks and data. Software security updates were installed, and Information Systems staff continued to send emails with information and examples how to detect malicious items.

**Access Control System:** Information Systems staff continued to maintain and assist with any changes to the existing access control system. Staff reconfigured the system to replace one failed unit and will install a replacement when received and available. Information Systems continues to adjust access to all City' facilities as needed and approved.

**Document Management System:** Information Systems continued to work on the project to improve the functionality and reliability of City's Document Management System. The system was upgraded to a newer version and newer client software was installed on most of the scanning stations. A new web-based user interface was implemented for City staff. Online portal was installed to provide easy access to City's legislative documents and is now available to the public via the City's website.

**Agendas Management:** The Information Systems Division worked with Administrative Services staff, and electronic routing and approval for City Council meetings' agendas and staff reports was implemented. The new solution provides faster paperless routing and better quality when City's permanent legislative records are stored in the Document Management System.

### **City Council Objectives**

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

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

Status: Information Systems continues to search for options to expand and improve City's GIS system and to integrate it with the City's new permitting system. Project to transition from the old to a new user interface is now completed. Information Systems staff prepared a draft Agreement Amendment for vendor's contract extension and will present it to the City Council for approval consideration at the first meeting in April.

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

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

Status: On December 6, 2017, the City Council created the Broadband Ad Hoc Committee and appointed Councilmembers Mikos and Simons to serve on the Committee. The Committee will focus on the development of a request for proposal to conduct a study to determine existing infrastructure with a goal of expanding broadband services within the City. Staff continued to participate, in person and via teleconferencing, in the monthly meetings organized by the Ventura County Broadband Consortium (VCBC).

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

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

Status: No activity during this reporting period.

## **EMERGENCY MANAGEMENT DIVISION**

### **Administration**

**Earthquake Preparedness Initiative Ventura Cohorts:** The Assistant City Manager continued to participate as a member of the Ventura Cohort formed at the request of and in cooperation with Dr. Lucy Jones and the Southern California Association of Governments. The first meeting was held on August 28, 2017, for the purpose of discussion of a regional approach to surveying buildings at risk of collapse from a strong earthquake and adopting stronger building standards to enhance seismic safety. Following that meeting, the Assistant City Manager and the Program Manager prepared a draft ordinance to require a 1.50 importance factor for cellular communication and broadcast towers, which was adopted by City Council, and became effective in December 2017. The City Council subsequently approved funding for completion of an at-risk structure inventory, which is currently being conducted by the City's building and safety contractor. The inventory is expected to be completed before the end of April 2018. The Ventura Cohort continues to hold monthly conference calls to share information on progress and ideas for achieving improved building standards and enhance seismic safety.

**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 2016/17. City Council adopted a Resolution on March 7, 2018 to change Signature Authority on grant documents. Staff completed four Notices of Interest for the Hazard Mitigation Grant Program, one of which was denied. Staff will prepare and submit grant applications for the remaining three for a total of \$487,500 for this 25% match funding opportunity. The applications are due in June 2018.

**CERT:** A 6-week CERT class began on March 1, 2018 and 30 people are enrolled to complete the course on April 7, 2018.

**AED and SDS Location:** All Staff were notified in February 2018, via email, of the locations of AEDs and SDS Binders at City facilities. Staff also prepare the Annual SDS Report.

**ECC:** Staff attended the regional Emergency Coordinators Council meeting in January 2018 and discussed the Thomas Fire Event and Lessons Learned.

## **SOLID WASTE / RECYCLING DIVISION**

### **Administration**

**Household Hazardous Waste (HHW) Events:** The City contracts with the Cities of Camarillo and Simi Valley to allow Moorpark residents to participate in their HHW events. In the first quarter of 2018, 25 Moorpark residents participated in three Camarillo HHW events, and 11 Moorpark residents participated in one Simi Valley



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event, for a total of 36 participants from Moorpark. Staff has also begun discussions with the City of Thousand Oaks to allow Moorpark residents to participate in its HHW events. Thousand Oaks offers weekly service, whereas the City's current partners host events monthly (Camarillo) and bimonthly (Simi Valley). Staff is also looking into home pickup services to increase participation.

**Electronic Waste/Universal Waste and Secure Paper Shredding Events:** The January 20, 2018 event yielded the following:

Event Date	Total People	E-Waste Participants	E-Waste Collected (lbs.)	CRTs Collected	Batteries Collected (lbs.)	≤ 4' Flour. Tube Lights Collected	>4' Flour. Tube Lights Collected	CFLs Collected	Shredding Participants	Shredding (lbs.)
1/20/2018	853	465	23,808	276	1,000	448	14	325	388	15,000

The next event is scheduled for May 19, 2018.

**Compost Bin Sales:** Order forms are available on-line, year round for \$40. Once a resident orders a bin, the resident's solid waste hauler delivers a bin to the house. From January 1, 2018 to March 31, 2018, eight compost bins were delivered to Moorpark residents.

**CalRecycle Site Visit:** CalRecycle conducted a site visit of the City on March 27, 2018. Staff and franchised waste haulers discussed disposal and diversion statistics with CalRecycle, and a City tour was provided.

### City Council Objectives

**Solid Waste Franchise Agreements (*Objective IV.A.7., 0 to 2 Years*):**

Description: Complete preparation of Solid Waste Franchise Agreements for presentation to the City Council by October 31, 2017.

Status: The City Council approved the transfer of the Franchise Agreement on December 6, 2017. Negotiations moving forward will therefore be solely with G.I. Industries. Also on December 6, the City Council approved a Memorandum of Understanding (MOU) with G.I. Industries containing the key points of a new Franchise Agreement. Staff is currently negotiating with G.I. Industries on the new Franchise Agreement, based on the key points contained in the Memorandum of Understanding.

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

### Capital Projects

**2017 Overlay Project [Capital Project No. 8093/M0021]**

Description: This project resurfaces: Spring Road from Monte Vista Nature Park to Tierra Rejada Road; Princeton Avenue from Condor Drive to Campus Park Drive (excluding area within state right of way); Poindexter Avenue from N. Commerce

Avenue to Gabbert Road: and Gabbert Road from Poindexter Avenue to a point approximately 200 feet south of Poindexter Avenue.

Status: Staff completed design in-house. Since grant funding and a portion of Princeton Avenue within Caltrans' right of way was contemplated, Caltrans had to approve the design. After three plan checks where the comments were increasing at every step, staff decided to remove the section within the state right of way from this project. The paving work is complete and striping and punchlist work is scheduled to be completed in January 2018. Staff is working with Caltrans to complete all the final paperwork to close the project and receive reimbursement.

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

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

Status: 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. Staff has received 95% complete design plans for the street improvement and water line construction work for review. Public Works Maintenance staff continues to monitor the condition of the road and make repairs as necessary. The design plans must be labelled as less than 100% complete at this stage. Only after Caltrans approves them can they be so labelled. Several changes to the water utility plans have been made. The real property deeds from Bennett and National Ready Mixed Concrete Co. have been recorded. Caltrans is reviewing the environmental documents. Staff is preparing a plan to remove all the trees that must be removed for the work early, so that when the work begins there will be no nests. This will be done as soon as the environmental work shows that there are not substantive issues. At the end of March 2018, the environment reviews by Caltrans are more than 50% complete. The only remaining study issues are Cultural History and Hydraulic studies. Staff had previously obtained extensions on the grants through June 30, 2018. Staff is now preparing a new grant extension request. The date we must have an E-76 Authorization to Construct and an Encroachment Permit from the State will be extended until June 30, 2018. For the first time, the current delays have been in Caltrans so staff is anticipating another positive answer.

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

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

Status: No change since last report. The Environmental Assessment (EA) has been finalized by Caltrans and FHWA, and was approved by the City Council at the October 7, 2009, meeting. On November 5, 2014, City Council approved an Agreement with AECOM for final design plans, specifications and cost estimates. Hamner, Jewell is proceeding with the right-of-way acquisition. AECOM is proceeding with the completion of the design including the relocation of the power poles on the north side of Los Angeles Avenue, east of Moorpark Avenue. During the February TTAC meeting, VCTC confirmed that this project will receive \$796,770 in Federal funding and is currently in the 2015 FTIP. Staff will adjust the project documents to include widening the east side of Spring Road from Los Angeles Avenue to the McDonalds driveway. AECOM met with Caltrans regarding the process to follow moving forward. On our behalf, AECOM argued that no additional requirements should be mandated to this straightforward widening project. Caltrans Permits group has still not responded so PW Director will follow-up with Permits management to try to get this moving at District 7. Permits management at District 7 finally did communicate with the City Engineer/Public Works Director but they still insist that the more formal procedure be followed. Sean Corrigan and the designer are working on an appeal to the District 7 Director. City Engineer/Public Works Director met with senior Caltrans staff on February 8, 2017. There are three levels of review, largely based on complexity and estimated cost. Accordingly, staff is working on achieving an interim result; modifying the eastbound travel lanes to achieve three through lanes. The follow on phase will achieve the more complex work. Staff is working to coordinate Duncan-Ashley development project access design from Los Angeles Avenue with the City's future work. The design contract has expired with significant funding left over. Staff is reviewing a proposal from AECOM to continue the work.

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

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

Status: **No change since last report.** An agreement with NCM Engineering was approved by City Council on September 2, 2015 to complete the design for the road widening south of Flinn Avenue. Acquisition of required rights-of-way north of Los

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

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

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

Status: The total project cost for design, construction and inspection is estimated to be \$4.5 million. The City's funding contribution is \$400,000 to the crossing improvements and \$1.5 million to the road widening. A Construction and Maintenance agreement between the City and SCRRA has been executed. SCRRA awarded a construction contract and the majority of work was completed by December 17, 2013. Additional work by Union Pacific to upgrade the train communication/signaling system including the ongoing improvements to the Moorpark Avenue crossing is required before the new vehicle and pedestrian crossing gates are installed which is expected to occur in early 2016. Union Pacific and SCRRA are working to complete the modification of the railroad advance preemption detectors. Three additional exit gates need to be installed and the city's traffic signals reprogrammed once the advance preemption system is functioning. Public Works is examining the traffic signal coordination between Charles/Flinn Streets and Spring Road to try to reduce congestion. Once SCRRA completes the advance preemption work (additional gates at the crossing and further traffic signal coordination), additional traffic signal timing modifications will probably be needed. SCRRA is beginning the design process for the advance preemption work. At this time, they do not know when the design and construction will be complete. Staff met with SCRRA staff and their consultant on December 2, 2016 to get the project moving forward. During the meeting SCRRA agreed with staff, that completion of the advance preemption requires less work than previously contemplated work, perhaps just months instead of years. Additionally, immediate reprogramming of the City's signal could take place to ease the afternoon rush hour congestion at the tracks. This reprogramming now allows northbound Spring Road traffic to clear the tracks and High Street during one cycle and still keep the crossing clear. Staff is working with Metrolink and their

contractor to install advance preemption electronic improvements in both the city and rail cabinets. Staff has authorized of the final invoice for the base contract work. Designs for Rail and City advance preemption controls are nearly complete. Installation work will be done in near future. Staff has relayed to Metrolink management the frequent driver complaints of rail gates going up and down despite a train not being present and other issues, asking Metrolink to make sure their controls and gates are properly set. After an unrelated battery failure issue was fixed on February 17, 2018 the ACORN wrote an article the following week on that one off problem and the ongoing phantom/ghost train issue. Staff subsequently had an annual meeting with Metrolink Public Affairs and asked them to address our long standing questions on the phantom/ghost train issue on what effect the installation of Advance Preemption will do to vehicle delays at the Spring Road crossing. Metrolink responded in writing to say that the solution for the phantom/ghost train is being worked on as it affects a number of crossings that are very near stations. However, that fix is some time away. As to the effect of new, Advance Preemption system Metrolink said it would not increase delays at the crossing.

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

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

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

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

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

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

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

Status: On February 3, 2016, the City Council approved an Agreement with Phoenix Civil Engineering, Inc. (Phoenix) for design of the project. The scope of work includes

parking lot improvements to the existing North Parking Lot, west vacant lot, and (optionally) improvements to the former Pacific Pride station, located east of the North Parking Lot. City Council approved a conceptual design layout on July 20 and approved amending Phoenix's agreement to include landscape design services and electrical/lighting design services. Final design is currently in process. On February 1, 2017, City Council approved amending Phoenix's Agreement for development of a Storm Water Pollution Prevention Plan. There had been a delay in completion of the design while the City determined if recent concerns about liquefaction of soils along High Street could impact the stormwater infiltration design standards of the current project. Project engineer reviewed the issue with the City's geotechnical engineer and recommended that infiltration into southwest section of parking lot be reduced. Final design was submitted December 6, 2017. Staff established a project number and deposited funds to Metrolink for review of the design plans as well. Metrolink returned comments on December 14, 2017. Staff is preparing a response to Metrolink's comments. Staff is still working with Metrolink and Union Pacific to finalize our design. Otherwise the design is complete.

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

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

Status: **No change since last report.** This project is being included in SCRRA's project to improve the railroad crossing to Sealed Corridor standards including a raised median, new crossing arms and pedestrian gates. The major expense of relocating the existing railroad switch just west of Moorpark Avenue prohibits the widening from being sufficient to accommodate the dedicated northbound left turn lane and meet Caltrans standard lane widths. The project will include modifications to the traffic signal to provide a shared straight and left turn and dedicated right turn pocket. The City executed an agreement with SCRRA for the project and contributed \$200,000 to SCRRA for project design. On June 25, 2014, the California Transportation Commission approved SCRRA's requested allocation of \$4.8 million in Proposition 1B Highway Railroad Crossing Safety Account to fund construction. SCRRA and City staff coordinated with Caltrans to obtain a permit for construction. SCRRA has awarded a contract for construction and new track panels and asphalt paving has been installed. Construction is now complete. All parties have developed a punch list and the contractor is addressing the items on the list. Union Pacific and SCRRA are working to complete the modification of the railroad advance preemption detectors and upgrade Caltrans' traffic signal controllers at Poindexter Avenue and High Street. SCRRA's contractor will be doing minor asphalt work at High Street to remove a slight depression, called a bird bath, which traps water. Park, Recreation and Community Services Department has done some significant landscaping improvements at the Chamber of Commerce and Post Office frontages. SCRRA's contractor fixed the asphalt bird bath where High Street connects with Moorpark Avenue. The currently authorized scope of work is complete. Future work will include further widening of Moorpark Avenue, including a dedicated left turn lane onto Westbound High Street and installation of railroad advance preemption controls that are interconnected with Caltrans' traffic

signals at Poindexter Avenue and High Street. Staff will obtain proposals in November 2017 to update the schematic design prepared in November 2006 to include widening and improvement of the intersections of High Street and Poindexter Avenue/First Street with Moorpark Avenue. Staff has obtained two Statements of Qualifications from design firms with local, rail and Caltrans experience. Staff is evaluating the submittals and will recommend a firm to Council to prepare the Project Study Report and schematic design.

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

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

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

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

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

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

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

Description: A project to relocate the entrance to the south Metrolink Parking Lot to

First Street. The project includes the acquisition and demolition of one single-family residence. This work has been completed.

