



# City of Camarillo

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Office of the City Manager

## MEMORANDUM

**DATE:** March 15, 2021  
**TO:** Greg Ramirez, City Manager  
**FROM:** Carmen Nichols, Assistant City Manager *CN*  
**SUBJECT:** **Monthly Activity Report – February 2021**

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### ADMINISTRATION

Legislation: Position letters were submitted for the following State and Federal legislation:

- SB 9 (Atkins) – Housing Development: Approvals– *Oppose Unless Amended*
- H.R. 1319 (E. Garcia) – American Rescue Plan Act – *Support*

### HUMAN RESOURCES/RISK MANAGEMENT

#### Active Recruitments

- Water Reclamation Superintendent: Interviews were held in January. The successful candidate begins their assignment on 03/24/2021.
- Water Reclamation Plant Operator III: This position will be filled at the Operator II level, and the successful candidate begins their assignment on 03/03/2021.
- Crossing Guards: Recruitment remains open until filled. PVSD is returning students to campuses on 03/15/2021.
- Assistant Director, Finance: The successful candidate began their assignment 02/08/2021.
- Water Services Technician I/II: Interviews for two vacancies were held in February. The successful candidates are proceeding through the background process with anticipated start dates in March.
- Temporary Administrative Specialist II, City Manager's Office: The successful candidate began their assignment 02/16/2021.
- Administrative Specialist/Finance: Interviews are scheduled to occur in March.
- Accounting Specialist II/Purchasing: The successful candidate began their assignment 02/22/2021.

#### Vacancies – Recruitments Pending

- Accounting Specialist II/Payroll
- Administrative Specialist II, Administrative Services
- Administrative Specialist II, Code Compliance

- Customer Service Specialist
- Director, Administrative Services
- Finance/Accounting Manager
- Public Works Inspector
- Senior Customer Service Specialist
- Senior Civil Engineer
- Water Inspector

Activities/Meetings/Training:

- 2020 Service Awards delivered to staff
- AALRR Webinar series (2x weekly): Continuous Updates
- Assessment of workstations at the Sanitary Plant
- CPR/First Aid/AED training provided to staff
- LCW: Supervisor's Guide to Understanding and Managing Employee Rights
- Mobile COVID-19 Testing Unit available at Constitution Park on 02/04 & 02/18/2021
- PARMA 47th Annual Conference (Virtual)

**ECONOMIC DEVELOPMENT / ECONOMIC RECOVERY**

Economic Development Meetings

- V.C. Innovation Leaders Group hosted by Alliance for SoCal Innovation (2/4)
- Attended meeting with Venture Capital Firm re: Biotech growth in the region (2/4)
- Economic Development Collaborative Roundtable (2/10)
- Meeting with Artificial Intelligence Startup re: Entrepreneurship and Libraries (2/10)
- Meeting with City of Thousand Oaks staff re: Economic Development and Biotech (2/11)
- Meeting with Developer re: Biotech and Agricultural tech in Camarillo (2/11)
- Camarillo Hotel and Tourism Association Board of Directors Meeting (2/18)
- Economic Development and Land Use Committee Meeting (2/19)
- Camarillo Hotel and Tourism Association Closed Session (2/19)
- Webinar: "Storymapping: Transforming Data into Interactive Stories" hosted by SCAG (2/23)
- Meetings with economic development software sales representatives (2/10, 2/17)
- Meetings with businesses regarding potential developments (Ongoing)

Economic Recovery Meetings

- Meeting with Grubhub representative re: Third-party Delivery Fee Caps (2/8)
- Meeting with Child Development Resources re: Camarillo's Licensed Childcare Stipend Program (2/11)
- Webinar: "Respond, Rebuild, Recover: What's Ahead for California Tourism" hosted by Visit California (2/18)
- Meeting with DoorDash representative re: Third-party Delivery Fee Caps (2/22)

- Attended Economic Development Collaborative ED Manager meetings in response to COVID-19 (2/1, 2/8, 2/22)
- Discussions with Camarillo businesses re: eviction moratoriums, recovery resources, and CA Relief Grant (Ongoing)

#### Website

- Attended staff website refresh meeting (2/11)
- Updates to Camarillo's Hiring and COVID-19 Employer & Employee Assistance Webpages (Ongoing)

#### Email Newsletter

- CA Small Business Recovery Grant Update, 2,014 Sent – 44.2% Open Rate (2/2)
- Restaurant Survey re: Third-party Food Delivery Caps, 133 Sent – 50.4% Open Rate (2/9)

### **COMMUNITY RELATIONS**

#### News Releases / City News Emails:

There are currently 933 community members signed up to receive City News emails.

- Camarillo Adjusting Meeting Times (2/1)
- Vaccine Location in Camarillo - Dashboard - Mobile Testing (2/2)
- Adults 65+ May Register for Vaccine (2/9)
- City's \$180.7 Million Budget Maintains Service Levels and a Healthy Fund Balance (2/12)
- More Vaccine Appts Open Tomorrow (2/15)
- Camarillo's Child Care Stipend Program Proves to be a Stalwart Success (2/17)
- More Vaccine Appts & Expanding to Phase 1B (2/21)
- Camarillo Stepping Up to Fund Senior Transportation Needs (2/25)
- Camarillo Seeks Community Input on Housing Element Update (2/26)
- More Vaccine Appts Available Today (2/25)

#### Social Media Platforms

##### **Facebook**

- 27 Posts
- 3,342 Followers
- 131 Engagements
- 249 Reactions (was 118 in January)
- 49 Shares (was 16 in January)

##### **LinkedIn**

- 7 Posts
- 120 Followers
- 5 Engagements

## **Instagram**

- 13 Posts
- 155 Followers
- 51 Engagements

## **Meetings**

- Weekly COVID-19 Ventura County News Conferences
- Webinar: Community Engagement that Leads to Tangible Outcomes (2/26)

## **Community Engagement (Open City Hall)**

- CitySceneTV Community Survey
- Housing Element Update Community Survey

## **EMERGENCY PREPAREDNESS**

### **Emergency Planning:**

- CPR/AED/First Aid Training (2/22)
- Earthquake Country Alliance Workshop: 50 Years Since the 1971 San Fernando (Sylmar) Earthquake: Lessons Learned (2/10)
- Webinar: Cal OES Hazard Mitigation Grant Program (2/18)
- Preparation of application HMPG DR-4558 for seismic retrofit work in apartment complexes (ongoing)
- Inspected Automated Defibrillator Units

### **Community Emergency Response Team (CERT):**

- CERT Basic Course – Hybrid Training (2/11)
- Uploaded photos to the VC Fire Department CERT page for Camarillo
- Webinar: Team Building for CERTs hosted by FEMA (2/11)
- Webinar: CERT Best practices: COVID-19 Vaccine POD Support (2/19)
- Webinar: Meeting of the Minds hosted by ActionVC (2/25)

## **SOLID WASTE MANAGEMENT**

### **E.J. Harrison Disposal & Diversion Tonnage for January 2021:**

Disposal: **4,517 tons**      Diversion: **2,143 tons**

*The City's diversion rate for calendar year 2019 was approximately 67%, which exceeds the 50% state requirement.*

**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 294 participants attended the monthly event held February 12 and 13 at Clean Harbors Environmental. A total of 9.1

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 February totaled 59.7 pounds, bringing this year's total to 119.3 pounds.

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

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

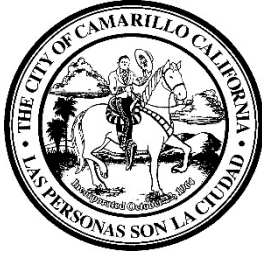
- Annual Budget Kick-Off Meeting (2/16)
- Battery Storage Self-Generation Incentive Program Grant Meeting (2/3)
- California Contract Cities Association Legislative Tour – Session 4 (2/4)
- CSU Channel Islands Alumni & Friends Meetings (2/5, 2/12, 2/16, 2/22)
- Finance Committee (2/23)
- Goals and Objectives Study Session (2/3)
- Ice Hockey Rink Proposal Meeting (2/25)
- Investment Committee (2/23)
- Leading Smart Communities – Pepperdine University Training (2/23)
- Liaison / Intergovernmental Committee Meeting (2/26)
- NPV Desalter and Connecting Pipeline Tour (2/26)
- Policy Committee Meeting (2/11)
- Ventura County Animal Services – City Staff Working Group (2/4)
- Ventura County Animal Services Commission Meeting (2/11)
- Ventura County/City Managers Group Meeting (2/18)
- Ventura County Leaders – COVID-19 Update Calls
- Ventura County Transportation Commission Meeting (2/5)
- Webinar: PrimeGov: How to Make Legislative Management a Strategic Tool for City and County Managers (2/19)
- Webinar: Diversion Strategies – Innovative Edible Food Recovery for SB 1383 Compliance (2/4)

### **ATTACHMENTS**

Calls for Service – Animal Services

Fire Department Calls for Service – Monthly Report

Clean Power Alliance – Status Report



# City of Camarillo

Department of Administrative Services

## MEMORANDUM

**DATE:** March 8, 2021

**TO:** Greg Ramirez, City Manager

**FROM:** John Thomas, Interim Director of Administrative Services

**SUBJECT:** Activity Report – February 2021

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### **Facilities Operations**

- Exterior painting of the Ranch House is scheduled to start in March; wood deck repairs are in process.
- Bid opening for the installation of Needlepoint Bipolar Ionization units at the City Hall, Corp Yard, Library, and Sanitation facilities scheduled for next month.
- Working with Public Works' management on a new space plan for the Sanitation Plant Administration building.

### **Fleet Operations**

- The garage billed a total of 192 labor hours.
- Preventive maintenance, repairs, and operator assistance on all equipment generated a total of 102 jobs. There were two road call this month.
- Completed and submitted the annual California Air Resources Board (CARB) diesel off-road vehicle and large entity one-time reporting (LER) reports.

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

- Custom Maps Created:
  - Surplus Property
  - ABC Licenses
  - Sanitation plant
- Updated Zoning and General Plan maps and posted to City website.
- Validated landscape acreage data and sent to California Department of Water Resources for use in Urban Residential Landscape Area Measurement project.
- Updated HOA and Common Area map layer for Community Development.
- Created exhibit for FEMA earthquake retrofitting project.
- Created new Sewer Collector application to show cleaned and inspected lines for Sanitation.
- Compiled flood and sewer data for Public Works climate study.
- Coordinated with County of Ventura to correct two significant errors in their GIS data.
- Provided data for public records request.
- Created custom expanded notification mailing list for Central Plaza project.
- Meetings and workshops attended:
  - ArcGIS Urban workshop
  - SCAG workshop
  - Water user group meeting

### **Information Systems**

- Ongoing Projects and Initiatives
  - Continued weekly check-in and discovery meetings with PrimeGov regarding cloud-based agenda and meeting management implementation.
  - Continued advancement of city-wide electronic document imaging project. Attended discovery meeting with Document Systems to discuss digitizing existing records and reducing future requirement for paper records by improving existing workflow.
  - Worked with OpenGov to resolve an issue with display of data from previous fiscal years. This was determined to be an error on their side.
  - Evaluated sample budget re-integration files provided by OpenGov and sent further instructions regarding required file format.
  - Began defining scope and detail of project to implement digital signatures, including discussion with vendors and evaluation of products and services related to this initiative.
  - Obtained quotes for City Hall wireless upgrade project.
- Network Operations and Hardware Support
  - Renewed virus scan annual software license.
  - Renewed server software annual license.
  - Downloaded and installed security and other updates on all servers.
  - Reconfigured desktop computers in Customer Service to facilitate staff relocation.
- Enterprise Resource Planning (ERP) and Other Software Support
  - Opened four new support cases, and closed four support cases, for the City ERP system. Two cases remain open.
  - Created new Purchase Order template for Finance.
  - Modified State Controllers Report to accommodate newly added Adjustment Before Tax (ABT) and Wage codes, processed payroll data for calendar year 2020, exported to Excel and sent to Finance.
  - Modified Human Resources reports to accommodate newly added employee status code.
  - Created new Owner Reinstate Report for Customer Services.
  - Exported and summarized Fleet Vehicle Expense data from ERP system into Excel.
  - Completed two public records requests for Building Permits.
- Website and Marquee Activity
  - Continued process of updating and modernizing the City website; addressing issues noted in third draft.
  - Uploaded six new CityScene TV videos to YouTube and updated current interviews list on City website.
  - Resolved issue with misplaced items on Community Development Planning Commission page.
  - There were a total of 27,740 user sessions interacting with the City website for an average of 63 seconds and viewing an average of 1.72 pages.
  - 70% of these sessions originated from search engines, 26% was direct website access and 4% from links including social media (Facebook, etc.), other web sites, and email.
  - Desktop users accounted for 56% of these sessions, 41% were from mobile users, and 3% from tablet users.

- There were a total of 47,851 individual page views in January. Utility Billing Online Payments are now the most popular page, at 7% of total page views, followed by the Coronavirus news item at 6% of total page views.
  - In February, there were no Marquee requests submitted via our website, and 4 by the City Manager's Office. The Marquee has messages scheduled through June 30, 2021.
- Other Information Systems Activity
  - Provided training to City Manager staff regarding procedures to update bulletin board and advertisements on City public access cable television channel.
  - Scheduled, setup, and hosted Zoom webinars for City Council, Planning Commission, and Housing Element Update.
  - Tested and documented mitigation and recovery procedures to assure Zoom webinar continuity in the event of lost connection for various participant types.
  - Researched issue which was preventing Zoom webinar host from allowing certain attendees to talk during public comments. This was determined to be caused by attendee joining meeting through interface other than standard Zoom desktop or mobile client.

