

**CITY MANAGER  
QUARTERLY REPORT TO CITY COUNCIL  
April – June 2018**

**ADMINISTRATIVE SERVICES DEPARTMENT**

**ADMINISTRATIVE SERVICES/PUBLIC INFORMATION**

**Administration**

**Website Traffic:** During the second quarter of 2018, projected website traffic is 37,000 page views per month, from 20,300 visits per month. The most popular web pages are the City's home page, the Library home page, Job Opportunities, Recreation home page, Bus Ride Guide, and Adult Sports Leagues page, with each drawing over 2,000 page views. There are 764 active accounts for the website and 1,511 E-mails subscriptions across the City's various mailing list options. The City also received 47 requests for service through the website's Request Tracker system. The most popular requests were to report code compliance issues and to report maintenance issues.

**Legislative Measures:** Staff reviewed proposed new legislation for the 2018 legislative session in Sacramento and is currently tracking 49 bills that would potentially affect the City. The City has taken positions of support or opposition on seven of these bills based on the City Council-approved Legislative Platform.

**Moorpark Northeast Open Space Acquisition:** The City Council completed its final approval actions for Phase 1 (of two) at its June 6, 2018 meeting. The Ventura County Board of Supervisors approved the use of its grant funding for Phase 1 at its June 19, 2018 meeting. The City Council completed its final approval actions for Phase 2 at its June 20, 2018 meeting. Staff has opened escrow on both and expects to complete the acquisition in the third quarter of 2018.

**City Council Objectives**

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

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

**Status:** On July 31, 2017, Ventura County staff indicated a preference for the fire station to be constructed at College View Park, rather than at the open space located at the southeast corner of Campus Park Drive and Beragan Street, which they view as a backup location if problems arise with the College View Park location. As part of a Memorandum of Understanding with Waste Management approved in December 2017, Waste Management agreed to give the City the one-acre site at no cost, which could serve as the location of a fire station, which remains a secondary option. City Council approved a Purchase and Sale Agreement with Waste Management for the one-acre site on June 20, 2018, and the escrow should be completed in the third quarter of 2018. No timetable for actual construction of the fire station has been established.

**CITY CLERK'S DIVISION**

**Administration**

**Volunteer Program:**

City Manager/Administrative Services Department for CERT

|       |           |               |
|-------|-----------|---------------|
| April | 0 hours   | 0 volunteer   |
| May   | 0 hours   | 0 volunteers  |
| June  | 200 hours | 25 volunteers |

Moorpark City Library:

|       |           |               |
|-------|-----------|---------------|
| April | 106 hours | 45 volunteers |
| May   | 170 hours | 50 volunteers |
| June  | 173 hours | 51 volunteers |

Parks and Recreation Department for Active Adult Programs:

|       |           |               |
|-------|-----------|---------------|
| April | 733 hours | 64 volunteers |
| May   | 688 hours | 54 volunteers |
| June  | 699 hours | 64 volunteers |

Parks and Recreation Department for Arroyo Vista Recreation Center:

|       |              |               |
|-------|--------------|---------------|
| April | 207.50 hours | 30 volunteers |
| May   | 183.25 hours | 31 volunteers |
| June  | 115.00 hours | 34 volunteers |

Moorpark Police Department:

|       |             |               |
|-------|-------------|---------------|
| April | 365.5 hours | 14 volunteers |
| May   | 417.5 hours | 14 volunteers |
| June  | 356.5 hours | 14 volunteers |

A total of 4,414.25 hours were donated by a total of 490 volunteers during the second quarter of 2018.

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

City Council

- 6 Regular City Council/Successor Agency meetings were held
- 4 Special City Council meetings were held
- 92 Agenda items were processed
- 5 Sets of minutes were approved
- 34 Resolutions were adopted
- 0 Ordinances were adopted

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

Quarterly Report to City Council  
April to June 2018

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

**Clerk's Index:** 80 items were input into the Clerk's Index database for tracking of approved agreements, City Attorney Opinions, recorded documents, and sureties.

**Scanning:** 10,744 pages of staff reports, minutes, resolutions, ordinances, recorded documents, budgets, Fair Political Practices Commission records, affordable housing records, contracts, affidavits of destruction and certificates of insurance were scanned into the digital/electronic imaging system by the City Clerk's Division during this reporting period.

**Requests for Public Records: Thirteen** (13) new public records requests were received and responded to during this reporting period.

### **City Council Objectives**

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

Description: Complete initial phase of a unified filing system for all City files, consisting of a complete listing of all departmental files, and an updated electronic records retention schedule that conforms to federal and state law by June 30, 2018.

Status: No activity this reporting period.

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

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

Status: No work has been initiated on this objective.

#### **Recognition of Contributions to the City by Individuals and Organizations (*Objective V.B.1., (0 to 2 Years)*):**

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

Status: No work has been initiated on this objective.

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

#### **Administration**

**Safety Committee:** The Safety Committee met on April 24, 2018 to discuss emergency and disaster safety. The Safety Committee is scheduled to meet again in July 2018.

**Property Damage:** The City received 0 payments for property damage restitution invoices during the reporting period. The Library sustained damage caused by flooding due to a failed pipe. The damage has been remediated and staff processed a Proof of Loss. A payment for damages less the deductible has been received.

**LossCAP:** The California Joint Powers Insurance Authority (CJPIA) met with staff to conduct the LossCAP agency analysis June 21 – 22, 2017. Accomplishments from the last LossCAP, dated February 2014, were discussed, as were new mitigation techniques. Staff also provided a tour of parks and facilities to CJPIA staff. It is anticipated that a new LossCAP will be presented to the City in August 2018. This process is repeated every 3 years.

### **Employment/Recruitment**

**Parks and Facilities Attendant I, II, or III, Parks, Recreation, and Community Services Department:** A conditional offer of employment has been made and accepted by an applicant for whom pre-employment procedures are in process.

**Parks and Facilities Supervisor, Parks, Recreation, and Community Services Department:** Recruitment for this full-time, management position began May 18, 2018 and ended June 17, 2018; applications are being reviewed.

**Senior Maintenance Worker, Parks, Recreation, and Community Services Department:** A conditional offer of employment was made and accepted by an applicant for whom pre-employment procedures were initiated; the applicant did not respond to the verbal offer of employment; therefore, the offer was withdrawn. A second recruitment for this full-time, Competitive Service position was initiated on June 15, 2018 and ends July 8, 2018.

**Recreation Leader III, Parks, Recreation, and Community Services Department:** Jennifer Murry, Katy Novoa, and Linda Stevens began working in these temporary, part-time positions in mid-April, 2018.

**Recreation Aide, Recreation Leader I and II, Recreation, and Community Services Department:** Nineteen seasonal, temporary, part-time employees were hired in early June, 2018 for Summer Camp Moorpark positions.

**Community Development Director:** Firms are being solicited to provide Executive Recruiting services for this position. Proposals were due at the close of business on 7/30/18. A firm will be selected in August and the projected 3-month recruitment will commence immediately following selection of the qualified firm.

### **City Council Objectives**

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

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

Status: The first draft to the revision / update of the Personnel Rules has been completed and is now being reviewed by the City Manager and City Attorney. This should be complete by December 2018.

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

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

Status: Staff coordinated efforts with the CJPIA to retain a licensed consultant to perform the City's 2018 ADA Self Evaluation and Transition Plan to replace the 2010 Plan. CJPIA is offering a partial reimbursement program to member agencies and the City has been identified as a 2018 recipient of the CJPIA. The City Council approved the project in September 2017. The consultant completed site inspections of City facilities and rights-of-way, assessed procedures and practices, and developed a 2018 ADA Plan that includes a tracking database. Evaluation surveys were provided to users, specific organizations, and designated staff. The site inspections began in January 2018 and were completed in March 2018, the surveys were distributed in March 2018 and were due April 6, 2018, and the 2018 ADA Plan is expected to be completed July 2018.

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

### **Administration**

**Network Improvements:** Staff continued to expand and improve the network. New access points (AP) were installed in multiple City buildings to expand and improve the quality of the wireless local area network.

New City-owned fiber-optic cable was installed between the Administration building and Community Center for higher speeds and improved communication quality and reliability.

Information Systems started a project to build backup communication connection(s) between Moorpark Police Services Center (MPSC), Moorpark Public Services Facility (MPSF) and Ruben Castro Human Services Center (RCHSC). Staff designed the connections, acquired equipment and initiated the deployment. The project is scheduled to be completed during the next reporting period.

Information Systems continued to research and evaluate options for interconnecting all City buildings via fiber-optic cable(s). Staff met with vendors to discuss available options. The project will continue during the next reporting period.

**Staff Support:** Information Systems responded to 122 Help Desk ticket requests to support City staff in various needs and capacities during this reporting period.

**New Equipment:** Information Systems continued to evaluate and replace outdated and/or failed equipment. Staff negotiated a new Lease Agreement and seven new copy machines were installed to replace the old ones.

A new postage machine was delivered to replace the old, failing one. Information Systems staff assisted the vendor with the connection to the network and integration with vendor's system.

Multiple new personal printers were purchased and deployed to replace failed equipment and to provide improved print quality and speeds.

Information System Staff rebuilt two previously used servers to be used for future planned projects.

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

A new server was deployed by Information Systems and staff worked with the vendor to deploy a new Time and Attendance module. The software was successfully installed and configured and is pending integration with the City's financial system. The project is scheduled to be completed during the next reporting period.

**Business Registration, Code Compliance and Permitting Software:** Implementation of the new City permitting system continued through this reporting period. Information Systems staff deployed two new servers and worked with the system's vendor to install and configure a new Citizens Self-service portal. The project will continue throughout the next reporting period.

**Moorpark Public Access TV (MPTV):** Information Systems continued to support the MPTV equipment. All audio-video equipment in the Apricot Room used to broadcast and record City Council and commission meetings was removed for the room's repair and renovation and will be reinstalled and reconfigured upon the project's completion.

Staff temporarily relocated some of the equipment and created an environment in another adjacent location for broadcast and recording of the latest Planning Commission meeting in June.

**Library:** Information System continued to provide support and to maintain the technology in the Library. Staff continued to work on the e-Rate project. Installation of the new fiber-optic cable between the Library and Administration Service building was successfully completed. New communications equipment was purchased and received. Staff configured the devices and migration to the new services and it will be completed at the beginning of the next reporting period.

Information Systems started a project to virtualize Library's servers. The environment to host the virtualized systems was built and the project is expected to be completed

during the next reporting period.

**Arroyo Vista Recreation Center (AVRC):** Information Systems assisted with the preparations for Camp Moorpark. Staff prepared accounts, provided new user orientations for three new Recreation Leaders and assisted with the access and initialization of users' accounts.

**Computer and Network Security:** Information Systems continued to monitor and maintain the security of the City's computer systems, networks and data. Staff evaluated options, selected and deployed a new Email Security System for improved protection against malicious items delivered via email. The new system allows higher reliability and faster email delivery to users' mailboxes.

Information Systems implemented some Internet connection security changes for better protection against malicious items delivered via browsing the Internet.

Staff started a project to implement better data protection. The City's email archiving system was upgraded to the latest version and deployed to all users' workstations. Information systems staff evaluated, tested and acquired a new data backup system. New servers were prepared for the system's deployment and the project is expected to be completed during the next reporting period.

**Access Control System:** Information Systems staff continued to maintain and assist with any changes to the existing access control system. Information Systems continues to adjust access to all City facilities as needed and approved.

**Document Management System:** Information Systems continued to work on the project to improve the functionality and reliability of City's Document Management System. Modifications to the systems' metadata template(s) were made as requested by the users. Staff reconfigured the environment hosting system's online portal for improved speed and reliability.

**Agendas Management:** Information Systems division continued to work to improve the electronic routing and approval for City Council meetings' agendas and staff reports. Changes to users' access rights and to the tree structure were implemented for better integration with City's Document Management System.

### **City Council Objectives**

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

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

Status: Information Systems continues to search for options to expand and improve the City's GIS system and to integrate it with the City's new permitting system. Agreement Amendment for current vendor's contract extension was approved and executed.

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

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

Status: On December 6, 2017, the City Council created the Broadband Ad Hoc Committee and appointed Councilmembers Mikos and Simons to serve on the Committee. The Committee will focus on the development of a request for proposal to conduct a study to determine existing infrastructure with a goal of expanding broadband services within the City.

Staff met to discuss Council's objective and a new Broadband Ad Hoc Sub-committee was created to assist the Ad Hoc Committee. The City Manager, Assistant to the City Manager and Information Systems Manager were selected as sub-committee members.

Staff continued to participate, in person and via teleconferencing, in the monthly meetings organized by the Ventura County Broadband Consortium (VCBC).

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

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

Status: No activity during this reporting period.

**EMERGENCY MANAGEMENT DIVISION**

**Administration**

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



**EOC - Emergency Management Performance Grant (EMPG) and Homeland Security Grant:** Staff submitted applications for the EMPG fund program and received \$15,500 for FY 2017/18. Staff will submit the FY 2018/19 EMPG application when it becomes available which is expected to be in August or September. Staff completed four Notices of Interest for the Hazard Mitigation Grant Program, one of which was denied. Staff will prepare and submit grant applications for the remaining three for a total of \$487,500 for this 25% match funding opportunity.

**CERT:** A 6-week CERT class began on March 1, 2018 and 30 people completed the course and received certificates in April 2018.

## SOLID WASTE / RECYCLING DIVISION

### Administration

**Household Hazardous Waste (HHW) Events:** The City contracts with the Cities of Camarillo and Simi Valley to allow Moorpark residents to participate in their HHW events. In the second quarter of 2018, 22 Moorpark residents participated in two Camarillo HHW events, and 17 Moorpark residents participated in one Simi Valley event, for a total of 39 participants from Moorpark. Staff is also looking into home pickup services to increase participation.

**Electronic Waste E Waste/Universal Waste U Waste and Secure Paper Shredding Events:** The May 19, 2018 event yielded the following:

| Event Date | Total People | E-Waste Participants | E-Waste Collected (lbs.) | CRTs Collected | Batteries Collected (lbs.) | ≤ 4' Flour. Tube Lights Collected | >4' Flour. Tube Lights Collected | CFLs Collected | Shredding Participants | Shredding (lbs.) |
|------------|--------------|----------------------|--------------------------|----------------|----------------------------|-----------------------------------|----------------------------------|----------------|------------------------|------------------|
| 5/19/2018  | 639          | 328                  | 19,056                   | 110            | 1,000                      | 432                               | 9                                | 362            | 311                    | 28,800           |

The next event is scheduled for September 15, 2018.

The U Waste hauler contracted by the City provides fluorescent tube containers for collection events. In June, the U Waste hauler transported the U Waste collected at the May 19 event, plus batteries collected at various City facilities during a four month period, for a total of 1,841 pounds of batteries and 804 fluorescent tubes/bulbs.

**Compost Bin Sales:** Order forms are available on-line, year round for \$40. Once a resident orders a bin, the resident's solid waste hauler delivers a bin to the house. The City highlighted National Compost Week during the week of May 6 and from April 1, 2018 to June 30, 2018; nine compost bins were delivered to Moorpark residents.

**CalRecycle:** Staff procured new combination solid waste and recycling containers to be placed throughout Poindexter Park using \$9,800 of the FY 2017/18 Beverage Container Grant Fund. These containers are expected to be placed in the park during June or July. In June, staff procured oil filtration catch devices for 15 storm drains in the downtown area using \$5,500 of the Oil Payment Program (OPP) 7 funds, received \$10,000 in OPP 8 funds on April 2, 2018, and applied for an additional \$10,000 in OPP 9 funds during June. These OPP funds will continue to be appropriated for used oil

disposal advertisements and additional oil filtration catch devices for storm drains. These funding opportunities have no match requirements.

**Neighborhood Enhancement Program (NEP):** The 2018 NEP had 8 eligible applicants and staff decided to return to two NEP days per year rather than one, to accommodate all applicants. One NEP event, with four event locations, was held on June 9, 2018 and the other, which will also have four locations, will be held on July 14, 2018.

### **City Council Objectives**

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

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

Status: The City Council approved a new Franchise Agreement on June 6, 2018, which became effective on July 1, 2018.

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

### **Capital Projects**

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

Description: This project resurfaces: Spring Road from Monte Vista Nature Park to Tierra Rejada Road; Princeton Avenue from Condor Drive to Campus Park Drive (excluding area within state right-of-way); Poindexter Avenue from N. Commerce Avenue to Gabbert Road; and Gabbert Road from Poindexter Avenue to a point approximately 200 feet south of Poindexter Avenue.

Status: Staff completed design in-house. Since grant funding and a portion of Princeton Avenue within Caltrans' right-of-way was contemplated, Caltrans had to approve the design. After three plan checks where the comments were increasing at every step, staff decided to remove the section within the state right-of-way from this project. The paving work is complete and striping and punch list work is scheduled to be completed in January 2018. Notice of Completion was recorded with the County Clerk's Office on May 8, 2018. Staff is currently working with Caltrans on the Final Invoice for grant funding reimbursements and Project Closeout with the Office of Local Assistance.

