

**QUARTERLY REPORT TO CITY COUNCIL  
January to March 2017**

**ADMINISTRATIVE SERVICES DEPARTMENT**

**CITY CLERK'S DIVISION**

**Administration**

**Volunteer Program:**

City Manager/Administrative Services Department for CERT

January	94.5 hours	27 volunteers
February	378 hours	27 volunteers
March	283.5 hours	27 volunteers

Moorpark City Library:

January	123.75 hours	31 volunteers
February	162 hours	45 volunteers
March	181 hours	37 volunteers

Parks and Recreation Department for Active Adult Programs:

January	855.25 hours	59 volunteers
February	617 hours	63 volunteers
March	685 hours	59 volunteers

Parks and Recreation Department for Arroyo Vista Recreation Center:

January	173 hours	20 volunteers
February	212 hours	32 volunteers
March	18 hours	22 volunteers

Moorpark Police Department:

January	507.0 hours	21 volunteers
February	397.0 hours	21 volunteers
March	512.5 hours	21 volunteers

A total of 4,943.5 hours were donated by a total of 431 volunteers during the first quarter of 2017.

**Legislative:** The following took place during the first quarter of 2017:

City Council

5	Regular City Council/Successor Agency meetings were held
4	Joint City Council/Commission/Board meetings was held
4	Special City Council meetings were held
73	Agenda items were processed

Quarterly Report to City Council  
January to March 2017

- 11 Set of minutes was approved
- 15 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 meeting was held
- 1 Special Oversight Board meeting was held
- 4 Agenda items were processed
- 1 Set of minutes were approved
- 4 Resolutions were adopted

**Clerk's Index:** 78 items were input into the Clerk's Index database for tracking of approved agreements, City Attorney Opinions, recorded documents, and sureties.

**Scanning:** 10,577 pages of staff reports, minutes, resolutions, ordinances, recorded documents, budgets, Fair Political Practices Commission records, affordable housing records, contracts, affidavits of destruction and certificates of insurance were scanned into the digital/electronic imaging system by the City Clerk's Division during this reporting period.

**Request for Public Records:** Eight (8) new public records requests were received and responded to during this reporting period.

**City Council Objectives**

**Record Retention Schedule (*Objective IV.A.1., 0 to 2 Years*):**

Description: Complete initial phase of a unified filing system for all City files, consisting of a complete listing of all departmental files, and an updated electronic records retention schedule that conforms to federal and state law by June 30, 2016.

Status: No activity this reporting period.

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

Description: Develop a plan to update portions of the Moorpark Municipal Code.

Status: No work has been initiated on this objective.

**Recognition of Contributions to the City by Individuals and Organizations (*Objective V.A.2., (0 to 2 Years)*):**

Description: Develop initial work to create an electronic inventory to recognize significant contributions to the City by individuals and organizations.

Status: No work has been initiated on this objective.

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

### **Administration**

**Safety Committee:** The Safety Committee met on January 24, 2017, and is scheduled to meet again in April 2017. A generator use demonstration was held in January for staff in response to a request from the Safety Committee.

**Property Damage Restitution:** One property damage restitution invoice was generated during reporting period.

**PARMA:** The City is a member of the Public Agency Risk Managers Association. The Program Manager was appointed as the Secretary/Treasurer of the Gold Coast Chapter in 2016 and was reappointed in 2017. The Gold Coast Chapter meets quarterly.

**ADA Self Evaluation and Transition Plan:** Staff is coordinating efforts with CJPIA to retain a licensed consultant to perform the City's 2017 ADA Self Evaluation and Transition Plan to replace the now outdated 2010 Plan. CJPIA is offering a partial reimbursement program to member agencies and the City has been identified as a 2017 recipient of the reimbursement should the City retain the consultant. It is anticipated that the project will move forward in FY 2017/18.

### **Employment/Recruitment**

**Administrative Assistant I or II, Administrative Services Department:** Valorie Flores began working in this full-time, competitive service position on 1/9/17.

**Information Systems Administrator, Administrative Services Department:** Christopher Thompson began working in this full-time, management position on 3/6/17.

**Senior Civil Engineer, Public Works Department:** Daniel Kim began working in this full-time, management position on 1/30/17.

**Laborer/Custodian I, II, or III:** Roberto Meza, Jr. began working in this temporary, part-time position on 3/28/17.

**Recreation Services Manager, Parks, Recreation, and Community Services Department:** Stephanie Anderson began working in this full-time, management position on 3/6/17.

**Summer Recreation Positions (Camp Moorpark):** Recruitment for these seasonal, temporary, part-time positions began 3/17/17 and ends 4/9/17.

### **City Council Objectives**

#### **Enhance Delivery of Services and Expand Program Efficiencies (*Objective IV.B.1., 2 to 5 Years*):**

Description: Comprehensive update of City's Classification Plan and Job Descriptions.

Status: Various amendments were made to the Classification Plan in July, November, and December 2014, and also in December 2015. No further amendments are planned at this time.

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

#### **Administration**

**Network Improvements:** The project to evaluate connecting all Community Center buildings via City-owned fiber-optic cable is still on hold. Staff started exploring options to connect all City buildings by using wireless connections.

Two new data ports to increase the capacity of the network connections in Development Services building were installed by Information Systems staff during this reporting period.

**New Equipment:** One new printer was installed in the Finance department to replace the old and outdated equipment.

**Phone System Upgrade:** Previously placed order for a new phone connection to City's Emergency Operations Center was delayed by AT&T and the project will continue during the next reporting period when the new phone line is installed.

**Financial Software System:** Information Systems Division continued to provide assistance and support for City's new financial system. Staff continued to set up users' security and to provide assistance with the training of system's users.

**Business Registration, Code Compliance and Permitting Software:** Implementation of the new City permitting system was resumed and Information Systems Division assisted with the initial configuration. Staff worked with vendor's implementation team and configured users' security.

**Moorpark Public Access TV (MPTV):** Information Systems staff continued to support the new equipment and to assist with the recording of the Oversight Board meetings.

**Library:** Information System Division continued to work on the project to implement a self-check-out solution in the Library. Staff configured and installed a new self-check-out station and the project is now completed.

Information Systems staff continued to support the events in the Library and multiple software applications were installed for the Teen Tech Week event.

**Active Adult Center:** Information Systems staff worked on and completed implementation of a new print management system in the Computer Lab. The new system will allow patrons to pay per print and can provide historical reports.

**State of the City:** Information Systems Division provided technical assistance before and during the event. Staff explored options to provide easier access to the recorded event online, new template was created and the video is expected to be available to the public online at the beginning of the next reporting period.

**Community Emergency Response Team (CERT) Class:** CERT training was held in City's Emergency Operations Center (EOC) and Information System staff set up needed equipment before each session and provided support.

**Access Control System:** Information Systems Division worked on a project to install electronic card readers at the EOC. Staff assisted with the installation of the hardware and configured the system. The project will continue during the next reporting period.

### **City Council Objectives**

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

Description: Develop plan to expand City's GIS information layers, including estimated cost to create the database and layer(s) by June 30, 2016.

Status: Information Systems staff continues to search for options to expand City's GIS system and to integrate it with City's new permitting system. An amendment to the current Agreement for GIS services and the staff report were prepared for the April 5, 2017 City Council meeting. There are currently no pending department requests for new GIS layers.

### **PUBLIC INFORMATION/LEGISLATIVE AFFAIRS/INTERGOVERNMENTAL PROGRAMS**

#### **Administration**

**Website Traffic:** During the first quarter of 2017, the website averaged 35,540 page views per month, from 18,544 visits. The most popular web pages are the City's home page, the Library home page, Job Opportunities, Recreation home page, Bus Ride Guide, Adult Sports Leagues, Public Meetings, and Recreation Classes, with each drawing over 1,000 page views. There are 1,146 active accounts for the website, of which 844 subscribe to E-mails from the City.

**Legislative Measures:** The new 2017-18 legislative session has begun, and staff will monitor proposed legislation and identify any appropriate actions based on the City's legislative platform.

**State of the City:** Staff researched and assisted the Mayor with preparation of the State of the City speech and PowerPoint presentation on March 21, 2017.

**iPad Grant:** Staff successfully competed for a state grant for approximately \$7,700 toward the purchase of ten iPads to enable electronic delivery of City Council agendas and staff reports to the City Council and various staff members. The grant funds have been received, and staff is preparing to purchase the iPads and provide demonstrations of the electronic delivery option to the City Council and City staff. A changeover to an electronic delivery system will save staff time and several thousand dollars per year in direct costs.

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

#### **Solid Waste Franchise Agreements (*Objective IV.A.12. 0 to 2 Years*):**

Description: Complete preparation of Solid Waste Franchise Agreements for presentation to the City Council by October 31, 2015.

Status: The Agreements have been extended to June 30, 2017 while negotiations continue. The Solid Waste Franchise Ad Hoc Committee met in January and gave feedback to staff to amend the draft Franchise Agreements. Staff is preparing to return to the committee in April with revised drafts for review.

**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 2017, 17 Moorpark residents participated in three Camarillo HHW events, and 12 Moorpark residents participated in one Simi Valley event, for a total of 29 participants from Moorpark.

**Electronic Waste/Universal Waste Event:** The January 21 event attracted 347 people and resulted in the collection of 19,316 pounds of electronic waste, 535 fluorescent light bulbs, and 1,504 pounds of batteries. Planning is underway for the next event on May 20, 2017.

**Secure Paper Shredding Event:** The January 21 event attracted 303 people and resulted in 15,500 pounds of paper shredded. Planning is underway for the next event on May 20, 2017.

**Compost Bin Sale:** Order forms are available on-line, year round for \$40.00. Once a resident orders a bin, the resident's solid waste hauler delivers a bin to the house. From January 1, 2017 to March 21, 2017, four compost bins were delivered to Moorpark residents.

## **EMERGENCY SERVICES DIVISION**

### **Administration**

**Earthquake Preparedness Initiative Workshop:** The Assistant City Manager and the Administrative Services Program Manager attended this workshop in the City of Carson on February 6, 2017, which included Dr. Lucy Jones as one of the trainers.

**Master the Disaster Training:** The Assistant City Manager, Administrative Services Program Manager, and Administrative Services Manager attended this training in Camarillo on February 22, 2017, which is arranged annually by Ventura County Emergency Medical Services.

**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. A reimbursement request was submitted to the County for a salary match and the County is currently reviewing the request for completeness. Staff also submitted a joint application for 2016 Homeland Security Grant funds and was awarded \$2,790 (for EOC upgrades and EOP print costs) and a joint application for 2017 Homeland Security Grant funds for \$3,600 EOC upgrades and the funding was awarded in January 2017 and staff is moving forward to procure the qualifying upgrades.

**CERT:** The County CERT classes were held in Moorpark beginning on January 26, 2017. A total of 27 participants completed the CERT training by attending six 3.5 hour evening classes held on consecutive Thursdays and one all day 7 hour training and final exercise held on one Saturday. Each participant received a Certificate of Completion and was placed on a call list for future CERT activations.

### **City Council Objectives**

#### **Emergency Response (*Objective V.A.1., 0 to 2 years*):**

**Description:** Plan and conduct an emergency response exercise with a focus on City staff implementation of the City's Emergency Operations Plan (EOP) by June 30, 2016.

**Status:** Completed in July 2016. A new post-emergency recovery training session to be organized by the County Sheriff's OES Office, is being considered.

## CITY ENGINEER/PUBLIC WORKS DEPARTMENT

### Capital Projects

#### **Princeton Avenue Widening [Capital Project No. 8012] (*Objective II.A.2*):**

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

Status: A request for a Cooperative Work Agreement from Caltrans has been approved extending the term of the BTA grant funding to June 30, 2017. The HSIP grant deadline was also extended to June 30, 2017. By this date, the City must have an E-76 and Caltrans encroachment permit. Right-of-way acquisition and final design efforts are proceeding. Additional design work is required to update the drainage study and design, extend the easterly improvements on the south side to Condor Drive and relocate gas, electric, phone and cable TV utility lines. Ventura County Waterworks District No. 1 (District) and the City signed an agreement to include design and construction costs to relocate its waterlines. The City will relocate approx. 3,300-ft of waterline for the District. Slope and drainage impacts from the project on the National Ready Mixed property have been analyzed. A property exchange agreement with Bennett (Asadurian) has been executed and the related right-of-way acquisition is in escrow. Staff is monitoring Bennett's implementation of the agreement requirements. Staff is proceeding with the right-of-way acquisition and financial contribution to the project from National Ready Mixed. Staff has received 95% complete design plans for the street improvement and water line construction work for review. Public Works Maintenance staff continues to monitor the condition of the road and make repairs as necessary. Several changes to the water utility plans have been made over the summer. The City Manager has approved the draft language for the pending conditions for the National Ready Mixed property that will allow the floodplain issue, the last substantive issue, to be resolved. The Planning Commission approved a Conditional Use Permit for National Ready Mix on December 6, 2016 which includes the necessary language for the permanent additional right of way needed for the project as well as for the necessary temporary construction easements. Staff is working with the owners of the adjacent Bennett property to get their right of way dedication recorded. Once that is done, the NRM dedication can proceed. City Attorney is assisting staff; reviewing the NRM preliminary title report and preparing NRM deed. Staff is also finalizing documents so that the abutting property owner, Bennett, will transfer right of way to the City. Staff needs all right of way resolved before the plans and related documents can be transmitted to Caltrans for approval.

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



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

Status: 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<sup>th</sup>. 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.

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

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

Status: An agreement with NCM Engineering was approved by City Council on September 2, 2015 to complete the design for the road widening south of Flinn Avenue. Acquisition of required rights-of-way north of Los Angeles Avenue is complete. The portion of the project south of Los Angeles Avenue has been transferred to be a part of the Los Angeles Avenue widening project 8013. Staff has reviewed 75% design submittal and has communicated with the various utility companies regarding relocating their utilities. Time Warner, now Charter, will relocate their utility in the near future. The

City Engineer/Public Works Director has met with the City's right of way consultant to bring all real estate matters current. The City's designer is finalizing utility relocations so that the design can be finalized. Public Works staff is maintaining the landscape in the area adjacent to the parkway until the widening and improvements can be bid and completed. 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.

