



City of Camarillo

Office of the City Manager

MEMORANDUM

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

ADMINISTRATION

Legislation: A letter was sent to the Governor regarding the following legislation:

Request for Veto:

- SB 9 (Atkins) – Housing Development: Approvals

In addition, a letter was sent to Congresswoman Brownley requesting co-sponsorship of H.R. 4602 (Lowenthal) – Wastewater Infrastructure Pollution Prevention & Environmental Safety Act.

HUMAN RESOURCES/RISK MANAGEMENT

Active Recruitments

- Crossing Guards: Continuous recruitment.
- Administrative Specialist II, Administrative Services: An offer of employment was accepted with an effective start date of 09/07.
- Administrative Specialist I/II, Human Resources: Oral board interviews were held on 08/24, with final interviews scheduled to occur on 09/02.
- Public Works Maintenance Worker III: Recruitment was open 08/02-08/20. Oral board interviews are scheduled to occur on 09/14.
- Water Distribution Operator I/II/III: Recruitment was open 08/04-08/25. Applications are under review with oral board interviews anticipated to occur in September.
- Lead Collection Systems Mechanic: Recruitment was open 08/09-08/30. Applications are under review with oral board interviews anticipated to occur in September.
- Assistant Planner: Recruitment is open 08/25-09/22.
- Traffic Signal Technician: Recruitment is open 08/27-09/12.

Pending Recruitments

- Utilities Technician
- Water Resources Analyst

- Associate Civil Engineer-CIP
- Senior Civil Engineer-CIP
- Engineering Technician II-CIP
- Assistant Engineer I/II-Land Development
- Senior Code Compliance Officer
- Accountant
- Water Services Technician I/II

Activities/Meetings/Training:

- AALRR Webinar series (2x weekly): Continuous Updates
- CJPIA Overview
- COVID Testing Clinic at Constitution Park: 08/05, 08/12, 08/19, 08/26
- Crossing Guard orientation and training
- Employee Separations: 2
- LCW: Managing COVID-19 Issues: Now and What's Next
- Mobile hearing and medical respirator testing unit was on-site 08/04 conducting annual tests for all field employees
- NeoGov On-Boarding software implementation in process
- New Employee Orientations: 1
- Site Visit: Chamber of Commerce building
- Standby/On-Call pay discussion with Sanitary employee
- Webinar: Habits of Highly Effective Remote Workers

ECONOMIC DEVELOPMENT

Economic Development Meetings

- America's Job Center and Workforce Development Board meeting to discuss assistance to employers and employees (8/2)
- Presented information on economic recovery and economic development in Camarillo to the Pro Networking Group (8/4)
- Meeting with business consultant regarding the research and development tax credit and workforce development (8/5)
- Meeting with the Alliance for SoCal Innovation's Ventura County Innovation Leaders group to discuss the development of a microsite to highlight the region as a place for innovation (8/5)
- Meeting with Camarillo Old Town Association board member regarding a PBID (8/5)
- Meeting with the CEO of the West Ventura County Business Alliance (8/6)
- Green Business Network meeting to discuss expanded polystyrene ban (8/9)
- Meeting with Russell Fischer Business Collection Coordinator re: business assistance (8/10)
- Ventura County Community College District meeting re: workforce development (8/12)

- Pleasant Valley Parks and Recreation meeting re: barricades used by businesses to assist with outdoor business operations (8/13)
- Meeting with Founder of Broadband Consortium Pacific Coast to discuss Camarillo's broadband strategy (8/16)
- Meetings with Broadband Consortium Pacific Coast and Spectrum to discuss broadband coverage maps (8/18, 8/25)
- Broadband Connect Café meeting hosted by the Broadband Consortium Pacific Coast (8/19)
- CSU Channel Islands virtual convocation ceremony with Interim President Richard Yao (8/19)
- Camarillo Hotel and Tourism Association Board of Directors Meeting (8/19)
- Economic Development Collaborative Roundtable (8/20)
- Visit Camarillo meeting re: Visitor Center at the Camarillo Premium Outlets (8/20)
- JotForm meeting re: online form services for the City's upcoming website (8/23)
- Meeting with online company specializing in virtual stores and deliveries for brick-and-mortar retailers (8/25)
- Small Business Development Center meeting re: potential opportunity to provide personal protective equipment to business community (8/26)
- Meeting with developer re: potential business retention opportunity (8/31)
- Staff business visits to three Camarillo manufacturers (8/4, 8/18)
- Economic Development Collaborative – Economic Development Manager Meetings (8/9, 8/23, 8/26)
- Webinar: CALED: California's Budget for Local Economic Development (8/24)
- Webinar: Economic Development Administration: American Rescue Plan (8/3)
- Webinar: National League of Cities: President Biden – Infrastructure Investment and Jobs Acts (8/11)

Economic Development Assistance

- Assisted business with code compliance concerns (8/5)
- Introduced business to America's Job Center to assist with hiring (8/5)
- Assisted retailer with site selection services (8/9)
- Assisted manufacturer with high pile storage permit processes (8/10, 8/11, 8/18, 8/24)
- Assisted an online retailer with marketing information and connections with the Russell Fischer Business Collection and Small Business Development Center (8/12)
- Assisted retailer with special event permits and introductions to Visit Camarillo (8/18)

Economic Development Communication

- Economic Development Email Newsletter delivered to 1,283 contacts on 8/18
 - Open Rate: 49%, Click Rate: 20.9%

- Business COVID-19 Update on Mask Mandate delivered to 7,465 contacts on 8/22
 - Open Rate: 51.2%, Click Rate: 7.6%

COMMUNITY RELATIONS

News Releases / City News Emails:

- Movie Premiere Celebrated at Camarillo Ranch House (8/27)
- Camarillo Coastal & Inland Waterways CLEANUP DAY (8/26)
- NBVC Point Mugu exercises to bring jet activity in August (8/12)
- Coyotes in our Community (8/3)
- Camarillo Bans Expanded Polystyrene (EPS) Food and Beverage Containers (8/2)

Social Media Platforms

Channel	Number of Posts	Number of Fans/Followers	Number of Engagements	Engagement Rate / Clicks
Facebook	41	3,781	853	17
Instagram	29	433	360	5.71%
LinkedIn	7	225	12	61

Meetings

- Government Channel Programming (8/4)
- Meeting with Ventura County Fire Department Public Information Office (8/10)
- CAPIO Webinar: Driving Community Engagement with Photography (8/12)
- CityScene Newsletter Program – Meet with Custom Printing (8/26)
- Website Content Editor Training (8/31)
- State of the City coordination meetings

Community Engagement Events

- Summer Concert, Constitution Park (8/7)

EMERGENCY PREPAREDNESS

Emergency Planning:

- Inspected EOC and performed inventory of emergency food supply
- Planning discussion re: Sheriff's OES Town Hall meetings in September
- Processed surplus/obsolete equipment from EOC for disposal
- Update of City's Emergency Operations Plan (ongoing)
- Inspected and performed maintenance on Automated Defibrillator Units
- Webinars: FEMA Hazard Mitigation Assistance Grants

Community Emergency Response Team (CERT):

- Red Cross Volunteer Virtual Fair (8/31)

SOLID WASTE MANAGEMENT

E.J. Harrison Disposal & Diversion Tonnage for July 2021:

Disposal: **4,727 tons** Diversion: **2,658 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 301 participants attended the monthly event held August 13 and 14 at Clean Harbors Environmental. A total of 7.86 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 July totaled 124.4 pounds, bringing this year's total to 800.7 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.

SB 212 (Jackson) Medication Take-Back Legislation: CVS is now analyzing its Ventura County CVS shops to determine how many of them will be outfitted with designated secured collection boxes (kiosks) for residents to safely dispose of unused and expired medication. During the second quarter of 2022, CVS is expected to begin installing the secured boxes. Currently, there are three drop-off sites in Camarillo: Kaiser Permanente Pharmacy located in the Target shopping center, the Medicine Shoppe located in the Pickwick shopping center, and the Camarillo Police Station. All three locations have signage on the boxes of what is and is not accepted.

MEETINGS / EVENTS / TRAININGS ATTENDED BY CMO STAFF

- Agreement Templates Meeting (8/12)
- Bridging the Gap Committee Meeting (8/2)
- Camarillo Airport Ad Hoc Committee Meeting (8/10)
- Camarillo Beautiful Meeting (8/3)
- Camarillo Ranch Docent Lunch (8/25)
- Camarillo Ranch Financial Operations Meeting (8/23)
- Camarillo Ranch Operations Meeting (8/19)
- CIP Coordination Meeting (8/16)
- Clean Power Alliance – Special Board Meeting (8/5)

MEETINGS / EVENTS / TRAININGS ATTENDED BY CMO STAFF (*Continued*)

- Community Shred Event at PVRPD Community Center (8/14)
- Crossing Guard Breakfast (8/17)
- CSUCI Alumni & Friends Meetings (8/18, 8/23)
- Desalter Site Visits
- Emergency Operations Plan Update Meeting (8/31)
- Galaxy Digital meeting re volunteer management software
- HdL Sales Tax First Quarter 2021 Review (8/19)
- Homelessness Efforts – Regional Discussion (8/19)
- IPMA-HR Virtual Panel Discussion: Developing a Mentorship Program (8/26)
- Investment Committee (8/24)
- Lunch in the Cone Zone: The New Infrastructure Bill (HUB 101 - 8/3)
- Oral Board Participation for City of Santa Barbara (8/18)
- Organic Waste Ordinance Meeting (8/6)
- Pleasant Valley School District Emergency Response Meeting (8/27)
- Policy Committee Meeting (8/27)
- PrimeGov Training (8/5, 8/9)
- Procurement Training (8/30)
- PVRPD Senior/Community Center Meeting (8/20)
- Risk Management/Insurance Certificate Procedures Discussion (8/9)
- Solid Waste Solutions Meeting re SB 1383 Ordinance Organic Recycling (8/3)
- Standby Power Site Plans Review Meeting (8/16)
- Ventura County Leaders – COVID-19 Update Call (8/23)
- Volunteer Coordination/Recruitment Meeting (8/4)
- Webinar: American Public Works Association: Electric Vehicles Roadmap (8/12)
- Webinar: CalRecycle Household Hazardous Waste Information Exchange (8/31)
- Webinar: League: Homelessness – State & Federal Funding Roundtable (8/12)
- Webinar: League: Call to Action SB 9 and Other Housing Bills (8/24)
- Webinar: National League of Cities: Mayoral Roundtable – Game Changers/Digital Payments & Currency (8/19)
- Website Content Edit Training (8/31)
- Website Refresh Meeting (8/11)

ATTACHMENTS

Economic Development Metrics

Calls for Service – Animal Services

Fire Department Calls for Service – Monthly Report

Clean Power Alliance – Status Report

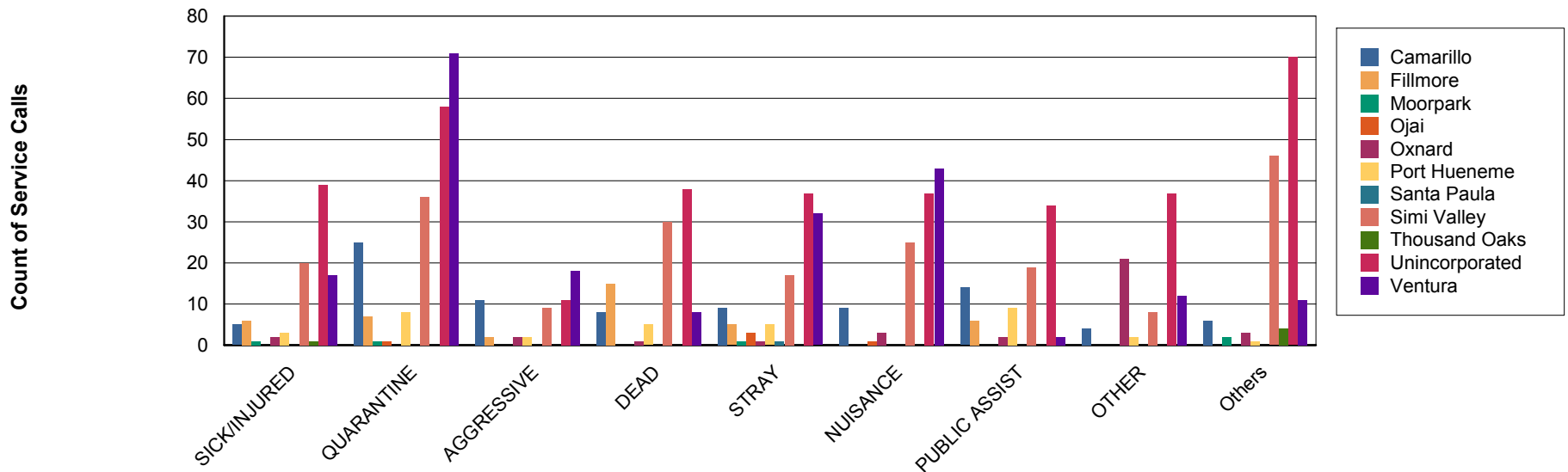
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Ventura County Animal Services

Calls for Service Report

Totals for 01-Aug-2021 thru 31-Aug-2021



	SICK/INJURED	QUARANTINE	AGGRESSIVE	DEAD	STRAY	NUISANCE	PUBLIC ASSIST	OTHER	Others	Total
Camarillo	5	25	11	8	9	9	14	4	6	91
Fillmore	6	7	2	15	5	0	6	0	0	41
Moorpark	1	1	0	0	1	0	0	0	2	5
Ojai	0	1	0	0	3	1	0	0	0	5
Oxnard	2	0	2	1	1	3	2	21	3	35
Port Hueneme	3	8	2	5	5	0	9	2	1	35
Santa Paula	0	0	0	0	1	0	0	0	0	1
Simi Valley	20	36	9	30	17	25	19	8	46	210
Thousand Oaks	1	0	0	0	0	0	0	0	4	5
Unincorporated	39	58	11	38	37	37	34	37	70	361
Ventura	17	71	18	8	32	43	2	12	11	214
Monthly Totals	94	207	55	105	111	118	86	84	143	1,003

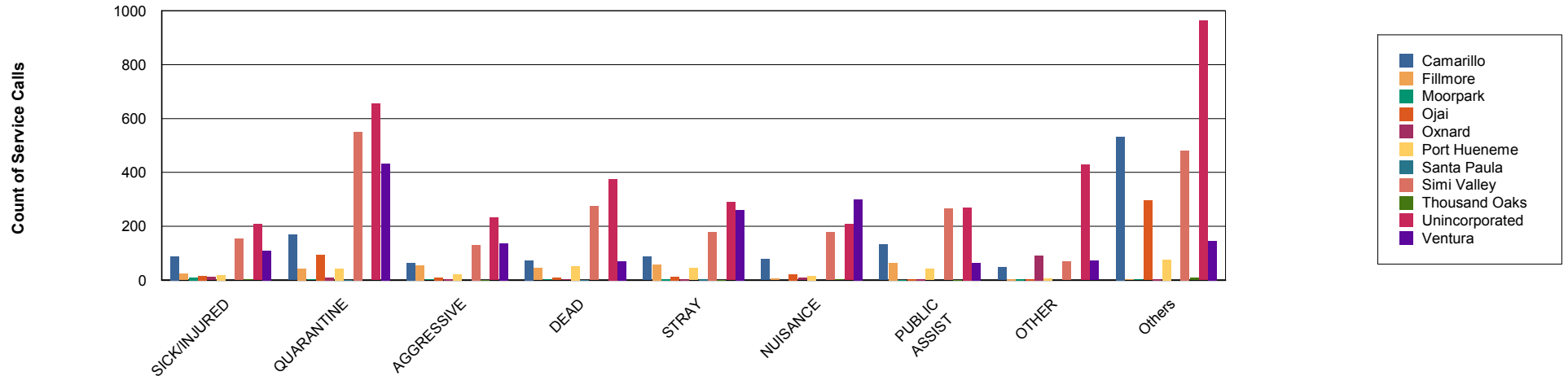


Ventura County Animal Services

Calls for Service Report

YTD Totals

01/01/2021 thru 08/31/2021



	SICK/INJURED	QUARANTINE	AGGRESSIVE	DEAD	STRAY	NUISANCE	PUBLIC ASSIST	OTHER	Others	Total
Camarillo	88	168	63	74	86	78	132	47	532	1,268
Fillmore	24	42	54	44	57	5	64	4	2	296
Moorpark	9	2	2	2	3	0	1	4	2	25
Ojai	16	94	9	8	12	21	4	3	295	462
Oxnard	11	9	3	2	4	8	4	91	4	136
Port Hueneme	18	43	22	53	44	16	41	6	77	320
Santa Paula	0	1	0	1	4	0	0	0	0	6
Simi Valley	153	550	131	274	180	177	265	69	480	2,279
Thousand Oaks	2	0	1	0	1	2	1	0	8	15
Unincorporated	208	655	232	376	289	208	269	428	964	3,629
Ventura	108	432	137	70	261	300	64	72	146	1,590
YTD Totals	637	1,996	654	904	941	815	845	724	2,510	10,026

