



City of Camarillo

Office of the City Manager

MEMORANDUM

DATE: August 16, 2021
TO: Greg Ramirez, City Manager
FROM: Carmen Nichols, Assistant City Manager *CA*
SUBJECT: **Monthly Activity Report – July 2021**

ADMINISTRATION

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

- AB 215 (Chiu) - Housing Element: Regional Housing Need: Relative Progress Determination – *Oppose*
- SB 556 (Dodd) – Street Light Poles, Traffic Signal Poles: Small Wireless Facilities Attachments – *Oppose*
- H.R. 4602 (Lowenthal) – Wastewater Infrastructure Pollution Prevention & Environmental Safety Act – *Support*

A letter was sent to Secretary of the United States Department of Transportation Pete Buttigieg in support of the Oxnard Second Platform and Leesdale Extension Phase 2 Project.

HUMAN RESOURCES/RISK MANAGEMENT

Active Recruitments

- Crossing Guards: Continuous recruitment.
- Senior Code Compliance Officer: Offer was declined. Department is reviewing optimum staffing level for the division.
- Senior Customer Service Specialist: Interviews were held on 07/01 and 07/08. An offer of employment was accepted with an effective start date of 07/29.
- Associate Engineer: Interviews were held on 07/13. An offer of employment was accepted with an effective start date of 08/16.
- Administrative Specialist II, Administrative Services: Open list of qualified candidates was available. Interviews were held on 07/06 and 07/13.
- Administrative Specialist I/II, Human Resources: Recruitment was open 07/08-07/28. Applications are under review.

Pending Recruitments

- Utilities Technician
- Public Works Maintenance Worker III
- Water Resources Analyst
- Water Distribution Operator I/II/III
- Assistant Planner
- Collection Systems Mechanic I/II
- Associate Civil Engineer-CIP
- Senior Civil Engineer-CIP
- Engineering Technician II-CIP
- Assistant Engineer I/II-Land Development

Activities/Meetings/Training:

- AALRR Webinar series (2x weekly): Continuous Updates
- COVID Testing Clinic at Constitution Park: 07/01, 07/08, 07/22, 07/29
- Employee Separations: 3
- HelloSign Training
- LinkedIn Training Solution
- Moderated Panel Discussion on Cal-OSHA's Emergency Temporary Standards
- New Employee Orientation: 4
- PrimeGov General User Training
- Webinar: Effective Safety Committees: Making Them Work For You!
- Webinar: How to Develop Good Managers

ECONOMIC DEVELOPMENT

Economic Development Meetings

- 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 (7/1)
- Meeting with the CEO of Visit Camarillo to discuss Camarillo tourism (7/1)
- Meeting with a local restaurant owner regarding a PBID for Camarillo Old Town (7/7)
- Ventura County Economic Vitality Strategic Plan Meeting (7/13)
- Economic Development Collaborative Roundtable (7/14)
- Camarillo Hotel and Tourism Association Board of Directors Meeting (7/15)
- Meeting with the Small Business Development Center Director regarding coronavirus aid (7/15)
- Meeting with Collaborative Developer of the Broadband Consortium of the Pacific Coast to discuss broadband strategies that support local economic development (7/19)
- Staff Get-to-Yes meeting regarding concept preapplications (7/20)

- Meeting with the Workforce Development Board Ventura County to discuss resources for employers and job seekers (7/22)
- West Ventura County Business Alliance ribbon cutting event for Ryan Charlon State Farm (7/22)
- Meeting with Ventura County's Economic Vitality Director regarding business assistance grant (7/22)
- Meeting to demo an online platform for economic development research (7/23)
- Economic Development Collaborative – Economic Development Manager Meeting (7/26)
- Staff business visits to one Camarillo manufacturer and one electrical engineering firm (7/21, 7/22)
- Webinar: CALED – Bridging Silos in Economic Development (7/7)
- Webinar: Economic Development Administration – America Rescue Plan (7/29)
- West Ventura County Business Alliance – Business Advocacy Meeting (7/12)