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

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

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

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

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

Status: **No change since last report.** Caltrans has reviewed and approved the conceptual plan. Staff has advised the city's contract design firm (Tetra Tech) to divide the project into phases to facilitate the delivery of the project. Staff has met with Caltrans and has been advised to proceed with the final design for Phase I (Fwy. 23 to east of Spring Road). Caltrans issued comments on the revised Fact Sheet and final plans. Tetra Tech submitted revised plans to Caltrans in March 2015. Caltrans provided comments on the plans in June 2015 and Tetra Tech is revising the plans accordingly. The plans are 90% completed. Plans were submitted to Watershed Protection District for comments. Designer has the District's comments and is preparing revisions to the design to resubmit to Caltrans. Council approved this additional design work at its meeting of September 21, 2016. The designer has updated the design and the final submittal to Caltrans should be made within a month.

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

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

Status: Project design was completed and an encroachment permit obtained from Caltrans in 2010. A traffic signal warrant study for Los Angeles Avenue at Shasta Avenue was completed and warrants were not met; therefore, a signal will not be installed as a part of this project. City Council granted staff authority to advertise for construction bids on January 16, 2013. An agreement with Calleguas Municipal Water District for the required protection and relocation of Calleguas' facilities has been executed. Bids were opened on August 26, 2013, and a contract awarded to Sully-Miller Inc. at the October 2, 2013 City Council meeting. Filippin Engineering is providing construction management and inspection services. A waterline easement from the City to Calleguas has been executed. Caltrans required additional studies and updates to the project design to conform to current standards and issued a new permit on September 17, 2014. Due to the Caltrans permit delays, City Council terminated the contract with Sully-Miller on December 17, 2014, and granted authority to re-advertise for construction bids. Bids were opened on February 9, 2015 and City Council awarded a contract to Griffith Company on February 18, 2015. Griffith obtained their duplicate permit for construction. Construction is anticipated to begin in October 2015. Processing a budget amendment and change orders to pay for the extra Portland Cement Concrete cap that became required when Caltrans increased the roadway's structural section. Calleguas obtained their Caltrans permit on March 8, 2016. A double permit for CMWD's contractor, Blois, has also been issued. Construction began March 21, 2016. The Portland Cement Concrete cap is complete. Lean concrete base, curb, and gutter have been poured. Paving is expected to occur on July 25 & 26, 2016.

The construction work is finished. The contractor is correcting some areas with excessive cracking in October so that the project can be closed. The City Engineer/Public Works Director is asking Caltrans for modification of two of the four truck lane limitation signs so that the Police Department can issue citations if trucks are inappropriately in the number one and two lanes. All physical work is complete. Staff is completing a change order and working on dedication of right of way to Caltrans to close the project.

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

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

Status: On February 3, 2016, the City Council approved an Agreement with Phoenix Civil Engineering, Inc. (Phoenix) for design of the project. The scope of work includes parking lot improvements to the existing North Parking Lot, west vacant lot, and (optionally) improvements to the former Pacific Pride station, located east of the North Parking Lot. City Council approved a conceptual design layout on July 20 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, City Council approved amending Phoenix's Agreement for development of a Storm Water Pollution Prevention Plan. Staff anticipates returning to City Council with approval to go out to bid in May.

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

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

Status: **No change since last report.** This project is being included in SCRRA's project to improve the railroad crossing to Sealed Corridor standards including a raised median, new crossing arms and pedestrian gates. The major expense of relocating the existing railroad switch just west of Moorpark Avenue prohibits the widening from being sufficient to accommodate the dedicated northbound left turn lane and meet Caltrans standard lane widths. The project will include modifications to the traffic signal to provide a shared straight and left turn and dedicated right turn pocket. The City executed an agreement with SCRRA for the project and contributed \$200,000 to SCRRA for project design. On June 25, 2014, the California Transportation Commission approved SCRRA's requested allocation of \$4.8 million in Proposition 1B Highway Railroad Crossing Safety Account to fund construction. SCRRA and City staff coordinated with Caltrans to obtain a permit for construction. SCRRA has awarded a contract for construction and new track panels and asphalt paving has been installed. Construction is now complete. All parties have developed a punch list and the contractor is addressing the items on the list. Union Pacific and SCRRA are working to complete the modification of the railroad advance preemption detectors and upgrade Caltrans' traffic signal controllers at Poindexter Avenue and High Street. SCRRA's

contractor will be doing minor asphalt work at High Street to remove a slight depression, called a bird bath, that traps water. Park, Recreation and Community Services Department has done some significant landscaping improvements at the Chamber of Commerce and Post Office frontages.

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

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

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

**Undergrounding Utility District #2 [Capital Project No. 8051] (Objective VII.B.1):**

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

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

**Metrolink South Lot Entry [Capital Project No. 8056] (Objective VI.A.3):**

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

Status: The conceptual design and the environmental document have been completed, and a Public Hearing was held in July 2009. The project has been approved by the City Council. The City has received approval for approximately \$220,000 in Federal Transit Administration (FTA) funding from the Ventura County Transportation Commission (VCTC) for construction of the second access. The City has also received approval for a Congestion Mitigation and Air Quality (CMAQ) grant for approximately \$449,450 from the VCTC to fund additional ROW acquisition. The Field Review Form (7-B) and Preliminary Environmental Study Form (6-A) were sent to Caltrans District No. 7 on February 7, 2011. The City received approval of the Preliminary Environmental Study on August 10, 2011. The City received authorization to proceed on January 10, 2012. The City also completed and submitted Program Supplement Agreement No. 012-N to

Administering Agency-State Agreement No. 07-5436R on March 22, 2012. Relocation of tenants and demolition of 65 First Street has been completed (August 2013). City Council awarded contract to RJR Engineering Group, LLC (RJR) for final design of the project, incorporating 65 First Street only on January 20, 2016. RJR has submitted draft layout of the entrance; currently under review by City staff. Staff has provided RJR with requested changes and considerations for stormwater infiltration. RJR has submitted revised design plans and City staff has returned with additional comments and requested changes. Staff anticipates going out to bid in September, 2017.

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

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

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

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

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

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

**North Hills Parkway [Capital Project No. 8061] (Objective III.A.2 & III.A.7):**

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

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

**Extension of State Route 23 from Broadway to Princeton/118 Interchange [Capital Project No. 8045] (Objective III.A.2, III.B.2 & III.B.3):**

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

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

**Millard [Fremont] Drain [Capital Project No. 8065] (Objective VII.C.2) [#8065]:**

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

Status: **No change since last report.** The City requested a quote from RJR Engineering to design the new storm drain. The design cost is approximately \$40,000.

**Los Angeles Avenue Utility Undergrounding Project [Capital Project No. 8066] (Objective VII.A.15):**

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

Status: Consultant (BJ Palmer) was hired to perform coordination of design services for this project. SCE has completed the design. City approved drawings were submitted to Caltrans for an Encroachment Permit; and Caltrans required revisions to the plans. RJR has prepared traffic control plans for the City. BJ Palmer is revising the plan set for resubmittal to Caltrans. . The City Engineer/Public Works Director and B.J. Palmer met with Caltrans staff in September to resolve persistent design objections that their staff had made that were not founded in good design practice. It appears that Caltrans is now onboard with the City's design. BJ Palmer is making final revisions for Caltrans approval. On November 29, 2016 B.J. Palmer followed up with SCE to ensure the City's revised design meets SCE's revised standards. SCE has informed the consultant and the City that the SCE infrastructure that the City's design relies upon has been significantly changed. The City has asked SCE to revise their design so the project can move forward.

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

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

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

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

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

Status: Caltrans' design plans are complete. Per the City's agreement with the State, the City's contribution to the project will be limited to \$175,000. The City's funding comes from settlement with the Ventura County Community College District. Caltrans has finished their design and awarded a construction bid on December 6, 2016 to Alfaro Communications Construction (formally approved January 11, 2017).. Their design includes coordination between the eastbound and westbound signals. Staff attended Caltrans' pre construction conference on February 7. Work is supposed to begin in April and be finished by summer.



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

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

Status: 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 will seek additional funding to proceed with planning and construction of sidewalk between Collins Drive and the Mobile Home Park.

**Administrative Matters**

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

Description: The City received \$581,448 Proposition (Prop) 1B Phase 1 on May 15, 2008. These funds were used on the 2009 Pavement Rehabilitation Project in the Campus Park area (Project 8002). The City also received \$537,418 in Prop 1B Phase II streets and roads funding on June 15, 2009.

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

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

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

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

**Floodplain Management Ordinance**

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

Status: **No change since last report.** Reviewing the current NFIP and FEMA regulations for incorporation into the revised ordinance.

**Graffiti Removal:**

Description: Staff continues to be pro-active with the removal of graffiti and spent approximately 27 hours in January, 0 hours in February, and 0 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.

**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 90 citation appeals from January - March. Sixty-three (63) citations were recommended for cancellation and 27 were denied. Individuals who receive a denied appeal may have their appeal heard by a Hearing Officer.

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

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

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

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

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

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

Status: The TMDL Management Committee met on January 30, March 1 and March 20, 2017. The Committee approved the FY 2017/18 Budget. Moorpark's contribution is expected to be \$23,542. The Committee also determined to hold off on making further changes to the TMDL Implementation Plan, while the group waits to see what the next MS4 Permit looks like. The Committee will also submit comments to the Los Angeles Regional Water Quality Control Board on proposed revisions to the Los Angeles Region 303(d) List of impaired waterbodies. In the comment letter, the Committee lists a number of pollutants that we believe should be de-listed. Two pollutants specifically to Moorpark's area (Reach 7) includes ammonia and diazinon.

**Coastal Cleanup Day:**

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

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

**State NPDES Construction Permit**

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

Status: **No change since last report.** The new Construction Permit was adopted by the State Water Resources Control Board on September 2, 2009. The Construction Permit became effective July 1, 2010. Construction activity subject to this permit includes clearing, grading and disturbances to the ground such as stockpiling, or excavation, but does not include regular maintenance activities performed to restore the original line, grade, or capacity of the facility. Whereas the previous Construction Permit was focused on best management practices (BMPs) and the development of a Storm Water Pollution Prevention Plan (SWPPP), the new Construction Permit is more risk-based and has progressively stricter requirements depending on the size of the construction site. The Construction Permit is required for private and public construction sites. Public Works staff received a presentation from Hall & Foreman, Inc., on June 23, 2010, for review of compliance with the new Construction Permit. Staff also participated in a California Stormwater Quality Association (CASQA) webinar that covered CASQA's updated Construction Best Management Practices (BMP) manual. The updated manual will assist in complying with the new Construction Permit's requirements.

**Stormwater Permit:**

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

Status: **No change since last report.** The Stormwater Permit kickoff meeting was May 2, with a follow-up meeting on May 16. Co-permittees continue to compare the Los Angeles MS4 Permit to the current Ventura County MS4 Permit for potential program changes. It is anticipated that a new MS4 Permit will be adopted in December 2016 or possibly early 2017. Although the current MS4 permit "expired" on July 8, 2015, the MS4 Permit continues to be adhered to until a new permit is adopted and effective.

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

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

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

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

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

Status: Staff attended the WMC on January 19, February 16, and March 16, 2017. The group continued to discuss the countywide stormwater permit. At this time, the group is uncertain when the Regional Water Quality Control Board (Regional Board) intends on releasing a draft Permit for review. At the March 16 meeting, the group requested that the Ventura County Watershed Protection District submit a letter to the Regional Board regarding the status of the Permit. At the January meeting, the group discussed the State Trash Amendment, which essentially requires full capture devices on storm drain catch basins in areas of "High Priority Land Uses". Letters from the Regional Board are

anticipated in June 2017, which will require the City to respond within 3 months to indicate whether the City intends on complying with “Tract 1” (full capture devices) or “Tract 2” (combination of full capture, multi-benefit projects, institutional controls, and/or other treatment devices.” The City will have 10 years to demonstrate full compliance. The group approved the FY 2017/18 Budget. Moorpark’s contribution is \$40,247. The City’s FY 2017/18 Budget will include this amount.

## **Transit**

### **Article 3 Funding:**

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

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

**Moorpark City Transit:** Transit totals for the months of October through December, 2016 are provided below:

	Oct	Nov	Dec	YTD
Daily Average	269	234	197	214
Total Monthly Ridership	5,656	5,148	4,343	28,681
Farebox Ratio (target ratio 20%)	12.91%	11.96%	9.94%	10.90%

### **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: City Council approved the 2017 Beach Bus program on March 1, 2017. The City is currently out to bid for Bus Excursion Services (including Beach Bus Services). Proposals are due April 4, 2017. The Beach Bus will operate June 13 – August 10, 2017.

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

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

Status: The four cities mentioned above as well as staff from Ventura County met January 26, February 23, and March 30. The ECTA members reviewed the current InterCity Dial-A-Ride service and discussed potential expansion of the service into the weekend. A final recommendation has not been decided. If approved, staff would return to City Council with a request to expand the Dial-A-Ride service. -

**Metrolink Station:**

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

Status: **No change since last report.** On September 14, 2015, the City of Moorpark hosted Metrolink's Ventura County Sealed Corridor press conference at the Moorpark Post Office. The press conference highlighted four projects in Ventura County, which are located in Simi Valley (First Street, Erringer Road, and Sycamore Drive) and in Moorpark (Moorpark Avenue). Councilmember Millhouse acted as Master of Ceremonies at the event. Councilmember Pollock also attended. Congresswoman Julie Brownley spoke at the event as did Simi Valley Councilmember Mike Judge and Metrolink CEO Art Leahy.

**Paratransit Services:**

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

Status: Nineteen (19) residents received membership in the Senior DAR program October - December, 2016. Six (6) ADA Paratransit participants joined during the same time period.

Quarterly Report to City Council  
January to March 2017

Transit passenger totals for the months of October through December, 2016 are provided below:

	Oct	Nov	Dec	YTD
Senior/ADA Intra-City Trips	175	145	260	3,043
Senior/ADA Inter-City Trips (ECTA)	281	282	235	1,849

**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 12, February 9, and March 9, 2017. The Moorpark Public Works Program Manager was named Chair for the 2017 term. The group will be working on several regional transit programs in 2017, including establishing a countywide fare collection system, countywide travel planning software, countywide bus tracking software and Triennial Transportation Development Act Performance Audits. At the February meeting, the Committee recommended that VCTC program the FY 2016/17 apportionment of \$52,303 of Low Carbon Transit Operations Program (LCTOP) apportionment to the East/West County Connector Bus Service Project and \$325,442 for the Camarillo/Oxnard Bus Service Project (3<sup>rd</sup> year of demonstration service). The East/West County Connector will provide direct transit service from Simi Valley/Moorpark/Camarillo to the County Government Center.