Status: The conceptual design and the environmental document have been completed, and a Public Hearing was held in July 2009. The project has been approved by the City Council. The City has received approval for approximately \$220,000 in Federal Transit Administration (FTA) funding from the Ventura County Transportation Commission (VCTC) for construction of the second access. The City has also received approval for



a Congestion Mitigation and Air Quality (CMAQ) grant for approximately \$449,450 from the VCTC to fund additional ROW acquisition. The Field Review Form (7-B) and Preliminary Environmental Study Form (6-A) were sent to Caltrans District No. 7 on February 7, 2011. The City received approval of the Preliminary Environmental Study on August 10, 2011. The City received authorization to proceed on January 10, 2012. The City also completed and submitted Program Supplement Agreement No. 012-N to Administering Agency-State Agreement No. 07-5436R on March 22, 2012. Relocation of tenants and demolition of 65 First Street has been completed (August 2013). City Council awarded contract to RJR Engineering Group, LLC (RJR) for final design of the project, incorporating 65 First Street only on January 20, 2016. RJR and City staff has gone back and forth several times with revisions to the design of the entrance. Staff and RJR met June 16, 2017 to continue review of the plans. City approved Amendment No. 1 to Agreement September 6, 2017, adding a landscape architect for design of infiltration area. Landscape architect submitted design on December 1, 2017. Staff provided comments on December 4 and 18. The design is complete. Staff has requested a cost estimate update from the design team prior to going to City Council for permission to bid.

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

Description: A project to construct a Class 1 trail segment to extend from the east end of Campus Park Drive southerly under the freeway 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] (Departmental Objective I.A.1):**

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

Status: **No change since last report.** A walkway and street ramp design that reuses existing platform ramps is part of the design for Project No. 8063/C0032 approved by City Council on July 20, 2016. Detailed design work will be completed after coordination with Metrolink and Union Pacific.

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

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

Status: **No change since last report.** Conceptual alignment plan was approved by the City Council in May 2008. Staff met with Caltrans and alignment study appears acceptable. Staff presented the revised conceptual drawing of the revised Princeton interchange to the Transportation and Public Works Committee on January 5, 2009. On

October 7, 2009, City Council approved a design contract with KOA Corporation for Phase I North Hills Parkway from Los Angeles Avenue to Gabbert Road including the railroad undercrossing. The design contract with KOA was terminated on July 1, 2013 and staff is preparing a new design contract for City Council approval. The design will then proceed and be coordinated with adjacent property owners including AB Properties (Tract 5147).

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

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

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

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

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

Status: **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/C0033] (*Departmental Objective V.A.1*):**

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

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

standards. SCE has informed the consultant and the City that the SCE infrastructure that the City's design relies upon has been significantly changed. The City has asked SCE to revise their design so the project can move forward. SCE has told staff that they will be able to meet with a revised design at end of August 2017.

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

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

Status: Trash can site locations identified. Staff is presently working with LNI, a designer/manufacture, 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. Public Works field crew relocated a bus shelter and trash can from the northeast corner of Spring Road and Peach Hill Road to the northeast corner of Peach Hill Road and Christian Barrett Drive (at Peach Hill Park). The bus stop on Spring Road was closed in August 2017. The relocation was based on a request for a bench at Peach Hill Park from a resident who has difficulty standing for long periods of time.

**SR-118/Collins Drive Eastbound Ramps Signalization & Striping Project [Capital Project No. 8077/C0040]:**

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. Staff attended Caltrans' pre construction conference on February 7. Work is supposed to begin in April and be finished by summer. Caltrans' contractor has installed conduits, foundations and signal poles and energized safety lights on top of the poles. Work on signals continues. The new signals and safety lights were energized in August in time for the beginning of the fall semester at Moorpark College. Staff has suggested to Caltrans that they may need to install signage where west bound Arroyo traffic stops at the new signal before proceeding north on Collins Drive to the College. Drivers are improperly stopping and then proceeding against a red arrow signal, causing potential safety issues with two lanes of traffic sweeping onto Collins Drive from the eastbound off ramp. A sign is not required but may be helpful until drivers understand they must stop until they get a green arrow. Caltrans has not yet billed the City for its share of this project. Caltrans submitted an invoice for the signal installation (in the amount of \$175,000) that was processed for payment in December 2017. Caltrans has agreed to provide a "No Right Turn" sign for the red arrow signal. The signs have been installed and the signal timing adjusted slightly. The project is done.

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

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

Status: No change since last report. The City obtained \$30,000 in TDA Article 3 funding for a feasibility study to identify options available for establishing bicycle and ADA compliant pedestrian connectivity from Villa Del Arroyo Mobile Home Park to Collins Drive, north of the 118 freeway. The study 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). Staff is proceeding with an in-house design for the funded sidewalk installation abutting the Mobile Home Park. Staff submitted a TDA Article 3 grant application to VCTC on August 21, 2017. The application was for \$531,180, with a local match of \$68,820. The grant is to fund development of plans and estimates from schematic to design development stage for sidewalk and bikeways along Arroyo Drive and Collins Drive, between Campus Park

Drive and the Arroyo Drive railroad crossing. The City's project was recommended for funding from CTAC and TTAC. Approval from VCTC occurred October 6, 2017. The project can begin in FY 2018/19.

### **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 (Departmental Objective V.B.3):**

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

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

#### **Floodplain Management Ordinance**

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

Status: **No change since last report.** Review of the current NFIP and FEMA regulations for incorporation into the revised ordinance. Several residents have met with staff because they have received rate increase notices from the federal government. FEMA is in the process of raising flood insurance premiums per the Biggert-Waters Flood Insurance Reform Act of 2012 and the Homeowner Flood Insurance Affordability Act of 2014. After super storm Sandy they found the old rates were inadequate.

#### **Graffiti Removal:**

Description: Staff continues to be pro-active with the removal of graffiti and spent approximately 8.50 hours in January, 6.75 hours in February, and 1.50 hours in March 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. Staff is working to extend the grant, with the justification that Caltrans is already reviewing project.

**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 sixty-five citation appeals from January - March. Forty-two (42) citations were recommended for cancellation and 23 were denied. Individuals who receive a denied appeal may have their appeal heard by a Hearing Officer.

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

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

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

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

and the District's budgetary constraints, the District will no longer pursue the Virginia Colony project as a vital project.

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

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

Status: Staff attended the TMDL Management Committee on March 20, 2018. The Committee received a revised draft Agreement that updates the existing TMDL Implementation Program, adding the Ventura County Watershed Protection District (District) for the purposes of providing program management of the Calleguas Creek TMDL Stakeholder Committee and adding an option for other agencies (such as California State Channel Islands) to join the monitoring program as they become subject to TMDL requirements. The Agreement is currently with each agency for final review. Each respective agency will need to take the Agreement to each agency's City Council or Board for approval. The Committee also discussed the Salts Nutrient Management Plan (SNMP) with staff from the Los Angeles Regional Water Quality Control Board (Regional Board). The SNMP looks at various water quality objectives (WQO) in the basins; what are the current water quality levels; and what is the assimilative capacity for the basins/sub-basins for additional pollutants. For example, the majority of Moorpark sits in the East Las Posas Management Area (designated as East of Grimes Canyon Road and Hitch Boulevard) of the Las Posas Valley Basin. The WQO for chloride is 400 mg/L and the current quality level is 99 mg/L. This means the assimilative capacity for chloride is 301 mg/L. Future recycled water projects would have to take into consideration whether or not their project would increase the level of chlorides in the basin, and whether or not sufficient assimilative capacity is available. Additional conversations between the Committee and the Regional Board will need to occur before the SNMP is finalized.

**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 16, 2017. Moorpark's cleanup location was Villa Campesina Park. Twenty-eight (28) people attended the event and removed approximately 145 pounds of trash and 20 pounds of recyclable materials from the Arroyo.

**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. The Permittees met with staff from the Regional Board on September 21 during the monthly Public Works Directors meeting to discuss the status of the Permit. At this time, the Regional Board has stated it intends on establishing a Regional Permit, which would be applicable to both LA County and Ventura County agencies, instead of the current separate Permit for LA County and Ventura County. A draft Regional Permit is expected in late spring of 2018, with adoption likely in the fall of 2018.

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

**Description:** Ventura County Watershed Protection District (District) is working on a Management Strategy Study to select flood and sediment control approaches for the upper Calleguas Creek Watershed. This study primarily affects the cities of Thousand Oaks and Simi Valley.

**Status:** **No change since last report.** Staff attended the third stakeholder meeting of the Upper Calleguas Creek Study on April 10, 2013. The focus of the Study was proposed solutions to flooding problems along the Upper Calleguas Watershed (Simi



Valley and Thousand Oaks). At the meeting, Ventura County Watershed Protection District's (District) consultant team (CDM Smith) provided the group with its current proposed projects. The group then broke into smaller work groups to discuss the proposed solutions. The majority of the proposed solutions in Simi Valley included converting areas of the Arroyo Simi from a trapezoidal cross section to a rectangular cross section for additional capacity. A number of bridges would also need to be improved to prevent blocked flow. In a few areas where space was available, detention basins are proposed. Moorpark staff commented that the Lower Calleguas (Moorpark, etc.) should be improved first before the Upper Calleguas is improved so that the downstream area can support the increased flow. Bridge improvements should be completed before the Arroyo itself is improved. Conversion from trapezoidal to rectangular channels is not necessarily the best solution given the trend to maintain natural stream systems. The fourth stakeholder meeting occurred on September 11, 2012. During the meeting, City staff recommended that if improvements to the Upper Calleguas and its tributaries would increase the flow of water that traveled to the Lower Calleguas area (including Moorpark) then improvements to the Lower Calleguas must be made first. A fifth stakeholder meeting was held on December 11, 2012. Progress on the draft study report was presented. Further details on the proposed projects and a schedule for implementation are being prepared. Staff continues to review the documents provided by the District. The District released its Final Report in May 2013, including a response to comments. Staff is still reviewing the document to determine if the report addresses the City's concerns.

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

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

Status: Staff attended the WMC on February 15, 2018. The group approved the FY 2018/19 budget. Moorpark's share will be \$40,738. Agency costs are based on actual expenditures. For example, Moorpark's FY 2017/18 budgeted share was \$40,247, but the final invoiced amount was \$27,188. The group also briefly discussed the Permit renewal process, with the potential that the 3 regional Permits (Los Angeles, Ventura, and Long Beach) could be merged into one Permit. The group is also planning for an upcoming training session for City staff and contractors focused on the Technical Guidance Manual for stormwater compliance for land development projects (new development and redevelopment).

**Transit**

**Article 3 Funding:**

Description: The City is eligible to apply for TDA Article 3 funding (bikeways and pedestrian projects) from VCTC. The funds were available on an annual basis. Beginning in FY 2017/18 VCTC began combining Article 3 grant applications with their CMAQ call for projects and began accepting applications for two years' worth of funding. The first new call for projects was for FY 2017/18 and FY 2018/19 funding.

**Status:** The City submitted its FY 2016/17 Article 3 funding request to VCTC on March 31, 2016. The request was for \$100,000 for Phase II of sidewalk construction parallel to Arroyo Drive in front of Villa Del Arroyo Mobile Home Park. Phase II includes a sidewalk between the Villa del Arroyo Mobile Home Park’s main driveway and the west-end of the mobile home park as well as the east-end of the mobile home park property line and the City of Moorpark’s city limit line. The grant proposal includes a local match of \$100,000. Phase I includes a sidewalk between mobile home park’s main driveway and the east-end of the community’s property line and is funded with \$100,000 of TDA Article 3 funding that was received for FY 2015/16 (a local match of \$100,000 is also provided). On June 3, 2016, VCTC approved the City’s application.

Staff submitted a TDA Article 3 grant application to VCTC on August 21, 2017. The application was for \$531,180, with a local match of \$68,820. The grant is to fund development of plans and estimates from schematic to design development stage for sidewalk and bikeways along Arroyo Drive and Collins Drive, between Campus Park Drive and the Arroyo Drive railroad crossing. The City’s project was approved by VCTC at their October 6, 2017 Commission meeting. Funding will be received in FY 2018/19.

**Moorpark City Transit:** Transit totals for the months of October through December, 2017 are provided below:

	Oct	Nov	Dec	YTD
Daily Average	296	234	159	195
Total Monthly Ridership	5,926	4,920	3,183	24,216
Farebox Ratio (target ratio 20%)	10.61%	8.46%	6.53%	8.13%

**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 2017 Beach Bus program on March 1, 2017. On May 3, 2017, the City Council awarded an Agreement to Durham School Services for an additional three (3) years of service. The Beach Bus operated June 13 – August 10 for the 2017 summer. Approximately 873 round trips were provided this summer, compared to 767 trips in 2016 (an increase of 13.82%). The City collected \$4,341 in fares compared to \$3,762 in 2016 (an increase of 15.40%). The summer 2017 program cost \$16,924.83, essentially the same as last year (\$16,874.40).

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

**Description:** The VCTC Regional Transit Study, approved April 13, 2012, included a recommendation for the cities of Simi Valley, Moorpark, Thousand Oaks and Camarillo to join together to coordinate public transit services. The East County MOA would operate and coordinate all bus and ADA services, fares and hours of service including

east county unincorporated area transit services. The MOA (transitioned back to an MOU) was finalized and executed on September 11, 2013.

Status: The ECTA members met January 25, February 22, and March 22, 2018. The ECTA members approved a mid-year budget adjustment increase of \$44,263 (from \$657,405 to \$701,668) for InterCity Dial-A-Ride (DAR) services based on increased service demands. Staff from Thousand Oaks also reported on a meeting they had with representatives from Senior Concerns, an adult day care center in Thousand Oaks where a number of DAR passengers travel to and from. The members also discussed updates to the Implementation Plan. The FY 2018/19 budget was also approved, which included adding Saturday service for Intercity DAR and extending service to Agoura Hills for member residents. Approval of the service changes is dependent upon individual agencies receiving approval from their respective City Council and Board of Supervisors. The FY 2018/19 budget also includes two grants. . The first is for \$40,000 (over a two-year period) to offset additional operational costs to add Saturday service to the ECTA program. The second is for \$40,000 (over a two-year period) to offset vehicle lease costs which may include future increased costs to add additional vehicles to meet service demands.

**Metrolink Station:**

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

Status: Security camera exchanges occurred January 2, February 2, and March 1, 2018. On February 14, staff met with the Moorpark Police Department at the Metrolink Station to discuss the current security camera system and potential replacement options. The Ventura County Sheriff's Office (Moorpark and Camarillo branches) are working with VCTC for grant funding of security camera upgrades at both the Moorpark and Camarillo train stations. Moorpark's current six-camera system is proposed to be upgraded with newer pan-tilt-zoom digital cameras, with connectivity to the Moorpark Police Department building. The estimated cost for the Moorpark Station upgrade is \$32,000 and would be covered by the grant.

**Paratransit Services:**

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

Status: Fourteen (14) residents received membership in the Senior DAR program October - December, 2017. Four (4) ADA Paratransit participants joined during the same time period.