Attachment: Library and RFBC Activity Report



# CAMARILLO PUBLIC LIBRARY

## Library & RFBC Activity Report

February 2021

City of Camarillo Public Library is where discovery leads. We offer information resources that nurture learning and strengthen the community, available on the library's website: [www.camarillolibrary.org](http://www.camarillolibrary.org). In response to the COVID-19 pandemic, the library is focusing on three core services: Curbside Pickup, Adult Literacy, and the Russell Fischer Business Collection.

### Curbside Pickup

Throughout February 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 154 pickups were filled each day the library was open in February. A total of 11,210 items were checked out or renewed. Tuesday, February 9 was the single busiest day with 193 pickups. Visit [www.camarillolibrary.org](http://www.camarillolibrary.org) for more information.

### Adult Literacy Center

In February, 19 volunteer literacy tutors and adult learners practiced reading and writing skills for a total of 194 hours. We had 9 active tutors with 112 hours and 10 active learners with a total of 82 hours in February. One tutor is in training. Five tutors participated in the Camarillo Adult Literacy Interest meeting.

Adult Literacy Coordinator Mara Neuron attended the following webinars: Keep Remote Volunteers Engaged-5 Simple Tactics to Keep Your Supporters Connected, Inspired and Ready to Roll When Covid Is (Finally!) Over, CLLS Networking Conversation-Roles and Goals Lesson Plans, My Leadership Journey, Reading-Enjoying the Journey, CLLS Adult Literacy and Learning-Theory and Practice Session, Where Do I Go From Here? Engage Volunteers in New Ways, and ProLiteracy-Strategies to Make Remote Learning Engaging for Adult Learners. Mara is currently taking ProLiteracy's online classes A Community Needs Assessment for Adult Literacy, A Guide to Effective Student Intake, and Adult Literacy Management and Leadership Training. She also attended the online SCCLP (Southern Central California Literacy Providers) meeting.

## 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 February, Business Coordinator Nicole Valdivia fielded fourteen phone calls from patrons. Patrons sought support and reference help with business plan development, PPP loan applications, Employee Unemployment Assistance and Resume Building. Ten patrons were referred to the Economic Development Collaborative to get free assistance with PPP loans and mentors for Business Plan development. One patron was given a referral to SCORE for a Spanish Language mentor. Ms. Valdivia scheduled one-on-one training with five patrons for use of the Demographics Now database, Data Axle database and BrainFuse Job Now for resume writing and review.

Ms. Valdivia addressed three emails with interest in the Spanish Language business support for marketing and research, and two emails with interest in virtual programs offered by RFBC. One patron was issued a remote access library card.

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](http://camarillolibrary.org)

Ms. Valdivia sent out an email in February to the RFBC Book Club interest list. The overall feedback pointed to having Ms. Valdivia curate a suggested reading list and provide links to new books and eMaterials to be read at their own pace. One patron suggested supplemental reading questions for comprehension, or ones that align with databases and resources that RFBC offers. Ms. Valdivia will be shifting her Business Book Club to this format and open it back up to all RFBC list subscribers.

Ms. Valdivia printed and circulated 350 flyers promoting the newly renamed Data Axle–Reference Solutions database. Flyers were handed out to all patrons picking up adult reading materials or RFBC books through curbside pickup.

## RFBC Events - February

Mind Masters Meeting 2/2: Virtual Coworking – discussed how to stay engaged with coworkers in a virtual setting. Best practices for conducting virtual meetings and how to encourage your business teams to get more done together even though working apart.

BrainFuse – An Overview virtual training 2/16: In depth look at BrainFuse and specifically the functions of resume and cover letter writing with JobNow, and interview help with live professional tutors. A general overview of the job search tools and how to properly upload your resume and cover letter when applying for jobs online.

Coffee Talk with Nicole 2/22: Exploring the RFBC Database Collection. Introduction to Demographics Now, Data Axle–Reference Solutions, BrainFuse JobNow, Lynda.com, First Research, Value Line, Morningstar and OverDrive/Libby. Participants in the discussion had heard of these databases but didn't realize how much they offered and were very happy to learn how to utilize them.

Mind Masters Meeting 2/23: Discussion of the compound effect. How small changes occur naturally and how you can leverage this concept in your business. Identify growth targets, write down and track goals and watch the compound effect influence your business.

Lynda.com – How to use LinkedIn Learning webinars and training videos to spice up your resume. Virtual training on 2/23. Highlighted how to find webinars that provide certification or “expert” learner for enhancing skills.

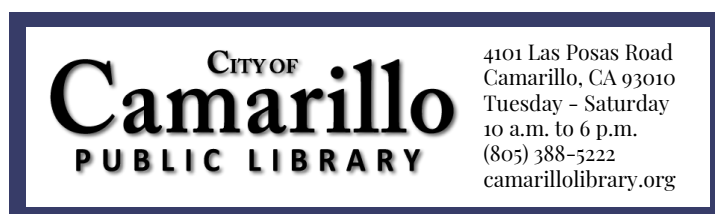
Business Book Club: There were two book club meetings in February. Discussion on the reading of *Start With Why: How Great Leaders Inspire Everyone to Take Action* by Simon Sinek. Additional discussion of how great leaders can be inclusive, and how leaders can diversify their staff to make a well-rounded business. Specific discussion was centered on Black History Month and prominent and influential Black leaders.

## RFBC Events - March

–Monday March 15: Coffee Talk with Nicole: What is new and exciting at the CPL – including books by topic, eBooks and eAudiobooks that can be enjoyed with a busy schedule. How to maximize your library card benefits.

–Thursday March 11: Exploring Demographics Now for business and non-profits. Learning how to use Mapping and Geo Filters, marketing research, and more.

–Thursday March 25: Morningstar and Value Line databases. How are they similar and how are they different? Where to start when learning about investing.



## CAMARILLO PUBLIC LIBRARY

### Metrics and Statistics

	Jan. 2021	Feb. 2021	Jan. 2020	Feb. 2020
Physical Material Checkouts	11,576	11,210	46,472	45,198
eBook Checkouts	4,793	4,349	3,416	3,030
eAudiobook Checkouts	2,929	2,749	3,070	2,938
Music Downloads	1,369	1,312	1,288	1,177
Digital Magazine Checkouts	949	1548	376	566
Video Plays	696	724	741	606
New Cards Issued	174	122	906	649
Virtual Reference Inquiries	848	871	4,607*	4,250*

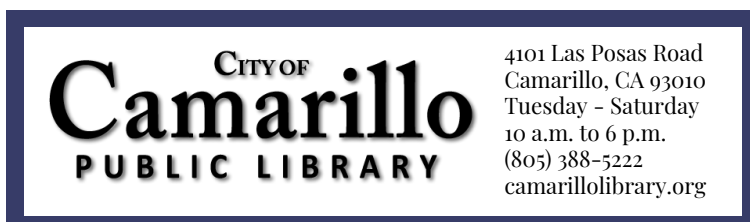
\*Includes in-house reference inquiries

## RUSSELL FISCHER BUSINESS COLLECTION

### Metrics and Statistics

	February 2021	February 2020
<u>Virtual Reference Inquiries</u>	33	*
<u>Virtual Events</u>	7	*
<u>Virtual Meetings</u>	5	*
Mind Masters - Attendees	17	*
Database Training - Attendees	5	*
Coffee Talks - Attendees	6	*

\*RFBC Virtual Events and Meetings commenced in April 2020





## *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: March 11, 2021

Subject: Building Department Monthly Report

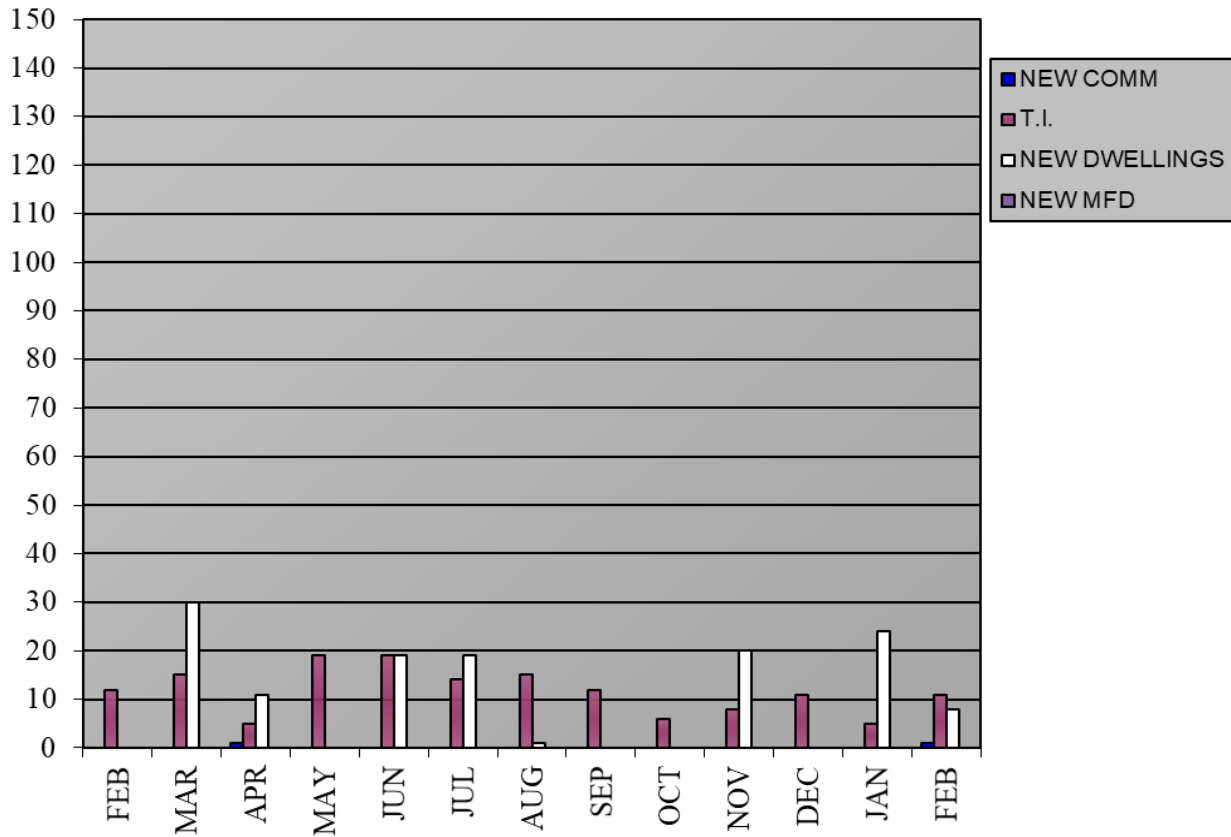
The number of plan checks, number of permits issued, number of inspections and permits issued online increased in the month of February compared to the previous month. The number of customers at the counter is zero due to City Hall being closed to the public.

January showed 56.7% of inspections were requested online and 19.4% of the 165 total permits were issued online.

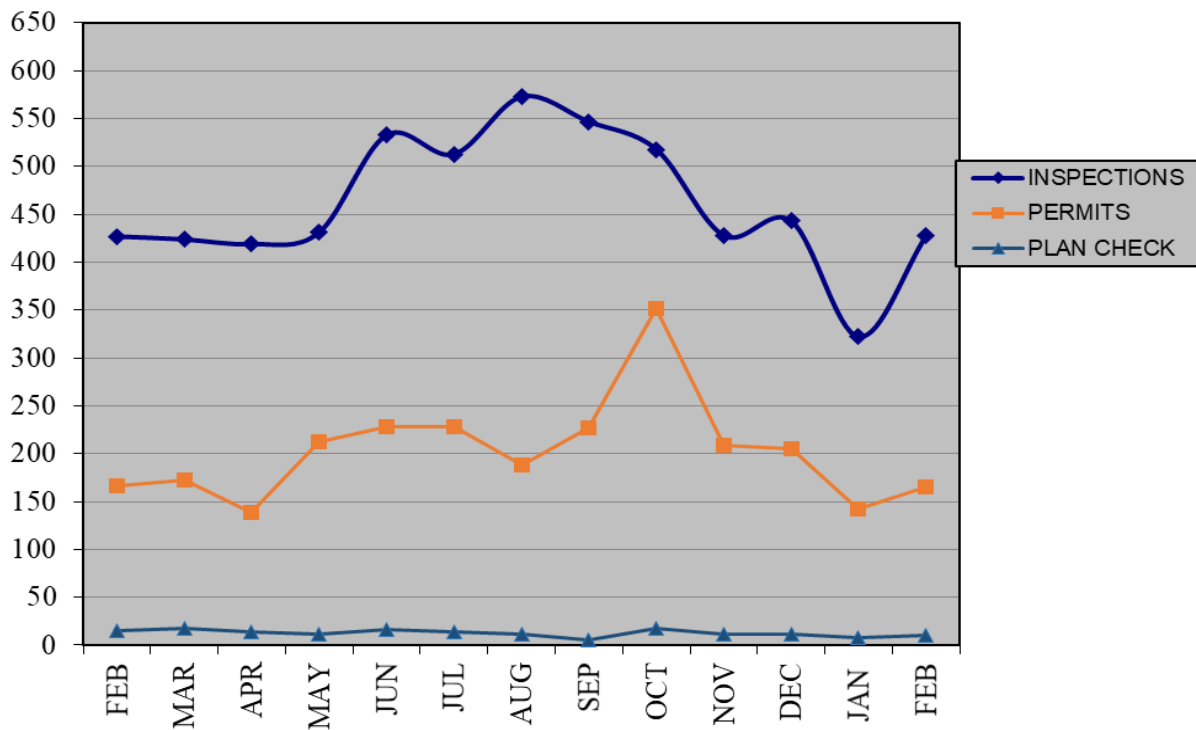
# CAMARILLO MONTHLY BUILDING AND SAFETY REPORT

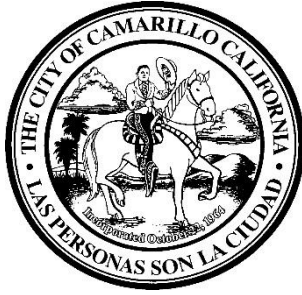
	PERMITS		TOTAL	PERMIT	PLAN	PLAN CHECK	SFD	MFD	NEW	T.I.	TOTAL	AVERAGE #	P.C. IST	P.C. 2ND	Customers	Cust
	ISSUED	VALUATION	FEES	FEES	CHECKS	FEES			COM		INSPECT.	OF INSP	TURNAR	TURNAR		Average
<b>FISCAL 17/18</b>																
JUL	254	\$ 29,507,257	\$ 327,939	\$ 219,879	22	\$ 65,169	0	70	1	9	522	26	4.9	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	\$ 83,560	\$ 67,475	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	205	\$ 4,823,769	\$ 65,754	\$ 58,256	11	\$ 7,498	0	0	0	11	443	21	3.2	3.2	0	0.0
JAN	142	\$ 4,823,769	\$ 126,656	\$ 100,516	8	\$ 26,140	24	0	0	5	322	17	4.6	3.4	0	0.0
FEB	165	\$ 16,398,829	\$ 144,645	\$ 125,848	10	\$ 18,797	8	0	1	11	428	23	4.2	3.2	0	0.0
MAR																
APR																
MAY																
JUN																
<b>TOTALS</b>	<b>1716</b>	<b>\$ 62,856,904</b>	<b>\$ 909,326</b>	<b>\$ 730,316</b>	<b>88</b>	<b>\$ 179,010</b>	<b>72</b>	<b>0</b>	<b>1</b>	<b>82</b>	<b>3772</b>	<b>23</b>	<b>3.8</b>	<b>3.3</b>	<b>1376</b>	<b>8</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>	104%	350%	182%	197%	63%	135%	3500%	0%	0%	74%	45%	-25%	-12%	-18%	-34%	-73%