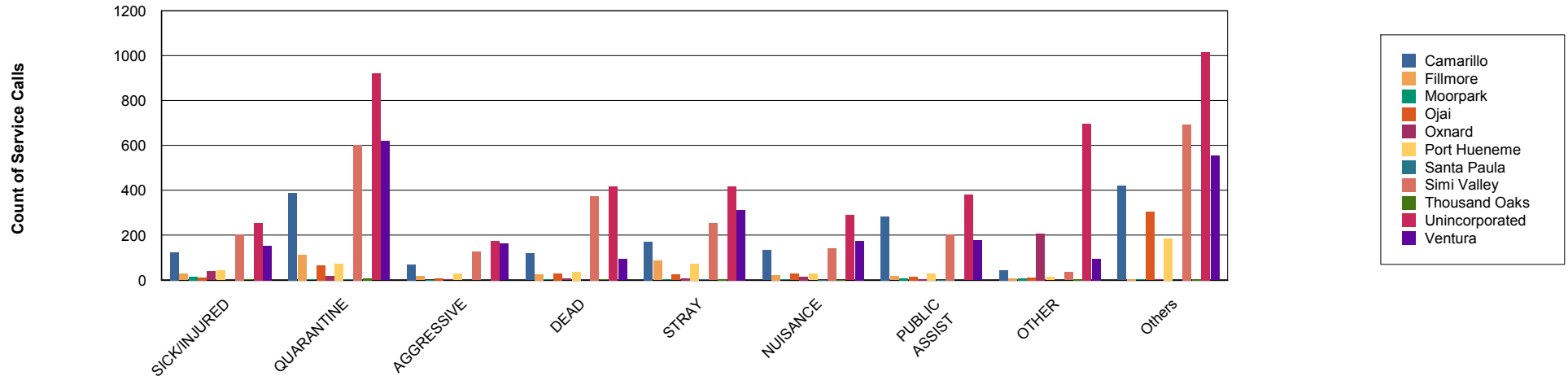


Ventura County Animal Services

Calls for Service Report

2020 Totals

01/01/2020 Thru 12/31/2020



	SICK/INJURED	QUARANTINE	AGGRESSIVE	DEAD	STRAY	NUISANCE	PUBLIC ASSIST	OTHER	Others	Total
Camarillo	123	388	69	119	172	132	283	45	419	1,750
Fillmore	28	114	17	25	86	22	17	9	4	322
Moorpark	15	2	1	3	2	3	8	9	3	46
Ojai	11	67	9	29	24	27	14	11	303	495
Oxnard	39	18	3	6	7	16	4	207	2	302
Port Hueneme	42	72	28	37	73	28	30	13	186	509
Santa Paula	0	2	0	0	3	1	1	0	0	7
Simi Valley	204	603	126	374	253	142	204	35	693	2,634
Thousand Oaks	2	8	0	2	4	1	0	5	4	26
Unincorporated	254	921	174	417	418	290	380	696	1,017	4,567
Ventura	153	619	162	93	311	174	176	94	554	2,336
2020 Totals	871	2,814	589	1,105	1,353	836	1,117	1,124	3,185	12,994



VENTURA COUNTY FIRE DEPARTMENT

VNC Calls for Service Report

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

Monthly Totals

01-Aug-21 Thru 31-Aug-21

Reporting Area	Medical	Fire	Rescue	Pub Service	Alarms	Hazardous	Other	Area Total
Camarillo	591	15	41	33	48	16	2	746
Moorpark	159	6	13	18	9	1	0	206
Ojai	77	1	1	4	9	2	0	94
Port Hueneme	152	5	7	9	9	5	0	187
Santa Paula	174	9	9	10	16	7	0	225
Simi Valley	779	27	58	61	53	14	1	993
Thousand Oaks	964	19	55	89	78	13	2	1,220
Unincorporated	495	33	64	53	71	18	3	737
Month Totals	3,391	115	248	277	293	76	8	4,408

YTD Totals

01-Jan-21 Thru 31-Aug-21

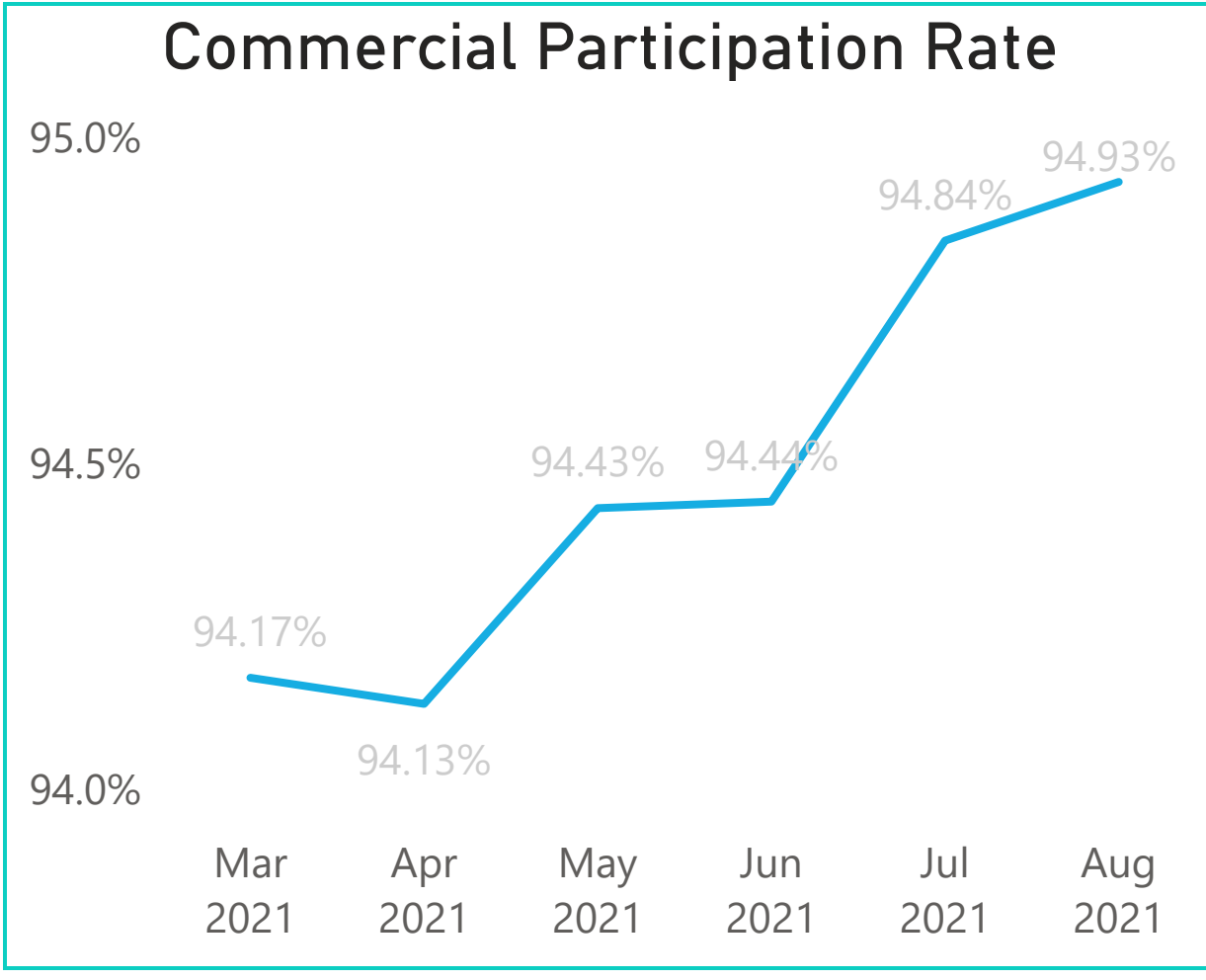
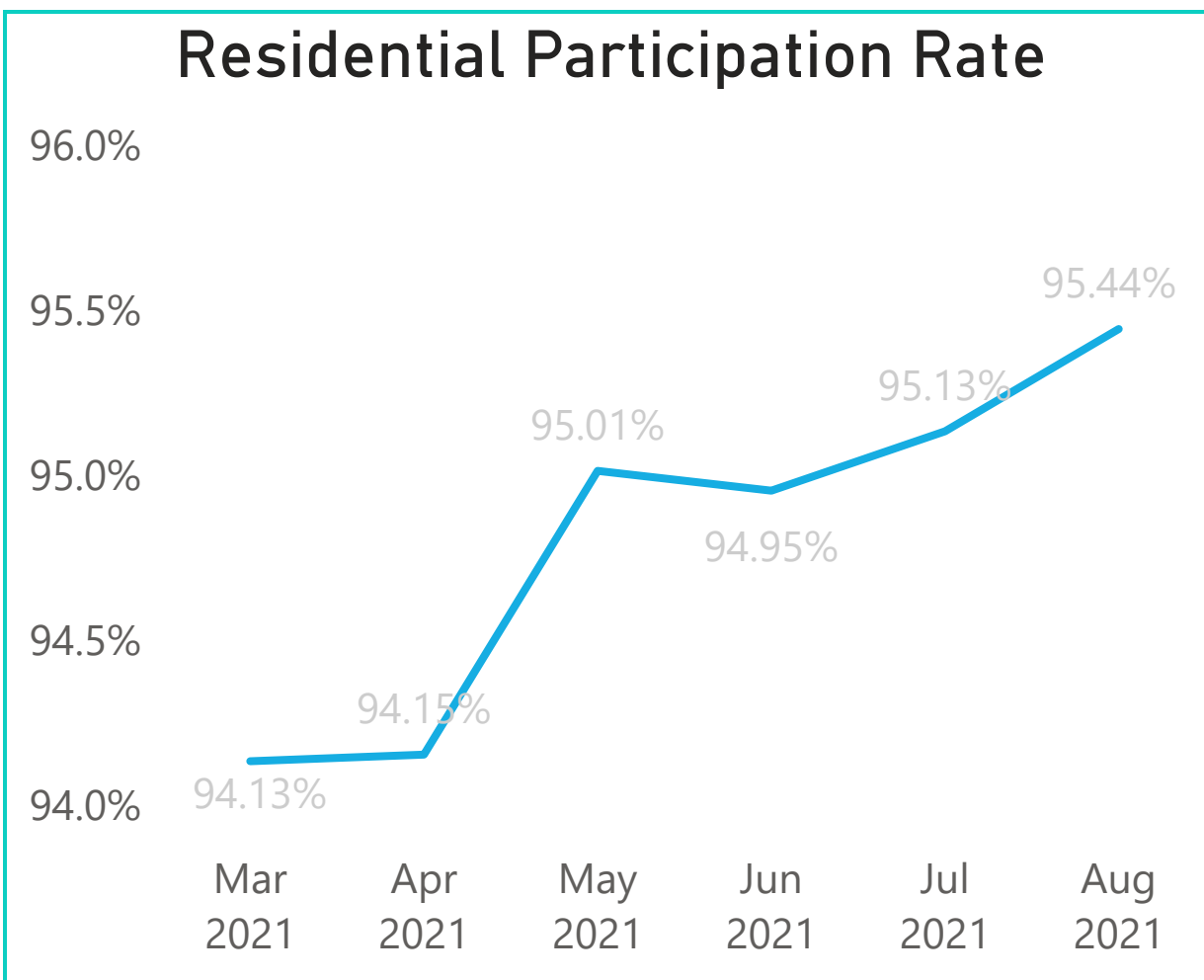
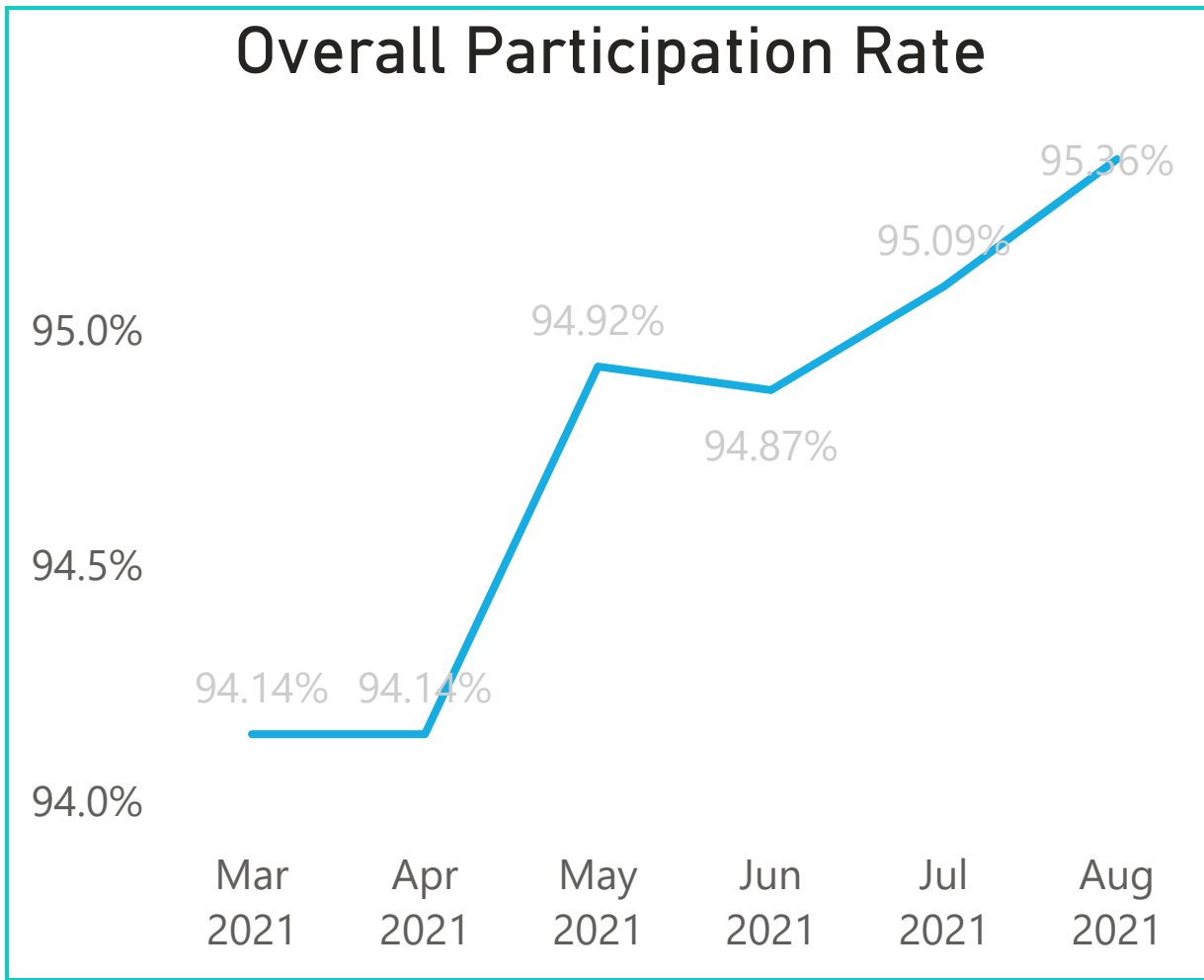
Reporting Area	Medical	Fire	Rescue	Pub Service	Alarms	Hazardous	Other	Area Total
Camarillo	4,573	101	286	250	320	127	9	5,666
Moorpark	1,079	21	84	172	128	44	1	1,529
Ojai	590	33	14	45	45	22	1	750
Port Hueneme	1,183	34	48	67	81	52	0	1,465
Santa Paula	1,380	66	68	75	112	70	1	1,772
Simi Valley	5,608	173	342	525	376	152	13	7,189
Thousand Oaks	7,032	183	397	830	632	180	8	9,262
Unincorporated	3,696	309	527	411	513	311	16	5,783
YTD Totals	25,141	920	1,766	2,375	2,207	958	49	33,416

CY2020 Totals

01-Jan-20 Thru 31-Dec-20

Reporting Area	Medical	Fire	Rescue	Pub Service	Alarms	Hazardous	Other	Area Total
Camarillo	6,387	162	358	347	519	141	14	7,928
Moorpark	1,579	62	103	220	203	37	4	2,208
Ojai	725	23	23	58	135	49	0	1,013
Port Hueneme	1,741	48	77	87	85	40	0	2,078
Santa Paula	1,841	131	109	135	207	65	1	2,489
Simi Valley	7,969	254	500	694	625	201	11	10,254
Thousand Oaks	9,826	302	572	1,018	918	201	14	12,851
Unincorporated	5,236	503	798	596	953	345	20	8,451
CY2020 Totals	35,304	1,485	2,540	3,155	3,645	1,079	64	47,272

Camarillo
As Of: August 23, 2021



Active Customers by Account Type in Jurisdiction

Account Type	Lean	Clean	100% Green	Total
Commercial Accounts	4,290	9	64	4,363
Residential Accounts	23,946	75	103	24,124
Total	28,236	84	167	28,487

Active Customers by Default Option all CPA

Default Option	Active	Participation %
100% Green	304,885	94.88%
Clean	523,819	96.64%
Lean	172,771	95.92%
Total	1,001,475	95.78%

Customers on Financial Assistance Programs

Program	Active Accounts as of 03/22/2021	Active Accounts as of 04/27/2021	Active Accounts as of 05/24/2021	Active Accounts as of 06/29/2021	Active Accounts as of 07/27/2021	Active Accounts as of 08/10/2021
CARE	3,618	3,655	3,586	3,695	3,715	3,725
FERA	97	99	96	103	104	106
Medical Baseline	534	524	522	538	540	545
Total	4,249	4,278	4,204	4,336	4,359	4,376

Customers on Payment Plans

Jurisdiction	Non-Residential Accounts	Residential Accounts
Camarillo	5	99
Total	5	99

COVID-19 credits have been discontinued.

CPA Customer COVID-19 Relief Bill Credits Issued	
Credits (\$)	Customers (#)
\$33,524.16	1,297

CARE:
California Alternate Rates for Energy (CARE) Program reduces electric bills for eligible customers by about 30%. Customers can qualify for CARE based on participation in public assistance programs, or on household income. During COVID-19, eligibility for CARE/FERA has been expanded. More information here: www.sce.com/residential/assistance/care-fera.

FERA:
Family Electric Rate Assistance (FERA) Program reduces electric bills for qualified households by about 18%. Customers can qualify for FERA based on participation in public assistance programs, or on household income. During COVID-19, eligibility for CARE/FERA has been expanded. More information here: www.sce.com/residential/assistance/care-fera.

Medical Baseline:
If someone in a household needs powered medical equipment, the Medical Baseline Program provides additional energy to the customer's normal baseline allocation. During COVID-19, the Medical Baseline application has been streamlined. More information here: www.sce.com/residential/assistance/medical-baseline.

Payment Plans:
SCE offers customers the option to go on a special payment plan if they are having trouble paying their bills. During COVID-19, eligibility for these payment arrangements have been expanded. More information here: www.sce.com/customer-service/billing-payment/financial-assistance.

CPA COVID-19 Relief Credits:
CPA provided \$2 million in electric bill assistance to more than 77,000 residential and small business customers during the COVID-19 pandemic. Residential customers who signed up for CARE/FERA/Medical Baseline received \$25 bill credits, residential customers already on those programs who signed up for SCE payment plans received \$25 bill credits, and small business customers who signed up for SCE payment plans received \$50 bill credits. More information here: www.cleanpoweralliance.org/covid19.

CPA Contact Information

For questions on your municipal account information, please contact: Karen Schmidt at kschmidt@cleanpoweralliance.org.

For general customer service inquiries, please call 888-585-3788 or email customerservice@cleanpoweralliance.org.



