



# City of Camarillo

---

Office of the City Manager

## MEMORANDUM

**DATE:** December 15, 2020  
**TO:** Greg Ramirez, City Manager *C. Nichols*  
**FROM:** Carmen Nichols, Assistant City Manager  
**SUBJECT:** **Monthly Activity Report – November 2020**

---

### **ECONOMIC DEVELOPMENT / ECONOMIC RECOVERY**

#### Economic Development

- Meeting with Camarillo manufacturer re: California Energy Commission RAMP grant (11/3)
- Attended Economic Development Collaborative Roundtable (11/4)
- Webinar: California Association for Local Economic Development – Tools for Business Retention and Expansion (11/4)
- Camarillo Chamber of Commerce Economic Outlook Luncheon (11/5)
- Meeting with Local Makerspace at Rancho Campana High School - RC Makes (11/10)
- Broadband Consortium Pacific Coast Connect Meeting (11/19)
- California Hotel and Tourism Association Board of Directors Meeting (11/19)
- City Economic Development Committee Meeting (11/20)
- Assisted local business with building permits and VC Fire Department, keeping them on track for development (11/23)

#### Economic Recovery

- Meeting with Economic Development Collaborative re: Business Recovery Loan Program Marketing (11/17)
- Attended Economic Development Collaborative ED Manager meetings in response to COVID-19 (11/9, 11/16, 11/23, 11/30)
- Assisted businesses re: business grant and loan recovery program, eviction moratoriums, outdoor business operations, and safety reimbursement program (Ongoing)

#### Website

- Updates to Open for Business List, Camarillo's Hiring, Economic Development and Employer and Employee Resources pages (Ongoing)

### Email Marketing

- Moving to Purple Tier Newsletter, 6,616 Sent – 48% Open Rate (11/16)
- Small Business Saturday – Shop Camarillo and Shop Local Newsletter, 352 Sent – 23% Open Rate (11/24)

### **COMMUNITY RELATIONS**

#### News Releases Distributed

- Camarillo City Hall Open to the Public By Appointment Only (11/25)
- COVID & Holiday Season Guidance (Post Date: 11/20/20, updated 11/25)
- Camarillo State of the City 2020 (11/17)
- Caltrans Traffic Advisory: 55-Hour Weekend Full Closure of NB Lanes of State Route 23 in Thousand Oaks for Pavement Rehabilitation (11/5)

#### Social Media

- Established City of Camarillo Government LinkedIn Page
- 64 posts on Facebook
- 11 new likes (from 3,003 to 3,014)
- 11 new page followers (from 3,277 to 3,288)
- Total Reach (ranged from 228 people to 1,562 people per post this month)
- Total Views (ranged from 11 to 47 per post this month)

#### Website

- Regular update of Hot Topics Webpage
- Update of COVID-19 webpage & FAQs (Ongoing)

#### Meetings

- Weekly COVID-19 Ventura County News Conferences
- Government Channel Programming (11/6)
- Civic Plus Demo (11/24)
- Local Road Safety Plan (11/30)

#### Community Emails (City News)

- Stay Safe in Your Car While Viewing Holiday Lights (11/27/20)
- Camarillo City Hall Open to the Public By Appointment Only (Post Date: 11/25/20)
- Holiday Season Guidelines (11/20/20)
- Camarillo's State of the City 2020 (11/17/20)
- COVID-19 Call to Action: Get Tested! (11/12/20)
- COVID Cases are Rising | Testing (11/9/20)
- Update to Ventura County Sheriff's Office News Release (11/2/20)

### Community Messaging Campaigns

- COVID Testing
- Stay Safe in Your Car This Holiday Season
- State of the City 2020

### Other

- Debuted first electronic issue of CityScene Newsletter (Nov/Dec 2020)
- Debuted State of the City 2020 Video

## **EMERGENCY PREPAREDNESS**

### Emergency Planning:

- Earthquake Engineering Research Institute Workshop – California Earthquake Clearinghouse Workshop (11/10)
- FEMA Subsidized Seismic Retrofit Projects Meeting (11/12)
- FEMA Assistance Webinar and Conference Calls re DR-4482 Application
- Webinar: Seven Steps to Earthquake Safety: Step 7 – Reconnect and Restore (11/17)
- Ventura County Long Term Disaster Recovery Group / Voluntary Organizations Active in Disasters (VC-VOAD) Zoom Meeting (11/25)
- Inspected Automated Defibrillator Units

Community Emergency Response Team (CERT): Coordinated CERT volunteers for food distribution on Fridays at Pleasant Valley Rec & Park District.

## **SOLID WASTE MANAGEMENT**

### E.J. Harrison Disposal & Diversion Tonnage for October 2020:

Disposal: **4,923 tons**      Diversion: **2,564 tons**

*The City's diversion rate for calendar year 2018 was approximately 67%, which exceeds the 50% state requirement. The 2019 diversion rate for calendar year 2019 is under review by CalRecycle.*

City Hall Paper Diversion: The City Hall onsite paper recycling/shred program, offered by ACCESS, continues to divert paper materials from the landfill.

City Household Hazardous Waste (HHW) Event: A total of 282 participants attended the monthly event held November 13 and 14 at Clean Harbors Environmental. A total of 7.41 tons of electronic waste, universal waste, batteries, and HHW was diverted from the landfill.

Pharmaceutical Drop-off Program: Expired, unwanted, or unused pharmaceuticals collected from the secure drop-box at the Camarillo Police Station during the month of November totaled 369.1 pounds, bringing this year's total to 1,597.8 pounds.

Battery Recycling: Staff continues to collect mixed batteries from City Hall, the Library, and the Senior Center for proper disposal to Gold Coast Recycling.

### **MEETINGS / EVENTS / TRAININGS ATTENDED BY CMO STAFF**

- Camarillo Chamber – Annual Economic Forecast (11/5)
- Camarillo Ranch Committee (11/9, 11/19)
- California Contract Cities Association Annual City Manager’s Summit (11/19)
- Clean Coalition Meeting re Camarillo Microgrid Study (11/5)
- CSU Channel Islands Alumni & Friends Board Meeting (11/16)
- CSU Channel Islands Alumni & Friends Executive Committee Meeting (11/10)
- Clean Power Alliance (CPA) Board Meeting (11/5)
- California Contract Cities Association – Legislative Committee / Housing Subcommittee (11/18)
- Investment Committee (11/17)
- KidSTREAM Concept Plan Review
- Naval Base Ventura County (11/6)
- Policy Committee Meeting (11/13)
- Utilities Committee (11/30)
- Ventura County Animal Services – City Staff Working Group (11/4)
- Ventura County Animal Services Commission Meeting (11/12)
- Ventura Council of Governments – Administrative Committee (11/19)
- Ventura County/City Managers Group Meeting (11/19)
- Ventura County Leaders – COVID-19 Update Calls
- Ventura County Transportation Commission Meeting (11/6)
- Webinar: Best, Best and Krieger – Update on Evolving Social Media Law for Public Officials and Agencies (11/18)
- Webinar: ICMA – Improving Your Jurisdictions Development Review Process (11/10)
- Webinar: League of California Cities – 2020 Legislative "New Laws" Briefing

### **ATTACHMENTS**

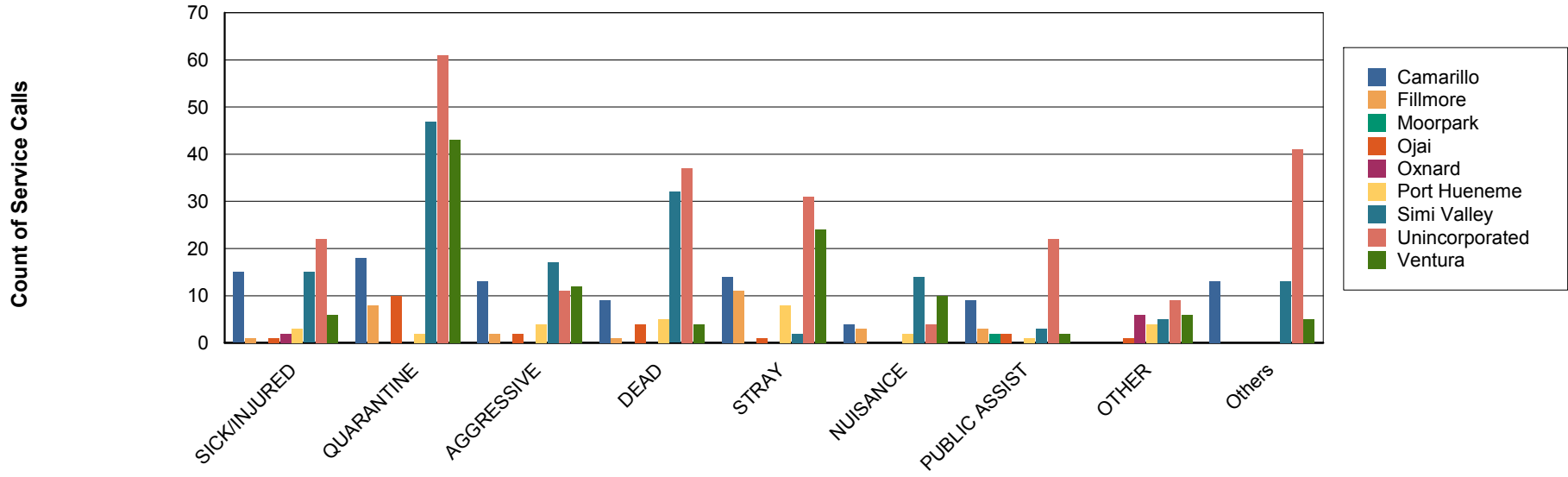
Calls for Service – Animal Services  
Fire Department Calls for Service – Monthly Report  
Clean Power Alliance – Status Report



# Ventura County Animal Services

## Calls for Service Report

Totals for 01-Nov-2020 thru 30-Nov-2020



	SICK/INJURED	QUARANTINE	AGGRESSIVE	DEAD	STRAY	NUISANCE	PUBLIC ASSIST	OTHER	Others	Total
<b>Camarillo</b>	15	18	13	9	14	4	9	0	13	95
<b>Fillmore</b>	1	8	2	1	11	3	3	0	0	29
<b>Moorpark</b>	0	0	0	0	0	0	2	0	0	2
<b>Ojai</b>	1	10	2	4	1	0	2	1	0	21
<b>Oxnard</b>	2	0	0	0	0	0	0	6	0	8
<b>Port Hueneme</b>	3	2	4	5	8	2	1	4	0	29
<b>Simi Valley</b>	15	47	17	32	2	14	3	5	13	148
<b>Unincorporated</b>	22	61	11	37	31	4	22	9	41	238
<b>Ventura</b>	6	43	12	4	24	10	2	6	5	112
<b>Monthly Totals</b>	65	189	61	92	91	37	44	31	72	682

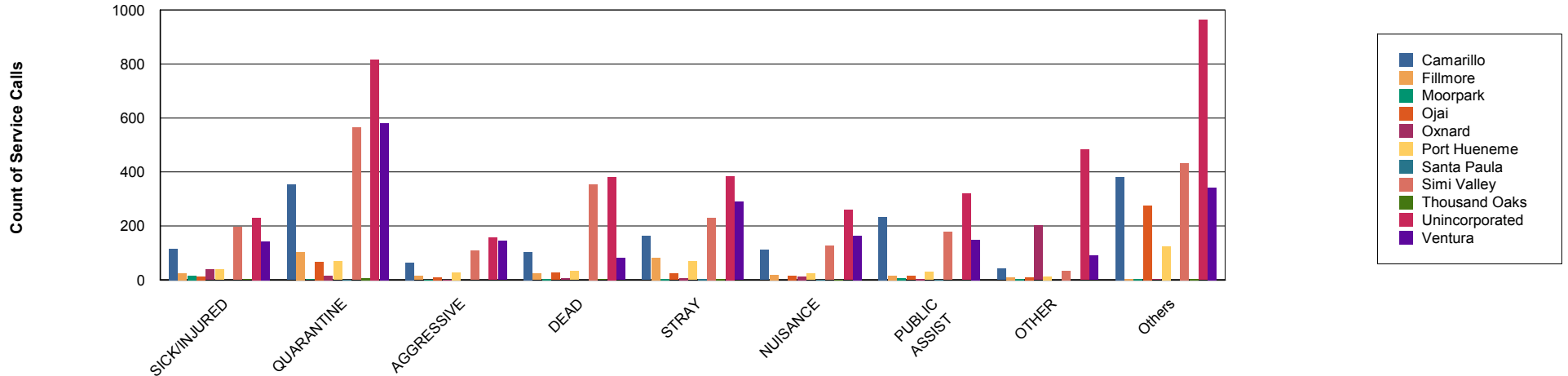


# Ventura County Animal Services

## Calls for Service Report

YTD Totals

01/01/2020 thru 11/30/2020



	<i>SICK/INJURED</i>	<i>QUARANTINE</i>	<i>AGGRESSIVE</i>	<i>DEAD</i>	STRAY	NUISANCE	PUBLIC ASSIST	OTHER	Others	Total
<b>Camarillo</b>	115	353	64	104	162	111	234	41	382	1,566
<b>Fillmore</b>	25	104	14	23	81	19	15	9	3	293
<b>Moorpark</b>	15	2	1	4	3	0	7	3	3	38
<b>Ojai</b>	12	67	9	26	23	15	14	10	275	451
<b>Oxnard</b>	38	16	1	5	6	12	4	202	2	286
<b>Port Hueneme</b>	38	68	28	32	69	24	29	13	125	426
<b>Santa Paula</b>	0	1	0	0	3	1	1	0	0	6
<b>Simi Valley</b>	195	564	107	354	231	126	177	33	432	2,219
<b>Thousand Oaks</b>	2	7	0	2	4	1	0	0	4	20
<b>Unincorporated</b>	230	817	157	381	384	259	319	483	963	3,993
<b>Ventura</b>	142	581	144	80	289	164	148	89	342	1,979
<b>YTD Totals</b>	812	2,580	525	1,011	1,255	732	948	883	2,531	11,277

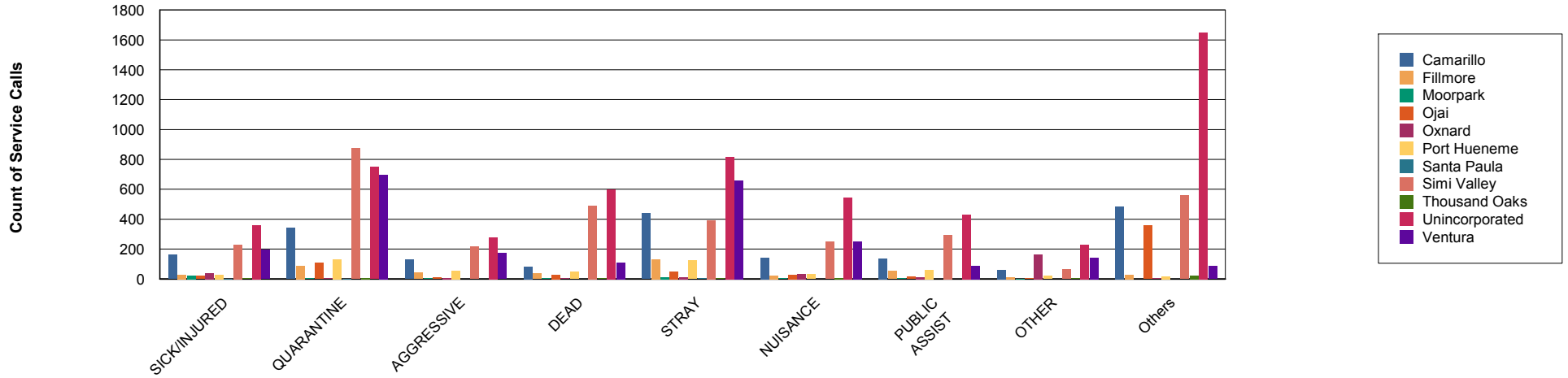


# Ventura County Animal Services

## Calls for Service Report

2019 Totals

01/01/2019 Thru 12/31/2019



	<i>SICK/INJURED</i>	<i>QUARANTINE</i>	<i>AGGRESSIVE</i>	<i>DEAD</i>	STRAY	NUISANCE	PUBLIC ASSIST	OTHER	Others	Total
<b>Camarillo</b>	160	341	130	82	440	143	136	62	485	1,979
<b>Fillmore</b>	28	88	41	35	133	23	53	13	29	443
<b>Moorpark</b>	21	2	3	2	11	2	5	1	0	47
<b>Ojai</b>	20	107	9	28	50	27	15	3	356	615
<b>Oxnard</b>	37	4	8	4	11	34	13	166	3	280
<b>Port Hueneme</b>	29	131	57	47	123	31	60	20	18	516
<b>Santa Paula</b>	1	1	0	0	4	0	0	0	0	6
<b>Simi Valley</b>	229	874	216	490	392	248	295	63	558	3,365
<b>Thousand Oaks</b>	2	7	0	3	5	8	0	4	21	50
<b>Unincorporated</b>	360	750	278	601	816	544	431	228	1,650	5,658
<b>Ventura</b>	193	697	172	111	659	253	89	142	85	2,401
<b>2019 Totals</b>	1,080	3,002	914	1,403	2,644	1,313	1,097	702	3,205	15,360



# VENTURA COUNTY FIRE DEPARTMENT

## VNC Calls for Service Report

### Calls Dispatched by FCC for VNC's Jurisdiction (Fire & EMS)

## Monthly Totals

01-Nov-20 Thru 30-Nov-20

Reporting Area	Medical	Fire	Rescue	Pub Service	Alarms	Hazardous	Other	Area Total
<b>Camarillo</b>	553	12	30	26	48	11	1	681
<b>Moorpark</b>	122	6	7	10	18	1	1	165
<b>Ojai</b>	71	2	5	4	5	7	0	94
<b>Port Hueneme</b>	142	4	3	10	6	3	0	168
<b>Santa Paula</b>	160	9	11	17	23	4	0	224
<b>Simi Valley</b>	668	17	44	25	48	16	2	820
<b>Thousand Oaks</b>	829	28	49	33	58	26	0	1,023
<b>Unincorporated</b>	400	47	72	31	73	35	2	660
<b>Month Totals</b>	<b>2,945</b>	<b>125</b>	<b>221</b>	<b>156</b>	<b>279</b>	<b>103</b>	<b>6</b>	<b>3,835</b>

## YTD Totals

01-Jan-20 Thru 30-Nov-20

Reporting Area	Medical	Fire	Rescue	Pub Service	Alarms	Hazardous	Other	Area Total
<b>Camarillo</b>	5,776	146	331	317	467	116	11	7,164
<b>Moorpark</b>	1,431	53	93	208	177	30	4	1,996
<b>Ojai</b>	654	21	21	55	120	45	0	916
<b>Port Hueneme</b>	1,588	42	69	75	72	30	0	1,876
<b>Santa Paula</b>	1,648	118	101	127	185	54	1	2,234
<b>Simi Valley</b>	7,179	211	443	657	574	172	11	9,247
<b>Thousand Oaks</b>	8,922	272	518	967	836	185	14	11,714
<b>Unincorporated</b>	4,819	434	742	560	865	297	18	7,735
<b>YTD Totals</b>	<b>32,017</b>	<b>1,297</b>	<b>2,318</b>	<b>2,966</b>	<b>3,296</b>	<b>929</b>	<b>59</b>	<b>42,882</b>

## CY2019 Totals

01-Jan-19 Thru 31-Dec-19

Reporting Area	Medical	Fire	Rescue	Pub Service	Alarms	Hazardous	Other	Area Total
<b>Camarillo</b>	6,132	152	536	275	552	115	24	7,786
<b>Moorpark</b>	1,584	60	169	219	185	56	5	2,278
<b>Ojai</b>	907	31	48	75	126	61	1	1,249
<b>Port Hueneme</b>	1,714	51	82	97	116	61	1	2,122
<b>Santa Paula</b>	1,844	89	123	145	201	76	4	2,482
<b>Simi Valley</b>	7,973	272	638	630	708	223	12	10,456
<b>Thousand Oaks</b>	10,028	286	818	1,010	1,010	216	11	13,379
<b>Unincorporated</b>	5,212	425	779	613	965	421	21	8,436
<b>CY2019 Totals</b>	<b>35,394</b>	<b>1,366</b>	<b>3,193</b>	<b>3,064</b>	<b>3,863</b>	<b>1,229</b>	<b>79</b>	<b>48,188</b>





## Clean Power Alliance Customer Status Report

Jurisdiction: City of Camarillo  
 Default Rate Product: Lean (36% renewable)  
 As Of: November 24, 2020