Transit passenger totals for the months of October through December, 2017 are provided below:

	Oct	Nov	Dec	YTD
Senior/ADA Intra-City Trips	141	130	89	725
Senior/ADA Inter-City Trips (ECTA)	394	473	450	2,383

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

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

Status: Staff attended Transcom on January 11, February 8, and March 8, 2018. Transcom approved a recommended list of Federal Transit Administration (FTA) Section 5310 Large Urbanized Area (Seniors/Disabled) funds and Section 5307 Jobs Access/Reverse Commute funds grant applications. The list included Moorpark's request for \$20,400 over a two-year period to fund free bus trips for seniors/disabled.

**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: **No change since last report.** On May 17, 2017, City Council approved the Moorpark City Transit Evaluation Final Report, including changes to Route 1 and Route 2. The proposed changes took effect August 7, 2017. Changes included removing Route 1 bus stops from Mountain Trail Street, Meadows Drive, Walnut Creek Road, Spring Road, Condor Drive, and eliminated service into Villa Del Arroyo Mobile Home Park (Villa Del Arroyo). Route 1 also no longer provides service into Moorpark Town Center, Mission Bell Plaza, or Moorpark Marketplace. Stops were placed on public streets adjacent to the shopping centers. Route 2 now provides 3 trips per day to Villa Del Arroyo. Route 2 no longer services Mountain Trail Street (south of Tierra Rejada Road), Countrywood Drive, Walnut Creek Road or Christian Barrett Drive. Route 2 also provides service adjacent to Moorpark Marketplace instead of inside the shopping center. Both Routes begin and end their trips at Moorpark College and each provides 11 trips per day.

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

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

Status: Staff attended VCTC on January 11 and February 2, 2018. During the January meeting, the Commission approved a cooperative funding agreement between VCTC and the City of Moorpark for the Syncromatic automatic vehicle location and passenger information system (Moorpark's share is \$30,300). The funding agreement enables Syncromatics to install new automatic voice announcement systems in Moorpark's buses. During the January and February meetings the Commission moved forward with approving the sale of Roadrunner Management Systems (the operator of VCTC's Intercity bus service) to RATP Dev North America. At the February meeting the Commission also held its annual Unmet Transit Needs hearing. During the hearing there were no specific public comments regarding Moorpark City Transit.

**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 1, 2017, VCTC approved the FY 2018/19 Unmet Transit Needs public hearing schedule. The Commission held a public hearing on February 2, 2018. The City of Moorpark hosted a VCTC "Listening Session" on February 8 at City Hall between the hours of 4:00 pm – 6:00 pm, where one member of the public attended. Staff from VCTC has been collecting public comments made throughout Ventura County and has submitted all comments to the transit operators for review and determination if any can be responded to. The draft Unmet Transit Needs report concluded that there were no Unmet Transit Needs that were reasonable to meet. This determination (if approved by the Commission) enables those small cities with a population of under 100,000 who receive Transportation Development Act (TDA) money for transit can use remaining TDA money on street projects after meeting their respective transit needs.

## **CITY MANAGER'S OFFICE**

**Tentative Future City Council and Successor Agency Agenda Items:** Future agenda items for consideration are as follows: Solid Waste Franchise Agreement; Options for use of remaining funds from former Moorpark Redevelopment Agency Bonds; Development Agreement with Mansi/Aldersgate; Development Agreement with Grand Moorpark/Kozar/Skye Line 66 LLC; Development Agreement with Rasmussen/Moorpark 67 LLC; Development Agreement with Chiu/Everett Street Terraces; Update personnel rules; Review of Los Angeles Avenue Traffic Study; Country Trail Park playground replacement, ADA walkway and decomposed granite

pathway; Participation in the Los Angeles County Community Choice Energy (LACCE) Program; Extension of Conditional Use Permit (CUP) No. 2012-03 to allow continued use of 4875 Spring Road for outdoor storage of recreational vehicles; Approve design plans and authorize bidding of SB1 funded road repair project in vicinity of Moorpark College; and Approve design plans and authorize bidding of raised median project for Los Angeles Avenue between freeway and Spring Road.

## **COMMUNITY DEVELOPMENT DEPARTMENT**

### **CITY COUNCIL PRIORITY OBJECTIVES**

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

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

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

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

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

Status: On September 9, 2016, the City Council approved initiation of the traffic study. A Request for Proposals was distributed to four traffic consulting firms on October 9, 2016, 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 CDD and PWD Directors had a kickoff meeting with Caltrans Traffic and Permits staff and the City's consultant at Caltrans District 7 Headquarters on June 28, 2017. Caltrans requested a study that only addresses optimization of existing signals and does not raise other, more vexing issues like truck safety and weigh stations, which would delay straightforward signal optimization. Caltrans staff also suggested that addition of future signals in a report to them will clearly indicate a reduced capacity on Los Angeles Avenue. They recommended that future signals be analyzed individually following published "warrant" rules. City's consultant agreed with this approach and will prepare a report for Council that includes the optimization of current signals as well as these other, more complex issues. Caltrans committed to updating the City on how they may be using the traffic signal interconnect system installed on Los Angeles Avenue more than ten years ago. The draft report was submitted to Staff in November 2017 and is under review. As part of their required deliverables Kimley Horn developed a revised signal timing plan with

Caltrans. While the new timing has reduced congestion on LA Avenue it has increased delays at two crossing streets; Spring and Tierra Rejada/Gabbert. Kimley Horn is troubleshooting and advising Caltrans on further timing changes.

Approval Authority: City Council

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

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

Status: The City Council appointed an Ad Hoc Committee (Mayor Parvin and Councilmember Mikos) to work with staff to complete an update to the Open Space, Conservation, and Recreation Elements. Staff is finalizing a draft of the Land Use and Circulation Elements. Approximately 95% of the GIS mapping for the General Plan has been completed. Staff has initiated work with J. H. Douglas and Associates to assist in the completion of the Land Use Element update. A draft of the Land Use Element Update is under review by staff and is expected to be ready for presentation to the Planning Commission and City Council in late 2018. Work on the Circulation Element will follow the Land Use Element.

Approval Authority: City Council

**Development Project Review**

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

Status: GPA 2016-01 was presented to City Council and approved on September 20, 2017. GPA 2015-02 was approved by City Council on December 6, 2017. GPA 2013-02 is tentatively scheduled for Planning Commission and City Council consideration in early to mid-2018.

Approval Authority: City Council

### **High Street Streetscape Plan**

Description: Modify the approved High Street Streetscape Plan. Develop phasing plan and construct selected portions of the High Street Streetscape Plan, including traffic calming devices, decorative paving, landscaping and metal trellis (public art) in the Metrolink parking lot by June 30, 2019.

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

## **DEPARTMENTAL GOALS AND OBJECTIVES**

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

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

Status: **No change since last report.** Staff has begun studying and analyzing the potential for mixed use development on vacant and underutilized property along High Street and Charles Street.

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

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

Status: Staff has been working with Pardee Homes on finalizing the grading plan for the area within their project site. On October 21, 2009, the City Council approved a proposal from RBF Consultants, the engineer for Pardee Homes, to design the extension of 23 Bypass from the northern City limits to Broadway Street, so 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 2018. Community Development and Public Works Directors met with City Attorney and the City Manager of March 21, 2018 to discuss next steps to resolve open Pardee issues.

Approval Authority: City Council.

### **Film Ordinance (Objective IV.A.13):**

Description: Adopt Film Ordinance by December 31, 2017.

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.



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

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

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

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

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

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

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

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

Hogue found several faults with the EIR in not complying with the California Environmental Quality Act and directed the parties to meet and confer in an effort to agree on the text of the remand order. Agreement could not be attained and the matter went back to Judge Hogue on December 27, 2017. Judge Hogue suspended portions of the project that relied on the flawed EIR (additional truck trips and asphalt batch plant) and allowed the expansion of the mine to proceed with the previous number of allowed truck trips. The County will have to return to the writ to explain how it intends to remedy the deficient portions of the EIR.

**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. CEMEX staff reached out to the City to mitigate traffic concerns. On June 7, 2017, the City Council approved a Pre-Litigation Settlement Agreement that provides funding to mitigate the fair share of traffic from the project on Moorpark Avenue. This agreement has since been executed. This project was approved by the County Planning Director. Staff will continue to monitor this project. This item will be removed from subsequent reports.

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

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

Status: **No change since last report.** Comments were filed by staff on the proposed application on April 7, 2014, primarily requesting that the County analyze wildlife

corridors and visual impacts in an EIR, as part of the environmental review on the proposed Zone Change and subdivision applications. A Notice of Preparation of an EIR was received by the City on November 19, 2014. Staff responded by re-submitting its April 7, 2014 comments.

**Broad Beach Re-nourishment Project:**

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

Status: **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. On March 15, 2017 Santa Barbara County Superior Court Judge Thomas Anderle found no basis for injunctive relief and denied the petition. This judgment was entered on April 20, 2017. On April 28, 2017, the County appealed this judgment. On May 8, 2017, the City cross-appealed.

**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: A Notice of Preparation of an EIR was received by the City on November 21, 2014. On December 17, 2014, the City Council authorized the sending a letter to the County requesting that the EIR address land use and planning impacts, aesthetic impacts, and consider alternative locations for the wells. Staff will continue to monitor this project. City Engineer/Public Works Director spoke briefly at the May 13 and July 20, 2016 Fox Canyon Groundwater Management Agency Board meetings to support the concept of pumping and treating local, poor quality groundwater for potable use as our City relies on imported water to meet more than 80% of needs. The County has applied to the State for Proposition 1 water grants for a feasibility study and construction.

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

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

### **General Plan Amendments**

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

Description: Present for City Council consideration General Plan Amendment (GPA) of Land Use Element and accompanying entitlements for GPA 2005-02 (Chiu) and GPA 2014-01 (Kozar/Grand Moorpark/Sky Line 66 LLC) by June 30, 2018.

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

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

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

**Status:** **No change since last report.** GPA 2016-01 was approved on October 4, 2017. GPA 2015-02 was approved on December 20, 2017. Staff is continuing review and processing of GPA 2013-02. More specific information on each project is provided below in this report.

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

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

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

**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:** 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 deposit toward completion of the Specific Plan. The Zone Change Ordinance had second reading and approval by the City Council on July 20, 2016, after the deed restriction recorded. The Lot Line Adjustment was approved and has been sent to the County Recorder for recordation on March 30, 2017. An error was discovered on the Lot Line Adjustment and this is being reviewed for resubmittal to the County Recorder. The four lots are currently in escrow. The developer's civil engineer corrected the errors in the survey legal description and plat. All four lots have been sold to development interests. This item will be removed from subsequent reports.

**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 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

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Implementation Plan was approved by the City Council in advance of the purchase, on July 16, 2014. On October 17, 2014, the Community Development Director approved an Administrative Permit to construct a “model home complex” consisting of six model homes; two will serve as sales offices, and two adjacent parking lots on four vacant lots in the Meridian Hills. A third amendment to the Implementation Plan was scheduled for City Council consideration on July 6, 2016 to recognize a new owner and financial partner, Hearthstone, Inc., but was removed from the agenda and placed on the July 20, 2016, September 7, 2016, and September 21, 2016 City Council agendas, when it was finally removed after Hearthstone, Inc. no longer was pursuing entering the project as a financial partner, and the request was withdrawn.

Condition Compliance Status: Construction of the 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 some repairs remain outstanding.

Building and Safety Status: Building Permits for two hundred sixteen (239) 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. Repairs to the slope failure are being designed for presentation to Council for approval

on July 19, 2017. Two bids were received to repair the slope on September 11, 2017. Bid award is scheduled for October 4, 2017 with a 30 working day schedule following contract formation. Offsite work as well as home construction continues south of Meridian Hills Drive. The repair of the slope was completed in December, 2017. The Subdivision Improvement Agreement was approved by the City on March 2, 2018. City Council approved an Irrevocable Offer of Fee Dedication and Temporary Construction Easement Agreement required for the possible future realignment of Meridian Hills Drive on March 21, 2018. Under the City's oversight, the developer accomplished the final paving of sections of six private streets in Tract 5187-2 in March 2018.

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

Description: Development of 318 out of 450 single-family residential lots and one (1) multi-family lot 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. Community Development and Engineering staff will be meeting with Pardee Homes in the first half of 2018 to go over final items to be completed in this project.

Building and Safety Status: Construction is complete.

Engineering Status: Home construction is complete, and all repairs and final asphalt cap was completed April 2016 within Planning Areas 2 and 3. Pardee and their contractor met with staff on April 17, 2017, to discuss outstanding issues related to exonerating surety bonds. PWD Director is preparing staff report to Council to exonerate uncontested bonds at the July 19, 2017 meeting. A number of bonds were released in July leaving survey monumentation and bypass highway sureties to be resolved. Other issues include mitigation area within the highway right of way and La Perch access at Water District offices. Community Development and Public Works



Directors met with City Attorney and the City Manager of March 21, 2018 to discuss next steps to resolve open Pardee issues.

**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: **No change since last report.** 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. This item will be removed from subsequent reports.

Building and Safety Status: Construction of homes is complete.

Engineering Status: **No change since last report.** 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 have been completed and Developer's engineer is finalizing survey monuments and as-built drawings. Some settlement and silting have been observed in some of the hillside drains above the homes. These deficiencies will have to be repaired before final turnover.

**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

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Residential Planned Development were approved by the City Council on December 6, 2006. A Permit Adjustment application was approved on March 29, 2007, to clarify certain conditions of approval. The applicant submitted an additional Permit Adjustment application and a request to modify the Development Agreement on issues related to affordable housing, open space, and improvement timing. The additional Permit Adjustment was approved by staff, and the request to amend Ordinance 346 to modify Development Agreement No. 2004-01, relating to timing of Grimes Canyon Road improvements and the timing and manner of open space and affordable housing mitigation, was approved by the City Council on June 20, 2007. The Development Agreement was signed by Toll Brothers and submitted to the City for execution.

Approval Authority: City Council

Condition Compliance Status: **No change since last report.** An Early Grading Agreement was executed and mass grading 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 is underway. Zoning Clearances have been issued for all 50 homes. Permits have been issued for the recreation area/tot lot. Final condition compliance is proceeding.

Building and Safety Status: Constructing is proceeding. Permits for all 50 homes have been issued.

Engineering Status: **No change since last report.** 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: **No change since last report.** Toll Brothers purchased the project from KB Home on November 30, 2009. Toll Brothers originally indicated intent to build the site as approved by the City Council on April 6, 2005. Toll received approval for a modification to introduce three new floor plans and revises the master plotting of planning Areas 8 & 9. Building Permit Zoning Clearances for all homes have been approved, including the construction of a new model home. Final occupancies have been issued for a total of 122 houses.

Building and Safety Status: Construction is proceeding. Permits for 130 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. Pursuant to the Development Agreement, Vesting Tentative Tract Map No. 5437 expired May 17, 2016, 10 years after its approval. No provisions

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for extension were included in the Development Agreement. A new map has been submitted, matching the original map. The application remains incomplete.

Approval Authority: City Council

Condition Compliance Status: City and Fire District staff reviewed proposed street names. On January 21, 2015, the Council approved street names of Los Palacios Drive and Vista Verde Court. The applicant is currently researching how to refile the tentative tract map in a manner consistent with the provisions of the Development Agreement.

Building and Safety Status: No activity at this time.