City of Camarillo

Department of Administrative Services

MEMORANDUM

DATE: September 7, 2021

TO: Greg Ramirez, City Manager

FROM: John Thomas, Assistant Director of Administrative Services

SUBJECT: Activity Report – August 2021

Administrative

- Facilitated or attended meetings:
 - PrimeGov weekly meeting
 - Website Refresh
 - EV Fleet Vehicle Road Map webinar
 - City Council meetings
 - Library Director weekly meetings
 - City of Camarillo Anchor Point meeting
 - Review Standby Power Site Plans
 - LCW Managing COVID-19 Issues
 - Procurement Training
 - Desalter Tour
 - Website Content Edit Training

Facilities Operations

- Participated in an Oral Board for the City of Ventura for a Fleet Equipment Mechanic.
- Staff completed their hearing tests.
- Re-arranged the copier room to accommodate the mail machine by removing two low use copiers and adding a new mail sorting unit.
- Providing input to Public Works on the standby power and microgrid projects.
- Working with Southern California Edison on plans for the installation of electric vehicle charging stations and subsequent rebates.

Fleet Operations

- The garage billed a total of 263 labor hours.
- Preventive maintenance, repairs, and operator assistance on all equipment generated a total of 139 jobs. There were three (3) road calls this month.

Geographic Information Systems (GIS) Operations

- Custom Maps:
 - Updated refuse schedule online map and PDF.
 - Created map of pharmacies in Camarillo (City Manager).
 - Create map of sewer lines at police station (Facilities).
- Added three new search queries, for valves and other assets, to water data in the Vantage Points Viewer.

- Updated data in the Sewer Utility Network.
- Attended Inframap Cloud virtual demonstration of future iWater changes.
- Configured two new Toughbook laptops for iWater field crew.
- Configured two loaner iPads for field GIS operations.

Information Systems

- Ongoing Projects and Initiatives
 - PrimeGov Cloud-based Agenda and Meeting Management
 - Attended agenda preparation training presented by PrimeGov.
 - Provided training to Councilmembers on use of tablets for agenda management.
 - Verified live stream process, including creation of YouTube live stream container; starting, stopping and finalization of stream feed; and recording of stream to SD card on encoder.
 - Website Refresh
 - Reviewed latest website design prototype, including migrated content, and made changes as needed.
 - Scheduled and attended website editor training for City users on new website CMS (Content Management System).
 - Scheduled and attended product demonstrations from several vendors, in support of initiative to convert existing fillable PDFs to workflow-enabled online forms.
 - Created sample online form based on Security Alarm Permit, for use in evaluating features of various software solutions.
 - Digital Signatures
 - Added groups and configured new users.
 - Attended training session.
 - Electronic Document Imaging
 - Reviewed proposed project specifications from vendor and returned to City Clerk with suggested modifications.
- Network Operations and Hardware Support
 - Created and configured user accounts for new employees.
 - Set up computer for new Public Works employee.
 - Configured 20 new computers as contingency for possible return to working from home.
 - Configured MS Surface tablet for Human Resources.
 - Configured iPad for City Manager.
 - Set up new server at Library to support Polaris software.
 - Removed and reinstalled City Manager and Assistant City Manager computers in support of office remodel project.
 - Stopped and restarted Questys Worker Service to resume OCR processing of new documents.
 - Assisted with setup and configuration of virtual meetings including training sessions hosted by Red Cross and Finance, and contingency Zoom meeting for Planning Commission.
 - Installed, configured, and tested web cameras in Central Conference Room and City Manager's Office.
 - Installed Microsoft operating system and security updates to all City Hall and Library network servers, and to Emergency Operations Center (EOC) servers and workstations.

- Enterprise Resource Planning (ERP) and Other Software Support
 - Opened five new support cases, and closed four support cases, for the City ERP system. Four cases remain open.
 - Updated coordinate system from North American Datum of 1927 (NAD27) projection, to North American Datum of 1983 (NAD83) projection, in ERP Address Master file, to align with recent update in GIS.
 - Completed three public records requests for Building Permits.
 - Updated consumption and charges dataset for Utility Rate Study.
 - Installed and configured software for new Customer Service employee.
- Website and Marquee Activity
 - Created new web form for Styrofoam Hardship exemption application.
 - Created new Coastal Cleanup page.
 - Scheduled and attended website editor training on new website CMS (Content Management System) for City users.
 - Numerous updates to City website, including COVID-19 related information, Utility Services Odds and Ends Guide, and Household Hazardous Waste appointment dates.
 - Created short URL redirect page for Budgets.
 - Modified various pages related to City Council meetings and agendas, embedding and/or linking to PrimeGov agenda management system.
 - Calculate and report page view statistics for Public Works Coastal Cleanup and Construction Updates pages.
 - There was a total of 30,701 user sessions interacting with the City website for an average of 74 seconds per session, while viewing an average of 1.90 pages.
 - 63% of these sessions originated from search engines, 30% was direct website access and 7% from links including social media (Facebook, etc.), other web sites, and email.
 - Desktop users accounted for 58% of these sessions, 40% were from mobile users, and 2% from tablet users.
 - There was a total of 58,333 individual page views in July. The Utility Billing Online Payments page, and the COVID-19 News page, each attracted 6% of total page views.
 - In August, there were three Marquee requests submitted via our website, and seven by the City Manager's Office. The Marquee has messages scheduled through December 31, 2021.

Attachment: Library and RFBC Activity Report

CAMARILLO PUBLIC LIBRARY

Library & RFBC Activity Report

August 2021

City of Camarillo Public Library is where discovery leads. We offer information resources that nurture learning and strengthen the community. We are open to the public Tuesday-Saturday 10-6pm. For access to our digital resources, please check our website: www.camarillolibrary.org.

Library In-Person Programming

This month the library concluded its "Reading Colors Your World" Summer Reading Club. We are grateful for the 891 readers who signed up and logged their hours this summer. The library continued to offer creative in-person programming for all audiences. Our Youth Services Dept. offered weekly crafts for kids and preschool storytime. Our Teen Book Club met in person and our Young Adult Librarian led the first back-to-school "Crafternoon" program. Our Adult Services staff held three programs for the month of August, featuring a Summer Reading Finale Bingo game, a "bad art" craft contest and a movie matinee.

With the start of a new school year, the library is promoting Library Card Sign-Up Month for September.

Summer Outreach

As a recipient of the Summer Lunch Pop-Up Library Grant awarded from California State Library, Youth Services performed outreach to Dos Caminos Elementary. During this visit, staff passed out 200 tote bags with books and flyers that highlighted our electronic resource and online tutoring database. In total, Youth Services provided 500 tote bags with books to Dos Caminos Elementary, University Prep Charter School and Camarillo Boys and Girls Club.

Adult Literacy Center

In August, 24 volunteer literacy tutors and adult learners practiced reading and writing skills for a total of 145 hours. We had ten active tutors with 90 hours and 14 active learners with a total of 55 hours. Tutors and learners are slowly making their way to back to the reopened Adult Literacy Center. Adult Literacy Coordinator Mara Neuron and Library Director Mandy Nasr hosted a Meet & Greet at the Adult Literacy Center on August 27. Eight learners and tutors attended.

Adult Literacy Coordinator Mara Neuron participated in the following webinars: Post-Pandemic Staff Development and Training follow-up, Reimagining Literacy: A Continued Conversation, ESL Preparation, Doing More with Google Classroom and Data, State-Wide Conversation #25, Career Online High School Review for CA Libraries and Adult Literacy and Learning: Theory and Practice.

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 August, RFBC Business Services Coordinator Nicole Valdivia fielded multiple phone calls and emails from patrons requesting training on various RFBC databases. Ms. Valdivia met with two patrons for one-on-one help with using Brainfuse JobNow and Microsoft Office for résumé and cover letter development.

Ms. Valdivia sent out an email in August to the RFBC email list announcing August and September virtual programming and the Community Job Fair on October 8. As a result, 23 people registered for RFBC virtual events, two patrons scheduled one-on-one training and one patron was referred to SCORE Ventura County for more information about their business mentor opportunities. Ms. Valdivia also assisted SBDC mentors with new online database access cards and provided a refresher on RFBC databases. Two SBDC mentors scheduled virtual meetings with Ms. Valdivia for more in-depth training support.

Ms. Valdivia met with Adult Literacy Coordinator Mara Neuron to collaborate on the upcoming Workforce Development series of seminars. Several adult literacy tutor volunteers were selected as tutors to help review and edit patron résumés and cover letters and participate in upcoming mock interviews.

RFBC Events - August

Ventura County Entrepreneurial Ecosystem Resources – a virtual training 8/19: Patrons were introduced to the Ventura County Entrepreneurial Ecosystem resource map. Ms. Valdivia provided detailed information about the active entrepreneurial support resources in the county, including EDC-VC, SCORE Ventura County Chapter, WEV, West Ventura County Business Alliance, Fathom Werx, Matter Labs, RCMakes, RFBC and area schools and universities that offer business training.

Create a Career Plan to Get the Job You Want – a virtual training 8/25: This presentation was a Grow with Google partner series workshop that helped attendees identify their strengths, passions, unique skills and experiences to help them plan and reach long-term goals. A workbook was provided to help organize this information and set them up for success writing a résumé and cover letter.

Email Marketing Campaigns for Your Small Business – a virtual training 8/31: This presentation was a Grow with Google partner series workshop presented with a business email marketing specialist from Constant Contact. The presenters covered how email marketing automation helps drive sales, keeps the audience engaged and builds business relationships. Customer relationship manager software and automated email management systems were discussed. A broad overview of using Google Analytics was provided to teach patrons the advantage of using Google Analytic reports to strengthen their email marketing campaign results and customer conversions.

RFBC - Upcoming Events

Every Thursday in September RFBC Business Services Coordinator Nicole Valdivia will be hosting Workforce Development seminars. These seminars will be held in-person in the Camarillo Library Tech Lab at 3:00 p.m.

–September 9: Improve Your Résumé with Practical Strategies - Making improvements to your résumé can help open many career opportunities for you. RFBC Business Services Coordinator Nicole Valdivia will provide an overview of resources to help strengthen your résumé and manage your job search. Attendees will receive a flash drive for saving their digital résumé.

–September 16: Cover Letters and References That Will Give Your Job Search an Advantage Over the Competition - A well-written cover letter can make you stand out when applying for jobs, especially in the digital world. In this session, RFBC Business Services Coordinator Nicole Valdivia will provide an overview of the key components of a well-written cover letter, templates that you can customize and tips for getting professional and personal references.

–September 23: Recruiters and Your Job Search - This seminar will explain the process of working with a recruiter or headhunter and provide valuable insight as to what recruiters are looking for when reviewing résumés in the hiring process. RFBC Business Services Coordinator Nicole Valdivia will provide bonus tips on Jobs on Google Search and how to use Google Tools to organize the process.

–September 30: How to Nail Your Job Interview - This seminar will cover all of the interview do's and don'ts, best practices for virtual and in-person interview best practices and how to prepare for a panel interview.

– 10/8 Camarillo Community Job Fair: County-wide businesses will be hosting information tables to meet with potential new hires. Professional employment agencies and recruiters will be on hand to inform jobseekers of available resources.

CAMARILLO PUBLIC LIBRARY

Metrics and Statistics

	July 2021	August 2021	July 2020	August 2020
Physical Material Checkouts	37,441	32,844	10,728	11,712
eBook Checkouts	3,687	3,365	5,665	5,427
eAudiobook Checkouts	2,853	2,755	3,128	2,937
Music Downloads	1,365	1,579	1,472	1,530
Digital Magazine Checkouts	648	549	1,107	1,093
Video Plays	777	969	800	777
 New Cards Issued	409	382	236	261
 Reference Inquiries	6,033	5,021	874	1,022

RUSSELL FISCHER BUSINESS COLLECTION

Metrics and Statistics

	August 2021	August 2020
<u>Reference Inquiries</u>	42	23
<u>Virtual Events</u>	3	6
<u>Virtual Meetings</u>	6	13
<u>In-person Meetings</u>	2	-
Database Training - Attendees	5	-
Virtual Events - Attendees	10	53



City of Camarillo

Building and Safety Department

601 Carmen Drive

Camarillo, California 93010

805-388-5395 • fax 805-388-5393

Email – bldgsafe@cityofcamarillo.org

To: Greg Ramirez, City Manager

From: Renee Meriaux, Building Official

Date: September 8, 2021

Subject: Building Department Monthly Report

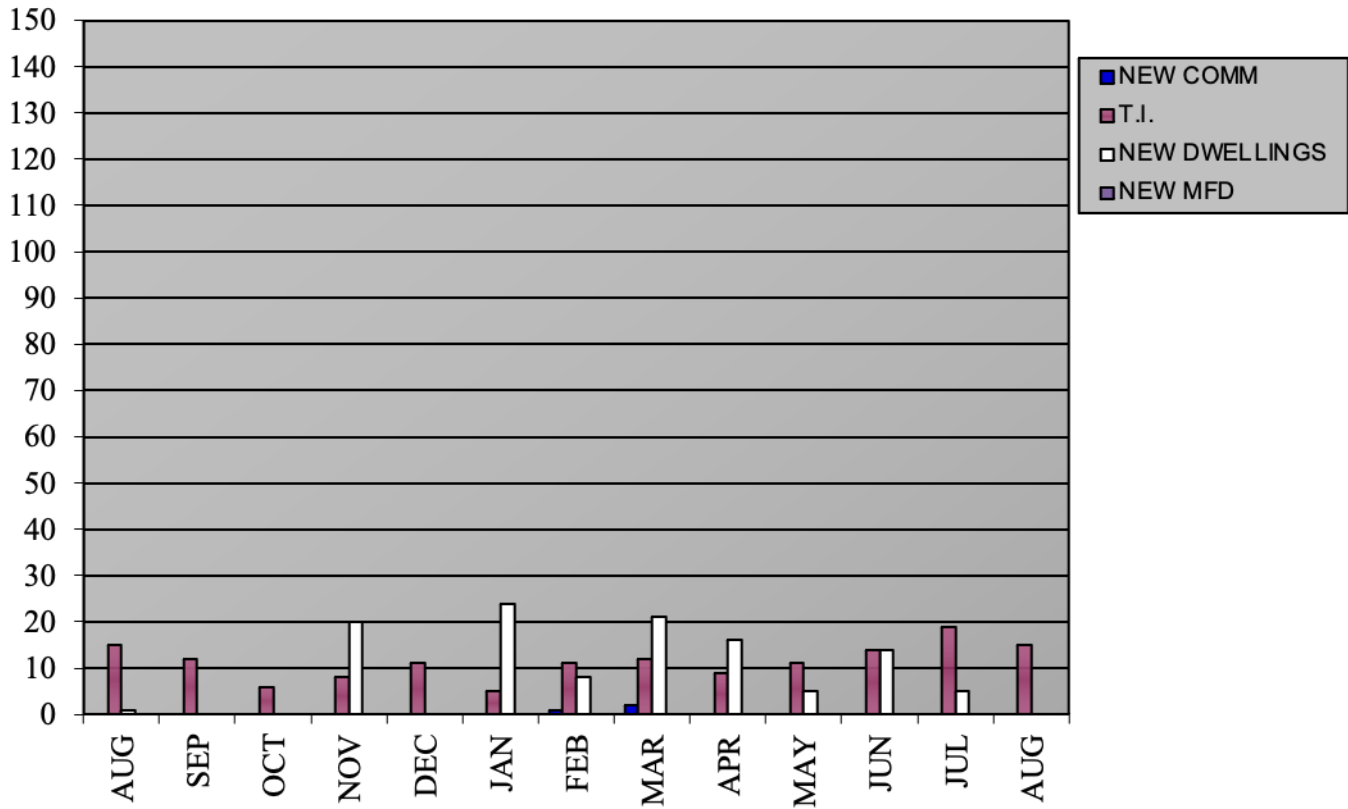
The number of plan checks, number of permits issued, number of customers at the counter, number of inspections, and number of permits issued online increased in the month of August compared to the previous month.

August showed 65.6% of inspections were requested online and 10.2% of the 322 total permits were issued online.