Community Profile	
Non-Residential Accounts	4,838
Residential Accounts	27,322

Customer Statistics								
	Opt to 100% (#)	Opt Up (%)	Opt to Clean (#)	Opt Mid (%)	Opt to Lean (#)	Opt Down (%)	Opt Out (#)	Opt Out (%)
Non-Residential	66	1.36%	10	0.21%	-	0.00%	475	9.82%
Residential	116	0.42%	79	0.29%	-	0.00%	2,578	9.44%

CPA Service Territory Statistics								
	Opt to 100% (#)	Opt Up (%)	Opt to Clean (#)	Opt Mid (%)	Opt to Lean (#)	Opt Down (%)	Opt Out (#)	Opt Out (%)
<b>Non-Residential</b>								
Total 100% Green Power Jurisdictions	-	0.00%	468	0.95%	2,599	5.28%	5,636	11.46%
Total Clean Power Jurisdictions	264	0.41%	-	0.00%	647	1.01%	3,160	4.91%
Total Lean Power Jurisdictions	80	0.30%	23	0.09%	-	0.00%	1,714	6.50%
Total All CPA Jurisdictions	403	0.29%	495	0.35%	3,254	2.33%	10,510	7.51%
<b>Residential</b>								
Total 100% Green Power Jurisdictions	-	0.00%	2,986	1.01%	13,651	4.63%	27,685	9.39%
Total Clean Power Jurisdictions	992	0.20%	-	0.00%	8,942	1.78%	23,048	4.58%
Total Lean Jurisdictions	348	0.21%	221	0.14%	-	0.00%	10,543	6.50%
Total All CPA Jurisdictions	1,456	0.15%	3,274	0.34%	22,639	2.36%	61,276	6.38%

Ventura County Service Territory Statistics			
	Total Accounts	Opt Out (#)	Opt Out (%)
Non-Residential	43,271	5,595	12.93%
Residential	260,807	30,642	11.75%

Customers on Financial Assistance Programs								
	Active Accounts as of 4/20/2020	Active Accounts as of 5/18/2020	Active Accounts as of 6/22/2020	Active Accounts as of 7/20/2020	Active Accounts as of 8/17/2020	Active Accounts as of 9/28/2020	Active Accounts as of 10/19/2020	Active Accounts as of 11/02/2020
CARE	2991	3065	3176	3259	3313	3433	3463	3513
FERA	73	80	84	83	83	83	86	85
Medical Baseline	458	463	473	479	486	502	516	519
<b>Customers on Payment Plans</b>								
Non-Residential Accounts	14							
Residential Accounts	80							
<b>CPA Customer COVID-19 Relief Bill Credits Issued</b>								
	Credits (\$)	Customers (#)						
	\$26,386	1,015						

Financial Assistance Program Descriptions	
<b>CARE:</b>	California Alternate Rates for Energy (CARE) Program reduces electric bills for eligible customers by about 30%. Customers can qualify for CARE based on participation in public assistance programs, or on household income. During COVID-19, eligibility for CARE/FERA has been expanded. More information here: <a href="http://www.sce.com/residential/assistance/care-fera">www.sce.com/residential/assistance/care-fera</a>
<b>FERA:</b>	Family Electric Rate Assistance (FERA) Program reduces electric bills for qualified households by about 18%. Customers can qualify for FERA based on participation in public assistance programs, or on household income. During COVID-19, eligibility for CARE/FERA has been expanded. More information here: <a href="http://www.sce.com/residential/assistance/care-fera">www.sce.com/residential/assistance/care-fera</a>
<b>Medical Baseline:</b>	If someone in a household needs powered medical equipment, the Medical Baseline Program provides additional energy to the customer's normal baseline allocation. During COVID-19, the Medical Baseline application has been streamlined. More information here: <a href="http://www.sce.com/residential/assistance/medical-baseline">www.sce.com/residential/assistance/medical-baseline</a>
<b>Payment Plans:</b>	SCE offers customers the option to go on a special payment plan if they are having trouble paying their bills. During COVID-19, eligibility for these payment arrangements have been expanded. More information here: <a href="http://www.sce.com/customer-service/billing-payment/financial-assistance">www.sce.com/customer-service/billing-payment/financial-assistance</a>
<b>CPA COVID-19 Relief Credits:</b>	CPA is currently offering bill credits to eligible customers impacted by COVID-19. Residential customers who sign up for CARE/FERA/Medical Baseline on or after March 16 receive \$25 bill credits, residential customers already on those programs who sign up for SCE payment plans on or after March 16 receive \$25 bill credits, and small business customers who sign up for SCE payment plans on or after March 16 receive \$50 bill credits. More information here: <a href="http://www.cleanpoweralliance.org/covid19">www.cleanpoweralliance.org/covid19</a>

CPA Contact Information
For questions on your municipal account information, please contact Jennifer Giles at <a href="mailto:jgiles@cleanpoweralliance.org">jgiles@cleanpoweralliance.org</a>
For general customer service inquiries, please call 888-585-3788 or email <a href="mailto:customerservice@cleanpoweralliance.org">customerservice@cleanpoweralliance.org</a>



# City of Camarillo

Department of Administrative Services

## MEMORANDUM

**DATE:** December 4, 2020  
**TO:** Greg Ramirez, City Manager  
**FROM:** John Thomas, Interim Director of Administrative Services  
**SUBJECT:** Activity Report – November 2020

---

### Human Resources/Risk Management

#### Active Recruitments

- Water Reclamation Superintendent: Recruitment will remain open until filled. An interview will be scheduled in December for qualified candidates that applied by 11/16/2020.
- Water Reclamation Plant Operator III: Recruitment closed on 11/17/2020. Oral board interviews will be scheduled in December.
- Executive Assistant: Recruitment closed on 11/18/2020. Oral board interviews are anticipated to be scheduled in December.
- Crossing Guards: Recruitment opened 11/12/2020 and will remain open until filled.

#### Vacancies – Recruitments Pending

- Director, Administrative Services
- Administrative Specialist II, Administrative Services
- Temporary Administrative Specialist II, City Manager's Office
- Assistant Director, Finance
- Accounting Specialist II/Payroll
- Accounting Specialist II/Purchasing
- Administrative Specialist II, Code Compliance
- Public Works Inspector
- Water Production Operator I/II
- Water Services Technician I/II

#### Activities/Meetings/Training:

- AALRR Webinar series (3x weekly): Continuous Updates – Coronavirus Pandemic and Your Workforce
- American Fidelity Section 125 Plan/Supplemental Insurance Plans: Open Enrollment ended on 11/13/2020
- Associate Planner & Crossing Guard orientations conducted
- Ventura County HR Group: Classification & Compensation Study

### **Facilities Operations**

- Installed plastic COVID-19 sneeze guards on the public counters in the City Hall lobby as well as staff workstations throughout City Hall and Corp Yard.
- Reviewed costs and funding options with staff and SoCalREN for the facilities' energy efficiency project. Also provided information to staff and the Energy Coalition for the FEMA grant application.
- Re-installed the world map ceiling mural above the Library Children's Area reference desk.
- Completed roof repairs to City Hall, the Police facility, and Library in preparation for the rainy season.
- Completed the required scheduled fire system alarm tests, fire sprinkler system inspections, and Halon inspections at City Hall, the Police facility, and Library.
- Installed a new HVAC system in Electrical Room #1 at the Wastewater Treatment Plant.

### **Fleet Operations**

- The garage billed a total of 167 labor hours.
- Preventive maintenance, repairs, and operator assistance on all equipment generated a total of 86 jobs. There was one road call this month.

### **Geographic Information Systems (GIS)**

- Attended California Water Efficiency Partnership (CALWEP) water budget meeting, and County of Ventura GIS user group meeting.
- Processed quarterly parcel and address update from data provided by County of Ventura.
- Created address list and web map for 2021 refuse pickup schedule.
- Replaced large-format document printer.
- Updated data collector application for Community Development to locate and document restaurants with outdoor dining.
- Completed outdoor dining online map with pictures of seating configuration.
- Continued assisting Public Works to display and analyze Roadrunner Shuttle trip data.
- Mapped path of sewage spills into storm drain system and downstream pump stations for Public Works.
- Created and published map of cellular tower facilities.

### **City Marquee**

- In November, there was one request submitted via our website, and twelve by the City Manager's Office, for a total of thirteen messages approved and scheduled. The Marquee has messages scheduled through June 30, 2021.

### **Information Systems - General**

- Received and installed five computers for evaluation in support of Library computer replacement project.
- Upgraded library software including Integrated Library System (ILS), and customer self-service and self-checkout systems.
- Replaced failed Secure Socket Layer Virtual Private Network (SSL VPN) device, which provides employees working remotely with secure access to City computer network resources.
- Opened six new support cases, and closed five support cases, for the City Enterprise Resource Planning (ERP) system. One case remains open.

- Installed new receipt printer and cash drawer, and configured Customer Service users, for second cashier workstation.
- Fulfilled public records requests for Building Permits and Purchase Orders.
- Provided analysis of delinquent utility accounts by zip code and amount owed, in support of State of California COVID-19 Financial Impact Survey.
- Completed development of new Agreements tracking application for Public Works, which facilitates collection and reporting of Agreement, Amendment, and Invoice data, and combines this data with existing Project, Vendor, and Purchase Order data from other sources.
- Scheduled, setup, and hosted Zoom webinars for City Council and Planning Commission.

### **Website**

- Numerous updates to the City website related to COVID-19 (resources and business re-opening), City Manager (government channel television and CitySceneTV), and many others.
- Continued process of updating and modernizing the City website, with review of first draft showing proposed new design created by our website host.
- There were a total of 27,613 user sessions interacting with the City website for an average of 64 seconds, and viewing an average of 1.78 pages, each.
- 64% of these sessions originated from search engines, 30% was direct website access and 6% from links including social media (Facebook, etc.), other web sites, and email.
- 42% of our website traffic originated from Camarillo, and another 12% from other regions within Ventura County.
- Desktop users accounted for 56% of these sessions, with another 41% from mobile users, and 3% from tablet users.
- There were a total of 49,078 individual page views in October. Two pages, Utility Billing Online Payments and the Coronavirus news item, tied for most visited this month, each accounting for 7% of the total. This is somewhat noteworthy, as after months of declining popularity, the Coronavirus news item nearly doubled its number of page views from last month. The Employment page attracted 3% of total page views.

Attachment: Library and RFBC Activity Report

# CAMARILLO PUBLIC LIBRARY

## Library & RFBC Activity Report

### November 2020

City of Camarillo Public Library is where discovery leads. We are a choice destination, offering signature events and information resources that nurture learning and strengthen the community. Each month, the library presents a dynamic schedule of ongoing events, such as storytimes and book clubs, highlighted by these special activities:

#### Curbside Pickup

Throughout November the library continued to offer curbside pickup Tuesday through Saturday 10 a.m. to 6 p.m. as a safe and easy way to check out materials. An average of 146 pickups were filled each day the library was open in November. A total of 10,098 items were checked out or renewed. Tuesday, November 17 was the single busiest day with 205 pickups. Visit [www.camarillolibrary.org](http://www.camarillolibrary.org) for more information.

#### Adult Literacy Center

In November, 23 volunteer literacy tutors and adult learners practiced reading and writing skills and attended one tutor training workshop and one networking meeting.

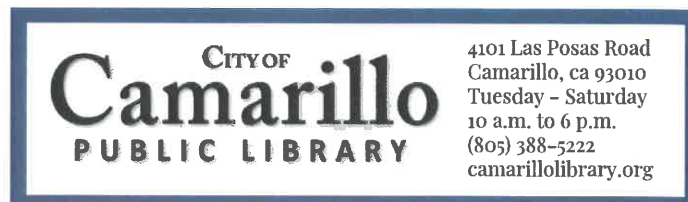
Two tutors attended Tutor Ready Reading Webinar hosted by ProLiteracy. New Adult Literacy Coordinator Mara Neuron attended orientation for new Library Literacy Program Coordinators and Library Directors. Mara also attended the following webinars: "How a Nonprofit Achieved Efficiency with a Tailored Volunteer Management Solution," "Books That Motivate ESL Students to Read and Develop Fluency." She is completing Basic Literacy Tutor Training through ProLiteracy.

## RUSSELL FISCHER BUSINESS COLLECTION

Operating within the Camarillo Public Library, the Russell Fischer Business Collection (RFBC) is embedded in the Camarillo business community and greater entrepreneur ecosystem. The RFBC provides professional and business development opportunities through special events and a curated collection of top business resources.

In November, Business Coordinator Nicole Valdivia fielded twelve phone calls from patrons, who continue to ask when the library will be opening to the public. Several requests were for access to a quiet work space or stable internet connection for work. Ms. Valdivia assisted patrons with access to the library's online databases, some of which had technical issues after the server migration in late November. Specifically, patrons needed help with navigating the features of BrainFuse JobNow, Lynda.com, First Research and Morningstar.

Ms. Valdivia addressed four emails from patrons that joined or had interest in the Business Book Club. Two emails were from people interested in working with the RFBC on virtual programming in January or February 2021. Ms. Valdivia assisted one patron with getting a new library card and accessing OverDrive for checking out eBooks, and she also instructed the patron on using other online databases.



## RFBC Events - November

Mind Masters Meeting 11/3: Tracking Equity in Business and the Power of Follow Up – Discussed with ten attendees what business equity means and how to recognize its value. Presented tools to help increase business equity and write powerful follow up notes. Also discussed when to send a card or thank you referral gift and when just to send an email.

Mind Masters Meeting 11/17: 7 Metrics to Measure the Health of Your Business – Eleven attendees discussed seven metrics for measuring the health of a business, covering topics such as ROI, Operating Margin, Net Profit and Cash Burn Rate in depth for an increased understanding of how to spot shortages and pivot to save your business.

Mind Masters Meeting 11/24: Networking, To Cold Call or Not – Shared in discussion with nine attendees of how to properly reach out to potential clients. Discussed cold call scripts, reaching out by email and the power of a true business network referral.

Coffee Talk with Nicole 11/16: Discussed RFBC databases with seven patrons, resulting in seven new library cards for patrons.

Business Book Club: *The 4-Hour Workweek* by Timothy Ferriss. Eight patrons registered, four actively read the book and engaged in discussion throughout the month. Hosted five book club meeting sessions with a total of eleven patrons participating. Discussed relevant topics such as filling your day with busy work vs. getting important tasks done; hiring virtual assistants; delegating and how proper delegation can lead to growth in your business; identifying fear and overcoming it so you don't load your day with unimportant tasks; virtual and remote work environments; auto response and removing your work email from your cell phone.

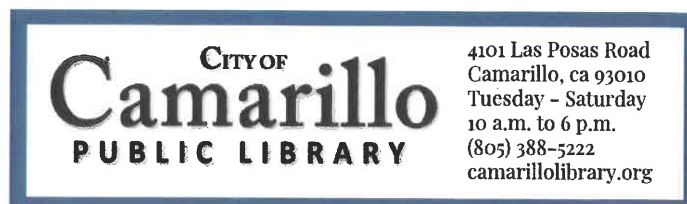
## RFBC Events - December

–Monday, December 7: Holiday Marketing Tips and Best Practices for Social Media and Email Campaigns. Business Coordinator Nicole Valdivia to host Zoom event at 3:00 p.m.

–Tuesday, December 8: Identity Theft Awareness - protecting yourself and your business. Presented by Camarillo Chamber of Commerce member Mary Fritsch-Derrick of Legal Shield at 5:30 p.m.

–Business Book Club. Meeting time changed to Thursdays at 1:00 p.m.

–Monday, December 21: Monthly Coffee Talk with Nicole - Reflection on 2020 and what we can learn surviving a global pandemic. Discussion of special opportunities the year brought to small businesses and entrepreneurs. Hosted on Zoom at 10:30 a.m.



**CAMARILLO PUBLIC LIBRARY**

## Metrics and Statistics

	November 2020	October 2020
Physical Material Checkouts	10,098	12,676
eBook Checkouts	4,349	4,517
eAudiobook Checkouts	2,670	2,886
Music Downloads	1,311	1,318
Digital Magazine Checkouts	1,090	1,173
Video Plays	675	713
New Cards Issued	123	148
Virtual Reference Inquiries	836	981

**RUSSELL FISCHER BUSINESS COLLECTION**

## Metrics and Statistics

	November 2020	October 2020
<u>Virtual Reference Inquiries</u>	19	22
<u>Virtual Events</u>	11	7
<u>Virtual Meetings</u>	21	16
Mind Masters - Attendees	30	29
Database Training - Attendees	8	7
Coffee Talks - Attendees	7	3

**CITY OF**  
**Camarillo**  
**PUBLIC LIBRARY**

4101 Las Posas Road  
Camarillo, ca 93010  
Tuesday - Saturday  
10 a.m. to 6 p.m.  
(805) 388-5222  
camarillolibrary.org



## *City of Camarillo*

Building and Safety Department

601 Carmen Drive

Camarillo, California 93010

805-388-5395 • fax 805-388-5393

Email – [bldgsafe@cityofcamarillo.org](mailto:bldgsafe@cityofcamarillo.org)

To: Greg Ramirez, City Manager

From: Renee Meriaux, Building Official

Date: December 9, 2020

Subject: Building Department Monthly Report

The number of customers at the counter, number of plan checks, number of permits issued, number of inspections and permits issued online decreased in the month of November compared to the previous month.

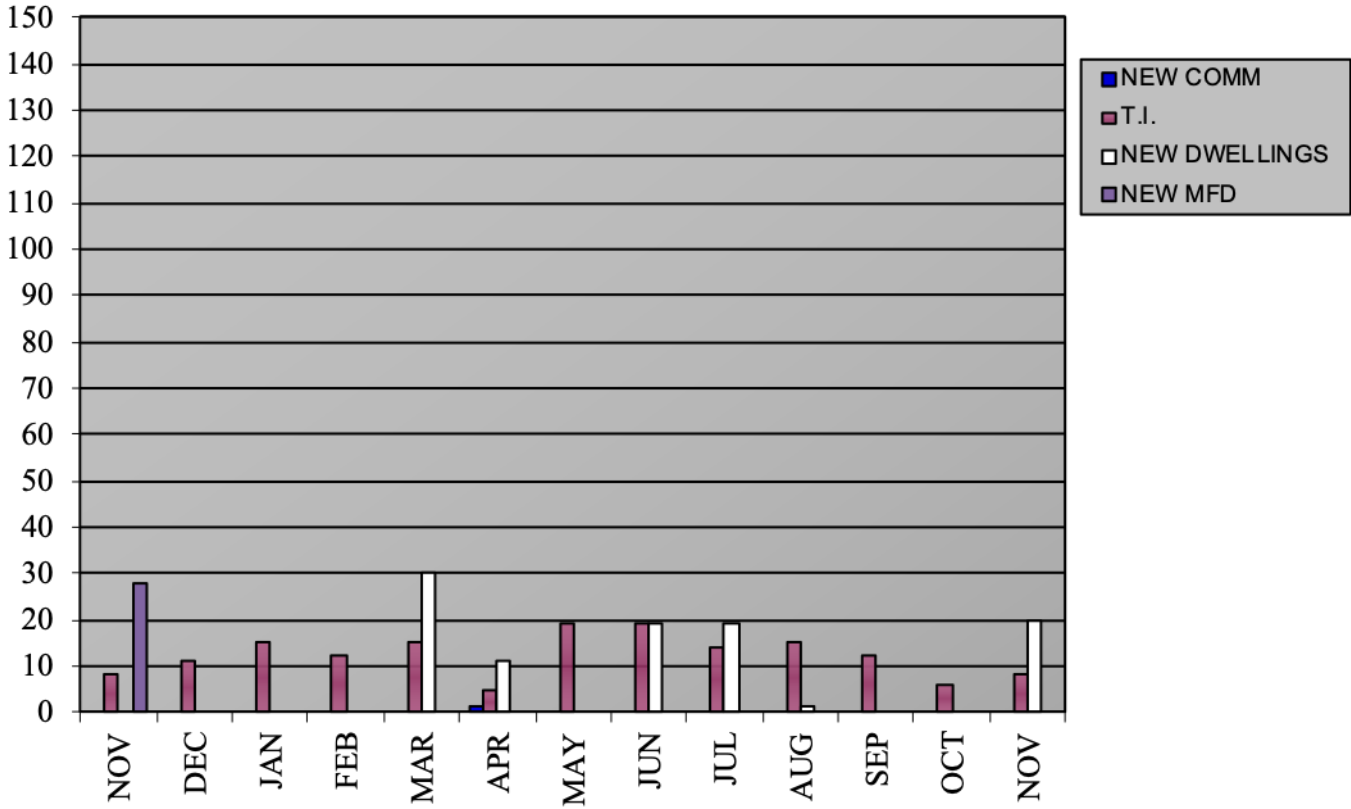
November showed 60.5% of inspections were requested online and 10.5% of the 209 total permits were issued online.