Engineering Status: 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 would have expired unless a complete application was received by December 4, 2015. On December 2, 2015, the City Council approved an amendment to the GPA Pre-Screening Procedure, to extend this authorization through March 31, 2016. New application materials were submitted on March 30, 2016 and the application was determined complete. This item is expected to be considered by the Planning Commission and City Council in 2018.

Condition Compliance Status: No activity at this time.

Building and Safety Status: No activity at this time.

Engineering Status: Staff reviewed an October 27 letter from the applicant's representative and a number of different 2016 plans on October 30, 2017 and identified some driveway, trash hauling and garage circulation issues that need more work.

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

Description: 133 single family detached homes on 22 acres.

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

Approval Authority: City Council

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

Building and Safety Status: Construction is complete.

Engineering Status: Grading, drainage and street improvements have been completed. Home construction is complete, all repairs and final asphalt cap was completed April 2016. The secondary entrance is under reconstruction to repair the inadequate base layer and to construct a paver stone cap surface.

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

Description: A request for a proposed gated residential development consisting of 153 single-family residential units and 130 detached condominium units on 38.73 acres. The project will include a swimming pool, tot lot, and associated amenities. The application was submitted on April 15, 2016.

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

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

Building and Safety Status: No activity at this time

Engineering Status: Staff has reviewed conceptual street plans and entrances. Developer's engineer is working on incorporating bus stop and Los Angeles Avenue drainage into their plans. Staff reviewed Vesting Tentative Tract Map and identified an

issue with dedications along Leta Yancy Road that will be resolved in the purchase process. Staff also initiated communication with Edison to underground electric lines on the west side of Leta Yancy Rd. Staff communicated with developer and County staff regarding excessive County storm drain pipe and stormwater detention conditions pending for the project.

**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 subsequently submitted Residential Planned Development 2010-02.

Entitlement Status: The City Council originally approved this project and Development Agreement on April 6, 2005. 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. This item will be removed from subsequent reports.

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 sound wall 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. Improvements to the channel and basin are substantially complete and awaiting inspection by the County. The developer is completing landscaping work on the north side of the Arroyo. The developer is planning to cap the remaining streets adjacent to the new homes in mid-July. Resurfacing of Majestic Court and half of Moorpark Avenue is to be scheduled in the near future. The private streets were capped. Developer will

resurface portions of Majestic Court and Moorpark Avenue in near future. The developer brought ADA access ramps up to current codes in December 2017 but has been unable to complete the street resurfacing due to high winds. The street resurfacing will occur in early 2018. Resurfacing of the east half of Moorpark Avenue and full width of Majestic Court required due to damage from Shea Homes construction hauling was completed in February 2018.

**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 was approved by the City Council on March 1, 2017, with second reading and approval of the Development Agreement enabling ordinance on March 15, 2017. The Development Agreement and Affordable Housing Agreement were executed and recorded on April 17, 2017.

Approval Authority: City Council

Condition Compliance Status: No 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: 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. This item is expected to be considered by the Planning Commission and City Council in 2018.

Condition Compliance Status: No activity at this time

Building and Safety Status: No activity at this time

Engineering Status: No activity at this time

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

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

Entitlement Status: The City Council approved the project and Development Agreement on December 17, 2003. On March 29, 2006, the Community Development Director approved Permit Adjustment No. 1 to change only the timing language of condition number 20 of City Council Resolution Number 2003-2150, (which stated that: Prior to issuance of a Certificate of Occupancy for the first dwelling unit, construction of roadway improvements to Walnut Canyon Road shall be completed to the satisfaction of the City Engineer), this was changed to state that: Construction of roadway improvements to Walnut Canyon Road shall be completed to the satisfaction of the City Engineer and Public Works Director by November 8, 2008, or prior to occupancy of the fiftieth (50<sup>th</sup>) residential unit, whichever comes first. On December 22, 2006, Lone Star Opportunity Fund purchased SunCal's interest in the property; however, Moorpark 150, LLC remains the record fee owner. The second one year extension on this approval to December 17, 2008, was granted by the Planning Director at the request of the applicant. A modification to the entitlements to extend the time horizon of the Residential Planned Development Permit and to extend the time horizon for improvements was considered by the City Council on November 19, 2008, and the City Council approved the request at that meeting. On April 6, 2011, City Council approved Modification No. 2, amending Special Condition No. 20 for Vesting Tentative Tract Map No. 5130, requiring construction of roadway improvements to Walnut Canyon Road and overlaying of the pavement on Wicks Road, and that it must be completed to the satisfaction of the City Engineer and Public Works Director prior to issuance of the certificate of occupancy for the 1st dwelling unit, or April 11, 2013, whichever comes first. The RPD permit was extended by the Community Development Director for an additional year to December 17, 2012. An application for a second one year extension of the RPD was denied by the City Council on December 19, 2012. City Ventures acquired the property on December 19, 2012. The RPD expired December 17, 2012, and the applicant is working towards submitting an application to address this. On May 12, 2014, the developer submitted an application for a new RPD and Modification No. 3 to address the timing of completion of improvements to Walnut Canyon Road and Wicks



Road and the application was deemed incomplete on June 10, 2014. Planning Commission reviewed this revised project in January 2015. On March 18, 2015, the City Council approved the Modification to the Tentative Tract Map and the new RPD for this project. On June 15, 2016, the City Council initiated an amendment to the Development Agreement for this project to extend the term to December 31, 2040. The Planning Commission recommended approval of this amendment on August 23, 2016. The City Council is tentatively scheduled to consider this amendment in the Fall of 2017.

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

Building and Safety Status: Plan check is expired.

Engineering Status: Street names have been approved. The Final Map and grading and improvement plans have been resubmitted and are in review. The geotechnical report has been approved. Developer has resubmitted material regarding offsite easements on Walnut Canyon Road improvements that have now satisfied all requirements. The Encroachment Permit for work along Walnut Canyon has expired, and the developer is working with Caltrans on reinstatement. The improvement plans and final map are ready to be signed. The developer has requested the required bonding amounts. The developer may request an early grading agreement.

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

Description: A proposed 66-unit townhome community on 4.01 acres on the north side of Los Angeles Avenue, east of Shasta Avenue. The project will include a swimming pool, tot lot, and associated amenities. The application was submitted on October 10, 2014.

Entitlement Status: The Application is complete and is currently undergoing environmental review. Required studies have been conducted. This item is expected to be considered by the Planning Commission and City Council in 2018.

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 submitted plans for grading and construction. A lot line adjustment to merge the lots has been approved and recorded. A Zoning Clearance for construction was issued on June 23, 2017, site work is complete, and the buildings are under construction.

Building and Safety Status: Permits have been issued and construction has begun.

Engineering Status: Grading permit has been issued and work is underway. Demolition and rough grading work is complete. The soil improvement work is approximately 50% complete. Subcontractor Malcolm Drilling Co. is installing 334 twenty-foot deep stone columns to support the future apartment buildings. This work is necessary due to the identified risk of liquefaction in the event of a strong earthquake. Ground modification work has been successfully completed. Owner has made minor site design revisions that are being reviewed by City at this time. The developer has completed rough grading and some offsite improvements including driveways and wet utilities.

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

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

Entitlement Status: The Development Agreement Council Ad-Hoc Committee (Parvin, Van Dam) met with the developer on March 28, 2017 and September 20, 2017 to discuss the terms of the Development Agreement. On November 7, 2017 the Planning Commission recommended to the City Council approval of the project. The City Council approved the Mitigated Negative Declaration, General Plan Amendment, Tentative Tract Map and Residential Planned Development Permit on December 6, 2017. The Zone Change Ordinance and Enabling Ordinance for the Development Agreement were also introduced on December 6, 2017. Second reading of the Zone Change Ordinance was held on December 20, 2017. Due to a late request by the developer for a change in wording of the Development Agreement, a revised Enabling Ordinance for the Development Agreement was re-introduced on December 20, 2017, with second reading of the Development Agreement held on January 17, 2018.

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/West Pointe Homes):**

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

Entitlement Status: **No change since last report.** The application is currently undergoing evaluation and environmental review. Required studies have been conducted.

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, 2018 unless a building permit is issued. Mass grading is complete and construction of retaining walls is expected to begin soon.

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

Engineering Status: Grading plans have been reviewed and returned to the project engineer for corrections. Revised engineering plans were submitted on June 28, 2017 for plan check and have been approved. The development will utilize the previously constructed detention basin to comply with the post-construction BMP requirements. Grading permit has been issued and site work began September 2017. Grading work is approaching completion as of December 2017.

**Industrial Planned Development Permits**

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

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

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

Approval Authority: City Council

Condition Compliance Status: No activity at this time.

Building and Safety Status: No activity at this time.

Engineering Status: No activity at this time.

**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 complete.

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

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. Grading for three industrial tilt up buildings was completed in spring 2017, and those buildings have been erected. All grading and paving was completed in 2017.

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

Description: Request to develop a motion picture studio complex (Moorpark West Studios) with 12 soundstages, support buildings, and a 4-story parking structure on a 37.53 acre site. Project requires consideration of an amendment to the General Plan

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Land Use Designation of 10.75 acres from General Commercial to Medium Industrial.  
Submitted March 23, 2009.

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

Approval Authority: City Council

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

Building and Safety Status: No activity at this time.

Engineering Status: The developer's engineer is in communications with Caltrans District 7 in regards to obtaining an encroachment permit. The developer is expecting to receive from Caltrans one or more design exceptions to construct on Los Angeles Avenue two lanes in each direction from Gabbert Road west to the new intersection with North Hills Parkway. It appears that the City will be required to take title to the land necessary to widen State Route 118 for further transfer to Caltrans upon completion of widening work. Staff is working to understand if there are any environmental issues that have to be remediated before that first transfer takes place.

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

Description: A request to allow sales and outdoor storage of fences at 14110 Princeton Avenue (submitted on September 18, 2017).

Entitlement Status: The application remains incomplete.

Approval Authority: City Council

Condition Compliance Status: No activity at this time.

Building and Safety Status: No activity at this time.

Engineering Status: Joint review of Fence Factory planned improvements and adjacent Princeton Avenue project is scheduled for April 5, 2018 to ensure no conflicts.

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

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

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

Approval Authority: City Council

Condition Compliance Status: No activity at this time.

Building and Safety Status: No activity at this time.

Engineering Status: No activity at this time.

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

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

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

Condition Compliance Status: The developer is working with staff on meeting the requirements for the Final Map and Development Agreement.

Building and Safety Status: No activity at this time.

Engineering Status: Grading and Improvement plans, final map and geotechnical report have been approved. Grading, drainage and NPDES corrections are required and developer has been issued a notice of these corrections. The site needs approximately 70,000 additional yards of earth import fill. The City has allowed for offsite import and import activity is being monitored by their geotechnical consultant. Revisions to the emergency access road through SCE to Gabbert Road have been reviewed and approved. A letter from Engineering summarizing the outstanding grading issues and fees owed is being drafted. The new Tentative Tract Map submitted on August 17, 2012 is under review. Developer's representative told staff in December 2017 that engineering plans will be submitted in near future. Developer will meet with City staff in first half of April 2018.

### **Conditional Use Permits**

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

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

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

Approval Authority: City Council

Condition Compliance Status: Condition Compliance is underway.

Building and Safety Status: Plans have completed plan check.

Engineering Status: Staff has received the developer's plans for site and off-site improvements, which are under review. Engineering has completed two plan checks. Design is not approved, more work to be done. Staff met with developer's engineer in December 2017 to review third plan check comments. The final plans should be prepared in near future. The Community Development and Public Works Directors reviewed and signed developer's plans in March 2018.

#### **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).

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: Construction is nearing completion.

Building and Safety Status: Building permit was issued on June 12, 2017.

Engineering Status: Developer damaged easterly driveway by saw cutting and the approach. This has triggered a requirement to replace the driveway and for that work to comply with the Americans with Disabilities Act.

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

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

Entitlement Status: The project applications originally were placed on the City Council agenda for its April 19, 2017 meeting. After opening the public hearing (there were no speakers), the City Council continued the agenda item to May 3, 2017, at the request of the property owner, who was unavailable for the meeting. One of the staff-recommended conditions was to prohibit signage on the tower, as this is not allowed by the Zoning Ordinance. The property owner expressed that the proposed signage was essential to his business and on April 26, 2017, requested a Zoning Ordinance Amendment to be considered as part of the applications to allow the proposed signage. On May 3, 2017, the City Council closed the public hearing and referred the applications (with the Zoning Ordinance Amendment) to the Planning Commission for recommendation. On June 27, 2017, the Planning Commission considered the applications and recommended approval with conditions. On July 19, 2017, the City Council adopted Ordinance No. 450 to amend sign regulations and allow signage on certain wireless communication facilities in certain locations, and Resolution No. 2017-3614 approving the construction and operation of a major wireless communication facility.

Approval Authority: City Council

Condition Compliance Status: A City Welcome Sign Agreement is currently being prepared.

Building and Safety Status: No activity at this time.

Engineering Status: No activity as this time.

**Conditional Use Permit No. 2018-01 (Grocery Outlet):**

Description: A request to allow the sale of distilled spirits, beer and wine for off-site consumption at a new Grocery Outlet supermarket at 425 Los Angeles Avenue (submitted on January 2, 2018).

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Entitlement Status: On February 27, 2018, the Planning Commission adopted Resolution No. 2018-626 approving this permit with conditions.

Approval Authority: Planning Commission.

Condition Compliance Status: No activity at this time.

Building and Safety Status: No activity at this time.

Engineering Status: No activity at this time.

**Home Occupation Permits**

6 Home Occupation Permits were issued in January 2018  
4 Home Occupation Permits were issued in February 2018  
4 Home Occupation Permits were issued in March 2018

**Building and Safety Activity**

**December 2017**

Permits Issued	Decrease From Last Year to Date	Total Valuation	Decrease From Last Year to Date	Inspections	Decrease From Last Year to Date
63	-25%	\$227,783	-85%	241	-31%

**January 2018**

Permits Issued	Increase From Last Year to Date	Total Valuation	Increase From Last Year to Date	Inspections	Decrease From Last Year to Date
96	35%	\$1,465,394	47%	213	-18%

**February 2018**

Permits Issued	Increase From Last Year to Date	Total Valuation	Increase From Last Year to Date	Inspections	Decrease From Last Year to Date
92	9%	\$2,197,264	69%	232	-27%

**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

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October 5, 2011, City Council found that the proposed wall replacement concept is consistent with the PC-3 Mountain Meadows Specific Plan. The HOA has submitted wall replacement plans along with the required plan check fees. The third plan check has been completed and returned to the engineer. The HOA submitted an alternative design in August 2015 and the plan review comments were returned to the HOA in September 2015. Plans were approved on July 5, 2016, and permits will be issued once inspection fees are submitted, the grading contractor submits their insurance information. The HOA has selected a contractor to replace the walls and the contractor's representative met with the City Engineer/Public Works Director and Building Official on January 4, 2017, to address administrative matters. Several rounds of correspondence and negotiation have subsequently taken place between City and HOA's attorney. As of June 30, 2017, the HOA has agreed with City insurance and licensure requirements and final language for the required, full value surety bond is nearly settled. This is required before the City Engineer/Public Works Department can permit the work. HOA is still working to obtain a \$100,000 surety bond as of September 28, 2017. Apparently the contractor they have selected is unable to be bonded. The HOA and originally selected contractor (Brave Development & Construction) were unable to obtain bonds. Therefore the HOA provided a \$100,000 cash bond. The HOA informed staff in mid-December 2017 that the HOA has selected a new contractor (Geoworks). Staff received final insurance documents on December 28, 2017 and will issue a permit and final bond transmittal documents within next several days. Concurrently, the HOA has protected the slope with plastic and sandbags to minimize future movement. An HOA Board member shared with staff that one of the homeowners at the top of the slope emptied their swimming pool water onto the slope last year and that this may have contributed to the soil movement that staff observed. Staff issued a grading permit to the HOA's general contractor, Geoworks in January 2018. As of this report they have done some demolition at western end of the property but their work has been hampered by winter rains. With the end of the rainy season, work should resume shortly.