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

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

Status: On October 19, 2016, City Council approved proposed changes to Moorpark City Route (Revised Concept C) with the condition of pursuing additional public outreach for reduction of service around Villa Del Arroyo Mobile Home Park (Villa Del Arroyo), Christian Barrett, the downtown area, and other bus stops identified where bus service would be eliminated. Staff returned to City Council on December 7, 2016. Staff's recommendation was to approve Revised Concept C with limited service to Villa Del Arroyo (one trip in the morning and one trip in the afternoon), eliminate service down Christian Barrett Drive/Countrywood Drive) and a slight route deviation on Mountain Meadows Drive and the downtown area). Based upon comments from the public, City Council approved the proposed changes, with direction to staff to determine if additional adjustments could be made to accommodate concerns on Christian Barrett. Staff at Nelson/Nygaard has submitted a draft Final Report, which is currently under review by City staff.



**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 6, February 3, and March 3, 2017. The Commission held the Unmet Transit Needs Hearing as part of its February 3 meeting. Also in February, the Commission approved the Draft Local Transportation Fund Apportionment for FY 2017/18, which includes \$1,238,490 for Moorpark. On March 3, the Commission approved the release of an RFP for Automatic Vehicle Locator (AVL) service, which is GPS tracking/mapping of buses. Moorpark is a participant in the AVL service.

**Unmet Transit Needs:**

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

Status: On December 2, VCTC approved the FY 2017/18 Unmet Transit Needs public hearing schedule. VCTC held a public hearing on February 3, 2017, at 9:00 am (in conjunction with the VCTC meeting). The City of Moorpark discussed Unmet Transit Needs at its February 1, 2017 City Council meeting. Based on comments received, City staff submitted a comment to VCTC, stating that the City would like to see improvements in notification from Metrolink to transit operators prior to Metrolink adjusting the Ventura County Line schedule.

**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; Conceptual Design of Second Access to South Metrolink Parking lot; Options for use of remaining funds from former Moorpark Redevelopment Agency Bonds; Feasibility of acquiring certain street lights from Southern California Edison and potential conversion to LED lighting; Disposition and Development Agreement with Apricot Lane Farms for property on High Street; Disposition and Development Agreement with Tom Lindstrom for property on Los Angeles Avenue; Update personnel rules; Establish City Goals and Objectives for FY 2017/2018 and FY 2018/2019; Initiate annual process to consider adjusting assessments for Landscape and Lighting Maintenance Assessment Districts and Parks and Recreation Maintenance Improvement District; Development Agreement with Pacific Communities; Update City Council Policies; Consider FY 2017/2018 Budget; Annual General Plan Report; Annual review of the Capital Improvement Program (CIP); Modification to smoking regulations; and Update of the Park Improvement Fund zone boundaries.

**Solid Waste Franchise Agreements: No change since last report.** The current Residential and Commercial Franchise Agreements with Waste Management (G.I. Rubbish) and Moorpark Rubbish Disposal were scheduled to expire December 31, 2011. A City Council Ad Hoc Committee (Mayor Parvin and Mayor Pro Tem Millhouse) and City staff have been negotiating terms for extended and revised agreements with the current franchisees. The Council has approved extension of the agreements through June 30, 2017.

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

## COMMUNITY DEVELOPMENT DEPARTMENT

### City Council Objectives

#### **Downtown Housing Program (Objective I.A.2):**

Description: Develop program to encourage new multi and single family housing projects on underutilized residential and commercial sites within the Downtown Specific Plan area.

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

#### **Creation of Mixed Use Zone (Objective I.A.3):**

Description: Evaluate a potential mixed use (residential/commercial) zone within the Downtown Specific Plan area.

Status: Staff has begun studying the potential for mixed use development on vacant and underutilized property along High Street and Charles Street.

#### **Spending Plan for Former MRA 2006 Tax Allocation Bonds (Objective I.A.4):**

Description: Develop spending plan for use of former Moorpark Redevelopment Agency 2006 Tax Allocation Bonds for presentation to City Council.

Status: **No change since last report.** Staff has begun assessment of the needs and estimated costs of streets, curb, gutter, sidewalk, drainage, and street lighting upgrades and maintenance for the former Redevelopment Agency Project Area. A report on the spending plan will be presented to the Council by late 2016.

**High Street Furniture (Objective I.A.5):**

Description: Install new street furniture (benches, planters, and trash receptacles) on High Street.

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

**State Route 23 Bypass and North Hills Parkway (Objective II.A.10.):**

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

Status: **No change since last report.** Staff has been working with Pardee Homes on finalizing the grading plan for the area within their project site. On October 21, 2009, the City Council approved a proposal from RBF Consultants, the engineer for Pardee Homes, to design the extension of 23 Bypass from the northern City limits to Broadway Street, so that Pardee's grading will allow for a future connection. RBF has been awarded a contract for the alignment study of the 23 Bypass to Broadway and work is proceeding. On November 19, 2010, staff signed a contract with Glenn Lukos Associates, Inc. to perform Department of Fish and Game regulatory services for this project and work has commenced. Staff is revisiting the project at this time and intends to present the City Council with a "buyout" option for consideration in 2016.

Approval Authority: City Council.

**Affordable Housing Plan (Objective III.A.3.):**

Description: Development of an equitable basis for requiring all new development projects to provide affordable housing units and/or pay in-lieu fees.

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

Approval Authority: City Council

**Civic Center Master Plan (Objective IV.A.13):**

Description: Develop conceptual design proposal and process Civic Center Master Plan including EIR for new City Hall, council chambers, and other government offices and Library.

Status: In November 2004, the City Council selected GKK Corporation, now GKK Works (GKK) as the architect for the design of the proposed Civic Center and City Hall project. During 2005 and 2006, design proposals for the Civic Center and City Hall were prepared and reviewed by a Council-formed Ad Hoc Committee. In 2007, a new City Library was added to this project. Bonterra Consulting had been retained to prepare an EIR for this project. Staff is evaluating the work performed to date and considering options for proceeding on this project to be presented to the City Council. The library

project is moving forward ahead of the City Hall project and will be addressed in the report by the Parks, Recreation, and Community Services Department.

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

Description: Adopt Film Ordinance.

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

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

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

Status: The City Council appointed an Ad Hoc Committee (Mayor Parvin and Councilmember Mikos) to work with staff to complete an update to the Open Space, Conservation, and Recreation Elements. Staff is finalizing a draft of the Land Use and Circulation Elements. Approximately 95% of the GIS mapping for the General Plan has been completed with the remainder to be completed by the first quarter of 2015. Staff has initiated work with J. H. Douglas and Associates to assist in the completion of the Land Use and Circulation Element updates. This update awaited completion of the commercial demand study (discussed below) so that its findings can be incorporated into the Land Use Element. The commercial demand study was completed and reviewed by the City Council at its September 7, 2016 meeting. A draft of the Land Use Element Update is under review by staff for presentation to the Planning Commission and City Council late 2017 or early 2018.

Approval Authority: City Council

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

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

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

Approval Authority: City Council

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

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

Status: On September 9, 2016, the City Council approved initiation of the traffic study. A Request for Proposals was distributed to four traffic consulting firms on October 9, 2016, with proposals due on November 10, 2016. One firm, Kimley-Horn and Associates, submitted a proposal. Staff reviewed this proposal and determined it to meet the needs of the City. On December 21, 2016, the City Council approved an agreement with Kimley-Horn and Associates to prepare the traffic study for a not-to-exceed amount of \$110,000.00. Staff is currently refining the agreement and expects to initiate work in April 2017.

Approval Authority: City Council

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

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

Status: **No change since last report.** On February 18, 2015, the City Council initiated a Zoning Ordinance Amendment to address the regulation of establishments that sell electronic cigarettes, including vapor bars. Staff has drafted amendments to the Zoning Ordinance, which will be reviewed by the Planning Commission and City Council by July of 2017. An ordinance updating the City's Smoking in Public Places regulations is on a separate track being handled by the Administrative Services Department.

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

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

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

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

Status: **No change since last report.** The Draft Environmental Impact Report for this project was released on June 5, 2006, with comments due on August 25, 2006. Staff prepared and submitted comments. A Final EIR was completed and submitted to the City on June 25, 2009. The County Environmental Report Review Committee (ERRC) continued consideration of the Final EIRs for the expanded operations of the Wayne J

sand and gravel mines to an indefinite future meeting at the request of County staff to allow the staff to address EIR issues. City staff submitted a comment letter to Ventura County planning staff on August 19, 2009. Ventura County planning staff forwarded it to the ERRC for consideration as part of their review process of the EIR. The ERRC reviewed the Final EIR on March 3, 2010 and recommended certification. On March 13, 2015, the City received a revised Draft EIR for this project. Comments due on April 30, 2015. The City Council discussed this project and the Draft EIR on April 15, 2015, and a letter was sent to the County providing City's comments. A County Planning Commission hearing was tentatively scheduled for December 4, 2015; however, this hearing did not take place. The applicant met with the Mayor and staff twice in December 2015 to discuss City concerns with the project. On February 11, 2016, the County Planning Commission approved this project after holding a public hearing. The City Council appealed this approval to the Board of Supervisors, who approved this project on May 3, 2016. On June 2, 2016, the City filed a Petition for Writ of Mandate for Violation of the California Environmental Quality Act on this approval with the Ventura County Superior Court. The case has since been transferred to the Los Angeles Superior Court.

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

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

Status: **No change since last report.** On December 16, 2016, staff sent a comment letter expressing concerns over the impacts of truck traffic and requesting a copy of the environmental document and staff report when it is prepared. Staff will continue to monitor this project.

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

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

Status: **No change since last report.** On December 16, 2016, staff sent a comment letter expressing concerns over the impacts of truck traffic and requesting a copy of the environmental document and staff report when it is prepared. Staff will continue to monitor this project.

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

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

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

**Broad Beach Renourishment Project:**

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

Status: **No change since last report.** On May 28, 2014, the City Council authorized the sending a letter by the Mayor to the BBGHAD expressing concern over the amount of truck traffic that could impact Moorpark residents. This letter was sent on June 11, 2014. BBGHAD staff has been meeting with the City to discuss this concern. A tentative agreement was reached between the City and the BBGHAD to keep project trucks out of Moorpark with appropriate monitoring and enforcement. It is pending approval of the BBGHAD Board. The BBGHAD Board had this agreement on their December 17, 2014 agenda for consideration; however, according to BBGHAD counsel, a quorum of the Board was not available to take action. A hearing before the California

Coastal Commission was held on December 11, 2014 and staff expressed the need for the agreement. The BBGHAD withdrew the application at the hearing before the Coastal Commission took action. A revised project was approved by the California Coastal Commission on October 9, 2015. Prior to this approval, the City Council approved a haul route and monitoring agreement with the BBGHAD on October 7, 2015, that would avoid streets through Moorpark as a haul route. This agreement has been executed by both parties. On March 11, 2016, County Counsel submitted a letter to the City threatening litigation if the agreement is not rescinded. On March 24, 2016, the City Attorney responded, indicating that the City will not rescind the agreement. On April 1, 2016, County Counsel filed a Petition for Writ of Mandate and Complaint for Declaratory and Injunction Relief with the Ventura County Superior Court. This case has since been transferred to the Santa Barbara Superior Court. On March 15, 2017 Santa Barbara County Superior Court Judge Thomas Anderle found no basis for injunctive relief and denied the petition.

**Proposed Santa Maria Refinery Rail Spur:**

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

Status: On December 17, 2014, the City Council authorized sending a letter by the Mayor recommending denial of the project, based on significant hazard impacts identified in the project Revised Draft EIR related to the oil unit trains. A Final EIR was released in December, 2015, with a public hearing scheduled for February 2016. A second letter reiterating the City Council's opposition to this project was prepared and sent prior to the hearing. Hearings of the San Luis Obispo County Planning Commission were held in February and March, 2016, April 15, 2016, and May 16, 2016. On May 16, the commission defeated a denial motion and scheduled the item to return on September 22, 2016 with conditions of approval. More testimony was given on September 22, 2016, and the public hearing was closed and the case was continued to October 5, 2016. On October 5, 2016, the San Luis Obispo County Planning Commission denied the project. Two appeals to the San Luis Obispo County Board of Supervisors were filed: one from the applicant, and one from a resident requesting a condition for vertical coastal access if the project is to be approved. On March 7, 2017, the San Luis Obispo County Board of Supervisors upheld the County Planning Commission's denial of a Development Plan/Coastal Development Permit to allow for construction of the Phillips 66 Rail Spur at the Santa Maria Refinery.



**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.

**General Plan Amendments**

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

Description: A General Plan Amendment, Zone Change, and Lot Line Adjustment to allow for a lot line adjustment on their campus so that individual buildings would be on their own lots and one large vacant lot would be created for future development.

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

Condition Compliance Status: No activity at this time

Building and Safety Status: No activity at this time

Engineering Status: No activity at this time

**Specific Plans**

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

Description: Specific Plan for development of up to 755 dwelling units, three (3) acres of institutional use, and open space on 283 acres located north of the Union Pacific

Railroad, west of Walnut Canyon Road (Highway 23), and east and west of Gabbert Road.

**Entitlement Status: No change since last report.** A Notice of Preparation (NOP) for the project Environmental Impact Report (EIR) was released on June 29, 2004, with public comments due by August 1, 2004. An EIR public scoping meeting was held on July 22, 2004. Given the length of time since the NOP was released, a new NOP was prepared and sent out for comment on May 12, 2006, with comments due June 13, 2006. The applicant has subsequently been working with staff on refining the project design. A preliminary Draft EIR was reviewed by staff and comments were given back to the EIR consultant on April 15, 2009. On June 3, 2009, the City Council, to assist in meeting state goals for affordable housing required in the City's Housing Element Update, authorized the processing of an alternative with 755 units, up from 620 units identified as the maximum in the Land Use Element of the General Plan. This would require a General Plan Amendment. Preliminary draft working documents for the Specific Plan and EIR have been submitted to staff for internal review, which is underway. An updated Notice of Preparation (NOP) for the project Environmental Impact Report (EIR) was released on May 8, 2012, with public comments due by June 11, 2012. Comments were received and are being reviewed while the Draft EIR is being completed.