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

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

Status: Right-of-way acquisition and final design efforts are proceeding. Additional design work is required to update the drainage study and design, extend the easterly improvements on the south side to Condor Drive and relocate gas, electric, phone and cable TV utility lines. Ventura County Waterworks District No. 1 (District) and the City signed an agreement to include design and construction costs to relocate its waterlines. The City will relocate approx. 3,300-ft of waterline for the District. Slope and drainage impacts from the project on the National Ready Mixed property have been analyzed. Staff has received 95% complete design plans for the street improvement and water line construction work for review. Public Works Maintenance staff continues to monitor the condition of the road and make repairs as necessary. The design plans must be labelled as less than 100% complete at this stage. Only after Caltrans approves them can they be so labelled. Several changes to the water utility plans have been made. The real property deeds from Bennett and National Ready Mixed Concrete Co. have been recorded. Caltrans is reviewing the environmental documents. Staff is preparing a plan to remove all the trees that must be removed for the work early, so that when the work begins there will be no nests. This will be done as soon as the environmental work shows that there are not substantive issues. At the end of March 2018, the environment reviews by Caltrans are more than 50% complete. The only remaining study issues are Cultural History and Hydraulic studies. Staff had previously obtained extensions on the grants through June 30, 2018. Staff is now preparing a new grant extension request. The date we must have an E-76 Authorization to Construct and an Encroachment Permit from the State will be extended until June 30, 2018. For the first time, the current delays have been in Caltrans so staff is anticipating another positive answer.

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

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

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

Status: **No change since last report.** The Environmental Assessment (EA) has been finalized by Caltrans and FHWA, and was approved by the City Council at the October 7, 2009, meeting. On November 5, 2014, City Council approved an Agreement with

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

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

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

Status: **No change since last report.** An agreement with NCM Engineering was approved by City Council on September 2, 2015 to complete the design for the road widening south of Flinn Avenue. Acquisition of required rights-of-way north of Los Angeles Avenue is complete. The portion of the project south of Los Angeles Avenue has been transferred to be a part of the Los Angeles Avenue widening project 8013/C0021. Staff has reviewed 75% design submittal and has communicated with the various utility companies regarding relocating their utilities. Time Warner, now Charter, will relocate their utility in the near future. The City Engineer/Public Works Director has met with the City's right-of-way consultant to bring all real estate matters current. The City's designer is finalizing utility relocations so that the design can be finalized. Public Works staff is maintaining the landscape in the area adjacent to the parkway until the widening and improvements can be bid and completed. The City's consulting engineer is finalizing utility relocation designs with AT&T and SCE. The real estate consultant is working to extend prior temporary construction easements. All permanent right-of-way has been acquired. City Council approved the professional services agreement with Hamner-Jewell to finalize the necessary temporary construction easements. Staff continues to work with AT&T and SC Edison to resolve their utility relocation designs. City's contractor, Hamner-Jewell is working with affected property owners to obtain right-of-way clearance.

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

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

Status: The total project cost for design, construction and inspection is estimated to be \$4.5 million. The City’s funding contribution is \$400,000 to the crossing improvements and \$1.5 million to the road widening. A Construction and Maintenance agreement between the City and SCRRA has been executed. SCRRA awarded a construction contract and the majority of work was completed by December 17, 2013. Additional work by Union Pacific to upgrade the train communication/signaling system including the ongoing improvements to the Moorpark Avenue crossing is required before the new vehicle and pedestrian crossing gates are installed which is expected to occur in early 2016. Union Pacific and SCRRA are working to complete the modification of the railroad advance preemption detectors. Three additional exit gates need to be installed and the city’s traffic signals reprogrammed once the advance preemption system is functioning. Public Works is examining the traffic signal coordination between Charles/Flinn Streets and Spring Road to try to reduce congestion. Once SCRRA completes the advance preemption work (additional gates at the crossing and further traffic signal coordination), additional traffic signal timing modifications will probably be needed. SCRRA is beginning the design process for the advance preemption work. At this time, they do not know when the design and construction will be complete. Staff met with SCRRA staff and their consultant on December 2, 2016 to get the project moving forward. During the meeting SCRRA agreed with staff, that completion of the advance preemption requires less work than previously contemplated work, perhaps just months instead of years. Additionally, immediate reprogramming of the City’s signal could take place to ease the afternoon rush hour congestion at the tracks. This reprogramming now allows northbound Spring Road traffic to clear the tracks and High Street during one cycle and still keep the crossing clear. Staff is working with Metrolink and their contractor to install advance preemption electronic improvements in both the city and rail cabinets. Staff has authorized of the final invoice for the base contract work. Designs for Rail and City advance preemption controls are nearly complete. Installation work will be done in near future. Staff has relayed to Metrolink management the frequent driver complaints of rail gates going up and down despite a train not being present and other issues, asking Metrolink to make sure their controls and gates are properly set. After an unrelated battery failure issue was fixed on February 17, 2018 the ACORN wrote an article the following week on that one off problem and the ongoing phantom/ghost train issue. Staff subsequently had an annual meeting with Metrolink Public Affairs and asked them to address our long standing questions on the phantom/ghost train issue on what effect the installation of Advance Preemption will do to vehicle delays at the Spring Road crossing. Metrolink responded in writing to say that the solution for the phantom/ghost train is being worked on as it affects a number of crossings that are very near stations. However, that fix is some time away. As to the effect of new, Advance Preemption system Metrolink said it would not increase delays at the crossing. Metrolink technical staff briefed the City Council on the issues in a Special Meeting on May 16, 2018. Subsequently, Metrolink engineering staff reported that the railroad signals are working properly. Metrolink has approved the City traffic

signal connection plans submitted in September 2017 so the City is purchasing several components to connect with the railroad's Advance Preemption System. Metrolink has informed staff that this will reduce the time crossing gates are down for approaching trains.

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

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

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

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

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

Status: **No change since last report.** Complete Project design was completed and an encroachment permit obtained from Caltrans in 2010. A traffic signal warrant study for Los Angeles Avenue at Shasta Avenue was completed and warrants were not met; therefore, a signal will not be installed as a part of this project. City Council granted staff authority to advertise for construction bids on January 16, 2013. An agreement with Calleguas Municipal Water District for the required protection and relocation of Calleguas' facilities has been executed. Bids were opened on August 26, 2013, and a contract awarded to Sully-Miller Inc. at the October 2, 2013 City Council meeting.

Filippin Engineering is providing construction management and inspection services. A waterline easement from the City to Calleguas has been executed. Caltrans required additional studies and updates to the project design to conform to current standards and issued a new permit on September 17, 2014. Due to the Caltrans permit delays, City Council terminated the contract with Sully-Miller on December 17, 2014, and granted authority to re-advertise for construction bids. Bids were opened on February 9, 2015 and City Council awarded a contract to Griffith Company on February 18, 2015. Griffith obtained their duplicate permit for construction. Construction is anticipated to begin in October 2015. The City is processing a budget amendment and change orders to pay for the extra Portland Cement Concrete cap that became required when Caltrans increased the roadway's structural section. Calleguas obtained their Caltrans permit on March 8, 2016. A double permit for CMWD's contractor, Blois, has also been issued. Construction began March 21, 2016. The Portland Cement Concrete cap is complete. Lean concrete base, curb, and gutter have been poured. Paving is expected to occur on July 25 & 26, 2016. The construction work is finished. The contractor is correcting some areas with excessive cracking in October so that the project can be closed. The City Engineer/Public Works Director is asking Caltrans for modification of two of the four truck lane limitation signs so that the Police Department can issue citations if trucks are inappropriately in the number one and two lanes. All physical work is complete. Staff is completing a change order and working on dedication of right-of-way to Caltrans to close the project. The construction contractor has been paid for 95% of the work with only the release of the contract retention pending. Council approved the notice of completion and retained funds will be returned to contractor mid-October 2017. The Contractor has been paid. Council has approved the Pacific Communities project, which includes a future payment to the City for the \$2 million project. Remaining work includes turning over the additional right-of-way granted by Pacific Communities to Caltrans.

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

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

Status: **No change since last report.** On February 3, 2016, the City Council approved an Agreement with Phoenix Civil Engineering, Inc. (Phoenix) for design of the project. The scope of work includes parking lot improvements to the existing North Parking Lot, west vacant lot, and (optionally) improvements to the former Pacific Pride station, located east of the North Parking Lot. City Council approved a conceptual design layout on July 20 and approved amending Phoenix's agreement to include landscape design services and electrical/lighting design services. Final design is currently in process. On February 1, 2017, City Council approved amending Phoenix's Agreement for development of a Storm Water Pollution Prevention Plan. There had been a delay in completion of the design while the City determined if recent concerns about liquefaction of soils along High Street could impact the stormwater infiltration design standards of the current project. Project engineer reviewed the issue with the City's geotechnical engineer and recommended that infiltration into southwest section of parking lot be reduced. Final design was submitted December 6, 2017. Staff established a project number and deposited funds to Metrolink for review of the design plans as well.

Metrolink returned comments on December 14, 2017. Staff prepared a response and Metrolink has approved the design at this time, although a maintenance agreement is required between the City and VCTC (the owner of the existing North Parking Lot). Staff is currently working with VCTC on the maintenance agreement. It is staff's intention to complete the Metrolink South Entry (Project No. C0029) before beginning construction of the North Parking Lot project in order for easier vehicle access in and out of the South Parking Lot while the North Parking Lot is closed for construction.

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

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

Status: **No change since last report.** This project is being included in SCRRA's project to improve the railroad crossing to Sealed Corridor standards including a raised median, new crossing arms and pedestrian gates. The major expense of relocating the existing railroad switch just west of Moorpark Avenue prohibits the widening from being sufficient to accommodate the dedicated northbound left turn lane and meet Caltrans standard lane widths. The project will include modifications to the traffic signal to provide a shared straight and left turn and dedicated right turn pocket. The City executed an agreement with SCRRA for the project and contributed \$200,000 to SCRRA for project design. On June 25, 2014, the California Transportation Commission approved SCRRA's requested allocation of \$4.8 million in Proposition 1B Highway Railroad Crossing Safety Account to fund construction. SCRRA and City staff coordinated with Caltrans to obtain a permit for construction. SCRRA has awarded a contract for construction and new track panels and asphalt paving has been installed. Construction is now complete. All parties have developed a punch list and the contractor is addressing the items on the list. Union Pacific and SCRRA are working to complete the modification of the railroad advance preemption detectors and upgrade Caltrans' traffic signal controllers at Poindexter Avenue and High Street. SCRRA's contractor will be doing minor asphalt work at High Street to remove a slight depression, called a bird bath, which traps water. Parks, Recreation and Community Services Department has done some significant landscaping improvements at the Chamber of Commerce and Post Office frontages. SCRRA's contractor fixed the asphalt bird bath where High Street connects with Moorpark Avenue. The currently authorized scope of work is complete. Future work will include further widening of Moorpark Avenue, including a dedicated left turn lane onto Westbound High Street and installation of railroad advance preemption controls that are interconnected with Caltrans' traffic signals at Poindexter Avenue and High Street. Staff will obtain proposals in November 2017 to update the schematic design prepared in November 2006 to include widening and improvement of the intersections of High Street and Poindexter Avenue/First Street with Moorpark Avenue. Staff has obtained two Statements of Qualifications from design firms with local, rail and Caltrans experience. Staff is evaluating the submittals and will recommend a firm to Council to prepare the Project Study Report and schematic design.



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

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

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

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

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

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

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

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

Status: The conceptual design and the environmental document have been completed, and a Public Hearing was held in July 2009. The project has been approved by the City Council. The City has received approval for approximately \$220,000 in Federal Transit Administration (FTA) funding from the Ventura County Transportation Commission (VCTC) for construction of the second access. The City has also received approval for a Congestion Mitigation and Air Quality (CMAQ) grant for approximately \$449,450 from the VCTC to fund additional ROW acquisition. The Field Review Form (7-B) and Preliminary Environmental Study Form (6-A) were sent to Caltrans District No. 7 on February 7, 2011. The City received approval of the Preliminary Environmental Study on August 10, 2011. The City received authorization to proceed on January 10, 2012. The City also completed and submitted Program Supplement Agreement No. 012-N to Administering Agency-State Agreement No. 07-5436R on March 22, 2012. Relocation of tenants and demolition of 65 First Street has been completed (August 2013). City Council awarded contract to RJR Engineering Group, LLC (RJR) for final design of the project, incorporating 65 First Street only on January 20, 2016. RJR and City staff has

gone back and forth several times with revisions to the design of the entrance. Staff and RJR met June 16, 2017 to continue review of the plans. City approved Amendment No. 1 to Agreement September 6, 2017, adding a landscape architect for design of infiltration area. Landscape architect submitted design on December 1, 2017. Staff provided comments on December 4 and 18. The design is near completion as additional comments were developed while staff reviewed updates from RJR. Staff is also working to finalize a cost estimate update from the design team prior to going to City Council for permission to bid.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Status:** **No change since last report** Consultant (BJ Palmer) was hired to perform coordination of design services for this project. SCE has completed the design. City approved drawings were submitted to Caltrans for an Encroachment Permit; and Caltrans required revisions to the plans. RJR has prepared traffic control plans for the City. BJ Palmer is revising the plan set for resubmittal to Caltrans. The City Engineer/Public Works Director and B.J. Palmer met with Caltrans staff in September to resolve persistent design objections that their staff had made that were not founded in good design practice. It appears that Caltrans is now onboard with the City's design. BJ Palmer is making final revisions for Caltrans approval. On November 29, 2016 B.J. Palmer followed up with SCE to ensure the City's revised design meets SCE's revised standards. SCE has informed the consultant and the City that the SCE infrastructure that the City's design relies upon has been significantly changed. The City has asked SCE to revise their design so the project can move forward. SCE has told staff that they will be able to meet with a revised design at end of August 2017.

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

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

**Status:** The City submitted a TDA Article 3 grant request in the amount of \$100,000 for improvements to the Civic Center bus stop, including ADA sidewalk access between all

City buildings. The grant was approved by VCTC on June 1, 2012. The project is currently on hold pending confirmation of a City Hall building layout.

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

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

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

Status: Caltrans' design plans are complete. Per the City's agreement with the State, the City's contribution to the project will be limited to \$175,000. The City's funding comes from settlement with the Ventura County Community College District. Caltrans has finished their design and awarded a construction bid on December 6, 2016 to Alfaro Communications Construction (formally approved January 11, 2017). Their design includes coordination between the eastbound and westbound signals. Staff attended Caltrans' pre construction conference on February 7. Work is supposed to begin in April and be finished by summer. Caltrans' contractor has installed conduits, foundations and signal poles and energized safety lights on top of the poles. Work on signals continues. The new signals and safety lights were energized in August in time for the beginning of the fall semester at Moorpark College. Staff has suggested to Caltrans that they may need to install signage where west bound Arroyo traffic stops at the new signal before proceeding north on Collins Drive to the College. Drivers are improperly stopping and then proceeding against a red arrow signal, causing potential safety issues with two lanes of traffic sweeping onto Collins Drive from the eastbound off ramp. A sign is not required but may be helpful until drivers understand they must stop until they get a green arrow. Caltrans has not yet billed the City for its share of this project. Caltrans submitted an invoice for the signal installation (in the amount of \$175,000) that was processed for payment in December 2017. Caltrans has agreed to provide a "No Right Turn" sign for the red arrow signal. The signs have been installed and the signal timing adjusted slightly. The project is done.

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

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

Status: The City obtained \$30,000 in TDA Article 3 funding for a feasibility study to identify options available for establishing bicycle and ADA compliant pedestrian connectivity from Villa Del Arroyo Mobile Home Park to Collins Drive, north of the 118

freeway. The study was completed in 2015 with a conceptual design. On May 1, 2015, VCTC approved the City's request for \$100,000 in TDA Article 3 funding for a 2,100 foot sidewalk in front of Villa Del Arroyo Mobile Home Park between the main entrance and the east end of the community. The City will contribute an additional \$100,000 in local match, using TSM Fund 2001. On June 3, 2016, VCTC approved the City's application for an additional \$100,000 to add 1,500 feet of sidewalk in front of Villa Del Arroyo Mobile Home Park between the main entrance and the west end of the community. An additional 500 feet of sidewalk is proposed, connecting the west-end sidewalk to the Simi Valley city limit line. The City will contribute an additional \$100,000 in local match, using TSM Fund 2001. (Total project budget \$400,000). Staff submitted a TDA Article 3 grant application to VCTC on August 21, 2017. The application was for \$531,180, with a local match of \$68,820. The grant is to fund development of plans and estimates from schematic to design development stage for sidewalk and bikeways along Arroyo Drive and Collins Drive, between Campus Park Drive and the Arroyo Drive railroad crossing. VCTC approved the grant on October 6, 2017. The project can begin in FY 2018/19. On June 29, 2018, Public Works staff met with a design consultant to discuss proposal criteria for design of the sidewalk along Arroyo Drive, from the east end of Villa Del Arroyo Mobile Home Park to the Simi Valley city limit line.