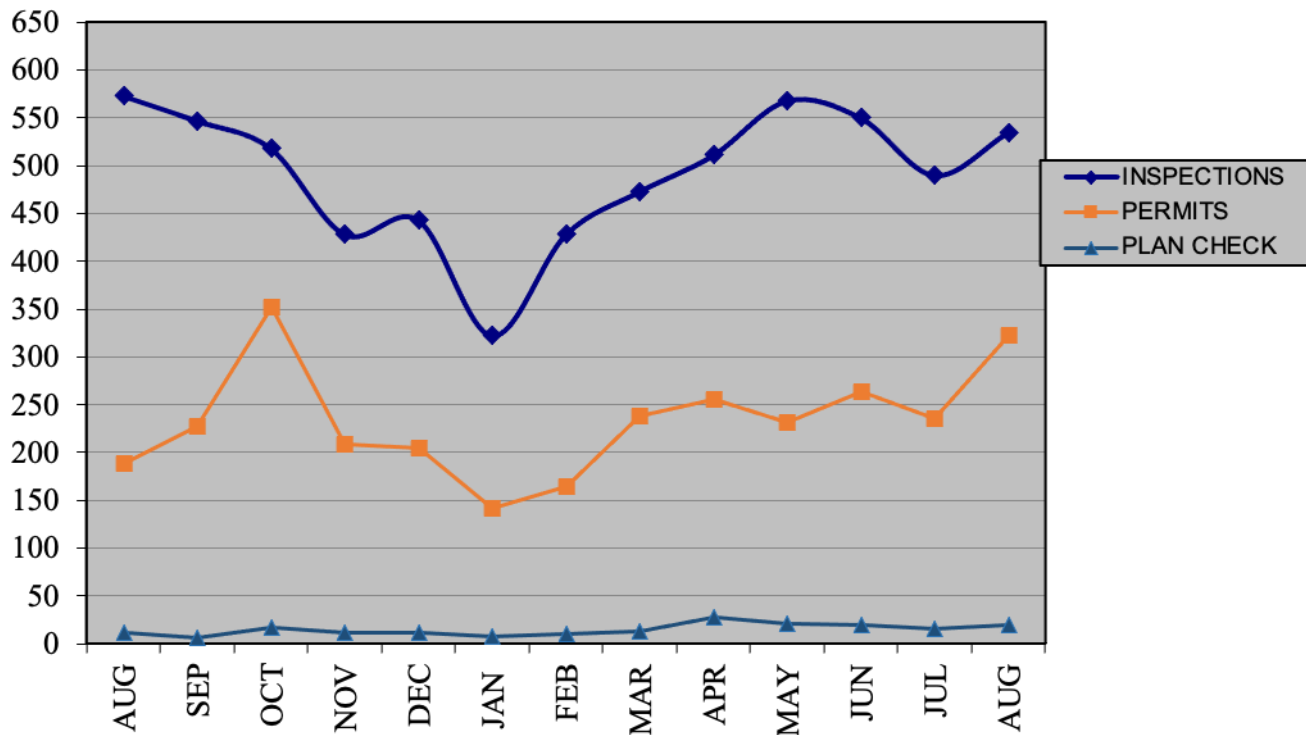
CAMARILLO MONTHLY BUILDING AND SAFETY REPORT

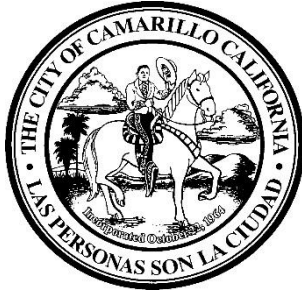
	PERMITS		TOTAL	PERMIT	PLAN	PLAN CHECK	SFD	MFD	NEW	T.I.	TOTAL	AVERAGE #	P.C. IST	P.C. 2ND	Customers	Cust
	ISSUED	VALUATION	FEES	FEES	CHECKS	FEES			COM		INSPECT.	OF INSP	TURNAR	TURNAR		Average
FISCAL 18/19																
JUL	284	\$ 8,839,511	\$ 250,944	\$ 123,746	16	\$ 127,198	29	0	0	17	728	35	4.2	3.3	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
TOTALS	2490	\$ 61,346,902	\$ 1,463,426	\$ 879,811	226	\$ 528,012	156	111	0	160	8383	34	4.5	3.2	5913	23.4
FISCAL 19/20																
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
FISCAL 20/21																
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	238	\$ 9,096,161	\$ 151,503	\$ 120,242	13	\$ 31,261	21	0	2	12	473	21	4.0	3.0	0	0.0
APR	255	\$ 7,131,709	\$ 173,330	\$ 107,257	27	\$ 66,073	16	0	2	9	511	23	3.7	3.3	139	6.3
MAY	231	\$ 3,023,945	\$ 83,395	\$ 68,941	21	\$ 14,454	5	0	0	11	568	28	3.2	2.7	241	12.0
JUN	264	\$ 6,201,394	\$ 132,819	\$ 131,077	19	\$ 1,742	14	0	0	14	550	25	3.0	2.5	297	13.5
FISCAL 21/22																
JUL	236	\$ 1,554,815	\$ 73,637	\$ 53,913	16	\$ 19,724	5	0	0	19	490	23	3.6	2.4	284	13.5
AUG	322	\$ 3,211,757	\$ 101,501	\$ 85,529	20	\$ 15,972	0	0	0	15	535	24	3.5	2.3	329	15.0
SEP																
OCT																
NOV																
DEC																
JAN																
FEB																
MAR																
APR																
MAY																
JUN																
TOTALS	558	4766572	175137.62	139441.78	36	35695.84	5	0	0	34	1025	24	3.6	2.4	613	28.45
20/21 TOTALS	416	19985031	256142	198794.84	25	57347.28	20	0	0	29	1086	25	4	4	496	22.9
% CHANGE	34%	-76%	-32%	-30%	44%	-38%	-75%	0%	0%	17%	-6%	-5%	-8%	-34%	24%	24%

Total New Units By Category Per Month



Total Permits Issued, Plan Checks and Inspections Performed By Month





City of Camarillo

Office of the City Clerk

MEMORANDUM

Date: September 20, 2021
To: City Manager
From: City Clerk *jm*
Subject: Activity Report – August 2021

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

MEETINGS

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

RECORDS MANAGEMENT

- 12 Resolutions processed
- 1 Ordinances processed
- 37 Agreements/contracts processed
- 3 Recorded documents processed
- 333 Number of documents input into the electronic imaging system
- 2282 Boxes in off-site storage
- 1 Boxes destroyed: 1 on-site

RECOGNITIONS

- 1 Certificates: Sailor of the Year
- 9 Proclamations: Eagle Scout (9)
- 2 Flower orders

SERVICES/OTHER

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

NEW AGENDA MANAGEMENT SYSTEM - PRIME GOV

City Clerk Staff has been working on the configuration and implementation of the City's new agenda management system since January of this year. I'm please to report that the system was live for the August 25 Council meetings. PrimeGov is a cloud-based system that produces the agenda packet in an HTML digital format which links the agenda reports to the agendas and after the meeting links the video to the agenda items. The system reduces the staff time necessary to track and process agenda reports, reduces the City's demand on paper, improves the public's experience in accessing the documents for the meeting, and over time will create a historical database of meetings accessible to the public through the City's website.



City of Camarillo

Department of Community Development

MONTHLY ACTIVITY REPORT

DATE: September 15, 2021

TO: City Manager

FROM: Director of Community Development

SUBJECT: Monthly Activity Report – August 2021

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

1. CURRENT PLANNING

➤ Planning Commission Reviews

○ GPA 2020-2, CZ-332, and MND 2020-11 for Darling Development

On August 17, 2021, the Planning Commission reviewed a request for a General Plan Amendment (GPA 2020-2) seeking a change in the Land Use Element designation of a 3.29-acre project site from Quasi-Public to Industrial, Change of Zone (CZ-332) seeking a change in the zoning of the project site from Rural Exclusive Residential (RE) to Light Manufacturing (M-1), and a Mitigated Negative Declaration (MND 2020-11), located at 280-330 Skyway Drive at the southwest corner of Skyway Drive and Airport Way. The Planning Commission voted unanimously to recommend approval to the City Council of the requested GPA, CZ, and MND. The Council is scheduled to hold a public hearing on the requested applications this Fall.

○ RPD-206, Finnerty Residence

On August 17, 2021, the Planning Commission approved a request of a Residential Planned Development Permit (RPD-206) to allow for the construction of a two-story, 1,594-square-foot, single-family residence with an attached two-car garage, on an existing 4,082-square-foot vacant lot, located at the southwest corner of Petit Street and Camarillo Street.

○ Housing Element Update

Pursuant to the State housing law, the City is currently updating its Housing Element. On August 31, 2021, the Planning Commission reviewed the Final Draft 2021-2029 Housing Element Update and Negative Declaration 2020-9. The Final

Draft will be presented to the City Council for action at the September 29, 2021 public hearing.

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

○ **PR-219M(2), Ehler Residence**

On August 4, 2021, the Director of Community Development approved a request for a plan review of a remodel and expansion of an existing single-family dwelling unit on an existing 1.03 acre lot, located at 1160 Corte Barroso (APN 152-0-242-095). The subject property is designated Rural Density Residential (2.5 dwelling units per acre maximum) in the General Plan, and is zoned Rural Exclusive Residential, one-acre minimum lot size (RE-1AC).

○ **PR-1022, Noda Residence**

On August 9, 2021, the Director of Community Development approved a request for a plan review of a walk-on deck above a room addition and two attached patio covers to an existing single-family dwelling located at 559 Crestview Avenue (APN: 152-0-380-045). The one-acre subject property is designated Rural Density Residential (2.5 dwelling units per acre maximum) in the General Plan, and is zoned Rural Exclusive, one-acre minimum lot size (RE-1AC).

○ **LD-555A, Pleasant Valley Historical Society & Museum**

On August 11, 2021, the Director of Community Development approved a lot merger, which will result in a single 62,587-square-foot lot. The project is located at 720 Las Posas Road, in the City's Professional Office (P-O) Zone.

○ **IPD-35M (4), Kenner LLC**

On August 23, 2021, the Director of Community Development approved an administrative modification to remove the roof cover over the outdoor storage container area and remove a finger planter to improve on site circulation for buses located at 240 S Glenn Drive. The property is designated Industrial in the General Plan and is zoned Light Manufacturing (M-1).

○ **CUP-242M(3), T-Mobile**

On August 26, 2021, the Director of Community Development approved an administrative modification to modify the existing stealth wireless communication facility located at 711 E. Daily Drive, which includes the replacement of six existing panel antenna with six upgraded panel antenna of the same size and shape.

➤ **Other General Planning Activities**

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

PROJECT NO.	DESCRIPTION	STAFF	STATUS
Springville			
GPA 2018-1, CZ-328, TT-5671-2M(3), RPD-195, Ran Rancho	158 single family detached units and relocation of Scholle house west of Springville Drive and north of U.S. 101.	PM	The City Council approved the GPA, CZ, and TT at their meeting on November 4, 2020. RPD-195 was unanimously approved by the Planning Commission on April 20, 2021. Landscaping plans are under review for the park and subdivision.

PROJECT NO.	DESCRIPTION	STAFF	STATUS
Village Gateway			
RPD-188, Aldersgate	87 townhomes located at 350 Lewis Road.	JN	Occupancy has been released for all 12 residential phases of the project and all residents have moved in. Completion of paving for the project is anticipated by the Fall of 2021.
Other Residential			
RPD-198, Shea Homes	281 senior restricted single-family and duplex units located off Upland Road 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. 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 made available 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.
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. On February 2, 2021, the Planning Commission approved the RPD. The applicant is expected to begin pulling grading permits in the third quarter of 2021.
GPA 2020-1, Area Housing Authority of Ventura County / Many Mansions	60 affordable rental & 8 affordable for-sale units and 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 in the fourth quarter of 2021.
CUP-400, GPA 2019-2, CZ-329, Arneill Road Mixed-Use	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.	DM	Staff is working with RRM Design Group to address completeness items from the second completeness review.
RPD-206, Finnerty Residence	Detached, two-story, single-family residence on an existing 4,082-square-foot legal lot within the RPD Zone, located in the Calleguas Rancho neighborhood.	JN	Planning Commission approved the project on August 17, 2021. Pending plan check submittal.

PROJECT NO.	DESCRIPTION	STAFF	STATUS
LD-547, Harris Residence	Lot split of a 0.97-acre lot into two lots of approximately 0.34 acres and 0.63 acres.	SD	The application was deemed complete. DAC to be held on September 21, 2021. The applicant has requested to put the application on hold.
Commercial/Industrial/Institutional			
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	MND circulated for public comment between June 30 and July 20, 2020. Planning Commission hearing is anticipated fourth quarter 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.
CUP-409, Springville Market & Deli - ABC License	Off-sales of alcoholic beverages for the new tenant spaces located at 634 Camino Tierra Santa, Suites 102 & 103.	SD	Approved by the Planning Commission on June 15, 2021. Building permits have been issued to construct interior tenant improvements. Awaiting submission of ABC license request by applicant.
CUP-410, AT&T Wireless	New stealth wireless facility in new architectural tower at 2301 Daily Drive.	PM	Application received March 8, 2021. Incompleteness letter sent April 2, 2021. Pending resubmittal.
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. Circulation of the Initial Study is from September 3, 2021, to September 24, 2021. The applicant has resubmitted plans, and they are currently under review.
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, and landscape plans have been approved. Construction is anticipated to commence in 2021.

PROJECT NO.	DESCRIPTION	STAFF	STATUS
CUP-99M(1), Pleasant Valley Historic Society and Museum	Construct an approximately 1,153-square-foot expansion to an existing museum.	JN	Lot merger and Landscape plans have been approved by Planning. Applicant must record a lot merger to obtain a zone clearance for construction. Project is anticipated to start construction in early 2022.
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. The applicant is requesting to scale back the scope of work that was approved. Plans have been submitted for review.
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 under review and building permits are anticipated to be issued in the 4th quarter of 2021.
CUP-391, John Agbelusi	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 in December 2019, however, development is on hold due to a change in ownership.
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.	JN	The application was deemed incomplete on March 24, 2020, and staff is waiting for applicant resubmittal.

PROJECT NO.	DESCRIPTION	STAFF	STATUS
IPD-406, Dawson Storage	Construction of a multistory self-storage facility located at 91 South Dawson Dr.	PM	Incomplete. Staff issued third incompleteness letter on September 13, 2021.
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. Applicant has indicated that they are not proceeding with the project. Entitlements will remain active until October 20, 2021, pending applicant's decision to proceed.
GPA 2020-2, CZ-332, IPD-408, CPD-249, TT-6082, Darling Development	Demolish existing buildings and construct 3 multi-tenant industrial buildings and a drive through restaurant/coffee shop located at 280 and 330 Skyway Dr.	JN	Environmental document circulated for 20-day comment period from July 16 to August 4. Staff is responding to comments and conducted a Planning Commission hearing on August 17, 2021 for the GPA, MND, and CZ. City Council hearing for the GPA, MND and CZ is anticipated this Fall with the IPD and CUP to be considered by the Planning Commission in early 2022.
IPD-390M(1), Trojan Storage	116,364-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, and a modification was approved in April 2021 to allow for covered RV storage. Staff is reviewing the proposed Public Art to be reviewed by the Planning Commission. Landscape plans have been approved.
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.	PM	Approved by the Planning Commission on November 10, 2020. In plan check. Staff is monitoring condition compliance.
CPD-250, Finney's Crafthouse and Kitchen	5,409-square-foot restaurant at the Promenade section of the Camarillo Premium Outlets.	JN	Approved by the Planning Commission on July 6, 2021. The City is awaiting submission of improvement and landscape plans, which are anticipated to be submitted by the 4 th quarter of 2021.

New Businesses (Zoning Occupancy Approvals)

BUSINESS NAME	BUSINESS ADDRESS	OCCUPANCY DATE	# OF EMPLOYEES	DESCRIPTION
Eric. H. Halverson, A Professional Corporation	340 Rosewood Ave, Suite L	7/1/21	1	Law office
Art of Bronze	569 Constitution Ave #D	8/18/21	1	Bronze statue sales
Cowdrey Jenkins, LLP	1203 Flynn Rd, #160	10/19/21	4	Law firm
Dynamic Sign & Graphic	4022 Camino Ranchero Unit B	9/1/21	2	Sign manufacturing, design & install
Spirit Halloween	600 Ventura Blvd, 1350	8/24/21	17	Halloween costumes seasonal

BUSINESS NAME	BUSINESS ADDRESS	OCCUPANCY DATE	# OF EMPLOYEES	DESCRIPTION
Torrid LLC	740 Ventura Blvd, #216	10/5/21	10	Women's clothing retail store
Elegant Smoke n Vape	330 N Lantana Unit 25	9/1/21	3	Smoke shop
West Coast Demolition	400 Mobil Ave #B8	8/30/21	3	Construction company offices
Critical Filtration	1001 Flynn Road	10-25-21	40	Filter company

Summary of Economic Development Activities (January – August 2021)	
Zoning Approvals Issued for New Businesses:	73
New Employees:	454
Special Event Permits:	14
Special Event Attendees/Staff:	35,546
Film Permits Issued:	12
Film Permit Crew/Talent:	451

Special Event Permits

Nine (9) applications were received for processing this month. The events held during August included:

GENERAL EVENTS:		
NAME OF EVENT	APPLICANT	DATE
Certified Farmers Market	Camarillo Hospice	Each Saturday
Summer Savings Weekend	Camarillo Premium Outlets	6/4-9/26 (Weekend Only)
2021 Summer Concert Series	PVRPD	7/24, 8/7, 8/21, and 9/4
Seussical	Studio Channel Islands	8/1, 8/6-8/8
2021 Movies in the Park	PVRPD	8/6 & 8/20
Camarillo Marathon Elite Sports CA	Elite Sports CA	8/8
Circo Caballero	Circo Caballero	8/12-8/23
Endless Summer Bike Show Ventura Harley-Davidson/Simi Motorsports LLC	Ventura Harley-Davidson/Simi Motorsports LLC	8/22
Pre-High Holiday Concert in the Park	Chabad of Camarillo	8/29
FILMING EVENTS:		
Noah Beck Tries Things	Awesomeness TV	8/13
Portable Garage Still Photography	Harbor Freight Tools	8/24

Miscellaneous Applications Received

➤ Signs:	6	➤ Zoning Verifications:	0
➤ Banners:	0	➤ Plan Reviews:	1
➤ Zone Clearances:	48	➤ Pre-Applications	2
➤ Accessory Dwelling Units			3
➤ Temporary Use Permits			0
➤ Zone Clearances for Temporary Outdoor Business Area			0

2. CODE COMPLIANCE

Activities of Note

- **COVID** - On August 20, 2021, the Ventura County Health Director reinstated the mandate for mask requirements in all indoor public settings and businesses. Staff received and addressed 2 complaints regarding businesses not adhering to the current order.
- **Graffiti** - Graffiti continues to be an issue in the City. Code Compliance continues to work with the Police Department to identify frequently tagged properties for possible camera surveillance.
- **Homeless in RVs** - Staff continues to work with PD to keep illegal RV parking at bay.
- **Miscellaneous** - It was brought to the City's attention that leash laws were not being followed in F Canyon. Staff conducted regular inspections to ensure all dogs were on leashes in that area and the complaints have subsided.
- **Animal Control Citations** - Animal Control issued 167 citations during the month of August. Staff is working with citizens who submitted requests for review and also requesting the County update the appropriate database. There were 21 citation dismissals 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 grants from the California Department of Housing and Community Development (HCD) and the U.S. Department of Housing and Urban Development (HUD):

Grant	Amount	Status	Proposed Activities
SB 2 - HCD Planning Grants Program	\$310,000	Agreement fully executed: 6/24/2020. Activities are underway or completed. City must submit requests for reimbursement by 2/28/2022.	Housing Element Update: designate sites to increase housing capacity; new housing policies
PLHA/SB 2 - HCD Permanent Local Housing Allocation	\$135,354	Agreement fully executed: 3/18/2021. Staff will develop program implementation (handouts, application, advertising, waiting list, legal documents); inform City Council. Submit request for second allocation by 12/31/2021 (no City Council approval required). Annual reports due to HCD each July 30.	First Time Homebuyer Down Payment Assistance Loan Program for income-eligible buyers
LEAP - HCD Local Early Action Plan	\$20,000	Agreement fully executed: 6/2/2021. Activity is completed, and staff submitted a request for reimbursement to HCD on 6/29/2021. The request will take 60-90 days to process.	Accessory Dwelling Unit zoning ordinance amendment
FY 2020/21 CDBG - HUD Community Development Block Grant	\$326,923	Agreement fully executed: 9/11/2020. Finishing FY 2020/21 tasks (monitoring subrecipients, final draw-downs, IDIS activity close-out, CAPER).	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
FY 2021/22 CDBG – HUD Community Development Block Grant	\$343,071	Agreement fully executed: 8/25/2021. Competing FY 2021/22 tasks (IDIS activity set-up, subrecipient agreements). Continue to transition routine tasks to VTA.	
CDBG-COVID 1 - HUD	\$192,347	Agreement fully executed: 12/3/2020. Agencies are carrying out the activities; deadline to spend 80% of funds is 11/10/2023.	Response to COVID-19 health emergency
CDBG-COVID 3 - HUD	\$384,106	Agreement fully executed: 8/25/2021. Completing tasks (IDIS activity set-up, subrecipient agreements) Deadline to spend 80% of funds is 11/10/2023.	
TOTAL	\$1,711,804		

CDBG

- Consultant completed on site monitoring for FY 2020/21 regular CDBG subrecipients on August 10 and 11, 2021.
- Regular CDBG FY 2021/2020 and CDBG-CV agreements with HUD fully executed. Subrecipient agreements are pending.
- Consultant preparing CAPER. Public review period from August 24, 2021 through September 8, 2021.
- Staff continues to process reimbursement requests from subrecipients as received.
- Housing Rights Center services between the City and County of Ventura fully executed.