Economic Development Assistance

- Assisted a restaurant consultant in the collection of traffic counts along Las Posas Road to help in attracting a potential new business. (7/7)
- Assisted an industrial real estate agent with water regulations that impact new business development. (7/7)
- Calls to various non-profit organizations to assess the impact of an expanded polystyrene ban on non-profits. (7/14)
- Assisted a local hotel by providing information on business recovery resources. (7/14)
- Assisted a potential business with site selection and connections with a Camarillo landowner. (7/23)
- Discussions with the Ventura County Fire Department regarding a local business expansion and their high pile storage needs. (7/22, 7/29)
- Assisted an entrepreneur with site selection for a local seafood market. (7/9, 7/26)
- Discussions with a local hotelier regarding code compliance corrections relating to signage. (7/19, 7/23, 7/29)
- Website updates to Camarillo's Hiring Webpage. (ongoing)

COMMUNITY RELATIONS

News Releases / City News Emails:

- Water Main Flushing Begins Next Week in Camarillo (7/22)
- Funding Requirements Led To Fare Increase for Camarillo Area Transit Service (7/30)

Social Media Platforms

Channel	Number of Posts	Number of Fans/Followers	Number of Engagements	Engagement Rate / Clicks
Facebook	34	3,543	548	9 clicks
Instagram	28	331	261	6.04%
LinkedIn	9	205	41	89 clicks

Messaging Campaigns

- Fourth of July Fireworks Show
- Personal Fireworks are Illegal in Camarillo
- Weekly Recycling Begins July 5
- Recognizing Graduating Seniors in Camarillo
- Southern California Edison (SCE) Helicopter/Drone Activities
- Coyote Management Plan
- Water Main Pipeline Flushing Activities
- COVID Testing

Meetings

- Style Guide Working Session
- Video Production Services Proposals Review
- CityScene Newsletter Bid Review
- Webinar: How To Tell Better Stories (7/28)
- Camarillo Local Road Safety Plan Stakeholder Working Group Meeting #2 (7/28)

EMERGENCY PREPAREDNESS

Emergency Planning:

- SCE PSPS Portal Training (7/28)
- SCE / CalOES – Southern California Critical Lifeline Working Group (7/30)
- Ventura County Operational Area Emergency Coordinators Meeting (7/21)
- Update of City’s Emergency Operations Plan (ongoing)
- Inspected and performed maintenance on Automated Defibrillator Units
- Webinar: Earthquake Country Alliance: Ready Your Neighborhood (7/28)
- Webinars: California Utilities Microgrid Incentive Program Series:
 - Laying the Foundation (7/7)
 - Program Design (7/14)
 - Eligibility Criteria (7/21)

Community Emergency Response Team (CERT):

- The August 2021 issue of CERT-Scene newsletter was sent to CERT graduates. The issue includes information on volunteer opportunities for CERT grads.
- American Red Cross Meeting – CERT Volunteer Coordination (7/9)
- CERT Webinar: Restart and Rejuvenate CERT Program after Covid-19 – Hosted by FEMA Region 2, State of California, and National CERT Association (7/28)

SOLID WASTE MANAGEMENT

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

Disposal: **4,994 tons** Diversion: **2,564 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 224 participants attended the monthly event held July 9 and 10 at Clean Harbors Environmental. A total of 5.87 tons of electronic waste, universal waste, batteries, and HHW was diverted from the landfill.

CalRecycle Electronic Annual Report: Staff submitted the annual solid waste report for 2020, which reports the City's self-evaluation of solid waste diversion performance for the preceding calendar year.

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 126.6 pounds, bringing this year's total to 676.3 pounds.

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

Compost Bin Program: Staff processed two compost bin orders during the month of July. The waste hauler delivered the bins to the residents' homes.

MEETINGS / EVENTS / TRAININGS ATTENDED BY CMO STAFF

- Agreement Process / Template Team Meetings (7/22)
- American Planning Association networking event hosted at the Mark in Camarillo Old Town (7/22)
- Camarillo Airport Ad Hoc Committee
- Central Coast Community Action Campaign Working Group on Climate Solutions (7/20)
- CIP Coordination Meeting (7/7)
- Clean Coalition Meetings re: Microgrid Engineering Design (7/8, 7/15)
- Covid Business Assistance Barricade Program (7/7)