**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*

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## **MEMORANDUM**

Date: March 15, 2021  
To: City Manager  
From: City Clerk *jm*  
Subject: Activity Report – February 2021

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

### **MEETINGS**

3 City Council meetings (agenda and minute prep.)  
1 City Council Successor Agency meetings (agenda and minute prep.)  
3 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.)  
4 Council committee meeting agendas posted  
2 Citizen committee meeting agendas posted  
0 Public hearings noticed

### **RECORDS MANAGEMENT**

18 Resolutions processed  
0 Ordinances processed  
26 Agreements/contracts processed  
9 Recorded documents processed  
478 Number of documents input into the electronic imaging system  
2288 Boxes in off-site storage  
0 Boxes destroyed: 0 on-site; 0 off-site

### **RECOGNITIONS**

0 Certificates  
0 Proclamations  
0 Flower orders

### SERVICES/OTHER

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

### FPPC FILINGS

We continue to monitor filings in the eDisclosure, Form 700 electronic filing system. The deadline to file Form 700s is April 1.

### CITIZEN APPOINTMENTS COMMITTEE

This is the season to recruit to fill vacancies on our citizen committees/boards/commissions. The Notice of Vacancy has been posted at City Hall and on the City's website, Facebook, our government channel, and published in the CityScene newsletter. The deadline to submit applications for the 2021 citizen vacancies is April 16. Once the application period closes, a Citizen Appointment Committee will be scheduled to review the applications and requests for reappointment.

### MISCELLANEOUS

Meetings attended:

Camarillo Council on Aging





# **City of Camarillo**

## Department of Community Development

### MONTHLY ACTIVITY REPORT

**DATE:** March 15, 2021

**TO:** City Manager

**FROM:** Director of Community Development

**SUBJECT: Monthly Activity Report – February 2021**

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The following is a summary of the activities within the Department of Community Development for the month of February 2021:

#### **1. CURRENT PLANNING**

##### **➤ Planning Commission Reviews**

###### **○ RPD-201, Camino Ruiz & ZDI, Inc.**

On February 2, 2021, the Planning Commission approved a request for a Residential Planned Development Permit (RPD-201) to allow for the construction of a 385-unit apartment complex comprised of 14 buildings, located at the southeast corner of Verdugo Way and Camino Ruiz. Additionally, the applicant requested a waiver of recreational vehicle (RV) parking and will provide five percent (5%) of the project, or 20 units, to be restricted for very-low income households. The applicant also voluntarily provided an additional 5% of the project, or 20 additional units, to be restricted for moderate income households. The project also received approval of a General Plan Amendment to change from Industrial to High Density Residential and Change of Zone from Limited Manufacturing to Residential Planned Development, 30 units per acre maximum, by the City Council in December 2020.

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

###### **○ PR-1021, Smith-Camacho Residence**

On February 4, 2021, the Director of Community Development approved a request for a plan review of an addition and remodel to an existing single-family dwelling unit on an existing legal lot, located at 1918 La Ramada Drive (APN 172-0-170-255). The 0.778-acre 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).

###### **○ IPD-98M(13), Meisnner Land & Development LLC**

On February 11, 2021, the Director of Community Development approved a request for an administrative modification to an Industrial Planned Development Permit (IPD-98M(13)) to enclose a portion of an existing loading dock and increase the square-

footage of the existing industrial building by 1,042 square feet. The property is approximately 9.03 acres, is designated Industrial in the General Plan, and is zoned Light Manufacturing (M-1).

➤ **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.	PM	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 April 2021.
<b>Village Gateway</b>			
RPD-188, Aldersgate	87 townhomes located at 350 Lewis Road.	JN	Occupancy released for 11 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. Business tenant improvements are completed and Café Ficelle, Topa Topa Brewing, Freda's Pizza and Woodfire Kitchen, and Rori's Artisan Creamery have opened 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 the first phases of the production units have received certificates of occupancy. The first residents moved in at the end of 2020 and continue to occupy as the project continues. The recreation center is completed and additional Zone Clearances for future phases are anticipated throughout 2021, with the project expecting completion before the end of 2022. Additionally, the trailhead has been constructed and is open to the public.
GPA 2017-2, NUWI Camarillo, LLC	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. Responses to comments on the Draft EIR are currently being prepared by the environmental consultant and reviewed by staff. Economic studies are also currently in preparation by the City's consultant.

PROJECT NO.	DESCRIPTION	STAFF	STATUS
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 December 9, 2020, the City Council certified the EIR and approved the GPA and CZ for the site with a vote of 4-1 with Councilmember Trembley dissenting. On February 2, 2021, the planning Commission approved the RPD. The applicant is expected to begin pulling grading permits in the second quarter of 2021.
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	On December 1, 2020, the Planning Commission recommended approval to the City Council. A City Council public hearing is anticipated to be scheduled second quarter 2021.
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.
<b>Commercial/Industrial/Institutional</b>			
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. Building permits have been issued for Home 2 Suites, Pads C and D.
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.	PM	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. DAC to finalize conditions was held December 23, 2020. The applicant must submit a phasing plan. Planning Commission hearing is anticipated in the second quarter of 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. Awaiting submission of building plans.

PROJECT NO.	DESCRIPTION	STAFF	STATUS
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 deemed incomplete on July 15, 2020. The applicant resubmitted January 29, 2021 and was deemed incomplete again March 1, 2021. An Initial Study is underway with an environmental consultant. The applicant is anticipated to resubmitted final plans to Community Development for a hearing anticipated in mid-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. The parcel map was recorded on December 23, 2020. Construction is anticipated in the beginning of 2021.
CPD-2M(6), Motel 6	Request to remove an existing porte-cochere and building façade improvements located at 1641 Daily Dr.	PM	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.	PM	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, Thomas Construction	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. Landscape plans are in review and permits are anticipated to be issued in the second quarter of 2021.
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.

PROJECT NO.	DESCRIPTION	STAFF	STATUS
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 on March 24, 2020, 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. Project is under construction.
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. Second submittal came in March 8, 2021 and is being reviewed.
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 second 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 was approved by the Planning Commission on January 19, 2021. Staff is working with the applicant on revisions to parking to add RV parking and solar car ports.
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. The project is pending Building & Safety plan check submittal.

### **New Businesses (Zoning Occupancy Approvals)**

BUSINESS NAME	BUSINESS ADDRESS	OCCUPANCY DATE	# OF EMPLOYEES	DESCRIPTION
Skydive Coastal California, Inc	478 Post Street		3	Skydiving center
It Saul About Hair	401 Carmen Drive, Suite 105	2/21/2021	1	Hair Salon
Naye's Braid Boutique, LLC	401 Carmen Drive, Suite 122	2/16/2021	1	Hairdresser

BUSINESS NAME	BUSINESS ADDRESS	OCCUPANCY DATE	# OF EMPLOYEES	DESCRIPTION
Phenix Salon Suites	401 Carmen Drive	2/12/2021	1	Salon Suites
Topa Topa Brewing Co	2024 Ventura Blvd, Suite 112	2/12/2021	10	Brewery
Gladstone Management Corporation	295 Willis Ave, Suite H1	2/8/2021	3	Investment Adviser
Purchase Green	4650 Calle Quetzal	11/2/2020	2	Artificial grass wholesaler
La Mer Holistic Medicine	601 E. Daily Drive, Suite 128	1/1/2021	3	Medical practice
Velvet Lash Studio	501 Mobil Avenue, Suite E	2/19/2021	3	Lash and skin care

Summary of Economic Development Activities (February 2021)	
Zoning Approvals Issued for New Businesses:	9
New Employees:	27
Special Event Permits:	1
Special Event Attendees/Staff:	4,439
Film Permits Issued:	0
Film Permit Crew/Talent:	0

### **Special Event Permits**

No new applications were received for processing this month. The events held during February included:

GENERAL EVENTS:		
NAME OF EVENT	APPLICANT	DATE
Certified Farmers Market	Camarillo Hospice	Each Saturday
FILMING EVENTS:		

### **Miscellaneous Applications Received**

➤ Signs:	4	➤ Zoning Verifications:	2
➤ Banners:	0	➤ Plan Reviews:	2
➤ Zone Clearances:	23	➤ Pre-Applications	3
➤ Temporary Use Permits			1
➤ Zone Clearances for Temporary Outdoor Business Area			0

## **2. CODE COMPLIANCE**

### **Activities of Note**

- **RV 30-Day COVID Permit** –There are currently 13 active COVID permits, nine of which were extensions with one being a second extension.
- **Graffiti** – Staff worked with Ventura County Sheriff Major Crimes Bureau and compiled 40+ photos of graffiti in a specific area to aid in their investigation and prosecution of several cases. Staff continues to be successful working with CalTrans and Edison in getting the graffiti removed in a timely manner from their properties.
- **COVID-19 -**
  - Received, investigated, and addressed over 375 complaints from citizens regarding businesses not adhering the County and City's guidelines and/or the safety protocols. The complaints were primarily regarding people not wearing masks, social distancing, businesses dining inside and businesses operating when they are to be closed. Other complaints have been on businesses not adhering to the capacity guidelines.
  - Received 14 complaints of businesses not addressing COVID outbreaks. Worked with businesses on Prevention Plans, signage and referred businesses to VCEH and Public Health for further testing and cleaning protocols.
- **Massage Establishments** – Conducted multiple inspections with Camarillo Sheriff's Dept. of a Massage Business operating with an expired Business Tax Certificate, a therapist with a suspended license, and a therapist with no license. Two citations were issued to this business. Staff continues to monitor the massage businesses within the City for any unlicensed activity with the help of Business Tax and to watch for any illegal activity with the help of the Sheriff's Dept.
- **Homeless** – Staff has observed more RVs parked in the industrial areas, on the streets, and in the business parking lots. Additionally, there are 5-7 in the Park & Ride lot on Las Posas. Most of these RVs are being used as the owners' residence.
- **Animal Control Citations** - Animal Control issued 66 citations during the month of February. 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. No citation dismissals were processed this month.

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

## **3. 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:

<b>Grant</b>	<b>Amount</b>	<b>Status</b>	<b>Proposed Activities</b>
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	\$326,910	<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 processed a minor amendment to the Action Plan to account for HUD's error in calculating the City entitlement allocation.
LEAP - HCD Local Early Action Plan	\$20,000	<b>Pending</b> HCD review. Award letter received on 2/16/2021. Pending HCD agreement.	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. City Manager signed HCD agreement on 3/12/2021 - Pending HCD signature.	First Time Homebuyer Down Payment Assistance Loan Program for income-eligible buyers.
CDBG-COVID 1 - HUD	\$192,347	<b>Awarded.</b> Ready for spending. Agreement date: 12/3/2020.	Response to COVID-19 health emergency.
CDBG-COVID 3 - HUD	\$184,000	<b>Pending</b> FY 2021/22 Action Plan approval and HUD review.	Response to COVID-19 health emergency.
<b>TOTAL</b>	<b>\$1,168,611</b>		

### **CDBG**

- FY 2020/21 Action Plan
  - Adopted 5/13/2020; amended 9/23/2020 to incorporate the CDBG-CV(1) funding and to allocate \$43,094 of unspent funding from FY 2019/20 into FY 2020/21 programs.
- Affordable Housing Preservation Program (City program) – Mulberry Place Unit:
  - City purchased an affordable unit on 9/30/2020 for \$533,648, including closing costs, using \$213,080 of CDBG funds, \$97,018 of housing bond funds, and \$223,550 General Fund loan. City resold the unit on February 10, 2021 and received \$226,291 from the sale proceeds. \$223,550 was used to repay the General Fund loan. The remaining \$2,741 was received as CDBG program income, available for FY 2021/22 activities. City



resold the unit to a qualified low-income buyer and recorded an updated affordable housing agreement preserving the unit for 55 years, resetting with each future transfer of ownership.

- 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	\$21,355	The original loan was issued for \$24,575. The homeowners terminated the original construction contract, revised the scope of work, and hired a new contractor. Work started in March 2021.
FY 2020/21	Approved 4/23/2020	Loan	\$24,200	Project is complete and is pending final payment to the contractor.