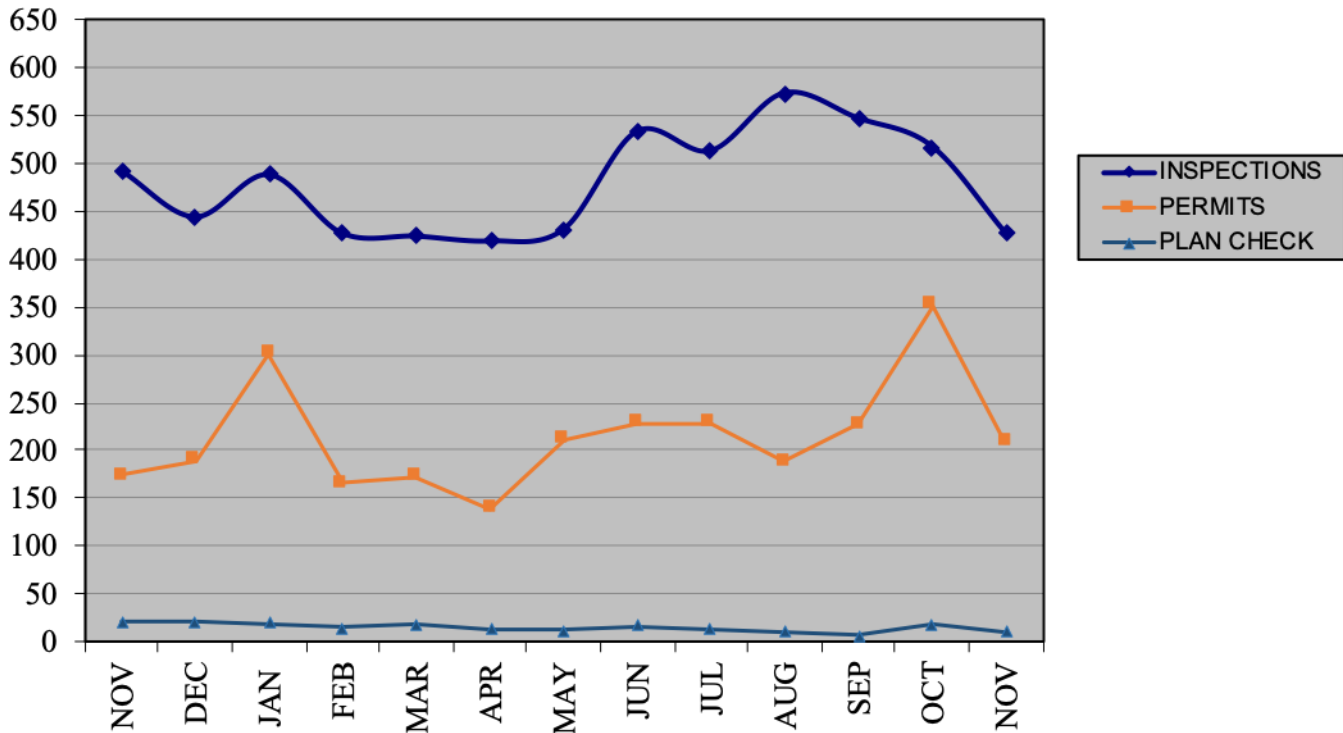
**CAMARILLO MONTHLY BUILDING AND SAFETY REPORT**

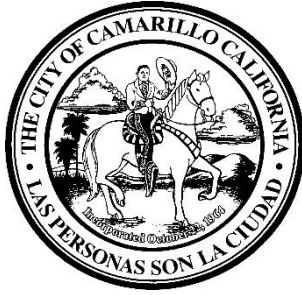
	PERMITS		TOTAL	PERMIT	PLAN	PLAN CHECK	SFD	MFD	NEW	T.I.	TOTAL	AVERAGE #	P.C. IST	P.C. 2ND	Customers	Cust	
	ISSUED	VALUATION	FEES	FEES	CHECKS	FEES			COM		INSPECT.	OF INSP	TURNAR	TURNAR		Average	
<b>FISCAL 17/18</b>																	
JUL	254	\$ 29,507,257	\$ 327,939	\$ 219,879	22	\$ 65,169	0	70	1	9	522	26	4.9	4.3	681	34.1	
AUG	299	\$ 13,609,478	\$ 191,875	\$ 147,697	25	\$ 44,178	8	109	0	17	680	29	4.7	4.9	741	32.0	
SEP	230	\$ 3,382,889	\$ 88,282	\$ 68,432	20	\$ 19,850	3	8	0	13	710	36	4.8	4.8	714	35.7	
OCT	255	\$ 8,529,784	\$ 158,716	\$ 124,734	12	\$ 33,982	18	10	0	13	558	25	4.2	4.8	444	22.2	
NOV	231	\$ 5,860,839	\$ 122,480	\$ 96,051	8	\$ 26,429	22	0	2	8	618	33	4.3	4.4	445	23.4	
DEC	158	\$ 5,390,482	\$ 119,992	\$ 73,112	15	\$ 46,879	12	0	0	4	687	37	4.2	4.2	388	20.4	
JAN	218	\$ 5,698,963	\$ 148,296	\$ 89,281	15	\$ 59,015	12	0	0	13	747	37	5.0	4.6	631	29.8	
FEB	186	\$ 4,839,281	\$ 98,876	\$ 81,960	11	\$ 16,916	20	0	0	7	677	36	4.8	4.1	590	31.1	
MAR	216	\$ 2,440,982	\$ 69,407	\$ 58,246	11	\$ 11,160	6	0	1	10	628	29	4.6	4.6	547	24.0	
APR	277	\$ 14,799,640	\$ 534,591	\$ 379,906	22	\$ 154,686	15	41	1	13	724	35	4.4	4.1	508	25.0	
MAY	241	\$ 7,010,125	\$ 137,837	\$ 114,575	13	\$ 23,262	1	20	1	15	859	38	3.8	3.9	652	29.3	
JUN	251	\$ 11,143,675	\$ 173,129	\$ 43,172	18	\$ 129,957	6	181	0	12	795	37	3.9	3.8	463	22.8	
<b>TOTALS</b>	<b>2816</b>	<b>\$ 112,213,395</b>	<b>\$ 2,171,420</b>	<b>\$ 1,497,045</b>	<b>192</b>	<b>\$ 631,483</b>	<b>123</b>	<b>439</b>	<b>6</b>	<b>134</b>	<b>8205</b>	<b>33</b>	<b>4.4</b>	<b>4.4</b>	<b>6804</b>	<b>27.5</b>	
<b>FISCAL 18/19</b>																	
JUL	284	\$ 8,839,511	\$ 250,944	\$ 123,746	16	\$ 127,198	29	0	0	17	728	35	4.2	3.3	444	21.4	
AUG	276	\$ 8,680,250	\$ 166,398	\$ 46,277	17	\$ 120,121	62	0	0	15	793	35	4.2	3.3	427	18.6	
SEP	218	\$ 2,289,728	\$ 150,546	\$ 126,131	13	\$ 22,501	1	9	0	14	632	33	4.4	3.8	488	23.2	
OCT	226	\$ 13,975,783	\$ 194,109	\$ 152,448	22	\$ 32,996	0	17	0	12	851	39	4.5	3.1	420	19.1	
NOV	166	\$ 1,639,379	\$ 69,880	\$ 34,045	17	\$ 30,139	1	0	0	0	658	36	4.1	2.9	469	24.7	
DEC	156	\$ 880,327	\$ 111,597	\$ 22,206	15	\$ 84,113	0	0	0	10	699	37	4.1	2.8	441	23.2	
JAN	164	\$ 4,787,679	\$ 112,038	\$ 65,947	24	\$ 28,515	12	85	0	9	690	32	4.9	3.1	478	22.8	
FEB	153	\$ 1,081,032	\$ 41,180	\$ 25,847	23	\$ 11,239	0	0	0	14	575	30	4.9	3.1	483	23.0	
MAR	197	\$ 7,738,352	\$ 126,160	\$ 93,581	19	\$ 25,168	24	0	0	13	712	34	4.8	2.5	570	27.1	
APR	219	\$ 8,627,071	\$ 127,832	\$ 94,964	27	\$ 24,494	27	0	0	20	702	34	4.9	3.5	563	25.6	
MAY	225	\$ 1,056,277	\$ 49,139	\$ 31,950	18	\$ 9,638	0	0	0	20	716	33	4.8	3.6	578	26.3	
JUN	206	\$ 1,751,513	\$ 63,603	\$ 62,669	15	\$ 11,890	0	0	0	16	627	31	4.3	3.2	552	26.1	
<b>TOTALS</b>	<b>2490</b>	<b>\$ 61,346,902</b>	<b>\$ 1,463,426</b>	<b>\$ 879,811</b>	<b>226</b>	<b>\$ 528,012</b>	<b>156</b>	<b>111</b>	<b>0</b>	<b>160</b>	<b>8383</b>	<b>34</b>	<b>4.5</b>	<b>3.2</b>	<b>5913</b>	<b>23.4</b>	
<b>FISCAL 19/20</b>																	
JUL	188	\$ 2,161,358	\$ 56,832	\$ 44,942	16	\$ 11,890	0	0	1	3	641	29	4.2	4.0	564	29.1	
AUG	195	\$ 2,475,640	\$ 58,157	\$ 45,153	14	\$ 13,004	0	0	1	12	694	32	4.4	4.2	487	31.6	
SEP	222	\$ 6,738,661	\$ 124,007	\$ 99,056	8	\$ 24,951	2	22	0	20	614	31	4.6	4.0	575	30.7	
OCT	235	\$ 2,605,070	\$ 83,006	\$ 56,614	16	\$ 26,392	0	6	0	12	644	32	4.3	3.7	466	32.2	
NOV	174	\$ 3,013,017	\$ 72,136	\$ 56,474	20	\$ 15,662	0	28	0	8	429	27	4.0	3.2	524	26.2	
DEC	189	\$ 1,025,743	\$ 94,900	\$ 39,162	20	\$ 55,738	0	0	0	11	444	22	4.2	3.8	542	27.1	
JAN	301	\$ 2,318,893	\$ 88,937	\$ 75,599	19	\$ 13,338	0	0	0	15	488	23	4	3.4	599	29.0	
FEB	166	\$ 1,490,202	\$ 55,154	\$ 43,242	15	\$ 11,912	0	0	0	12	427	22	3.7	3.2	440	23.2	
MAR	172	\$ 8,228,074	\$ 138,349	\$ 108,178	17	\$ 30,171	30	0	0	15	424	19	3.5	3.2	249	12.5	
APR	139	\$ 5,225,992	\$ 104,537	\$ 93,929	14	\$ 10,608	11	0	1	5	419	19	3.3	3.4	33	1.5	
MAY	212	\$ 7,743,649	\$ 117,560	\$ 67,435	12	\$ 50,125	0	0	0	19	431	22	3.5	3.2	33	1.7	
JUN	228	\$ 9,099,724	\$ 143,076	\$ 109,096	16	\$ 33,980	19	0	0	19	533	24	3.2	3	28	1.4	
<b>FISCAL 20/21</b>																	
JUL	228	\$ 18,092,722	\$ 188,079	\$ 153,396	14	\$ 34,683	19	0	0	14	513	23	4.0	3.8	243	11.1	
AUG	188	\$ 1,892,309	\$ 68,063	\$ 45,399	11	\$ 22,664	1	0	0	15	573	27	3.7	3.3	253	11.8	
SEP	227	\$ 6,494,678	\$ 89,100	\$ 77,471	6	\$ 11,629	0	0	0	12	547	26	3.5	3.2	300	14.6	
OCT	352	\$ 2,273,530	\$ 143,469	\$ 127,384	17	\$ 16,085	0	0	0	6	518	25	3.7	3.0	338	16.3	
NOV	209	\$ 8,057,298	\$ 143,469	\$ 101,955	11	\$ 41,514	20	0	0	8	428	24	3.8	3.0	242	13.4	
DEC																	
JAN																	
FEB																	
MAR																	
APR																	
MAY																	
JUN																	
<b>TOTALS</b>	<b>1204</b>	<b>\$ 36,810,537</b>	<b>\$ 632,180</b>	<b>\$ 505,605</b>	<b>59</b>	<b>\$ 126,575</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>55</b>	<b>2579</b>	<b>25</b>	<b>3.7</b>	<b>3.3</b>	<b>1376</b>	<b>13</b>	
<b>19/20 TOTALS</b>	840	13980729	322002	245764.96	54	76236.65	2	28	2	47	2593	31	4.4	4.0	2092	30.9	
<b>% CHANGE</b>	43%	163%	96%	106%	9%	66%	1900%	0%	0%	17%	-1%	-19%	-15%	-18%	-34%	-56%	

**Total New Units By Category Per Month**



**Total Permits Issued, Plan Checks and Inspections Performed By Month**





# City of Camarillo

Office of the City Clerk

---

## MEMORANDUM

Date: December 14, 2020  
To: City Manager  
From: City Clerk *jm*  
Subject: Activity Report – November 2020

---

The November Activity Report for the City Clerk's Department is as follows:

### MEETINGS

2 City Council meetings (agenda and minute prep.)  
0 City Council Successor Agency meetings (agenda and minute prep.)  
2 Camarillo Sanitary District meetings (agenda and minute prep.)  
0 Community Development Commission meetings  
1 Camarillo Library Board meeting (agenda and minute prep.)  
0 Industrial Development Authority meeting (agenda and minute prep.)  
0 Public Finance Authority meeting (agenda and minute prep.)  
0 Capital Improvement Corporation meeting (agenda and minute prep.)  
5 Council committee meeting agendas posted  
1 Citizen committee meeting agendas posted  
1 Public hearings noticed

### RECORDS MANAGEMENT

8 Resolutions processed  
1 Ordinances processed  
38 Agreements/contracts processed  
3 Recorded documents processed  
749 Number of documents input into the electronic imaging system  
2288 Boxes in off-site storage  
1 Boxes destroyed: 1 on-site; 0 off-site

### RECOGNITIONS

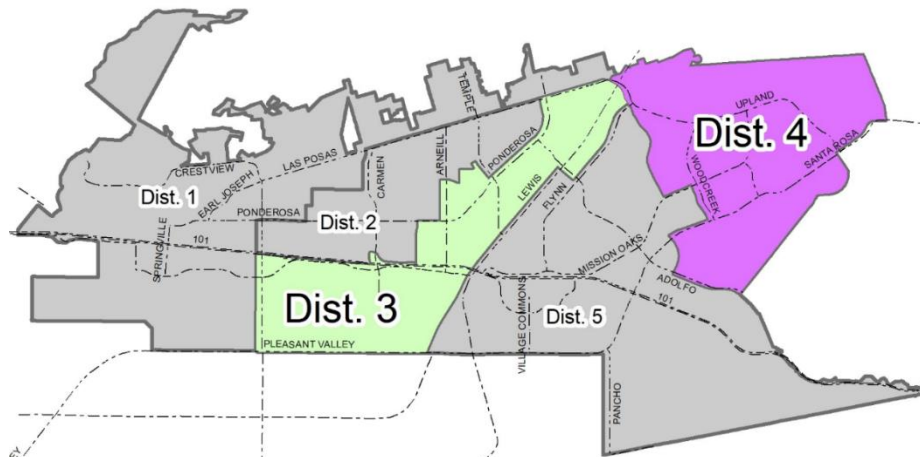
2 Certificates: Marine of the Year, Chamber of Commerce Outgoing CEO  
1 Proclamations: Eagle Scout  
1 Flower orders

## SERVICES/OTHER

18	Public records requests/subpoenas
2	ABC licenses/permits
0	Bingo licenses
0	Non-profit solicitation permits
7	Dog licenses
1	Life certificates
0	City Hall tours
2	Reserved use of City Hall (outside agencies)
0	Cadet service
5	Film service
3	Complaints/legal claims
2	Bid openings

## NOVEMBER 2020 GENERAL MUNICIPAL ELECTION

The City's General Municipal Election held November 3, 2020, was the first election in the City of Camarillo where residents registered to vote within a District voted for a single councilmember to represent that District. There were two council seats up for election, one in District 3 and one in District 4 (see District Map below).



The election was consolidated with the Presidential Election and run and canvassed by the Ventura County Elections Division. Councilmember Kevin Kildee received the highest number of votes in District 3 and Councilmember Tony Trembley received the highest number of votes in District 4. The results were presented to the City Council for certification at the December 2, 2020, reorganization meeting.

## MISCELLANEOUS - Meetings attended:

Camarillo Council on Aging



# **City of Camarillo**

## Department of Community Development

### MONTHLY ACTIVITY REPORT

**DATE:** December 15, 2020

**TO:** City Manager

**FROM:** Director of Community Development

**SUBJECT:** **Monthly Activity Report – November 2020**

---

The following is a summary of the activities within the Department of Community Development for the month of November 2020.

➤ **Planning Commission Reviews**

○ **EIR 2017-4, GPA 2017-1, and CZ-331, Camino Ruiz, LLC & ZDI, Inc.**

On November 10, 2020, the Planning Commission recommended certification of an Environmental Impact Report (EIR), and approval of a General Plan Amendment (GPA) and a Change of Zone (CZ) to the City Council. The EIR analyzed the impacts of the proposed future development of a 385-unit apartment complex on the subject site at the southeast corner of Verdugo Way and Camino Ruiz, currently in review under RPD-201. The GPA would change the General Plan land use designation from Industrial to High Density Residential (18.1 to 30 units per acre), and the CZ would change the zoning from Limited Manufacturing (L-M) to Residential Planned Development, 30 units per acre maximum (RPD-30U). The EIR, GPA, and CZ are to be evaluated by the City Council on December 9th. If the City Council approves the EIR, GPA, and CZ requests, the RPD is anticipated to be reviewed by the Planning Commission the first quarter of 2021.

○ **SUP-9M(3), Boys and Girls Club of Camarillo**

On November 10, 2020, the Planning Commission approved a Special Use Permit modification (SUP-9M(3)) for a 6,330-square-foot expansion to the existing 26,474-square-foot Boys and Girls Club facility, located at 1500 Temple Avenue in the Single-Family Residential (R-1) Zone. The expansion included a 6,062-square-foot addition within the footprint of the existing basketball court located on the north side of the facility, and a 268-square-foot addition to the main entry located on the west side of the facility. The project includes architectural updates to the existing facility and outdoor landscape and hardscape improvements.

➤ **Community Development Director (CDD) Approvals**

○ **TUP-30, Collection Sites**

On November 12, 2020, the Director of Community Development approved a Temporary Use Permit for the use of 900 square feet (5 parking spaces) of the

Camarillo Premium Outlets' parking lot located at 740 E. Ventura Boulevard in the Commercial Planned Development (CPD) Zone for the placement of a modular structure for walk-up COVID-19 testing.

- **CPD-138M(28), Donahue Schriber**

On November 23, 2020, the Director of Community Development approved a request for an administrative modification for the demolition of an existing 3,222-square-foot stick frame building and construction of a replacement concrete masonry building of approximately 4,165 square feet and façade modifications. The subject project is located at 2400B Las Posas Road within the Camarillo Village Square Shopping Center. The Camarillo General Plan Land Use Map designates the property for Commercial use and is zoned Commercial Planned Development (CPD).

- **CUP-171M(13), T-Mobile**

On November 23, 2020, the Director of Community Development approved an administrative modification to change the equipment on an existing monopole wireless communications facility, located at 333 Dawson Drive. The subject property is approximately 2.62 acres, is designated Industrial in the General Plan, and is zoned Light Manufacturing (M-1).

- **IPD-401M(2), Institution Ale Company**

On November 24, 2020, the Director of Community Development approved an administrative modification to add an approximately 1,549-cubic-foot grain silo with a height of approximately 22 feet and 3 inches on the west side of the existing industrial building, reconfigure a portion of the parking lot, and provide additional landscaping surrounding the proposed grain silo, located at 3841 Mission Oaks Boulevard . The property is approximately 1.05 acres, is designated Industrial in the General Plan, and is zoned Limited Manufacturing (L-M).

- **PR-716M(2), Perez Residence**

On November 30, 2020, the Director of Community Development approved a plan review of a new detached pool pavilion with bathroom, gas fire pit, and covered outdoor kitchen area on an existing legal lot developed with a single family residence and pool, located at 5329 Calarosa Ranch Road . The 0.47-acre subject property is designated Rural Density Residential (2.5 dwelling units per acre maximum) in the General Plan and is zoned Rural Exclusive 30,000-square-foot average lot size (RE-30AV).

➤ **Other General Planning Activities**

The table below highlights the status of other projects that staff is working on.

PROJECT NO.	DESCRIPTION	STAFF	STATUS
<b>Springville</b>			
GPA 2018-1, Ran Rancho, CZ-328, TT-5671-2M(3), RPD-195	159 single family detached units and relocation of future park site west of Springville Drive north of U.S. 101.	JL	The City Council approved the requests at their meeting on November 4, 2020. RPD-195 is anticipated to be scheduled for a Planning Commission public hearing in January 2021.