### **Administrative Matters**

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

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

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

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

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

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

#### **Floodplain Management Ordinance**

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

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

**Graffiti Removal:**

**Description:** Staff continues to be pro-active with the removal of graffiti and spent approximately 2.25 hours in April, 5.75 hours in May, and .50 hours in June on the removal of graffiti within the public right-of-way.

**Status:** Ongoing.

**Bicycle Transportation Account (BTA):**

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

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

**Parking Citations:**

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

**Status:** Staff reviewed 174 appeals from April - June. One hundred thirty-four (134) citations were recommended for cancellation and 40 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 City approved the Second Amended and Restated TMDL Agreement on June 20, 2018. The new Agreement establishes a ten year term, adds the Ventura County Watershed Protection District (District) for the purposes of providing program management of the Calleguas Creek TMDL Stakeholder Committee and adds an option for other agencies (such as California State Channel Islands) to join the monitoring program as they become subject to TMDL requirements. Staff attended the TMDL Management Committee on May 21, 2018. The Committee discussed a variety of topics, including the State Water Resources Control Board's Sediment Quality Objectives and Recycled Water Policy; the Selenium Technical Advisory Committee; Revelon Slough Trash TMDL Revisions; and MS4 permit workshop comments. The group also approved the FY 2018/19 Budget; Moorpark's projected share will be \$19,260.

**Coastal Cleanup Day:**

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

Status: Coastal Cleanup Day will be Saturday, September 15, 2018. Moorpark's cleanup location will be Villa Campesina Park.

**State NPDES Construction Permit**

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

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

#### **Stormwater Permit:**

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

**Status:** The Stormwater Permit kickoff meeting was May 2, with a follow-up meeting on May 16. Co-permittees continue to compare the Los Angeles MS4 Permit to the current Ventura County MS4 Permit for potential program changes. It is anticipated that a new MS4 Permit will be adopted in December 2016 or possibly early 2017. Although the current MS4 permit "expired" on July 8, 2015, the MS4 Permit continues to be adhered to until a new permit is adopted and effective. The Permittees met with staff from the Regional Board on September 21 during the monthly Public Works Directors meeting to discuss the status of the Permit. At this time, the Regional Board has stated it intends on establishing a Regional Permit, which would be applicable to both Los Angeles County and Ventura County agencies, instead of the current separate Permit for Los Angeles County and Ventura County. The Regional Board held the first of three workshops to discuss the stormwater permit on May 10, 2018. City staff attended. The May 10 workshop focused on presentations from Los Angeles County permittees and their progress in complying with their current permit. The next workshop was July 12 and will continue to focus on Los Angeles County permittees. The third workshop will be September 13 at the Ventura County Government Center and will focus on Ventura County permit compliance. A draft Regional Permit is expected in late 2018 or early 2019.

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

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



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

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

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

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

**Status:** Staff attended the WMC on April 18, May 17, and June 21, 2018. The group discussed the Permit renewal process during all three meetings, including preparation for and later summary of the May 10 Regional Board workshop. The group also discussed updates to the Program's brochure, which provides an overview of what the Program's role and accomplishments are. The group also prepared for a refresher training session on the Ventura County Technical Guidance Manual (stormwater requirements for applicable land development projects). The training session was held on June 12, 2018, with 80-90 attendees (two Moorpark staff attended).

### **Transit**

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

**Description:** The City is eligible to apply for TDA Article 3 funding (bikeways and

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

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

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

**Moorpark City Transit:** Transit totals for the months of January through March, 2018 are provided below:

|                                  | Jan   | Feb   | Mar   | YTD    |
|----------------------------------|-------|-------|-------|--------|
| Daily Average                    | 190   | 235   | 209   | 198    |
| Total Monthly Ridership          | 4,188 | 4,702 | 4,592 | 37,698 |
| Farebox Ratio (target ratio 20%) | 7.37% | 9.03% | 6.65% | 7.93%  |

**Beach Bus:**

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

**Status:** The Beach Bus started 2018 service on June 19, 2018. The bus will operate Tuesday, Wednesday and Thursday through August 16, 2018. During the first week of service there were 145 round trips provided, a nearly 50% increase in ridership compared to the first week of service in 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

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operate and coordinate all bus and ADA services, fares and hours of service including east county unincorporated area transit services. The MOA (transitioned back to an MOU) was finalized and executed on September 11, 2013.

Status: The ECTA members met May 3 (Operations Committee), and May 24, 2018. The Operations Committee reviewed and updated the ECTA Implementation Plan, which was formally approved by the ECTA on May 24, 2018.

**Metrolink Station:**

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

Status: Security camera exchanges occurred April 13 and May 7, 2018. On February 14, staff met with the Moorpark Police Department at the Metrolink Station to discuss the current security camera system and potential replacement options. The Ventura County Sheriff’s Office (Moorpark and Camarillo branches) are working with VCTC for grant funding of security camera upgrades at both the Moorpark and Camarillo train stations. Moorpark’s current six-camera system is proposed to be upgraded with newer pan-tilt-zoom digital cameras, with connectivity to the Moorpark Police Department building. The estimated cost for the Moorpark Station upgrade is \$32,000 and would be covered by the grant. Security upgrades through the Ventura County Sheriff’s Office is still pending.

**Paratransit Services:**

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

Status: Fourteen (14) residents received membership in the Senior DAR program January – March 2018. Fourteen (14) ADA Paratransit participants joined during the same time period.

Transit passenger totals for the months of January through March, 2018 are provided below:

|  | Jan | Feb | Mar | YTD   |
|--|-----|-----|-----|-------|
| Senior/ADA<br>Intra-City Trips           | 129 | 126 | 128 | 1,108 |
| Senior/ADA<br>Inter-City<br>Trips (ECTA) | 454 | 367 | 360 | 3,564 |

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

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

Status: **No change since last report.** Staff attended Transcom on January 11, February 8, and March 8, 2018. Transcom approved a recommended list of Federal Transit Administration (FTA) Section 5310 Large Urbanized Area (Seniors/Disabled) funds and Section 5307 Jobs Access/Reverse Commute funds grant applications. The list included Moorpark's request for \$20,400 over a two-year period to fund free bus trips for seniors/disabled.

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

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

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

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

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

Status: Staff attended VCTC on April 6, May 11, and June 1, 2018. During the April meeting, the Commission approved a Low Carbon Transit Operations Program allocation, which will enable VCTC to begin a free fare program for passengers with college identification. The City will participate in the program, which is anticipated to begin August 1, 2018. During the May meeting the Commission approved the FY 2018/19 TDA Unmet Transit Needs Findings; finding that there were no Unmet Transit Needs Reasonable to Meet. The Commission also approved moving forward with looking into raising fares on VCTC Intercity services. During the June meeting the Commission approved the FY 2018/19 TDA Apportionment, which includes \$1,242,692 in funding for the City. The Commission also approved the FY 2018/19 Federal Transit Administration Program of Projects, which includes \$296,542 in funding for the City.

**Unmet Transit Needs:**

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

Status: On December 1, 2017, VCTC approved the FY 2018/19 Unmet Transit Needs public hearing schedule. The Commission held a public hearing on February 2, 2018. The City of Moorpark hosted a VCTC “Listening Session” on February 8 at City Hall between the hours of 4:00 pm – 6:00 pm, where one member of the public attended. Staff from VCTC has been collecting public comments made throughout Ventura County and has submitted all comments to the transit operators for review and determination if any can be responded to. The draft Unmet Transit Needs report concluded that there were no Unmet Transit Needs that were reasonable to meet. This determination was approved by the Commission May 11, 2018, and enables those small cities with a population of under 100,000 who receive Transportation Development Act (TDA) money for transit can use remaining TDA money on street projects after meeting their respective transit needs.

**CITY MANAGER**

**Tentative Future City Council and Successor Agency Agenda Items:** Future agenda items for consideration are as follows: options for use of remaining funds from former Moorpark Redevelopment Agency Bonds; Development Agreement with Mansi/Aldersgate; Development Agreement with Grand Moorpark/Kozar/Skye Line 66 LLC; Development Agreement with Rasmussen/Moorpark 67 LLC; Development Agreement with Chiu/Everett Street Terraces; update personnel rules; review of Los Angeles Avenue Traffic Study; authorize RFP for Civic Center Master Plan; adopt ordinance amending film permitting; workshops on Municipal Finance/High St. streetscape development plans/LA Avenue truck traffic and retail landscape; extension of Conditional Use Permit (CUP) No. 2012-03 to allow continued use of 4875 Spring Road for outdoor storage of recreational vehicles; approve design plans and authorize bidding of SB1 funded road repair project in vicinity of Moorpark College; and approve design plans and authorize bidding of raised median project for Los Angeles Avenue between freeway and Spring Road.

**COMMUNITY DEVELOPMENT DEPARTMENT**

**CITY COUNCIL PRIORITY OBJECTIVES**

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

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

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

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

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

Status: On September 9, 2016, the City Council approved initiation of the traffic study. A Request for Proposals was distributed to four traffic consulting firms on October 9, 2016, with proposals due on November 10, 2016. One firm, Kimley-Horn and Associates, submitted a proposal. Staff reviewed this proposal and determined it to meet the needs of the City. On December 21, 2016, the City Council approved an agreement with Kimley-Horn and Associates to prepare the traffic study for a not-to-exceed amount of \$110,000 CDD and PWD Directors had a kickoff meeting with Caltrans Traffic and Permits staff and the City's consultant at Caltrans District 7 Headquarters on June 28, 2017. Caltrans requested a study that only addresses optimization of existing signals and does not raise other, more vexing issues like truck safety and weigh stations, which would delay straightforward signal optimization. Caltrans staff also suggested that addition of future signals in a report to them will clearly indicate a reduced capacity on Los Angeles Avenue. They recommended that future signals be analyzed individually following published "warrant" rules. City's consultant agreed with this approach and will prepare a report for Council that includes the optimization of current signals as well as these other, more complex issues. Caltrans committed to updating the City on how they may be using the traffic signal interconnect system installed on Los Angeles Avenue more than ten years ago. The draft report was submitted to Staff in November 2017 and is under review. As part of their required deliverables Kimley-Horn developed a revised signal timing plan with Caltrans. While the new timing has reduced congestion on Los Angeles Avenue it has increased delays at two crossing streets; Spring Road and Tierra Rejada/Gabbert. Kimley-Horn completed troubleshooting of the issue and advised Caltrans on further timing changes after the initial changes were made.

Approval Authority: City Council

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

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

Conservation and Recreation Element including a Trails Master Plan to City Council by June 30, 2019. Upon adoption of any General Plan Amendments, prepare necessary changes to the Zoning Ordinance to insure conformity and consistency with the General Plan.

**Status:** **No change since last report.** The City Council appointed an Ad Hoc Committee (Mayor Parvin and Councilmember Mikos) to work with staff to complete an update to the Open Space, Conservation, and Recreation Elements. Staff is finalizing a draft of the Land Use and Circulation Elements. Approximately 95% of the GIS mapping for the General Plan has been completed. Staff has initiated work with J. H. Douglas and Associates to assist in the completion of the Land Use Element update. A draft of the Land Use Element Update is under review by staff and is expected to be ready for presentation to the Planning Commission and City Council in late 2018. Work on the Circulation Element will follow the Land Use Element.

Approval Authority: City Council

### **Development Project Review**

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

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

Approval Authority: City Council

### **High Street Streetscape Plan**

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

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

## **DEPARTMENTAL GOALS AND OBJECTIVES**

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

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

Status: Staff has begun studying and analyzing the potential for mixed use development on vacant and underutilized property along High Street and Charles Street. A mixed use development project for High Street is currently being designed by the Daly Group. Review of this project will include consideration of zoning to allow mixed use development on High Street.

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

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

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

Approval Authority: City Council.

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

Description: Adopt Film Ordinance by December 31, 2017.

Status: Staff is drafting amendments to the City's film regulations and will be reviewing these with the City Attorney's Office and State Film Commission. This ordinance, if adopted, would amend Chapter 17.28 of the Zoning Ordinance and is expected to be reviewed by the Planning Commission and City Council in the 3rd quarter of 2018.

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

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

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

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



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

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

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

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

Staff has been negotiating with Wayne J over the past several months to develop solutions to mitigate the impacts of the proposed average daily trips proposed in the

new permit. These negotiations are ongoing and a tentative agreement has not been reached.

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

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

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

**Broad Beach Re-nourishment Project:**

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

Status: On May 28, 2014, the City Council authorized the sending a letter by the Mayor to the BBGHAD expressing concern over the amount of truck traffic that could impact Moorpark residents. This letter was sent on June 11, 2014. BBGHAD staff has been meeting with the City to discuss this concern. A tentative agreement was reached between the City and the BBGHAD to keep project trucks out of Moorpark with appropriate monitoring and enforcement. It is pending approval of the BBGHAD Board. The BBGHAD Board had this agreement on their December 17, 2014 agenda for consideration; however, according to BBGHAD counsel, a quorum of the Board was not available to take action. A hearing before the California Coastal Commission was held

on December 11, 2014 and staff expressed the need for the agreement. The BBGHAD withdrew the application at the hearing before the Coastal Commission took action. A revised project was approved by the California Coastal Commission on October 9, 2015. Prior to this approval, the City Council approved a haul route and monitoring agreement with the BBGHAD on October 7, 2015, that would avoid streets through Moorpark as a haul route. This agreement has been executed by both parties. On March 11, 2016, County Counsel submitted a letter to the City threatening litigation if the agreement is not rescinded. On March 24, 2016, the City Attorney responded, indicating that the City will not rescind the agreement. On April 1, 2016, County Counsel filed a Petition for Writ of Mandate and Complaint for Declaratory and Injunction Relief with the Ventura County Superior Court. This case has since been transferred to the Santa Barbara Superior Court. On March 15, 2017 Santa Barbara County Superior Court Judge Thomas Anderle found no basis for injunctive relief and denied the petition. This judgment was entered on April 20, 2017. On April 28, 2017, the County appealed this judgment and on May 8, 2017, the City cross-appealed. On June 12, 2018, the Court of Appeal upheld the validity of the Settlement Agreement, recognizing Moorpark's right to negotiate important protections for its residents.

**Proposed Moorpark Desalter Project:**

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

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

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

Description: Present for City Council consideration General Plan Amendment of Land Use Element and accompanying entitlements for Specific Plan No. 1 (Hitch Ranch) by December 31, 2018. This Specific Plan is for the development of up to 906 dwelling units, three (3) acres of institutional use, and open space on 283 acres located north of the Union Pacific Railroad, west of Walnut Canyon Road (Highway 23), and east and west of Gabbert Road.

Entitlement Status: A Notice of Preparation (NOP) for the project Environmental Impact Report (EIR) was released on June 29, 2004, with public comments due by August 1, 2004. An EIR public scoping meeting was held on July 22, 2004. Given the length of time since the NOP was released, a new NOP was prepared and sent out for comment

on May 12, 2006, with comments due June 13, 2006. The applicant has subsequently been working with staff on refining the project design. A preliminary Draft EIR was reviewed by staff and comments were given back to the EIR consultant on April 15, 2009. On June 3, 2009, the City Council, to assist in meeting state goals for affordable housing required in the City's Housing Element Update, authorized the processing of an alternative with 755 units, up from 620 units identified as the maximum in the Land Use Element of the General Plan. This would require a General Plan Amendment. Preliminary draft working documents for the Specific Plan and EIR have been submitted to staff for internal review, which is underway. An updated Notice of Preparation (NOP) for the project Environmental Impact Report (EIR) was released on May 8, 2012, with public comments due by June 11, 2012. Comments were received and are being reviewed while the Draft EIR is being completed. A revised General Plan Amendment Pre-Screening application was submitted on May 30, 2018 to increase the number of housing units as part of the Specific Plan to 906, including a mix of detached and attached housing units at varying densities. This application is tentatively scheduled for consideration by the Community and Economic Development Committee in August 2018 and the City Council in September 2018.