**Code Compliance Activity**

**January 2018**

Formal Cases Opened	Cases Closed	Informal Investigations Opened	Informal Investigations Resolved	Inspections Conducted
24	25	26	24	46

**February 2018**

Formal Cases Opened	Cases Closed	Informal Investigations Opened	Informal Investigations Resolved	Inspections Conducted
22	20	24	23	47

**March 2018**

Formal Cases Opened	Cases Closed	Informal Investigations Opened	Informal Investigations Resolved	Inspections Conducted
25	24	28	29	51

**Business Registration Activity**

<b>January (New):</b> 62	<b>February (New):</b> 51
<b>January (Renewals):</b> 205	<b>February (Renewals):</b> 186
<b>March (New):</b> 59 (through 3/27)	<b>Fiscal YTD (New):</b> 172 (through 3/27)
<b>March (Renewals):</b> 223	<b>Fiscal YTD (Renewals):</b> 614

**FINANCE DEPARTMENT**

**Fiscal Year-end 2016/17:** Rogers, Anderson, Malody & Scott, LLP (RAMS), our independent auditor, performed the interim audit work on June 6-7, 2017. The final audit work occurred the week of September 25-29. The Comprehensive Annual Financial Report (CAFR) was sent in an email to the City Council on December 27, 2017, along with other financial reports. The City Council approved the year-end reports at the January 17, 2018 meeting.

The Single Audit report was finalized and submitted to the Federal Audit Clearinghouse and the State of California State Controller’s Office on Thursday, March 29, 2018. The City Council will consider this report at the meeting on April 18, 2018. The report noted no findings.

**Budget 2017/18:** Staff submitted and Council approved a mid-year budget review at the meeting of April 4, 2018.

**Budget 2018/19:** Staff held the kick-off meeting for the 2018-19 budget on February 7, 2018. Department staff was trained on how to use the Tyler budget module. This will be the second year that Tyler Incode will be used to prepare the budget. First draft of the budget document scheduled to be printed the first week of April.

**CalPERS Actuarial Report.** In August 2017, CalPERS released the June 30, 2016 actuarial report for the City. The employer “normal cost” rate for FY 2018-19 has increased 0.474% from 8.418% to 8.892%. The “unfunded liability” payment has increased from \$112,327 to \$181,640. The City’s CalPERS payroll is approximately \$4.9 million; therefore this increases our cost by \$75,000 for FY 2018-19. The funded status of the plan using the market value of assets is 87%. Liability is \$30.5 million, market value of assets is \$26.5 million; therefore an unfunded liability of \$4 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 87% funded status is an improvement on the 85% funded status as of June 30, 2014. In December 2016, CalPERS

voted to reduce the discount rate from 7.5% to 7.0%. This increases the unfunded liability going forward. A very rough estimate of the increase is another \$1 million; therefore \$5 million estimated unfunded liability. This increases the annual employer share of contributions an estimated \$440,000 per year to begin in FY 2018-19 and continue to increase annually until 2024/25. Staff presented a report for the City Council to consider how to mitigate the increased operational costs. At the September 20, 2017 Council meeting the City Council approved a \$4 million additional contribution to CalPERS. The City wired the funds to CalPERS on September 29, 2017. The next actuarial report is scheduled to be released in August 2018. Staff will work with the CalPERS actuary to ensure the \$4 million payment is properly reflected for the City's rate in FY 2019-20.

**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 \$98,097 (false alarm - \$52,517; graffiti restitutions - \$35,397; social host fines - \$5,000 and NSF - \$5,183). The monthly lease revenue on 13 properties is \$39,669.

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

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

Status: Project has assumed a lower priority due to financial system conversion.

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

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 purchased a new virtual server environment and installation occurred in December 2015. Tyler software was installed on the city server on March 18, 2016. On May 23, 2016 Tyler consultant staff was on-site for the security and administration set-up. From May 31 through June 23, 2016 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 2016, neither item completed satisfactorily. Tyler consultant returned on October 17, 2016, with the goal to finish parallel payroll and

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UAT. 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 2016. 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). Staff has decided to purchase ExecuTime software for the time-clock functions. ExecuTime was recently purchased by Tyler. City Council approved an amendment to the Tyler contract to purchase and implement ExecuTime in the amount of \$24,925. This will add a time clock function to the system and eliminate all paper submittal of time sheets. Staff is working on implementing by the end of May 2018. Project Accounting has been partially implemented to include only sixty-six (66) active developer projects. Staff is still working to slowly establish the remaining 273 developer accounts in the module. The second fixed asset data conversion was concluded on June 13, 2017 and reviewed by City staff on June 20. The review showed significant variances in the total original cost and value of accumulated depreciation due to duplicate items. Tyler worked with City staff and all errors are now resolved. FY2016/17 capital acquisitions, disposals and depreciation were successfully processed in the system by September 25. The CAFR module was not implemented in time for year-end. Accounts Receivable was fully converted and implemented in December 2017. Budget module went live in March 2017 and staff installed the City Council approved budget in late June 2017. The permitting software (Energov) is planned to be implemented in 2018.

**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 March 2018 quarterly yield is 1.43 percent.

The balance in the Ventura County Pool is \$16.7 million. At the end of January 2018, the yield rate in the Pool was 1.42 percent.

The securities account portfolio balance is \$79 million, with Union Bank as the custodian. \$48 million mature within three years while the remaining \$31 million mature from three to five years. The average portfolio yield is currently 1.7 percent.

The City has \$9.7 million in Certificates of Deposit (CDs) with an average yield of 2.1%.

## MOORPARK POLICE DEPARTMENT

### Administration:

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

- Sgt's Allen Devers and Cary Peterson retired from the department.
- Sgt. Ray Dominguez transferred from Thousand Oaks Patrol to Moorpark Patrol.
- Sgt. William Hutton transferred from the Main Jail to Moorpark Patrol.
- Senior Deputy Ken Truitt promoted to sergeant was reassigned to the Main Jail.
- Senior Deputy James McCollum transferred from Camarillo Investigations to Moorpark Investigations.
- Deputy George Hernandez was reassigned from the Moorpark SRO to the Sheriff's Background Unit.
- Deputy Robert Curiel was reassigned from Moorpark Patrol to the Moorpark SRO.
- Deputy Tyler Galloway was reassigned from Fillmore Patrol to Moorpark Patrol.

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

**Hours Worked / Team Status:** In the first quarter, **15** Moorpark Police Volunteers worked a total **1,170.5** hours. One VIP resigned due to time constraints and two new VIP's passed the training cycle and were accepted into service.

**January:** The VIP meeting focused on traffic control and vacation house checks based on the VIP manual. The 2017 VIP of year was honored as well as the VIP's who donated the most hours to the program. One station tour was completed along with administrative and patrol duties.

**February:** The February training focused on identity theft with an emphasis on illegal credit card usage. A detective presented the information and updated the VIP's on recent identity theft cases. Seven VIP's worked the Groundhog Run at Moorpark High School. Several crime deterrent patrol units were placed at various high crime areas. Several VIP's assisted with the retirements of two sergeants who worked at Moorpark PD.

**March:** Two new VIP's completed training and were welcomed to the program. The monthly training was focused on routine paperwork and administrative duties the VIP's perform at the station. Eight VIP's worked the Blue and the Gray event over a two day period. Several parking related calls for service were handled by various VIP's throughout the month.

### Patrol Services:

During the first quarter of the year, patrol officers responded to 2118 calls for service, made 2,074 traffic stops, 325 subject / pedestrian stops, and handled 132 follow-up investigations. Deputies conducted 118 planned probation & parole searches in Moorpark.

**Detectives:**

**Investigation and Seizure of Organized Identity Theft Laboratory:** On December 10, 2017, detectives initiated an investigation after patrol arrested three individuals who were suspected of purchasing merchandise from a local department store with fraudulent credit cards. The investigation lasted approximately four weeks and resulted in probable cause to arrest two of the three suspects on additional identity theft related charges, as well as obtaining a search warrant to search their residence for additional evidence. On January 11, 2018, detectives and the Los Angeles County Sheriff's Department served the search warrant at the suspect's residence in Agoura Hills. As a result of the warrant, detectives seized a significant amount of evidence that indicated the suspects were manufacturing fictitious credit cards. They located items such as embossers, skimmers, computers, blank credit cards and hundreds of compromised identities. The seizure was one of the largest ID theft confiscations for this area in recent memory and resulted in two additional arrests. Because of the magnitude of this case, the United States District Attorney's Office has taken over the investigation and prosecution. All of the involved suspects are currently out on bail and the case is still under investigation.

**Investigation and Seizure of Organized Counterfeiting Laboratory:** On January 28, 2018, detectives conducted an investigation involving the arrest of three individuals who were in possession of approximately \$15,000 in counterfeit U.S. currency. During the course of their investigation, detectives learned of a possible location in the City of San Bernardino where the bills were being manufactured. On the evening of January 29, 2018, detectives authored and served a search warrant at a residential business in San Bernardino and discovered the location was actually a counterfeiting currency and forged credit card laboratory with no other business or residential purpose. A veteran U.S. Secret Service Agent who accompanied the detectives on the warrant described the lab as one of the largest he had seen in his career. The case is currently under consideration by the United States District Attorney's Office for federal prosecution. In the meantime, two of the arrestees are still in local custody awaiting trial. A third suspect was released on bail and is also awaiting trial.

**Investigation and Arrest of Attempted Murder Suspect:** On February 23, 2018, patrol deputies responded to a call of a shooting victim who was suffering from multiple, non-life threatening gunshot wounds. Deputies also learned of two additional victims, one of whom was a juvenile, who were not struck by gunfire. Detectives from the Moorpark Investigations Bureau and the East County Major Crimes Bureau responded to the scene and learned that the shooting actually took place a few blocks away. Special Enforcement Detectives from the Thousand Oaks Major Crimes Unit responded to assist in the investigation. The suspect was eventually identified and arrested a few miles away. The suspect was charged with one count of 664/187(a) PC – Attempted Murder and two other felony charges and is being held at the Ventura County Main Jail in lieu of a \$1,000,000 bail.

**Investigation and Arrest of Identity Theft Suspect:** In early March 2018, Moorpark detectives were contacted by detectives from the Prescott (AZ) Police Department



regarding an identity theft investigation that was originally reported to their agency by a local business. Initial investigation by Prescott PD detectives indicated the suspect was a Ventura County resident. Moorpark detectives took over the investigation and determined that an ex-employee of a Moorpark business unlawfully obtained the personal identifying information of one of the business's customers and used that information to make several thousand dollars in fraudulent purchases. Detectives learned the suspect recently resigned from the Moorpark business and learned she resided in a nearby community. Detectives surveyed the suspect's residence and arrested her as she drove to her new job. The suspect was charged with one count of 530.5(a) PC- Identity Theft and was booked at the Ventura County Main Jail in lieu of a \$50,000.00 bail.

**SED:**

**Arrest of Gang Member:** On the early morning hours of December 31, 2017, while deputies were investigating an assault / robbery at a house party (see above), SED detectives identified one of the party goers as a local gang member who was recently released on parole for drug sales. After a brief investigation, SED detectives located a large amount of narcotics on the suspect that was packaged for sales. They also recovered several other pieces of evidence that indicated the suspect was selling drugs at the party for the benefit of his gang. The suspect was arrested and immediately pled guilty to drug sales. He was sentenced to four years in State Prison.

**Investigation and Arrest of Strong-Arm Robbery Suspect:** On December 31, 2017, deputies responded to Los Robles Hospital in Thousand Oaks regarding a subject who was attacked and injured at a house party in Moorpark. After learning of the location of the party, deputies responded and identified several possible witnesses. SED detectives also responded and assumed control of the investigation. Over the next several days, SED detectives re-interviewed the victim and several witnesses and learned that several gang affiliated suspects assaulted the victim and took property from his person during the attack. After a two week investigation, SED detectives identified and arrested a juvenile suspect and an adult suspect for the robbery. Both suspects were released on bail and are awaiting trial.

**Investigation and Arrest of Robbery Suspect:** On January 19, 2018, patrol deputies responded to a robbery call involving a victim who was robbed at knife point by a known suspect. SED detectives also responded and assumed control of the investigation. After the identity of the suspect was confirmed, SED detectives conducted a surveillance of the suspect's home and arrested him in front of his house. The suspect had several articles of the victim's property on his person during the arrest. The suspect is currently in custody and awaiting trial.

**Investigation and Arrest of Theft Suspect:** On February 5, 2018, patrol deputies responded to a theft-in-progress call at the Target Department Store. One of the Patrol deputies contacted the suspect in front of the store and attempted to detain him. However, the suspect escaped after heavily resisting, causing the deputy to injure his face and shoulder in an attempt to arrest him. SED detectives responded and assumed

control of the investigation. After identifying the suspect, SED detectives conducted a surveillance of the suspect's home and arrested him in front of his house after a brief foot pursuit. The suspect was charged with theft and felony resisting arrest charges and was released on bail.

**Investigation and Arrest of Vandalism / Tagging Suspect:** On February 23, 2018, patrol deputies responded to a call of a possibly injured person in the area of Charles Street and Spring Road. Deputies contacted the suspect, who was not injured and noted the suspect had paint on his hands and clothes. They also noted the same color paint on several fresh graffiti taggings in the immediate area and arrested the suspect for vandalism. The following day, SED Detectives took over the case and authored a search warrant for the suspect's home. The warrant was served on March 3, 2018 and led to additional charges being filed as well as a significant amount of intelligence on the tagging crew that he associated with. The suspect was charged with several counts of Felony Vandalism and was released on bail, pending a trial.

**SRO:**

**Major Crimes / Sex Crimes Follow-up:** On January 31, 2018, SRO Hernandez assisted in the investigation of a two year old report of a sexual battery involving a part time coach at Moorpark High School and a Moorpark middle school student. The coach was hired by the student's parents as a private strength and conditioning coach. However, the alleged assault took place on the campus of Moorpark High School. After several interviews of both the suspect and alleged victim, the evidence, at this point, suggests that the alleged assault never occurred. However, the investigation is ongoing.

**Internet Bullying Investigation and Arrest:** On February 25, 2018, SRO Hernandez conducted an investigation involving the repeated posting of harassing and threatening messages on social media by one middle school student towards another. The suspect in this case was ultimately arrested and released on a citation.