PROJECT NO.	DESCRIPTION	STAFF	STATUS
<b>Village Gateway</b>			
RPD-188, Aldersgate	87 townhomes located at 350 Lewis Road.	JN	Occupancy released for 10 of 12 phases of the project. Anticipated to complete final phases currently under construction in first quarter of 2021.
<b>Other Residential</b>			
CUP-330, Aldersgate	Mixed use – 6,000 square feet of retail/office space, 23 affordable apartments located at 2024 Ventura Blvd.	DM	Residential portion is occupied and Café Ficelle has opened. The remaining business tenant improvements are scheduled to be completed this Winter. Once the tenant improvements are completed, Topa Topa Brewing, Freda's Pizza and Woodfire Kitchen, and Rori's Artisanal Creamery will be open for business in one shared restaurant space.
RPD-198, Shea Homes	281 senior restricted single-family and duplex units located off Upland Rd. between St. John's Seminary and Padre Serra Church.	JN	Model complex is open by appointment only and phases 1 and 2 of the production units are anticipated to receive certificates of occupancy by the end of 2020. The recreation center is expected to be completed in early 2021 and additional Zone Clearances for future phases are anticipated throughout 2021. Additionally, the trailhead has been constructed and is open to the public.
GPA 2017-2, NUWI Camarillo, LLC & ZDI, Inc.	Redevelop 30 acres of the Camarillo Springs Golf Course into 248 senior detached units and convert existing 18-hole course into 12-hole course.	JL	Draft EIR was released for public comment on September 21 through November 5, 2020.
GPA 2017-1, CZ-331, RPD-201, Camino Ruiz	385 Residential apartment units located on the southeast corner of Camino Ruiz and Verdugo Way.	JN	On November 10, 2020, the Planning Commission recommended certification of the EIR and approval of the GPA and CZ to the City Council. City Council public hearing is scheduled for December 9, 2020.
GPA 2020-1, Area Housing Authority of Ventura County / Many Mansions	68 affordable units (60 rental & 8 for-sale) plus manager's unit at former Stock Lumber site located at 2800 Barry St.	JL	The project is scheduled for a Planning Commission public hearing in December.
CUP-400 / GPA 2019-2 / ZC-329	Mixed-use project (9 very low-income rental units, community space, and 500 sq. ft. of commercial space) located at 246, 262, 268, and 276 Arneill Rd.	OB	Staff is working with RRM Design Group to address completeness items from the Second completeness review.

PROJECT NO.	DESCRIPTION	STAFF	STATUS
<b>Commercial/Industrial/Institutional</b>			
CUP-379, PVMWC Desalter Facility	Installation of reverse osmosis equipment at 2411 Ponderosa Dr.	OB	Approved by the Planning Commission on November 20, 2018. Zone Clearance was issued August 11, 2020 for the RO system, and the building plans are currently in plan check. Applicant submitted the L/S plans for review.
CPD-246 / CUP-384, Hotel Conference Site	Develop 2 hotels and conference center; increase in building height to 4 stories on Ventura Blvd north of the Promenade Outlets.	JL	Approved by the City Council on December 13, 2017. Grading has commenced.
IPD-53M(11), Rexford Industrial	55,500-square-foot office building demo, construction of a 111,500-square-foot building, and 52,026-square-foot building expansion located at 3233 E. Mission Oaks Blvd.	JN	The application was deemed incomplete on September 12, 2019 and again on May 4, 2020. The project required an MND, which completed public review on July 20, 2020. Staff is awaiting a resubmission of the project plans and a public hearing before the Planning Commission is anticipated in early 2021.
CUP-387, Verizon Wireless	Construction of a new 50-foot-high detached wireless tower. The tower is proposed to be at the rear of an existing industrial building located at 4053 Calle Tesoro.	SD	A public hearing was held on December 1, 2020 where the Planning Commission approved the CUP.
CPD-6M(23), Central Plaza	Demolish vacant K-Mart and construct new Vons, convenience store/gas station, retail building, and drive through restaurant located at 700-960 Arneill Rd.	JN	Project application submitted on June 14, 2020 and was deemed incomplete on July 15, 2020. An Initial Study is required, and staff is working with an environmental consultant on a proposal for scope of work. The applicant has not resubmitted plans to Community Development for a second review, however, a resubmission of the project is anticipated by early 2021 with hearings in mid to late-2021.
LD-550, CPD-248, America's Tire	Create a new 0.89-acre parcel for the construction of a 7,373-square-foot automotive service station located at the northwest corner of Ventura Blvd. and Overland Rd.	JN	LD-550 and CPD-248 were approved by the Planning Commission on June 16, 2020. Parcel map is under review with the Public Works Dept. and is anticipated to record prior to the end of 2020. Construction is anticipated in the beginning of 2021.



PROJECT NO.	DESCRIPTION	STAFF	STATUS
CPD-2M(6), Motel 6	Request to remove an existing porte-cochere and building façade improvements located at 1641 Daily Dr.	JN	The façade improvements were approved by the Planning Commission on May 14, 2019. Landscape plans have been approved, and the building permits are ready to be issued by the Building and Safety Division.
CPD-5M(27), Carmen Plaza	Request to demo an existing 8,300-square-foot tire store and construct a new 8,300-square-foot multi-tenant commercial building with a drive-thru located at 323 Carmen Dr.	JN	On August 20, 2019, the Planning Commission continued the proposed project to a date to be determined. Staff is awaiting a formal resubmission of the application to continue review.
RPD-202, Lustra Development, LLC	Development of an 11,830-square-foot apartment complex consisting of eight, two-bedroom, rental units located at the southeast corner of Glenn and Chapel Dr. The project was also approved for reduction in the required open space.	JN	Approved by the Planning Commission on July 2, 2019. Improvement plans submitted for review to the Public Works Department. On November 11, 2019, the City Council authorized 7 development allotments for the project. Staff approved a request submitted by the developer for an administrative minor modification to have the approved project remove a condition to record a lot merger. Awaiting submission of improvement and building plans.
CUP-391, Lustra Development, LLC	Demolition of an existing 8,333-square-foot commercial building and the development of a new 18,352-square-foot, three-story mixed-use building located at 99 South Glenn Dr.	JN	Approved by the Planning Commission on July 16, 2019. Improvement plans were submitted for review to the Public Works Department. On November 11, 2019, the City Council authorized 10 development allotments for the project. The developer submitted plans to the Building and Safety Division for plan check.
CUP-403, Crestview Mutual Water	Construction of a new 1,022-square-foot well pump and pump house in a vacant lot on Crestview Avenue between Ashdale Court and Dominica Corte.	SD	The application was deemed incomplete, and staff is waiting for applicant resubmittal.
IPD-404, Silverstrand Grid	Construction of a new 11-megawatt energy storage facility in an approximately 0.4-acre site, located at 375 Willis Avenue in the Camarillo Airport.	SD	Approved by the Planning Commission on May 5, 2020. Zone Clearance and building permits have been issued. Landscape plans have been approved.
IPD-406, Dawson Storage	Construction of a new 58,900 square-foot self-storage facility with tuck-under parking located at 91-235 South Dawson Dr.	PM	Application received on June 16, 2020 and was deemed incomplete on July 16, 2020; pending second submittal for completeness.

PROJECT NO.	DESCRIPTION	STAFF	STATUS
IPD-407, AOG Architecture Studio	Demolish existing 1,200-square-foot building and construct a new 18,821-square-foot building located at 372 Dawson Dr.	JN	Project was approved by the Planning Commission on October 20, 2020. Staff is awaiting submission of grading improvement plans, landscape plans, and building plans for review.
GPA 2020-2, CZ-332, IPD-408, CPD-249, TT-6082, Darling Development	Demolish existing buildings and construct 6 multi-tenant industrial buildings and retail located at 280 and 330 Skyway Dr.	DM	Applications are currently under completeness review.
IPD-390M(1), Trojan Storage	1117,557-square-foot. self-storage facility located at the northeast corner of Camino Carillo and Camino Ruiz.	JN	Project deemed incomplete in May 2020. The applicant has resubmitted, and the application was deemed complete in October 2020. The project requires preparation of an addendum to the MND for the project site conducted under IPD-390. An environmental consultant has been contracted to conduct review and prepare the addendum to the MND. It is anticipated that the project will be considered at the January 19, 2021 Planning Commission meeting.
SUP-9M(3), Boys and Girls Club of Camarillo	6,330-square-foot expansion to existing Boys and Girls Club building located at 1500 Temple Ave.	OB	The Planning Commission held a public hearing on November 10, 2020 and approved the project.

### **Miscellaneous Applications Received**

➤ Signs:	10	➤ Zoning Verifications:	1
➤ Banners:	0	➤ Plan Reviews:	1
➤ Zone Clearances:	36	➤ Pre-Applications	3
➤ Zone Clearances for Temporary Outdoor Dining			3

### **1. CODE COMPLIANCE**

- There was an increase in the number of building violations from last month. Staff addressed all violations. All cases are in the process of being corrected.
- Staff conducted 3 separate citywide Recreational Vehicle surveys. Staff inspected for encroachment on to the public right of ways, leaking of grey water, trash & debris and any other violations. Staff was able to assess how many RVs were being used for habitation purposes and how many appeared to just be stored on city streets.
- Staff obtained and executed an abatement warrant for an abandoned property. The front window and rear slider were broken and unsecured, the landscape was overgrown, and there was a significant amount of trash and debris. The property was not secure and appeared to have squatters using it for shelter. The property has been boarded up, weeds abated, trash removed and is currently secured. Staff is working on a permanent fix for this property.

- Staff completed the final clearing of all political signs that remained 7 days after the election. This election year kept staff busy with illegally placed signs and informational calls.
- **Animal Control Citations** - Animal Control issued 50 citations during the month of November. Staff is in contact with citizens who are submitting proof of compliance prior to citations being issued and requested the County update the appropriate database. After administrative review, two citation dismissals were processed.

Attached is a report showing the number and type of code violations for this month.

## 2. GRANT FUNDING

- Community Development Department is administering the following State Department of Housing and Community Development (HCD) and the U.S. Department of Housing and Urban Development (HUD) grants:

Grant	Amount	Status	Proposed Activities
SB 2 - HCD Planning Grants Program	\$310,000	<b>Awarded.</b> Ready for spending. (Agreement date: 6/24/2020)	Housing Element Update; designate sites to increase housing capacity; new housing policies.
CDBG - HUD Community Development Block Grant	\$326,972	<b>Awarded.</b> Ready for spending. (Agreement date: 9/11/2020)	Public services; housing rehabilitation programs; Affordable Housing Preservation program; and down payment assistance program that is limited to purchases through the City's Affordable Housing Preservation Program. Staff is processing a minor amendment to the Action Plan to account for HUD error in calculating the City entitlement allocation.
LEAP - HCD Local Early Action Plan	\$20,000	<b>Pending</b> HCD review. Submitted 7/1/2020; Submitted revised funding request 11/3/2020, from \$40K to \$20K per HCD's request.	Accessory Dwelling Unit zoning ordinance amendment.
PLHA/SB 2 - HCD Permanent Local Housing Allocation	\$135,354	<b>Awarded.</b> Award letter received on 10/21/2020. Pending HCD funding agreement.	First Time Homebuyer Down Payment Assistance Loan Program for income-eligible buyers.
CDBG-CV - HUD (CDBG supplement)	\$192,347	<b>Pending</b> HUD review. Submitted 10/19/2020. for submittal to HUD.	Response to COVID-19 health emergency.
<b>TOTAL</b>	<b>\$1,004,673</b>		

## **CDBG**

- FY 2020/21 Action Plan
  - HUD completed review of the FY 2020-2024 Regional Consolidated Plan (RCP), Analysis of Impediments (AI), FY 2020/21 Action Plan, and Citizen Participation Plan (CPP). HUD/City funding agreement was executed on September 9, 2020. City/Subrecipient agreements were executed September – October 2020.
  - On September 23, 2020, the City Council approved the FY 2020/21 Action Plan Amendment to incorporate the CDBG-CV funding and to allocate \$43,094 of unspent funding from FY 2019/20 into FY 2020/21 programs. HUD has approved the amendment and the City has signed the funding agreement. Staff is preparing the subrecipient agreements for the CDBG-CV allocation.
- FY 2019/20 CAPER
  - Staff completed the final FY 2019/20 draw-down of funds from HUD's Integrated Disbursements Information System (IDIS), closed out FY 2019/20 activities in IDIS, and prepared the FY 2019/20 CAPER on program activities for submittal to HUD. Per HUD regulations, the CAPER is made available for public review from September 29 to October 14, 2020. Staff submitted CAPER to HUD on October 19, 2020.
- Affordable Housing Preservation Program (City program) – Mulberry Place Unit:
  - On June 15, 2020, an owner of a moderate-income unit within Mulberry Place subdivision notified the City of intent to sell their unit. The sale of the unit will correct an ongoing owner-occupancy violation. City staff calculated the owner's maximum sale price, evaluated City's position to purchase the property, opened escrow for the purchase on August 7, 2020, and presented the item at the August 26, 2020 City Council closed session. City Council authorized the purchase on September 23, 2020 and escrow closed on September 30, 2020.
  - The City purchased the unit for \$533,755.98, including closing costs. CDBG, Housing Bonds, and General Fund (fully repayable upon resale) were used for the purchase. Because CDBG funds were used to partially fund the purchase, staff completed the required NEPA review required by HUD.
  - The City is in the process of searching for a qualified buyer via the City's interested parties list. The resale will allow the City to update and extend the affordability covenant.
- Owner-Occupied Housing Rehabilitation Program (CHS, Inc.):
  - Summary of the current rehabilitation loans is shown in the following table.

Program Year	Citizen Loan Committee Review	Type of Assistance	Assistance Amount	Project Status
FY 2020/21	Approved 4/23/2020	Loan	\$ 24,200	Loan documents and construction contract were signed on July 9, 2020. City received from HCD the original Title of the mobile home on 9/30/2020; CHS will issue the contractor with a Notice to Process first week in October 2020.
FY 2020/21	Approved 4/23/2020	Loan	\$ 24,575	Loan documents and construction contract were signed on July 9, 2020; homeowners decided to seek a different contractor and will resubmit new bids and scope of work for City review when they are available.

➤ Fund Balance:

- Staff continues to process reimbursement requests from subrecipients. The FY 2020/21 program budget, approved reimbursements, and remaining balances are summarized in the following table:

Program	Budgeted Amount	Processed Reimbursement Requests	Remaining Balance
Public Services	\$65,240	\$12,805	\$52,435
Habitat for Humanity	\$50,000	\$0	\$50,000
Owner-Occupied Housing Rehabilitation (City)	\$55,000	\$0	\$55,000
Affordable Housing Property Acquisition (City) – includes program income*	\$214,432	\$212,111	\$2,320.86
First Time Homebuyer Down Payment Assistance Loan Program (City)	\$20,000	\$0	\$20,000
Administration (City staff, City Attorney, VTA, Cloudburst)	\$58,233	\$63	\$58,171
Fair Housing	\$7,161	\$7,165	\$(4)
<b>TOTAL</b>	<b>\$ 470,066*</b>	<b>\$ 232,144</b>	<b>\$ 237,922</b>
*Includes \$326,972 FY 2020/21 allocation, \$98,591.66 FY 2020/21 unspent program income, and \$44,502.75 total unspent allocations from prior years.			

**CDBG-CV**

- CARES Act made available \$5 billion to HUD in supplemental CDBG funding for grants to prevent, prepare for, and respond to coronavirus (CDBG-CV). The City of Camarillo is eligible for a CDBG-CV allocation of \$192,347. The City advertised the availability of CDBG-CV funding for food support, grocery delivery, and rent/utility assistance. Four agencies submitted applications.

- On September 23, 2020, City Council approved an FY 2020/21 Action Plan Amendment, incorporating the CDBG-CV funding allocations. On September 23, 2020, the City Council approved the FY 2020/21 Action Plan Amendment to incorporate the CDBG-CV funding and to allocate \$43,094 of unspent funding from FY 2019/20 into FY 2020/21 programs. HUD has approved the amendment and the City has signed the funding agreement. Staff is preparing the subrecipient agreements for the CDBG-CV allocation.

### **3. AFFORDABLE HOUSING**

- 2021-2029 Housing Element Update/ 6<sup>th</sup> Cycle Regional Housing Needs Assessment (RHNA):
  - City staff began working with the consultant team (Rincon; Veronica Tam & Associates) in April 2020. To-date, progress includes developing project website, drafting of the Community Outreach Plan, preparing a draft land inventory, reviewing and updating the Housing Element document including the housing assessment and needs analysis, the analysis of constraints to development of housing, and goals/policies/programs.
  - On August 27, 2020, staff conducted the Public Workshop via Zoom webinar to introduce the Housing Element update process, introduce the draft land inventory, and solicit public input. Staff provided an update on the first workshop to the City Council and the Planning Commission at their October 14, 2020 meeting.
  - On October 28, 2020, staff presented initial draft goals, policies, and programs to the City Council for feedback prior to the public workshop, anticipated in Winter 2020/21.
  - 2021-2029 Housing Element update is due to HCD by October 15, 2021. (Housing Element 8-year planning period is October 15, 2021 – October 15, 2029; 6th RHNA 8.3-year projection period is June 30, 2021 – October 15, 2029).
- ParkWest Townhomes – New Construction of 9 Moderate-Income For-Sale Units:
  - Staff approved the developer’s sales/marketing materials and sale prices on August 14, 2020. The developer began advertising and accepting applications for the units on August 27. Each application will be forwarded to City staff for review for compliance with the affordable housing program and for final approval.
  - In October, staff verified eligibility of one applicant for a 2-BR unit. The buyer is currently in escrow and staff is working with the City Attorney on the preparation of the affordable housing agreement. The agreement will be executed by the buyer and the City, and then recorded at the time of close of escrow.
- Camarillo Village Homes – New Construction of 29 Moderate-Income For-Sale Units and 3 Rental Low-Income Units:
  - Per developer’s request, City Attorney is in the process of preparing first drafts of the Master Agreements for the moderate- and low-income units.
- Former Stock Lumber Site (2800 Barry Street):
  - City-owned property is anticipated to be developed with an affordable housing project by the Area Housing Authority of the County of Ventura and Many Mansions.
  - On December 11, 2019, the City Council approved the Term Sheet between the City of Camarillo and a joint venture between the Ventura County Area Housing Authority and Many Mansions for the potential sale and development of an affordable housing project.

The Term Sheet was executed by all parties. City Attorney is in the process of drafting the sale and development agreement.

- Draft MND was released for a public comment period from September 4 to October 5, 2020.
- The application for entitlements package was deemed complete, and the Development Advisory Committee (DAC) meeting was held on September 24, 2020.
- The Planning Commission recommended approval to the City Council at their meeting on December 1, 2020.
- The project is anticipated to be scheduled for a City Council public hearing early 2021.
- Arneill Road Mixed-Use Project (five vacant parcels):
  - City-owned property is anticipated to be developed with a mixed-use affordable housing project. RRM Design Group was retained by the City to design the project and prepare the entitlements application.
  - The application was temporarily on hold while the City applied for the SB 2 Planning Grants Program. The City was awarded the grant, which may be used to cover the entitlements application fees. Incompleteness comments on the applications were provided to RRM Design Group on May 4, 2020 and November 4, 2020.
- Existing Rental Units:
  - Staff verified income eligibility of four households for rental of affordable units.
- Refinancing of Affordable Units:
  - The City executed subordination agreements for the purpose of refinancing the first mortgage of two single-family units. The City subordinated the recording positions of an affordable housing agreement and a rehabilitation loan recorded on the titles of the properties.

#### 4. **SPECIAL EVENTS**

Seven (7) applications were received for processing in October. The events held during October included:

<b>GENERAL EVENTS:</b>		
<b>NAME OF EVENT</b>	<b>APPLICANT</b>	<b>DATE</b>
Certified Farmers Market	Camarillo Hospice	Each Saturday
Holiday Extravaganza	Camarillo Premium Outlets	11/8/2020- 1/3/2021
Tree Lot	Home Depot	11/11/2020- 1/1/2021
COVID-19 Antibody Testing	Ventura County Healthcare Agency	11/18/2020
Big Wave Dave's Christmas Trees	Big Wave Dave's Christmas Trees, LLC	11/27/2020- 12/24/2020
Tree of Life	Camarillo Hospice	11/30/2020

<b>GENERAL EVENTS:</b>		
<b>NAME OF EVENT</b>	<b>APPLICANT</b>	<b>DATE</b>
<b>FILM EVENTS:</b>		
Atlas Gas Outdoor Power Tools Still Photography	Harbor Freight Tools	11/5/2020-11/6/2020
Teen Mom OG	New Remote Productions, Inc.	11/13/2020
Investco	Brim + Brew	11/14/2020
Queenpins	Queenpins Financing and Productions LLC	11/30/2020

If there are questions or if clarification is needed regarding any of these activities or applications, staff would be very happy to respond.