Approval Authority: City Council

### **General Plan Amendments**

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

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

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

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

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

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

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

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

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

### **Residential Planned Development Permits**

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

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

**Entitlement Status:** On January 23, 2002, the City Council certified the EIR, approved the Mitigation Monitoring and Reporting Program and had the first reading of the Ordinances approving the Zone Change and Development Agreement. The General Plan Amendment, Vesting Tentative Tract Map and Residential Planned Development were approved by the City Council on February 6, 2002, at which time the second reading of the Ordinances for Zone Change and Development Agreement also occurred. The Final Map for Tract 5187 was approved by the City Council on May 17, 2006. In January of 2008, staff was informed by William Lyon Homes that the ownership of the remaining unbuilt portions of the project was transferred to Resmark, LLC. On February 20, 2008, the City Council referred this issue to an ad hoc committee of Mayor Pro Tem Parvin and Councilmember Millhouse. On April 16, the City Council continued the review of the application on the updated implementation plan and transfer of ownership of the property from William Lyon Homes to Resmark, LLC, to a date uncertain so that the ad hoc committee could further review this plan with the residents and developer. Staff met with the existing homeowners of the development on May 1, 2008 to ensure that resident's concerns were addressed in the proposed implementation plan that will be presented to the City Council for consideration. On May 21, 2008, the City Council approved the amended implementation plan. On June 18, 2008, staff provided a status update to City Council on the applicant's compliance with the amended implementation plan and the City Council requested another status update at the regularly scheduled City Council meeting on August 20, 2008. On August 20, 2008 and on October 1, 2008, the City Council reviewed a status update on the applicant's compliance with the amended implementation plan. The City Council reviewed the amended implementation plan at the regularly scheduled City Council meeting on December 17, 2008. On March 29, 2013, Pre-Application No. 2013-01 was submitted for review of proposed architectural updates for proposed development of 66 single family homes within Tract 5187, Meridian Hills' neighborhood, (Currently owned by Resmark, previously developed by William Lyon Homes). TRI-Pointe Homes submitted a Modification No. 1 application to introduce four new floor plans and revise the master plotting for construction of 66 units in Meridian Hills. The application was reviewed by City Council at a scheduled public hearing on November 6, 2013, and the applicant withdrew the application at the meeting. K. Hovnanian homes purchased the project from Resmark Homes, with escrow closing in September 2014. An updated Implementation Plan was approved by the City Council in advance of the purchase, on

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

Condition Compliance Status: Construction of the homes is underway. A zoning clearance for the grading permit for the construction of the multi-use trail connection across the Peters’ property was issued in June 2014, and construction is underway. Landscaping and accessibility improvements are still needed for completion of this trail. The Implementation Plan calls for completion of these improvements by July 30, 2015. This date was missed and some repairs remain outstanding.

Building and Safety Status: Building Permits for all homes have been issued.

Engineering Status: Storm drain installation of the Ventura County Watershed Protection District (VCWPD) facilities adjacent to Walnut Canyon Road has been completed pending a letter of completion from VCWPD. A memo from Engineering to Planning dated March 13, 2008, specifies Engineering items required to be corrected or constructed for transfer of ownership from William Lyon Homes to Resmark, LLC. Construction of these items is ongoing and is being monitored. Final cap asphalt paving for Meridian Hills Drive and owner-occupied in tract streets has been installed. K. Hovnanian provided replacement bonds for those submitted by ORA Ashford, LLC and ORA Marquis 89, LLC. K Hovnanian’s replacement bonds have been approved and sent to the City Clerk’s office. VCWPD issued a letter dated August 25, 2011, accepting the regional flood control basin constructed with the Meridian Hills project. Staff is seeking clarification of this determination. Plans and a grading permit have been approved for the construction of the trails system and sidewalk connections at the Walnut Canyon Road and Spring Road intersection, and construction is complete. Plans have been approved and a permit for construction issued for sidewalk modifications to meet accessibility requirements on both ends of the flood control basin. An updated grading permit has been issued to K. Hovnanian. Construction is complete. Fine grading plans for the K. Hovnanian model lots have been reviewed and approved. Water Tank Access Road and Storm Drain plans submitted and approved. Bonds for the work have been accepted and the grading permit has been approved. The water tank access road is under construction. The City will need a will serve letter for TR 5187-1 Lots 1-24, as the water allocation for these lots were used elsewhere in the development. Tract 5187-2 Lot L, the Equestrian Trail, is under review. Debris wall plans nearly ready to be approved. RJR is requiring an operations and maintenance manual for the debris walls. A slope failure on a trail on Lot Q is being investigated. Repairs to the slope failure are being designed for presentation to Council for approval on July 19, 2017. Two bids were received to repair the slope on September 11, 2017. Bid award is scheduled for October 4, 2017 with a 30 working day schedule following contract formation. Offsite work as well as home construction continues south of

Meridian Hills Drive. The repair of the slope was completed in December, 2017. The Subdivision Improvement Agreement was approved by the City on March 2, 2018. City Council approved an Irrevocable Offer of Fee Dedication and Temporary Construction Easement Agreement required for the possible future realignment of Meridian Hills Drive on March 21, 2018. Under the City's oversight, the developer accomplished the final paving of sections of six private streets in Tract 5187-2 in March 2018. The City Council approved close out actions for the project to repair the slope within Lot Q on June 6, 2018. The Developer paid the City \$510,000 for the City's future resurfacing of Meridian Hills Drive, the single public street within the development, and \$170,000 to extend Meridian Hills Drive from the equestrian site (Lot L) to the proposed Hitch Ranch development which the City will hold in trust for the Hitch Ranch developer to use in the future. The City Engineer/Public Works Director forwarded the draft settlement agreement, Quitclaim deed and Open Space Easement to Howard Yaras, HOA President, on July 16, 2018 for review. This settlement will put the ownership of Lot Q, which is behind the perimeter fence and not accessible to the public, into the control of the HOA and ensure that the open space will be preserved.

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

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

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

Condition Compliance Status: The Landscape Maintenance Assessment District formation was completed and approved by City Council on January 17, 2007. Final occupancies have been granted for all houses. Community Development and Engineering staff will be meeting with Pardee Homes in the first half of 2018 to go over final items to be completed in this project.

Building and Safety Status: Construction is complete.

Engineering Status: **No change since last report** Home construction is complete, and all repairs and final asphalt cap was completed April 2016 within Planning Areas 2 and 3. Pardee and their contractor met with staff on April 17, 2017, to discuss outstanding

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issues related to exonerating surety bonds. PWD Director is preparing staff report to Council to exonerate uncontested bonds at the July 19, 2017 meeting. A number of bonds were released in July leaving survey monumentation and bypass highway sureties to be resolved. Other issues include mitigation area within the highway right of way and La Perch access at Water District offices. Community Development and Public Works Directors met with City Attorney and the City Manager of March 21, 2018 to discuss next steps to resolve open Pardee issues.

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

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

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

Approval Authority: City Council

Condition Compliance Status: **No change since last report.** An Early Grading Agreement was executed and mass grading has begun. On August 15, 2013, the applicant submitted Modification No. 1 to RPD 2003-04 for approval of two new house plans and modification of three existing house plans. This modification was approved by City Council on October 2, 2013. Two (2) model homes are complete, and construction of production homes is underway. Zoning Clearances have been issued for all 50 homes. Permits have been issued for the recreation area/tot lot. Final condition compliance is proceeding.

Building and Safety Status: Construction complete.

Engineering Status: The final map has been approved by City Council and recorded with the Ventura County Recorder. Grading, street, storm drain, water and sewer improvements have been completed except for the final asphalt cap. Formation of a landscape maintenance district is complete. Fine grading plans are reviewed and approved as each lot is sold and constructed. Toll will record three documents that would allow the following: 1) construction of a home on the remainder parcel of Lot 5 of



the Vallette Tract that conforms to the conditions of TR 5463; 2) relocation of the remainder parcel's street access from Grimes Canyon Road to Nicklaus Road; and 3) maintenance of the landscaped slope on the north side of Championship Drive west of Augusta Drive by the HOA. The documents have been reviewed by Engineering to ensure conformity with the project conditions. The developer has complied with condition 6.24 and paid the City \$1.38 million for the future resurfacing of Championship Drive, the single public street in the neighborhood.

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

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

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

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

Building and Safety Status: Construction is complete.

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

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

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

Entitlement Status: The City Council approved the project May 17, 2006. On March 4, 2015, the City Council Approved Modification No. 1 to the RPD, extending the expiration date to March 4, 2018. Pursuant to the Development Agreement, Vesting Tentative Tract Map No. 5437 expired May 17, 2016, 10 years after its approval. No provisions for extension were included in the Development Agreement. A new map has been submitted, matching the original map. The application remains incomplete.

Approval Authority: City Council

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

Building and Safety Status: No activity at this time.

Engineering Status: The third review of grading/improvement plans; hydrology report, final map and geotechnical report have been returned to the applicant.

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

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

Entitlement Status: The application was found incomplete as of February 6, 2006. A demolition permit has been issued and demolition and cleaning of the site is complete. Updated plans were resubmitted along with a Tentative Tract Map on March 9, 2007. An ad-hoc committee consisting of Councilmembers Millhouse and Van Dam has been established to develop a draft development agreement for this project. The applicant has purchased the property to the west and has incorporated this property into the design of this proposal. A draft Development Agreement has been prepared for discussions with the applicant and staff. The authorization to accept a General Plan Amendment application would have expired unless a complete application was received by December 4, 2015. On December 2, 2015, the City Council approved an

amendment to the GPA Pre-Screening Procedure, to extend this authorization through March 31, 2016. New application materials were submitted on March 30, 2016 and the application was determined complete. This item is expected to be considered by the Planning Commission and City Council in 2018.

Condition Compliance Status: No activity at this time.

Building and Safety Status: No activity at this time.

Engineering Status: Staff reviewed an October 27 letter from the applicant's representative and a number of different 2016 plans on October 30, 2017 and identified some driveway, trash hauling and garage circulation issues that need more work. Engineering staff submitted further comments for the environmental study on June 28, 2018.

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

Description: 133 single family detached homes on 22 acres.

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

Approval Authority: City Council

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

Building and Safety Status: Construction is complete.

Engineering Status: 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.

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

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

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

Building and Safety Status: No activity at this time

Engineering Status: Staff has reviewed conceptual street plans and entrances. Developer's engineer is working on incorporating bus stop and Los Angeles Avenue drainage into their plans. Staff reviewed Vesting Tentative Tract Map and identified an issue with dedications along Leta Yancy Road that will be resolved in the purchase process. Staff also initiated communication with Edison to underground electric lines on the west side of Leta Yancy Rd. Staff communicated with developer and County staff regarding excessive County storm drain pipe and stormwater detention conditions pending for the project. Engineering staff provided input to Parks, Recreation and Community Services and Community Development Departments in June 2018 regarding access to the affordable housing sites adjacent to this project.

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

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

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

Approval Authority: City Council

Condition Compliance Status: The applicant met with the Mayor and City Manager in June 2018 to discuss the status of the project and hurdles toward starting development.

Building and Safety Status: No activity at this time.

Engineering Status: No activity at this time.

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

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

Entitlement Status: The Application was determined complete prior to the December 4, 2015 expiration of the authorization to accept a General Plan Amendment. The application is currently undergoing environmental review. Required studies have been conducted, and reports are under review. This item is expected to be considered by the Planning Commission and City Council in the 3rd quarter of 2018.

Condition Compliance Status: No activity at this time.

Building and Safety Status: No activity at this time.

Engineering Status: No activity at this time.

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

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

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

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No. 5130, requiring construction of roadway improvements to Walnut Canyon Road and overlaying of the pavement on Wicks Road, and that it must be completed to the satisfaction of the City Engineer and Public Works Director prior to issuance of the certificate of occupancy for the 1st dwelling unit, or April 11, 2013, whichever comes first. The RPD permit was extended by the Community Development Director for an additional year to December 17, 2012. An application for a second one year extension of the RPD was denied by the City Council on December 19, 2012. City Ventures acquired the property on December 19, 2012. The RPD expired December 17, 2012, and the applicant is working towards submitting an application to address this. On May 12, 2014, the developer submitted an application for a new RPD and Modification No. 3 to address the timing of completion of improvements to Walnut Canyon Road and Wicks Road and the application was deemed incomplete on June 10, 2014. Planning Commission reviewed this revised project in January 2015. On March 18, 2015, the City Council approved the Modification to the Tentative Tract Map and the new RPD for this project. On June 15, 2016, the City Council initiated an amendment to the Development Agreement for this project to extend the term to December 31, 2040. The Planning Commission recommended approval of this amendment on August 23, 2016. The City Council is tentatively scheduled to consider this amendment in the fall of 2017.

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

Building and Safety Status: Plan check is expired.

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

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

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

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

Condition Compliance Status: No activity at this time

Building and Safety Status: No activity at this time

Engineering Status: Engineering staff has provided input to Community Development staff regarding access geometry to project site.

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

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

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

Approval Authority: Planning Commission

Condition Compliance Status: **No change since last report.** The project has been approved for tax credits by the California Tax Credit Allocation Committee. In response, the applicant submitted plans for grading and construction. A lot line adjustment to merge the lots has been approved and recorded. A Zoning Clearance for construction was issued on June 23, 2017, site work is complete, and the buildings are under construction.

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

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

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

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

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

Condition Compliance Status: No activity at this time

Building and Safety Status: No activity at this time

Engineering Status: Staff has communicated to developer's engineer their need to present an irrevocable offer to dedicate land for the widening of Los Angeles Avenue and to clear that land of encroachments by August 15, 2018.

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

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

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



Condition Compliance Status: No activity at this time.

Building and Safety Status: No activity at this time.

Engineering Status: No activity at this time.

### **Commercial Planned Development Permits**

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

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

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

Condition Compliance Status: A Zoning Clearance for Plan Check was issued on February 17, 2015. The entitlements for this project will expire on January 21, 2018 unless a building permit is issued. Mass grading is complete and construction of retaining walls is expected to begin soon.

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

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

## **Industrial Planned Development Permits**

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

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

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

Approval Authority: City Council

Condition Compliance Status: No activity at this time.

Building and Safety Status: No activity at this time.

Engineering Status: City staff from several departments expedited the processing of the final parcel map for this project, leading to Council approval on June 11, 2018.

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

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

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

Condition Compliance Status: The Final Map has been recorded and construction is underway. Buildings D through J are complete and tenant improvements are proceeding. Buildings B1, B2, and C are complete.

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

Engineering Status: **No activity at this time.** Grading plans, hydrology report and geotechnical report have been approved for rough grading, and Phase 1 precise grading. A grading permit was issued, and rough grading and Phase 1 precise grading are completed. Fine grading plans for Phase 2 have been approved but not constructed. A new developer is proposing a new site layout for Phase 2. Addendum hydrology report for Phase 2 is approved. The final map has been recorded. Base course asphalt

paving is complete on the new portion of Patriot Drive. Developer has installed the final pavement cap on Patriot Drive to satisfy agreement requirements with Home Depot. Grading bond and Street, Storm Drain and Erosion Control Improvement bond have been accepted and transmitted to City Clerk August 19, 2008. Miller Parkway paving has been completed. A grading plan for two lots is under review. Fine grading for buildings B-1 and B-2 has been completed. Grading for three industrial tilt up buildings was completed in spring 2017, and those buildings have been erected. All grading and paving was completed in 2017.

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

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

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

Approval Authority: City Council

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

Building and Safety Status: No activity at this time.

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

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

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

Entitlement Status: The application remains incomplete.

Approval Authority: City Council

Condition Compliance Status: No activity at this time.

Building and Safety Status: No activity at this time.

Engineering Status: Joint review of Fence Factory planned improvements and adjacent Princeton Avenue project is scheduled for April 5, 2018 to ensure no conflicts. Staff provided input and conditions for temporary business signs that will need to be moved several times during the upcoming project to improve Princeton Avenue.

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

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

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

Approval Authority: City Council

Condition Compliance Status: No activity at this time.

Building and Safety Status: No activity at this time.

Engineering Status: No activity at this time.

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

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

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

Approval Authority: City Council

Condition Compliance Status: No activity at this time.

Building and Safety Status: No activity at this time.

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Engineering Status: The City's Consulting Engineer and Surveyors are reviewing the Parcel Map as of June 27, 2018.

**Tentative Parcel Map No. 2018-01 (Robert Inthout):**

Description: Subdivide a 1.62 acre developed parcel into four parcels with a remainder lot at 78 Wicks Road (Submitted on April 3, 2018).

Entitlement Status: Under review

Approval Authority: City Council

Condition Compliance Status: No activity at this time.

Building and Safety Status: No activity at this time.

Engineering Status: No activity at this time.

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

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

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

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

Building and Safety Status: No activity at this time.

Engineering Status: Grading and Improvement plans, final map and geotechnical report have been approved. Grading, drainage and NPDES corrections are required and developer has been issued a notice of these corrections. The site needs approximately 70,000 additional yards of earth import fill. The City has allowed for offsite import and import activity is being monitored by their geotechnical consultant. Revisions to the emergency access road through SCE to Gabbert Road have been reviewed and approved. A letter from Engineering summarizing the outstanding grading issues and fees owed is being drafted. The new Tentative Tract Map submitted on August 17, 2012 is under review. Developer's representative told staff in December 2017 that engineering plans will be submitted in near future. Developer will meet with City staff in first half of April 2018. Developer and staff discussed the potential development, especially concerning changes to stormwater requirements that will affect the work. The City Engineer/Public Works Director approved the plans for a temporary stockpile permit on June 27, 2018.

### **Conditional Use Permits**

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

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

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

Approval Authority: City Council

Condition Compliance Status: Condition Compliance is underway.

Building and Safety Status: Permits have been issued and the project is under construction.