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

- CSUCI Alumni & Friends Meetings (7/2, 7/9, 7/12, 7/15, 7/20, 7/29)
- Fireworks Event (7/4)
- Fireworks Event Debrief Meeting (7/21)
- HelloSign Training (7/29)
- Investment Committee (7/27)
- Policy Committee Meetings (7/30)
- PrimeGov: General User Training (7/26)
- SoCalREN Energy Efficient Projects (7/21)
- Solid Waste Solutions Meeting re SB 1383 Ordinance Organic Recycling (7/16)
- State Net Legislative Tracking Tool Meeting (7/19)
- State of the City Planning Meeting (7/29)
- Ventura Council of Governments Board Meeting (7/8)
- Ventura Council of Governments Board – Administrative Committee (7/22)
- Ventura County Animal Services – Staff Working Group (7/29)
- Ventura County/City Managers Group Meeting (7/15)
- Ventura County Leaders – COVID-19 Update Call (7/29)
- Ventura County Regional Sanitation District Board Meeting (7/1, 7/15)
- Webinar: GFOA Conference Session: Value Based Budgeting (7/21)
- Webinar: HdL Consensus Forecast (7/1)
- Webinar: League Legislative Briefing (7/22)
- Webinar: Central Coast Community Action Campaign – Bright Action Platform (7/22)
- Webinar: SCE's Charge Ready Customer Training (7/28)
- Webinar: South Central Coast Incentive Project EV Infrastructure (7/15)

ATTACHMENTS

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

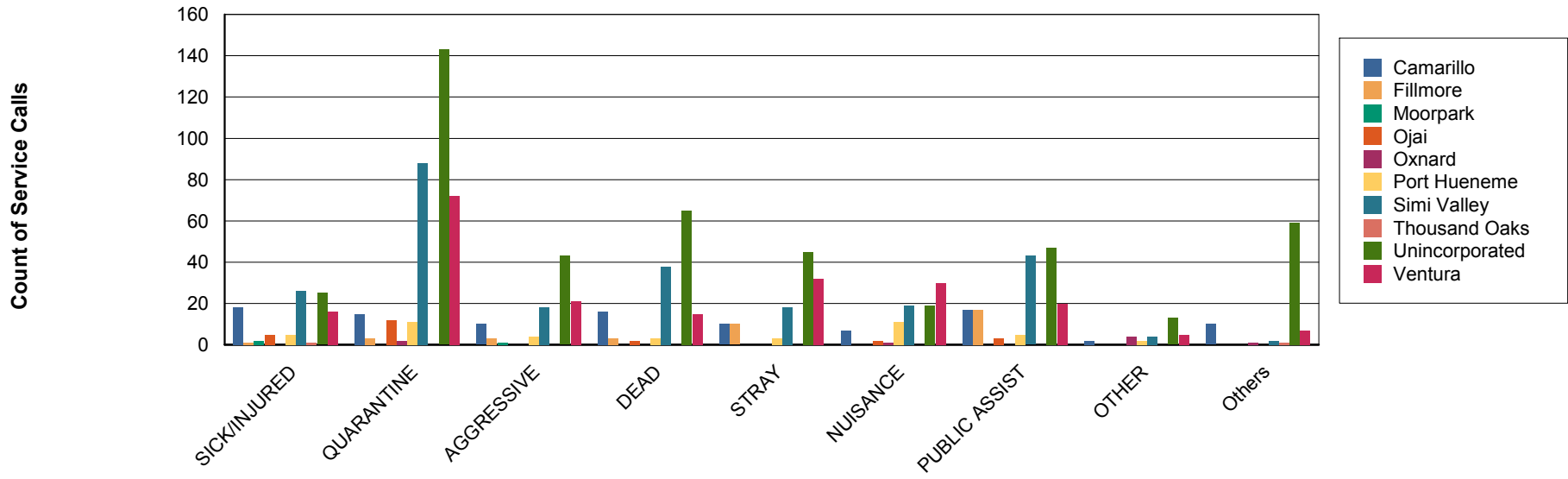
Economic Development Metrics	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	FY 21/22	Council Goals
General Meetings														
Economic Development Meetings	11												11	EDSP
Economic Recovery Meetings	5												5	Recovery
Marketing and Outreach														
Targeted Industry Promotions													0	EDSP
Placemaking Promotions													0	EDSP
Business Expansion and Retention														
Businesses Assisted - General	5												5	EDSP
Businesses Assisted - Recovery	6												6	Recovery
Businesses Assisted - Expansion	2												2	EDSP
Business Surveys Conducted	1												1	EDSP
Business Workshops and Events Coordinated													0	EDSP
Targeted Business Visits (Staff or CC)	2												2	EDSP
Entrepreneurial Development														
Entrepreneurial Events and Meetings Attended	1												1	EDSP
Entrepreneurial Events Organized/Co-Organized													0	EDSP
Startups Assisted	2												0	EDSP
Meetings with VC's													0	EDSP
Real Estate and Community Development														
Development Streamlining Meetings (AKA Get-to-Yes)	1												1	EDSP
Meetings with Brokers and Real Estate Agents	2												2	EDSP
Meetings with Commercial Property Owners	1												1	EDSP
Meetings with Developers													0	EDSP
Businesses Assisted - Attraction	2												2	EDSP
Workforce Development														
Meetings with Workforce Dev. Organizations/University	7												7	EDSP
Businesses introduced to Workforce Dev. Organizations and University													0	EDSP
Critical Infrastructure for ED														
Infrastructure Development Meetings	2												2	EDSP