Approval Authority: City Council

### **Residential Planned Development Permits**

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

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

Entitlement Status: On January 23, 2002, the City Council certified the EIR, approved the Mitigation Monitoring and Reporting Program and had the first reading of the Ordinances approving the Zone Change and Development Agreement. The General Plan Amendment, Vesting Tentative Tract Map and Residential Planned Development were approved by the City Council on February 6, 2002, at which time the second reading of the Ordinances for Zone Change and Development Agreement also occurred. The Final Map for Tract 5187 was approved by the City Council on May 17, 2006. In January of 2008, staff was informed by William Lyon Homes that the ownership of the remaining unbuilt portions of the project was transferred to Resmark, LLC. On February 20, 2008, the City Council referred this issue to an ad hoc committee of Mayor Pro Tem Parvin and Councilmember Millhouse. On April 16, the City Council continued the review of the application on the updated implementation plan and transfer of ownership of the property from William Lyon Homes to Resmark, LLC, to a date

Quarterly Report to City Council  
January to March 2017

uncertain so that the ad hoc committee could further review this plan with the residents and developer. Staff met with the existing homeowners of the development on May 1, 2008 to ensure that resident's concerns were addressed in the proposed implementation plan that will be presented to the City Council for consideration. On May 21, 2008, the City Council approved the amended implementation plan. On June 18, 2008, staff provided a status update to City Council on the applicant's compliance with the amended implementation plan and the City Council requested another status update at the regularly scheduled City Council meeting on August 20, 2008. On August 20, 2008 and on October 1, 2008, the City Council reviewed a status update on the applicant's compliance with the amended implementation plan. The City Council reviewed the amended implementation plan at the regularly scheduled City Council meeting on December 17, 2008. On March 29, 2013, Pre-Application No. 2013-01 was submitted for review of proposed architectural updates for proposed development of 66 single family homes within Tract 5187, Meridian Hills' neighborhood, (Currently owned by Resmark, previously developed by William Lyon Homes). TRI-Pointe Homes submitted a Modification No. 1 application to introduce four new floor plans and revise the master plotting for construction of 66 units in Meridian Hills. The application was reviewed by City Council at a scheduled public hearing on November 6, 2013, and the applicant withdrew the application at the meeting. K. Hovnanian homes purchased the project from Resmark Homes, with escrow closing in September 2014. An updated Implementation Plan was approved by the City Council in advance of the purchase, on July 16, 2014. On October 17, 2014, the Community Development Director approved an Administrative Permit to construct a "model home complex" consisting of six model homes; two will serve as sales offices, and two adjacent parking lots on four vacant lots in the Meridian Hills. A third amendment to the Implementation Plan is scheduled for City Council consideration on July 6, 2016 to recognize a new owner and financial partner, Hearthstone, Inc.

Condition Compliance Status: **No change since last report.** The 6 model homes have been constructed and are open for business. Construction of the for-sale homes is now underway. A zoning clearance for the grading permit for the construction of the multi-use trail connection across the Peters' property was issued in June 2014, and construction is underway. Landscaping and accessibility improvements are still needed for completion of this trail. The Implementation Plan calls for completion of these improvements by July 30, 2015. This date was missed and the applicant is working on completing the required work by the end of September 2016. Some repairs remain outstanding. A proposed third amendment to the Implementation Plan was withdrawn by the applicant on September 21, 2016.

Building and Safety Status: Building Permits for one hundred ninety seven (197) 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 will be designed after the rainy season is over, most likely in April.

**Residential Planned Development (RPD) Permits No. 2002-03, -04, and -05, Zoning Ordinance Amendment No. 2002-02, Tentative Tract Map No. 5045 - Minor Modification 1, Development Agreement (Pardee Construction Company, Specific Plan No. 2) (Objectives B. 11. and C.11.):**

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

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

Condition Compliance Status: The Landscape Maintenance Assessment District formation was completed and approved by City Council on January 17, 2007. Final

Quarterly Report to City Council  
January to March 2017

occupancies have been granted for all houses. Community Development and Engineering staff will be meeting with Pardee Homes in the first half of 2017 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's contractor will meet with staff in April to discuss outstanding issues relate to exonerating surety bonds.

**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.

Building and Safety Status: Construction of homes is complete.

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

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

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

Entitlement Status: The City Council approved the General Plan Amendment and first reading of the Zone Change and Development Agreement ordinances, and adopted the Mitigated Negative Declaration on November 15, 2006. The Tentative Tract Map and Residential Planned Development were approved by the City Council on December 6, 2006. A Permit Adjustment application was approved on March 29, 2007 to clarify certain conditions of approval. The applicant 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: An Early Grading Agreement was executed and mass grading has begun. On August 15, 2013 the applicant submitted Modification No. 1 to RPD 2003-04 for approval of two new house plans and modification of three existing house plans. This modification was approved by City Council on October 2, 2013. Two (2) model homes are complete, and construction of production homes are underway. Permits have been issued for the recreation area/tot lot.

Building and Safety Status: Constructing is proceeding. Permits for 48 homes have been issued.

Engineering Status: The final map has been approved by City Council and recorded with the Ventura County Recorder. Grading, street, storm drain, water and sewer improvements have been completed except for the final asphalt cap. Formation of a landscape maintenance district is complete. Fine grading plans are reviewed and approved as each lot is sold and constructed. Toll will record three documents that would allow the following: 1) construction of a home on the remainder parcel of Lot 5 of the Vallette Tract that conforms to the conditions of TR 5463; 2) relocation of the remainder parcel's street access from Grimes Canyon Road to Nicklaus Road; and 3) maintenance of the landscaped slope on the north side of Championship Drive west of Augusta Drive by the HOA. The documents have been reviewed by Engineering to ensure conformity with the project conditions.

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

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

Entitlement Status: The Residential Planned Development applications and the zoning code application were approved on April 6, 2005. Final Tract Map 5045-8 (PA 8 & 9) was approved by City Council on August 2, 2006. A Permit Adjustment was approved to raise elevations in Planning Areas 8 and 9 to be consistent with a revised grading plan. A Permit Adjustment was also approved for KB Home to make slight adjustments in the architectural elevations of the approved houses in Planning Areas 8 and 9. Toll submitted a Modification No. 1 application to introduce three new floor plans and revises the master plotting of planning Areas 8 & 9; City Council reviewed and approved the application on November 17, 2010. A fourth Permit Adjustment application by Toll, submitted October 2, 2012, requesting approval to make slight adjustments to the interior floor plans and the architectural elevations of the approved houses in Planning Areas 8 and 9 is currently being considered by staff. Toll submitted a Modification No. 2 application to introduce two new one story floor plans and revise the master plotting of planning Areas 8 & 9; City Council reviewed and approved the application on April 17, 2013.

Condition Compliance Status: Toll Brothers purchased the project from KB Home on November 30, 2009. Toll Brothers originally indicated an intent to build the site as approved by the City Council on April 6, 2005. Toll received approval for a modification to introduce three new floor plans and revises the master plotting of planning Areas 8 & 9. Building Permit Zoning Clearances for a total of 113 houses have been approved, including the construction of a new model home. Final occupancies have been issued for a total of 102 houses.

Building and Safety Status: Construction is proceeding. Permits for 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.

Quarterly Report to City Council  
January to March 2017

Entitlement Status: The City Council approved the project May 17, 2006. On March 4, 2015, the City Council Approved Modification No. 1 to the RPD, extending the expiration date to March 4, 2018.

Approval Authority: City Council

Condition Compliance Status: **No change since last report.** City and Fire District staff reviewed proposed street names. On January 21, 2015, the Council approved street names of Los Palacios Drive and Vista Verde Court.

Building and Safety Status: No activity at this time.

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

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

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

Entitlement Status: **No change since last report.** The application was found incomplete as of February 6, 2006. A demolition permit has been issued and demolition and cleaning of the site is complete. Updated plans were resubmitted along with a Tentative Tract Map on March 9, 2007. An ad-hoc committee consisting of Councilmembers Millhouse and Van Dam has been established to develop a draft development agreement for this project. The applicant has purchased the property to the west and has incorporated this property into the design of this proposal. A draft Development Agreement has been prepared for discussions with the applicant and staff. The authorization to accept a General Plan Amendment application will expire unless a complete application is received by December 4, 2015. On December 2, 2015, the City Council approved an amendment to the GPA Pre-Screening Procedure, to extend this authorization through March 31, 2016. New application materials were submitted on March 30, 2016 and the application was determined complete.

Condition Compliance Status: No activity at this time.

Building and Safety Status: No activity at this time.

Engineering Status: No activity at this time.



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

Description: 133 single family detached homes on 22 acres.

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

Approval Authority: City Council

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

Building and Safety Status: Construction is complete.

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

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

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

Entitlement Status: The application is currently undergoing review. The Development Agreement Council Ad-Hoc Committee (Parvin, Simons) and the developer met to discuss terms of the development agreement on February 21, 2017. An agreement is being prepared by staff for presentation with project entitlements to the Planning Commission and City Council in the first half of 2017.

Condition Compliance Status: No activity at this time

Building and Safety Status: No activity at this time

Engineering Status: No activity at this time

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

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

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

Condition Compliance Status: **No change since last report.** The final map was recorded on December 13, 2013. Permits have been issued for all 99 units. Construction of all homes is complete and all homes are occupied.

Building and Safety Status: Construction of homes is complete.

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

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

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

Quarterly Report to City Council  
January to March 2017

Entitlement Status: 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.

Approval Authority: City Council

Condition Compliance Status: No activity at this time.

Building and Safety Status: No activity at this time.

Engineering Status: No activity at this time.

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

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

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

Condition Compliance Status: No activity at this time

Building and Safety Status: No activity at this time

Engineering Status: No activity at this time

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

Description: One-hundred-ten (110) single-family, detached homes on seventy-two (72) acres, located on the east side of Walnut Canyon Road, north of Wicks Road, with

Quarterly Report to City Council  
January to March 2017

temporary access proposed from Walnut Canyon Road, and proposing primary access to North Hill Parkway and the future northerly extension of Spring Road.

Entitlement Status: The City Council approved the project and Development Agreement on December 17, 2003. On March 29, 2006, the Community Development Director approved Permit Adjustment No. 1 to change only the timing language of condition number 20 of City Council Resolution Number 2003-2150, (which stated that: Prior to issuance of a Certificate of Occupancy for the first dwelling unit, construction of roadway improvements to Walnut Canyon Road shall be completed to the satisfaction of the City Engineer), this was changed to state that: Construction of roadway improvements to Walnut Canyon Road shall be completed to the satisfaction of the City Engineer and Public Works Director by November 8, 2008, or prior to occupancy of the fiftieth (50<sup>th</sup>) residential unit, whichever comes first. On December 22, 2006, Lone Star Opportunity Fund purchased SunCal's interest in the property; however, Moorpark 150, LLC remains the record fee owner. The second one year extension on this approval to December 17, 2008, was granted by the Planning Director at the request of the applicant. A modification to the entitlements to extend the time horizon of the Residential Planned Development Permit and to extend the time horizon for improvements was considered by the City Council on November 19, 2008, and the City Council approved the request at that meeting. On April 6, 2011, City Council approved Modification No. 2, amending Special Condition No. 20 for Vesting Tentative Tract Map No. 5130, requiring construction of roadway improvements to Walnut Canyon Road and overlaying of the pavement on Wicks Road, and that it must be completed to the satisfaction of the City Engineer and Public Works Director prior to issuance of the certificate of occupancy for the 1st dwelling unit, or April 11, 2013, whichever comes first. The RPD permit was extended by the Community Development Director for an additional year to December 17, 2012. An application for a second one year extension of the RPD was denied by the City Council on December 19, 2012. City Ventures acquired the property on December 19, 2012. The RPD expired December 17, 2012, and the applicant is working towards submitting an application to address this. On May 12, 2014, the developer submitted an application for a new RPD and Modification No. 3 to address the timing of completion of improvements to Walnut Canyon Road and Wicks Road and the application was deemed incomplete on June 10, 2014. Planning Commission reviewed this revised project in January 2015. On March 18, 2015, the City Council approved the Modification to the Tentative Tract Map and the new RPD for this project. On June 15, 2016, the City Council initiated an amendment to the Development Agreement for this project to extend the term to December 31, 2040. The Planning Commission recommended approval of this amendment on August 23, 2016. The City Council is tentatively scheduled to consider this amendment in the first quarter of 2017.

Condition Compliance Status: **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

Quarterly Report to City Council  
January to March 2017

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: **No change since last report.** The Application is complete and is currently undergoing environmental review. Required studies have been conducted.

Condition Compliance Status: No activity at this time

Building and Safety Status: No activity at this time

Engineering Status: No activity at this time

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

Description: A 24-Unit Apartment Complex consisting of three buildings (five 3-bedroom townhomes in one 2-story building, one 2-bedroom manager unit above a community

Quarterly Report to City Council  
January to March 2017

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

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

Approval Authority: Planning Commission

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

Building and Safety Status: Project is in the plan check process.

Engineering Status: No activity at this time.

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

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

Entitlement Status: The application is currently undergoing review. Required studies have been conducted. The Development Agreement Council Ad-Hoc Committee (Parvin, Van Dam) met with the developer on March 28, 2017 to discuss the terms of the Development Agreement.

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: **No change since last report.** A Zoning Clearance for Plan Check was issued on February 17, 2015. The entitlements for this project will expire on January 21, 2016, unless a 1-year extension is granted. On December 2, 2015, the applicant requested a one year extension to January 21, 2017, which was approved on January 5, 2016. Grading and landscape plans have been submitted and are currently under review.

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

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

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

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

Entitlement Status: This project was originally approved by the City Council on May 15, 2013. An extension was approved by the Community Development Director on February 19, 2014, extending the CPD Permit to May 15, 2015. On October 8, 2014, the applicant submitted an application for a modification to the project approvals to allow for a larger church building on the project site. This modification was approved by the City Council on December 17, 2014. The property is currently up for sale and several developer inquiries have been received. This item will be removed from subsequent reports.

Approval Authority: City Council

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

Building and Safety Status: No activity at this time.

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

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

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

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

Approval Authority: City Council

Condition Compliance Status: No activity at this time.

Building and Safety Status: No activity at this time.

Engineering Status: No activity as this time.

**Industrial Planned Development Permits**



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

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

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

Approval Authority: City Council

Condition Compliance Status: Parking structure was finalized on April 25, 2016. This item will be removed from subsequent reports.

Building and Safety Status: Construction is complete.

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

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

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

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

Condition Compliance Status: **No change since last report.** The Final Map has been recorded and construction is underway. Buildings D through J are complete and tenant improvements are proceeding. Buildings B1, B2, and C are approved and under construction.

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

Engineering Status: Grading plans, hydrology report and geotechnical report have been approved for rough grading, and Phase 1 precise grading. A grading permit was issued, and rough grading and Phase 1 precise grading are completed. Fine grading plans for Phase 2 have been approved but not constructed. A new developer is proposing a new site layout for Phase 2. Addendum hydrology report for Phase 2 is approved. The final map has been recorded. Base course asphalt paving is complete on the new portion of Patriot Drive. Developer has installed the final pavement cap on Patriot Drive to satisfy agreement requirements with Home Depot. Grading bond and Street, Storm Drain and Erosion Control Improvement bond have been accepted and transmitted to City Clerk August 19, 2008. Miller Parkway paving has been completed. A grading plan for two lots is under review. Fine grading for buildings B-1 and B-2 has been completed.