Engineering Status: Staff has received the developer's plans for site and off-site improvements, which are under review. Engineering has completed two plan checks. Design is not approved, more work to be done. Staff met with developer's engineer in December 2017 to review third plan check comments. The final plans should be prepared in near future. The Community Development and Public Works Directors reviewed and signed developer's plans in March 2018. The site has been largely cleared as of June 27, 2018. The site is being kept clean and organized. Ground up vegetative matter and other deleterious materials will have to be removed when site grading begins.

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

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

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

Approval Authority: Planning Commission

Condition Compliance Status: Construction is nearing completion.

Building and Safety Status: Construction is 95% complete.

Engineering Status: Developer damaged easterly driveway by saw cutting and the approach. This has triggered a requirement to replace the driveway and for that work to comply with the Americans with Disabilities Act. The Developer replaced the damaged gutter, curb and sidewalk with ADA compliant concrete work.

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

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

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

Approval Authority: City Council

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

Building and Safety Status: No activity at this time.

Engineering Status: No activity as this time.

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

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

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

Approval Authority: Planning Commission.

Condition Compliance Status: No activity at this time.

Building and Safety Status: Permit has been issued and project is under construction

Engineering Status: No activity at this time.

**Home Occupation Permits**

11 Home Occupation Permits were issued in April 2018  
 6 Home Occupation Permits were issued in May 2018  
 2 Home Occupation Permits were issued in June 2018

**Building and Safety Activity**

**March 2018**

| Permits Issued | Increase From Last Year to Date | Total Valuation | Increase From Last Year to Date | Inspections | Decrease From Last Year to Date |
|----------------|---------------------------------|-----------------|---------------------------------|-------------|---------------------------------|
| 130            | 16%                             | \$18,019,057    | 2.36%                           | 215         | -44%                            |

**April 2018**

| Permits Issued | Increase From Last Year to Date | Total Valuation | Decrease From Last Year to Date | Inspections | Decrease From Last Year to Date |
|----------------|---------------------------------|-----------------|---------------------------------|-------------|---------------------------------|
| 118            | 10%                             | \$5,441,078     | -16%                            | 304         | -8%                             |

**May 2018**

| Permits Issued | Increase From Last Year to Date | Total Valuation | Decrease From Last Year to Date | Inspections | Decrease From Last Year to Date |
|----------------|---------------------------------|-----------------|---------------------------------|-------------|---------------------------------|
| 127            | 15%                             | \$1,154,156     | -84%                            | 297         | -34%                            |

**Land Development (Engineering Activities)**

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

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



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

An additional section of wall along Mountain Meadows Drive failed in late March, 2011. The HOA submitted an investigative report and is preparing plans for repairs. On October 5, 2011, City Council found that the proposed wall replacement concept is consistent with the PC-3 Mountain Meadows Specific Plan. The HOA has submitted wall replacement plans along with the required plan check fees. The third plan check has been completed and returned to the engineer. The HOA submitted an alternative design in August 2015 and the plan review comments were returned to the HOA in September 2015. Plans were approved on July 5, 2016, and permits will be issued once inspection fees are submitted, the grading contractor submits their insurance information. The HOA has selected a contractor to replace the walls and the contractor's representative met with the City Engineer/Public Works Director and Building Official on January 4, 2017, to address administrative matters. Several rounds of correspondence and negotiation have subsequently taken place between City and HOA's attorney. As of June 30, 2017, the HOA has agreed with City insurance and licensure requirements and final language for the required, full value surety bond is nearly settled. This is required before the City Engineer/Public Works Department can permit the work. HOA is still working to obtain a \$100,000 surety bond as of September 28, 2017. Apparently the contractor they have selected is unable to be bonded. The HOA and originally selected contractor (Brave Development & Construction) were unable to obtain bonds. Therefore the HOA provided a \$100,000 cash bond. The HOA informed staff in mid-December 2017 that the HOA has selected a new contractor (Geoworks). Staff received final insurance documents on December 28, 2017 and will issue a permit and final bond transmittal documents within next several days. Concurrently, the HOA has protected the slope with plastic and sandbags to minimize future movement. An HOA Board member shared with staff that one of the homeowners at the top of the slope emptied their swimming pool water onto the slope last year and that this may have contributed to the soil movement that staff observed. Staff issued a grading permit to the HOA's general contractor, Geoworks in January 2018. As of this report they have done some demolition at western end of the property but their work has been hampered by winter rains. With the end of the rainy season, work should resume shortly. As of June 27, 2018 work at the western end of the project, the first phase, is winding up as geotextile fabric, asphaltic waterproofing, drainage systems, and gravel backfill is placed. Once this section is complete the project team intends to repeat the process section by section, moving eastward. After many starts and stops the project is currently moving more smoothly.

**Code Compliance Activity**

**January 2018**

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

Quarterly Report to City Council  
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**February 2018**

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

**March 2018**

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

**Business Registration Activity**

**April (New):** 76  
**April (Renewals):** 251

**May (New):** 69  
**May (Renewals):** 203

**June (New):** 53  
**June (Renewals):** 218

**Fiscal YTD (New):** 638  
**Fiscal YTD (Renewals):** 2498

**FINANCE DEPARTMENT**

**Fiscal Year-end 2016/17:** The Single Audit report was finalized and submitted to the Federal Audit Clearinghouse and the State of California State Controller’s Office on Thursday, March 29, 2018. The City Council approved this report at the meeting on April 18, 2018. The report noted no findings.

**Fiscal Year-end 2017/18:** The City Council approved a five year contract with new auditors: Lance, Soll & Lunghard (LSL). LSL conducted their field work from May 21-25. LSL recommended a few changes to finance procedures, for example, having the Finance Director sign all bank statements when received so as to authenticate prior to bank reconciliation process. Staff has begun the year-end close process and begin of year opening process. Final close is scheduled for September. The auditors return for final field work the week of October 8<sup>th</sup>.

**Budget 2018/19:** Staff held the kick-off meeting for the 2018/19 budget on February 7, 2018. Department staff was trained on how to use the Tyler budget module. This will be the second year that Tyler Incode will be used to prepare the budget. First draft of the budget document printed the first week of April and submitted to the City Manager and department heads for review. The City Manager held review meetings with each department and reduced expenditures in order to present a balanced General Fund budget to the City Council. The recommended budget was submitted to the City Council on May 16<sup>th</sup> and a budget study session was conducted on May 23<sup>rd</sup>. The General Fund budget had a \$129,000 surplus. The City Council approved the recommended budget, with no changes, on June 20<sup>th</sup>.

**CalPERS Actuarial Report.** In August 2017, CalPERS released the June 30, 2016 actuarial report for the City. The employer “normal cost” rate for FY 2018/19 has increased 0.474% from 8.418% to 8.892%. The “unfunded liability” payment has increased from \$112,327 to \$181,640. The City’s CalPERS payroll is approximately \$4.9 million; therefore this increases our cost by \$75,000 for FY 2018-19. The funded status of the plan using the market value of assets is 87%. Liability is \$30.5 million, market value of assets is \$26.5 million; therefore an unfunded liability of \$4 million. Ideally, the plan should be 100% funded. This includes the \$3.6 million paid January 2015 to fully fund the unfunded liability amount reported as of June 30, 2014. The 87% funded status is an improvement on the 85% funded status as of June 30, 2014. In December 2016, CalPERS voted to reduce the discount rate from 7.5% to 7.0%. This increases the unfunded liability going forward. A very rough estimate of the increase is another \$1 million; therefore \$5 million estimated unfunded liability. This increases the annual employer share of contributions an estimated \$440,000 per year to begin in FY 2018-19 and continue to increase annually until 2024/25. Staff presented a report for the City Council to consider how to mitigate the increased operational costs. At the September 20, 2017 Council meeting the City Council approved a \$4 million additional contribution to CalPERS. The City wired the funds to CalPERS on September 29, 2017. The next actuarial report is scheduled to be released in August 2018. Staff will work with the CalPERS actuary to ensure the \$4 million payment is properly reflected for the City’s rate in FY 2019-20. Because of this \$4 million payment, the annual contribution to pay down the unfunded liability decreased from \$181,640 to \$27,450 for FY 2018-19, per CalPERS calculations. The City also reduced the amortization period to 12 years. Staff expects the next CalPERS actuarial report to show an unfunded liability of at least \$1 million. Staff will bring to Council a report recommending a way to decrease this unfunded liability.

The Finance Director has enrolled in the annual CalPERS conference the last week of October in Palm Springs.

**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 June 30. Active accounts are continually being monitored so late notices will be promptly sent to any delinquent account holders.

As of June 30 the outstanding balance on active accounts is \$94,012 (false alarm - \$48,557; graffiti restitutions - \$35,397; social host fines - \$5,000 and NSF - \$5,058). The monthly lease revenue on 12 properties is \$37,569.

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

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

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

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

Status: City went live with Employee Self-Service which includes electronic time entry for all full-time and certain part-time employees. Employees are currently submitting paper time sheets and electronic time entry until Finance turns off the paper submittals. Staff is looking into an electronic time clock system for parks part-time staff (they continue to submit paper time sheets). Staff has decided to purchase ExecuTime software for the time-clock functions. ExecuTime was recently purchased by Tyler. City Council approved an amendment to the Tyler contract to purchase and implement ExecuTime in the amount of \$24,925. This will add a time clock function to the system and eliminate all paper submittal of time sheets. Staff is working on implementing by the end of summer 2018. Project Accounting has been partially implemented to include only sixty-six (66) active developer projects. Staff is still working to slowly establish the remaining 273 developer accounts in the module. The CAFR module was not implemented in time for year-end. The permitting software (Energov) is planned to be implemented in late 2018.

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

**Investment Activity:** The City currently has \$3.1 million in LAIF. The June 2018 quarterly yield is 1.8 percent.

The balance in the Ventura County Pool is \$20.7 million. At the end of April 2018, the yield rate in the Pool was 1.8 percent.

The securities account portfolio balance is \$79 million, with Union Bank as the custodian. \$49 million mature within three years while the remaining \$30 million mature from three to five years. The average portfolio yield is currently 1.8 percent.

The City has \$10.7 million in Certificates of Deposit (CDs) with an average yield of 2.1%.

## **MOORPARK POLICE DEPARTMENT**

### **Administration:**

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

- Sgt. Craig Smith retired from the department.
- Deputy Raul Merino transferred from custody to Moorpark Patrol.
- Deputy Rafael Abreu transferred to Headquarters.

- Cadet Raul Troncoso promoted to Deputy Sheriff Trainee and transferred to the Academy.

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

**Hours Worked / Team Status:** In the first quarter, 14 Moorpark Police Volunteers worked a total of 1,139.5 hours. One VIP resigned due to time constraints and family concerns.

**April:** The VIP meeting was replaced with the streetlight check detail. A total of 26 lights were found to be out or intermittent. A report was completed and Southern California Edison was notified. On April 24, 2018, two VIP's hosted a children's tour focusing on safety and the K-9. On April 25, 2018, the Volunteer Appreciation Dinner was held at Lucky Fools. On April 25, 2018, one VIP assisted with Drug Take Back Day.

**May:** The May training was hosted by Mike Grossman with Ventura County Search and Rescue. Grossman and his K-9 partners focused on how the VIP's can assist search and rescue. On May 19, 2018, five VIP's assisted with the Multicultural Arts Festival. On May 28, 2018, six VIP's attended the Field of Valor ceremony and assisted with parking and traffic control. On May 30, 2018, two VIP's gave a tour to a large group of adults and children.

**June:** Senior Deputy Stoyko conducted the June training focusing on citation procedure and traffic control during the 3<sup>rd</sup> of July Fireworks event. On June 14, 2018, six VIP's assisted with the Moorpark High School Graduation. Several VIP's assisted with a VIP recruiting event. One new potential VIP entered the background process.

### **Patrol Services:**

During the first quarter of the year, patrol officers responded to 2152 calls for service, made 2,374 traffic stops, 321 subject / pedestrian stops, and handled 151 follow-up investigations. Deputies conducted 167 planned probation & parole searches in Moorpark.

### **Detectives:**

**Investigation and Residential Search Warrant of Identity Theft Suspect:** In March 2018, detectives conducted an investigation involving a Ventura County resident who had unlawfully used the credit card information of several out of state businesses. The suspect obtained the credit card numbers as part of her employment at a Moorpark-based company. The employee was arrested and a subsequent follow up investigation, involving the service of a residential search warrant on April 12, 2018, led to the discovery of additional victims, as well as additional evidence supporting the original charges. The investigation is ongoing and additional arrests are expected in this case.

**Investigation and Arrest of Domestic Violence Suspect:** On May 11, 2018, detectives assisted patrol deputies in the investigation and arrest of a felony domestic violence suspect. Detectives served a search warrant at the suspect's residence in

order to locate firearms and ammunition in relation to the case and several pieces of important evidence were seized.

**Investigation and Arrest of High Dollar Embezzlement Suspect:** On December 22, 2017, detectives initiated an investigation into a theft that occurred at a business in the City of Moorpark. The theft involved the misappropriation of over 160 business checks, totaling over \$180,000.00 that were determined to have been deposited into the personal bank accounts of an ex-employee. On June 24, 2018, detectives located and arrested the ex-employee. The investigation also strongly indicated that the ex-employee's former supervisor, who was also fired from the business, was culpable in the embezzlement. The ex-employee has since posted bail and is awaiting trial. The investigation involving the supervisor is on-going.

**Investigation and Arrest of Residential Burglary Suspect:** On March 08, 2018, detectives assisted patrol deputies in the investigation of a residential burglary that occurred during the mid-day hours. As part of their investigation, detectives located security footage from a nearby community swimming pool complex and identified the suspect as a local transient. Patrol deputies located and arrested the suspect. The suspect was released on bail and is awaiting trial.

**SED:**

**Investigation and Arrest of Residential Burglary Suspect:** On April 19, 2018, SED detectives assisted detectives from the Thousand Oaks Investigations Bureau in the service of a search warrant and arrest of the primary suspect at a residence in Moorpark. The investigation stemmed from a burglary that occurred in the City of Thousand Oaks in February 2018. However, the suspect was originally identified by SED detectives as part of their investigation of a residential burglary that occurred in the City of Moorpark. The suspect's involvement in that burglary is still under investigation. The suspect is currently in custody and awaiting trial for the Thousand Oaks burglary.

**Arrest of Registered Convicted Sex Offender:** On May 02, 2018, SED detectives arrested a suspect who was on probation for possessing child pornography and for failing to register as a sex offender. Detectives also charged the suspect with violating the terms of his probation for possessing a cell phone with the capacity to connect to the internet. The suspect pled guilty to the violations.

**Arrest of Counterfeiting Suspect:** On May 24, 2018, SED detectives coordinated with special agents from the US Secret Service and arrested a counterfeiting suspect on an outstanding federal arrest warrant. The original passing of the counterfeit bills occurred in the City of Moorpark. The suspect was appearing in Ventura Superior Court on related charges prior to the arrest.

**Surveillance and Arrest of Elder Abuse Suspect:** On June 20, 2018, patrol deputies responded to an elder abuse call involving a live-in caregiver who had stolen several hundred dollars in cash from an elderly couple in their mid-90's. The suspect fled from patrol deputies during the initial investigation and was not located after a brief foot pursuit. SED detectives assumed the investigation the following day and obtained information where the suspect was possibly staying. After surveilling the area for

several hours, SED detectives observed the subject emerge from a residence and enter a vehicle. SED detectives followed the suspect to a nearby gas station and arrested him without incident. The suspect was released on bail and is awaiting trial.

**SRO:**

**Weapon on School Grounds Arrest:** On April 11, 2018, SRO Curiel conducted an investigation involving a Moorpark High School student who brought an illegal knife onto school grounds. The incident was brought to SRO Curiel's attention by school staff. The student was arrested for the incident and explained during a subsequent interview that he brought the knife to school to use as protection when he walked home, indicating that he was the target of bullying. The student was released to his parent and the bullying allegation is still under investigation.

**Threatening Email Investigation:** On April 09, 2018, SRO Curiel conducted an investigation involving the MUSD Superintendent receiving a threatening email. The email detailed an alleged active shooting / bombing situation that was to occur at the high school later in the day. SRO Curiel conducted an investigation into the origins of the email and learned that an internet provider in the mid-west had been hacked and that several hundred schools throughout the country had received the exact same email. The incident was reported to the FBI for further investigation.

**Arrest of Student with Weapon on School Grounds:** On May 02, 2018, SRO Curiel conducted an investigation involving a middle school student who was detained by school staff for smoking marijuana on school grounds. During the investigation, SRO Curiel located a folding knife and a glass marijuana smoking pipe in the student's backpack. The student was arrested and subsequently released to his parents on a citation / promise to appear.

**Investigation and Arrest of Residential Burglary Suspect:** On June 17, 2018, patrol deputies responded to a residential burglary call and arrested the suspect, who lived about a block away. After the arrest, SRO Curiel assumed the follow up investigation, including interviewing several key witnesses. As a result of Curiel's efforts, the District Attorney filed a felony strike offense on the suspect. The suspect was later released on bail and is awaiting trial.