- Fund Balance:
  - Staff continues to process reimbursement requests from subrecipients as received.

#### **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 amended its FY 2020/21 Action Plan 9/23/2020 to be eligible for a CDBG-CV allocation of \$192,347. Subrecipients of these funds are currently implementing programs providing food support, grocery delivery, and rent/utility assistance.

#### **4. 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 seek public input.
  - A second Public Workshop was held on February 11, 2021, to seek public feedback on the draft goals, policies, and programs. A Joint Study Session is scheduled for April 14, 2021

- 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.
  - Staff reviews applications for the affordable units to verify eligibility, approves eligible applicants, and coordinates the Affordable Housing Agreement for each unit. So far, one unit has sold, two are in escrow, and one application is under review.
- Camarillo Village Homes – New Construction of 29 Moderate-Income For-Sale Units and 3 Rental Low-Income Units:
  - Staff is coordinating the Master Agreements process 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 meeting was held on September 24, 2020.
  - The Planning Commission recommended approval to the City Council at their meeting on December 1, 2020.
  - NEPA document is being prepared.
  - 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.

Attachments: Number of Code Violations by Month

## Number of Code Violations by Month

[illegible]




# City of Camarillo

## DEPARTMENT OF FINANCE

DATE: March 15, 2021

TO: Greg Ramirez, City Manager

FROM: Mark Uribe, Director of Finance 

SUBJECT: **Monthly Activity Report – February 2021**

### DEPARTMENT HIGHLIGHTS

The FY 2020/21 Mid-Year Budget Report was prepared and presented to the City Council and the Camarillo Sanitary District Board at the February 10, 2021 joint meeting of City Council and Camarillo Sanitary District. The mid-year amendments were adopted during the meeting.

The FY 2021/22 Budget Development process began with a kick-off meeting on February 16, 2021. The process of Budget Development will culminate with a Budget Study Session on May 19, 2021, and Council adoption scheduled for June 9, 2021.

The Accounting Division completed and submitted to the County of Ventura the Possessory Interests Annual Usage Report.

### UTILITY BILLING DIVISION

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

UTILITY BILLING / CUSTOMER SERVICE ACTIVITY REPORT				
	February 2020	Amount	February 2021	Amount
Total Utility Accounts Billed	19,749		21,072	
Water Accounts (including landscape)	13,975		13,996	
Recycled Water Accounts	20		20	
Sewer Accounts	14,897		14,974	
Refuse Accounts	17,973		18,134	
Delinquent Letters Mailed	2,178		2,285	
Door Tags (suspended during health order)	152		0	
Shut Offs (suspended during health order)	0		0	
Accounts Sent to Collections (FCN)	9	\$7,200	5	\$3,273
Returned Bank Items	11	\$2,194	32	\$21,552
Credit Card Payments (manual payments person/phone)	434	\$73,407	98	\$22,709

<b>UTILITY BILLING / CUSTOMER SERVICE ACTIVITY REPORT (continued)</b>				
	<b>February 2020</b>	<b>Amount</b>	<b>February 2021</b>	<b>Amount</b>
Click2Gov Utility Billing Website (credit cards & E-check)	4,715	\$573,871	5,170	\$699,856
Interactive Voice Response (IVR) (credit cards & E-check)	601	\$80,033	637	\$89,405
Auto Pay Customers (checking, credit cards & E-checks)	5,873		6,405	
E-Notification (paperless billing)	1,068		1,526	
Total Payments Processed from Mail	4,904	\$856,644	4,837	\$1,018,039
Total Phone Calls	1,888		1,851	
Work Orders Processed	354		225	
Terminated Accounts	156		129	
New Accounts	150		128	

## **BUSINESS TAX DIVISION**

The Business Tax Division collected \$149,077 in February 2021. This reflects a 10.14% increase when compared to \$135,352 recorded for the same month in 2020.

For the month ending February 28, 2021, Camarillo has 4,800 In-Town businesses and 2,889 Out-of-Town businesses, totaling 7,689 active business tax accounts.

During the month of February 2021, the City added 24 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>February 2020</b>	<b>February 2021</b>	<b>Percentage Change</b>	<b>FY 2020/21 Year to Date</b>
Business Tax Collected	\$135,352	\$149,077	10.14%	\$975,038
Penalties & Interest Collected	\$4,908	\$2,005	(59.15%)	\$21,672
In-Town Businesses - New	36	26	(33.33%)	274
Out of Town Businesses - New	47	43	(8.51%)	338
In-Town Businesses - Inactive	12	22	83.33%	165
Out of Town Businesses - Inactive	33	65	96.97%	598
Print/Issue Tax Certificates	549	657	19.67%	4,809
New Apps. & Renewals Processed	570	613	7.54%	4,781
New Apps. & Renewals Paid by Web	295	408	38.31%	2,542
Delinquent Notices - Printed	224	315	40.63%	2,911
Renewal Notices - Printed	582	524	(9.97%)	4,691

## **Hotel Transient Occupancy Taxes**

The Transient Occupancy Taxes (TOT) remitted in February 2021 for stays in the month of January 2021 totaled \$136,716, a decrease of 27.54%, compared to \$188,679 recorded for the

same period last year. Overall, year-to-date TOT collected decreased 30.44% compared to the same period in the prior fiscal year (Attachment 2).

- Hotel Rooms Occupied – January occupied rooms were reported at 56.05% a 13.90% decrease compared to 69.95% in January 2020. Year-to-date hotel room occupancy has decreased by 15.27%, from 76.10% to 60.83%.
- Occupancy averages are based on 10 hotels reporting in January 2020 vs 11 hotels reporting in January 2021.

### **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	January 2021 February 2021
Total Rent Collected	\$1,761,702
Rent not subject to Assessment	<u>(153,784)</u>
Rents subject to Assessment	1,607,918
 Total Assessment (2%)	 32,158
City Administrative Fee (1% of Assessment)	<u>(321)</u>
 Amount Remitted to each district	 <u>\$ 31,837</u>

### **FINANCIAL REPORTING DIVISION**

#### **Bond Issues**

The February 28, 2021 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 7.53%. 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 February 28, 2021 were: OPEB \$5.5m, and PRSP \$6.6m, reflecting a 1.65% increase in the investment return for the month. The February monthly statement is attached (Attachment 4).

### **MISCELLANEOUS DEPARTMENT ACTIVITIES**

Seminars/Events/Training attended or presented by Finance:

February 10	CSFMO (Virtual) Pre-Conference: Water & Wastewater Rates Part I
February 11	CSFMO (Virtual) Pre-Conference: Water & Wastewater Rates Part II
February 11	VC City Finance Directors Meeting

February 16-18	CSMFO Annual (Virtual) Conference
February 16	Annual Budget Kick-off Meeting
February 23	Monthly Investment Committee Meeting & Finance Committee Meeting
February 26	Liaison/Intergovernmental Committee Meeting

## **ATTACHMENTS**

1. New Businesses Report – February 2021
2. Transient Occupancy Tax (TOT)
3. Delinquent Special Taxes and Assessments – February 2021
4. Public Agency Retirement Services (PARS) Monthly Statement – February 2021

**CITY OF CAMARILLO - CITY MANAGER**  
**NEW BUSINESS REPORT - FEBRUARY 2021**

Attachment 1

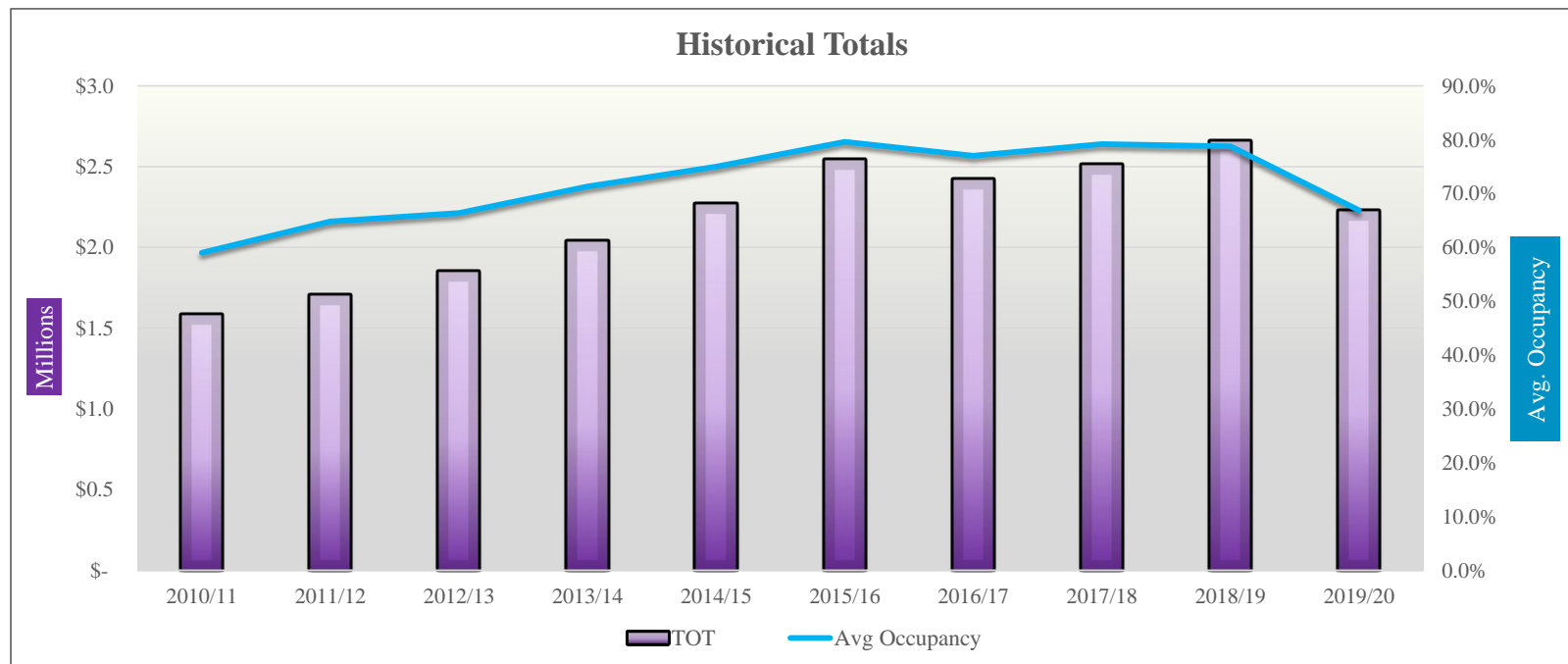
BUSINESS NAME	ADDRESS	BUSINESS TYPE
AT&T MOBILITY	240 VENTURA BLVD	ADD- LOCATION/BUSINESS
TOPATOPA BREWING CO LLC	2024 VENTURA BLVD STE 112	ALCOHOLIC BEVERAGE
AVIATOR PICTURES, INC	1310 VILLAGE 1	AUTHOR
SILVERSTRAND GRID LLC	375 WILLIS AVE	BLANK-TO BE ASSIGNED
EPLA INVESTMENT GROUP LLC	210 ARNEILL RD	BUILDING OWNER - COMMERCIAL
JOEY HERNANDEZ	1980 E VENTURA BLVD	BUILDING OWNER - COMMERCIAL
GREEN EARTH RESIDENTIAL COMMERCIAL IMPROVEMENTS	1265 LA CULEBRA CIR	CONSULTANT
PURCHASE GREEN	4650 CALLE QUETZAL	CONTRACTOR - SPECIALTY C/D/H
NAYE'S BRAID BOUTIQUE LLC	401 CARMEN DR 122	COSMETOLOGIST - NO MASSAGE PERMIT
CAMARILLO FAMILY AND COSMETIC DENTISTRY	3615 LAS POSAS RD STE 145	DENTAL
MANDY MATTIES	268 CALLE LA FIESTA B	DESIGNER - ILLUSTRATOR - DECORATOR
LUNA BEAUTY AND WELLNESS	266 MOBIL AVE 210	ESTHETICIAN - NO MASSAGE PERMIT
ACT FINANCE	916 W VENTURA BLVD #102	FINANCIAL SERVICES
UNITED PACIFIC #0688	100 S LAS POSAS RD	GAS STATION
PHENIX SOCAL	401 CARMEN DR	HAIR-NAIL SALON (NO MASSAGE)
OPTOTEST CORPORATION	4750 CALLE QUETZAL	MANUFACTURING
LUCY'S MASSAGE	596 MOBIL AVE STE D	MASSAGE - CERTIFIED THERAPIST
TERRY SIMPSON MD FACS	3661 LAS POSAS RD STE G-162	MEDICAL
INFRAMARK LLC	2727 SOMIS RD	MISCELLANEOUS BUSINESS - SERVICES
VANMAR CAPITAL LLC	862 CALLE LA ROCHA	RENTAL - RESIDENTIAL
DS COVERS	630 E VENTURA BLVD 1202	RETAIL
INTELLIGENT WEIGHING TECHNOLOGY	1100 AVENIDA ACASO	WHOLESALE - DISTRIBUTORS
PURCHASE GREEN	4650 CALLE QUETZAL	WHOLESALE - DISTRIBUTORS
SIMBA CAL INC	1283 FLYNN RD	WHOLESALE - DISTRIBUTORS