4. AFFORDABLE HOUSING

- 2021-2029 Housing Element Update
 - Staff worked with the consultant team to address HCD comments prior to the adoption hearings of August 31, 2021 (Planning Commission) and September 29, 2021 (City Council). Statutory deadline to adopt the element is October 15, 2021.
 - Negative Declaration was available for a public review period from July 23 through August 22, 2021.
- 1639 Birchspring Walk – City purchase (Affordable Housing Preservation Program)
 - Owner notified City of intent to sell. City Council reviewed the property information at the August 25, 2021 closed session and decided to exercise its right to purchase the home for the purposes of preserving the affordability covenant and update the resale value calculation method.
 - City will purchase the home for \$370,443, calculated in accordance with the existing affordable housing agreement recorded on the property.
 - Escrow account for the purchase will open in September 2021 and is anticipated to close in October 2021, after receiving City Council authorization to close.
- Teso Robles Townhomes – Resale of a moderate-income unit on Castiano Street.
 - Continue reviewing income of selected buyers for program eligibility.
 - Calculate City's equity share and provide letter to escrow for payment by the seller to the City at time of closing.
- 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.
 - The Planning Commission recommended approval to the City Council at their meeting on December 1, 2020. The project (i.e., CEQA, property transfer agreement, entitlements) is tentatively scheduled for a City Council public hearing on October 27, 2021. NEPA review is underway.
- 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. Staff held a meeting with RRM in August to resume the project.
- Staff calculated and responded on two affordable refinance and two resale calculations. City executed one subordination agreement for refinancing.
- Affordable Rental Units (Monitoring) – Staff reviewed two applications to verify income qualifications for affordable rental units.
- Staff submitted Affordable Housing Transfers 2021 Mid-Year Report to County Assessor.

Attachments: Number of Code Violations by Month

Number of Code Violations by Month

Year - 2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Animal Violations	0	0	2	0	1	1	0	0					4
Banner Violations	0	0	0	0	1	1	0	1					3
Building Violations	3	11	9	7	7	3	1	5					46
Commercial Property Maintenance	9	0	6	3	1	3	0	3					25
Counter Contacts	0	0	0	20	36	54	73	22					205
COVID-19	848	769	558	418	33	13	8	0					2,647
Graffiti	248	3	4	6	12	11	3	1					288
Homeless Contacts	9	3	12	3	10	16	14	4					71
Home Occupation Inspections	3	6	14	12	13	7	8	12					75
Home Occupation Violations	1	0	0	1	1	0	1	0					4
Illicit Discharge	2	1	0	0	0	0	1	0					4
Industrial Violations	0	1	0	0	1	2	1	0					5
Inspections	503	390	535	566	625	624	563	362					4,168
Miscellaneous Trash Can Violations	8	7	45	23	2	2	2	0					89
Miscellaneous Violations	1	5	0	2	0	0	5	1					14
Phone Calls	1,089	1,248	1,355	1,404	1,582	1,561	1,441	904					10,584
Pro-Active Residential	0	0	0	0	0	0	0	0					0
Recreational Vehicle Violations	0	2	2	2	1	2	0	1					10
Residential Property Maintenance	12	9	19	10	8	36	20	12					130
Signage Cases	31	29	3	0	120	134	1	0					318
Sign Removals	1	0	0	0	1	0	0	0					3
Smoking Violations	0	0	0	0	0	0	0	0					0
Social Host Ordinance	0	0	0	0	0	0	0	0					0
Trash Can Violations	4	3	11	8	3	1	0	2					32
Undocumented Graffiti	25	25	31	27	44	74	34	4					281
Weed Abatement	0	0	0	0	0	10	0	0					10
Zoning Inspections	22	15	51	7	56	2	21	23					197




City of Camarillo

DEPARTMENT OF FINANCE

DATE: September 15, 2021

TO: Greg Ramirez, City Manager

FROM: Mark Uribe, Director of Finance 

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

DEPARTMENT HIGHLIGHTS

The Finance Department is coordinating the Fiscal Year 2020/21 year-end close in preparation for the annual financial audit. The auditors are scheduled during the week of September 13th for the final audit to be completed remotely. The audited financial statements will be presented to City Council and Camarillo Sanitary District in December 2021.

The City of Camarillo, Finance Department received the Certificate of Achievement for Excellence in Financial Reporting for the Fiscal Year 2019/20 from Government Finance Officers Association (GFOA). This award is the highest form of recognition in the area of governmental accounting and financial reporting. Its attainment represents a significant accomplishment by a government and its management. The City of Camarillo has received this award for 33 consecutive fiscal years.

UTILITY BILLING DIVISION

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

UTILITY BILLING / CUSTOMER SERVICE ACTIVITY REPORT				
	August 2020	Amount	August 2021	Amount
Total Utility Accounts Billed	21,028		21,120	
Water Accounts (including landscape)	13,970		13,993	
Recycled Water Accounts	20		20	
Sewer Accounts	14,941		14,985	
Refuse Accounts	18,054		18,164	
Delinquent Letters Mailed	2,454		2,374	
Accounts Sent to Collections (FCN)	0		11	\$9,329
Returned Bank Items	11	\$5,807	12	\$2,033
Credit Card Payments (manual payments person/phone)	218	\$52,720	298	\$63,723
Click2Gov Utility Billing Website (credit cards & E-check)	5,191	\$828,964	5,857	\$937,562
Interactive Voice Response (IVR) (credit cards & E-check)	687	\$97,111	629	\$90,609
Auto Pay Customers	6,141		6,616	

UTILITY BILLING / CUSTOMER SERVICE ACTIVITY REPORT				
	August 2020	Amount	August 2021	Amount
(checking, credit cards & E-checks)				
E-Notification (paperless billing)	1,337		1,925	
Total Payments Processed from Mail	5,512	\$1,256,089	5,240	\$1,244,876
Total Phone Calls	2,261		1,876	
Work Orders Processed	542		491	
Terminated Accounts	207		202	
New Accounts	206		196	

BUSINESS TAX DIVISION

The Business Tax Division collected \$114,889 in August 2021. This reflects a 4.64% increase when compared to \$109,796 recorded for the same month in 2020.

For the month ending August 31, 2021, Camarillo has 4,860 In-Town businesses and 3,005 Out-of-Town businesses, totaling 7,865 active business tax accounts.

During the month of August 2021, the City added 39 In-Town new business accounts (Attachment 1). The table below also includes the number of inactive businesses for the month.

BUSINESS TAX ACTIVITY REPORT				
Activities	August 2020	August 2021	Percentage Change	FY 2020/21 Year to Date
Business Tax Collected	\$109,796	\$114,889	4.64%	\$225,506
Penalties & Interest Collected	2,612	1,876	(28.18%)	2,108
In-Town Businesses - New	30	39	30.00%	71
Out of Town Businesses - New	43	58	34.88%	113
In-Town Businesses - Inactive	19	20	5.26%	42
Out of Town Businesses - Inactive	48	35	(27.08%)	94
Print/Issue Tax Certificates	602	711	18.11%	1,239
New Apps. & Renewals Processed	547	542	(0.91%)	1,138
New Apps. & Renewals Paid by Web	249	300	20.48%	618
Delinquent Notices - Printed	445	270	(39.33%)	523
Renewal Notices - Printed	635	610	(3.94%)	1,166

Hotel Transient Occupancy Taxes

The Transient Occupancy Taxes (TOT) remitted in August 2021 for hotel stays during the month of July 2021 totaled \$330,583, an increase of 120.56% compared to \$149,886, recorded for the same month last year. Overall, year-to-date TOT increased by 120.56% compared to the same month in the prior fiscal year (Attachment 2). For additional perspective, TOT for hotel stays during July 2019 (pre-COVID) totaled \$282,591.

- Hotel Rooms Occupied – Occupied rooms during July 2021 were reported at 80.54%, a 20.13% increase compared to 60.41%, in July 2020. Year-to-date hotel room occupancy has increased by 20.13%, from 60.41% in 2020 to 80.54% in 2021. Occupancy for July 2019 (pre-COVID) was 82.68%.

- Occupancy rates were significantly lower at the beginning of the COVID-19 pandemic due to statewide shutdowns. Over one year later, occupancy rates continued to increase as California restrictions were gradually lifted.

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	July 2021 August 2021
Total Rent Collected	\$ 3,896,465
Rent not subject to Assessment	<u>(224,099)</u>
Rents subject to Assessment	3,675,366
Total Assessment (2%)	73,447
City Administrative Fee (1% of Assessment)	<u>(734)</u>
Amount Remitted to each district	<u>\$ 72,713</u>

FINANCIAL REPORTING DIVISION

Bond Issues

The August 31, 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 0.28%. No foreclosure proceedings are required to be initiated on any delinquent properties.

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

Balances for the Trust accounts at August 31, 2021 were: OPEB \$5.9m, and PRSP \$7.1m, which reflects a 1.18% increase in the investment return for the month. The August monthly statement is attached (Attachment 4).

MISCELLANEOUS DEPARTMENT ACTIVITIES

Seminars/Events/Training attended or presented by Finance:

August 3	CalPERS Asset Liability Management Quarterly Webinar
August 5	PrimeGov Training presented by City Clerk
August 17	CAPPO: Making Effective Purchasing Decisions Webinar
August 19	California Water and Wastewater Arrearage Payment Program Survey Webinar
August 24	Investment Committee Meeting
August 26	Ventura County Finance Directors Meeting
August 26-31	Procurement Trainings presented by Finance

ATTACHMENTS

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

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

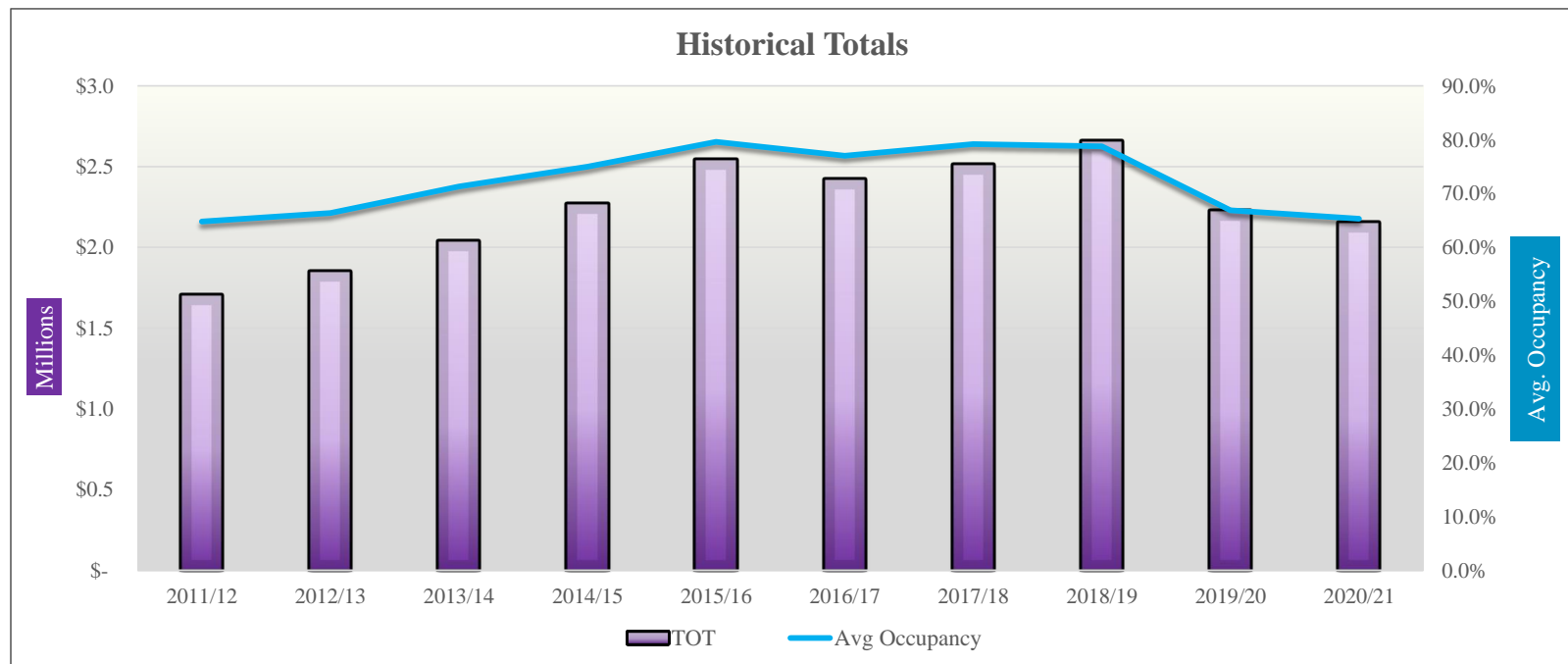
Attachment 1

BUSINESS NAME	ADDRESS	BUSINESS TYPE
SPIRITBRAND ACUPUNCTURE	760 LAS POSAS RD STE A-3	ACUPUNCTURE
CHOOF PROPERTIES LLC	4000 CALLE TECATE STE 215	ADMINISTRATION OFFICE
ART OF BRONZE	569 CONSTITUTION AVE # D	ARTIST - ART DEALER - GALLERY
COWDREY JENKINS, LLP	1203 FLYNN RD 160	ATTORNEY AT LAW
TESLA MOTORS INC	311 E DAILY DR	AUTO SALES
AVENIDA CALLE ACASO LLC	1199 AVENIDA ACASO	BUILDING OWNER - COMMERCIAL
AVENIDA CALLE ACASO LLC	4098 CALLE TESORO	BUILDING OWNER - COMMERCIAL
AVENIDA CALLE ACASO LLC	1250/60/70 AVENIDA ACASO	BUILDING OWNER - COMMERCIAL
AVENIDA CALLE ACASO LLC	1221 AVENIDA ACASO	BUILDING OWNER - COMMERCIAL
IPA CABOT PLACE INVESTORS LLC	2011 VENTURA BLVD	BUILDING OWNER - COMMERCIAL
THE JAMIE AND DAIVA MCBRIDE FLP	2227 VENTURA BLVD	BUILDING OWNER - COMMERCIAL
CHOOF PROPERTIES LLC	78/82 OAK ST	BUILDING OWNER - RESIDENTIAL
CHOOF PROPERTIES LLC	68/72 OAK ST	BUILDING OWNER - RESIDENTIAL
E.F. MOTORSPORTS	626 SHARON DR	CAR WASH
RUSSIAN LANGUAGE SOLUTIONS	11201 VILLAGE 11	COMMUNICATIONS
MARCANTONIO CONSULTING INC	390 WESTPARK CT # 106	CONSULTANT
SPENCER COMMERCIAL ELECTRIC, INC.	1211 FLYNN RD STE 102	CONTRACTOR - GENERAL A/B & A/B/C
AMERICAN VISION CABINETS	270 N AVIADOR ST UNIT D	CONTRACTOR - SPECIALTY C/D/H
JESSICA CORONA @ PRETTY MANE STUDIO	2167 VENTURA BLVD	COSMETOLOGIST - NO MASSAGE PERMIT
RELATIONSHIP ALLIANCE COUNSELING	1601 CARMEN DR STE 207-B	COUNSELING
AESTHETIC ARTS UNIVERSITY	1931 E DAILY DR	EDUCATION - SCHOOL
PRETTY MANE STUDIO	2167 VENTURA BLVD	HAIR-NAIL SALON (NO MASSAGE)
SALON 501	501 MOBIL AVE STE F	HAIR-NAIL SALON (NO MASSAGE)
TOTAL HELP INSURANCE AGENCY	2075 VIA TOMAS	INSURANCE
MOTION RACEWORKS LLC	838 CALLE PLANO	MANUFACTURING
BODIES IN BALANCE	3639 LAS POSAS RD BLDG H	MASSAGE ESTABLISHMENT - GYM - SPA
UNITED WESTLABS INC	5051 VERDUGO WAY STE 130	MEDICAL
MY BEST 9 TO 5 LIFE LLC	686 SAGE BROOK CT	ONLINE SALES
JENNIFER SCOTT @ STUDIO NEOS	202 Village Commons BLVD # 17	PERSONAL SERVICES
LK BEAUTY	266 MOBIL AVE 216	PERSONAL SERVICES
SCULPTING KURVES BY FATIMA	401 CARMEN DR	PERSONAL SERVICES
SFERLAZZA WELLNESS	44175 VILLAGE 44	PERSONAL SERVICES
GNC HOLDINGS, LLC	387 CARMEN DR	RETAIL
JOEY BISHOP MOTORSPORTS	1882 REGENT ST	RETAIL
PHANTOM HALLOWEEN	135 W VENTURA BLVD # B	RETAIL
THOMPSON FAMILY JEWELERS LLC	309 W Ventura BLVD # D	RETAIL
AWESOMENESSTV	192 CAMINO RUIZ	SPECIAL EVENT
CAMARILLO MARATHON	80 DELOZ DR	SPECIAL EVENT
PRE-HIGH HOLIDAY CONCERT IN THE PARK	5800 SANTA ROSA RD # 112	SPECIAL EVENT