**Possible School / Active Shooter Investigation:** On February 21, 2018, SRO Hernandez conducted an investigation involving a high school student who was rumored to be a potential "school shooter." As part of his investigation, SRO Hernandez spoke with several students, staff members, the student in question, and his parents. As a result of his investigation, SRO Hernandez learned the student was depressed and despondent, but not suicidal and had no known access to weapons. The student and parents were referred to counseling.

**Possible School Shooter / Bullying Investigation:** On March 28, 2018, SRO Curiel conducted an investigation involving two special needs middle school students who gave a drawing to another student that suggested a school shooting. As part of his investigation SRO Curiel spoke with each student, as well as staff members and parents. As a result of his investigation, SRO Curiel determined the incident was more "bullying" in nature and was handled informally by the school administration.

**Beat Coordinator:**

**Social Media:** The number of households signed up on Nextdoor has increased to over 7830 households since Moorpark PD joined Nextdoor, and several informative posts were made. Moorpark PD's number of Twitter followers has continued to increase to over 2180 followers, and MPD made numerous posts to Twitter.

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

**Code Enforcement (CE) / Public Works (PW) / Animal Control (AC):** The Beat Coordinator received information from patrol and the public regarding municipal code violations and other complaints, and/or received requests for assistance from Code Enforcement at the following locations: Darlene Lane (stabbing at Air BnB rental- possible code violations), Championship Drive at Walnut Creek (shoes on the power lines), Buttercreek Road (speeders- Public Works set up a radar trailer), Sherman Avenue (subject living in RV), Terracemeadow Court (abandoned vehicle), Moorpark Avenue (car repair shop at residence), Harte Lane (pool equipment noise complaint), Villa del Arroyo (subject living in arroyo- BC worked with CE to dismantle the dwelling), Casey Road (people living in garage), Terracemeadow Court (abandoned vehicle- info from city), 11 High St (graffiti letters sent), Baylor Circle (abandoned vehicle- info from city), 433 2<sup>nd</sup> St (calls for service request from city), irate caller (info from city), Collee Heights Drive/Westwood Street (party area- info from city), 4809 Maureen Lane (Air BnB issues), Mira Sol Drive/Peppermill Street (subject continually trespassing on Edison property- BC and CE are working with Edison), and Terraceridge Road (animal cruelty- Animal Control notified). The BC, CE, PW, and AC are working together to resolve the issues.

**Information Received from the Public via Nextdoor and Phone Calls:** The Beat Coordinator received information from the public via Nextdoor and phone calls regarding a variety of issues including the following: scam phone calls, scam emails, suspicious or abandoned vehicles, suspicious people, people living in garages/RVs, traffic complaints, possible improperly posted traffic signs (Collins at Hwy 118), possible drug activity at numerous locations, vehicle burglary suspect info, residential "knock knock" burglary suspect info, and questions regarding a shooting in Peach Hill area. Also, the Moms of Moorpark Facebook administrator contacted the BC to determine the validity of a post regarding threats of a school shooting at "MHS." Detectives determined the post was pertaining to a threat against a school on the East Coast with the same initials. The BC passed all information on to detectives, patrol, the Traffic Unit, and Code Enforcement.

**Projects and Meetings:** The Beat Coordinator worked on and completed the Annual Report presentation, created the game plan for and worked the Civil War Reenactment, met with Interface regarding a possible grant opportunity, met with a Boy Scout to assist with his Eagle Scout project planning, met with Mammoth Highlands security regarding the security gate access at the Highlands, assisted Ventura County Fire Department with an inspection of Moorpark PD, scheduled and advertised a Crime Prevention workshop, participated in a conference call with National Weather Service for storm info,

attended a meeting with Behavioral Health regarding specific ongoing issues with 2 Moorpark residents, conducted massage parlor research, and created a Moorpark Muni Code book for patrol. The BC also met with city staff on numerous occasions to plan upcoming events and resolve various issues including: City Parks staff possibly setting up a Police Activities League program in Moorpark, 3<sup>rd</sup> of July Fireworks Extravaganza planning, public arts event game plan, Parks and Rec staff's issues with people not paying field use fees.

**Requests from the Public:** The Beat Coordinator received several requests from the public: two requests for a K-9 presentation at Mountain Meadows School, a request for a deputy to speak with kids at Flory Preschool, a request for a deputy to read to kids at a library event, a request for crime prevention presentation at Mountain Meadows School, a request for a crime prevention presentation at Flory School, requests for information on active shooter presentations, vacation house check requests, a request for emergency preparedness presentation, interview request by CSUN student, questions from Acorn reporter regarding railroad arms stuck down for several hours, a request from the administrator of Moms of Moorpark to partner with them, and requests from several neighborhoods for info on setting up neighborhood watch programs. The BC scheduled/accommodated all requests.

**Ongoing Neighbor Disputes/Neighborhood Issues:** The Beat Coordinator continues to work with residents to resolve neighbor disputes/neighborhood issues on Harte Lane, Huron Ave, Villa del Arroyo Mobile Home Park, Terraceridge Road, Mira Sol Drive, and Clemson Street.

**Behavioral Health Issues:** The Beat Coordinator worked with Behavioral Health in an attempt to resolve ongoing issues with a subject living on Terraceridge Road, and a subject living on Clemson Street.

### TRAFFIC COLLISIONS

2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>Non-Injury</b>	4	7	18	11	16	13	16	17	15	15	10	14	<b>156</b>
<b>Injury</b>	5	6	5	10	4	11	8	7	7	5	7	2	<b>77</b>
<b>Hit &amp; Run</b>	5	2	7	2	1	2	3	1	0	3	1	3	<b>30</b>
<b>DUI / TC</b>	2	0	1	4	0	0	1	3	2	4	2	3	<b>22</b>
<b>Fatal</b>	0	0	0	0	1	0	0	0	0	0	0	0	<b>1</b>
<b>Total</b>	16	15	31	27	22	26	28	28	24	27	20	22	<b>286</b>

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>Non-Injury</b>	13	11	21										<b>45</b>
<b>Injury</b>	7	6	8										<b>21</b>

Quarterly Report to City Council  
January to March 2018

<b>Hit &amp; Run</b>	3	0	3										<b>6</b>
<b>DUI / TC</b>	3	2	0										<b>5</b>
<b>Fatal</b>	0	0	0										<b>0</b>
<b>Total</b>	26	19	32										<b>77</b>

**CITATIONS**

<b>2017</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>	209	275	465	374	262	341	313	364	310	234	235	270	<b>3652</b>
<b>Fix-it</b>	56	60	84	60	44	54	66	53	58	44	42	31	<b>652</b>
<b>Parking</b>	236	203	150	171	228	239	131	294	143	126	129	70	<b>2120</b>
<b>Total</b>	501	538	699	605	534	634	510	711	511	404	406	371	<b>6424</b>

<b>2018</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>	312	299	269										<b>880</b>
<b>Fix-it</b>	51	55	45										<b>151</b>
<b>Parking</b>	112	117	126										<b>355</b>
<b>Total</b>	475	471	440										<b>1386</b>

**CELLPHONE / DISTRACTED DRIVING VIOLATIONS**

<b>2017</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	51	115	105	69	97	59	80	56	39	37	45	<b>808</b>

<b>2018</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>	60	87	58										<b>205</b>

**COMMERCIAL TRUCK VIOLATIONS ON SR 118**

<b>2017</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>	30	28	84	70	50	55	51	62	46	23	45	66	<b>610</b>
<b>Other Moving</b>	16	46	47	37	40	45	24	29	16	19	25	25	<b>369</b>
<b>Parking</b>	16	7	15	6	12	21	21	13	13	7	11	7	<b>149</b>
<b>Total</b>	62	81	146	113	102	121	96	104	75	49	81	98	<b>1128</b>

Quarterly Report to City Council  
January to March 2018

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
Wrong Lane	57	38	57										152
Other Moving	25	32	21										78
Parking	9	9	10										28
<b>Total</b>	91	79	88										258

**ALARMS**

2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>Total</b>	59	35	61	60	60	47	52	79	56	68	60	63	700
<b>Actual</b>	0	0	0	0	0	0	0	0	0	0	0	0	0

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>Total</b>	60	55	49										164
<b>Actual</b>	0	0	0										0

**PART I CRIMES 2017**

2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	1	0	1	0	1	1	0	1	0	0	2	0	7
Crim.Sex Assault	0	0	0	0	0	0	0	0	0	0	1	0	1
Robbery	1	0	1	0	1	1	0	1	1	1	0	2	9
Assault Aggravated	2	3	3	6	2	4	4	1	1	4	0	1	31
Burglary Residential	3	6	3	4	2	1	1	3	2	2	1	1	29
Burglary Other	2	1	2	1	8	3	2	2	0	2	2	1	26
Theft-Grand	3	3	7	6	4	11	8	8	6	9	15	4	84
Theft-Petty	13	8	19	13	11	17	18	19	11	10	23	9	171
Car Theft	1	2	0	1	2	1	3	2	0	3	3	2	20
Arson	0	0	1	0	1	1	1	0	0	0	0	0	4
<b>Total</b>	26	23	37	31	32	40	37	37	21	31	47	20	382

**PART I CRIMES 2018**

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
Homicide	0	0	0										0
Rape	0	0	1										1
Crim.Sex Assault	1	1	0										2
Robbery	0	1	2										3
Assault Aggravated	1	4	2										7
Burglary Residential	1	4	5										10
Burglary Other	4	0	0										4
Theft-Grand	2	3	6										11
Theft-Petty	11	6	9										26
Car Theft	0	1	3										4
Arson	0	0	0										0
<b>Total</b>	20	20	28										68

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

**Administration**

**Seven Year Capital Improvement Program (CIP) for the Department of Parks, Recreation and Community Services (Objective IV.A.15):** The CIP is an evaluation of all future projects identified for the City's parks, open space areas, trails, building facilities, landscaping and streetscapes. The program assesses all current and proposed amenities and structures and provides recommendations for replacement and future improvements. It is a tool for planning and programming major capital improvement projects over the coming years. The City Council approved the CIP for the Parks, Recreation and Community Services Department on December 2, 2017. The final step will be to combine the document with the Seven Year CIP developed for the Public Works Department. The two Departments prepared the combined CIP in March, 2018 and presented the document to the Public Works and Transportation Committee on 4/2/18. Staff anticipates that the document will be presented to the Planning Commission in May, with the final document presented to the City Council in June, 2018.

**Water Spray Attraction Location and Design (Objective V.A.12): No Change Since Last Report.** Staff prepared an agenda report on August 26, 2013, for the Parks and Recreation Commission to consider future location(s) for a splash pad. Staff recommended to the Parks Commission several options, which included Arroyo Vista Community Park (AVCP), Tierra Rejada Park, Peach Hill Park, and College View Park. During the special Parks and Recreation Commission meeting of September 28, 2013,

staff reviewed the proposed locations with the Commission, 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. In 2017, staff determined that it would cost approximately \$64,000/annually to maintain the splash pad and returned to the Parks and Recreation Commission on December 4, 2017 to discuss this item. Staff recommended that the Commission make a recommendation to the City Council not to move forward with this project due to budgetary constraints. The Commission recommended that staff re-evaluate this project, obtain costs to maintain a smaller structure and return to the Commission at a later date to discuss this project.

**Construct a Wood Ball Wall at a Selected City Park: (*Objective IV.A.25*):** On September 19, 2016, the Parks and Recreation Commission considered the location of a ball wall at a local City park, and ultimately recommended Mountain Meadows Park. On February 15, 2017, the ball wall project was presented to the City Council for consideration and Council approved staff's recommendation to hire a landscape architecture firm to prepare the plans and specifications and construct a ball wall at Mountain Meadows Park. Subsequently staff became aware of pre-fabricated ball walls that can be purchased and installed without the need for custom design services. A report was presented to City Council on November 6, 2017 to notify Council of staff's intent to purchase one of these pre-fabricated ball walls for installation at Mountain Meadows Park. A ball wall measuring 16' x 12' was selected and ordered in January of 2018. Total current funding for the project in the adopted FY 17/18 budget is \$34,600, which includes \$9,600 for ball wall design, and \$25,000 for construction. The cost of the pre-fabricated ball wall will be approximately \$6,700, and estimated costs for installation of the wall and concrete pad are \$20,000. If any budget adjustments are necessary, a budget line item transfer within the project allocation would be all that is necessary to fund the purchase and installation of the ball wall. Staff is currently in the process of soliciting a contractor to perform the installation.

**New City Library (*Objective IV.A.24*):** A new City Hall/Civic Center, including the construction of a new Library, has been among the City's top ten objectives for a number of years. On December 7, 2016, the City Council approved a location for the new Library. The new Library will be located on the north side of High Street, across from the Post Office. In response to some concerns regarding liquefaction potential at adjacent sites, staff commissioned a geotechnical firm to conduct soil studies at the Civic Center site, to determine the extent of liquefaction on site and the cost of recommended mitigation measures. The report was presented to City Council in July and confirmed the presence of liquefaction potential in the soil. The report determined that the site could still be used, but that an estimated additional cost of \$725,000 to \$955,000 would be needed to mitigate the liquefaction potential of the soil. On December 20, 2017, the City Council awarded a contract to Linda Demmers Library Consulting. Ms. Demmers will assist staff by drafting a building program, assisting with selection of an Architect, conducting a community meeting process, and working with the Architect from design to construction to ensure that the City's goals for the library are met. The City Council also selected Mayor Janice Parvin and Councilmember Ken



Simons to be the members of a library Ad Hoc Committee. The Committee has been tasked with selecting an architect for the project. Staff anticipates that the new Library building will cost approximately \$12 million dollars with the required soil mitigation measures and will take approximately three years to design and build. The total project costs, which include construction of the building, consulting fees, site improvements and utilities, is estimated at \$18,000,000. Ms. Demmers is currently working on the Community Outreach component of the process, which staff hopes to roll out in April.

**Water Rate Increases: No Change Since Last Report.** On November 15, 2017 Michaela Brown, Director of Water and Sanitation for Ventura County Waterworks District No. 1 (District) presented to the City Council the District's 2018 water rate proposal. The District's proposal includes a 7% increase for M&I users and a 15% rate increase for agricultural customers. As a reminder, the Ventura County Board of Supervisors (Board) approved a 33% reduction in agricultural rates for 2017. The 33% reduction is a comparison of the current water rates, and the water rates that are equivalent to the full cost of service required under Prop 218. The additional percent increase for agricultural customers recommended in the 2018 proposal is the District's attempt to catch up with the 33% reduction in agricultural rates approved by the Board earlier this year. Ms. Brown discussed the fact that the District is proposing a six year 'glide path' for agricultural rates to catch up with the actual cost of service and that the District will be using unrestricted revenue sources, such as cell tower leases, to support the agricultural glide path over the next six years. Staff estimates that the total loss of revenue to the District, during the current year, and over the projected six year glide path, will be more than \$4,000,000. The 7% increase in water rates is equivalent to an increase of approximately \$60,000 for City operations. The District is proposing to maintain the 7% annual increase for M&I users over the next five year period in order for the District to catch up with operating expenses. This will result in an overall impact to the City's operating budget of approximately \$300,000 over the next five years. However, staff believes that the total impact to City operations would be significantly less and equal to approximately \$53,600 over the next five years, if the unrestricted revenue was equally distributed amongst all District customers. The County Board of Supervisors approved the water rates presented by the District during their December 12, 2017 Board meeting. The City prepared a comment letter to the Board requesting the following items: a commitment from the District to find a more equitable way to subsidize agricultural rates; a commitment from the District to provide more outreach to M&I customers; and a commitment from the District to include the City in the development of future rate changes well in advance of noticing deadlines.