**COUNT: 24**

Prepared by: VH



CITY OF CAMARILLO											
Transient Occupancy Tax (TOT)											
HISTORICAL			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
Fiscal Year	TOT	Avg Occupancy	July	\$ 250,894	-8.12%	\$ 267,251	6.52%	\$ 282,591	5.74%	\$ 149,753	-47.01%
2010/11	\$ 1,581,673	59.0%	August	243,344	-3.96%	254,995	4.79%	278,685	9.29%	183,204	-34.26%
2011/12	1,702,362	64.8%	September	195,989	-4.65%	210,997	7.66%	214,049	1.45%	184,863	-13.64%
2012/13	1,849,831	66.4%	October	204,289	-0.87%	220,579	7.97%	245,444	11.27%	193,703	-21.08%
2013/14	2,034,121	71.3%	November	167,938	-4.27%	221,693	32.01%	207,760	-6.28%	140,764	-32.25%
2014/15	2,266,171	75.0%	December	173,539	7.54%	193,793	11.67%	180,988	-6.61%	122,629	-32.24%
2015/16	2,542,335	79.6%	January	175,731	12.59%	171,251	-2.55%	188,679	10.18%	136,716	-27.54%
2016/17	2,418,113	77.0%	February	175,597	11.37%	196,271	11.77%	201,293	2.56%		
2017/18	2,510,027	79.2%	March	210,634	7.30%	219,598	4.26%	131,113	-40.29%		
2018/19	2,655,564	78.8%	April	230,162	19.85%	217,238	-5.62%	72,014	-66.85%		
2019/20	2,227,001	66.9%	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%		
			FY TOTAL	\$ 2,510,027	3.80%	\$ 2,655,564	5.80%	\$ 2,227,001	-16.14%	\$ 1,111,632	-30.44%
CURRENT BUDGET										\$ 1,928,480	



**City of Camarillo**  
**Delinquent Special Taxes and Assessments**  
**As of February 28, 2021**

Attachment 3

Note, ARC or P-Type	Parcel #						
		2016/17	2017/18	2018/19	2019/20	2020/21	Total
	229-0-340-060	-	-	-	161.77	-	161.77
	152-0-020-295	-	-	-	-	455.21	455.21
	152-0-251-105	-	-	-	-	455.21	455.21
	152-0-271-085	-	-	-	-	455.21	455.21
	152-0-273-035	-	-	-	-	455.21	455.21
	152-0-282-115	-	-	-	-	455.21	455.21
	152-0-290-305	-	-	-	-	455.21	455.21
	157-0-170-265	-	-	-	-	455.21	455.21
	157-0-190-015	-	-	-	-	455.21	455.21
	157-0-210-655	-	-	-	-	44.99	44.99
	157-0-210-705	-	-	-	-	44.99	44.99
	157-0-240-205	-	-	-	-	35.99	35.99
	229-0-010-690	-	-	-	-	1,256.91	1,256.91
	230-0-020-260	-	-	-	-	663.79	663.79
	230-0-020-280	-	-	-	-	1,014.13	1,014.13
	230-0-020-300	-	-	-	-	92.19	92.19
	230-0-020-320	-	-	-	-	181.31	181.31
	230-0-020-250	-	-	-	-	8,349.68	8,349.68
	230-0-020-270	-	-	-	-	36.88	36.88
	230-0-020-290	-	-	-	-	12.29	12.29
	230-0-020-310	-	-	-	-	2,329.43	2,329.43
	230-0-020-330	-	-	-	-	1,152.42	1,152.42
<b>Total Delinquent Property Tax</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 161.77</b>	<b>\$ 18,856.68</b>	<b>\$ 19,018.45</b>
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		0.03%					
2020/21 Tax Levy		\$ 250,387.72					
Property Tax % Delinquent		7.53%					

**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**  
**PARS Post-Employment Benefits Trust****Account Report for the Period**  
**2/1/2021 to 2/28/2021**Mark Uribe  
Director of Finance  
City of Camarillo  
601 Carmen Drive  
Camarillo, CA 93010**Account Summary**

Source	Balance as of 2/1/2021	Contributions	Earnings	Expenses	Distributions	Transfers	Balance as of 2/28/2021
OPEB	\$5,462,047.34	\$0.00	\$90,072.74	\$2,383.24	\$56,529.17	\$0.00	\$5,493,207.67
PENSION	\$6,472,027.23	\$0.00	\$106,573.17	\$2,823.24	\$0.00	\$0.00	\$6,575,777.16
<b>Totals</b>	<b>\$11,934,074.57</b>	<b>\$0.00</b>	<b>\$196,645.91</b>	<b>\$5,206.48</b>	<b>\$56,529.17</b>	<b>\$0.00</b>	<b>\$12,068,984.83</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	1.65%	4.41%	19.20%	9.49%	10.38%	7.56%	9/1/2009
PENSION	1.65%	4.41%	19.01%	-	-	-	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**

### **M E M O R A N D U M**

**DATE:** March 19, 2021

**TO:** Greg Ramirez, City Manager

**FROM:** Dave Klotzle, Director of Public Works *DK*

**SUBJECT:** Monthly Activity Report for February 2021

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

#### **WATER DIVISION**

- Following are the results of water conservation activities for February:
  - Water Waste Complaints: 1
  - 1<sup>st</sup> Violation Citations: 0
  - 2<sup>nd</sup> Violation Citations: 0
  - Conservation Door Tags: 102
  - High Consumption & Leak Investigations: 3
  - Home Water Surveys: 26
  - Repair Leak Notices: 0
  - Irrigation Controller Programming: 5
  - Residential Toilet Retrofits: 0
  - Commercial Toilet Retrofits: 0
  - Aerators: 0
  - Showerheads: 0
- Water Division Customers achieved a 14.8% reduction in water use compared to February 2013, with a cumulative reduction of 11.6% 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 26 residential landscape and irrigation surveys in February and installed 57 high-efficiency sprinkler nozzles and 120 feet of drip irrigation.

#### **STREETS DIVISION**

- There were 287 work orders completed by the Streets Division.
- The cost of graffiti abatement for February was \$2,677 and there were 27 graffiti incidents reported.

- Due to major wind events at the end of January, all Street Division staff spent the first two weeks of February working together to clean up the City.
- During the two remaining weeks of February, the Street Division's concrete crew continues to perform concrete grinding and sidewalk removal in the central portion of the City. The sign and pavement marking crew continues to refresh faded pavement markings in the southern 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.
- Due to the wind events, there were many broken limbs and several trees blown down. The in-house tree trimming crew responded to these emergencies to clear the City right-of-way, keeping the public safe. The tree trimming crew continues to trim trees in the northern portion of the City (specifically the palm trees on Glenbrook Avenue) 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.

### **SANITARY DIVISION**

- Following are the results of Sanitary Division activities for February:
  - Fats, Oils, and Grease (FOG) Program Inspections: 13
  - FOG Violations: 0
  - Collection System Inspections: 3
  - Treatment Plant Flow: 94.854 (million-gallons)
  - Sewer Spills: 0
  - Water Quality Violations: 0
  - Recycled Water Deliveries: 94.854 (million-gallons)

### **STORMWATER DIVISION**

- Stormwater staff conducted 11 construction site inspections and 6 special use permit inspections.
- Staff conditioned 1 new project, conducted 4 plan checks, and coordinated with developers, contractors, and homeowners to review stormwater quality mitigation requirements.
- 698 catch basins were inspected, and a subsequent cleaning of catch basins is scheduled for March.
- Staff virtually attended the Ventura County Stormwater Management Committee Meeting, Business Outreach Subcommittee, Public Outreach Subcommittee, special meetings for the Calleguas Creek TMDL MOA, and continued to virtually meet with and coordinate with developers for the Shea Homes Project.

- Staff attended a workshop presented by the Los Angeles Regional Water Quality Control Board (LARWQCB) regarding TMDL extensions in the Los Angeles Region. Stormwater staff has kept management staff informed on all discussions with the LARWQCB.

#### **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

## February 2021

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 is complete. Construction of administration building, reverse osmosis and chemical storage buildings, pressure filters and process piping continues. Construction of the pipeline from Wells A and B to the Desalter site is underway. The operations contract for the Desalter was awarded in January 2021.
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 contract was awarded in January 2021, and construction phase will begin in Spring 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. City received 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 the overhead pole line. North Drive aisle base paving complete, final paving cap to be completed at a later date.



# CIP STATUS REPORT

## February 2021

Map Key	Project Title	Description	Status
7	WWTP Flood Improvements, SS-11-01	Flood protection improvements to Wastewater Treatment Plant.	Preliminary engineering and environmental studies are underway.
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 2020. Staff will return to Council for award of final design in Spring 2021 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 in Spring 2021 and is pursuing grant funding for the project.





# CIP STATUS REPORT

## February 2021

Map Key	Project Title	Description	Status
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 currently scheduled for FY 22-23. The audiovisual improvements to improve internet streaming quality of meetings is complete.
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.	Construction contract was awarded by Council on January 13, 2021. Construction anticipated to begin in Spring 2021.
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	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.
19	Springville Bike Path, ST-5051	Extend bike path from Ponderosa Drive to Central Avenue.	Coordinating project limits with adjacent development.



# CIP STATUS REPORT

## February 2021

Map Key	Project Title	Description	Status
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.
21	City Street Trees and Sidewalk - Mission Oaks Area, LS-5035	Replace City street trees and sidewalk in the Mission Oaks area	Construction is underway. Construction completion is anticipated in May 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 Phase I (Concrete and AC repairs) to start early February 2021.
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.	Final design is underway.



# CIP STATUS REPORT

## February 2021

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.	Completed the preliminary condition assessment and risk analysis phase. Anticipate CSD award of preliminary engineering contract in Spring of 2021.
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 contract awarded in January 2021. Construction anticipated to begin in 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).	The pilot program is underway evaluating three separate service providers. The pilot program is anticipated to be complete in Summer 2021.
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.	Design of Phase I for the section south of 101 Freeway is complete. Obtaining construction pricing from Toro Enterprises and hotel site developer.
32	Local Road Safety Plan, PW-2002	Develop a Citywide roadway safety plan.	The plan is in development and is anticipated to be complete in Summer 2021.



# CIP STATUS REPORT

## February 2021

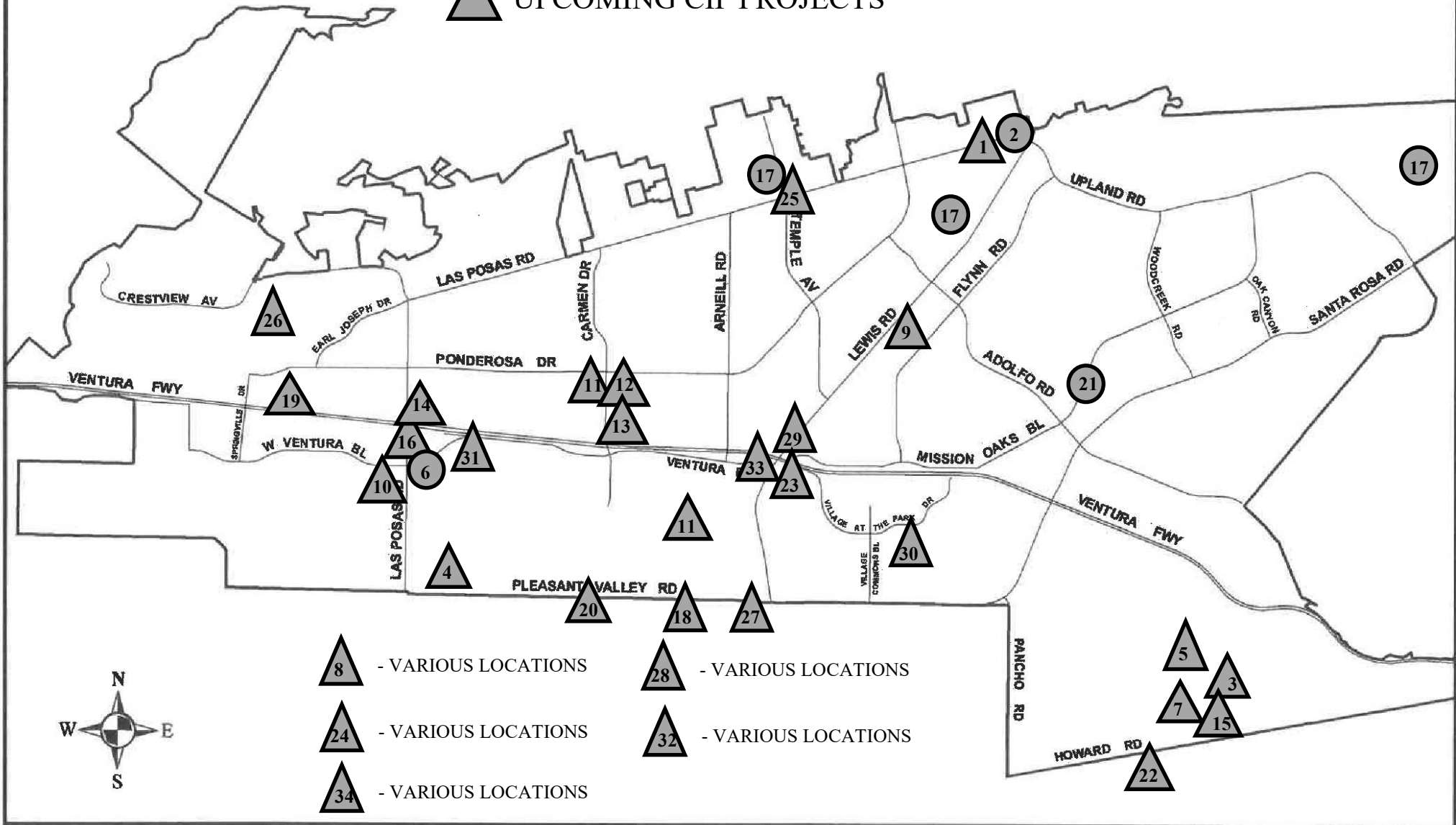
Map Key	Project Title	Description	Status
33	Dizdar Park Renovations & Former Fire Station, CP-5095	Construct site access, parking, landscape, hardscape and lighting improvements on the existing park and former fire station properties. Includes demolition of the former fire station building and former Chamber of Commerce building.	Review of consultant proposal for design services is in process.
34	Annual Resurfacing, ST-5021	Provide annual resurfacing to local streets as recommended by the Camarillo Pavement Management Plan.	Design is underway.