Attachments: Number of Code Violations by Month




## Number of Code Violations by Month

Year- 2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
<b>Animal Violations</b>	111	49	60	68	54	71	1	0	1	1	0		415
<b>Banner Violations</b>	3	0	1	0	0	0	0	1	1	0	0		6
<b>Building Violations</b>	4	1	2	1	0	0	4	2	6	3	4		19
<b>Commercial Property Maintenance</b>	5	6	4	2	0	0	4	11	10	4	1		43
<b>Counter Contacts</b>	57	58	79	4	4	2	63	24	36	32	31		327
<b>COVID-19</b>					493	671	425	767	423	381	1,228		3,963
<b>Graffiti</b>	30	12	3	8	4	36	13	11	16	11	1		132
<b>Home Occupation Violations</b>	0	0	1	0	0	0	0	1	0	0	0		2
<b>Home Occupation Inspections</b>	14	8	10	1	4	0	0	15	21	21	15		109
<b>Homeless Contacts</b>	8	11	13	3	3	1	7	7	4	9	5		64
<b>Industrial Violations</b>	2	2	3	2	0	0	0	1	0	0	2		12
<b>Inspections</b>	344	146	363	518	886	398	609	407	535	471	774		4,842
<b>Miscellaneous Trash Can Violations</b>	3	6	2	2	0	0	3	1	6	2	4		226
<b>Miscellaneous Violations</b>	2	0	1	1	0	0	3	2	3	2	1		12
<b>Phone Calls</b>	657	804	719	793	678	842	1,192	1,196	1,011	1,187	1,157		9,044
<b>Pro-Active Residential</b>	0	0	90	146	0	0	0	0	0	0	0		236
<b>Recreational Vehicle Violations</b>	3	1	0	0	0	0	0	0	9	3	1		17
<b>Residential Property Maintenance</b>	19	11	12	9	10	0	12	9	29	57	11		167
<b>Signage Cases (Commercial)</b>	0	0	0	0	2	0	0	1	4	2	0		9
<b>Sign Removals</b>	123	98	126	102	73	82	0	172	94	0	0		870
<b>Smoking Violations</b>	0	0	0	0	0	0	0	0	0	0	0		0
<b>Social Host Ordinance</b>	0	0	0	0	0	0	1	0	0	0	0		1
<b>Trash Can Violations</b>	9	1	0	1	0	0	2	3	2	2	2		20
<b>Undocumented Graffiti</b>	35	39	29	29	29	0	42	23	35	60	28		307
<b>Weed Abatement</b>	0	0	0	32	0	0	0	0	0	0	0		32
<b>Zoning Inspections</b>	24	20	29	5	0	0	0	0	46	102	42		268



# City of Camarillo

## DEPARTMENT OF FINANCE

DATE: December 15, 2020  
TO: Greg Ramirez, City Manager  
FROM: Mark Uribe, Director of Finance   
SUBJECT: **Monthly Activity Report – November 2020**

### DEPARTMENT HIGHLIGHTS

Review of the draft Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2020, is in process for the City. The report will be submitted to the Finance Committee at the December 2, 2020 meeting and to City Council at the December 9, 2020 meeting.

### UTILITY BILLING DIVISION

The table below summarizes the Customer Service Utility Billing activity for the month of November.

UTILITY BILLING / CUSTOMER SERVICE ACTIVITY REPORT				
	November 2019	Amount	November 2020	Amount
Total Utility Accounts Billed	19,738		21,027	
Water Accounts (including landscape)	13,984		13,994	
Recycled Water Accounts	20		20	
Sewer Accounts	14,900		14,949	
Refuse Accounts	17,961		18,069	
Delinquent Letters Mailed	2,214		2,459	
Door Tags (suspended during health order)	380		0	
Shut Offs (suspended during health order)	43		0	
Accounts Sent to Collections (FCN)	13	\$2,700	12	\$4,306
Returned Bank Items	9	\$998	12	\$2,241
Credit Card Payments (manual payments person/phone)	437	\$83,072	241	\$64,295
Click2Gov Utility Billing Website (credit cards & E-check)	4,402	\$676,538	5,232	\$791,042
Interactive Voice Response (IVR) (credit cards & E-check)	689	\$101,413	595	\$87,149

<b>UTILITY BILLING / CUSTOMER SERVICE ACTIVITY REPORT (continued)</b>				
	<b>November 2019</b>	<b>Amount</b>	<b>November 2020</b>	<b>Amount</b>
Auto Pay Customers (checking, credit cards & E-checks)	5,695		6,239	
E-Notification (paperless billing)	957		1,431	
Total Payments Processed from Mail	5,143	\$1,118,182	4,969	\$1,152,157
Total Phone Calls	1,973		1,746	
Work Orders Processed	703		314	
Terminated Accounts	158		138	
New Accounts	183		134	

### **BUSINESS TAX DIVISION**

The Business Tax Division collected \$113,556 in November 2020. This reflects a 8.79% increase when compared to \$104,385 recorded for the same month in 2019.

For the month ending November 30, 2020, Camarillo has 4,831 In-Town businesses and 3,118 Out-of-Town businesses, totaling 7,929 active business tax accounts.

During the month of November 2020, the City added 34 In-Town new business accounts (Attachment 1). The table below also includes the number of inactive businesses for the month.

<b>BUSINESS TAX ACTIVITY REPORT</b>				
<b>Activities</b>	<b>November 2019</b>	<b>November 2020</b>	<b>Percentage Change</b>	<b>FY 2020/21 Year to Date</b>
Business Tax Collected	\$104,385	\$113,556	8.79%	\$596,703
Penalties & Interest Collected	\$10,880	\$1,111	(89.79%)	\$15,707
In-Town Businesses - New	24	34	41.67%	198
Out of Town Businesses - New	44	39	(11.36%)	236
In-Town Businesses - Inactive	13	17	30.77%	97
Out of Town Businesses - Inactive	29	61	110.34%	282
Print/Issue Tax Certificates	478	574	20.08%	2,941
New Apps. & Renewals Processed	420	495	17.86%	2,909
New Apps. & Renewals Paid by Web	164	239	45.73%	1,373
Delinquent Notices - Printed	290	392	35.17%	1,801
Renewal Notices - Printed	747	775	3.75%	3,029

### **Hotel Transient Occupancy Taxes**

The Transient Occupancy Taxes (TOT) remitted in November 2020 for stays in the month of October 2020 totaled \$193,703, a decrease of 21.08%, compared to \$245,444 recorded for the same period last year. Overall, year-to-date TOT collected decreased 30.30% compared to the same period in the prior fiscal year (Attachment 2).

- Hotel Rooms Occupied – October occupied rooms were reported at 67.23% a 12.35% decrease compared to 79.58% in October 2019. Year-to-date hotel room occupancy has decreased by 15.63%, from 80.46% to 64.83%.
- Occupancy averages are based on 10 hotels reporting in October 2019 vs 11 hotels reporting in October 2020.

**Ventura County West Tourism Business Improvement District Assessment (VCWTBID) and Camarillo Tourism Marketing District Assessment (CTMD)**

The following applies to both the VCWTBID and the CTMD individually:

Hotel Reporting Month Month Submitted to City	October 2020 November 2020
Total Rent Collected	\$2,219,127
Rent not subject to Assessment	<u>(160,350)</u>
Rents subject to Assessment	2,058,777
Total Assessment (2%)	41,176
City Administrative Fee (1% of Assessment)	<u>(412)</u>
Amount Remitted to each district	<u>\$ 40,764</u>

**FINANCIAL REPORTING DIVISION**

**Bond Issues**

The November 30, 2020 Delinquent Special Taxes and Assessments report (Attachment 3) is related to certain bond issues and discloses the current year delinquencies for the West Camarillo Community Facilities District No. 1 (CFD #1) at 0.12%. No foreclosure proceedings need to be initiated on any delinquent properties.

**Other Post-Employment Benefits (OPEB) / Pension Rate Stabilization Plan (PRSP) Trust**

Balances for the Trusts at November 30, 2020 were: OPEB \$5.3m, and PRSP \$6.3m, reflecting a 7.36% increase in the investment return for the month. The November monthly statement is attached (Attachment 4).

**MISCELLANEOUS DEPARTMENT ACTIVITIES**

Seminars/Events/Training attended or presented by Finance:

November 4	Utilities Committee Meeting
November 5	Ventura County City Finance Directors Meeting
November 5	Cal Lutheran University Webinar: 2020 Ventura County Economic Forecast
November 10	CDIAC Webinar: Mello Roos and CFD, Part I
November 17	CDIAC Webinar: Mello Roos and CFD, Part II
November 17	Monthly Investment Committee Meeting

November 18	Ventura County Consolidated Oversight Board (VCCOB) Meeting
November 19	League 2020 Legislative Webinar: Bills Signed into Law
November 20	Webinar: Form 941 Changes & COVID-19 Tax Provisions
November 24	FY 2020/21 Budget Book submitted to GFOA for Award consideration

## **ATTACHMENTS**

1. New Businesses Report – November 2020
2. Transient Occupancy Tax (TOT)
3. Delinquent Special Taxes and Assessments – November 2020
4. Public Agency Retirement Services (PARS) Monthly Statement – November 2020

**CITY OF CAMARILLO - CITY MANAGER  
NEW BUSINESS REPORT - NOVEMBER 2020**

BUSINESS NAME	ADDRESS	BUSINESS TYPE
CANDACE KUCCHAR @ EYE CANDY BEAUTY SPA	355 MOBIL AVE	ADD- LOCATION/BUSINESS
AQUILA MANAGEMENT SERVICES LLC	4000 CALLE TECATE STE 115	ADMINISTRATION OFFICE
MCCARTHY MGMT	1200 PASEO CAMARILLO STE 150	ADMINISTRATION OFFICE
SLICK'S BARBER SHOP	268 VILLAGE COMMONS BLVD STE 13	BARBER
BEST DATABASE SOLUTIONS	214 CAMINO CORTINA	COMPUTERS - SALES AND SERVICE
LIFE BY MY DESIGN	2059 SANTO DOMINGO	CONSULTANT
J VEGA ENGINEERING INC	5173 COLONY DR	CONTRACTOR - GENERAL A/B & A/B/C
ROBERT CARBAJAL ELECTRIC	30 DELOZ DR	CONTRACTOR - SPECIALTY C/D/H
SC ELECTRICAL	43 CALLE ESCALON	CONTRACTOR - SPECIALTY C/D/H
SARAH SCHEERGER, LCSW	1886 DEL CIERVO PL	COUNSELING
PROPERTY TRANSFORMATIONS	832 VIA LORENTE	DESIGNER - ILLUSTRATOR - DECORATOR
LEGACY FINANCIAL GROUP, LLC	1000 PASEO CAMARILLO # 105A	FINANCIAL SERVICES
SOCIAL ROAST COFFEE	5266 VILLA MALLORCA PL	FOOD STORE
CLUB PILATES CAMARILLO	2360 LAS POSAS RD F	HEALTH SPA - GYM - FITNESS - NO MASSAGE
VILENA BARANOVA INSURANCE AGENCY INC	215 E DAILY DR STE 16	INSURANCE
HYGIENA LLC	881 AVENIDA ACASO	MANUFACTURING
PINGJUAN HAN @ TAILI HAPPY FEET	2230 PICKWICK DR	MESSAGE - CERTIFIED THERAPIST
JMC AUDIOLOGY SERVICES	2348 JEFFREY RD	MEDICAL
MIRAMAR EYE SPECIALISTS MEDICAL GROUP	771 E DAILY DR STE 245	MEDICAL
WAYNE D JOHNSON PHYSICAL THERAPY SERVICES	3091 VILLAGE AT THE PARK DR 621	MEDICAL
MARX CARDS INC	4045 VIA PESCADOR UNIT A	MISCELLANEOUS BUSINESS - SERVICES
ERICA HURLBURT PHOTOGRAPHY	211 WESTPARK CT UNIT 601	PHOTOGRAPHY / VIDEOGRAPHY
AGENT MARILYN 007 LLC	160 Stonegate RD UNIT 211	PROFESSIONAL
DR. CHRISTOPHER WILLIAMSON	242 ANACAPA ISLAND DR	PROFESSIONAL
SHEA HOMES MARKETING COMPANY	2498 Rondell RD	REAL ESTATE
SHEA HOMES MARKETING COMPANY	2485 PRESLEY CT	REAL ESTATE AGENT
SHEA HOMES MARKETING COMPANY	2499 RONDELL RD	REAL ESTATE OFFICE
PROJECT TINY GAINS	397 MOBIL AVE	RECREATION - INSTRUCTION - TRAINING
TASTE OF NEW YORK	740 E VENTURA BLVD FC1	RESTAURANT
L'ATELIER DU SOURCIL-THE EYEBROW WORKSHOP	910 CAMARILLO CENTER DR # 818	RETAIL
PUFFY SMOKE SHOP #5	740 ARNEILL RD	RETAIL
VERSACE USA, INC.	740 VENTURA BLVD UNIT 0726	RETAIL
CHABAD OF CAMARILLO INC	5800 SANTA ROSA RD # 112	TAX EXEMPT - CHURCH/RELIGIOUS ORGANIZATION
KANNER CORPORATION	846 VERDULERA ST	WHOLESALE - DISTRIBUTORS

**COUNT: 34**

Prepared by: ACT

**City of Camarillo**  
**Delinquent Special Taxes and Assessments**  
**As of November 30, 2020**

Note, ARC or P-Type	Parcel #	2015/16	2016/17	2017/18	2018/19	2019/20	Total
	152-0-243-085	-	-	-	-	443.76	443.76
	229-0-340-060	-	-	-	-	161.77	161.77
<b>Total Delinquent Property Tax</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 605.53</b>	<b>\$ 605.53</b>
2015/16 Tax Levy		\$ 579,410.74					
Property Tax % Delinquent		0.00%					
2016/17 Tax Levy		\$ 576,205.64					
Property Tax % Delinquent		0.00%					
2017/18 Tax Levy		\$ 520,343.00					
Property Tax % Delinquent		0.00%					
2018/19 Tax Levy		\$ 451,277.76					
Property Tax % Delinquent		0.00%					
2019/20 Tax Levy		\$ 489,998.04					
Property Tax % Delinquent		0.12%					

**Note 1:** The West Camarillo CFD #1 (Mello-Roos District) provides that the City will commence foreclosure proceedings by November 15th of each year, if the aggregate amount exceeds \$5,000 on any single parcel, or if less than 95% of the aggregate tax levy is received. At this time, no properties meet the criteria to begin foreclosure proceedings. The Finance Department will continue to monitor CFD #1 delinquencies and will take appropriate collection action on all delinquencies.

**Note 2:** The total amount of tax to be levied is assessed bi-annually in December and April when tax payments are due.

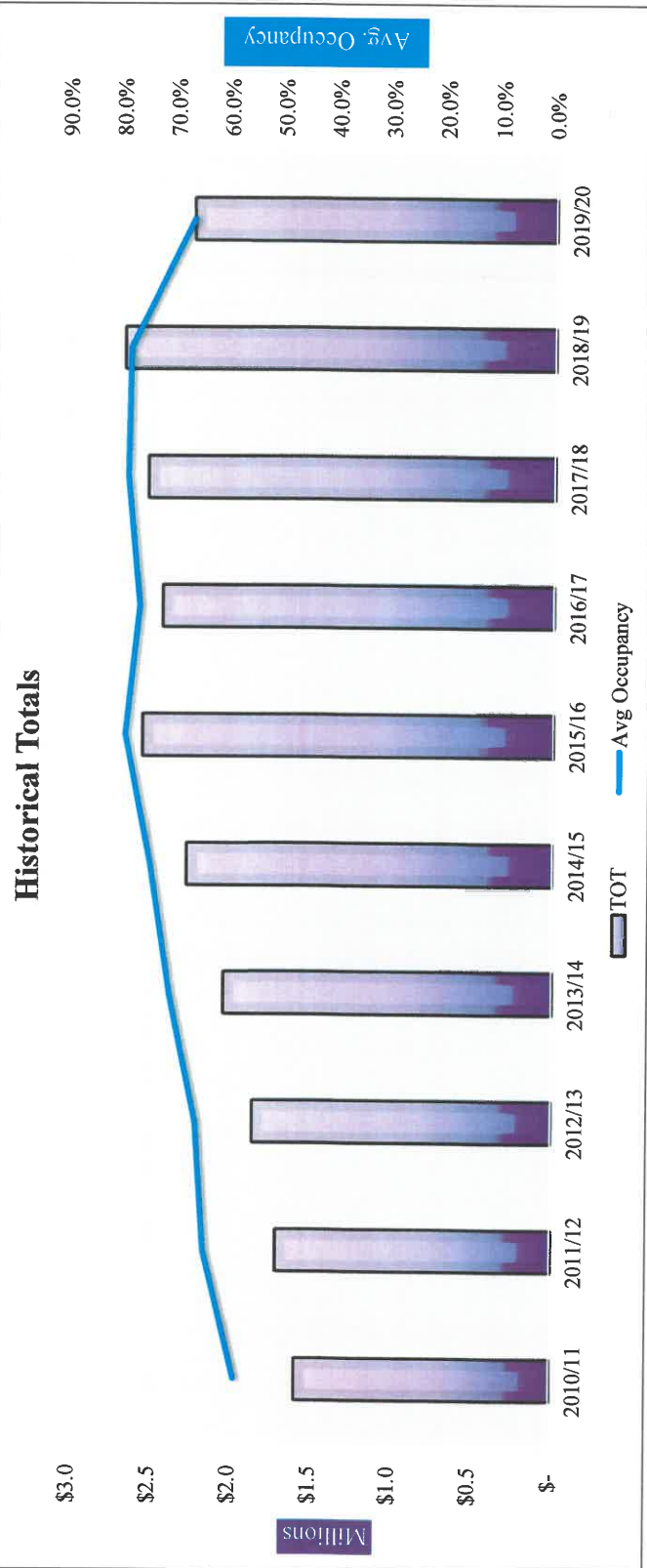
**Source:** County of Ventura, Tax Collector's Office ([prop-tax.countyofventura.org](http://prop-tax.countyofventura.org))

**P-Type** Property Types. Residential "R", Commercial "C", or Industrial "I".  
**ARC** The property is being reassessed. Amount is due when adj. bill is sent to property owner.  
**5 Yr Plan** Property Owner has a County "5 Year Payment Plan" to pay delinquent amount due. District will receive payment when full payment is received by the County. Currently, there are no property owners that have a payment plan with the County.

CITY OF CAMARILLO

Transient Occupancy Tax (TOT)

HISTORICAL		CURRENT BUDGET									
Fiscal Year	TOT	Avg Occupancy	MONTH	FY 2017/18	Change fr Prior Year	FY 2018/19	Change fr Prior Year	FY 2019/20	Change fr Prior Year	FY 2020/21	Change fr Prior Year
2010/11	\$ 1,581,673	59.0%	July	\$ 250,894	-8.12%	\$ 267,251	6.52%	\$ 282,591	5.74%	\$ 149,753	-47.01%
2011/12	1,702,362	64.8%	August	243,344	-3.96%	254,995	4.79%	278,685	9.29%	183,204	-34.26%
2012/13	1,849,831	66.4%	September	195,989	-4.65%	210,997	7.66%	214,049	1.45%	184,863	-13.64%
2013/14	2,034,121	71.3%	October	204,289	-0.87%	220,379	7.97%	245,444	11.27%	193,703	-21.08%
2014/15	2,266,171	75.0%	November	167,938	-4.27%	221,693	32.01%	207,760	-6.28%		
2015/16	2,542,335	79.6%	December	173,539	7.54%	193,793	11.67%	180,988	-6.61%		
2016/17	2,418,113	77.0%	January	175,731	12.59%	171,251	-2.55%	188,679	10.18%		
2017/18	2,510,027	79.2%	February	175,597	11.37%	196,271	11.77%	201,293	2.56%		
2018/19	2,655,564	78.8%	March	210,634	7.30%	219,598	4.26%	131,113	-40.29%		
2019/20	2,227,001	66.9%	April	230,162	19.85%	217,238	-5.62%	72,014	-66.85%		
			May	226,862	8.93%	224,990	-0.83%	88,478	-60.67%		
			June	255,048	9.53%	256,908	0.73%	135,907	-47.10%		
<b>FY TOTAL</b>	<b>\$ 2,510,027</b>	<b>3.80%</b>	<b>FY TOTAL</b>	<b>\$ 2,655,564</b>	<b>5.80%</b>	<b>\$ 2,227,001</b>	<b>-16.14%</b>	<b>\$ 711,523</b>	<b>-30.30%</b>	<b>\$ 2,228,480</b>	





**CITY OF CAMARILLO**  
**PARS Post-Employment Benefits Trust**

**Account Report for the Period**  
**11/1/2020 to 11/30/2020**

Mark Uribe  
Interim Director of Finance  
City of Camarillo  
601 Carmen Drive  
Camarillo, CA 93010

## Account Summary

Source	Balance as of 11/1/2020	Contributions	Earnings	Expenses	Distributions	Transfers	Balance as of 11/30/2020
OPEB	\$4,959,028.02	\$0.00	\$365,125.78	\$2,218.60	\$0.00	\$0.00	\$5,321,935.20
PENSION	\$5,876,161.44	\$0.00	\$432,633.70	\$2,628.87	\$0.00	\$0.00	\$6,306,166.27
<b>Totals</b>	<b>\$10,835,189.46</b>	<b>\$0.00</b>	<b>\$797,759.48</b>	<b>\$4,847.47</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,628,101.47</b>

## Investment Selection

**Source**

OPEB City of Camarillo - OPEB  
PENSION City of Camarillo - Pension

## Investment Objective

**Source**

OPEB Individual account based on Moderate HighMark PLUS. The dual goals of the Moderate Strategy are growth of principal and income. It is expected that dividend and interest income will comprise a significant portion of total return, although growth through capital appreciation is equally important. The portfolio will be allocated between equity and fixed income investments.