### **Recreation**

**Contract Classes:** Winter classes ran December through February. Enrollments for winter totaled 389, and gross income was \$57,979. Spring classes began in March and will run through May. Enrollments to date total 285 with a gross income of \$40,616.

**Camp Moorpark:** Winter Camp Moorpark will be held on December 22, December 26-29, January 2-5, January 22, and February 16. Enrollments totaled 261, with a gross

income of \$9,376. Spring Camp Moorpark will be held on March 30, April 2-6, April 23, and May 25. Enrollments to date total 70 with a gross income of \$2,353.

**Social Media and Promotion:** During the reporting period, the total number of persons “liking” the Moorpark Recreation page reached 1, 199, with 61 new page “likes” for this reporting period. There were a total of 44 posts made to the page. Combined daily total reach for the reporting period is 61,104 people. In addition, the daily engagement, which includes the number of “clicks” on our content (posts, photos, videos, and links), was 4,348 for the reporting period, or approximately 48 per day.

### **Special Events**

**Moorpark Has Talent:** Moorpark Has Talent was held on Friday, March 23 at 7:00 p.m. at the High Street Arts Center. The show featured 10 acts which were selected through two open auditions. This year’s master of ceremonies was Nick Cobb. The winners were Dylan Ng in first place, Michael Gullo in second place, and The Rock Boys in third place. The event ran smoothly with 209 tickets sold.

**Easter Egg Hunt:** The annual Easter Egg Hunt was held on Saturday, March 31 from 10:00 a.m. to 1:00 p.m. at AVCP. The event featured egg hunts, pony rides, a petting farm, carnival games with prizes, crafts, and a photo opportunity with the Easter Bunny. General admission was \$5 per child and an all-access pass was available for \$10 per child. Nearly 800 children participated in the egg hunts, and overall attendance is estimated at 2,000. Typically this event draws between 400 and 600 children. Overall the event ran smoothly. However, the very large attendance resulted in longer lines for the egg hunts and attractions than are typical for this event.

### **Sports**

**Adult Basketball:** Winter games ran January through early March. A total of 16 teams participated in the winter. Gross income for winter was \$5,200. Spring games began in March. A total of 10 teams are participating this spring. Gross income for spring is \$3,750.

**Adult Softball:** The adult softball league is dark during the winter. Spring games began in March. A total of 12 Thursday night men’s and 8 Friday night coed teams registered for the spring season. Gross income for spring is \$8,500.

**Junior Basketball League (JBL):** Winter registration was held in December and games ran January through early March. The age divisions were revised to for winter include four divisions: Mites (5-6), Rookie (7-8), Junior (9-10), and Teen (11-13). Enrollments for winter totaled 207, with 49 in the Mites Division, 58 in the Rookie Division, 60 in the Junior Division, and 40 in the Teen Division. Gross income for winter was \$18,365 Registration for Spring was held in February and games will run March through May. Enrollments for Spring total 21 in Mites, 40 in Rookie, 39 in Junior, and 57 in Teen. Gross income for Spring is \$14,182.

## **Teens**

**Teen Volunteer Days:** There are two volunteer days scheduled in March. March 30 volunteers will assist with Egg Hunt event set-up, and on March 31 volunteers will assist with the Easter Egg Hunt.

**Teen Council:** Teen Council met on the first Wednesday in January and February; however, their March meeting was cancelled due to lack of a quorum. Over the reporting period Teen Council contributed 65.25 hours of volunteer time in support of City recreation events including the premier Teen Lip Sync Battle and Teen Cupcake Challenge.

**Cupcake Challenge:** The Winter Teen Cupcake Challenge took place on Friday, February 16, 2018 from 6:30 - 9:00 p.m. Three teams participated in the winter event. Registration for the event was \$10 per team. Total gross revenue for the event was \$30.

## **Library Services**

**Library:** On Friday, March 30 a broken pipe in the men's restroom caused flooding throughout the library. No materials were damaged but several shelves of books and furniture had to be moved to a dryer section of the library while the affected area is being worked on by ServPro. The library was closed over the weekend and opened on April 4<sup>th</sup>. Notices about the closure were placed on the City website, Library webpage, social media accounts, and outside the Library.

**Automatic Renewals: No change since last report.** The automatic renewals scheduled to begin on September 22 has been postponed. Library staff is investigating whether or not this is a function in Polaris that we can have turned on for Moorpark patrons.

**Ready to Code Grant: No change since last report.** The Library was not selected to participate in the Ready to Code Grant; however, the American Library Association did provide Library Staff with a list of discounted resources. We will continue to provide our smaller version of the program, Kids Coding Club, to students in grades 3-5.

**Library Board:** The Library Board met on February 12. Roslie Barili, President of the Moorpark Friends of the Library (MFOTL), provided highlights from the MFOTL second quarter report to the board such as the success of the Harry Potter Festival, support of Haunted High Street, and the Holiday PJ Party. The Board considered and received the Moorpark City Library Quarterly Report for the Second Quarter of Fiscal Year 2017-2018 and the Goals and Objectives of Fiscal Year 2017-2019. The Library Board met on March 13. Linda Demmers, Library Consultant, gave a PowerPoint presentation regarding the new library planning and development process. When asked what role the Library Board would play, Demmers responded that they are library ambassadors.

**Friends of the Library:** The Friends met on January 16 at the Ruben Castro Human Services Center. This will be the new location for Friends meetings as it is more accommodating than the Library's meeting room. Agenda items included: appointment of nominating committee, appoint committee to recommend 2018 monetary gift to the Moorpark City Library, and determine date of membership appreciation social. It was also announced that the editor of the Friends newsletter was stepping down and a replacement would need to be found. The Friends met on March 20. There were no nominations received for the position of President, Vice President, and Secretary. It was decided to extend the deadline for nominations. The Membership Social was approved for after library hours on May 4. The Friends have committed \$12,500 towards programming for 2018.

**All Ages Special Events:**

1. Volunteer Breakfast: Saturday, February 3, 8:30-10 am. Total Attendance: 30
2. Fleece Pillows: Wednesday, February 10. Total Attendance: 15
3. Valentine Craft: Total Attendance: 60

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

1. Family Story Time: 3 Wednesdays a month, 10:30-11:15 am. Total Attendance: 388
2. Little Bilingual Readers: 3 Tuesdays a month, 11am-12 pm. Total Attendance: 203
3. Preschool Learning Time: Once a month, 10:30-11:30 am. Total Attendance: 146
4. Reading Buddies: Tuesdays, 4-5 pm. Total Attendance: 87
5. Construction Club: Once a month, 1:30-3 pm. Total Attendance: 29
6. Game Time: Once a month, 1:30-3 pm. Total Attendance: 60
7. LEGO Time: Tuesday, January Winter Break, 12-6 pm. Total Attendance: 19
8. Class Visits: 3 Walnut Canyon classes: K, Grade 3, and Grade 4/5. Total Attendance: 427

**Teen Monthly Programs and Events:**

1. Teen Book Club: First Monday of every month at 4:30 pm. Total Attendance: 10
2. Teen Wii U Wednesday: Wednesdays from 4-6 pm. Total Attendance: 33
3. Golden Grades Tutoring: Mondays and Thursdays, 4-6 pm. Total Attendance: 123
4. Teen Makerspace: Once a month at 4 pm. Total Attendance: 18
5. Teen Volunteer Training, Grades 7-12: Twice a month. Total Attendance: 24
6. Teen Advisory Group: Once a month at 5 pm. Total Attendance: 26
7. 3D Printing Thursday: Once a month at 4 pm. Total Attendance: 20
8. Virtual Reality, ages 13+: Twice a month. Total Attendance: 16
9. Makerbox STEAM. Total Attendance: 8
10. Teen Tech Week, March 4-10. Total Attendance: 10

**Adult Monthly Programs and Events:**

1. Book Club for Adults: Second Monday of each month at 6 pm. Total Attendance: 27
2. Crafty Adults: First Thursday of every month at 2 pm. Total Attendance: 42
3. Adult 3D Printing: Third Monday of each month at 6:00 pm. Total Attendance: 10

4. Tales Beyond the Dugout: Thursday, January 18 at 2 pm. Total Attendance: 16
5. An Afternoon of Jazz and Storytelling: Saturday, February 17 at 2 pm. Total Attendance: 21

**Outreach & Collaborations:**

1. The Librarians participated in Walnut Canyon, Peach Hill, Arroyo West, and Campus Canyon's Literacy Nights on February 28 and March 1.
2. The Children's and Young Adult Librarian's visited the Performer Showcase on January 18 to view potential summer reading performers.
3. The Children's and Young Adult Librarian's participated in the Ventura County Librarians Meet and Greet on March 29.

**Active Adult Center**

**Staff Changes:** In March staff completed recruitment for the Active Adult Center Supervisor position that had been vacant since October 2017. The position was filled by Wendy Hibner, who began working at the Active Adult Center on March 19<sup>th</sup>.

**Active Adults Congregate and Home Delivered Meals:** In January, February, and March a total of 940 congregate lunches were served, with 7 volunteers donating over 160 hours of service. During the quarter a total of 1216 hot and frozen lunches were delivered to seniors, with 13 volunteers donating over 157 hours of service.

**Senior Nutrition Program (SNP):** Meal donations totaled \$1,606.51 in January, February, and March, with \$806.51 coming from congregate program participants and \$800.00 from home delivered participants. The average donation for this three month period was \$0.86 per meal for the congregate program and \$0.66 for the home delivered program.

**Bingo:** Weekly Bingo game participation rose during the first three months of 2018, with typical weekly participation in the high 30's. Eight volunteers donated over 350 hours of service facilitating the Bingo events during the period.

**Information and Referral:** During the last three month period, over 2000 requests for information were received by phone and in person, with a majority of the information requests being about Active Adult Center programs. The Center also received over 300 inquiries regarding the Senior Nutrition Program, 70 regarding housing and assisted living, 40 regarding transportation, and 60 for other information and assistance. A total of 33 information guides were distributed over the last reporting period, with the majority of interest in the area of in-home care. A total of 42 newsletters were printed and mailed over the three month period, while email distribution of the newsletter exceeds 1,000 subscribers each month.

**Cost Recovery Policy:** The Active Adult Center charges a nominal fee for the strength training exercise class to partially offset costs associated with the class. The fee being charged is \$1 per class, or \$25 for a quarterly membership, which provides a discount of nearly 50%. During the last quarter, approximately 50% (23 of 47) of class

participants opted to purchase the quarterly memberships. The City recouped \$830 during this quarter, which was about 53% of the program's quarterly costs, meeting cost recovery goals. Other classes adhering to the Cost Recovery Policy are the Gourd Art class and the Container Gardening class. A new Gourd Art 8-week session began in February, with 80% of expenses recovered by registration fees. Receipts show that the container gardening class recouped only 33% of class expenses during the quarter, however \$25 collected in March will be deposited in early April, bringing the actual recovery rate to 43% for the quarter.

**Programs and Special Events:** Some of the activities offered during January, February and March were monthly birthday celebrations that featured a variety of guest performers, including multi-instrumentalist Dave Winstone, the AAC's "Golden Pipers" recorder group, and jazz performer Don McAlister. The AAC also hosted special Valentine's Day and St. Patrick's Day luncheons, which included themed games and prizes for participants. AARP Driver Safety refresher class was offered in January. February marked the start of tax season for the AAC and, in partnership with AARP tax counselors; free tax preparation was offered to seniors on Wednesday mornings. In January the scrapbooking group stopped meeting due to a lack of participation. In March a new Mindfulness Meditation class was introduced on Monday mornings. On January 24th, 31 hiking club participants rode the train from Moorpark to Los Angeles and spent an afternoon exploring the City of Angels. Several other hiking club outings were offered during the quarter, including trips to the seal rookery at Carpentaria Beach, Dos Vientos Trails in Newbury Park, and Arroyo Simi/Tierra Rejada Trail.

**April, May and June Programs:** Upcoming programs for the next quarter include a HICAP presentation on free preventative services and an AARP Driver Safety refresher course. The Center will host a Bingo bash fundraiser co-sponsored by the American Legion Post 502 on April 14<sup>th</sup>, as well as special Mother's Day and Father's Day themed luncheons in May and June. The Center will continue to offer fitness classes, educational seminars, social services, art classes including gourd art and container gardening classes, hiking outings, as well as, HEAP, Grey Law and HICAP appointments.

**Program Totals for the Active Adult Center:** In January, February and March there were over 4,000 event sign-ins to programs and activities at the Active Adult Center, while 73 volunteers donated over 1,900 hours of service.

## **Facilities**

**Apricot Room Glue Laminated Beam Repair:** The plans for the repair of the failed glue laminated beam in the Apricot Room have been approved by Building and Safety. In an effort to avoid future beam failures, staff contracted with a structural engineer to complete plans for the reinforcement of the remaining glue laminated beams in the Community Center. The structural engineer has completed the plans and they are currently under review by the Building and Safety Department. Staff anticipates completing the replacement and reinforcement of the beams during the City Council's summer meeting recess.

**Arroyo Vista Recreation Center (AVRC):** Staff is requesting bids (RFP) to replace the Heating Air Conditioning (HVAC) units and natural gas line to the facility: The City Capital Improvement Budget provided \$100,000 for new more efficient HVAC units for the AVRC facility. However, Staff discovered the natural gas line that fuels the HVAC units to the gym developed leaks and would require replacement. Staff is in the process of contracting with a plumbing and mechanical engineer to design the HVAC system and re-route the gas line to ensure the most efficient system is put in place and that the gas line is appropriately sized for current use at the facility, but also for any potential uses/expansions

**Civic Center Large Conference Room Rain Leak:** During the rainy season, a leak developed at the left side of the entry door at the top of the wall. Staff located the source of the leak and temporarily repaired. Staff has determined that the roof needs to be replaced and has scheduled the City Roofing Contractor to replace. The Contractor completed the re-roofing in January.

**Emergency Stand-by Generators:** An early warning device was installed on the Community Center Emergency stand-by generator. The early warning device alerts staff of a generator problem. The early warning device system alerts via cell phone and computer of generator operations or problems. The alert system will be added to Ruben Castro Human Services Center and the Police Services Center emergency stand-by generators next. Staff has requested additional funding in the FY 2018/19 budget to install the communication devices at the two generators.

## Parks

**Graffiti Abatement:** Parks staff spent approximately 30 hours removing graffiti during January, February, and March.

**Arroyo Vista Community Park (AVCP) Retaining Wall: No change since last report.** The Notice of Completion for the project was filed 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 Annual Tree Trimming:** Parks maintenance division began annual tree trimming in October 23, 2017. Parks staff identified trimming priorities in all City parks based on impacts to the community including; public safety, historical maintenance practices, visual inspections, presence of disease and/or decay, and overall aesthetic value. Parks annual tree trimming was completed in February, 2018. This annual practice will help to ensure tree health and longevity, provide safe parks for the community to enjoy, and improve the overall visual characteristics of our park sites.