TOTAL: 39

Prepared by: VH

CITY OF CAMARILLO											
Transient Occupancy Tax (TOT)											
HISTORICAL			MONTH	FY 2018/19	Change fr Prior Year	FY 2019/20	Change fr Prior Year	FY 2020/21	Change fr Prior Year	FY 2021/22	Change fr Prior Year
Fiscal Year	TOT	Avg Occupancy	July	\$ 267,251	6.52%	\$ 282,591	5.74%	\$ 149,886	-46.96%	\$ 330,583	120.56%
2011/12	\$ 1,702,362	64.8%	August	254,995	4.79%	278,685	9.29%	183,071	-34.31%		
2012/13	1,849,831	66.4%	September	210,997	7.66%	214,049	1.45%	184,837	-13.65%		
2013/14	2,034,121	71.3%	October	220,579	7.97%	245,444	11.27%	193,729	-21.07%		
2014/15	2,266,171	75.0%	November	221,693	32.01%	207,760	-6.28%	140,764	-32.25%		
2015/16	2,542,335	79.6%	December	193,793	11.67%	180,988	-6.61%	122,630	-32.24%		
2016/17	2,418,113	77.0%	January	171,251	-2.55%	188,679	10.18%	144,759	-23.28%		
2017/18	2,510,027	79.2%	February	196,271	11.77%	201,293	2.56%	148,655	-26.15%		
2018/19	2,655,564	78.8%	March	219,598	4.26%	131,113	-40.29%	187,467	42.98%		
2019/20	2,227,001	66.9%	April	217,238	-5.62%	72,014	-66.85%	203,783	182.98%		
2020/21	2,149,636	65.3%	May	224,990	-0.83%	88,478	-60.67%	221,533	150.38%		
			June	256,908	0.73%	135,907	-47.10%	268,563	97.61%		
			FY TOTAL	\$ 2,655,564	5.80%	\$ 2,227,001	-16.14%	\$ 2,149,677	-3.47%	\$ 330,583	120.56%
CURRENT BUDGET										\$ 2,243,895	



City of Camarillo
Delinquent Special Taxes and Assessments
As of August 31, 2021

Attachment 3

Note, ARC or P-Type	Parcel #						
		2016/17	2017/18	2018/19	2019/20	2020/21	Total
	157-0-170-265	-	-	-	-	455.21	455.21
	157-0-190-015	-	-	-	-	910.42	910.42
	157-0-202-195	-	-	-	-	44.99	44.99
Total Delinquent Property Tax		\$ -	\$ -	\$ -	\$ -	\$ 1,410.62	\$ 1,410.62
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		0.00%					
2020/21 Tax Levy		\$ 500,775.44					
Property Tax % Delinquent		0.28%					

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. 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)

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 TrustAccount Report for the Period
8/1/2021 to 8/31/2021Mark Uribe
Director of Finance
City of Camarillo
601 Carmen Drive
Camarillo, CA 93010

Account Summary

Source	Balance as of 8/1/2021	Contributions	Earnings	Expenses	Distributions	Transfers	Balance as of 8/31/2021
OPEB	\$5,789,901.79	\$8,572.92	\$68,564.95	\$2,494.91	\$0.00	\$0.00	\$5,864,544.75
PENSION	\$6,971,238.93	\$0.00	\$82,076.99	\$2,994.08	\$0.00	\$0.00	\$7,050,321.84
Totals	\$12,761,140.72	\$8,572.92	\$150,641.94	\$5,488.99	\$0.00	\$0.00	\$12,914,866.59

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

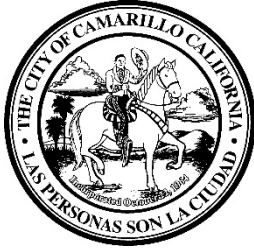
Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	1.18%	2.89%	17.52%	10.93%	9.94%	8.69%	9/1/2009
PENSION	1.18%	2.88%	17.48%	12.72%	-	-	9/6/2018

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: September 16, 2021

TO: Greg Ramirez, City Manager

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

SUBJECT: Monthly Activity Report for August 2021

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

WATER DIVISION

- Following are the results of water conservation activities for August:
 - Water Waste Complaints: 2
 - 1st Violation Citations: 0
 - 2nd Violation Citations: 0
 - Conservation Door Tags: 127
 - High Consumption & Leak Investigations: 3
 - Home Water Surveys: 4
 - Commercial Water Surveys: 0
 - Repair Leak Notices: 1
 - Irrigation Controller Programming: 5
 - Residential Toilet Retrofits: 0
 - Commercial Toilet Retrofits: 0
 - Aerators: 0
 - Showerheads: 0
- Water Division Customers achieved a 14.7% reduction in water use compared to August 2013, with a cumulative reduction of 15.2% 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 4 residential landscape and irrigation surveys in August and installed 528 high-efficiency sprinkler nozzles and 250 feet of drip irrigation.

STREETS DIVISION

- There were 241 work orders completed by the Streets Division.

- The cost of graffiti abatement for August was \$2,272 and there were 25 graffiti incidents reported.
- The Street Division's concrete crew continues to perform concrete grinding and sidewalk removal in the western portion of the City. The sign and pavement marking crew completed the school crossing pavement markings and are now doing double yellow pavement markings in the central part 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, benches, street furniture, and statues.
- The in-house tree trimming crew continues trimming trees in the northern portion of the City and completes work requests as necessary city-wide. This crew also has personnel assigned to focus on small tree care, tree installations, city-wide on-going weed abatement spraying, and mulch spreading as necessary.

SANITARY DIVISION

- Following are the results of Sanitary Division activities for August:
 - Fats, Oils, and Grease (FOG) Program Inspections: 11
 - FOG Violations: 0
 - Collection System Inspections: 1
 - Treatment Plant Flow: 104.084 (million-gallons)
 - Sewer Spills: 0
 - Water Quality Violations: 0
 - Recycled Water Deliveries: 104.066 (million-gallons)

STORMWATER DIVISION

- Stormwater staff conducted 6 construction site inspections, 2 industrial site inspections, and 15 special use permit inspections.
- All 1566 City-maintained catch basins were inspected.
- Staff conditioned 2 new projects, conducted 5 plan checks, and coordinated with developers, contractors, and homeowners to review stormwater quality mitigation requirements.
- Staff virtually attended the Planning and Land Development Subcommittee, Calleguas Creek TMDL MOA Meeting, Public Outreach Subcommittee, Ventura County Stormwater Management Committee Meeting, Coastal Cleanup Day Steering Committee, and continued to virtually meet with and coordinate with developers for the Shea Homes Project.
- Staff attended the bid opening on August 3rd for Specification No. MC-2021-1 Ditch, Culvert, and Detention Basin Maintenance.

- The Regional NPDES Permit (Regional Permit) for Ventura and Los Angeles Counties was adopted on July 23rd, and becomes effective on September 11, 2021. Stormwater Staff has kept management staff informed on the findings in the Regional Permit.

CAPITAL IMPROVEMENT DIVISION

- See following tables and map.

LAND DEVELOPMENT DIVISION

- See following tables and map.

TRANSPORTATION AND TRANSIT DIVISION

- See following table and graphs.



CIP STATUS REPORT

August 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 is complete. Construction of the pipeline from Wells A and B to the Desalter site is complete. Construction of the block wall, curb, gutter and sidewalk, and other site improvements continues. Testing of the treatment processes is underway. The operations contractor Inframark continues to prepare the required documentation for Desalter operations.
9	Well Rehabilitation - Airport 3, WT-14-01	Rehabilitation activities include: fix electrical, control and pump equipment.	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.
3	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.	City Council awarded design contract to Goodale Architecture April 28, 2021. Project Design is underway.



CIP STATUS REPORT

August 2021

Map Key	Project Title	Description	Status
4	CSD - Pump Station No. 3 Rehabilitation, SS-13-04	Rehabilitation of pump station to include: pump upgrades and repiping modifications.	The project is currently in the construction phase and the contractor is procuring long lead time materials before construction work commences.
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. SCE energized the Site 6/6/21. Developer working on obtaining zone clearance and building permits for Buildings A, B and Embassy Suites.
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's consultant is preparing engineering studies for review by City staff and project stakeholders which are required to develop the environmental documents. VCTC anticipates the Draft Environmental Document to be available for review early 2022.
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 easement acquisition phase is underway. Construction is anticipated in FY 22-23.



CIP STATUS REPORT

August 2021

Map Key	Project Title	Description	Status
10	Camarillo Hills Drain Replacement, SD-5052	Replace existing concrete box culvert under Las Posas Road/Ventura Blvd. intersection.	Final design has begun. Staff 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.	Preliminary design of the hybrid microgrid and final design of the generators is underway. Staff is pursuing grant funding for the project.
12	City Hall Council Chamber Remodel, CH-09-01	Upgrades to City Council Chambers including ADA accessibility, audio visual and lighting.	The project is currently in the design phase, with future Council input required before design is complete. Construction is currently estimated to begin late FY 22-23.
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. Once design is complete, the project will be on-hold until beyond FY 25-26.
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 is complete. Project closeout process underway.
15	Chemical System Improvements - Phase 1, SS-5078	Upgrades to chemical system at treatment plant to improve reliability.	Design is underway.
16	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.	The first phase to construct the portion south of the 101 Freeway is underway.



CIP STATUS REPORT

August 2021

Map Key	Project Title	Description	Status
17	Annual Resurfacing, ST-5021	Provide annual resurfacing to local streets as recommended by the Camarillo Pavement Management Plan.	Design is complete. Bids open in September 2021. Construction anticipated to begin in Fall 2021.
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	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 late Summer 2021.
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 complete. Project in close out phase.
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.	Coordinating a project agreement 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 phase is underway.



CIP STATUS REPORT

August 2021

Map Key	Project Title	Description	Status
24	Annual Resurfacing, ST-5020	Provide annual resurfacing to local streets as recommended by the Camarillo Pavement Management Plan.	Construction is complete and project is in closeout phase. Project went to Council on 8/25/21 for Notice of Completion.
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	Design is underway.
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. ROW coordination in process.
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. CSD awarded preliminary engineering contract on August 25, 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 is underway and scheduled for completion by late Fall 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.	Preliminary design is underway.



CIP STATUS REPORT

August 2021

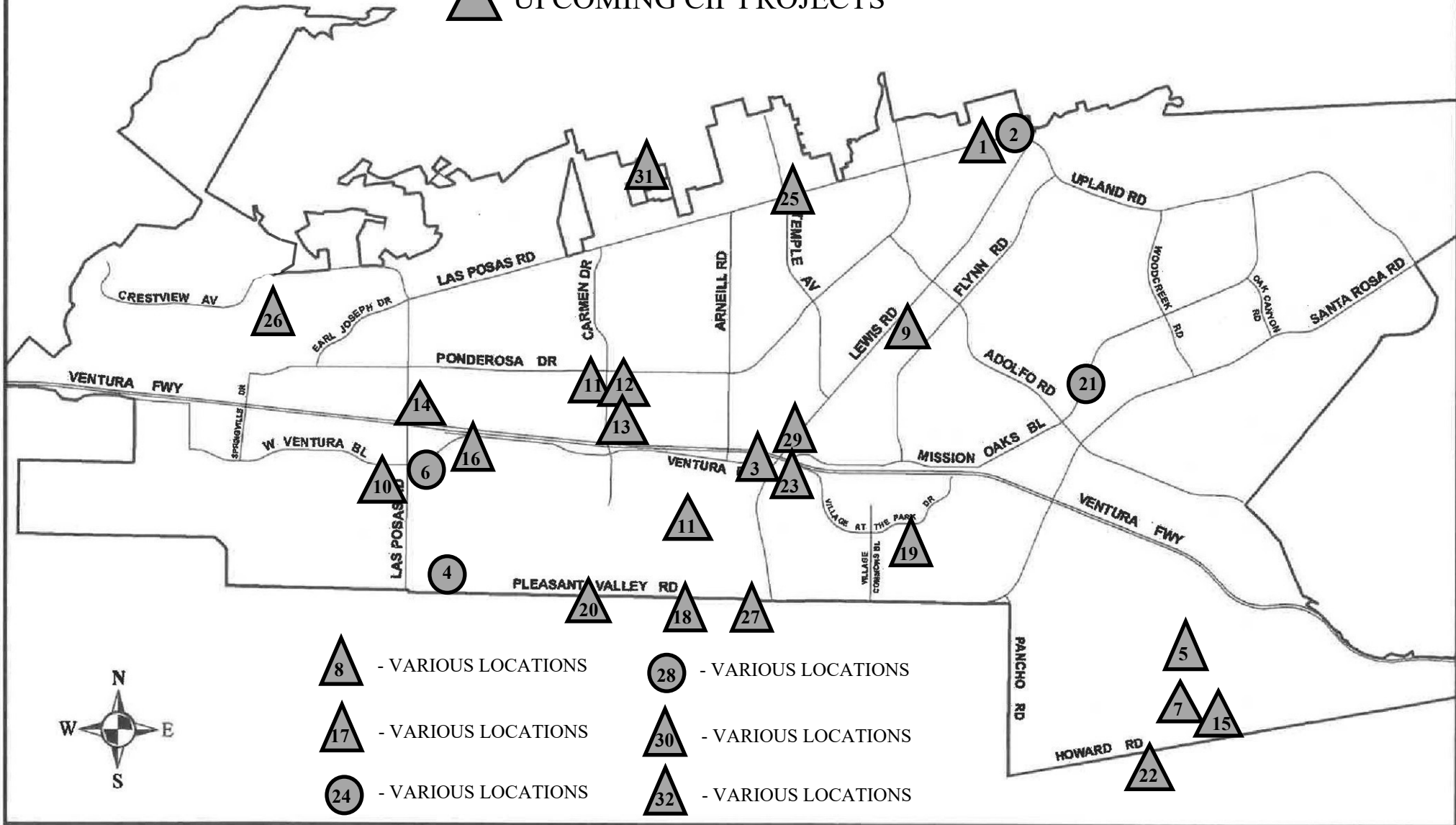
Map Key	Project Title	Description	Status
30	Local Road Safety Plan, PW-2002	Develop a Citywide roadway safety plan.	The plan was presented to the Streets & Infrastructure Committee in June 2021. The plan is currently in final development and is anticipated to be complete in late 2021.
31	Anacapa Storm Drain Repair, SD-5116	Repair a short section of storm drain piping.	Construction anticipated early Fall 2021.
32	ST-5024/23 Annual Resurfacing/Overlay	Annual Resurfacing and Overlay projects.	Design to begin late Fall 2021, construction anticipated Summer 2022.



CITY OF CAMARILLO

CIP PROJECTS

- CIP PROJECTS IN CONSTRUCTION
- ▲ UPCOMING CIP PROJECTS





LAND DEVELOPMENT/PERMIT STATUS REPORT

August 2021

Map Key	Project Title	Description	Status
1	RPD-189M(3) Williams Homes	96 Apartment units in 5 buildings located south of Petit Street on the west side of Village at the Park Drive.	Installation of sewer, water and storm drain continued. Grading also continued in preparation of the building pads and stormwater basin.
2	T-5945/RPD-188 Aldersgate	87 for sale condominium units	The Pool Area received Certificate of Occupancy. Construction of the project was nearly complete.
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.	Onsite paving nearly complete. Palm trees were installed. Vertical framing continued on the Home2 Suites building and buildings C and D.
4	TT-5969 Williams Homes	Stockpile located at the northeast corner of Pleasant Valley Road and Lewis Road. (Future - 285 for sale condominium project)	Stockpile grading and dirt hauling remained nearly completed.
5	Tract 5671-1 Offsite Stockpile	Stockpile located at the southwest corner of Ponderosa Drive and Springville Road. (Future 159 Single Family Homes)	No hauling occurred this month.
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 have been completed and occupied. 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.	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.	19 buildings received Certificates of Occupancy. Precise grading continued. Construction of the trailhead and workshop remained nearly completed.



LAND DEVELOPMENT/PERMIT STATUS REPORT

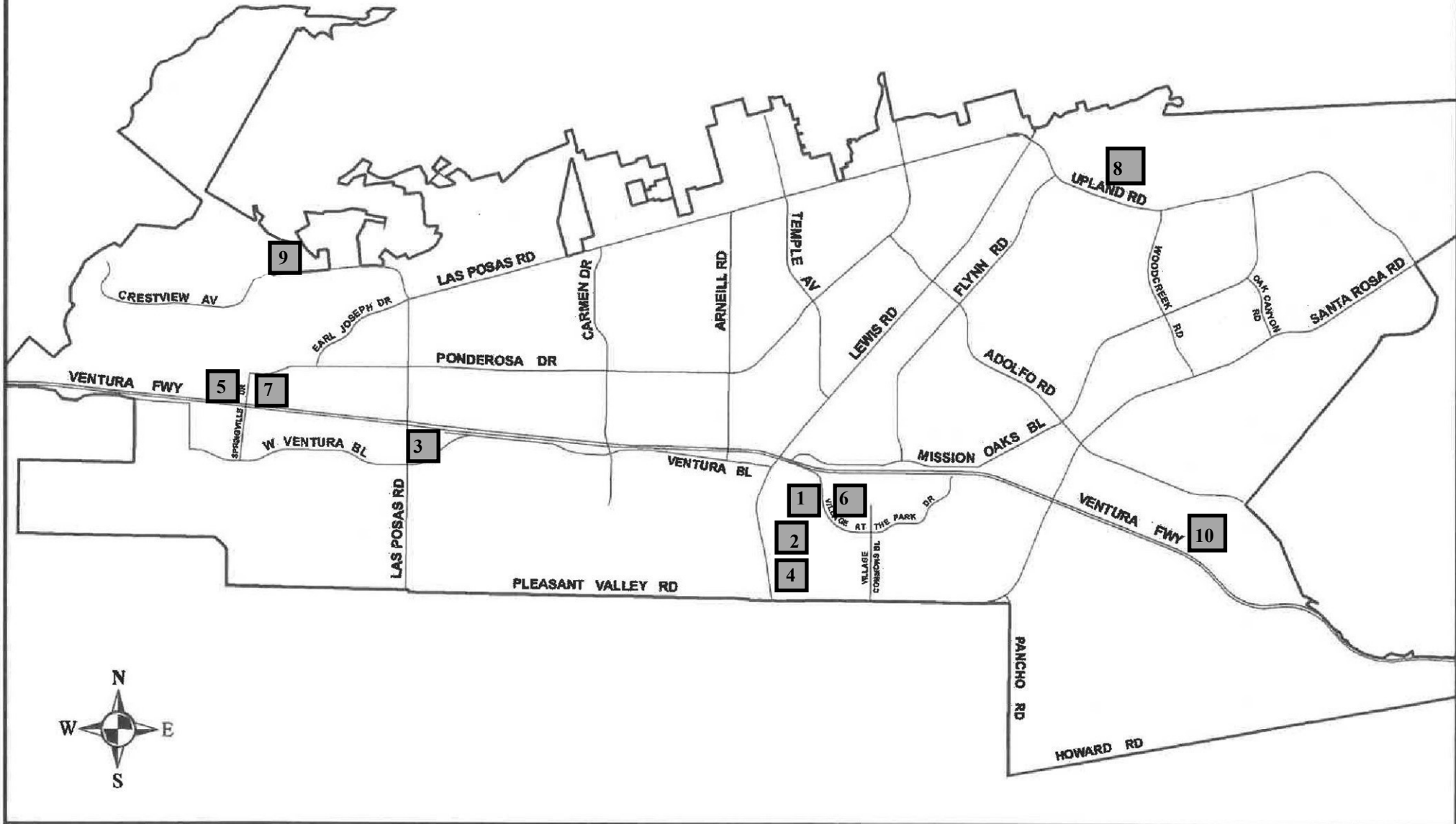
August 2021

Map Key	Project Title	Description	Status
9	Tract 5920M(1)	12-lot subdivision located between Corte Corrida and Crestview Avenue	Rough grading of the 12 single family lots was completed. The tract continued to be prepared for the future fine grading and construction of the individual single family residences.
10	T-5979 PEGH Investments, LLC	4 industrial zoned lots and extension of Camino Carillo.	Rough grading of the four lots remained completed.