PENSION Individual account based on Moderate HighMark PLUS. The dual goals of the Moderate Strategy are growth of principal and income. It is expected that dividend and interest income will comprise a significant portion of total return, although growth through capital appreciation is equally important. The portfolio will be allocated between equity and fixed income investments.

## Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	7.36%	4.67%	12.61%	8.19%	8.28%	7.75%	9/1/2009
PENSION	7.36%	4.67%	12.45%	-	-	-	9/6/2018

Information as provided by US Bank, Trustee for PARS; Not FDIC Insured; No Bank Guarantee; May Lose Value

Past performance does not guarantee future results. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change.

Investment Return: Annualized rate of return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return.


Account balances are inclusive of Trust Administration, Trustee and Investment Management fees



# City of Camarillo

## Department of Public Works

### MEMORANDUM

**DATE:** December 16, 2020  
**TO:** Greg Ramirez, City Manager  
**FROM:** Dave Klotzle, Director of Public Works   
**SUBJECT:** Monthly Activity Report for November 2020

The following summarizes the activities of the Public Works Department during the month of November.

#### WATER DIVISION

- Following are the results of water conservation activities for November:
  - Water Waste Complaints: 0
  - 1<sup>st</sup> Violation Citations: 0
  - 2<sup>nd</sup> Violation Citations: 0
  - Conservation Door Tags: 124
  - High Consumption & Leak Investigations: 4
  - Home Water Surveys: 8
  - Repair Leak Notices: 0
  - Irrigation Controller Programming: 20
  - Residential Toilet Retrofits: 0
  - Commercial Toilet Retrofits: 0
  - Aerators: 0
  - Showerheads: 0
- Water Division Customers achieved a 8.1% reduction in water use compared to November 2013, with a cumulative reduction of 20.0% for the calendar year to date compared to the same months of 2013, the baseline year used by the California Department of Water Resources to compare water conservation efforts.
- WaterWise Consulting conducted 8 residential landscape and irrigation surveys in November and installed 547 high-efficiency sprinkler nozzles.

#### STREETS DIVISION

- There were 240 work orders completed by the Streets Division.
- The cost of graffiti abatement for November was \$1,285 and there were 11 graffiti incidents reported.

- The Street Division's concrete crew continues to perform concrete grinding in the western portion of the City. The sign and pavement marking crew continues to refresh faded pavement markings and replace damaged raised pavement markers in the eastern portion of the City. This crew supports the Traffic Division by replacing, removing, raising, and upgrading City signage as necessary. This crew also performs monthly inspections of the Old Town area, and if necessary, subsequent repairs. Their inspections include signage, pavement markings, bollards, streetlights, street furniture, and statues.
- The in-house tree trimming crew is trimming trees in the western portion of the City and completes work requests as necessary city-wide. This crew also has personnel assigned to focus on small tree care, city-wide on-going weed abatement spraying, and mulch spreading as necessary.
- During the month of November, the City experienced several wind events that caused downed trees and excessive tree debris and trash to blown into the City right-of-way. City staff worked with contract services following each wind event to quickly clean up the City.

### **SANITARY DIVISION**

- Following are the results of Sanitary Division activities for November:
  - Fats, Oils, and Grease (FOG) Program Inspections: 23
  - FOG Violations: 0
  - Collection System Inspections: 6
  - Treatment Plant Flow: 100.432 (million-gallons)
  - Sewer Spills: 0
  - Water Quality Violations: 0
  - Recycled Water Deliveries: 100.367 (million-gallons)

### **STORMWATER DIVISION**

- Stormwater staff conducted 17 construction site inspections and 8 special use permit inspections.
- 748 catch basins were inspected this quarter, with cleaning to take place in December.
- Staff conditioned 4 new projects, conducted 5 plan checks, and coordinated with developers, contractors, and homeowners to review stormwater quality mitigation requirements.
- Staff virtually attended the Ventura County Stormwater Management Committee Meeting, Calleguas Creek TMDL MOA Meeting, Business Outreach and Illicit Discharge Subcommittee, Public Agency and Construction Subcommittee, and continued to virtually meet with and coordinate with developers for the Shea Homes Project.

- Staff is actively reviewing the Tentative Draft of the Regional NPDES Permit for Ventura and Los Angeles Counties, which was released on August 24<sup>th</sup>. Comments on the Tentative Draft are due on December 7<sup>th</sup>. Stormwater staff has been working with management to prepare a comment letter on the Tentative Draft Permit.

### **CAPITAL IMPROVEMENT DIVISION**

- See following tables and map.

### **LAND DEVELOPMENT DIVISION**

- See following tables and map.

### **TRANSPORTATION AND TRANSIT DIVISION**

- See following table and graphs.



# CIP STATUS REPORT

November 2020

Map Key	Project Title	Description	Status
1	Utility Undergrounding Project, ST-12-01	Utility undergrounding project along the south side of Las Posas Road from Antonio Avenue to Marco Drive (underground utility District No. 8).	Design and coordination with utilities regarding required easements is underway, with the start of construction scheduled for FY 23-24. This is a project designed and managed by SCE.
2	Northeast Pleasant Valley Desalter Facility, WT-11-01	Construction of a reverse osmosis groundwater desalter facility to treat 4,500 acre-feet of water per year.	Construction of concrete structures, administration building, and underground piping continues. Separate contract to construct pipeline from Wells A and B to the Desalter site is out to bid. Selection of a firm for contract operations of the Desalter is underway.
3	Renewable Energy Project Implementation, SS-10-07	Project options include installation of solar panels or producing energy from existing digester gas production (co-generation).	Alternative analysis Report complete. Presented to Camarillo Sanitary District Board in September 2018. Next step is to implement energy efficiency improvements and solar power installation.
4	CSD - Pump Station No. 3 Rehabilitation, SS-13-04	Rehabilitation of pump station to include: pump upgrades and repiping modifications.	Construction bids were received. Anticipated CSD award in January 2021.
5	Reclaimed Water Storage Reservoir, WT-14-03	Construction of 1 million gallon reclaimed water storage tank at the treatment plant.	Design is underway. Application submitted for a \$2 million Proposition 1 grant for construction.
6	Conference Center Drain, CC-11-01	Replace existing open channel concrete with precast concrete boxes, undergrounding of interfering overhead utilities, and street improvement work.	Granite Construction has completed construction. SCE has undergrounded pole line. North Drive Aisle paving to be performed late December/early January.
7	WWTP Flood Improvements, SS-11-01	Flood protection improvements to Wastewater Treatment Plant.	Preliminary engineering and environmental studies underway.



# CIP STATUS REPORT

November 2020

Map Key	Project Title	Description	Status
8	US 101 Improvements Early Action Project, ST-5058	Coordinate with VCTC's US 101 Improvements Project to investigate possible early action projects in the City of Camarillo that can help reduce congestion on the freeway.	VCTC consultant is preparing the environmental documents for the project design for review by City staff and project stakeholders.
9	Lewis Road to Flynn Road Sewer, SS-14-01	Construct new sewer to replace the deficient sewer on Adolfo Road at Lewis Road extending under the Union Pacific rail road. The new sewer will convey flows from Lewis to Flynn Road.	Design and Right of Way is underway. Construction is anticipated late in FY 21-22.
10	Camarillo Hills Drain Replacement, SD-5052	Replace existing concrete box culvert under Las Posas Road/Ventura Blvd. intersection.	Preliminary design is underway. Staff presented the design alternatives at Council in November. Staff will return to Council for award of final design and is pursuing grant funding for the project.
11	Standby Power - City Facilities, CH-5067	Provide standby power at City facilities in case of emergency or power loss.	Assessment study to analyze the feasibility of battery backup and solar power is complete and staff presented the final study in October. Staff will return to Council for award of final design and is pursuing grant funding for the project.
12	City Hall Council Chamber Remodel, CH-09-01	Upgrades to City Council Chambers including ADA accessibility, audio visual and lighting.	The project is currently in the design phase, with future Council input required before design is complete. Construction is scheduled for FY 22-23. Audiovisual improvements to be completed in December and January 2021 to improve internet streaming quality of meetings.



# CIP STATUS REPORT

November 2020

Map Key	Project Title	Description	Status
13	City Hall Office Expansion, CH-5082	Conversion of two atriums to add office space to City Hall.	The project is currently in the design phase. Construction is currently scheduled in the CIP beyond FY 24-25.
14	Daily Drive Improvements, ST-5047	Replace curb, gutter, sidewalk, driveways; grind/overlay pavement, and remove trees along Daily Drive between Las Posas Road and Calle La Roda.	Project was advertised on November 6, 2020 for a December 10th bid opening.
15	Chemical System Improvements - Phase 1, SS-5078	Upgrades to chemical system at treatment plant to improve reliability.	Design is underway.
16	Park and Ride Parking Lot Expansion, ST-5070	Preliminary design of expanding the existing park and ride parking lot on Las Posas Road near Hwy 101.	Preliminary design is complete. Options for the final design are being evaluated.
17	Annual Resurfacing, ST5017	Provide annual resurfacing to local streets as recommended by the Camarillo Pavement Management Plan.	Project in suspension until spring 2021 to complete remaining punch list work.
18	Earl Joseph Drive Repaving, ST-5025	Provide asphalt overlay to Earl Joseph Drive from Ponderosa Drive to Las Posas Road using Federal Funds.	Construction is complete, project is in closeout.
19	Springville Bike Path, ST-5051	Extend bike path from Ponderosa Drive to Central Avenue.	Coordinating project limits with adjacent development.
20	Pleasant Valley Road Bike Lanes, ST-5006	Improve Pleasant Valley Road for bike lanes between Las Posas Road and Fifth Street.	Design is underway.



# CIP STATUS REPORT

November 2020

Map Key	Project Title	Description	Status
21	City Street Trees and Sidewalk - Mission Oaks Area, LS-5035	Replace City street trees and sidewalk in the Mission Oaks area	Construction contract has been awarded. Construction anticipated in January 2021.
22	Conejo Creek Bank Repair, SS-5098	Partnership with VC Watershed to repair Conejo Creek Bank from the Waste Water Treatment Plant outfall to the bridge at Howard Road.	Coordination with VC Watershed Protection District.
23	Dawson Drive to Metrolink Station Sewer, SS14-02	Construct new sewer to replace the deficient sewer that runs under the Union Pacific Railroad between the Metrolink Station and Dawson Drive.	Preliminary Design and easement acquisition is underway.
24	Annual Resurfacing, ST-5020	Provide annual resurfacing to local streets as recommended by the Camarillo Pavement Management Plan.	Construction contract has been awarded. Construction anticipated in winter 2020.
25	Traffic Signal Improvements at Las Posas and Temple, TS-5094	Improvements include removal of existing outdated traffic signals and installation of new signals and concrete improvements to establish protected left turn operation on all four approaches	On hold, pending TMF funding approval.
26	585 La Marina Ditch Repair, PW-2001	Concrete drainage channel removal, subgrade re-stabilization and compaction, concrete drainage channel replacement, and related work.	In Design.





# CIP STATUS REPORT

November 2020

Map Key	Project Title	Description	Status
27	Pleasant Valley Road Sewer Force Main, SS-5037	Assessment and alternatives to the currently programmed installation of an additional sewer force main from Las Posas to the Wastewater Treatment Plant.	Currently in the condition assessment and concept design phase.
28	Sewer Improvements per SSMP, SS-5042	Rehabilitate sewer facilities per 2009 SSMP recommendations. Improvements may include cured in place sewer pipe lining (CIPP), replacement of portions of sewer, coating of manholes, and other improvements as needed.	Construction bids were received. Anticipated CSD award in January 2021. Construction anticipated to begin early spring 2021.
29	Metrolink Undercrossing, ST-1405	Construct pedestrian tunnel at Metrolink Station to improve access between the two parking lots and improve train operations by utilizing both platforms.	Selection of design consultant is in process.
30	Advanced Metering Infrastructure, WT5080	Conduct pilot study followed by phased replacement of all existing water meters (over 13,700) with new water meters, and install communication equipment to establish Advanced Metering Infrastructure (AMI).	On August 26, 2020, Council awarded three contracts to advanced watering infrastructure providers to replace 90 meters as a pilot program, starting this winter.
31	Daily Drive/101 Freeway Sewer Improvements, SS-10-03	Implementation of 2009 SSMP recommendation. Existing sewer reaching design capacity. Design/construct 1,800 feet of 18" sewer pipeline along Daily Drive between Calle La Roda and Rosewood Avenue, and additional 1,000 feet of 24" sewer pipeline under the US 101 Freeway.	Phase I design is underway.



# CIP STATUS REPORT

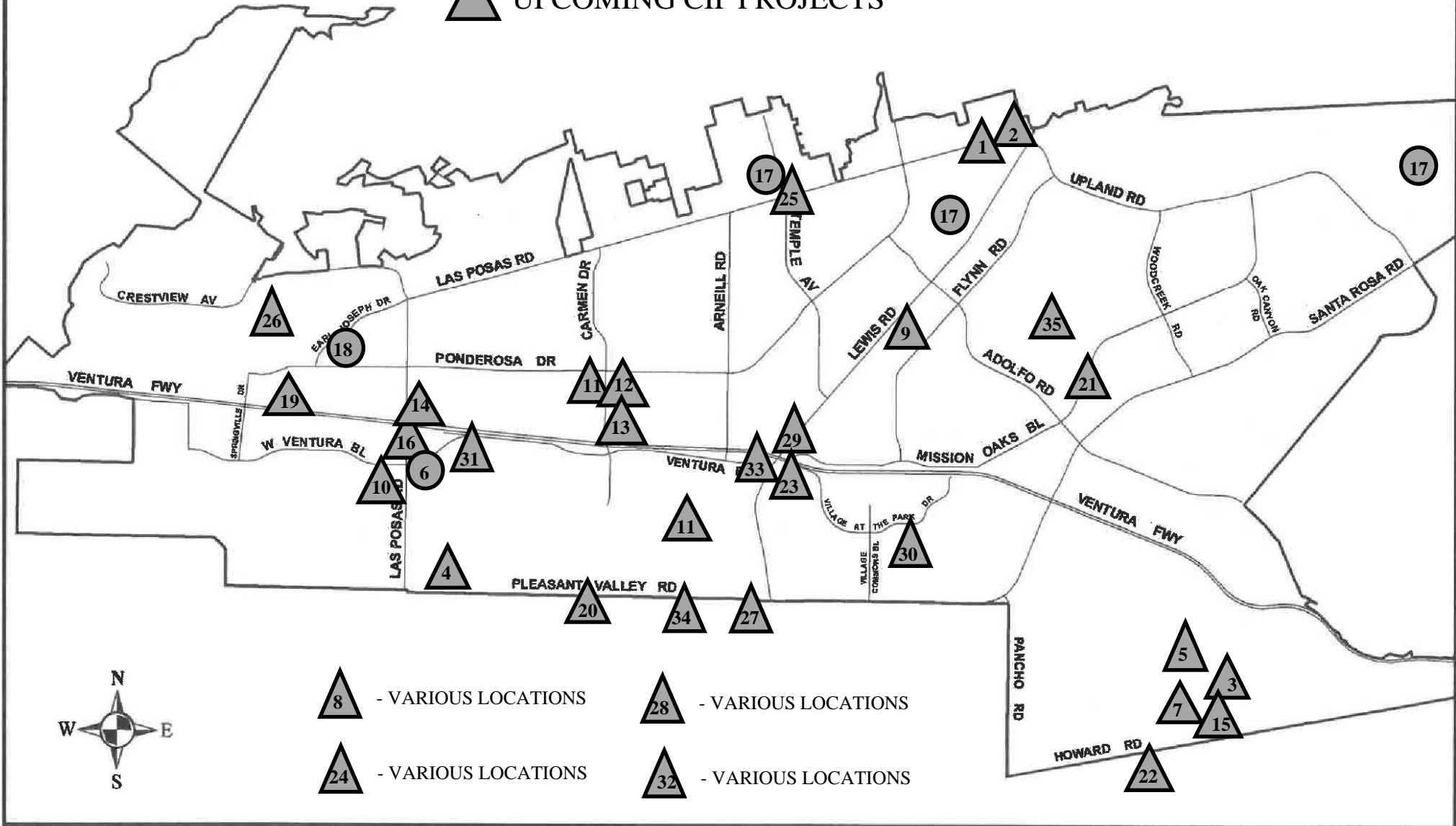
November 2020

Map Key	Project Title	Description	Status
32	Local Road Safety Plan, PW-2002	Develop a Citywide roadway safety plan.	Council awarded a consultant contract on August 26, 2020 for development of the plan. The plan is anticipated to be complete in Summer 2021.
33	Dizdar Park Renovations & Former Fire Station, CP-5095	Construct site access, parking, landscape, hardscape and lighting improvements on the existing park and former fire station properties. Includes demolition of the former fire station building and former Chamber of Commerce building.	Review of consultant proposal for design services is in process.
34	Pump Station No. 4 Rehabilitation, SS-5106	Pump Station No. 4 is in need of rehabilitation involving the replacement of sewage pump equipment, pipe, and electrical equipment.	Design is underway.
35	Slope 5 Hill Repair, PW-2003	Repair slope erosion on City maintained area. Stabilize and re-plant area.	Construction underway.



# CITY OF CAMARILLO CIP PROJECTS

- CIP PROJECTS IN CONSTRUCTION
- ▲ UPCOMING CIP PROJECTS





# LAND DEVELOPMENT/PERMIT STATUS REPORT

November 2020

Map Key	Project Title	Description	Status
1	CUP-330 Aldersgate	23 Condominium units and approximately 6,000 square feet of commercial space. Cedar Oak Development.	Project is complete. Developer completed punch list items. As-built plans are revised and approved. Repairs to the sewer grease interceptor are pending.
2	T-5945/RPD-188 Aldersgate	87 for sale condominium units	A sales trailer is installed and models are open. Construction is complete on Phase 2 buildings and patio, bbq, and play areas. Phase 3 buildings are complete. Construction on remaining phases continues. Building #2 is complete but will wait on a certificate of occupancy until Building #3, #4, and #5 are more complete and all scaffolding is down, which should be the first week of December.
3	CPD-246/CUP-384 T.M. Mian	Hotel & Conference Center site consisting of 277 rooms; 17,500 square feet conference facility; 10,450 square feet retail space; 15,500 square feet of restaurant & parking	A grading permit was issued in December 2019. Grading and work on utilities is underway. Utility coordination and electrical undergrounding work continues. Some curb and gutter is poured and paving is scheduled for December. SCE removed power poles and quitclaimed easements.
4	RPD-203, Habitat for Humanity	Two for-sale single family units located at 2521 Barry Street.	Construction is complete. Project will go to City Council for acceptance in January.
5	CPD-247	Cracker Barrel Country Stores	The project is complete. Grand opening was held on February 3, 2020. As-built plans have yet to be submitted.
6	T-5753/CPD-236, City Ventures, Village at the Park	A mixed-use development consisting of commercial buildings and residential condominiums located between Westpark Court and Village at the Park Drive.	All residential buildings are complete and Certificates of Occupancy are issued. Punch lists for close outs are compiled. Developer was working on punch list items, but decided not to complete the remaining items at this time.