# CITY OF CAMARILLO

## CIP PROJECTS

- CIP PROJECTS IN CONSTRUCTION
- ▲ UPCOMING CIP PROJECTS





# LAND DEVELOPMENT/PERMIT STATUS REPORT

February 2021

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 were previously revised and approved.
2	T-5945/RPD-188 Aldersgate	87 for sale condominium units	Construction continued on the final phases. Building #4 was nearing completion and a certificate of occupancy will soon be issued.
3	CPD-246/CUP-384 T.M. Mian	Hotel & Conference Center site consisting of 280 rooms; 18,783 square feet conference center, pre-function and two boardrooms; 10,450 square feet retail space; 15,500 square feet of restaurant and parking.	A building permit was issued for the Home2 Suites building. Construction of improvements and paving continued. SCE removed power poles and the easement needs to be quitclaimed.
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 soon.
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 were 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.
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.	The tract public improvements were accepted by the city in January 2021. A portion of lot 4, located at the southeast corner of Ponderosa Drive and Springville Drive, remains undeveloped at this time.
8	T-5976/RPD-198 Shea Homes	83.10 acre, 175 SFR lots, 6 condominiums. Residential development for (55+) seniors.	Grading continued. The precise grading plans for the smaller phases were in plan check. Certificate of Occupancy was issued for the Recreation Center and Pool Building. The trailhead construction was nearly completed. Construction on the workshop is nearing completion as well.



# LAND DEVELOPMENT/PERMIT STATUS REPORT

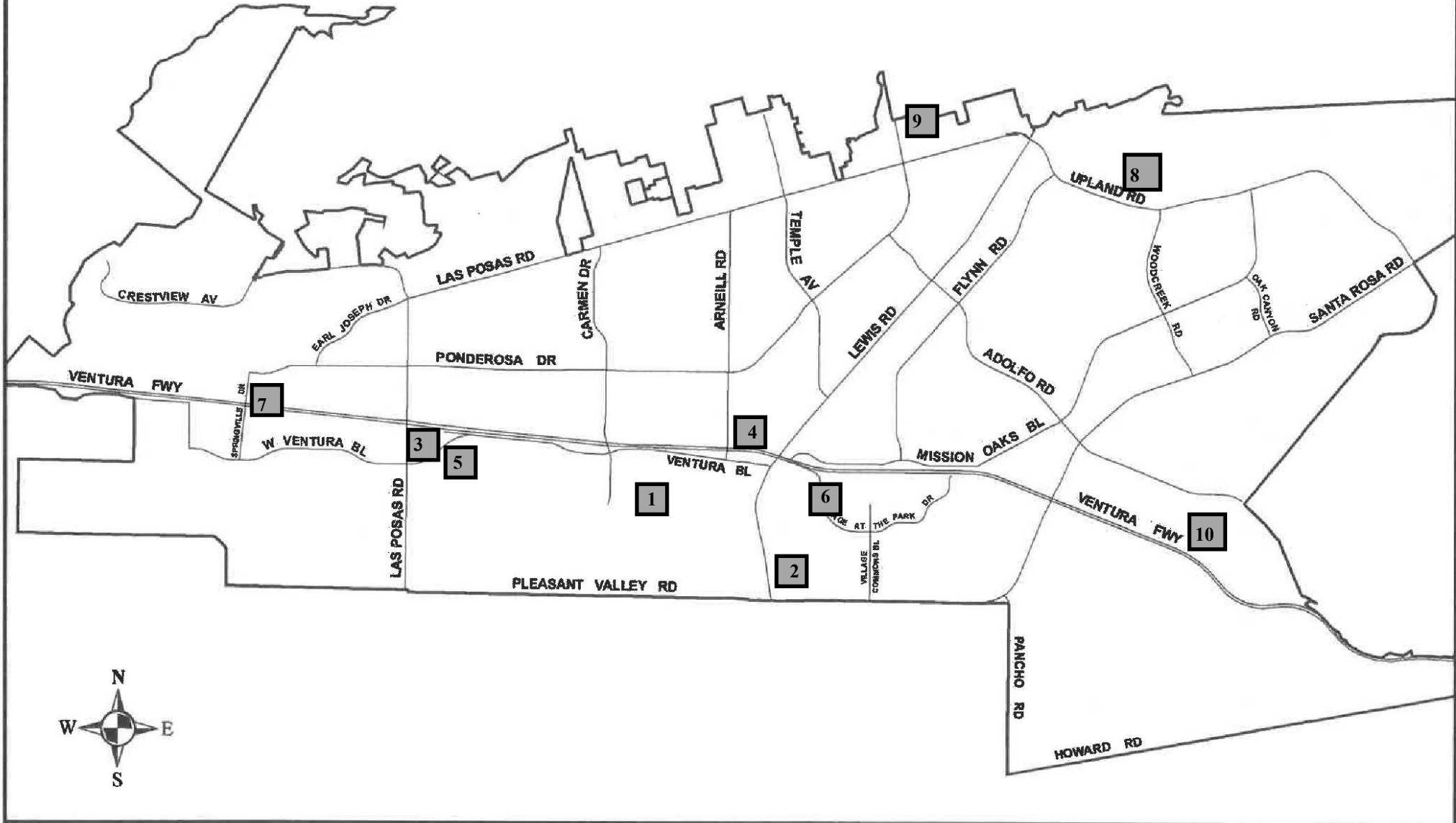
February 2021

Map Key	Project Title	Description	Status
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 was completed 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.	Grading and Encroachment Permits were issued on September 23, 2020. Grading of the four lots nearly completed and roadway being prepared for paving.



# CITY OF CAMARILLO LAND DEVELOPMENT PROJECTS

 LAND DEVELOPMENT/PERMIT PROJECTS





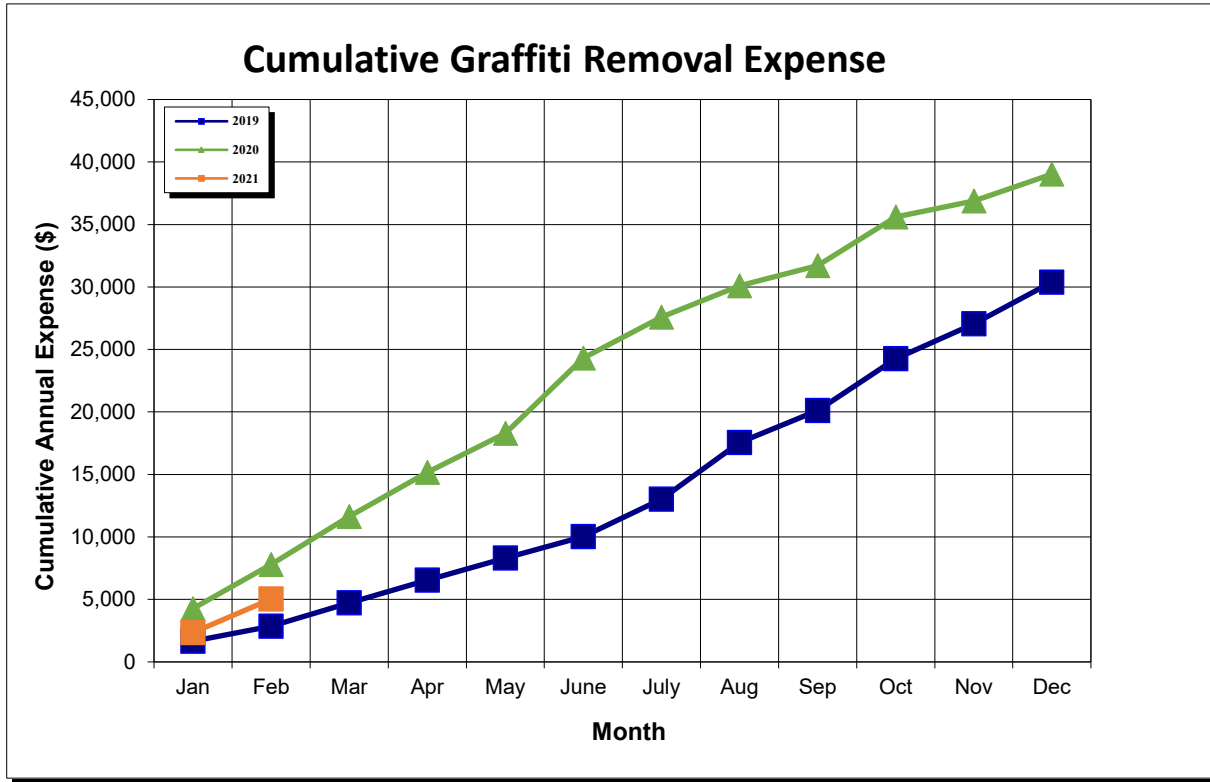
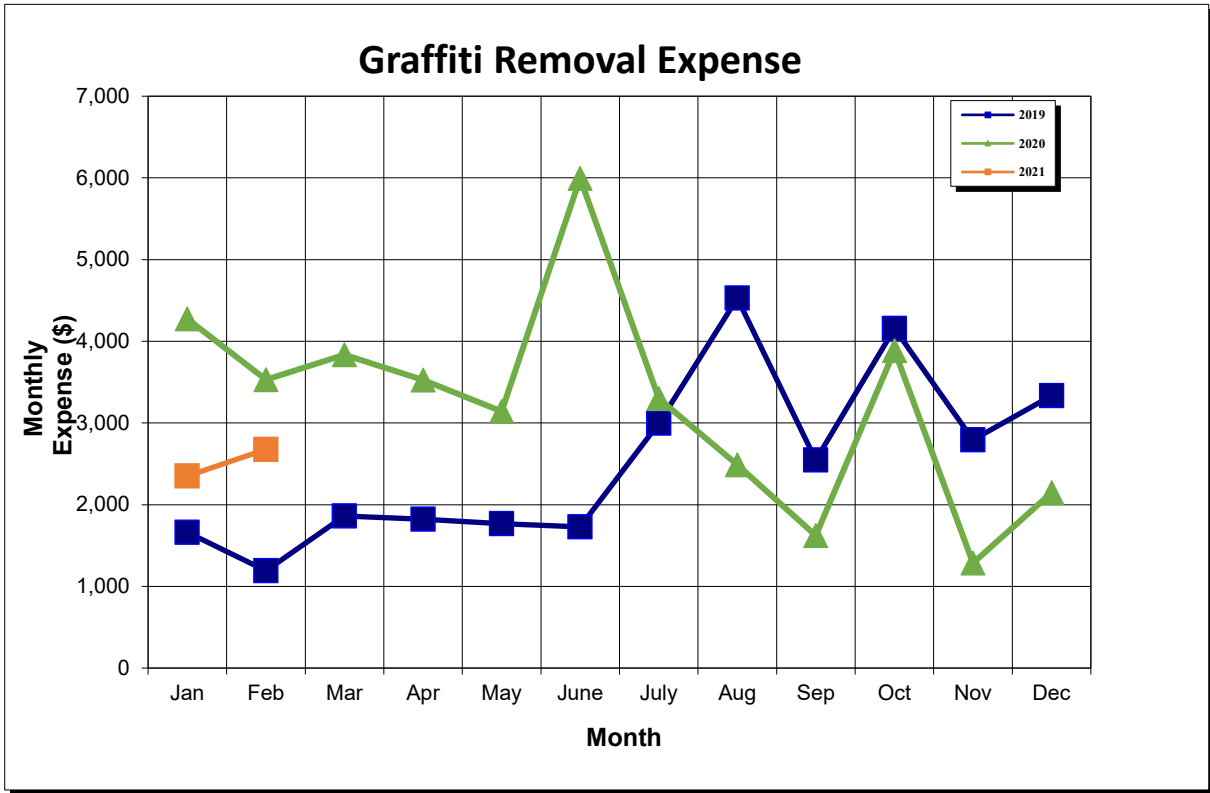
**PUBLIC WORKS MONTHLY ACTIVITY REPORT 2020 - 2021**