CITY OF CAMARILLO LAND DEVELOPMENT PROJECTS

 LAND DEVELOPMENT/PERMIT PROJECTS



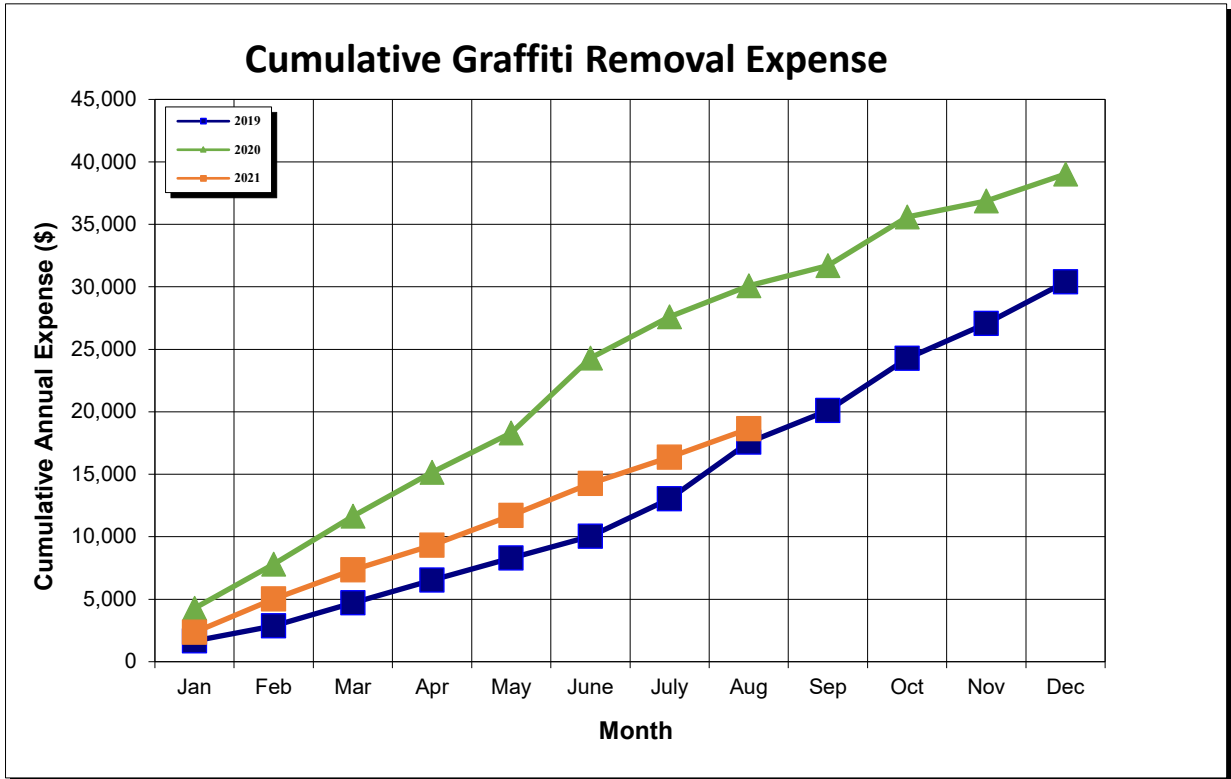
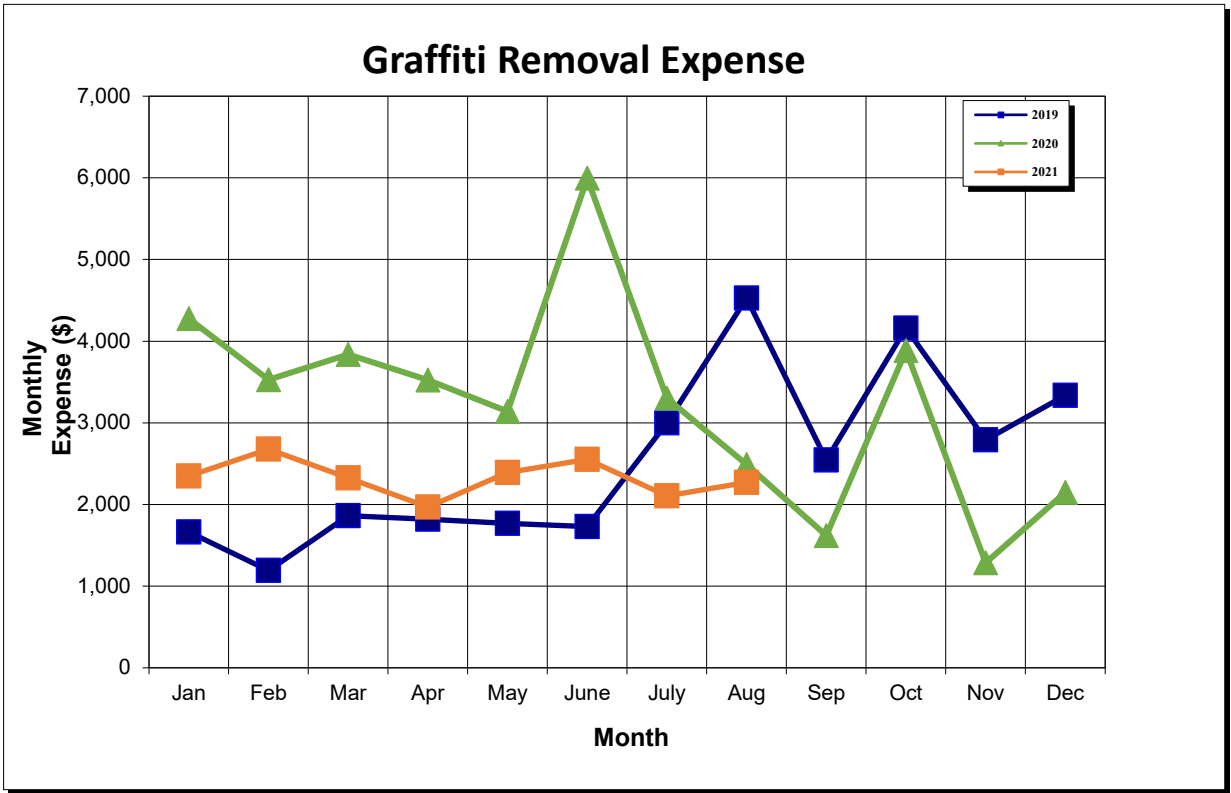
PUBLIC WORKS MONTHLY ACTIVITY REPORT 2021 - 2022

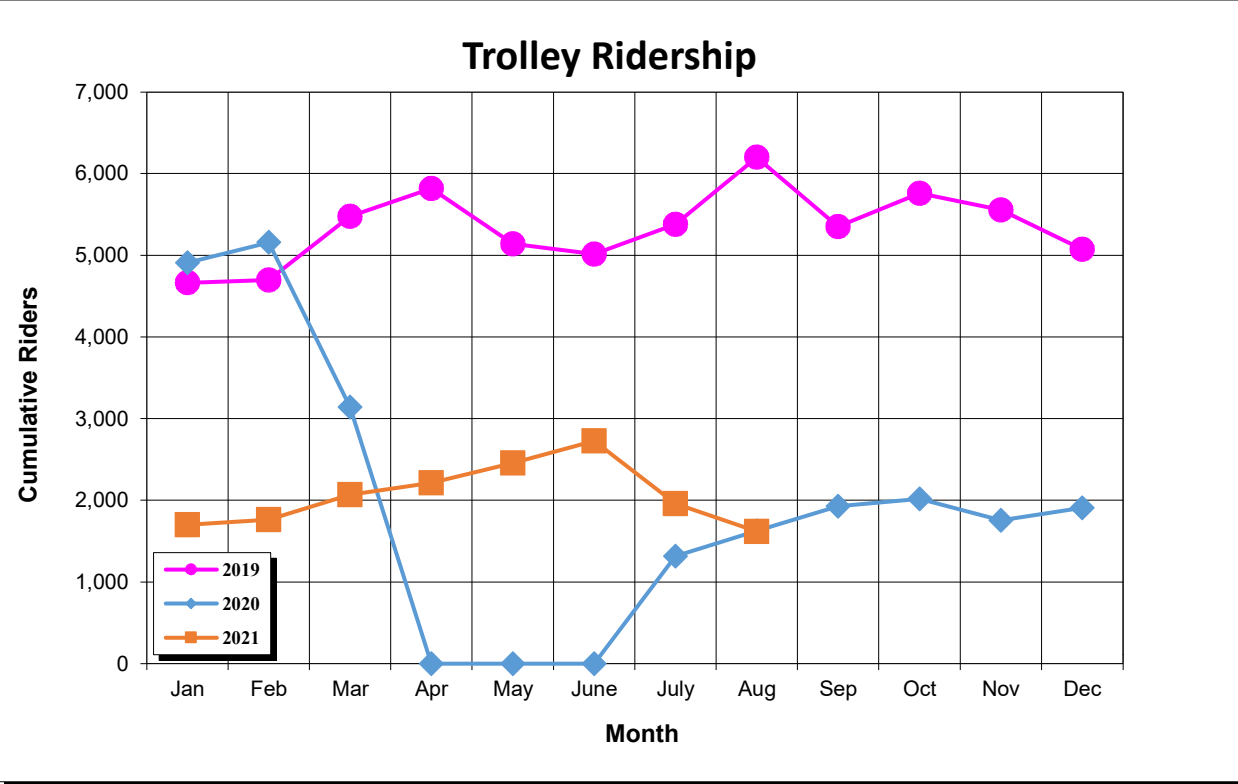
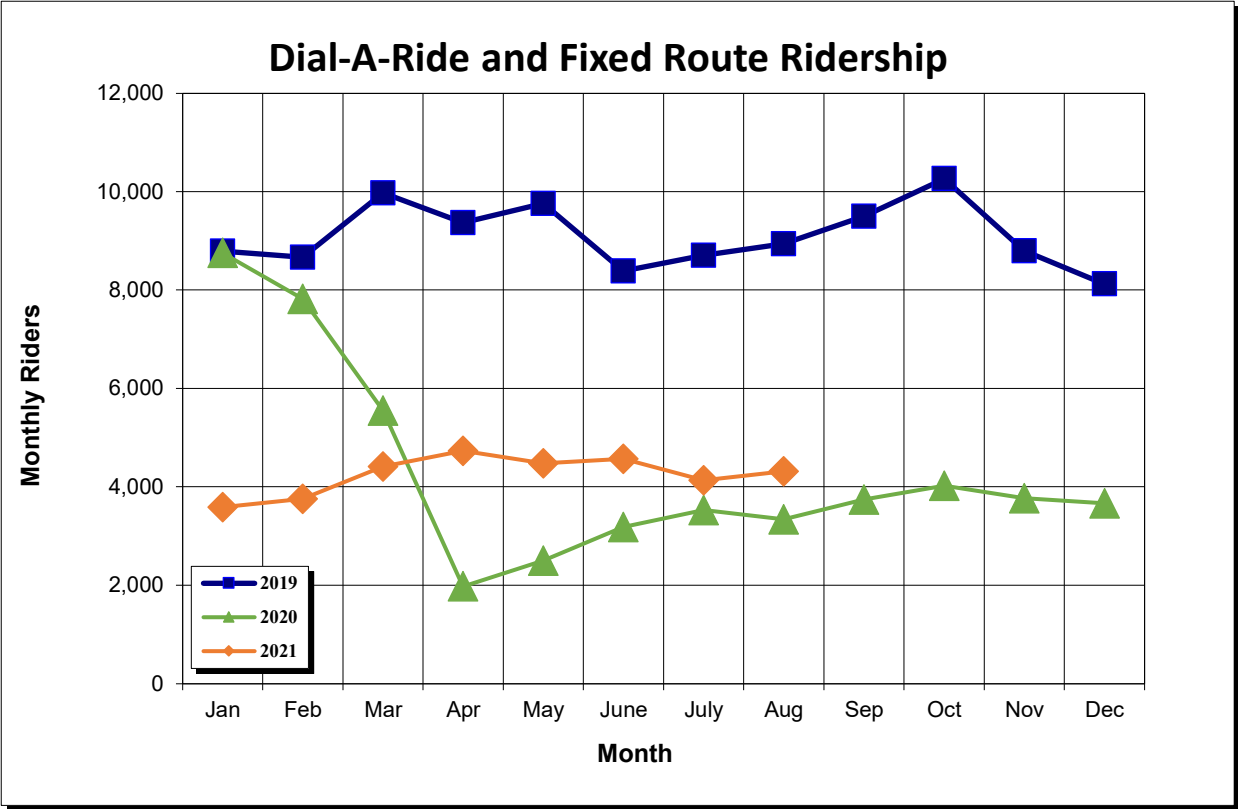
Task	20/21 FY Totals	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY Totals
ADMINISTRATION														
CSD/Council Agenda Reports	175	16	7											23
Resolutions and Ordinances	77	5	4											9
Agreements and Contracts	98	8	2											10
Public Hearings	7	0	0											-
Backflow Late Notice	374	22	21											43
Backflow Test Results	2,735	215	207											422
Project Plans and Specs Sold for Bidding	73	5	9											14
Bid Openings	9	0	1											1
Citizen Requests Generating Services	3,086	148	230											378
CAPITAL IMPROVEMENT PROJECTS														
Request for Qualifications	4	0	0											-
Task Orders	19	2	1											3
Pay Estimates	14	3	2											5
Notice of Completion	2	1	1											2
LAND DEVELOPMENT														
Oversize Vehicle Permits	57	8	3											11
Encroachment Permits	329	12	24											36
Assistance with FEMA Issues	116	5	6											11
Project Plan Checks	116	6	13											19
Records Research/Citizen Requests	1,238	269	294											563
SANITARY														
FOG Inspections	245	15	11											26
Collection System Inspections	65	4	1											5
Sewer Main Line Cleaned (ft)	325,255	26,674	16,414											43,088
Sewer Main Line CCTV (ft)	231,262	21,752	16,648											38,400
Sewer Spills	1	0	0											-
Wastewater Treated (million-gallons)	1,237.678	104.378	104.084											208
Recycled Water (million-gallons)	1219.621	99.951	104.066											204
Odor Complaints	7	0	0											-
Citizen Complaint/Field Investigations	6	0	0											-

PUBLIC WORKS MONTHLY ACTIVITY REPORT 2021 - 2022

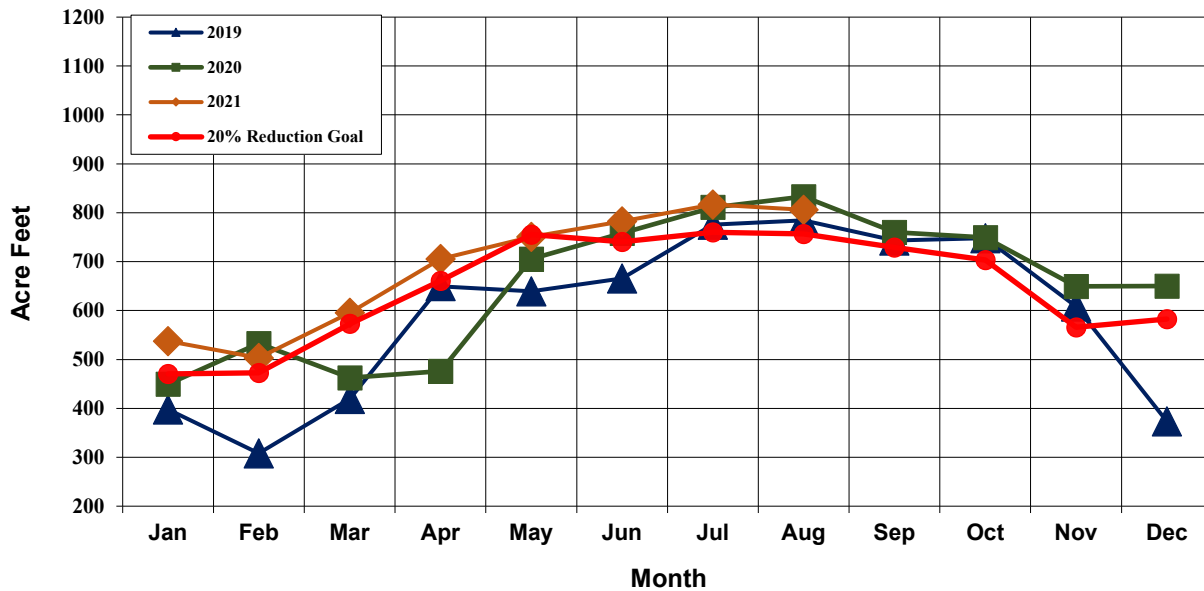
Task	20/21 FY Totals	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY Totals
STORM WATER														
Inspections	4,034	28	1589											1,617
Illicit Discharges or Illegal Connections	60	3	14											17
Public Outreach														
• Events	8	1	0											1
• Contacts	216,000	28,000	0											28,000
Storm Drains Repaired or Cleaned	1,756	0	0											-
STREETS														
Work Orders	3,539	213	241											454
Trees Trimmed	5,324	496	435											931
Sidewalk Repairs	220	11	25											36
Pothole Repairs	71	4	0											4
Graffiti Clean Up Cost	\$28,993	\$2,106	\$2,272											\$4,378
Graffiti Incidents	257	16	25											41
TRAFFIC														
CAT - Dial-A-Ride Passengers	40,380	3,552	3,754											7,306
CAT - Fixed Route Passengers	7,209	581	562											1,143
Trolley Passengers	23,468	1,958	1,618											3,576
Traffic Investigations and Studies	30	1	3											4
Traffic Counts and Radar Surveys	77	2	2											4
Signal Maintenance and Repairs	633	67	44											111
Street Light Outages	29	0	1											1
Traffic Control Plans Reviewed	351	14	22											36
WATER														
Work Orders	5,337	537	563											1,100
Water Use														
• Avg. Single Family (hcf/month)	13.1	14.4	14.8											14.6
• Groundwater Used (acre-ft)	3,007	204.3	217.9											422
• Imported Water Purchased (acre-ft)	5,322	612.5	588.2											1,201
Total (acre-ft)*	8,328	816.8	806.1											1,623

* May not sum due to rounding.