# LAND DEVELOPMENT/PERMIT STATUS REPORT

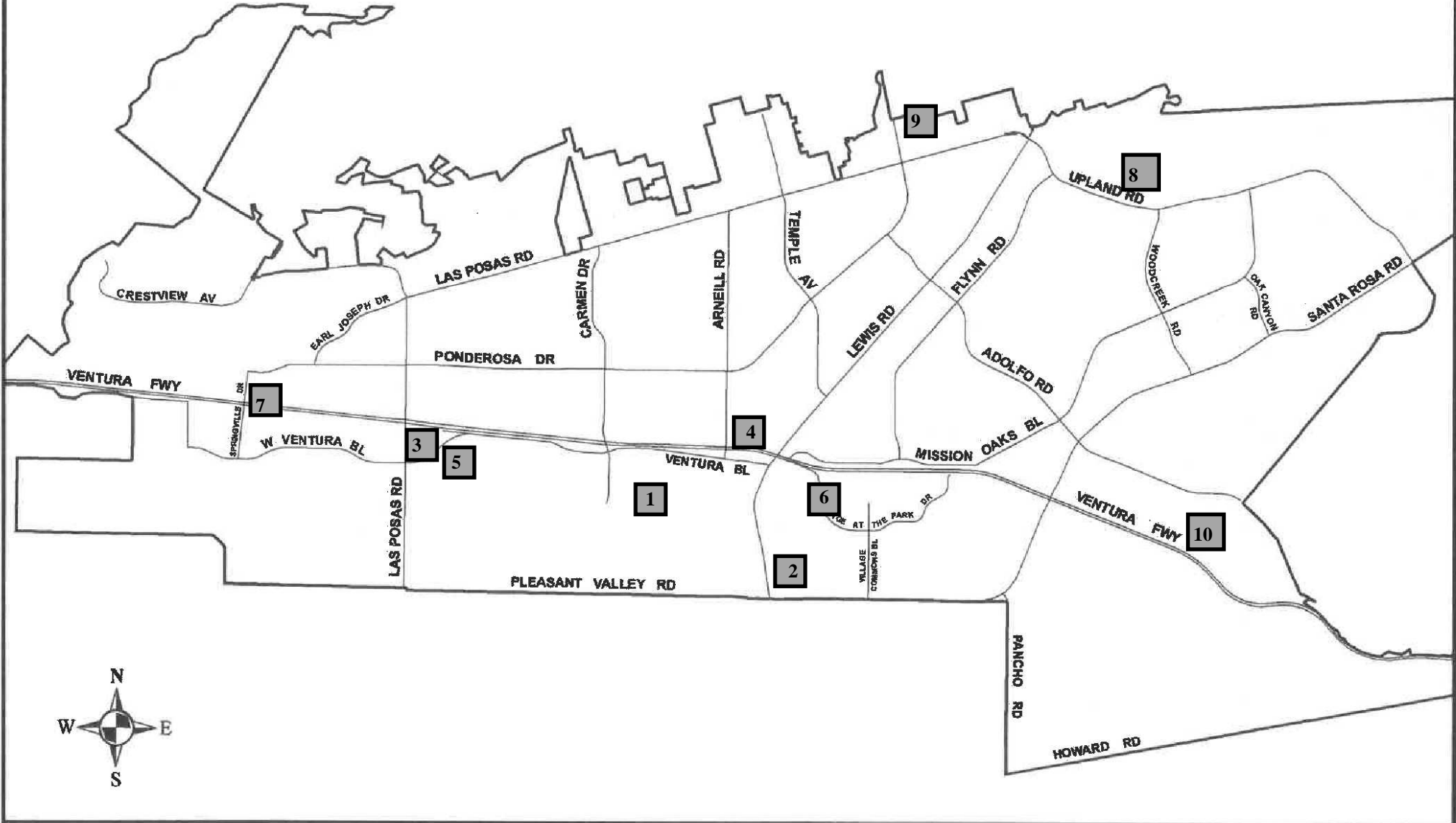
November 2020

Map Key	Project Title	Description	Status
7	T-5671-1 Rancho	386 condominium units, 50 units mixed use rental, 163 rental apartments, 104 senior affordable apartments, and 122 single family homes.	A portion of lot 4 remains undeveloped at this time. Developer submitted as-built drawings for the backbone improvements, those plans have been reviewed and used to compile punch lists and identify other items to coordinate. Developer is requesting a portion of this project to closeout in January.
8	T-5976/RPD-198 Shea Homes	83.10 acre, 175 SFR lots, 6 condominiums. Residential development for (55+) seniors.	Grading continues. The precise grading plans for the smaller phases are in plan check and the model phases are all approved. Utility installation on Upland Road is complete for now. There will be more work on the sewer at a later date. The plans for the recreation center, and some residential phases are complete. The developer installed a sales trailer. Bike trailhead construction is nearly complete. Construction on the workshop is nearing completion. Developer opened first models at the end of August. Developer is looking to close escrow on more phases of units in December.
9	SUP-14M(15) Dignity Health	Hospital expansion and renovation.	This project is mostly under the supervision of the Department of State Architect and OSHPD. The construction is complete and we are awaiting the preparation and submittal of the As-built plans.
10	T-5979 PEGH Investments, LLC	4 industrial zoned lots and extension of Camino Carillo.	Permits were issued September 23, 2020 and grading is continuing. The installation of Camrosa sewer and water laterals is underway. The four pads are nearly completely graded, but the roadway, utilities, and paving are still lagging a little behind.



# CITY OF CAMARILLO LAND DEVELOPMENT PROJECTS

■ LAND DEVELOPMENT/PERMIT PROJECTS



**PUBLIC WORKS MONTHLY ACTIVITY REPORT 2020 - 2021**

<b>Task</b>	<b>19/20 FY Totals</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>FY Totals</b>
<b>ADMINISTRATION</b>														
CSD/Council Agenda Reports	151	17	26	8	15	9								75
Resolutions and Ordinances	68	13	18	4	2	2								39
Agreements and Contracts	53	2	8	4	9	4								27
Public Hearings	5	0	0	0	0	0								-
Backflow Late Notice	229	26	23	26	27	*								102
Backflow Test Results	2,955	230	205	389	239	128								1,191
Project Plans and Specs Sold for Bidding	38	10	20	22	10	5								67
Bid Openings	7	0	1	2	2	2								7
Citizen Requests Generating Services	5,162	386	389	358	354	263								1,750
<b>CAPITAL IMPROVEMENT PROJECTS</b>														
Request for Qualifications	8	0	0	1	1	1								3
Task Orders	20	0	2	3	2	2								9
Pay Estimates	20	0	2	1	1	0								4
Notice of Completion	7	0	1	0	0	0								1
<b>LAND DEVELOPMENT</b>														
Oversize Vehicle Permits	96	7	7	7	3	2								26
Encroachment Permits	224	22	29	31	17	21								120
Assistance with FEMA Issues	99	13	12	16	12	10								63
Project Plan Checks	125	8	6	12	11	6								43
Records Research	1,775	80	108	92	96	66								442
<b>SANITARY</b>														
FOG Inspections	210	36	21	20	18	23								118
Collection System Inspections	140	14	6	6	8	6								40
Sewer Main Line Cleaned (ft)	250,812	32,911	22,971	33,842	29,084	35,349								154,157
Sewer Main Line CCTV (ft)	240,880	22,307	19,035	17,144	22,213	21,444								102,143
Sewer Spills	0	0	0	0	0	0								0
Wastewater Treated (million-gallons)	1,292.213	105.599	107.456	101.496	102.823	100.432								517.806
Recycled Water (million-gallons)	973.966	104.502	102.013	96.541	97.567	100.367								500.99
Odor Complaints	3	1	1	1	0	1								4
Citizen Complaint/Field Investigations	11	2	0	1	0	1								4

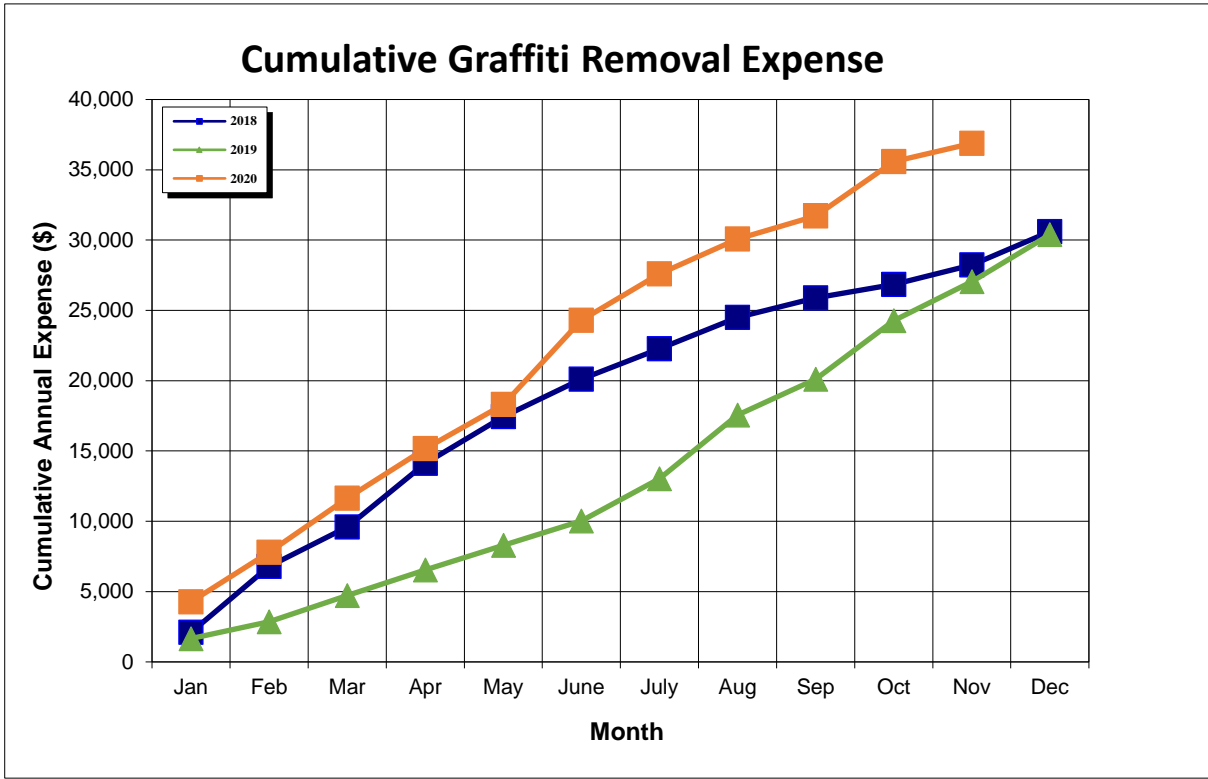
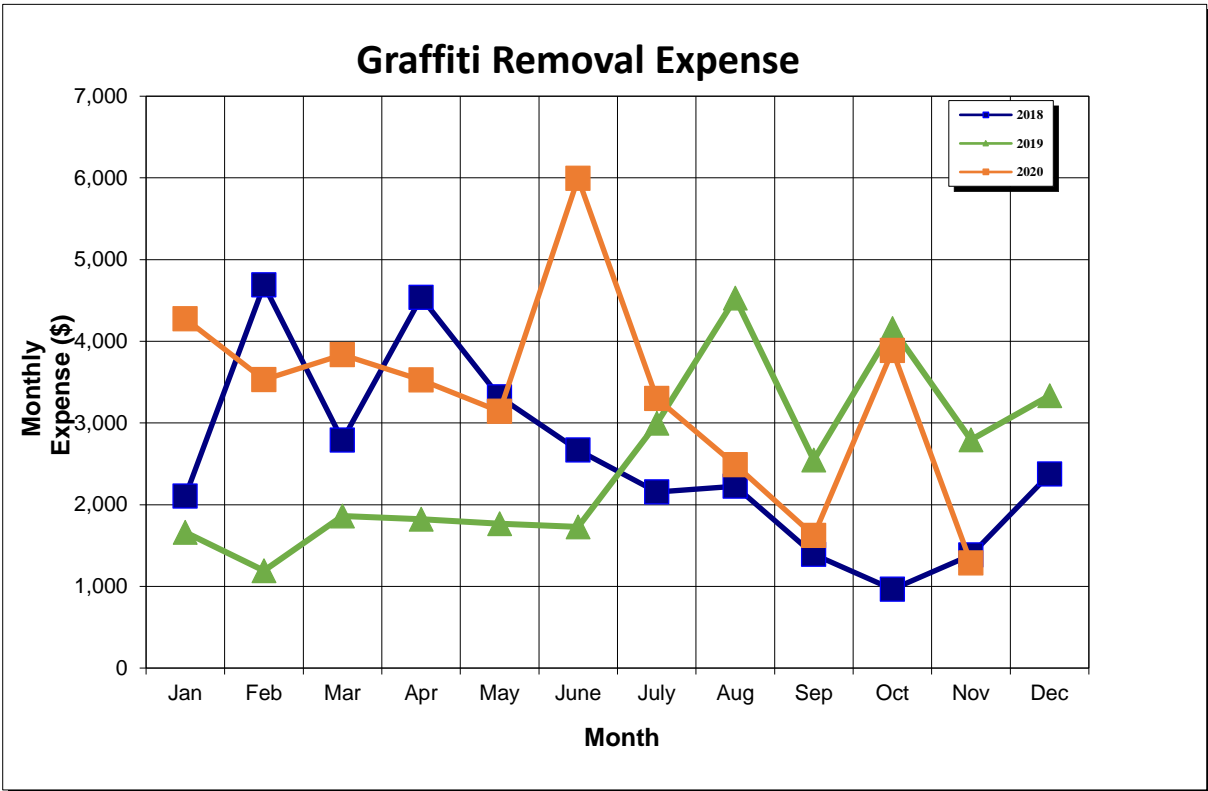
**PUBLIC WORKS MONTHLY ACTIVITY REPORT 2020 - 2021**

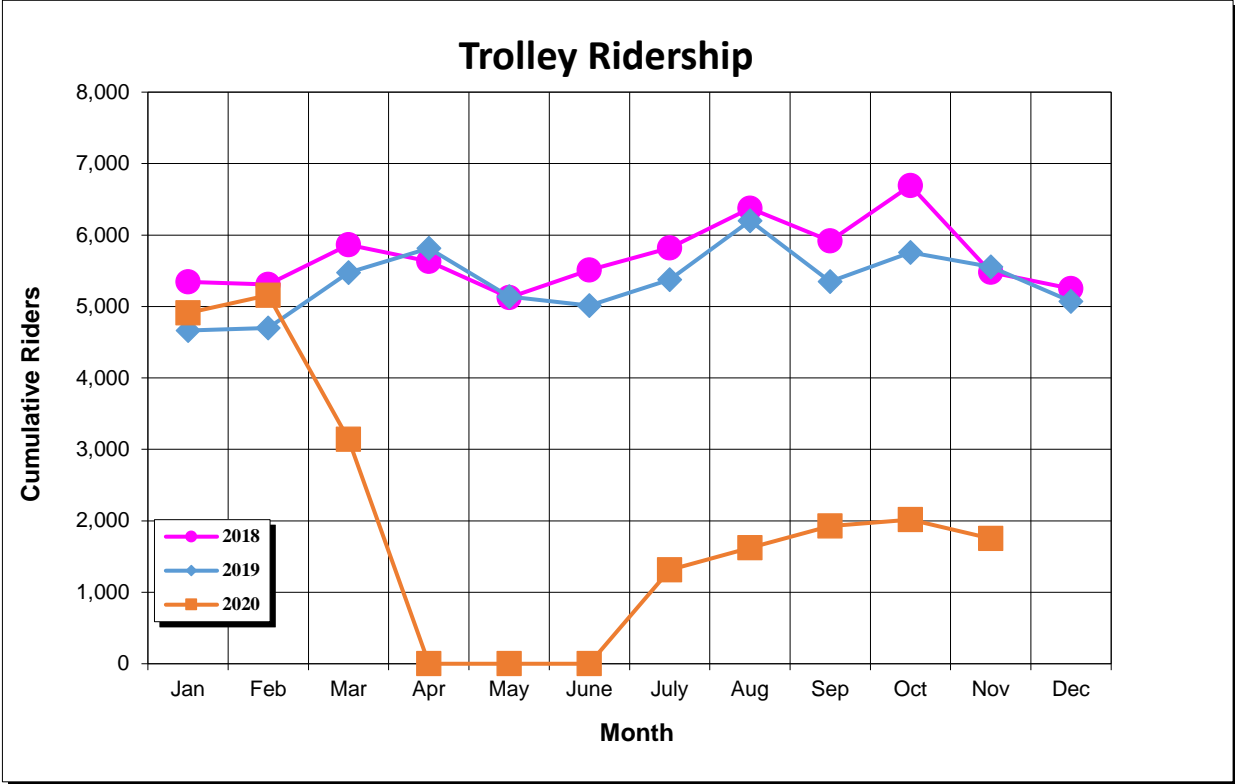
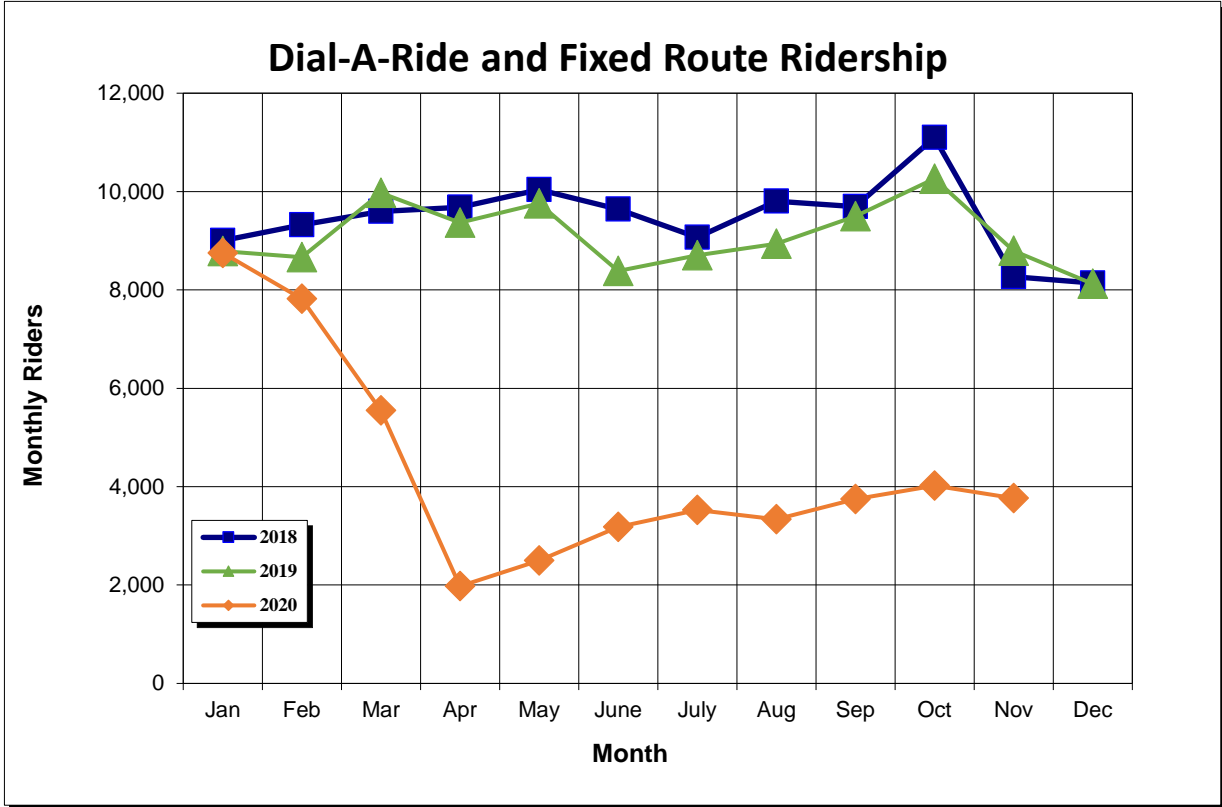
<b>Task</b>	<b>19/20 FY Totals</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>FY Totals</b>
<b>STORM WATER</b>														
Inspections	4,047	20	1590	9	22	773								2414
Illicit Discharges or Illegal Connections	72	10	4	9	0	4								27
Public Outreach														
• Events	10	1	0	1	0	1								3
• Contacts	183,327	28,000	0	28,000	0	28,000								84,000
Storm Drains Repaired or Cleaned	1,338	14	9	0	637	0								660
<b>STREETS</b>														
Work Orders	3,670	373	320	324	361	240								1,618
Trees Trimmed	4,635	69	401	315	223	286								1,294
Sidewalk Repairs	244	21	30	13	10	12								86
Pothole Repairs	65	2	7	3	0	3								15
Graffiti Clean Up Cost	\$44,654	\$3,299	\$2,488	\$1,621	\$3,886	\$1,285								\$12,579
Graffiti Incidents	463	33	20	16	30	11								110
<b>TRAFFIC</b>														
CAT - Dial-A-Ride Passengers	74,483	2,966	2,840	3,113	3,417	3,196								15,532
CAT - Fixed Route Passengers	9,615	562	495	631	601	573								2,862
Trolley Passengers	46,521	1,315	1,624	1,927	2,017	1,753								8,636
Traffic Investigations and Studies	47	2	2	6	5	3								18
Traffic Counts and Radar Surveys	152	10	0	0	0	0								10
Signal Maintenance and Repairs	682	50	35	65	62	35								247
Street Light Outages	78	6	1	0	3	9								19
Traffic Control Plans Reviewed	261	29	39	15	12	20								115
<b>WATER</b>														
Work Orders	5,848	608	539	537	422	393								2,499
Water Use														
• Avg. Single Family (hcf/month)	12.2	14.3	15.5	15.2	13.6	13.1								14.3
• Groundwater Used (acre-ft)	3,059	375.1	358.4	324.7	370.9	269								1,698
• Imported Water Purchased (acre-ft)	4,357	435.9	474.7	435.5	378.4	380.7								2,105
Total (acre-ft)**	7,417	811.0	833.0	760.2	749.3	649.7								3,803

\* November data currently unavailable while software is upgraded.