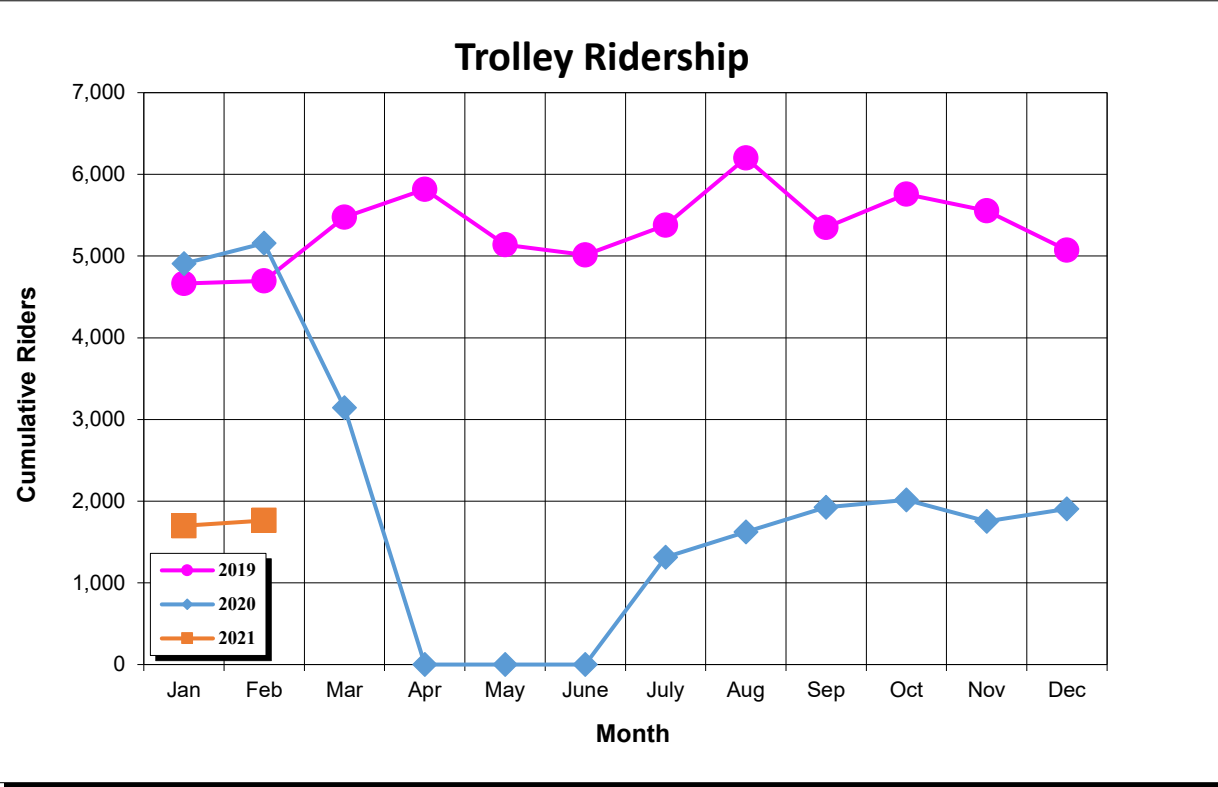
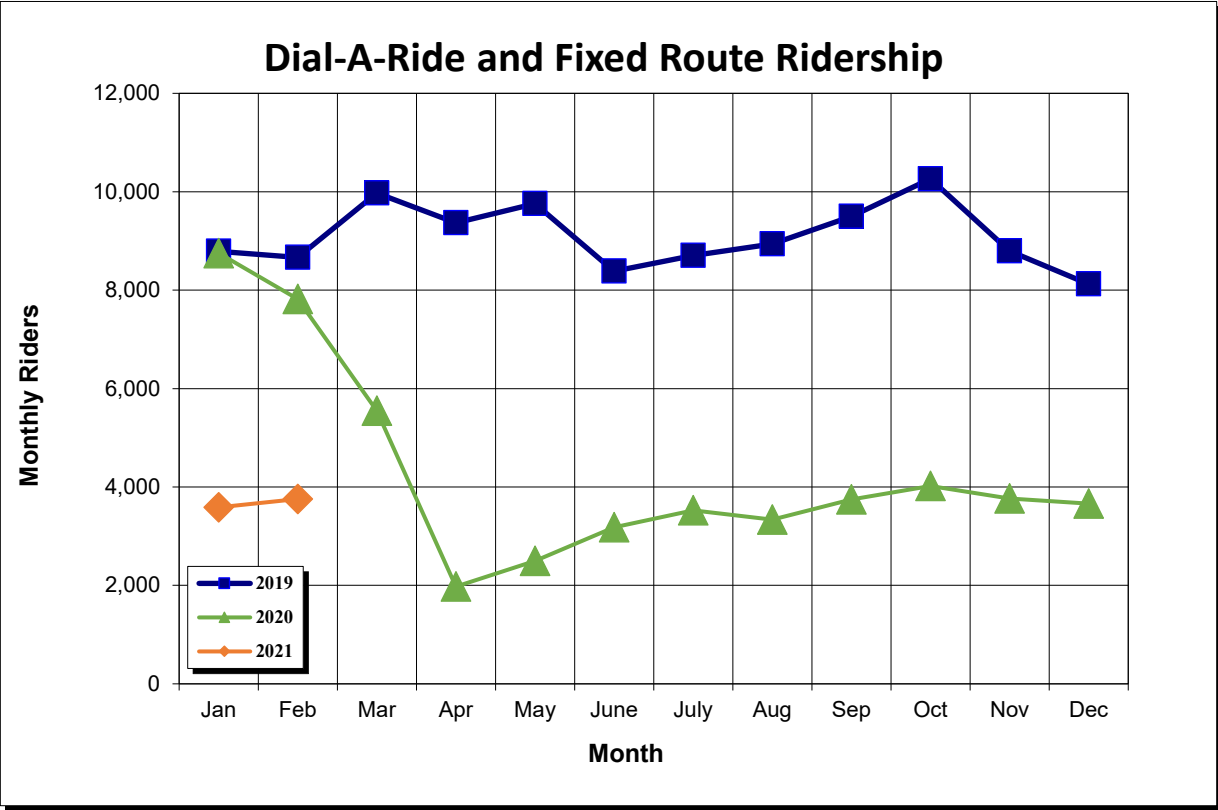
<b>Task</b>	<b>19/20 FY Totals</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>FY Totals</b>
<b>ADMINISTRATION</b>														
CSD/Council Agenda Reports	151	17	26	8	15	9	8	20	10					113
Resolutions and Ordinances	68	13	18	4	2	2	2	5	4					50
Agreements and Contracts	53	2	8	4	9	4	3	20	2					52
Public Hearings	5	0	0	0	0	0	0	0	0					-
Backflow Late Notice	229	26	23	26	27	46	51	30	29					258
Backflow Test Results	2,955	230	205	389	239	128	364	140	241					1,936
Project Plans and Specs Sold for Bidding	38	10	20	22	10	5	4	2	0					73
Bid Openings	7	0	1	2	2	2	1	1	0					9
Citizen Requests Generating Services	5,162	386	389	358	354	263	190	185	203					2,328
<b>CAPITAL IMPROVEMENT PROJECTS</b>														
Request for Qualifications	8	0	0	1	1	1	0	0	0					3
Task Orders	20	0	2	3	2	2	2	0	1					12
Pay Estimates	20	0	2	1	1	0	1	1	1					7
Notice of Completion	7	0	1	0	0	0	0	0	0					1
<b>LAND DEVELOPMENT</b>														
Oversize Vehicle Permits	96	7	7	7	3	2	12	2	4					44
Encroachment Permits	224	22	29	31	17	21	15	44	34					213
Assistance with FEMA Issues	99	13	12	16	12	10	12	11	8					94
Project Plan Checks	125	8	6	12	11	6	8	8	8					67
Records Research	1,775	80	108	92	96	66	81	110	52					685
<b>SANITARY</b>														
FOG Inspections	210	36	21	20	18	23	11	29	13					171
Collection System Inspections	140	14	6	6	8	6	3	7	3					53
Sewer Main Line Cleaned (ft)	250,812	32,911	22,971	33,842	29,084	35,349	41,836	20,811	16,379					233,183
Sewer Main Line CCTV (ft)	240,880	22,307	19,035	17,144	22,213	21,444	19,779	19,839	14,055					155,816
Sewer Spills	0	0	0	0	0	0	0	1	0					1
Wastewater Treated (million-gallons)	1,292.213	105.599	107.456	101.496	102.823	100.432	107.259	104.298	94.854					824.217
Recycled Water (million-gallons)	973.966	104.502	102.013	96.541	97.567	100.367	106.598	103.776	94.854					806.218
Odor Complaints	3	1	1	1	0	1	1	0	0					5
Citizen Complaint/Field Investigations	11	2	0	1	0	1	1	0	0					5

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

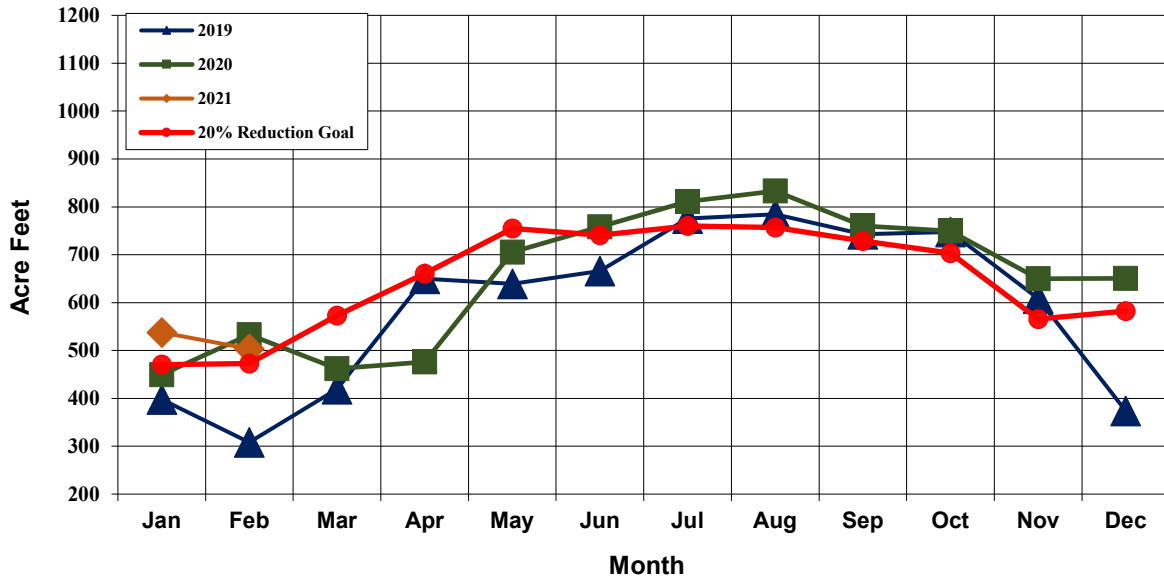
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<b>STORM WATER</b>														
Inspections	4,047	20	1590	9	22	773	17	11	715					3,157
Illicit Discharges or Illegal Connections	72	10	4	9	0	4	3	1	7					38
Public Outreach														
• Events	10	1	0	1	0	1	0	2	0					5
• Contacts	183,327	28,000	0	28,000	0	28,000	0	48,000	0					132,000
Storm Drains Repaired or Cleaned	1,338	14	9	0	637	0	493	0	1					1,154
<b>STREETS</b>														
Work Orders	3,670	373	320	324	361	240	248	246	287					2,399
Trees Trimmed	4,635	69	401	315	223	286	279	194	229					1,996
Sidewalk Repairs	244	21	30	13	10	12	16	30	19					151
Pothole Repairs	65	2	7	3	0	3	2	5	18					40
Graffiti Clean Up Cost	\$44,654	\$3,299	\$2,488	\$1,621	\$3,886	\$1,285	\$2,147	\$2,350	\$2,677					\$19,754
Graffiti Incidents	463	33	20	16	30	11	16	21	27					174
<b>TRAFFIC</b>														
CAT - Dial-A-Ride Passengers	74,483	2,966	2,840	3,113	3,417	3,196	3,116	3,079	3,276					25,003
CAT - Fixed Route Passengers	9,615	562	495	631	601	573	546	508	480					4,396
Trolley Passengers	46,521	1,315	1,624	1,927	2,017	1,753	1,907	1,699	1,763					14,005
Traffic Investigations and Studies	47	2	2	6	5	3	3	1	1					23
Traffic Counts and Radar Surveys	152	10	0	0	0	0	0	2	45					57
Signal Maintenance and Repairs	682	50	35	65	62	35	30	112	43					432
Street Light Outages	78	6	1	0	3	9	5	2	1					27
Traffic Control Plans Reviewed	261	29	39	15	12	20	20	60	41					236
<b>WATER</b>														
Work Orders	5,848	608	539	537	422	393	445	405	266					3,615
Water Use														
• Avg. Single Family (hcf/month)	12.2	14.3	15.5	15.2	13.6	13.1	12.6	11.4	9.9					13.2
• Groundwater Used (acre-ft)	3,059	375.1	358.4	324.7	370.9	269	259.9	211.6	188.6					2,358
• Imported Water Purchased (acre-ft)	4,357	435.9	474.7	435.5	378.4	380.7	390.5	326.1	314.7					3,137
Total (acre-ft)*	7,417	811.0	833.0	760.2	749.3	649.7	650.4	537.7	503.3					5,495

\* May not sum due to rounding.