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

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

Entitlement Status: This project was approved by the City Council on October 5, 2011. On November 7, 2012, the City Council approved a one-year extension of the Industrial Planned Development Permit (IPD). The applicant is currently working with other agencies on obtaining approvals for this project, and construction of improvements to the flood control channel to allow road crossings is currently taking place. A second one-year extension of the IPD was approved by the City Council on October 2, 2013. A request for a third one-year extension was considered by the City Council on November 5, 2014. On February 18, 2015, the City Council approved a request for an amendment to the Planned Development Permit to allow for an additional three year extension to the entitlements.

Approval Authority: City Council

Condition Compliance Status: **No 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.

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

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

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

Condition Compliance Status: **No change since last report.** The developer is working with staff on meeting the requirements for the Final Map.

Building and Safety Status: No activity at this time.

Engineering Status: **No change since last report.** Grading and Improvement plans, final map and geotechnical report have been approved. Grading, drainage and NPDES corrections are required and developer has been issued a notice of these corrections. The site needs approximately 70,000 additional yards of earth import fill. The City has allowed for offsite import and import activity is being monitored by their geotechnical consultant. Revisions to the emergency access road through SCE to Gabbert Road have been reviewed and approved. A letter from Engineering summarizing the outstanding grading issues and fees owed is being drafted. The new Tentative Tract Map submitted on August 17, 2012 is under review.

**Conditional Use Permits**

**Conditional Use Permit No. 2003-05 (formerly Conditional Use Permit No. 706, Major Modification No. 1) (National Ready Mixed Concrete Co.):**

Quarterly Report to City Council  
January to March 2017

Description: Continuation of the existing operation of concrete manufacturing, sales delivery plant, at 13950 Los Angeles Avenue. Submitted January 23, 2002.

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

Approval Authority: Planning Commission

Condition Compliance Status: Condition Compliance is underway.

Building and Safety Status: No activity at this time.

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

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

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

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: **No change since last report.** A Zoning Clearance for Plan Check was issued on December 14, 2016.

Building and Safety Status: No activity at this time.

Engineering Status: No activity as this time.

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

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

Quarterly Report to City Council  
January to March 2017

Entitlement Status: A Public Hearing before the City Council is tentatively scheduled for April 19, 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 as this time.

**Home Occupation Permits**

5 Home Occupation Permits were issued in January 2017.  
4 Home Occupation Permits were issued in February 2017.  
6 Home Occupation Permits were issued in March 2017 (through 3/29).  
15 TOTAL THROUGH MARCH 29, 2017

**Building and Safety Activity**

**December 2016**

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

**January 2017**

Permits Issued	Decrease From Last Year to Date	Total Valuation	Increase From Last Year to Date	Inspections	Decrease From Last Year to Date
63	-17%	\$784,428	5%	258	-29%

**February 2017**

Permits Issued	Decrease From Last Year to Date	Total Valuation	Decrease From Last Year to Date	Inspections	Decrease From Last Year to Date
80	-17%	\$693,272	-10%	316	-29%

**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.

Quarterly Report to City Council  
January to March 2017

An additional section of wall along Mountain Meadows Drive failed in late March, 2011. The HOA submitted an investigative report and is preparing plans for repairs. On October 5, 2011, City Council found that the proposed wall replacement concept is consistent with the PC-3 Mountain Meadows Specific Plan. The HOA has submitted wall replacement plans along with the required plan check fees. The third plan check has been completed and returned to the engineer. The HOA submitted an alternative design in August 2015 and the plan review comments were returned to the HOA in September 2015. Plans were approved on July 5, 2016 and permits will be issued once inspection fees are submitted, the grading contractor submits their insurance information. The HOA has selected a contractor to replace the walls and the contractor's representative met with the City Engineer/Public Works Director and Building Official on January 4, 2017 to address administrative matters.

**Special Events**

None are under review at this time.

**Code Compliance Activity**

**January 2017**

Formal Cases Opened	Cases Closed	Informal Investigations Opened	Informal Investigations Resolved	Inspections Conducted
19	17	28	26	71

**February 2017**

Formal Cases Opened	Cases Closed	Informal Investigations Opened	Informal Investigations Resolved	Inspections Conducted
24	23	35	37	74

**March 2017**

Formal Cases Opened	Cases Closed	Informal Investigations Opened	Informal Investigations Resolved	Inspections Conducted
26	18	30	28	66

**Business Registration Activity**

**January (New): 44**

**January (Renewals): 201**

**February (New): 63**

**February (Renewals): 175**

**March (New): 47 (thru 3/29/17)**

**March** (Renewals): 220

**Fiscal YTD** (New): 440 (thru 3/29/17)

**Fiscal YTD** (Renewals): 1846

## FINANCE DEPARTMENT

**Fiscal Year-end 2015/16:** Rogers, Anderson, Malody & Scott, LLP (RAMS), our independent auditor, performed the interim audit work on May 25-26. Final audit work was performed the week of September 26-30. The City received the Government Finance Officers Association (GFOA) Financial Reporting Award for the 2015 CAFR. General Fund finished FY 2015-16 with a surplus of about \$2.8 million. CAFR produced and Council approved on March 1, 2017.

**Budget 2017/18:** Staff is using the newly installed financial system, Tyler InCode, for budget preparation this fiscal year. On March 3, 2017, Finance held the budget kick-off meeting. Departments' FY 2016/17 estimates and FY 2017/18 budget requests were created using Excel. Finance uploaded the Excel sheets into the Tyler InCode budget system by the end of March. Budget first draft estimated to be completed by April 7. The City Manager's Recommended Budget is scheduled to be presented to City Council on May 17.

**CalPERS Actuarial Report.** In August 2016, CalPERS released the June 30, 2015 actuarial report for the City. The employer "normal cost" rate for FY 2017-18 has increased 0.041% from 8.377% to 8.418%. The "unfunded liability" payment has increased from \$92,500 to \$112,327. The City's CalPERS payroll is approximately \$5.1 million; therefore this increases our cost by \$22,000 for FY 2017-18. The funded status of the plan using the market value of assets is 93%. Liability is \$28.5 million, market value of assets is \$26.7 million; therefore an unfunded liability of \$1.8 million. Ideally, the plan should be 100% funded. This includes the \$3.6 million paid January 2015 to fully fund the unfunded liability amount reported as of June 30, 2014. The 93% funded status is an improvement on the 85% funded status as of June 30, 2014. In December, CalPERS voted to reduce the discount rate from 7.5% to 7.0%. This will increase the unfunded liability going forward. A very rough estimate of the increase is \$2 million; therefore \$3.8 million estimated unfunded liability. This will also increase the annual employer share of contributions an estimated \$105,000 per year to begin in FY 2018/19 and continue to increase annually until 2024/25. Staff will present a report for the City Council to consider how to mitigate the increased operational costs.

**Accounts Receivable/Collection Agency:** Financial Credit Network (FCN) started their preliminary work on October 2006. One hundred and four (104) accounts or \$71,309 were assigned, of which, \$16,878 have been cancelled. To date, FCN has

successfully collected \$19,718 or 36%; and closed two (2) account or \$153.97 due to bankruptcy. Seventy-six (76) accounts or \$34,712 remain outstanding as of December 31. Active accounts are continually being monitored so late notices will be promptly sent to any delinquent account holders.

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

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

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

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

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

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



“GO-LIVE” in May. Finance staff is training departmental staff during March and April. The permitting software is planned to be implemented in 2017.

**Administrative Citations: No change since last report.** Maintenance and monitoring of the program will be the responsibility of Community Development. Delinquent accounts will be forwarded to Finance for collection. Depending on the projected enforcement of this program, pertinent information will be tracked using a separate database in Excel or Access. Citation payments have started to come in and appropriate revenue codes have been established in the RMS and Fund Accounting applications to capture these transactions.

**Investment Activity:** The City currently has \$3.0 million in LAIF. The 2017 current LAIF yield is 0.77 percent.

The balance in the Ventura County Pool is \$18 million. At the end of January 2017, the yield rate in the Pool was 0.98 percent.

The securities account portfolio balance is \$80 million, with Union Bank as the custodian. \$47 million mature within three years while the remaining \$33 million mature from three to five years. The average portfolio yield is currently 1.6 percent.

The City has \$6.3 million in Certificates of Deposit (CDs) with an average yield of 2.0%.

## **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:

- Cadet David McCormick retired from the Sheriff’s Office.
- Cadet Andrea Rodriguez was accepted into the academy as a Deputy Sheriff Trainee.
- Cadet Isaiah Galvez was hired.
- SED Deputy Scott Horswill was promoted to Senior Deputy and transferred to Todd Road.
- Patrol Deputy Ken Michaelson was selected as the new SED Deputy.

### **Volunteers in Policing (VIP’s)**

**Hours Worked / Team Status:** In the first quarter, twenty-one (21) Moorpark Police Volunteers worked a total 1,416.5 hours. One trainee resigned in March due to time constraints.

Quarterly Report to City Council  
January to March 2017

**January:** At our January meeting the training topic was Narcotics Crimes and Gangs. One VIP was voted Volunteer of The Year and another completed the training phase. Two new VIP's were introduced and assigned to trainers. On 01/29/2017, five (5) VIP's received training on the new Versaterm report writing system.

**February:** On 02/04/2017, seven (7) VIP's worked the Groundhog Run directing traffic and runners. On 02/05/2017, two (2) Volunteers worked at the station blood drive checking in guests. On 02/10/2017, two (2) VIP's hosted a tour of the station. Throughout the months of January and February, several VIP's were on "Stand-by" for rain/storm damage call outs. Seven (7) VIP's participated in "sit-alongs" at the Dispatch Center.

**March:** In the March meeting, a presentation was given on Major Crimes Investigations. On 03/03/2017, four (4) VIP's attended CPR/FA training. On 03/24/2017, four (4) VIP's took "Core 3" Drivers Training at the Academy.

**Patrol Duties:** The Volunteers continued to patrol the streets, check gas pumps for illegal devices, monitor parks, assist in the front office and on special projects, provide traffic support to deputies, maintain equipment, and assist cadets with street sweeping citations.

### Patrol Services

During the first quarter of the year, patrol officers responded to 1,937 calls for service, made 2,300 traffic stops, 288 subject / pedestrian stops, and handled 147 follow-up investigations. Deputies conducted 111 planned probation & parole searches in Moorpark.

### Detectives

**Pursuit / Arrest:** On 01/24/2017, during the very early morning hours, patrol deputies responded to a call of a subject looking into the reporting party's vehicle. Another citizen reported a suspicious vehicle at the same time and the deputies set up in the area to watch the vehicle, believing it was related to the suspicious subject. A short time later, the subject got into the vehicle and drove away from the area. Patrol deputies attempted to stop the vehicle and the driver refused to stop. Deputies pursued the vehicle into the outskirts of Oxnard, where the vehicle crashed and the suspect was taken into custody. The suspect was in possession of stolen property from Moorpark, Camarillo, and Oxnard. The suspect was also possibly responsible for several thefts from unlocked vehicles that occurred in Moorpark over the past several weeks. The vehicle was determined to be an unreported stolen vehicle from Oxnard. The suspect was arrested and booked into the PTDF.

**Theft from unlocked vehicle:** On 01/26/2017, the victim left her vehicle unlocked while parked in front of Mountain Meadows School, while she escorted her child to class. When the victim returned to her vehicle a few minutes later, she found that someone had stolen her purse. The victim's credit cards were used shortly after the incident at

Target and Ralphs in Moorpark. Detectives have obtained video surveillance of a male and female using the credit cards and are in the process of attempting to identify them. The investigation is ongoing.

**Threats / Battery on Deputy:** On 02/01/2017, patrol deputies responded to a trespassing in progress at 4241 Tierra Rejada Road. Deputies arrived and contacted two juveniles who had refused to leave the area when the RP told them to. While being handcuffed, the juveniles began to struggle with the deputies. One Deputy was kicked and two others were spat on. Both juveniles were arrested for trespassing and resisting arrest. While being escorted to the patrol unit, one of the juveniles threatened to have one of the deputies killed.

**Daytime Residential Burglaries:** On 02/03/2017 and 02/07/2017, there were four daytime residential burglaries. All four involved a white older model Audi as the suspect vehicle. In two of the burglaries, a black male subject was seen either approaching or leaving the victims' residences. These burglaries are related to several similar burglaries in Simi Valley and Thousand Oaks. The suspects involved in these burglaries are possibly gang members from the Los Angeles area. Detectives are also working with Simi Valley and Thousand Oaks SEU detectives in an attempt to locate/identify and take the suspects into custody.

Update: On 03/23/2017, the suspects in these residential burglaries were arrested in Orange County for committing a residential burglary. Detectives are wrapping up the case and will be filing it with the DA's Office.

**Residential Burglary:** On 02/08/2017, patrol deputies responded to a burglary in progress on View Mesa Street. Deputies arrived and found the suspect being detained by the victim. When deputies attempted to take the suspect into custody he resisted and struggled before being handcuffed. The victim forced the suspect out of the residence and detained him until patrol deputies arrived. After several minutes, the victim recognized the suspect as the son of his ex-wife, who he had not seen or spoken to in over 17 years. Detectives interviewed the suspect, but he could not provide any legitimate reason for being at the victim's residence. The suspect was arrested for burglary. This incident is not related to the above listed burglary crew.

**Recovered Stolen Handgun / Arrest:** On 03/15/2017, Patrol deputies responded to the area of Wicks Road, reference a suspicious vehicle call. Deputies located the vehicle, which was occupied by two male subjects. One of the subjects, is a documented Santa Paula gang member. He consented to deputies searching his backpack and deputies located a loaded handgun inside. Upon further checking, the handgun was reported stolen several years ago in Santa Paula and it had gang graffiti etched into it. The suspect was arrested for possession of the stolen handgun.

**Robbery:** On 03/20/2017, patrol deputies responded to 888 E. Los Angeles Avenue (Brick Oven Pizza), reference a reported robbery. The victim stated he was cleaning up after the business closed and an unknown subject entered the business and demanded

money. The victim stated he gave the suspect money from the business safe and the suspect fled the scene. Major Crimes is investigating the case and working to identify the suspect.

### **SED**

**Graffiti Arrest:** On 01/03/2017, patrol deputies responded to a traffic collision at 266 Roberts Avenue. During their contact with the driver of the vehicle they observed he had fresh paint on his hands. SED Detectives interviewed the suspect and determined he was responsible for a recent vandalism that occurred minutes before the traffic collision. The suspect was arrested and booked into the jail for felony vandalism.