**Beat Coordinator:**

**Social Media:** The number of households signed up on Nextdoor has increased to over 8300 households since Moorpark PD joined Nextdoor, and several informative posts were made. Moorpark Police Department's number of Twitter followers has continued to increase to over 2240 followers, and MPD made numerous posts to Twitter.

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

**Code Enforcement (CE) / Public Works (PW) / Animal Control (AC):** The Beat Coordinator received information from patrol and the public regarding municipal code violations and other complaints, and/or received requests for assistance from Code

Enforcement at the following locations: High Street/Tipsy Fox (food truck question for CE from patrol), Golondrina Street (calls for service check for CE), kittens living in car in MPD evidence lot (animal control handled), Casey Road drainage area (trash/homeless person's property abandoned, PW notified), abandoned grainery (doors/windows broken), Maureen Lane (Air BnB issues), Terraceridge Road (animal cruelty and CE violations), Mira Sol/SCE (working with CE & SCE to secure property), Timberridge Road (couch dumped in open space - CE notified), CFS request on Hartford Street (request from CE), abandoned vehicle in Metrolink lot (info from City, traffic handled), Auburn Court (request from City for CFS check), Juarez Street (drug activity, CE issues), and JM Wine and Liquor (parking complaints, responded with CE). The BC, CE, PW, and AC are working together to resolve the issues.

**Information Received from the Public via Nextdoor and Phone Calls:** The Beat Coordinator received information from the public via Nextdoor and phone calls regarding a variety of issues including the following: scam phone calls and texts, the Medicare scam, the diamond scam, the Homeland Security scam, scam postcard, romance scam, suspicious or abandoned vehicles, Axxess Alarm elderly scam, Publisher's Clearinghouse Scam, suspicious people, traffic complaints, possible drug activity at numerous locations, vandalisms, illegal parking issues, found property, and vandalisms. The BC passed all information on to detectives, patrol, and the Traffic Unit.

**Projects and Meetings:** The Beat Coordinator continued working with City staff on the game plan for the public arts event and for the 3<sup>rd</sup> of July Fireworks Extravaganza. The BC hosted two crime prevention workshops, drafted an article for the City mailer/magazine, conducted research for the City regarding a hemp store permit and new taxi ordinance legislation, worked with loss prevention agents from Target and Kohl's to assist with creating a regional task force, worked with the Red Cross to plan a blood drive this summer, and hosted a presentation at the Active Adult Center on how senior citizens can avoid being scammed.

**Requests from the Public:** The Beat Coordinator received several requests from the public: a request for a deputy to speak with/read to kids at Princeton Montessori, 1<sup>st</sup> Five Preschool, Flory School, and the Moorpark Library, request for an internet safety presentation at Campus Canyon, a request for K-9 and SWAT to participate at Mountain Meadows Family Fun Night, Coffee with a Cop at VCCU, requests from several HOA's for crime prevention/scam & fraud presentations, several requests for calls for service/crime stat checks from prospective residents/businesses/developers, information request by Acorn reporter on hoax threats, request from Kohl's to partner on non-profit program (referred to Sheriff's Admin for approval), and ABC permit requests for various fundraisers. All requests were accommodated.

**Ongoing Neighbor Disputes / Neighborhood Issues:** The Beat Coordinator continued to work with residents to resolve neighbor disputes/neighborhood issues at the Villa del Arroyo Mobile Home Park, Terraceridge Road, Mira Sol Drive, Clemson Street, Maureen Lane, and Juarez Street.

**Behavioral Health / Adult Protective Services / Interface Referrals:** The Beat Coordinator worked with Behavioral Health, APS, and Interface in an attempt to resolve



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ongoing issues with a subjects living on Terraceridge Road, Clemson Street, Park Lane Apartments, Charles Street (Tafoya Terrace), Bella Vista Drive, and Villa del Arroyo.

**TRAFFIC COLLISIONS**

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

| 2018                 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total YTD  |
|----------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------------|
| <b>Non-Injury</b>    | 13  | 11  | 21  | 8   | 8   | 14  |     |     |     |     |     |     | <b>55</b>  |
| <b>Injury</b>        | 7   | 6   | 8   | 8   | 8   | 6   |     |     |     |     |     |     | <b>29</b>  |
| <b>Hit &amp; Run</b> | 3   | 0   | 3   | 0   | 0   | 2   |     |     |     |     |     |     | <b>6</b>   |
| <b>DUI / TC</b>      | 3   | 2   | 0   | 2   | 1   | 1   |     |     |     |     |     |     | <b>7</b>   |
| <b>Fatal</b>         | 0   | 0   | 0   | 0   | 0   | 0   |     |     |     |     |     |     | <b>0</b>   |
| <b>Total</b>         | 26  | 19  | 32  | 18  | 17  | 23  |     |     |     |     |     |     | <b>135</b> |

**CITATIONS**

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

| 2018           | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total YTD   |
|----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------------|
| <b>Movers</b>  | 312 | 299 | 269 | 448 | 279 | 244 |     |     |     |     |     |     | <b>1328</b> |
| <b>Fix-it</b>  | 51  | 55  | 45  | 39  | 43  | 40  |     |     |     |     |     |     | <b>190</b>  |
| <b>Parking</b> | 112 | 117 | 126 | 130 | 109 | 109 |     |     |     |     |     |     | <b>485</b>  |
| <b>Total</b>   | 475 | 471 | 440 | 617 | 431 | 393 |     |     |     |     |     |     | <b>2827</b> |

**CELLPHONE / DISTRACTED DRIVING VIOLATIONS**

| 2017              | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total YTD  |
|-------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------------|
| <b>Cell Phone</b> | 55  | 51  | 115 | 105 | 69  | 97  | 59  | 80  | 56  | 39  | 37  | 45  | <b>808</b> |

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| 2018              | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total YTD  |
|-------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------------|
| <b>Cell Phone</b> | 60  | 87  | 58  | 218 | 84  | 60  |     |     |     |     |     |     | <b>567</b> |

**COMMERCIAL TRUCK VIOLATIONS ON SR 118**

| 2017                | Jan       | Feb       | Mar        | Apr        | May        | Jun        | Jul       | Aug        | Sep       | Oct       | Nov       | Dec       | Total YTD   |
|---------------------|-----------|-----------|------------|------------|------------|------------|-----------|------------|-----------|-----------|-----------|-----------|-------------|
| <b>Wrong Lane</b>   | 30        | 28        | 84         | 70         | 50         | 55         | 51        | 62         | 46        | 23        | 45        | 66        | <b>610</b>  |
| <b>Other Moving</b> | 16        | 46        | 47         | 37         | 40         | 45         | 24        | 29         | 16        | 19        | 25        | 25        | <b>369</b>  |
| <b>Parking</b>      | 16        | 7         | 15         | 6          | 12         | 21         | 21        | 13         | 13        | 7         | 11        | 7         | <b>149</b>  |
| <b>Total</b>        | <b>62</b> | <b>81</b> | <b>146</b> | <b>113</b> | <b>102</b> | <b>121</b> | <b>96</b> | <b>104</b> | <b>75</b> | <b>49</b> | <b>81</b> | <b>98</b> | <b>1128</b> |

| 2018                | Jan       | Feb       | Mar       | Apr        | May       | Jun       | Jul | Aug | Sep | Oct | Nov | Dec | Total YTD  |
|---------------------|-----------|-----------|-----------|------------|-----------|-----------|-----|-----|-----|-----|-----|-----|------------|
| <b>Wrong Lane</b>   | 57        | 38        | 57        | 64         | 36        | 46        |     |     |     |     |     |     | <b>216</b> |
| <b>Other Moving</b> | 25        | 32        | 21        | 51         | 29        | 44        |     |     |     |     |     |     | <b>129</b> |
| <b>Parking</b>      | 9         | 9         | 10        | 6          | 12        | 8         |     |     |     |     |     |     | <b>34</b>  |
| <b>Total</b>        | <b>91</b> | <b>79</b> | <b>88</b> | <b>121</b> | <b>77</b> | <b>98</b> |     |     |     |     |     |     | <b>554</b> |

**ALARMS**

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

| 2018          | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total YTD  |
|---------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------------|
| <b>Total</b>  | 60  | 55  | 49  | 55  | 48  | 56  |     |     |     |     |     |     | <b>323</b> |
| <b>Actual</b> | 0   | 0   | 0   | 0   | 0   | 0   |     |     |     |     |     |     | <b>0</b>   |

**PART I CRIMES 2017**

| 2017                    | 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   | <b>0</b>  |
| <b>Rape</b>             | 1   | 0   | 1   | 0   | 1   | 1   | 0   | 1   | 0   | 0   | 2   | 0   | <b>7</b>  |
| <b>Crim.Sex Assault</b> | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 1   | 0   | <b>1</b>  |
| <b>Robbery</b>          | 1   | 0   | 1   | 0   | 1   | 1   | 0   | 1   | 1   | 1   | 0   | 2   | <b>9</b>  |

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|                             |    |    |    |    |    |    |    |    |    |    |    |    |     |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|----|-----|
| <b>Assault Aggravated</b>   | 2  | 3  | 3  | 6  | 2  | 4  | 4  | 1  | 1  | 4  | 0  | 1  | 31  |
| <b>Burglary Residential</b> | 3  | 6  | 3  | 4  | 2  | 1  | 1  | 3  | 2  | 2  | 1  | 1  | 29  |
| <b>Burglary Other</b>       | 2  | 1  | 2  | 1  | 8  | 3  | 2  | 2  | 0  | 2  | 2  | 1  | 26  |
| <b>Theft-Grand</b>          | 3  | 3  | 7  | 6  | 4  | 11 | 8  | 8  | 6  | 9  | 15 | 4  | 84  |
| <b>Theft-Petty</b>          | 13 | 8  | 19 | 13 | 11 | 17 | 18 | 19 | 11 | 10 | 23 | 9  | 171 |
| <b>Car Theft</b>            | 1  | 2  | 0  | 1  | 2  | 1  | 3  | 2  | 0  | 3  | 3  | 2  | 20  |
| <b>Arson</b>                | 0  | 0  | 1  | 0  | 1  | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 4   |
| <b>Total</b>                | 26 | 23 | 37 | 31 | 32 | 40 | 37 | 37 | 21 | 31 | 47 | 20 | 382 |

**PART I CRIMES 2018**

| 2018                        | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total YTD |
|-----------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----------|
| <b>Homicide</b>             | 0   | 0   | 0   | 0   | 0   | 0   |     |     |     |     |     |     | 0         |
| <b>Rape</b>                 | 0   | 0   | 1   | 0   | 0   | 0   |     |     |     |     |     |     | 1         |
| <b>Crim.Sex Assault</b>     | 1   | 1   | 0   | 0   | 0   | 1   |     |     |     |     |     |     | 3         |
| <b>Robbery</b>              | 0   | 1   | 2   | 0   | 0   | 1   |     |     |     |     |     |     | 4         |
| <b>Assault Aggravated</b>   | 1   | 4   | 2   | 0   | 1   | 0   |     |     |     |     |     |     | 8         |
| <b>Burglary Residential</b> | 1   | 4   | 4   | 2   | 3   | 3   |     |     |     |     |     |     | 17        |
| <b>Burglary Other</b>       | 4   | 0   | 0   | 2   | 0   | 1   |     |     |     |     |     |     | 7         |
| <b>Theft-Grand</b>          | 2   | 3   | 6   | 5   | 7   | 3   |     |     |     |     |     |     | 26        |
| <b>Theft-Petty</b>          | 11  | 6   | 9   | 9   | 14  | 16  |     |     |     |     |     |     | 65        |
| <b>Car Theft</b>            | 0   | 1   | 3   | 1   | 2   | 0   |     |     |     |     |     |     | 7         |
| <b>Arson</b>                | 0   | 0   | 0   | 0   | 0   | 0   |     |     |     |     |     |     | 0         |
| <b>Total</b>                | 20  | 20  | 27  | 19  | 27  | 25  |     |     |     |     |     |     | 138       |

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

**Administration**

**Seven Year Capital Improvement Program (CIP) for the Department of Parks, Recreation and Community Services (Objective IV.A.15):** The CIP is an evaluation of all future projects identified for the City's parks, open space areas, trails, building facilities, landscaping and streetscapes. The program assesses all current and proposed amenities and structures and provides recommendations for replacement and future improvements. It is a tool for planning and programming major capital improvement projects over the coming years. The City Council approved the CIP for

the Parks, Recreation and Community Services Department on December 2, 2017. The final step will be to combine the document with the Seven Year CIP developed for the Public Works Department. The two Departments prepared the combined CIP in March, 2018 and presented the document to the Public Works and Transportation Committee on 4/2/18. The Planning Commission reviewed the combined CIP on May 22, 2018 and found it to be in conformance with the Moorpark General Plan, with the exception of the Moorpark Avenue Widening Project, which includes a second southbound lane from Casey Road to Third Street that is not identified in the General Plan Circulation Element. On June 20, 2018 the final combined CIP document was presented to the City Council. During the presentation staff identified a number of administrative edits to be incorporated into the document before it is finalized. The City Council then adopted Resolution No. 2018-3715 approving the CIP as amended.

**Water Spray Attraction Location and Design (*Objective V.A.12*): No Change Since Last Report.** Staff prepared an agenda report on August 26, 2013, for the Parks and Recreation Commission to consider future location(s) for a splash pad. Staff recommended to the Parks Commission several options, which included Arroyo Vista Community Park (AVCP), Tierra Rejada Park, Peach Hill Park, and College View Park. During the special Parks and Recreation Commission meeting of September 28, 2013, staff reviewed the proposed locations with the Commission, and on March 3, 2014, the Commission recommended AVCP as the preferred future location for the splash pad. At their February 2, 2015, meeting, the Commission made a recommendation to the City Council to consider the location of the splash pad at the east end of AVCP. In 2017, staff determined that it would cost approximately \$64,000/annually to maintain the splash pad and returned to the Parks and Recreation Commission on December 4, 2017 to discuss this item. Staff recommended that the Commission make a recommendation to the City Council not to move forward with this project due to budgetary constraints. The Commission recommended that staff re-evaluate this project, obtain costs to maintain a smaller structure and return to the Commission at a later date to discuss this project.

**Construct a Wood Ball Wall at a Selected City Park: (*Objective IV.A.25*):** On September 19, 2016, the Parks and Recreation Commission considered the location of a ball wall at a local City park, and ultimately recommended Mountain Meadows Park. On February 15, 2017, the ball wall project was presented to the City Council for consideration and Council approved staff's recommendation to hire a landscape architecture firm to prepare the plans and specifications and construct a ball wall at Mountain Meadows Park. Subsequently staff became aware of pre-fabricated ball walls that can be purchased and installed without the need for custom design services. A report was presented to City Council on November 6, 2017 to notify Council of staff's intent to purchase one of these pre-fabricated ball walls for installation at Mountain Meadows Park. A ball wall measuring 16' x 12' was selected and ordered in January of 2018. Engineering plans for the pre-fabricated ball wall were submitted to Building and Safety for review in late March and were found to contain out of date building code references. Updated plans are currently being drafted by the manufacturer and are anticipated to arrive in late June. Staff is in the process of finalizing an Agreement with a contractor to perform the installation. Total current funding for the project in the adopted FY 18/19 budget is \$34,600, which includes \$9,600 for ball wall design, and

\$25,000 for construction. The cost of the pre-fabricated ball wall will be approximately \$6,700, and estimated costs for installation of the wall and concrete pad are \$20,000. If any budget adjustments are necessary, a budget line item transfer within the project allocation would be all that is necessary to fund the purchase and installation of the ball wall. Staff is currently in the process of soliciting a contractor to perform the installation.

**New City Library (Objective IV.A.24.):** A new City Hall/Civic Center, including the construction of a new Library, has been among the City's top ten objectives for a number of years. On December 7, 2016, the City Council approved a location for the new Library. The new Library will be located on the north side of High Street, across from the Post Office. In response to some concerns regarding liquefaction potential at adjacent sites, staff commissioned a geotechnical firm to conduct soil studies at the Civic Center site, to determine the extent of liquefaction on site and the cost of recommended mitigation measures. The report was presented to City Council in July and confirmed the presence of liquefaction potential in the soil. The report determined that the site could still be used, but that an estimated additional cost of \$725,000 to \$955,000 would be needed to mitigate the liquefaction potential of the soil. On December 20, 2017, the City Council awarded a contract to Linda Demmers Library Consulting. Ms. Demmers will assist staff by drafting a building program, assisting with selection of an Architect, conducting a community meeting process, and working with the Architect from design to construction to ensure that the City's goals for the library are met. The City Council also selected Mayor Janice Parvin and Councilmember Ken Simons to be the members of a library Ad Hoc Committee. The Committee has been tasked with selecting an architect for the project. Staff anticipates that the new Library building will cost approximately \$12 million dollars with the required soil mitigation measures and will take approximately three years to design and build. The total project costs, which include construction of the building, consulting fees, site improvements and utilities, is estimated at \$18,000,000. Ms. Demmers is currently working on the Community Outreach component of the process, which staff hopes to roll out in April.