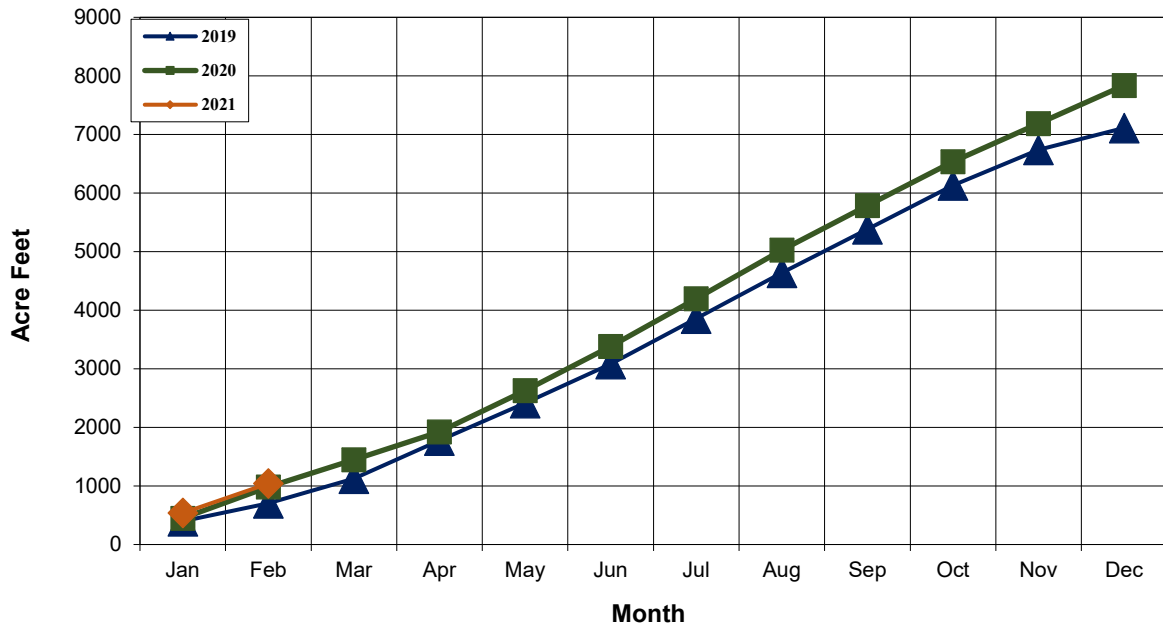




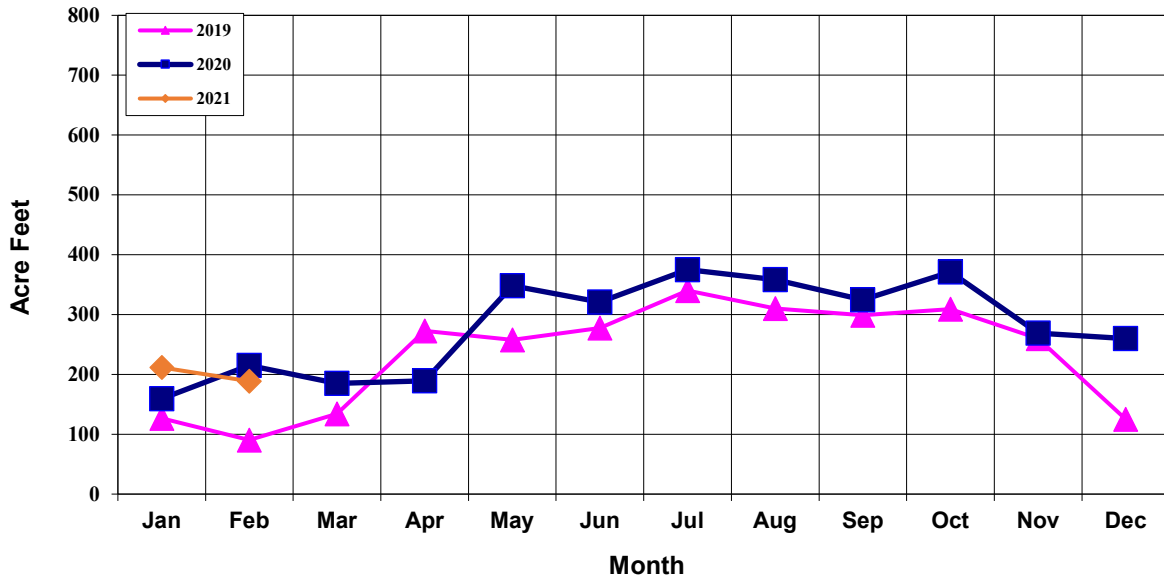
## Total Potable Water Production (Groundwater Pumping & Imported)



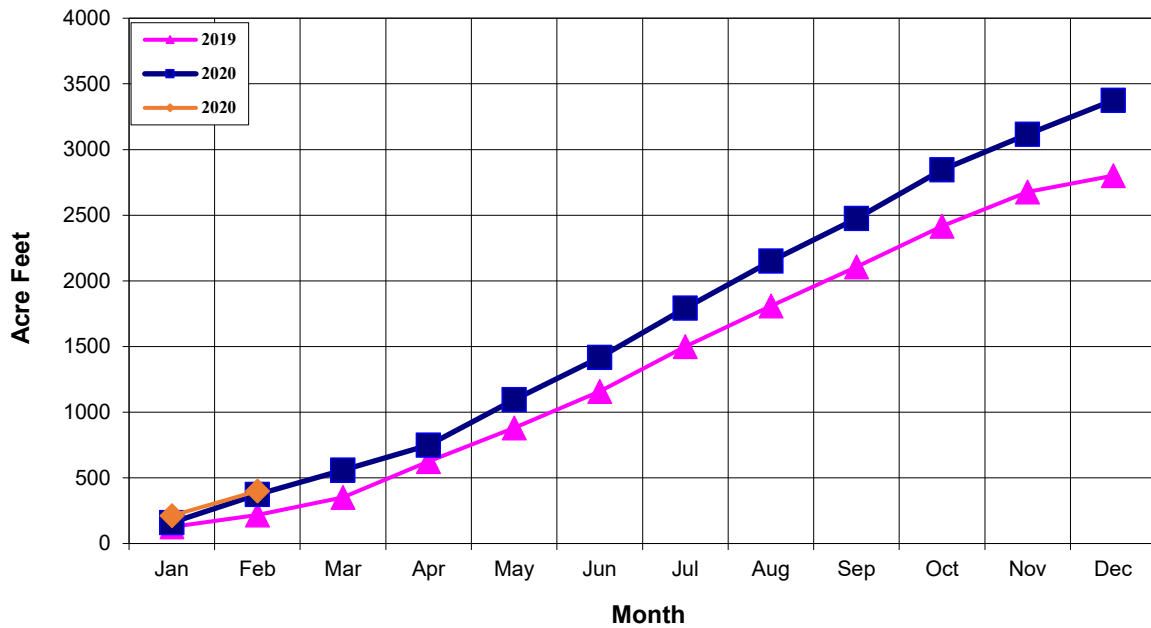
## Cumulative Total Potable Water Production (Groundwater Pumping & Imported)



## Ground Water Pumping



## Cumulative Ground Water Pumping





# City of Camarillo

## Police Department Memorandum

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**DATE:** March 10, 2021  
**TO:** Greg Ramirez, City Manager  
**FROM:** Eric Tennessen, Commander  
**SUBJECT:** Police Department Monthly Report – February 2021

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### ADMINISTRATION

#### Events Attended by Commander

Various City and County Meetings  
SAS Digital Transformation in Public Safety Summit (2/2-2/3)  
Sheriff's Compstat Meeting (2/8)  
Virtual meeting with Oxnard Union High School Superintendent (2/11)

### INVESTIGATIONS

The Camarillo Investigations Bureau reviewed a total of 162 cases (87 felonies, 70 misdemeanors, 5 other crimes), of which 150 occurred in the City of Camarillo.

#### **The 150 cases fell into the following crime categories:**

- 74 property crimes: 7 of which were burglaries (3 residential, 0 vehicle, 7 commercial)
- 54 Crimes Against People (8 domestic violence)
- 2 Fraud/forgery type cases

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

- Detectives wrote/served 19 search warrants
- Detectives conducted 3 probation searches

#### **Case Closures:**

- The Camarillo Investigations Bureau closed 46 cases, 36 of which were closed by arrests made by detectives, Special Enforcement Detail, or patrol.

#### **Crime Trends:**

- 5 commercial burglaries
- 5 stolen vehicles

- 17 grand thefts from vehicles; of those 10 were catalytic converters

**Outlet Crimes:** There were 4 property crimes at the Outlets.

**Missing Persons:** 2 missing person investigations were conducted by detectives.

### **SPECIAL ENFORCEMENT DETAIL**

**Arrests:** The Special Enforcement Detail (SED) was involved in the arrests of **12** individuals for a variety of crimes:

Under the influence / Drug related	7
Other	5

*\*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:** **21** resulting in **3** arrests

**Surveillances:** SED Coordinated and/or participated in **8** surveillances.

**Search Warrants:** **11** authored

**Training:** SED participated in a 16-hour surveillance training course.

**Graffiti:** Currently there are **13** active graffiti cases.

### **Summary of SED Activity for February:**

- SED conducted a search at a known probationer's residence in the City of Camarillo. As a result of the search, a large amount of stolen property and personal identification cards were located. Subject was arrested for 15 counts of identity theft, and booked into the Ventura County Jail (2/9).
- SED conducted surveillance on a known gang member who was selling narcotics and had a felony warrant for his arrest. The known subject led deputies on an extended vehicle pursuit where he was ultimately apprehended in the City of Ojai. The wanted subject and driver of the vehicle were both arrested on felony charges and booked into the Ventura County Jail (2/17).
- SED conducted a probation search at a known probationer's residence. During the search, a large quantity of illegal narcotics was located. The subject was ultimately arrested for possession for sales of a controlled substance and booked into the Ventura County Jail (2/19).



- SED participated in a large probation/warrant search involving multiple agencies throughout Ventura County. SED conducted 15 probation searches at the residences of subjects residing in Ventura County. SED arrested 5 subjects as a result of the sweep (2/24).
- On February 25th, SED conducted surveillance on a known Organized Retail Theft (ORT) suspect living in the City of Camarillo. SED arrested the known suspect and returned to his residence to execute a signed search warrant. During the search, SED located a large amount of indicia used for committing the ORT crimes. SED also located personal identifying items of multiple victims, which were being used in identity theft. The subject was arrested and booked at the Ventura County Jail.

### **Project Hope Activity:**

- Total Contacts in an Outreach Capacity: 26  
 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:**

- Backpack Medicine Outreach event was hosted in the unincorporated area, east of Oxnard. 20 people were contacted and advised of services. This was in response to growing concerns related to this homeless encampment being in close proximity to agricultural fields.

## **TRAFFIC**

### **Collisions**

- 26 traffic collisions, 28 in January = 7.14% decrease
- 10 injury collisions, 10 in January = no change
- 0 fatal collisions, 0 in January = no change
- 6 private property collisions, 2 in January = 200.00% increase
- 2 "hit and run" collisions, 6 in January = 66.67% decrease
- 1 "hit and run" collisions solved, 5 in January = 80.00% decrease

### **DUI**

- 11 DUI arrests, 11 in January = no change
- 4 DUI collisions, 4 in January = no change

### **Traffic Citations**

- 329 hazard violation citations, 382 in January = 13.87% decrease
- 511 total citations, 606 in January = 15.68% decrease

### **Parking Citations**

- 98 issued, 143 in January = 31.47% decrease

- 32 vehicles red tagged, 40 in January = 20.00% decrease

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

- Three out of five trailers were deployed throughout the city for a total of 2,016 hours. One trailer was deployed in the city for detectives totaling 672 hours. Two trailers were deployed around the Camarillo Premium Outlets totaling 1,344 hours. One trailer is temporarily loaned to Moorpark P.D. and one trailer is being repaired.

### **Towed vehicles**

- 40 vehicles were stored, 42 in January = 4.76% decrease
- 7 vehicles were impounded, 14 in January = 50.00% decrease

### **NOTES**

During February, overall traffic collisions and injury collisions remained historically low. Enforcement efforts continue to be high, which have contributed to the decline in collisions. With one of our three parking cadets leaving, our parking statistics are down over 30%. The hiring process for a new cadet has begun, but it is anticipated the process will take several months.

One Traffic Enforcement Operation was completed through the Office of Transportation Safety (OTS) grant. The building of a new OTS DUI Trailer should be completed this summer. DUI Checkpoint supplies to be stored in the DUI Trailer have been ordered. The new Traffic Investigation Van should be completed in a few weeks.

### **COMMUNITY RESOURCE UNIT**

#### **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

Phone meeting with resident regarding 9PM Routine (2/1)

Roll out of new report number / information cards (2/1)

Contacted residents regarding burglary and parked RV on W. Ponderosa (2/1)

Responded to 2 residents regarding interest in Citizen Academy (2/1)

Attended Crime Free Multi-Housing class hosted by Oxnard PD (2/2)

Nextdoor.com post on Super Bowl / Drunk Driving PSA (2/4)

Provided Drug Take-Back video for Saving Lives Camarillo (2/4)

Responded to resident concern regarding no parking signs (2/5)

Zoom meeting with property manager for Camino Ruiz Square (2/8)

Nextdoor.com post on public assistance request (2/9)

Nextdoor.com post on thefts from unlocked vehicles (2/9)  
Camarillo social media liaison Zoom meeting (2/10)  
Crime-Free Multi-Housing training (2/23-2/25)  
Nextdoor.com post on catalytic converter suspect (2/25)  
Responded to comments / post on Nextdoor.com (2/25)

**Nextdoor.com Activity:**

- New residents joined in February: 223
- Total members (households): 20,301

**Youth Officer Senior Deputy**

- 1 runaway case
- Campus visits (2/10, 2/17)
- Outlet shoplift prevention meeting (2/9)
- Girl Scout Zoom meeting request (2/22)
- Vaccination site security detail (2/23, 2/24)
- 2 school incident follow-ups
- 2 ABC license reviews
- 2 massage parlor license reviews / inspections / diagrams / photos
- Pawn shop license reviews
- Weekly domestics reviews / domestic dashboards review
- Handled ongoing Covid-19 complaints
- Media / press release follow-ups
- Miscellaneous inquiries regarding school district planning / SRO contracts
- Public inquiries for domestic violence assistance
- Coordination with private attorney firm in Santa Barbara regarding SRO participation in charter schools
- Catalytic converter theft deterrent "Etch and Catch" assignment (2/23)

**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**

- 12 students counseled; 8 parents counseled
- 1 infraction; 1 crime report
- 5 investigations; 13 calls for service
- 1 presentation / tour

- 38 school visits

### **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.**

- The DART program has been suspended indefinitely due to Covid-19 and accrued no hours in February.
- The membership conducted their monthly virtual meeting on February 17 with 21 members in attendance. The group discussed the Standard Operating Procedures (SOP) updates and voted to accept the updated version of the SOPs presented by the committee. The group also voted to present an online wildfire preparedness training, which will occur on one night in March and one night in April. There will also be an in-person exercise that will occur when the suspension is lifted.

### **Explorer Post #2932 - Currently there are 16 Explorers and 6 applicants**

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

### **Camarillo Citizen Patrol (CCP)**

**Currently there are 31 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 February.
- The membership conducted their monthly virtual meeting on February 25 with 18 members in attendance.

### **Camarillo Crossing Guards**

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

- The University Preparation Charter School welcomed students back to campus on Monday, February 8. PVSD schools have not yet allowed students to return to campuses; however, notifications were made that the schools would return to the on-campus A/B Cohort schedules on Monday, March 15.
- We are still in the process of hiring several new Crossing Guards, and were recently able to recommend 3 applicants to the City Human Resources department. This recruitment will continue until the required number of Crossing Guards can be staffed.

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

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