### **SRO**

**School Vandalism:** On 01/20/2017, SED Detectives and SRO Hernandez investigated a graffiti vandalism incident at Mesa Verde School. SED and SRO Hernandez were able to identify all three juveniles that were involved in the incident and they admitted to their involvement during interviews. All three juveniles were arrested.

**Possession of Marijuana:** SRO Hernandez has dealt with several issues concerning juveniles in possession of Marijuana while on school grounds. These problems are mainly centered on high school aged students. It appears that with the recent legalization of marijuana, access to marijuana and marijuana based products has become much more accessible to juveniles. SRO Hernandez has continued to cite juveniles who are in possession of marijuana and tobacco products while on school grounds.

**Runaway Juvenile / Gang Violation:** On 03/01/2017, SRO Hernandez was informed that a juvenile had removed his ankle monitor and run away from home. He is on juvenile probation for gang related convictions. SRO Hernandez monitored several social media outlets and located pictures of the juvenile and a friend at an unknown beach. The friend is also on probation for gang related convictions and is not allowed to associate with the suspect. SRO Hernandez coordinated with probation officers for both subjects whose probations were violated.

**Habitual Runaway / School Truancy:** On 03/27/2017 and 03/28/2017, SRO Hernandez was contacted by the mother of habitually truant female juvenile and advised the juvenile refused to go to school. SRO Hernandez has been working with the female juvenile and her parents to help improve the juvenile's school attendance and to decrease the number of times the juvenile runs away. This has been an ongoing issue since the beginning of the school year, and SRO Hernandez appears to be making significant progress with the juvenile and her behavior.

## **Beat Coordinator**

**Nextdoor (Virtual Neighborhood Watch):** The number of households signed up on Nextdoor has increased to over 5100 households since Moorpark PD joined Nextdoor. Several informative posts were made ranging from safety tips to community information.

**Twitter:** Moorpark PD's number of Twitter followers have continued to increase to over 1400 followers, and MPD made numerous posts to Twitter.

**Excessive Alarm Call Notifications:** Several notifications were made at various businesses and residences throughout the city to help curb the number of false alarms.

**Code Enforcement:** The Beat Coordinator responded along with patrol to a call of a gas leak/house fire on First St. The house was subsequently red tagged.

**Code Enforcement:** The Beat Coordinator was advised by patrol deputies of a hoarder house on Reedley which posed a safety issue. The BC contacted Code Enforcement, who promptly contacted the homeowner and red tagged the residence. The red tagged status has recently been changed to yellow tag to allow for cleanup. At Code Enforcement's request, the BC posted an extra patrol request for the location.

**Code Enforcement:** The Beat Coordinator responded to assist patrol with a call of subjects disturbing at the library. Both suspects were ultimately arrested, and patrol located an encampment where one of the suspects had been living in the open space behind the library. The BC contacted Code Enforcement regarding the encampment. City crews responded and removed the encampment.

**Grandparent Scam:** The Beat Coordinator and Detectives drafted a news release regarding a scam targeting the elderly, where the suspect claims to be their grandchild and is need of bail money. The BC also posted the article on Nextdoor, Twitter, and the Waste Management insert.

**Villa del Arroyo Mobile Home Park:** The Beat Coordinator continued to work with management and residents of Villa del Arroyo regarding their numerous complaints of suspicious subjects and narcotics activity at the location.

**Bone Marrow Donor Registry Drive:** The Beat Coordinator planned a registry drive to attempt to locate a match for a Los Angeles County Sheriff Sergeant in need of a life-saving donor. The BC coordinated the event with City of Hope/Be the Match volunteers and several people participated.

**Active Shooter Threat at Moorpark College:** The Beat Coordinator, Detective Sergeant, and Captain Reilly responded to Moorpark College to assist Campus Police with calls received by the Veteran's Center and Campus Police where the caller said an active shooter was going to target the campus. The claims were deemed to be unsubstantiated.

**Requests for Meetings/Public Events:** The Beat Coordinator received several requests from the public for meetings and Moorpark PD participation in events. A

Quarterly Report to City Council  
January to March 2017

member of the Moms of Moorpark social media group requested Moorpark PD to provide an informational talk with the group. The talk is scheduled for April 10. The Relay for Life organizers requested for a deputy to be present for the start of the event in order to be honored as a local hero. The BC scheduled a deputy to be present at the event on May 6. The Mountain Meadows PTA requested to have a deputy present at their event on May 12 in order to be honored as a local hero. The BC scheduled a deputy to be present. The Phoenix School requested a demo event so their students could meet Moorpark PD deputies, and they also requested to attend briefing training to speak with patrol deputies about the needs of the school. The BC arranged for SWAT, the Bomb Team, a K-9, and a motor officer to attend the event on March 23. The BC also attended the events which were all successful.

### TRAFFIC COLLISIONS

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>Non-Injury</b>	12	13	10	15	13	14	11	11	15	14	6	11	<b>145</b>
<b>Injury</b>	7	3	10	13	15	12	6	7	15	11	5	8	<b>112</b>
<b>Hit &amp; Run</b>	1	1	6	2	1	1	4	0	1	1	6	8	<b>32</b>
<b>DUI / TC</b>	3	3	2	1	2	3	1	0	0	2	0	1	<b>18</b>
<b>Fatal</b>	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>Total</b>	<b>23</b>	<b>20</b>	<b>28</b>	<b>31</b>	<b>31</b>	<b>30</b>	<b>22</b>	<b>18</b>	<b>31</b>	<b>28</b>	<b>17</b>	<b>28</b>	<b>307</b>

2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>Non-Injury</b>	4	7	18										<b>29</b>
<b>Injury</b>	5	6	5										<b>16</b>
<b>Hit &amp; Run</b>	5	2	7										<b>14</b>
<b>DUI / TC</b>	2	0	1										<b>3</b>
<b>Fatal</b>	0	0	0										<b>0</b>
<b>Total</b>	<b>16</b>	<b>15</b>	<b>31</b>										<b>62</b>

### CITATIONS

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

Quarterly Report to City Council  
January to March 2017

2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>Movers</b>	209	275	465										
<b>Fix-it</b>	56	60	84										
<b>Parking</b>	236	203	150										
<b>Total</b>	455	538	699										

**CELLPHONE / DISTRACTED DRIVING VIOLATIONS**

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

2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>Cell Phone</b>	55	51	115										221

**COMMERCIAL TRUCK VIOLATIONS ON SR 118**

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

2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>Wrong Lane</b>	30	28	84										
<b>Other Moving</b>	16	46	47										
<b>Parking</b>	16	7	15										
<b>Total</b>	62	81	146										

Quarterly Report to City Council  
January to March 2017

**ALARMS**

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

2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>Total</b>	59	35	61										155
<b>Actual</b>	0	0	0										0

**PART I CRIMES 2016**

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



**PART I CRIMES 2017**

2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
Homicide	0	0	0										0
Rape	1	0	2										3
Crim.Sex Assault	0	0	0										0
Robbery	1	0	1										2
Assault Aggravated	1	2	3										6
Burglary Residential	3	6	3										12
Burglary Other	2	1	2										5
Theft-Grand	3	3	7										13
Theft-Petty	13	9	19										41
Car Theft	1	2	0										3
Arson	0	0	1										1
<b>Total</b>	25	23	38										86

**PART I CRIMES 2017**

2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
Homicide	0	0	0										0
Rape	1	0	2										3
Crim.Sex Assault	0	0	0										0
Robbery	1	0	1										2
Assault Aggravated	1	2	3										6
Burglary Residential	3	6	3										12
Burglary Other	2	1	2										5
Theft-Grand	3	3	7										13
Theft-Petty	13	9	19										41
Car Theft	1	2	0										3
Arson	0	0	1										1
<b>Total</b>	25	23	38										86

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

### **Administration**

**Parks, Open Space, Trails, Facilities and Landscaping Capital Improvement Program (POSTFL) (Objective VI.A.8):** Staff has completed a draft outline of the POSTFL and presented the outline to the Parks and Recreation Commission (Commission) on March 18, 2017. The outline will be resubmitted to the Commission on May 1, 2017 for further discussion. The program is an evaluation of the City's parks, open space areas, trails, building facilities, landscaping and streetscapes. The program assesses all amenities and structures and provides recommendations for replacement and future improvements. Once finalized, the plan will provide recommendations for future capital improvement projects.

**Water Spray Attraction Location and Design (Objective VII.A.7): No change since last report.** Staff prepared an agenda report on August 26, 2013, for the Parks and Recreation Commission to consider future location(s) for a splash pad. Staff recommended to the Parks Commission several options, which included Arroyo Vista Community Park (AVCP), Tierra Rejada Park, Peach Hill Park, and College View Park. During the special Parks and Recreation Commission meeting of September 28, 2013, staff reviewed the proposed locations with the Commission, and on March 3, 2014, the Commission recommended AVCP as the preferred future location for the splash pad. At their February 2, 2015, meeting, the Commission made a recommendation to the City Council to consider the location of the splash pad at the east end of AVCP.

**Construct a Wood Ball Wall at a Selected City Park: (Objective IV.B.5):** On September 19, 2016, staff prepared an agenda report for the Parks and Recreation Commission (Commission) to consider the location of a ball wall at a local City park. Mountain Meadows Park was recommended by the Commission. On February 15, 2017, this project was presented to the City Council for consideration. The City 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. The City Council approved funding in the amount of \$9,600 for the landscape architecture fees. Staff estimated that the cost to construct the wall would be approximately \$25,000 and will return to the City Council to appropriate funding once the bids have been received.

**New City Library (Objective IV.A.25, IV.a.26):** A new City Hall/Civic Center, including the construction of a new Library, has been among the City's top ten objectives for a number of years. On December 7, 2016, the City Council approved a location for the new Library. The new Library will be located on the north side of High Street, across from the Post Office. Staff is in the process of preparing an RFQ/RFP for an architect to prepare a conceptual plan and start the process to move this project forward. Staff will return to the City Council in the summer of 2017 to select the members of the Ad Hoc Committee. Staff anticipates that the new Library will cost approximately \$11 million dollars to construct.

**Water Rate Increases:** In order to comply with Proposition 218 (Prop 218), Ventura County Waterworks No. 1 (District) hired a consultant (Raftelis Financial Consultants, Inc.) to prepare a study and make a recommendation regarding new water rates. As required under Prop 218, the proposed water rate structure must proportionally allocate the costs of providing the service. However, the District provided an alternative analysis regarding the supply of groundwater to certain agricultural customers. The District's analysis ultimately lowered the cost of water for agricultural customers and increased the costs to all other M&I users. In November 2016, the District prepared a Notice of Public Hearing regarding the water rate increases for its customers. On December 21, 2016, staff presented a report to the City Council and discussed the need to prepare a written protest regarding the rate increases. Staff believed that the study prepared by Raftelis was fair and equitable, but did not believe that the study prepared by the District was defensible under Prop 218 because the cost of groundwater should be equally distributed to all customers, not just agricultural customers. The rate increase will result in an additional cost increase of 2% to 4% for M&I users, which is equivalent to approximately \$407,000. The direct cost increase to City operations is approximately \$32,000. On February 28, 2017, this item was presented to the Ventura County Board of Supervisors (Board) by District staff. The City submitted a Letter of Protest to the Board based on the fact that the proposal was not defensible under Prop 218. The Board did not take action on this item and it was continued to an undetermined date. District staff brought this item back to the Board on March 14, 2017. The new proposal provided an approximate \$800,000 subsidy to agricultural customers in an effort to reduce agricultural rates and recommended the rate structure proposed by Raftelis for all other M&I users. City staff presented another Letter of Protest during the March 14, 2017, Board meeting. The City's protest was based on the fact that the \$800,000 subsidy was not defensible under Prop 218 and would ultimately increase M&I rates. The \$800,00 subsidy was based on use of approximately \$500,000 to agricultural customers from unallocated revenue accounts, and a \$300,000 subsidy related to the concept of 'interruptability' and cost savings to agriculture due to the fact that agricultural users do not need treated water. Neither of these concepts support real cost savings, as there are not discount water rates available from whole sellers based on interruptability and water costs can't be reduced due to treated water because all customers receive treated water. However, the Board unanimously approved the District's recommendation.

### **Recreation**

**Contract Classes:** Winter classes ended in February. Winter class enrollments totaled 353 with a gross income of \$42,495. Spring classes started in March. Enrollments to date are 361 with a gross income of \$51,558. Spring classes run through May.

**Camp Moorpark:** Winter Camp ran December 27-January 6 and on January 23. Total enrollments for Winter Camp were 213, with a gross income of \$6,935. Average daily attendance during the two weeks over MUSD winter break was 25 campers. Spring Camp Moorpark was held on March 13 and March 20-24. Additional spring camp days

will be held on April 14 and 17. Total enrollments to date are 220 with a gross income of \$6,685. Average daily attendance for the one week over MUSD spring break was 38 campers per day.

**Social Media and Promotion:** During the reporting period, the number of persons “liking” the Moorpark Recreation page reached 991, which is an increase of 19 over last reporting period. There were a total of 7 posts made to the page reaching approximately 10,900 people. In addition, overall reach increased from 595 views per post to about 1,500 views per post over last reporting period.

### **Special Events**

**Easter Egg Hunt:** The annual Easter Egg Hunt will be held on Saturday, April 15, at AVCP from 10:00 a.m. to 1:00 p.m. The event will feature egg hunts, a petting farm, pony rides, bounce houses, carnival games, food vendors, and a photo opportunity with the Easter Bunny.

### **Sports**

**Adult Basketball:** Winter basketball concluded in February. For winter, 6 teams registered on Monday and 8 teams on Thursday. Gross income for winter was \$4,550. The spring season of the league started in March. Four teams are registered for Monday night and 8 teams are registered for Thursday night. Gross income for spring is \$4,500.

**Adult Softball:** The adult softball league was not offered in the winter. The spring season of the league began in March. Four teams registered in men’s C-1, 11 teams in men’s C-3, and 6 teams in coed. Gross income for spring is \$8,925.

**Junior Basketball League (JBL):** The winter 2017 season began on January 7 and concluded in February. A total of 72 participants enrolled in the rookie division, 80 enrolled in the junior division, and 38 enrolled in the teen division. Gross income for winter was \$16,760. The weekly “skills and drills” clinic, which started in the summer season with support from volunteer coaches, ran through the winter season with continued success. Registration for the spring season was held February 21 through March 2, and evaluations were held on March 7, 8, and 10. A total of 43 players registered in the Rookie Division, 58 in the Junior Division, and 44 in the Teen Division. Gross income for the spring league is \$12,940. Games will start on April 1 and run through May 27.