**Water Rate Increases: No Change Since Last Report.** On November 15, 2017 Michaela Brown, Director of Water and Sanitation for Ventura County Waterworks District No. 1 (District) presented to the City Council the District's 2018 water rate proposal. The District's proposal includes a 7% increase for M&I users and a 15% rate increase for agricultural customers. As a reminder, the Ventura County Board of Supervisors (Board) approved a 33% reduction in agricultural rates for 2017. The 33% reduction is a comparison of the current water rates, and the water rates that are equivalent to the full cost of service required under Prop 218. The additional percent increase for agricultural customers recommended in the 2018 proposal is the District's attempt to catch up with the 33% reduction in agricultural rates approved by the Board earlier this year. Ms. Brown discussed the fact that the District is proposing a six year 'glide path' for agricultural rates to catch up with the actual cost of service and that the District will be using unrestricted revenue sources, such as cell tower leases, to support the agricultural glide path over the next six years. Staff estimates that the total loss of revenue to the District, during the current year, and over the projected six year glide path, will be more than \$4,000,000. The 7% increase in water rates is equivalent to an increase of approximately \$60,000 for City operations. The District is proposing to maintain the 7% annual increase for M&I users over the next five year period in order

for the District to catch up with operating expenses. This will result in an overall impact to the City's operating budget of approximately \$300,000 over the next five years. However, staff believes that the total impact to City operations would be significantly less and equal to approximately \$53,600 over the next five years, if the unrestricted revenue was equally distributed amongst all District customers. The County Board of Supervisors approved the water rates presented by the District during their December 12, 2017 Board meeting. The City prepared a comment letter to the Board requesting the following items: a commitment from the District to find a more equitable way to subsidize agricultural rates; a commitment from the District to provide more outreach to M&I customers; and a commitment from the District to include the City in the development of future rate changes well in advance of noticing deadlines.

### **Recreation**

**Contract Classes:** Spring classes began in March and ran through May. Enrollments totaled 441 with a gross income of \$60,883. Summer classes began in June and will run through August. Enrollments to date total 461 with a gross income of \$33,808.

**Camp Moorpark:** Spring Camp Moorpark was held on March 30, April 2-6, April 23, and May 25. Enrollments for spring totaled 236 with a gross income of \$8,484. Summer camp started on June 18 and will run through August 21.

### **Social Media and Promotion:**

During the reporting period, the total number of persons "liking" the Moorpark Recreation page reached 1,315, with 118 new page "likes" for this reporting period. There were a total of 34 posts made to the page. Combined daily total reach for the reporting period is 88,352 people. In addition, the daily engagement, which includes the number of "clicks" on our content (posts, photos, videos, and links), was 6,683 for the reporting period, or approximately 73 per day.

### **Special Events**

**Multicultural Arts Festival:** The Multicultural Arts Festival was held on Saturday, May 19, 2018 from 10:00 a.m. to 3:00 p.m. on High Street. The festival featured live performances on two stages, arts and crafts vendors, ethnic food vendors, a children's activity area sponsored by the Moorpark First Five, an Amazing Race activity sponsored by the Moorpark Library, an art show, and a beer garden hosted by the Moorpark Foundation for the Arts. Overall the event ran smoothly and staff received positive feedback from attendees, performers, and vendors. The event was lightly attended, with approximately 1,500 to 2,000 people throughout the day. Revenue for the event included \$1,775 in vendor fees. \$2,500 from the annual sponsorship program will also be allocated to the event.

**Movies in the Park:** The first of three summer movies in the park was shown on June 16. The movie was Sandlot and was shown on the outfield of ball field #2 at Arroyo Vista Community Park. Event sponsors, Ventura County Credit Union and Moorpark Dental Group and Orthodontics, were in attendance with games and free giveaways for event attendees. In addition, Moorpark Recreation annual sponsor, Tina Hare, was in

attendance providing complimentary candy and snacks. Tina also sponsored a free drawing, purchasing 6 beach chairs and a blanket, which were set up in front of the screen and then given to a lucky family who won the drawing, chairs and blanket included. Despite cold and windy weather, more than 125 people attended the event. Attendees also enjoyed kettle corn with their movie, sold by California Kettle Corn. Movies show on the third Wednesday of each summer month with remaining movies shown on July 21 and August 18.

## **Sports**

**Adult Basketball:** Spring games ran from March through May with a total of 12 teams participating this spring. Gross income for the spring season was \$4,500. Summer games will run June through August. A total of 16 teams are participating this summer with a total income of \$6,000.

**Adult Softball:** Spring games ran from March through the beginning of June. A total of 12 Thursday night men's and 8 Friday night coed teams registered for the spring season. Gross income for spring was \$8,500. Summer games will run from June through August. A total of 9 men's teams and 7 coed teams are participating this summer. Total income for summer is \$6,800.

**Junior Basketball League (JBL):** Registration for spring was held in February and the games ran from March through May. Enrollments for spring total 19 in Mites, 40 in Rookie, 39 in Junior, and 58 in Teen. Gross income for spring is \$14,037. Summer registration was held in May and games began June 23 and will run through August. Enrollments for summer total 20 in Mites, 38 in Rookie, 35 in Junior, and 37 in Teen. Total income for summer is \$11,760.

## **Teens**

**Teen Volunteer Days:** Our Teen Volunteer Days are scheduled by season, which don't directly correspond with our City reporting periods. As a result, our last report included dates for our two spring volunteer days but excluded participation numbers and volunteer hours as the volunteer days had not yet occurred. The following is information for those two volunteer days which took place on March 30 and 31 and represent our spring season (March-May) volunteer opportunities. On March 30, volunteers assisted with preparations for our annual Easter Egg Hunt event. In total, 10 volunteers participated and contributed 30 hours. On March 31, volunteers assisted at our Easter Egg Hunt event. In total, 13 volunteers participated and contributed 59 hours. These numbers exclude Teen Council volunteers and hours which are included in the section below.

**Teen Council:** Teen Council met on the first Wednesday in April and May; however, their June meeting was cancelled; members instead attended Moorpark's City Council meeting where they received recognition for their participation in Teen Council. Over the reporting period Teen Council contributed 57.75 hours of volunteer time in support of City recreation events including the Teen Lip Sync Battle, Multicultural Arts Festival and Teen Cupcake Challenge. In addition, on March 30, 7 Teen Council members

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contributed 18.25 hours helping to prepare for the Easter Egg Hunt event. On March 31, 10 Teen Council members provided much needed support, contributing 43.25 hours to our Easter Egg Hunt, serving as game operators, face painters, Easter characters, and prize booth and egg hunt assistants.

**Cupcake Challenge:** The Spring Teen Cupcake Challenge took place on Friday, April 13, 2018 from 6:30 - 9:00 p.m. Three teams participated in the spring event. Registration for the event was \$10 per team. Total gross revenue for the event was \$30.

**80's Skate Night:** The 80's Skate Night was promoted as a general event open to all ages but included a special emphasis on engaging teens. The event was held on the multiuse court at Arroyo Vista Community Park and included giveaways, 80's music, an 80's music trivia competition (won by a teen attendee), skating games, and an 80's fashion contest. Also, two vendors, Pizza Man Dan's and Kona Ice, attended the event, selling pizza, drinks and snow cones to event attendees. The event was offered free of charge. In total approximately 100 people attended, including 20 teens.

**Lip Sync Battle:** Teen Council organized its second Lip Sync Battle of the year following the overwhelming success of the Winter Lip Sync Battle. Unfortunately, the event date conflicted with other end of the year, school-aged events which the council did not anticipate. The event was cancelled due to low attendance.

### **Library Services**

**Library:** On Friday, March 30 a broken pipe in the men's restroom caused flooding throughout the library. No materials were damaged but several shelves of books and furniture had to be moved to a dryer section of the library while the affected area is being worked on by ServPro. The library was closed over the weekend and opened on Wednesday April 4, 2018. Notices about the closure were placed on the City website, Library webpage, social media accounts, and outside the Library. The Moorpark Women's Fortnightly Club donated \$500 to the Library in June and Library Staff have asked that the money be used to expand on our children's coding club by purchasing Spheros.

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

**Friends of the Library:** The Friends of the Library met on Tuesday, May 15 at the Ruben Castro Human Services Center. Linda Demmers, Library Consultant, was present at the meeting and asked the Friends what their needs for the new library are. The Friends had two immediate requests: a bigger bookstore and more work space. Diana Fowler was elected as President and Suzy Lesiak was elected as Vice President for 2018 to 2020. Fourteen votes were cast. The Membership Appreciation event was held on Friday, June 1 from 6:30 to 8pm. This was the first after hours event at the library and 35 members attended. Linda Demmers, Troy Brown, Mayor Janice Parvin, and Jessica Sandifer were also in attendance.



**Chamber Mixer:** On June 5, the Library hosted the Moorpark Chamber of Commerce networking mixer. There were roughly 40 attendees. The City Librarian spoke about the shared mission of the Library and Chamber: to promote community resources. The 3D printer and Oculus Rift Virtual Reality Headset were on display for attendees.

**All Ages Special Events:**

1. Star Wars Day: Friday, May 4. Total Attendance: 70
2. Multicultural Festival - Amazing Race Library Edition: Saturday, May 19. Total Attendance: 450
3. Summer Reading Kickoff: Tuesday, June 19. Total Attendance: 425
4. Tie-Dye for the 3<sup>rd</sup> of July: Wednesday, June 27, 4 p.m. to 7 p.m. Total Attendance: 217

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

1. Family Story Time: 3 Wednesdays a month, 10:30-11:15am. Total Attendance: 257
2. Little Bilingual Readers: 3 Tuesdays a month, 11am-12pm. Total Attendance: 190
3. Preschool Learning Time: Once a month, 10:30-11:30am. Total Attendance: 136
4. Reading Buddies: Tuesdays, 4-5pm. Total Attendance: 48
5. Construction Club: Once a month, 1:30-3pm. No June program. Total Attendance: 12
6. Game Time: Once a month, 1:30-3pm. Total Attendance: 28
7. STEM: Once a month, 1:30-3pm. Total Attendance: 11
8. Class Visits: 3 Walnut Canyon classes: K, Grade 3, and Grade 4/5. Total Attendance: 464
9. Summer Reading Bookmark Contest: Month of April. Participants: 482
10. Celebrate Children: Collaboration with First 5 honoring children through their cultures. Wednesday, April 19. Total Attendance: 350
11. Big Truck Big Read: Saturday, May 5. Total Attendance: 300
12. Kids Coding Club: Friday, June 22 from 10:30-12pm. Attendance: 9
13. Book Club: Tuesday, June 26 from 3-4pm. Attendance: 8
14. PJ Storytime in the Parks: Thursdays, 6:30-7:15pm. Total Attendance: 60
15. LEGOS: Friday, June 29. Attendance: 12

**Teen Monthly Programs and Events:**

1. Teen Book Club: First Monday of every month at 4:30pm. Total Attendance: 14
2. Teen Wii U Wednesday: Wednesdays from 4-6pm. Total Attendance: 24
3. Golden Grades Tutoring: Mondays and Thursdays, 4-6pm. Total Attendance: 69
4. Teen Makerspace: Once a month at 4pm. Total Attendance: 36
5. Teen Volunteer Training, Grades 7-12: Twice a month. Total Attendance: 29
6. Teen Advisory Group: Once a month at 5pm. Total Attendance: 27
7. 3D Printing Thursday: Once a month at 4pm. No June. Total Attendance: 17
8. Virtual Reality, ages 13+: Twice a month. Total Attendance: 40
9. Makerbox STEAM. Once a month. Total Attendance: 16
10. Magic Mondays: Mondays at 3pm. Total Attendance: 11
11. Hunger Games Monopoly: Tuesday, June 26 from 1-3pm. Attendance: 8

**Combined Teen and Adult Programs:**

1. Meditation: Tuesday, June 5 from 4-5pm. Attendance: 4

2. Adulting 101 for ages 16 and up: Wednesday, June 20 at 4pm. Attendance: 3
3. 3D Printing – Mouse Ears: Thursday, June 21. Total Attendance: 27

**Adult Monthly Programs and Events:**

1. Book Club for Adults: Second Monday of each month at 6pm. Total Attendance: 28
2. Crafty Adults: First Thursday of every month at 2pm. April was cancelled due to water leak. Total Attendance: 34
3. Adult 3D Printing: Third Monday of each month at 6:00pm. Total Attendance: 5
4. The Honey Bee and Me: Thursday, May 17. Attendance: 25
5. Grown Up Gaming: Saturday, June 2 from 12pm-4pm. Attendance: 2

**Active Adult Center**

**Active Adults Congregate and Home Delivered Meals (as of 6/22/18):** In April, May and June a total of 872 congregate lunches were served, with 5 volunteers donating over 165 hours of service. During the quarter a total of 1175 hot and frozen lunches were delivered to seniors, with 11 volunteers donating over 146 hours of service.

**Senior Nutrition Program (SNP) as of 6/22/18:** Meal donations totaled \$810 in April, May, and June, with \$560 coming from congregate program participants and \$250 from home delivered participants. The average donation for this three month period was \$0.64 per meal for the congregate program and \$0.21 for the home delivered program.

**Bingo:** Weekly Bingo game participation continued to be a popular program with typical weekly participation in the mid 30's. Nine volunteers donated over 400 hours of service facilitating the Bingo events during the period. The semi-annual Bingo Bash co-sponsored by the American Legion Post 502 was held on April 14<sup>th</sup> with 60 participants.

**Information and Referral:** During the last three month period, over 2500 requests for information were received by phone and in person, with a majority of the information requests being about Active Adult Center programs. The Center also received over 300 inquiries regarding the Senior Nutrition Program, 70 regarding housing and assisted living, 45 regarding transportation, and 60 for other information and assistance. A total of 33 information guides were distributed over the last reporting period, with the majority of interest in the area of in-home care. A total of 42 newsletters were printed and mailed over the three month period, while email distribution of the newsletter exceeds 1,000 subscribers each month.

**Cost Recovery Policy:** The Active Adult Center charges a fee of \$1 per class or \$25 per quarter. Due to teacher absences and class cancellations because of construction in the Apricot room, the price per quarter was reduced to \$20. The City recouped \$693 during this quarter, which was 44% of the program's quarterly costs. A reduced quarterly membership of \$20 will continue into the next quarter because of the modified schedule during construction. Other classes adhering to the Cost Recovery Policy are the Gourd Art class and the Container Gardening class. A new 8-week session of Gourd Art began in April, with 98% of expenses recovered by registration fees. The monthly Container Gardening class recouped 69% of class expenses during the quarter.

**Programs and Special Events:** Some of the activities offered during April, May, and June were monthly birthday celebrations that featured a variety of guest performers, including Ed La Fata and the Unforgettables, Jerry Weisbecker, and Teresa Russell. The AAC also hosted special Mother's Day, Father's Day, and Cinco de Mayo luncheons, which included live guitar music and a small gift for the participants. AARP Driver Safety refresher class was offered in May with 10 participants. AARP wrapped up their free 2017 tax preparation services in April. A total of 112 federal and state taxes were filed from AAC participants. The hiking group continues to be popular offering bimonthly hikes, including hikes in Moorpark, Simi Valley, Thousand Oaks, and Ventura with an average of about 20 people per hike. Livingston Memorial gave a presentation on End of Life Conversations with 10 people in attendance. The AAC partnered with the Moorpark Police Department in June to offer a presentation on local scams targeting the older population with 13 people in attendance. The photography class scheduled for May/June was cancelled due to lack of registrations.

**July, August, September Programs:** Upcoming programs for the next quarter include a HICAP presentation on free preventative medical services and a 2-day AARP Driver Safety course. The AAC will host an end of summer and monthly birthday luncheons. There will also be a volunteer recognition event in August. The AAC will continue to offer fitness classes, education seminars, social services, container gardening classes, hiking outings. The Center will also continue to schedule HEAP, Grey Law and HICAP appointments.

**Program Totals for the Active Adult Center:** In April, May, and June there were over 4000 event sign-ins to programs and activities at the Active Adult Center, while 76 volunteers donated over 2800 hours of service.

## **Facilities**

**Apricot Room Glue Laminated Beam Repair:** The plans for the repair of the failed glue laminated beam in the Apricot Room have been approved by Building and Safety. In an effort to avoid future beam failures, staff contracted with a structural engineer to complete plans for the reinforcement of the remaining glue laminated beams in the Community Center. The structural engineer has completed the plans and they are currently under review by the Building and Safety Department. Construction to replace the beam began immediately following the June 20, 2018 City Council meeting and the work was recently completed.

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

**Annex 1 and Annex Break Room Buildings:** The City roofing contractor is scheduled in June to re-roof Annex 1 and the Annex break room buildings. Over the years, several leaks have developed throughout the buildings. The City Facilities staff was able to identify the leaks and prevent any property damage, until the roofs could be scheduled for repair. The cost is \$25,000.