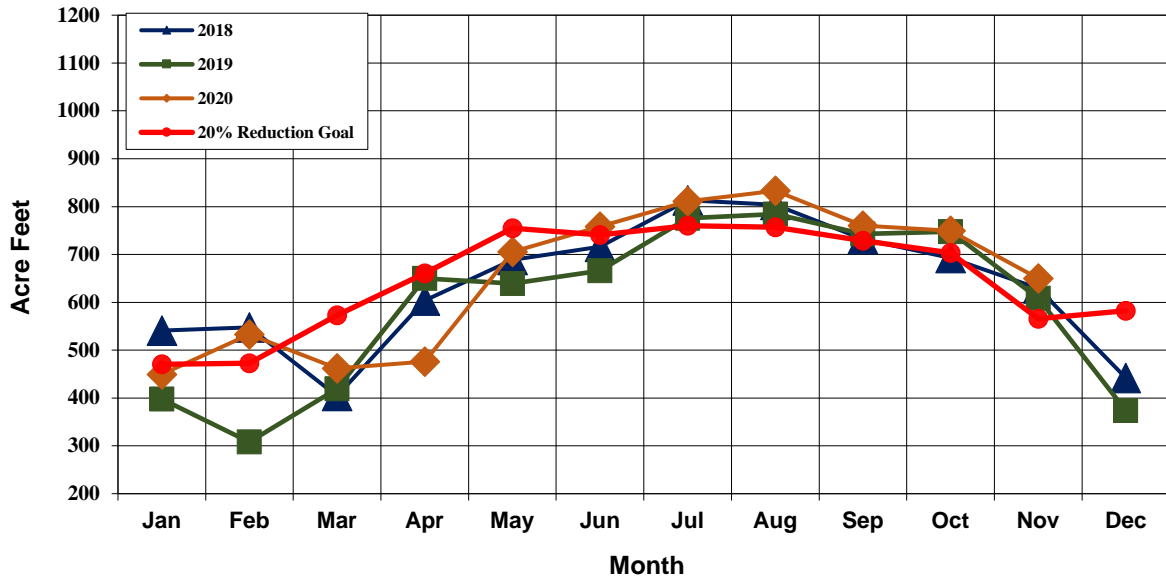
\*\* May not sum due to rounding.



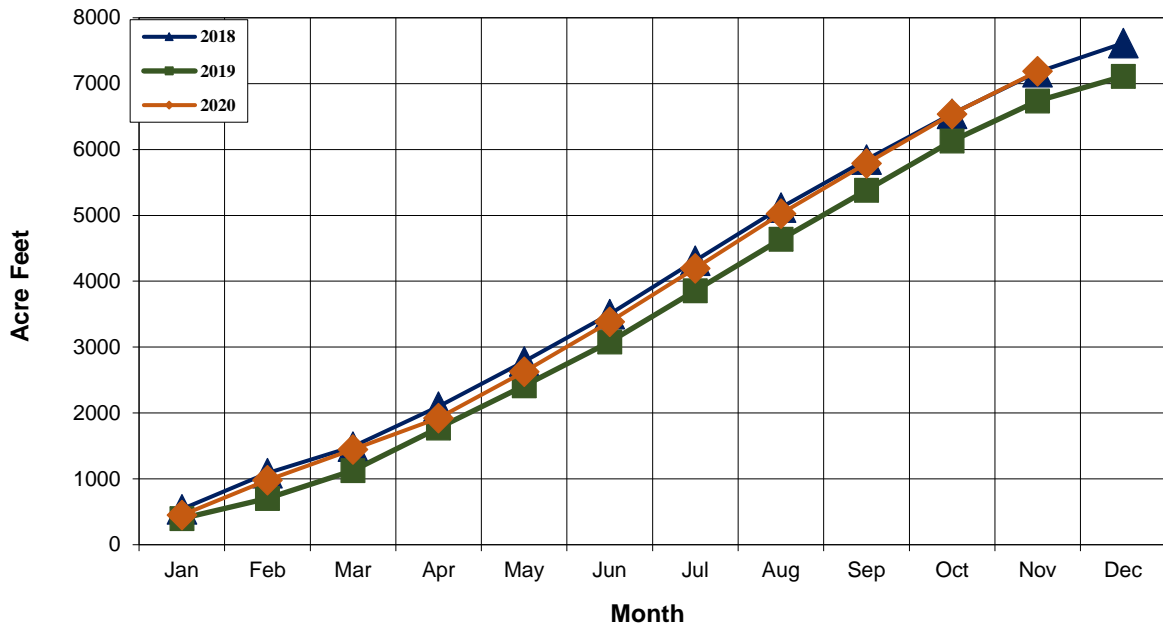




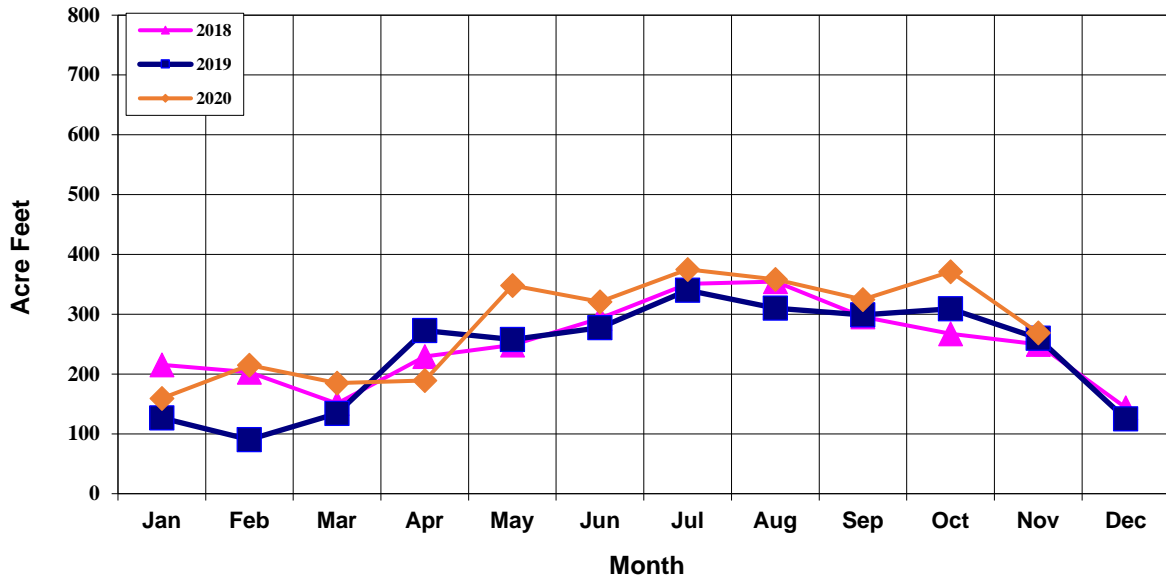
### Total Potable Water Production (Groundwater Pumping & Imported)



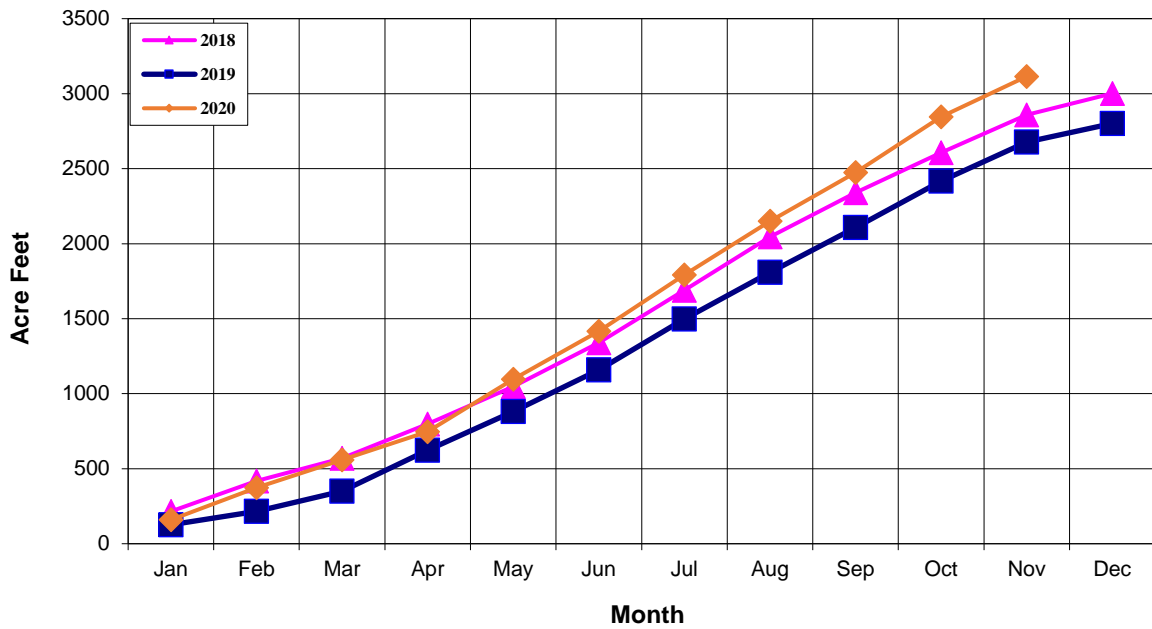
### Cumulative Total Potable Water Production (Groundwater Pumping & Imported)



## Ground Water Pumping



## Cumulative Ground Water Pumping





# City of Camarillo

## Police Department Memorandum

---

**DATE:** December 10, 2020  
**TO:** Greg Ramirez, City Manager  
**FROM:** Eric Tennesen, Commander  
**SUBJECT:** Police Department Monthly Report – November 2020

---

---

### ADMINISTRATION

#### Events Attended by Commander

Various City and County Meetings

Los Angeles County Sheriff and Police meeting to discuss regional issues (11/2)

Patrol Compstat Meeting (11/9)

Ventura County Leadership Academy (11/13)

Participated in Faith and Society Forum with Mount Cross and Padre Serra Communities (11/16)

Attended virtual Saving Lives Coalition meeting (11/24)

### INVESTIGATIONS

The Camarillo Investigations Bureau reviewed a total of 187 cases (101 felonies, 77 misdemeanors, 3 other crimes), of which 164 occurred in the City of Camarillo.

#### **The 164 cases fell into the following crime categories:**

- 87 property crimes: 10 of which were burglaries (2 residential, 4 vehicle, 4 commercial)
- 68 Crimes Against People (6 domestic violence)
- 9 Fraud/forgery type cases

#### **Search Warrants/Probation Searches:**

- Detectives wrote/served 9 search warrants
- Detectives conducted 0 probation searches

#### **Case Closures:**

- The Camarillo Investigations Bureau closed 104 cases, 72 of which were closed by arrests made by detectives, Special Enforcement Detail, or patrol.

**Crime Trends:**

- 6 commercial burglaries and 5 vehicle burglaries
- 6 stolen vehicles
- 13 grand thefts, 6 of them being catalytic converters

**Outlet Crimes:** 9 property crimes at the Outlets

**Missing Persons:** 1 investigation was conducted by detectives

**SPECIAL ENFORCEMENT DETAIL**

**Arrests:** The Special Enforcement Detail (SED) was involved in the arrests of **22** individuals for a variety of crimes:

Under the influence / Drug related	17
Child Endangerment	1
Assault with Deadly Weapon	2
Warrants	1
Organized Retail Theft	1

*\*The Camarillo Special Enforcement Detail (SED) counts one arrest for each separate instance in which a person is arrested or cited & released. The arrests may have been the result of independent SED activity and/or SED's direct involvement with planned operations such as search or arrest warrants, probation or parole searches, surveillances, and/or any other support the unit may have provided during joint operations. These arrests may also be the result of any significant support provided for patrol or other agencies. Additionally, individual arrest totals for any given month will, on occasion, vary significantly (+/-) based on numerous factors such as surges in enforcement activity, availability of personnel, demands/complexity of investigative follow-up, and time spent on surveillances.*

**Probation and Parole Searches:** 14 resulting in 12 arrests

**Surveillances:** SED Coordinated and/or participated in 10 surveillances

**Search Warrants:** 7 authored

**Graffiti:**

Currently there are no active graffiti cases.

**Summary of SED Activity for November:**

- SED is currently working with the Sheriff's Major Crimes Bureau regarding an assault with a deadly weapon investigation. The case is ongoing and additional arrests are expected.
- SED concluded a month-long investigation reference organized retail theft. The suspect was committing thefts at major retail stores throughout Southern California. As a result of this investigation, SED detectives arrested five subjects in Camarillo that were involved in the thefts. This investigation is ongoing while

detectives work with other law enforcement agencies to link the suspects to additional criminal activity.

- SED conducted several training days in November for various law enforcement related topics

### **Project Hope Activity:**

- Total Contacts in an Outreach Capacity: 20

*Outreach Capacity: Contacting a person(s) who appears to be in need of services. Documenting these contacts through F.I. and/or body worn camera. This contact includes the advisement of available services.*

### **Notable Events / Issues / Programs:**

- The “Backpack Medicine” program was conducted in Camarillo. Services were offered to 15 community members.

Note: A majority of contact with the homeless population has been via phone as a result of Covid-19.

## **TRAFFIC**

### **Collisions**

- 43 traffic collisions, 40 in October = 7.50% increase
- 21 injury collisions, 26 in October = 19.23% decrease
- 0 fatal collisions, 0 in October = no change
- 3 private property collisions, 5 in October = 40.00% decrease
- 5 “hit and run” collisions, 4 in October = 25.00% increase
- 5 “hit and run” collisions solved, 4 in October = 25.00% increase

### **DUI**

- 18 DUI arrests, 13 in October = 38.46% increase
- 6 DUI collisions, 6 in October = no change

### **Traffic Citations**

- 342 hazard violation citations, 435 in October = 21.38% decrease
- 501 total citations, 543 in October = 7.73% decrease

### **Parking Citations**

- 236 issued, 240 in October = 1.67% decrease
- 50 vehicles red tagged, 84 in October = 40.48% decrease

### **Radar Trailer/LPR Trailer**

- Five trailers were deployed throughout the city for a total of 2,568 hours. Two trailers were deployed in the city for detectives totaling 1,320 hours. Two trailers were deployed around the Camarillo Premium Outlets totaling 936 hours. The

remaining trailer was deployed at various locations in the city for traffic enforcement/education totaling 312 hours.

### **Towed vehicles**

- 42 vehicles were stored, 53 in October = 20.75% decrease
- 12 vehicles were impounded, 7 in October = 71.43% decrease

### **NOTES**

During November, overall collisions went up slightly, but injury collisions were down. We are still looking at a 27% year over year decline in overall collisions and a 23% decline in injury collisions. This can be attributed to increased enforcement and fewer vehicles on the roadway due to Covid-19.

Parking citations and enforcement remained high this month. We actively worked with City Code Enforcement to remove numerous trailers that were illegally parked on city streets throughout our community. We are working with City Code Enforcement to create a special permit to allow recreational vehicles to be parked on the public roadways for the purpose of Covid-19 patients self-isolating.

Through the Office of Transportation Safety (OTS) grant, we were able to complete one DUI Saturation Operation. We are getting bids for the building of our new OTS DUI Trailer. We have also started outfitting the newly purchased Camarillo Traffic Investigation van and we hope to deploy it at the beginning of next year.

### **COMMUNITY RESOURCE UNIT**

#### **Crime Prevention Sergeant:**

##### **Monthly:**

- Reviewed and approved Second Hand Dealer licenses
- Reviewed and approved CIT cards
- Reviewed and approved solicitor permits
- Tracked domestic violence calls for service and followed up with recurring incidents
- Updated social media with current events

#### **Crime Prevention Senior Deputy:**

##### **Monthly:**

- Reviewed Tentative Tract maps for the City of Camarillo
- Reviewed Conditional Use Permits for the City of Camarillo
- Nextdoor.com Crime Prevention notifications and responded to concerns
- Monthly calls for service to Neighborhood Watch, Block Captains, and business groups

Neighborhood Watch/Business Watch email on Holiday Safety Tips (11/4)

Apartment landlord/tenant dispute (11/5)



Nextdoor.com and Twitter post on 9PM Routine (11/5)  
Public Safety by Ring response to a stolen flag (11/6)  
Follow-up on apartment landlord/tenant dispute (11/9)  
Responded to call for service request (Camino Ruiz Square) (11/11)  
Response to Neighbors by Ring (Charter Oak / Subject w/flashlight (11/10))  
Nextdoor.com & Twitter post on Stolen Vehicles in Camarillo (11/10)  
Google meets with Rancho Campana High Girl-Up Club (11/12)  
Follow-up from patrol check – well-being call (11/13, 11/15, 11/19)  
Follow-up from Nextdoor.com post (Mission Dr.)(11/18)  
Girl Scout Troop presentation on “Respect Authority” at Community Park (11/20)  
Nextdoor.com post on Senior Citizen Scam awareness (11/23)

**Nextdoor.com Activity:**

- New residents joined in November: 209
- Total members (households): 19,659

**Youth Officer Senior Deputy**

- 2 new runaway cases (2 closed)
- Campus visits (11/9, 11/19)
- Advancing understanding and prevention of mass shootings online training (11/17, 11/18)
- Scam follow-ups
- Tracked domestic violence calls for service and followed up with recurring incidents
- CAPPs licensing updates for the city
- School threat assessment organization with Captain Slominski
- Mental Health and Safety Task Force Report
- Continual handling of Covid-19 complaints and other community-oriented follow-ups

**Frontier High School, School Resource Officer**

- SRO’s temporarily reallocated to patrol enforcement

**Rancho Campana High School, School Resource Officer**

- SRO’s temporarily reallocated to patrol enforcement

**PVSD, School Resource Officer**

- 21 students counseled; 7 parents counseled
- 3 crime reports
- 3 drills
- 7 investigations

- 19 calls for service
- 53 school visits
- Patrol enforcement (11/23-11/25)

**Camarillo High School, School Resource Officer**

- SRO's temporarily reallocated to patrol enforcement

**Disaster Assistance Response Team (D.A.R.T.)**

**Currently there are 27 active members of D.A.R.T. and 4 applicants in the process**

- The DART program has been suspended indefinitely due to Covid-19 and accrued no hours in November.
- The membership conducted a virtual meeting on November 18 via Zoom with 17 members in attendance.

**Explorer Post #2932 - Currently there are 16 Explorers and 3 applicants**

- The Explorer program has been suspended indefinitely due to Covid-19 and accrued no hours in November.

**Camarillo Citizen Patrol (CCP)**

**Currently there are 33 Active members of the CCP and 1 in the background process**

- The Citizen Patrol program has been suspended indefinitely due to Covid-19 and accrued no hours in November.
- The monthly membership meeting was not conducted due to the Thanksgiving holiday.

**Camarillo Crossing Guards**

**Currently there are 10 Crossing Guards for the 17 allotted positions available**

- The elementary schools opened back up by utilizing a "safe re-opening and recover plan". The kindergarten students returned to campus on 10/25, 1st - 3rd grades on 11/3, 4th - 5th grades on 11/9, and lastly the middle schools re-opened on 11/30. An employment meeting was conducted with the current crossing guards on 11/2 to finalize all the necessary paperwork. The school year began several crossing guards short due to medical disqualifications, retirements, and the abrupt beginning to this school year. Applications are currently being accepted and seven replacement crossing guards will ultimately need to be hired for this school year

**Reserve Deputies:** The two reserve deputies assigned to Camarillo PD logged 3 hours for the month of November, including 0 hours of patrol partnered with a full-time deputy.

**0** hours were spent on local training and **3** hours qualifying at the range.