### **Teens**

**Teen Volunteer Days:** There was one Teen Volunteer Day offered between January and March 2017. On February 25, six volunteers contributed a total of 21 hours to assist with preparations for the annual Easter Egg Hunt.

**Teen Council:** Teen Council met on the first Wednesday in February. Meetings in January and March were cancelled due to staff schedule conflicts including the California Parks & Recreation Society annual conference. In February, Teen Council discussed upcoming volunteer opportunities and special events such as the Teen Valentine Cupcake Challenge and Easter Egg Hunt.

**Winter Cupcake Challenge:** The Teen Cupcake Challenge took place on Saturday, February 11 from 6:00 to 9:00 p.m. The event attracted the maximum 6 teams with a total of 18 participants. Registration for the event was \$10 per team, with the winning team from the last challenge receiving free entry. Total gross revenue for the event was \$50. The Cupcake Challenge is a fun contest that brings together youth ages 10 to 18 to test their baking and cupcake decorating skills. Basic supplies to make vanilla or chocolate cupcakes and frosting were provided to each team. In addition, teams were challenged to use pop rocks as the secret ingredient. A panel of judges viewed each team's cupcakes and rated them based on four categories: Decorating, Texture/Fillings, Taste, and Use of Secret Ingredient. Many parents and friends of the competitors were present. The winning team received entry to the Cupcake Challenge Finals to be held later in the year.

### **Library Services**

**Library–Self Checkout (*Objective IV.A.3*):** An all-in-one computer was approved and ordered by the City for the self-checkout station using the money donated by the Moorpark Women's Fortnightly Club fundraiser for said purpose. The cost of the project is significantly less than the donation, so the City Librarian is working to identify options for expenditure of the remaining funds. The all-in-one computer arrived and installed on March 10. On this same day, the City Librarian did a presentation for the Women's Fortnightly Club who were pleased about the completion of the project.

**3D Printing:** Library staff continues to work with City staff to develop policy, procedure, and fees for public use of the 3D printer.

**Library Board:** The Library Board did not meet this quarter.

**Circulation:** Year-to-date, the Library has seen an increase of 2% in circulation when compared to last year's numbers at this time. Increased program attendance as well as implementing new display techniques within the Library have contributed to this increase.

**Moorpark Friends of the Library (MFOTL):** The MFOTL met on January 17 and March 4. The primary topic of discussion at both meetings was the April 22 fundraising bus trip to the Los Angeles Times Festival of Books. At the March 4 meeting, Program Manager Jessica Sandifer was introduced to the group as their new City liaison. A financial commitment from MFOTL of \$10,000 for FY 2017/18 was discussed with a

formal letter to follow. The MFOTL will continue looking for ways to increase membership and awareness.

**Programming:** Program attendance and outreach numbers continue to rise. Library staff is currently looking for other outreach opportunities as a way of increasing numbers.

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

1. Little Bilingual Readers: Tuesdays at 11am. Total Attendance: 193
2. Family Storytime: Wednesdays at 10:30am. Total Attendance: 461
3. Preschool Learning Time: Last Wednesday of each month at 10:30am. Total Attendance: 140
4. PJ Storytime: Thursdays at 6:30pm. Total Attendance: 58
5. Reading Buddies: Tuesdays at 4pm. Total Attendance: 99
6. Lego Time: Fridays at 1:30pm. Total Attendance: 43
7. Game Time: Fridays at 1:30pm. Total Attendance: 29
8. Crafts. Total Attendance: 44 – No March Program
- 9.
10. Class Visits from Walnut Total Attendance: 313
11. STEM Wooden Toys Demonstration by Gene West: Thursday, March 16 at 3:00pm. Total Attendance: 26

**Teen Monthly Programs and Events:**

1. Teen Book Club: First Monday of each month at 4:30pm. Total Attendance: 11
2. Teen Wii U: Wednesdays at 4:00pm. Total Attendance: 35
3. Golden Grades Tutoring: Tuesdays and Thursdays at 4:00pm. Total Attendance: 135
4. Teen Makerspace: One Tuesday a month at 4:00pm. Total Attendance: 33
5. Volunteer Training (Grades 7-12): First Saturday and Third Tuesday of the month. Total Attendance: 15
6. Teen Advisory Group: Once a month beginning in February. Total attendance: 29
7. 3D Printing: One Thursday a month beginning in March. Total attendance: 9
8. LED Papercrafts: Wednesday, January 11 at 4:00pm. Total attendance: 3
9. Valentine’s Day Chocolate Tasting: Tuesday, February 14 at 4:00pm. Total attendance: 15
10. Blind Date with a Book: All of February. Total Participation: 28
11. Makey Makey Workshop: Wednesday, February 8 at 4:00pm. Total Attendance: 111

**Adult Monthly Programs and Events:**

1. Author Event: Mike Winters, *History of Moorpark*. Wednesday, January 18 at 6:00pm. Total Attendance: 42
2. Volunteer Appreciation Breakfast: Thursday, January 12 at 9am. Total Attendance: 26
3. Positive Parenting: 1-2 times a month at 6:00pm. Total Attendance: 11
4. Adult LED Papercraft: Wednesday, January 25 at 6:30pm. Total Attendance: 11

5. Health and Wellness: Wednesday, March 8 at 6:30pm. Total Attendance: 5

**Outreach:**

1. Mountain Meadows School Reading Night: Wednesday, February Total: 80
2. Chaparral Middle School: Multiple dates in February. Total: 100
3. Mesa Verde Middle School: Multiple dates in February. Total: 400
4. Walnut Canyon Literacy Night: Wednesday, March 1. Total: 150
5. Campus Canyon Reading Night: Thursday, March 2. Total: 125
6. Peach Hill Literacy Night: Thursday, March 2. Total: 100
7. Flory Literacy Night: Thursday, March 9. Total: 175
8. Moorpark Women's Fortnightly Club Meeting: Friday, March 10. Total: 67

**Active Adult Center**

**Active Adults Congregate and Home Delivered Meals:** In January, February, and March a total of 827 congregate lunches were served, with 10 volunteers donating over 190 hours of service. During the last threemonth period, a total of 1,430 hot and frozen lunches were delivered to seniors, with 12 volunteers donating 153 hours.

**Senior Nutrition Program (SNP):** Meal donations totaled \$1,216.19 in January, February, and March, with \$721.19 coming from congregate program participants and \$495.00 from home delivered participants. The average donation for this three month period was \$.87 per meal for the congregate program and \$0.35 for the home delivered program.

**Bingo:** Weekly Bingo game participation has declined over the last few months. The program has seen an average of about 30 participants take part in the program each week over the last quarter, with nine volunteers donating over 580 hours of service during that same period. In partnership with the American Legion Post 502, AAC staff will host a Bingo Bash fundraiser on April 29.

**Information and Referral:** During the last three month period, over 2,500 requests for information were received by phone and in person, with a large amount of the information requests being about Active Adult Center programs. The remaining requests as follows: 426 for the Senior Nutrition Program, 47 Other Information and Assistance (I&A), 51 housing and assisted living, and 45 transportation. A total of 30 information guides were distributed over the last reporting period, with the majority of interest in the area of senior housing and in-home care. A total of 58 newsletters were printed and mailed over the three month period. Furthermore, the AAC now has close to 1,000 people registered to receive the newsletter via email on a monthly basis, which is about a 50% increase of registered clients from March 2016.

**Cost Recovery Policy:** In accordance with the Cost Recovery Policy, the Active Adult Center began charging for the strength training exercise class, in an effort to offset partial costs associated with the class. The fee being charged is \$1.00 per class or

Quarterly Report to City Council  
January to March 2017

\$25.00 if participants paid for an entire quarter in advance, which provides them a substantial discount. During the last quarter, over 50% (35 of 65) of class participants opted to purchase the quarterly memberships at \$25 for this exercise class. The City recouped \$1,094 during this quarter, which is slightly over 60% of the quarterly costs of the program. Other classes being impacted by the Cost Recovery Policy are the Gourd Art class and the Container Gardening class. During this last quarter, Gourd has recouped 100% of expenses, whereas the container gardening class has recouped over 95% of class expenses, which met the goals set by the policy.

**Programs and Special Events:** Some of the activities offered during January, February and March were birthday celebrations that included various musical themes, including two Rock'n'Roll celebrations and a tribute to crooners event. The AAC also hosted a special Valentine's Day and St. Patrick's Day luncheon, in addition to the regularly scheduled birthday celebrations. Other activities offered during this reporting period included AARP Driver Safety classes, a Diabetes management and Seniors & Safe Driving presentations. February also marked the start of tax season for the AAC and, in partnership with AARP tax counselors, we began processing tax returns for seniors. The AAC also recruited 3 new volunteers who started entertaining lunch patrons with their musical talents on various Fridays throughout the month. The recently added beginners Tai Chi class has gained popularity with participation steadily increasing weekly. Several hiking club outings were offered over the last quarter, including local walking paths and trails in Moorpark and surrounding communities. In March, 24 members of the hiking group received a private guided tour at Malibu Creek State Parks where they learned about plants and their historical usage, as well as an explanation of some of the wildlife that make the park their home. The container gardening class also continues maintain consistent attendance with changing monthly themes, including a St. Patrick's Day themed project in March.

**April, May, and June Programs:** Upcoming programs for the next quarter include a Medicare benefits presentation, AARP Driver Safety class, a DVD lecture series and a hearing screening. The Center will also host a special Mother's Day and Father's Day themed luncheons in May and June, as well as a Bingo bash fundraiser co-sponsored by the American Legion Post 502. 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 CalFresh, HEAP, Grey Law and HICAP appointments.

**Program Totals for the Active Adult Center:** In January, February and March there were over 5,000 event sign-ins to programs and activities at the Active Adult Center, while 69 volunteers donated over 2,100 hours.

### **Facilities**

**Ruben Castro Human Services Center (Objective VI.A.2):** The fabrication of the two courtyard gates and a patio gate adjacent to the First Five leased space has been completed. All Valley Wrought Iron modified the gates, allowing them to close



automatically and function as emergency exit gates as required by the building code. The total cost was approximately \$18,950. In addition, the gate leading into the patio area was also modified due to the installation of the shade structure pole, which caused the gate to be obstructed when opened. Staff is repainting all security gates and the City's locksmith will install auto-closers on the gates to insure gates close and latch.

**Emergency Stand-by Generators:** The emergency stand-by generator failed to run due to a radiator hose leak to the supply power for the Administration Server room at 1:30 a.m., causing the City servers to shut-down. Staff was not aware of the problem until six hours later. Staff contacted the City's stand-by generator maintenance contractor about an early warning device which would alert staff of a generator problem. The alert system will be installed to the Civic Center and Police Services Center generators.

**High Street Arts Center Fire Alarm:** The current fire protection system installed in the High Street Arts Center (HSAC) is not being monitored and inspected as required and the HSAC staff is requesting that Bay Alarm take over monitoring the system. However, the HSAC fire protection system is not compatible with Bay Alarm monitoring systems and will have to be replaced. The cost to the City is \$3,995 for the installation. The City will pay the monthly monitoring fee for the fire alarm system and in exchange the HSAC will take over the Burglar Alarm system monthly cost. An Agreement was completed for the installation and monitoring. Bay Alarm installation and conversion of the alarm system(s) plans were approved by VCFD and was installed in March.

## Parks

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

**Widening Access Road at Arroyo Vista Community Park (AVCP) to Accommodate Bike Lanes/Paths and Sidewalks (Objective VII.A.26) and Formal Walking Path at Arroyo Vista Community Park (Objective VII.A.20):** The trail project got underway at AVCP on October 10. As the project has progressed, staff has identified certain areas of the project that either needed to be redesigned due to field conditions or were changed to ensure a better project and provide some cost savings. There have been some unforeseen circumstances such as the need to relocate a 6" irrigation and 2' potable water line that have added cost to the project and offset the savings. There have also been some delays due to rainy weather. Overall, these changes have caused the project to start off slowly. The project completion date has been extended to June 15, 2017, due to weather delays.

**Arroyo Vista Community Park (AVCP) Retaining Wall:** 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.

**California Native Wildflowers at Country Trail Park:** As part of the water conservation measures employed by the City during winter/spring 2016, approximately 3.4 acres of turf grass was removed and the area was hydro-seeded with California Native Wildflowers. The month of March marks the one year anniversary of the hydro-seed project. Approximately 75% of the area is covered with a healthy stand of wildflowers including but not limited to *Eschscholzia californica* (California Poppies), *Achillea millefolium* (White Yarrow), *Phacelia campanularia* (California Bluebells), *Lupinus succulentus* (Arroyo Lupine), and *Clarkia amoena* semi dwarf (Farewell to Spring). Recent winter rains accelerated weed seed germination which has required additional maintenance to ensure the desirable plant material is not competing for sun and water in the coming months. This spring, (April/May) staff will begin to introduce California native species of shrubs and grasses that will further compliment the meadow.

**Arroyo Vista Community Park Sport Court:** Staff prepared informal bid solicitations to resurface the multipurpose court at Arroyo Vista Community Park. Improvements include new surfacing that will accommodate both roller hockey and basketball. Two basketball courts will overlay the roller hockey court and four basketball goals will be installed just outside of the playing area. Bid responses were received January 23. Staff anticipates construction to begin in May 2017.

**Tierra Rejada Park Bocce Ball:** In early March, staff began a thorough renovation of the bocce ball courts at Tierra Rejada Park. New wood railings were installed, the soil playing surface was tilled, new material was incorporated to improve the playing surface, and final grade was leveled to provide consistent roll during play. By request from the local bocce enthusiasts, notches were drilled at each end of the courts to provide resting places for the bocce balls between games or during breaks.

**Poindexter Park Restroom Area Improvements:** The decomposed granite (DG) area that leads into the main entrance to the restrooms was replaced with concrete. The original DG design posed challenges during rain and/or cleaning activities in the restroom. By installing a new concrete pad and drainage to move water away from the restrooms, park patrons can now use the facility without having to walk through mud during or after significant rain events.

**Skate Park Drainage Improvements:** The skateboarding surfaces and the “bowls” at the skate park all drain into a storm water lift station located in the landscaping on the north side of the skate park. Once water reaches the lift station, electric pumps carry water to discharge pipes that lead to the street and ultimately to the storm drain. During and after rain events, staff would often need to reset the electric pumps due to inundation and/or debris blockages. Troubleshooting the lift station is time consuming and difficult due to the elevation 12 feet below grade. Upon inspection of the existing design, staff realized potential to up-size the discharge pipes from 1 ¼” to 4” and

upgrade the pumps to a commercial grade type that can handle debris up to 2 inches in diameter. After installing larger discharge pipes and new commercial grade pumps, there were no failures or malfunctions, even during the largest storms we endured this winter. These improvements have reduced skate park downtime and significantly reduced staff time to repair.