**Barbecue Stands: No change since last report.** Due to age and condition of existing barbecue units, Parks staff began installing new, commercial type barbecues in City Parks in December 2017 based on need. To date, four new barbecues have been

installed at Mountain Meadows Park. Remaining City parks barbecues that are due for replacement will be installed incrementally over the winter and spring months in preparation of warm weather and “barbecuing season”.

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

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

**Zone 10 Mountain Meadows PC3; Wall Cap Replacement Project:** Staff has contacted the wall cap fabricator Armorcast to fabricate 100 new wall caps and the City’s contractor, Hahn Construction, for an installation cost. Fabrication cost is \$8,800 (\$82 each) and will take approximately 3-months to fabricate the wall caps. The installation cost is \$4,500 (\$45 per cap). Staff requested \$15,000 in the FY17/18 budget to fund the project. Staff will install the new wall cap when received, replacing the missing and decayed caps on the wall from Brookhurst Street to Mountain Trail Drive. The new wall caps were installed in March. Total cost \$12,500.

**Zone 10 Mountain Meadows PC3; Tierra Rejada Streetscape:** In July, 2017 City Council authorized staff to prepare bid documents and solicit bids for the construction of a supplemental irrigation system for the remaining Coast Redwoods along Tierra Rejada Road, and for renovation work in the center median islands of Tierra Rejada Road to remove the existing ground cover and install bark mulch. In December, 2017 City Council awarded the bid to Mariposa Landscapes, Inc. (Mariposa) with a total contract amount of \$482,965, which includes a contingency of \$62,995. In January the Agreement was executed and in February/March the Contractor prepared the traffic control and stormwater pollution prevention plans. Construction began on March 12, 2018 at the east end of the project near Spring Road. Over the coming months median island renovation work will progress westward to Courtney Drive, with completion expected in late May of 2018. Supplemental irrigation to the Coast Redwoods will also be installed Mariposa concurrently with the median island work.

**Zone 15 Country Club Estates; Streetscape Renovation:** On June 21, 2017 the City Council approved an agreement with Architerra, Inc. to redesign the parkways and streetscape areas along Championship Drive in the Country Club Estates LMD to incorporate California native plants and other low water use landscaping. This work is the latest phase of the City’s progress on the Drought Action Plan (DAP) that was approved in July of 2015. On October 18 the City Council approved Amendment No. 1 to the Agreement with Architerra to add redesign of the center median islands along Championship Drive. The total contract value for the design of the landscape renovation is \$115,023, which includes a contingency of \$15,003. Architerra completed



construction documents for the project in March, and staff anticipates bringing the final plans to City Council in the summer of 2018 for approval.

**Zone 20 Meridian Hills/Brighton Development: No change since last report.** Staff reviewed the landscape at the Brighton 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:** The Shea Homes developer has requested the City accept the LMD areas in the project. However, after Staff inspected the LMD areas, staff determined the proposed areas still had deficiencies with irrigation, missing plants and weeds that will prevent turn-over to the City. The developer was notified of the deficiencies and Staff is waiting for corrections to re-inspect for before accepting this area for maintenance by the LMD. Staff continues to work with the developer to correct the deficiencies to allow the property to be turned over to the City.

**Zone 22 Moorpark Highlands; Streetscape Renovation:** On June 21, 2017 the City Council approved an agreement with Architerra, Inc. to redesign the parkways and streetscape areas along Spring Road and Ridgecrest Drive in the Moorpark Highlands LMD to incorporate California native plants and other low water use landscaping. This work is the latest phase of the City’s progress on the Drought Action Plan (DAP) that was approved in July of 2015. On October 18 the City Council approved Amendment No. 1 to the Agreement with Architerra to add redesign of the center median islands along Spring Road and Ridgecrest Drive. The total contract value for the redesign of the landscape renovation is \$103,720. Architerra completed construction documents at the end of November, and on December 20, 2017 the City Council approved the plans and specifications and authorized staff to advertise bids for construction of the project. Bids were received in February and the City Council awarded the bid to Oakridge Landscape, Inc. (Oakridge) The Notice to Proceed was issued for March 28, 2018 and staff expects the project to be completed in mid-May 2018.

### **City Urban Forest**

**ZONE 2-5-10 Redwood Tree Removal and Replacement Project:** Tierra Rejada Road corridor Redwood trees continue to succumb to canker disease. Staff continues to remove Redwood trees as they exhibit dead foliage. Approximately 267 Redwood trees remain at the time of the report.

**Tree City USA and Growth Award:** Staff received the 12<sup>th</sup> year Tree City USA and 8<sup>th</sup> year Tree City Growth awards from the National Arbor Day Foundation for approval.

**Free Wood Mulch Program:** The City’s free wood mulch giveaway is scheduled for Saturday, April 14, between 9:00 am and 12:00 pm at the vacant lot located next to the Library.

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

### **Affordable Housing**

**Walnut Street Apartments: No change since last report.** Escrow closed with the Area Housing Authority on the Walnut Street Apartments project on March 27, 2017. The Area Housing Authority began demolition of the site in April, and a ground breaking ceremony was held on May 25, 2017. The construction timeline is expected to take twenty four months. The City assisted the project by providing a land loan of \$3,444,000, a construction to permanent loan of \$1,250,000, and fee waivers of \$750,000. The land loan would be paid back in 32 years and the construction to permanent loan would be paid back in 17 years. The project will provide 23 two and three bedroom low and very-low income apartments and townhomes.

**First Time Home Buyer Program (FTHB): No change since last report.** Staff completed the review of the FTHB applications in October for the one low-income unit that was available for resale in Waverly Place. Of the 18 applications that were reviewed, ten were determined to be eligible to participate in the program. A lottery was held on October 20th at City Hall to determine the order of consideration for the one available unit. The top applicant as determined by the lottery began working with the seller and the City's contracted realtor, Century 12 Hilltop, at the end of October. During the home inspection some cracking was noted in several roof trusses in the unit. The builder, Pardee Homes, contracted an independent truss inspector to evaluate the condition of the trusses and it was determined that the cracks were parallel wood grain separations that did not compromise the structural integrity of the home. The sale proceeded and escrow closed on December 11, 2017. The remaining nine eligible applicants will remain on the eligibility list for future low-income FTHB program units until the State Department of Housing and Community Development updates median income values for 2018 (expected to occur in June).

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

**Affordable Rental Housing Compliance Monitoring: No Change Since Last Report.** Waterstone Moorpark completed its phase in of water/sewer/trash utility billing to affordable units in December, as allowed for in the Affordable Housing Agreement.

Staff continues to work 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.** Staff completed additional weed abatement at various vacant City property sites as required by the Ventura County Fire Protection District "Notice to Abate Fire Hazard". The second abatement was required after late spring rains brought new weed growth.

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

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

Status: Work has commenced. The City now owns the property on the south side of High Street. The City also owns the properties at 347 Moorpark Avenue and 467 High Street. The Oversight Board also approved the purchase of 500 Los Angeles Avenue, however, that purchase from the Successor Agency has not been finalized. In May, the City Council approved the Disposition and Development Agreement (DDA) with Apricot Lane Farms. However, before the DDA was signed the Developer notified the City in June that they would no longer be moving forward. In November, the City Council approved an Exclusive Negotiating Agreement with the Daly Group, Inc. for the property on the south side of High Street. Daly Group Inc. is planning a mixed-use commercial residential project on the property and is currently working on the conceptual design planning of the project. While the Daly Group had anticipated having a conceptual design in place by January, the site layout has proven challenging and the Daly Group expects to have a conceptual design in April.

**Long Range Property Management Plan (LRPMP):** All of the properties on the Long Range Property Management plan designated as Government Use have been transferred from the Successor Agency to the City. Additionally, the City has purchased several of the retain for development parcels in order to control the sale and future development on the parcels. Staff has had some inquiries by interested parties; however, no one has come forward with a solid plan for the sites.

**Redevelopment of East High Street: No change since last report.** The Successor Agency officially transferred the property at 450 High Street to the City of Moorpark on June 15, 2016. The property has been opened and signed to allow additional Metrolink parking, which will be needed when the improvement and expansion of the existing Metrolink station gets underway later this year.

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

**31 Poindexter Avenue: No change since last report.** Escrow closed on the property at 31 Poindexter Avenue in early April. A portion of the property will be used for widening of Moorpark Avenue. The Moorpark Foundation for the Arts (MFA) has moved their theater storage from the old fire station site to a portion of the building and staff is preparing an Amendment to the Operating Agreement to include the usage of 31

Poindexter. Staff will also be contracting with an Architect or Structural Engineer to evaluate how to remove a portion of the building to accommodate the road widening and maintain the building for the MFA and other City storage needs. Staff is in the planning stages of various exterior maintenance improvements to the building and parking areas.

### **Sustainability**

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

**Community Choice Energy Study: No change since last report.** The Community Choice Energy Feasibility Study was completed in August and released to the public in September. The feasibility study and subsequent peer review suggest that a newly created regional CCE program spanning San Luis Obispo, Santa Barbara, and Ventura Counties is likely not a viable venture in terms of the CCE program's ability to provide competitive rates and remain a solvent organization. The results of the peer review, however, indicate that it may be possible for a local or regional CCE program operating within Pacific Gas and Electric Company (PG&E) territory, i.e., in San Luis Obispo and/or northern Santa Barbara County, to offer competitive rates while covering its costs. The Ventura County Advisory Working Group members began studying the feasibility of joining the Los Angeles County Community Choice Energy program (LACCE). The LACCE program provided an updated business plan with conservative projects that indicated that the addition of other jurisdictions to LACCE would not affect the viability of the CCE. LACCE has also taken additional measures to reduce the risks to the members of the JPA. Staff is continuing to research joining LACCE and will bring an item to the City Council in January.

**Streetlight Purchase (Objective VI.A.7):** In May, the City Council authorized staff to move forward with the negotiating the purchase of the streetlight system from Southern California Edison (SCE). Staff's analysis indicated that the savings from the purchase of the system would offset the additional costs for maintenance of the system and still provide approximately \$156,000 in savings annually. In July, staff brought the Agreements to City Council for approval, subject to the City Manager's final language approval, while final deal points were worked out. Staff is still working with Southern California Edison on the final version of the documents. Staff contracted with a financial consultant who provided a more robust analysis of the savings which confirmed staff's assumptions that the purchase and retrofit of the system has a favorable savings and return on investment. The SCE Purchase Agreements were signed in February and submitted to SCE for processing with the CPUC. Staff is preparing an RFP for a turnkey vendor to assist in the acquisition and retrofit process and will be returning to City Council in 2018 for allocation for funding for the project once the CPUC has approved the sale.

**Vector/Animal Control**

**Animal Statistics**

Animal Licenses							
FY 2017-2018	Dog Licenses (City)	Interim Dog Licenses (City)	Cat Licenses (City)	Interim Cat Licenses (City)	VCAS & Vet Licenses	Total Licenses Sold	Last Year
July	15	5	0	0	432	452	484
Aug	18	5	0	0	470	493	452
Sept	10	8	0	0	369	387	694
Oct	19	7	0	0	474	500	446
Nov	31	9	0	0	392	432	379
Dec	7	3	0	0	269	279	384
Jan	31	6	0	0	422	459	504
Feb	18	6	0	0	*437	*461	568
March	*14	*1	0	0	*300	*315	639
<b>YTD Total</b>	<b>*163</b>	<b>*50</b>	<b>0</b>	<b>0</b>	<b>*3565</b>	<b>*3778</b>	<b>4,550</b>

\* Preliminary totals from VCAS & City

**Activity Summary:** The majority of animal control activity for the 2017/18 fiscal year is summarized in the two tables listed above. There were a total of 183 service/compliance calls in January, 175 in February and 121 service/compliance calls in March to date. Zero dogs and four orphaned stray kittens and a rooster were taken to VCAS shelters during the past three months. In addition, one injured/orphaned wild animal was taken to a local wildlife rescue by Moorpark staff during the past three months. Eleven dogs were temporarily held at the Moorpark temporary shelter facility until owners came in and picked them up. There were no confirmed reports of large wildlife (Bear or Mountain Lion) encounters within City limits such as mountain lions or bears. One dead bat was collected in Moorpark on March 21, 2018 tested negative for rabies. An animal nuisance hearing scheduled at the Camarillo shelter on 3/21/18 was cancelled when the animal owners decided to turn in the two dogs at the VCAS shelter before the hearing

**VCAS Contract, Animal Services Commission, and City Staff Meetings:** The last VCAS Commission meeting was held on June 8, 2017. The two following meetings scheduled for September 14, 2017 and December 14, 2017 were cancelled. There were no City/VCAS staff meetings during the last quarter. VCAS license canvassing teams are tentatively scheduled to canvass in Moorpark during the months of May, August and September.

**Vector Control Activity:** Human West Nile Virus (WNV) reported cases statewide totaled 536 cases according to the California Department of Public Health (CDPH) compared to 442 human WNV cases in 2016. Ventura County had four cases both in 2016 and 2017 with no cases reported from Moorpark. WNV detection in dead birds was lower in 2017 compared to 2016 but higher in mosquito pools tested. No WNV was detected in sentinel chickens tested the past two years both within the City and Ventura County. Routine testing of animals for WNV will begin in April and typically ends in November.

### VECTOR CONTROL STATISTICS

Vector Control Statistics							
FY 2017-2018	Service Calls	Mosquito Related	Bees & Wasps	Rodents	Other	Pesticide Applications	Square Ft Treated
July	8	8	0	0	0	115	561,300
Aug	11	7	1	1	2	91	142,370
Sept	5	4	0	1	0	77	44,300
Oct	10	2	1	1	6	71	26,550
Nov	1	0	1	0	0	28	8,900
Dec	1	0	1	0	0	10	8,000
Jan	0	0	0	0	0	9	2,700
Feb	1	0	0	1	0	13	2,000
March	3	1	1	1	0	9	2,000
<b>YTD Total</b>	<b>40</b>	<b>22</b>	<b>5</b>	<b>5</b>	<b>8</b>	<b>423</b>	<b>798,120</b>
*March totals to 3/20/18							

**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 tables below.

### FIELD BUSINESS REGISTRATION ACTIVITY – CURRENT FISCAL YEAR

Business Registration Field Activity				Business Registration Field Activity			
FY 2017-2018	Field Contacts	BR Violations	Hours	FY 2016-2017	Field Contacts	BR Violations	Hours
July	19	12	11	July	48	33	21
Aug	43	18	21	Aug	64	35	30
Sept	66	32	31	Sep	76	43	38
Oct	42	23	25	Oct	52	29	28
Nov	41	20	23	Nov	42	23	20
Dec	38	18	21	Dec	74	39	35
Jan	47	26	28	Jan	55	30	30
Feb	27	18	17	Feb	71	53	34
March	47	31	25	March	46	26	25
<b>YTD Total</b>	<b>370</b>	<b>198</b>	<b>202</b>	<b>YTD Total</b>	<b>528</b>	<b>311</b>	<b>261</b>
*March 2018 to 3/18/18							