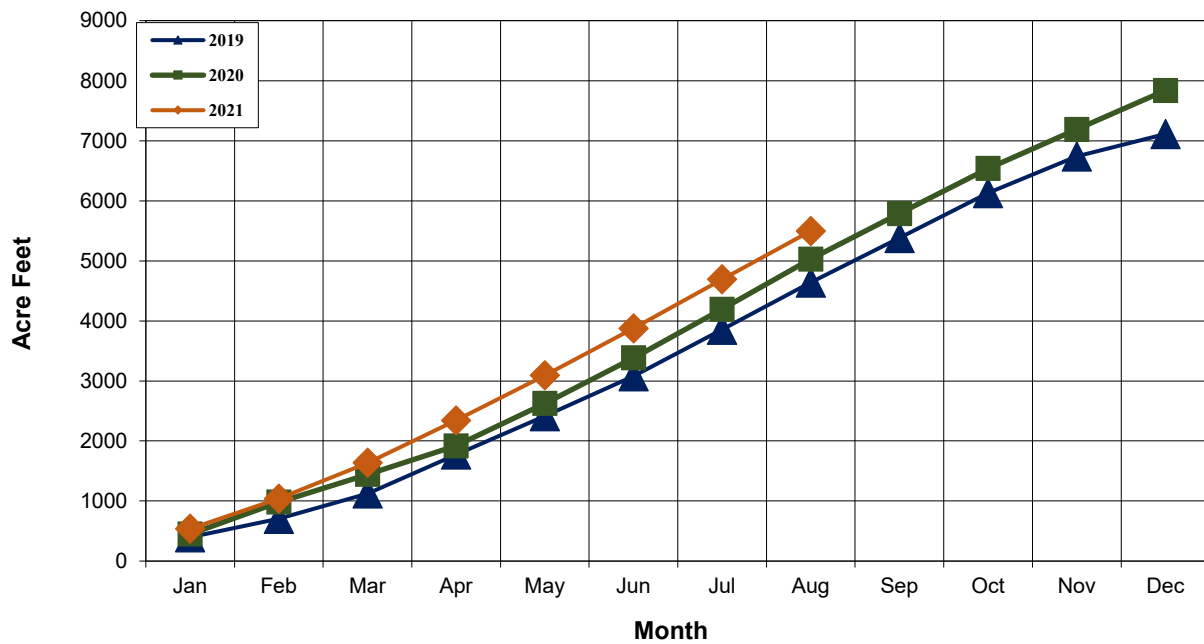




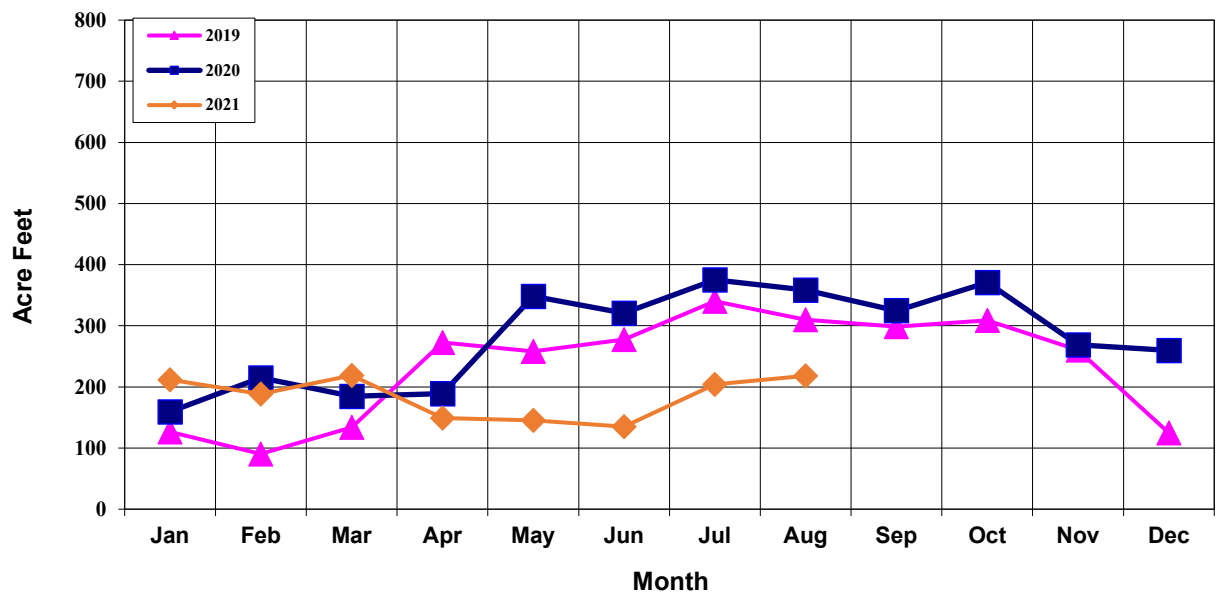
Total Potable Water Production (Groundwater Pumping & Imported)



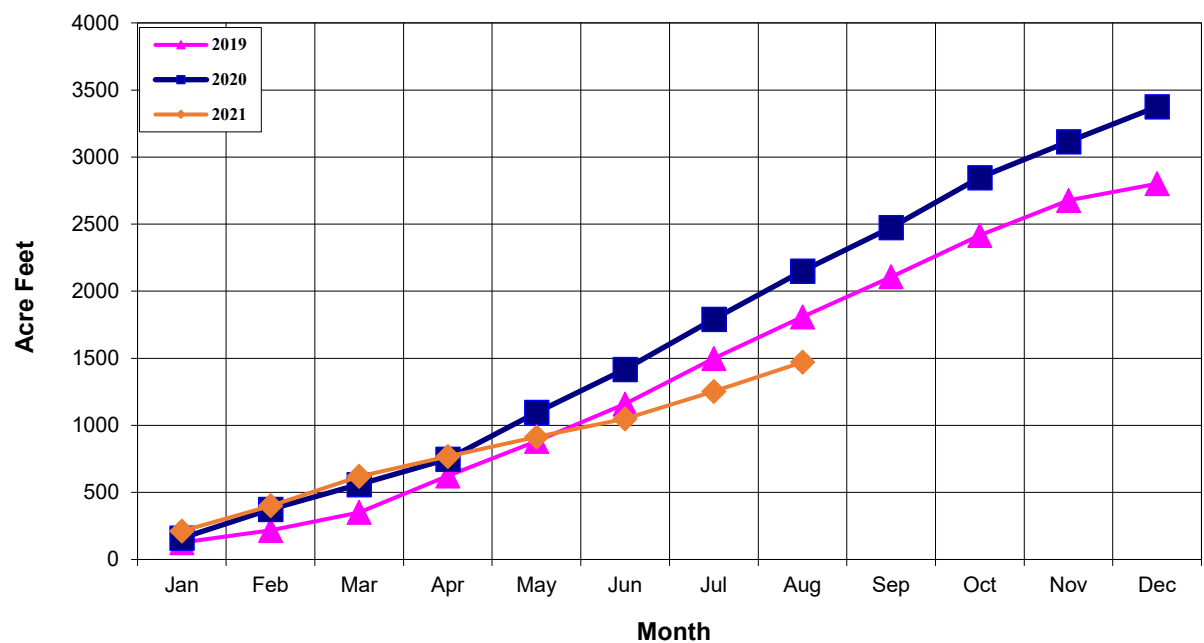
Cumulative Total Potable Water Production (Groundwater Pumping & Imported)



Ground Water Pumping



Cumulative Ground Water Pumping





City of Camarillo

Police Department Memorandum

DATE: September 14, 2021
TO: Greg Ramirez, City Manager
FROM: Eric Tennesen, Commander
SUBJECT: Police Department Monthly Report – August 2021

ADMINISTRATION

Meetings/Events Attended

Various City and County meetings
Sheriff's Compstat meeting (8/9)
Met with PVSD Superintendent (8/24)
First Responder Covid meeting (8/26)
Emergency Response meeting with PVSD (8/27)

INVESTIGATIONS

The Camarillo Investigations Bureau reviewed a total of 153 cases (95 felonies, 48 misdemeanors, 10 other crimes), of which 126 occurred in the City of Camarillo.

The 126 cases fell into the following crime categories:

- 71 property crimes: 10 of which were burglaries (3 residential, 6 vehicle, 1 commercial)
- 50 Crimes Against People (2 domestic violence)
- 5 Fraud/forgery type cases

Search Warrants/Probation Searches:

- Detectives wrote/served 13 search warrants
- Detectives conducted 0 probation searches

Case Closures:

- The Camarillo Investigations Bureau closed 96 cases, 63 of which were closed by arrests made by detectives, Special Enforcement Detail, or patrol.

Crime Trends:

- 6 stolen vehicles
- 22 grand thefts; 14 from vehicles

Outlet Crimes: There were 17 property crimes at the Outlets.

Missing Persons: 2 missing persons investigations were conducted by detectives.

SPECIAL ENFORCEMENT DETAIL

Arrests: The Special Enforcement Detail (SED) was involved in the arrests of **20** individuals for a variety of crimes:

Under the influence / Drug related	9
Gun related	1
Gang related	2
Other	8

**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: **10** resulting in **11** arrests

Surveillances: SED coordinated and/or participated in **13** surveillances.

Search Warrants: **13** authored/served

Training: No specialized training; however, there was a two-hour firearms qualification that was attended.

Graffiti: Currently there are **16** active graffiti cases.

Summary of SED Activity:

- SED conducted surveillance on a known parolee and probationer residing in Camarillo. During the surveillance, the two subjects were contacted and ultimately arrested for narcotics related crimes. Both subjects were booked into the Ventura County Jail. (8/3)
- SED conducted surveillance regarding a grand theft investigation. As a result of the surveillance, detectives identified several subjects related to the theft. A

probation search was conducted at the location, which resulted in the primary subject being arrested for two felonies and one misdemeanor crime. The suspect was booked into the Ventura County Jail. (8/10)

- SED conducted surveillance on a narcotics dealer who was wanted in connection with multiple opiate overdose cases. During the surveillance, the suspect was located inside of a motorhome in Los Angeles County. The suspect was arrested for probable cause cases and transported back and booked into the Ventura County Jail. (8/19)
- SED conducted surveillance on a known narcotics dealer who was distributing narcotics in the city of Camarillo. During the surveillance, detectives observed a narcotics transaction, and arrested the narcotics dealer for felony drug related charges. The suspect was booked into the Ventura County Jail. (8/24)
- SED detectives conducted a warrant service at the residence of a wanted felon and took the suspect into custody for the warrant. The suspect was booked into the Ventura County Jail. (8/26)

Project Hope Activity:

- Total Contacts in an Outreach Capacity: 13
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:

- Began using new data collection application for homeless in the city and to determine specific issues so as to better respond to their needs.
- Addressed a public concern with a homeless person who was frequenting the Charter Oaks Plaza. Subject was the basis of multiple patrol calls, and had also been identified by local social media groups as causing problems in the shopping center.

TRAFFIC

Collisions

- 51 traffic collisions, 37 in July = 37.84% increase
- 17 injury collisions, 15 in July = 13.33% increase
- 0 fatal collision, 0 in July = 0.00%
- 5 private property collisions, 6 in July = 16.67% decrease
- 6 "hit and run" collisions, 6 in July = 0.00%
- 4 "hit and run" collisions solved, 5 in July = 20.00% decrease

DUI

- 22 DUI arrests, 15 in July = 46.67% increase
- 7 DUI collisions, 7 in July = 0.00%

Traffic Citations

- 276 hazard violation citations, 168 in July = 64.29% increase
- 422 total citations, 337 in July = 25.22% increase

Parking Citations

- 133 issued, 117 in July = 13.68% increase
- 71 vehicles red tagged, 50 in July = 42.00% increase

Radar Trailer / Message Trailer

- Five trailers were deployed throughout the city for a total of 2,808 hours. One trailer was deployed throughout the city for detectives totaling 144 hours. Three additional trailers were deployed around the Camarillo Premium Outlets totaling 2,232 hours. One trailer was deployed at various locations throughout the city for speed education totaling 432 hours.

Towed vehicles

- 73 vehicles were stored, 41 in July = 78.05% increase
- 9 vehicles were impounded, 3 in July = 200.00% increase

NOTES

Through the Office of Transportation Safety (OTS) grant, two senior driving safety classes, one DUI saturation operation, and one DUI / Driver's License checkpoint was conducted.

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
- Monthly calls for service to Neighborhood Watch (NW), Block Captains, and business groups
- Social media posts (8/3, 8/4, 8/23)
- Follow-up with Code Enforcement regarding noise complaint/trespass
- Follow-up with train station regarding signs (8/10)
- City Scene article planning, compilation, and submission (8/18)
- Assisted Code Enforcement on Lewis Rd. with on-going issue in the industrial area
- Ring camera network joining
- Handled trespass problem at Las Posas Plaza

Nextdoor.com Activity:

- New residents joined in August: **285**
- Total members (households): **21,750**

Neighborhood Watch Groups: 63

Youth Officer Senior Deputy

- 1 new runaway case, 1 closed, 1 transferred to Major Crimes
- Runaway flyer composed and distributed (8/2)
- Follow-up to various scam trespass calls
- Honor Guard detail (8/6)
- Follow-up to Catalytic Converter Scratch Program; equipment delivery
- Information distributed regarding Active Shooter training
- SRO meetings (8/10, 8/12, 8/16, 8/18, 8/19, 8/24)
- Concert in the Park (8/7, 8/27)
- Met with new PVSD Superintendent regarding board meeting protests
- Explorer meeting (8/17)
- Met with Academy Captain regarding Honor Guard and EVOC training (8/17)
- Meeting at ACHS (8/17)
- Handled trespass abatement issue (8/17)
- Follow-up with Code Enforcement (8/18)
- Assisted PVSD parent with registration issue (8/18)
- Met with District Attorney's Office regarding SB 439 (juvenile court) (8/19)
- Met with Outlet Mall regarding crime review (8/19)
- School Board meeting detail at City Hall with the Special Enforcement Detail (8/19)
- Follow-ups to Parenting class
- POST video production correspondence
- 11 city solicitor application clearances
- 1 massage license review
- District planning meeting (8/23)
- Collaborated with Oxnard Police regarding missing person investigation
- Crossing Guard coordination
- Consulted with Ventura Police regarding SRO contracts
- Met with District Attorney's Office, Ventura County Probation, and Casa Pacifica regarding SB 439 (juvenile court) (8/31)

Frontier High School, School Resource Officer

- 11 students and 6 parents counseled
- 1 investigation, 1 call for service

Rancho Campana High School, School Resource Officer

- 16 students counseled
- 1 investigation

PVSD, School Resource Officer

- 6 students counseled
- 1 crime report
- 1 investigation
- 5 calls for service
- 1 presentation / tour
- 17 school visits

Camarillo High School, School Resource Officer

- 5 students and 18 parents counseled
- 4 investigations
- 14 calls for service
- FOS LEDS training (8/12)
- Protest detail (8/19)

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

Currently there are 26 active members

- DART members volunteered **150** hours.
- The membership conducted their monthly meeting on August 19. They held a first aid training opportunity for 2 hours prior to the meeting. During the meeting, they discussed attendance requirements, updating forms, training projections, and upcoming events.
- DART completed their first aid training on August 26.
- DART was scheduled to attend and assist at Camarillo High School's first home varsity football game; however, it was canceled due to Covid related issues.

Explorer Post #2932

Currently there are 6 active Explorer members

- An Explorer advisor meeting was held on August 17.

Camarillo Citizen Patrol (CCP)

Currently there are 31 active members

- Citizen Patrol members volunteered **694** hours.
- Members conducted **27** patrols, for **347** hours.
- **12** vacation house checks and extra patrols were conducted during daily patrols.

- **94** hours were devoted to assisting the Traffic Unit by distributing inter-office mail to various locations.
- **119** hours were devoted to assisting the Investigations Unit by transporting case files to the District Attorney's Office, along with data entry, and additional miscellaneous duties.
- CCP assisted the Traffic Unit on August 21 and 22 at the Wings Over Camarillo Air Show event. Patrols were performed along the FAA restricted flight zones on surrounding roadways. Traffic control was also conducted while Ventura Blvd. was briefly shut down during flight demonstrations.
- The membership conducted their monthly meeting on August 26, and conducted board elections. A new Assistant Captain and Secretary were elected.
- CCP was scheduled to attend and assist at Camarillo High School's first home varsity football game; however, it was canceled due to Covid related issues.

Camarillo Crossing Guards

Currently there are 13 Crossing Guards

- The City held the annual welcome event for the Crossing Guards on August 17. The City Manager, Assistant City Manager, Mayor, and City Councilmembers were present. The Traffic Unit also conducted training with the Crossing Guards, and in return they were able to discuss any on-going traffic matters.
- PVSD and OUHSD schools resumed on August 25. The UPCS campus at Bedford and Dunnigan resumed on August 18.
- There are currently two intersections that do not have assigned crossing guards pending further recruitment.

Reserve Deputies: The two reserve deputies assigned to Camarillo PD logged **14** hours for the month, including **0** hours of patrol partnered with a full-time deputy.

0 hours were spent on local training and **4** hours qualifying at the range.