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

**Zone 20 - Resmark Development, Meridian Hills/Brighten Development: No change since last report.** Staff reviewed the landscape at the Brighten Homes Development on Walnut Canyon Road on November 30 and provided a “punch list” which was completed on December 11, 2015. The punch list for the remainder of Meridian Hills LMD, Zone 20, has not been completed and turn-over of this LMD has not been accepted by the City.

**Zone 21 Shea Homes:** The Shea Homes developer has requested the City accept the LMD areas in the project. However, after inspecting the LMD areas, staff determined one of the proposed areas on Los Angeles Avenue and Millard Street still had the irrigation (controllers, water meters, and backflows) connected to the HOA area of responsibility. The developer has prepared an easement over this area and has submitted the easement for the City’s review. Upon acceptance of the easement by the City Council, the LMD area should be turned over for acceptance by the City.

**Zone 2 – Tierra Rejada Slope: No change since last report.** The slope area adjacent to Tierra Rejada Road, west of Southampton was jute netted, hydroseeded, and planted with 150 new shrubs at a cost of \$15,700. There was no direct cost to the City, as the cost for this work was deducted from the last payment owed to the prior contractor as a result of contract related deficiencies. Irrigation deficiencies were the cause of the substandard landscape conditions. However, the hydroseed failed to germinate. Staff believes the cause of the poorly performing hydroseed was poor grade preparation by the contractor prior to the application of the hydroseed. The contractor will install *Vinca minor* to the slope, which is a spreading groundcover.

**Zone 12 Slope Hydroseeding: No change since last report.** The Ventura County Fire Department required weed abatement to be performed in Zone 12 on Tierra Rejada Road slope, west of Miller Parkway, below the homes on Hopi Court. Atmore Weed Abatement performed the service. The Fire Department also required the slope’s dead wood under the shrubs be removed. By removing the dead wood most of the vegetation was removed from the slope, which may have created a slope erosion problem this winter; therefore, staff hydroseeded the slope with a native flower mix with a fast growing grass to stabilize the slope during the winter rains. The cost total was \$14,395. Growth continues to be slow. Only about 50% coverage has occurred. Staff is working on an alternative to the hydroseeding and planting low water use shrubs and trees to the slope.

### **City Urban Forest**

**Metrolink Eagle Scout Project:** Eagle Scout Candidate Blake Hansen provided 33 volunteer laborers to plant 26 trees and spread wood mulch at the Metrolink north side parkway planter. The project was approved by the Ventura County Transportation Commission and was completed Saturday, March 11.

**ZONE 2-5-10 Redwood Tree Removal and Replacement Project:** The City's tree services Contractor, Mariposa, removed 100 dead Redwood trees in September and October. Another 61 Redwood trees in January and February succumbed to canker disease and were removed. The removed tree trunks will be cut into 12' lengths and stored at the Moorpark Public Services Facility for use as future fence rails and posts, and in unimproved parking lots as vehicle stops. West Coast Arborist will be planting 61 trees on Tierra Rejada Road as replacement trees for those removed.

**Tree City USA and Growth Award: No Change since last report.** Staff has submitted the 11<sup>th</sup> year Tree City USA and 7<sup>th</sup> year Tree City Growth awards applications. The City's annual Arbor Day Event for 2017 is scheduled at Mountain Meadows Park on April 28.

**Free Wood Mulch Program:** The City's free wood mulch giveaway will be held on Saturday, April 22, between 9:00 am and 12:00 pm at the vacant lot located next to the Library.

**New Tree Pest Control Program:** Staff requested bids from five tree pest control companies to provide proposals for the control of the Phoyphagous Shot Hole Borer (PSHB) and other invasive tree pests found in the City. The program will have the Contractor build and install 8-funnel Lindgren traps at designated City locations to trap tree pests within the City's urban forest. The Contractor will monitor the traps monthly and report pests found in the traps that endanger the health of the City's urban forest and recommend a treatment plan to protect the tree(s). This item will be brought to the City Council for consideration during the preparation of the annual budget.

**Mariposa Tree Services Agreement:** Staff is requesting Mariposa's Agreement for tree services for the LMD and Parks be increased to match the tree services current budget. A staff report and Agreement Amendment were prepared to increase Mariposa's tree services not to exceed Agreement amount of \$256,795 to 453,750 annually. The increase is needed because the City's urban forest has increased in size (growth) and requires more tree maintenance and/or tree removal due to disease, death, or property damage, such as sidewalk lifting. Staff increased the Fiscal Year Budget to help manage these tree services but did not increase the "Not to Exceed" amount of Mariposa's Agreement for the needed tree services. This report will be presented to City Council at their April 5 meeting.

### **Affordable Housing**

**Walnut Street Apartments:** Escrow closed with the Area Housing Authority on the

Walnut Street Apartments project on March 27, 2017. The Area Housing Authority will begin demolition of the site in April. 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):** Staff is working with one mortgage lender on refinancing a home loan in the Waverly Place community.

**First Time Home Buyer (FTHB) Program Monitoring:** A self-certification form is under development by staff for use in monitoring property owner compliance with FTHB program guides, and anticipate distribution in April/May 2017.

**Affordable Rental Housing Compliance Monitoring:** Waterstone Moorpark continues to phase in water/sewer/trash utility billing to affordable units during 2017, as allowed for in the Affordable Housing Agreement.

In February staff received and reviewed the annual California Debt Limit Allocation Committee Certification of Compliance from Vintage Crest Senior Apartments. The City's 2017 compliance self-certification for this project was submitted on February 22, 2017

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:** Staff is in the process of scheduling the semi-annual spring weed abatement.

#### **Disposal of former MRA Properties (Objective V.A.13):**

Description: Dispose of applicable former Moorpark Redevelopment Agency owned properties.

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

Negotiations with Apricot Lane Farms for the High Street property adjacent to the Chamber of Commerce site should be completed in April and the Disposition and Development Agreement (DDA) scheduled shortly thereafter.

**Long Range Property Management Plan (LRPMP): No change since last report.**

The Department of Finance (DOF) has requested certain changes be made to the LRPMP. Staff processed some of the changes and the Oversight Board approved the revised LRPMP, but the LRPMP was submitted without changes to the civic center properties and the properties utilized by the High Street Arts Foundation from governmental purpose properties. Moorpark Unified School District has submitted a letter of support to DOF stating that the government use properties identified in the LRPMP should remain under City ownership and not be sold. DOF has received the revised LRPMP and now has additional questions. Staff answered all of DOF's questions. Senator Pavley submitted a letter in support of the City to DOF. The City has received a letter of approval from DOF for the LRPMP. Staff is preparing a contract amendment with Riggs and Riggs for appraisal services on the former redevelopment property. Properties are on the July 5 Successor Agency agenda for approval of the transfer to the City.

**Redevelopment of East High Street (*Objective II.A.9*): No change since last report.**

The Successor Agency officially transferred the property at 450 High Street to the City of Moorpark on June 15, 2016. The property has been opened and signed to allow additional Metrolink parking, which will be needed when the improvement and expansion of the existing Metrolink station gets underway later this year.

**347 Moorpark Avenue (*Objective II.A.6*): No change since last report.** The Agency dedicated twenty feet to the City for expanding the Moorpark Avenue right-of-way. Staff is still considering redevelopment ideas for this site.

**31 Poindexter Avenue:** Escrow will close 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 will be moving the theater storage from the old fire station site to a portion of the building.

**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. On November 4, 2015, the City Council authorized the City of Moorpark's participation, at a cost of \$10,000, in the Community Choice Energy Study being undertaken by the Counties of Santa Barbara, Ventura, and San Luis Obispo. The Study will determine the feasibility of implementing a Community Choice Energy program in the tri-county region. Currently, the Advisory Working Group (AWG) has selected the consultant EnerNex to prepare the Community Choice Energy Study. EnerNex has begun to review and analyze load data from all the participating jurisdictions. The AWG website went live in September, and a media campaign has begun to notify the communities of the

feasibility study. A recommendation to the City Council based on the results of the study is expected in spring 2017.

**Streetlight Purchase:** Staff has received a report on the cost to purchase the City’s streetlight system from Southern California Edison (SCE). Staff has valued the potential cost savings associated with purchasing the streetlight system. Indications are that purchasing the system could provide substantial savings on lighting bills, however, consideration needs to be given to the costs of the additional maintenance and replacement costs that would also have to be paid for by the City if we should purchase the system. Staff has reached out to a consultant who has offered to provide a basic analysis of the numbers for no charge. This will ensure that staff’s numbers are accurate prior to presentation to the City Council. The City has until June 2017 to notify SCE whether they plan to move forward on the purchase of the system. A report will be presented to the Council in May.

**Vector/Animal Control**

**Animal Statistics**

**ANIMAL SERVICE AND COMPLIANCE**

<b>FY 2016-2017</b>	<b>Service Calls</b>	<b>Citations</b>	<b>Nuisance Hearings</b>	<b>Animals to Shelters/Rescues</b>	<b>Dogs to Mpk Holding Shelter</b>	<b>Dogs to VCAS</b>
<b>July</b>	110	1	0	9	8	4
<b>Aug</b>	128	0	1	6	4	1
<b>Sept</b>	119	0	0	6	3	2
<b>Oct</b>	121	1	0	0	4	0
<b>Nov</b>	81	1	0	3	4	3
<b>Dec</b>	113	2	0	1	1	0
<b>Jan</b>	191	1	0	1	0	1
<b>Feb</b>	166	2	0	2	1	0
<b>*March</b>	120	4	0	0	2	0
<b>YTD Total</b>	<b>1,149</b>	<b>12</b>	<b>1</b>	<b>28</b>	<b>27</b>	<b>11</b>

\* Data for March to 3/27/17

**ANIMAL LICENSES**

Quarterly Report to City Council  
January to March 2017

Animal Licenses							
FY 2016-2017	Dog Licenses (City)	Interim Dog Licenses (City)	Cat Licenses (City)	Interim Cat Licenses (City)	VCAS & Vet Licenses	Total Licenses Sold	Last Year
July	14	2	0	1	467	484	615
Aug	15	8	2	0	427	452	567
Sept	14	3	0	0	677	694	665
Oct	22	11	0	0	413	446	422
Nov	7	3	0	0	369	379	297
Dec	30	5	0	0	349	384	426
Jan	26	3	2	0	422	448	654
Feb	24	12	1	0	492	516	391
March	11	3	0	0	536	547	430
<b>YTD Total</b>	<b>163</b>	<b>50</b>	<b>5</b>	<b>1</b>	<b>4152</b>	<b>4,350</b>	<b>4,037</b>

\* Total of VCAS licenses for last quarter are still being tabulated and likely to increase.

**Activity Summary:** The majority of animal control activity for the 2016/17 fiscal year is summarized in the two tables listed above. There were a total of 191 service calls in January, 166 in February, and 120 service calls in March to date. Only one dog and no cats were taken to VCAS shelters during the past three months. In addition, two injured wild animals were taken to a local wildlife rescue by Moorpark staff during the past three months. Three 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 such as mountain lions or bears or animals positive for rabies during the last three months. Overall licensing totals for the past fiscal year are exceeding last year's fiscal year total to date. VCAS is still tabulating license totals for the last quarter, which currently looks favorable to fund all kennel and licensing costs this year.

**VCAS Contract, Animal Services Commission, and City Staff Meetings:** The last VCAS Commission meeting was held on March 9, 2017. The next meeting is scheduled for June 8, 2017. There were no City/VCAS staff meetings during the last quarter. VCAS license canvassing staff canvassed in Moorpark on weekends during the past quarter as contracted.

**Vector Control Activity:** No West Nile Virus (WNV) activity has been reported yet in Ventura County for 2017, which is typical of the winter/early spring season. Staff completed required Vector Control training during the past quarter and also maintained calibrated addition pesticide application equipment, ordered and restocked mosquito control pesticides and completed respirator fit testing. The chart below summarizes vector control field activity for the fiscal year.



**VECTOR CONTROL STATISTICS**

<b>FY 2016-2017</b>	<b>Service Calls</b>	<b>Mosquito Related</b>	<b>Bees &amp; Wasps</b>	<b>Rodents</b>	<b>Other</b>	<b>Pesticide Applications</b>	<b>Square Ft Treated</b>
<b>July</b>	4	4	0	0	0	62	23,030
<b>Aug</b>	8	5	2	0	1	66	30,090
<b>Sept</b>	11	9	2	0	0	35	7,240
<b>Oct</b>	4	0	2	0	2	23	3,900
<b>Nov</b>	8	8	0	0	0	19	4,600
<b>Dec</b>	5	5	0	0	0	7	850
<b>Jan</b>	0	0	0	0	0	1	400
<b>Feb</b>	1	1	0	0	0	5	1,700
<b>March*</b>	4	4	0	0	0	19	5,200
<b>YTD Total</b>	<b>45</b>	<b>36</b>	<b>6</b>	<b>0</b>	<b>3</b>	<b>237</b>	<b>77,010</b>
* March total to 3/27/17							

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

**FIELD BUSINESS REGISTRATION ACTIVITY – CURRENT FISCAL YEAR**

<b>Business Registration Field Activity</b>				<b>Business Registration Field Activity</b>			
<b>FY 2016-2017</b>	<b>Field Contacts</b>	<b>BR Violations</b>	<b>Hours</b>	<b>FY 2015-2016</b>	<b>Field Contacts</b>	<b>BR Violations</b>	<b>Hours</b>
<b>July</b>	48	33	21	<b>July</b>	47	21	22
<b>Aug</b>	64	35	30	<b>Aug</b>	113	61	39
<b>Sep</b>	76	43	38	<b>Sep</b>	77	41	39
<b>Oct</b>	52	29	28	<b>Oct</b>	97	48	42
<b>Nov</b>	49	35	27	<b>Nov</b>	56	40	26
<b>Dec</b>	67	40	31	<b>Dec</b>	50	25	24
<b>Jan</b>	55	30	30	<b>Jan</b>	52	19	28
<b>Feb</b>	71	53	34	<b>Feb</b>	51	31	25
<b>March</b>	34	22	20	<b>March</b>	64	40	35
<b>YTD Total</b>	<b>516</b>	<b>320</b>	<b>259</b>	<b>YTD Total</b>	<b>607</b>	<b>326</b>	<b>280</b>
Total for March 2017 Pending update							