**Annex Break Room Patio Deck:** The entry patio to the Annex Break Room wood deck has developed wood rot, causing the deck to be closed to protect staff. The City Construction Contractor provided a cost to repair of \$6,000.

**Moorpark Police Services Facility:** Several “bullet-proof” glass windows and doors have developed cracks, requiring replacement. Staff has requested bids (RFPs) from several window replacement companies to replace the glass. The FY 17/18 budget provided \$40,000 to do the project.

**Community Center Security Lighting:** One of the four L.E.D. lighting fixtures in front of the Community Center has failed and parts are not available to repair. Staff has found a new fixture that can be retro-fitted to the existing poles returning full lighting to the front of the Community Center.

**Emergency Stand-by Generators: No changes since last report.** An early warning device was installed on the Community Center Emergency stand-by generator. The early warning device alerts staff of a generator problem. The early warning device system alerts via cell phone and computer of generator operations or problems. The alert system will be added to Ruben Castro Human Services Center and the Police Services Center emergency stand-by generators next. Staff has requested additional funding in the FY 2018/19 budget to install the communication devices at the two generators.

## Parks

**Graffiti Abatement:** Parks staff spent approximately 40 hours removing graffiti during April, May, and June.

**Arroyo Vista Community Park (AVCP) Retaining Wall: No change since last report.** The Notice of Completion for the project was filed in February. The project removed a significant amount of plant material from the hillside. Jute netting and straw wattle have been placed on the bare slope to reduce erosion and help expedite compaction of the disturbed soil. Staff is preparing plans to install plant material and irrigation, which will further reduce erosion and improve aesthetic value.

**Parks Annual Tree Trimming:** Parks maintenance division began annual tree trimming in October 23, 2017. Parks staff identified trimming priorities in all City parks based on impacts to the community including; public safety, historical maintenance practices, visual inspections, presence of disease and/or decay, and overall aesthetic value. Parks annual tree trimming was completed in February, 2018. This annual practice will help to ensure tree health and longevity, provide safe parks for the community to enjoy, and improve the overall visual characteristics of our park sites.

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

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

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

**Zone 10 Mountain Meadows PC3; Tierra Rejada Streetscape:** In July, 2017 City Council authorized staff to prepare bid documents and solicit bids for the construction of a supplemental irrigation system for the remaining Coast Redwoods along Tierra Rejada Road, and for renovation work in the center median islands of Tierra Rejada Road to remove the existing ground cover and install bark mulch. In December, 2017 City Council awarded the bid to Mariposa Landscapes, Inc. (Mariposa) with a total contract amount of \$482,965, which includes a contingency of \$62,995. In January the Agreement was executed and in February/March the Contractor prepared the traffic control and stormwater pollution prevention plans. Construction began on March 12, 2018 and was completed in June.

**Zone 15 Country Club Estates; Streetscape Renovation: No Change since last report.** On June 21, 2017 the City Council approved an agreement with Architerra, Inc. to redesign the parkways and streetscape areas along Championship Drive in the Country Club Estates LMD to incorporate California native plants and other low water use landscaping. This work is the latest phase of the City’s progress on the Drought Action Plan (DAP) that was approved in July of 2015. On October 18 the City Council approved Amendment No. 1 to the Agreement with Architerra to add redesign of the center median islands along Championship Drive. The total contract value for the design of the landscape renovation is \$115,023, which includes a contingency of \$15,003. Architerra completed construction documents for the project in March, and staff anticipates bringing the final plans to City Council in the summer of 2018 for approval.

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

**Zone 21 Shea Homes: No Change since last report.** The Shea Homes developer has requested the City accept the LMD areas in the project. However, after Staff inspected the LMD areas, staff determined the proposed areas still had deficiencies with irrigation, missing plants and weeds that will prevent turn-over to the City. The developer was notified of the deficiencies and Staff is waiting for corrections to re-inspect for before accepting this area for maintenance by the LMD. Staff continues to work with the developer to correct the deficiencies to allow the property to be turned over to the City.

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

**Citywide Moorpark Avenue Parkway:** Staff has request proposals to refurbish the parkway on Moorpark Avenue from High Street to Charles Street on the west side. Oakridge Landscape was the low bid at \$4,983. Oakridge will remove existing shrubs, add irrigation and plant new raphiolepis shrubs and mulch the parkway. This will improve the appearance into the City Civic Center.

**Landscape Maintenance Districts (LMD) Conditions:** Late spring rains brought moisture to the LMDs increasing weed growth at all sites. Stay Green Landscaping has been notified of the extensive weed conditions throughout the City and is working on correcting.

### **City Urban Forest**

**ZONE 2-5-10 Redwood Tree Removal and Replacement Project:** Tierra Rejada Road corridor Redwood trees continue to succumb to canker disease. Staff continues to remove Redwood trees as they exhibit dead foliage. An additional 18 Red Wood trees were removed in May. Approximately 254 Redwood trees remain at the time of this report.

**Tree City USA and Growth Award Sign Update:** Staff received the Caltrans permit to allow the installing of the 12<sup>th</sup> year Tree City USA and 8<sup>th</sup> year Tree City Growth award stickers to the Tree City Signs located a five entry points into the City.

**Free Wood Mulch Program:** The City's next free wood mulch giveaway is scheduled for Saturday, July 14, between 9:00 am and 12:00 pm at the vacant lot located next to the Library. The wood mulch give-away is now a non-staffed event, so public activity is not monitored to determine public response. The wood mulch provided to the public is 100% Redwood tree wood chips produced from the removal of Redwood trees on Tierra Rejada.

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

### **Affordable Housing**

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

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

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

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

Staff continues to work on updating the Monitoring Agreements to match updated business entity information for Urban Futures Bond Administration, Inc.

### **Property Management**

**General Property Maintenance:** Staff completed weed abatement at 32 various vacant City property sites as required by the June 1<sup>st</sup> Ventura County Fire Protection District "Notice to Abate Fire Hazard".

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

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

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

In May, the City Council approved the Disposition and Development Agreement (DDA) with Apricot Lane Farms. However, before the DDA was signed the Developer notified the City in June that they would no longer be moving forward. In November, the City Council approved an Exclusive Negotiating Agreement with the Daly Group, Inc. for the property on the south side of High Street. Daly Group Inc. is planning a mixed-use commercial residential project on the property and is currently working on the conceptual design planning of the project. While the Daly Group had anticipated having a conceptual design in place by January, the site layout has proven challenging and the Daly Group expects to have a conceptual design in April.

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

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

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



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

### **Sustainability**

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

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

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

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vendor to assist in the acquisition and retrofit process and will be returning to City Council in 2018 for allocation for funding for the project once the CPUC has approved the sale.

**Vector/Animal Control**

**Animal Statistics**

| <b>Animal Licenses</b>         |                            |                                    |                            |                                    |                                |                            |                  |
|--------------------------------|----------------------------|------------------------------------|----------------------------|------------------------------------|--------------------------------|----------------------------|------------------|
| <b>FY 2017-2018</b>            | <b>Dog Licenses (City)</b> | <b>Interim Dog Licenses (City)</b> | <b>Cat Licenses (City)</b> | <b>Interim Cat Licenses (City)</b> | <b>VCAS &amp; Vet Licenses</b> | <b>Total Licenses Sold</b> | <b>Last Year</b> |
| <b>July</b>                    | 15                         | 5                                  | 0                          | 0                                  | 432                            | 452                        | 484              |
| <b>Aug</b>                     | 18                         | 5                                  | 0                          | 0                                  | 470                            | 493                        | 452              |
| <b>Sept</b>                    | 10                         | 8                                  | 0                          | 0                                  | 369                            | 387                        | 694              |
| <b>Oct</b>                     | 19                         | 7                                  | 0                          | 0                                  | 474                            | 505                        | 446              |
| <b>Nov</b>                     | 31                         | 9                                  | 0                          | 0                                  | 392                            | 432                        | 379              |
| <b>Dec</b>                     | 14                         | 5                                  | 0                          | 0                                  | 376                            | 395                        | 384              |
| <b>Jan</b>                     | 33                         | 6                                  | 0                          | 0                                  | 421                            | 460                        | 504              |
| <b>Feb</b>                     | 22                         | 6                                  | 0                          | 0                                  | 433                            | 461                        | 568              |
| <b>March</b>                   | 21                         | 5                                  | 0                          | 0                                  | 455                            | 481                        | 639              |
| <b>April x</b>                 | 31                         | 7                                  | 0                          | 0                                  | 562                            | 600                        | 539              |
| <b>May x</b>                   | 30                         | 9                                  | 0                          | 0                                  | 581                            | 620                        | 614              |
| <b>*June x</b>                 | 23                         | 7                                  | 0                          | 0                                  | 498                            | 528                        | 461              |
| <b>YTD Total</b>               | <b>267</b>                 | <b>79</b>                          | <b>0</b>                   | <b>0</b>                           | <b>5463</b>                    | <b>5814</b>                | <b>6,164</b>     |
| x Preliminary totals from VCAS |                            |                                    |                            |                                    |                                |                            |                  |
| * June results to 6/25/18      |                            |                                    |                            |                                    |                                |                            |                  |

| <b>Animal Service and Compliance</b> |                      |                  |                          |  |                                    |                     |
|--------------------------------------|----------------------|------------------|--------------------------|--|------------------------------------|---------------------|
| <b>FY 2017-2018</b>                  | <b>Service Calls</b> | <b>Citations</b> | <b>Nuisance Hearings</b> | <b>Other Animals to Shelters/Rescues</b> | <b>Dogs to Mpk Holding Shelter</b> | <b>Dogs to VCAS</b> |
| <b>July</b>                          | 109                  | 0                | 0                        | 1  | 3                                  | 0                   |
| <b>Aug</b>                           | 124                  | 0                | 0                        | 4  | 4                                  | 1                   |
| <b>Sept</b>                          | 98                   | 2                | 0                        | 1  | 1                                  | 1                   |
| <b>Oct</b>                           | 145                  | 9                | 0                        | 4  | 2                                  | 0                   |
| <b>Nov</b>                           | 132                  | 2                | 0                        | 1  | 1                                  | 0                   |
| <b>Dec</b>                           | 104                  | 2                | 0                        | 4  | 6                                  | 1                   |
| <b>Jan</b>                           | 183                  | 13               | 0                        | 0  | 0                                  | 0                   |
| <b>Feb</b>                           | 175                  | 21               | 0                        | 2  | 6                                  | 0                   |
| <b>March</b>                         | 144                  | 6                | **1                      | 4  | 5                                  | 0                   |
| <b>April</b>                         | 136                  | 8                | 0                        | 6  | 9                                  | 3                   |
| <b>May</b>                           | 177                  | 5                | 0                        | 3  | 3                                  | 1                   |
| <b>June</b>                          | 125                  | 4                | 0                        | 1  | 2                                  | 0                   |
| <b>YTD Total</b>                     | <b>1,652</b>         | <b>72</b>        | <b>0</b>                 | <b>31</b>                                | <b>42</b>                          | <b>7</b>            |
| * June to 6/26/18                    |                      |                  |                          |  |                                    |                     |
| ** March Nuisance Hearing Cancelled  |                      |                  |                          |  |                                    |                     |

**Activity Summary:** The majority of animal control activity for the 2017/18 fiscal year is summarized in the two tables listed above. There were a total of 136 service/compliance calls in April, 177 in May and 125 service/compliance calls in June to date. Four dogs and four orphaned stray kittens were taken to VCAS shelters during the past three months. In addition, six injured/orphaned wild animals were taken to a local wildlife rescue by Moorpark staff during the past three months. Fourteen dogs were temporarily held at the Moorpark temporary shelter facility until owners came in and picked them up. There were no confirmed reports of large wildlife (Bear or Mountain Lion) encounters within City limits. No bats or other wildlife have tested positive for rabies so far this year. An animal nuisance hearing scheduled at the Camarillo shelter on 3/21/18 was cancelled when the animal owners decided to turn in the two dogs at the VCAS shelter before the hearing. Animal control staff recently received a request for a nuisance hearing for an animal injuring a person. An incident report is currently being completed to forward to VCAS to schedule a possible nuisance hearing. Animal license totals for the 2017/18 fiscal year are preliminary, but it appears that total licenses sold this year will be slightly less than last year.

**VCAS Contract, Animal Services Commission, and City Staff Meetings:** The last VCAS Commission meeting was held on April 19, 2018 with the last prior meeting held on September 14, 2017. There were no City/VCAS staff meetings during the last quarter, but a new contract was approved and renewed between both agencies. VCAS license canvassing teams are scheduled to canvass in Moorpark during the months of May, August and September 2018.

### VECTOR CONTROL STATISTICS

**Vector Control Activity:** No West Nile Virus (WNV) or invasive Aedes mosquito activity has been reported so far in Ventura County in 2018. Routine testing of animals for WNV started in April and is scheduled to end in November. June to October tends to be peak mosquito activity season and staff is currently spending a significant amount of hours doing surveillance and control for mosquitoes primarily along the Arroyo Simi.

| Vector Control Statistics |               |                  |              |          |           |                        |                   |
|---------------------------|---------------|------------------|--------------|----------|-----------|------------------------|-------------------|
| FY 2017-2018              | Service Calls | Mosquito Related | Bees & Wasps | Rodents  | Other     | Pesticide Applications | Square Ft Treated |
| July                      | 8             | 8                | 0            | 0        | 0         | 115                    | 561,300           |
| Aug                       | 11            | 7                | 1            | 1        | 2         | 91                     | 142,370           |
| Sept                      | 5             | 4                | 0            | 1        | 0         | 77                     | 44,300            |
| Oct                       | 10            | 2                | 1            | 1        | 6         | 71                     | 26,550            |
| Nov                       | 1             | 0                | 1            | 0        | 0         | 28                     | 8,900             |
| Dec                       | 1             | 0                | 1            | 0        | 0         | 10                     | 8,000             |
| Jan                       | 0             | 0                | 0            | 0        | 0         | 9                      | 2,700             |
| Feb                       | 1             | 0                | 0            | 1        | 0         | 13                     | 2,000             |
| March                     | 3             | 1                | 1            | 1        | 0         | 9                      | 2,000             |
| April                     | 10            | 7                | 3            | 0        | 0         | 44                     | 16,000            |
| May                       | 11            | 6                | 3            | 1        | 1         | 50                     | 38,170            |
| June                      | 12            | 7                | 0            | 3        | 2         | 52                     | 24,000            |
| <b>YTD Total</b>          | <b>73</b>     | <b>42</b>        | <b>11</b>    | <b>9</b> | <b>11</b> | <b>569</b>             | <b>876,290</b>    |
| * June totals to 6/25/18  |               |                  |              |          |           |                        |                   |

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

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

| <b>Business Registration Field Activity</b> |                       |                      |              | <b>Business Registration Field Activity</b> |                       |                      |              |
|---|-----------------------|----------------------|--------------|---|-----------------------|----------------------|--------------|
| <b>FY 2017-2018</b>                         | <b>Field Contacts</b> | <b>BR Violations</b> | <b>Hours</b> | <b>FY 2016-2017</b>                         | <b>Field Contacts</b> | <b>BR Violations</b> | <b>Hours</b> |
| <b>July</b>                                 | 19                    | 12                   | 11           | <b>July</b>                                 | 48                    | 33                   | 21           |
| <b>Aug</b>                                  | 43                    | 18                   | 21           | <b>Aug</b>                                  | 64                    | 35                   | 30           |
| <b>Sept</b>                                 | 66                    | 32                   | 31           | <b>Sep</b>                                  | 76                    | 43                   | 38           |
| <b>Oct</b>                                  | 42                    | 23                   | 25           | <b>Oct</b>                                  | 52                    | 29                   | 28           |
| <b>Nov</b>                                  | 41                    | 20                   | 23           | <b>Nov</b>                                  | 42                    | 23                   | 20           |
| <b>Dec</b>                                  | 38                    | 18                   | 21           | <b>Dec</b>                                  | 74                    | 39                   | 35           |
| <b>Jan</b>                                  | 47                    | 26                   | 28           | <b>Jan</b>                                  | 55                    | 30                   | 30           |
| <b>Feb</b>                                  | 27                    | 18                   | 17           | <b>Feb</b>                                  | 71                    | 53                   | 34           |
| <b>March</b>                                | 47                    | 31                   | 25           | <b>March</b>                                | 46                    | 26                   | 25           |
| <b>April</b>                                | 60                    | 34                   | 32           | <b>April</b>                                | 58                    | 35                   | 31           |
| <b>May</b>                                  | 58                    | 30                   | 32           | <b>May</b>                                  | 50                    | 32                   | 27           |
| <b>June</b>                                 | 20                    | 7                    | 20           | <b>June</b>                                 | 47                    | 29                   | 27           |
| <b>YTD Total</b>                            | <b>508</b>            | <b>269</b>           | <b>286</b>   | <b>YTD Total</b>                            | <b>683</b>            | <b>407</b>           | <b>346</b>   |
| <b>*June 2018 to 6/25/18</b>                |                       |                      |              |   |                       |                      |              |