Ventura County Animal Services

Calls for Service Report

Totals for 01-Jul-2021 thru 31-Jul-2021



	SICK/INJURED	QUARANTINE	AGGRESSIVE	DEAD	STRAY	NUISANCE	PUBLIC ASSIST	OTHER	Others	Total
Camarillo	18	15	10	16	10	7	17	2	10	105
Fillmore	1	3	3	3	10	0	17	0	0	37
Moorpark	2	0	1	0	0	0	0	0	0	3
Ojai	5	12	0	2	0	2	3	0	0	24
Oxnard	0	2	0	0	0	1	0	4	1	8
Port Hueneme	5	11	4	3	3	11	5	2	0	44
Simi Valley	26	88	18	38	18	19	43	4	2	256
Thousand Oaks	1	0	0	0	0	0	0	0	1	2
Unincorporated	25	143	43	65	45	19	47	13	59	459
Ventura	16	72	21	15	32	30	20	5	7	218
Monthly Totals	99	346	100	142	118	89	152	30	80	1,156

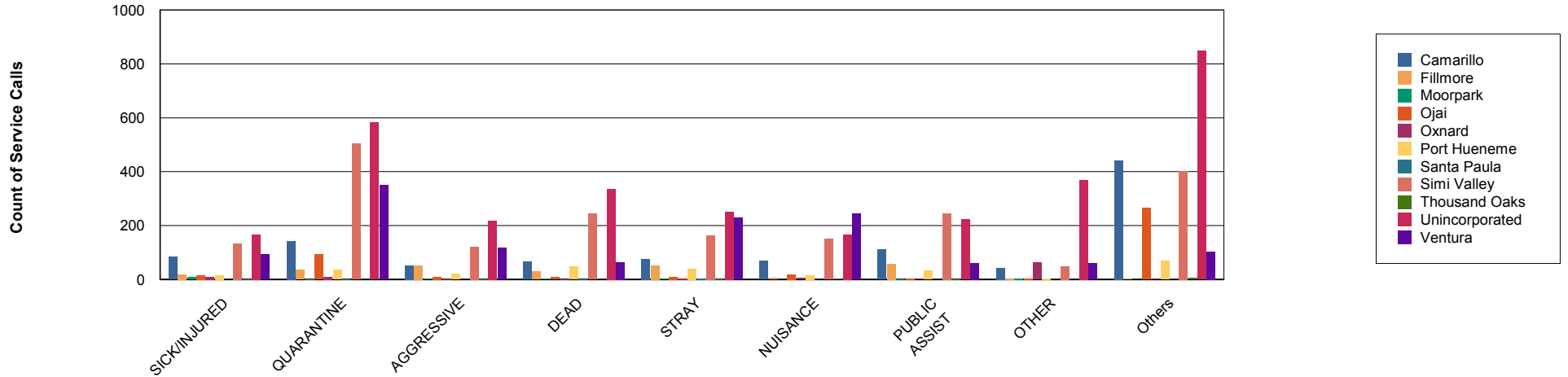


Ventura County Animal Services

Calls for Service Report

YTD Totals

01/01/2021 thru 07/31/2021



	<i>SICK/INJURED</i>	<i>QUARANTINE</i>	<i>AGGRESSIVE</i>	<i>DEAD</i>	STRAY	NUISANCE	PUBLIC ASSIST	OTHER	Others	Total
Camarillo	83	142	52	66	77	69	110	43	442	1,084
Fillmore	18	35	52	29	52	5	58	4	2	255
Moorpark	8	1	2	2	2	0	1	4	0	20
Ojai	16	93	9	8	9	18	4	3	264	424
Oxnard	9	10	1	1	3	5	2	62	2	95
Port Hueneme	15	35	20	48	39	16	32	4	69	278
Santa Paula	0	1	0	1	3	0	0	0	0	5
Simi Valley	133	503	122	244	163	150	246	50	402	2,013
Thousand Oaks	1	0	1	0	1	2	1	0	5	11
Unincorporated	167	582	218	337	252	166	222	369	848	3,161
Ventura	93	350	117	63	229	244	61	59	103	1,319
YTD Totals	543	1,752	594	799	830	675	737	598	2,137	8,665

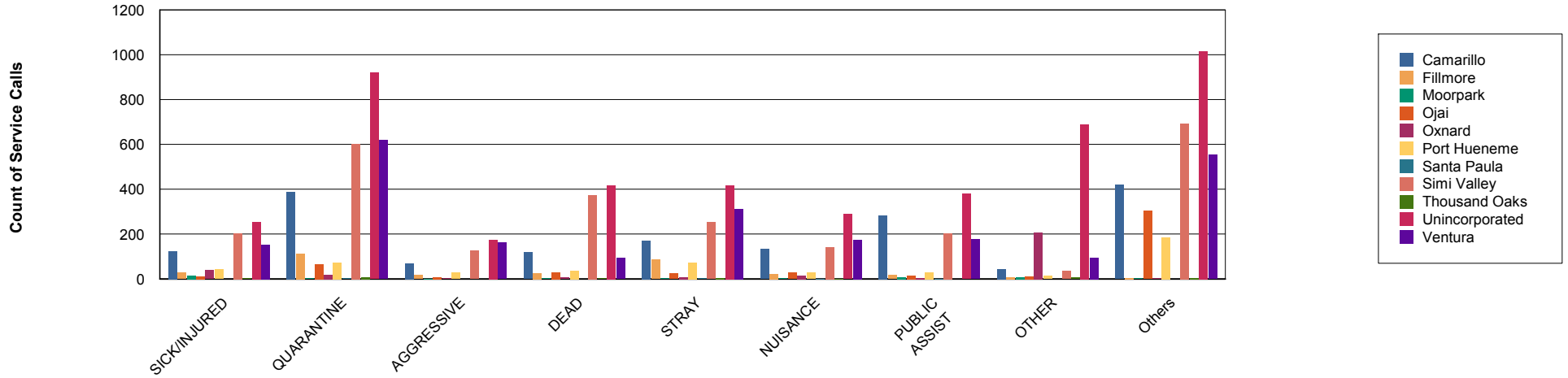


Ventura County Animal Services

Calls for Service Report

2020 Totals

01/01/2020 Thru 12/31/2020



	<i>SICK/INJURED</i>	<i>QUARANTINE</i>	<i>AGGRESSIVE</i>	<i>DEAD</i>	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	2	8	9	3	45
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	6	4	27
Unincorporated	254	921	174	417	418	290	380	691	1,017	4,562
Ventura	153	619	162	93	311	174	176	94	553	2,335
2020 Totals	871	2,814	589	1,105	1,353	835	1,117	1,120	3,184	12,988



VENTURA COUNTY FIRE DEPARTMENT

VNC Calls for Service Report

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

Monthly Totals

01-Jul-21 Thru 31-Jul-21

Reporting Area	Medical	Fire	Rescue	Pub Service	Alarms	Hazardous	Other	Area Total
Camarillo	497	14	43	33	26	9	1	623
Moorpark	116	4	10	27	10	0	1	168
Ojai	62	5	3	6	2	3	1	82
Port Hueneme	137	3	5	10	10	7	0	172
Santa Paula	159	12	9	15	8	5	1	209
Simi Valley	556	13	42	61	46	20	2	740
Thousand Oaks	798	16	36	112	68	18	3	1,051
Unincorporated	457	47	64	60	58	20	2	708
Month Totals	2,782	114	212	324	228	82	11	3,753

YTD Totals

01-Jan-21 Thru 31-Jul-21

Reporting Area	Medical	Fire	Rescue	Pub Service	Alarms	Hazardous	Other	Area Total
Camarillo	3,904	83	237	209	265	109	7	4,814
Moorpark	901	15	70	151	114	43	1	1,295
Ojai	493	30	13	40	36	20	1	633
Port Hueneme	1,001	27	40	57	70	46	0	1,241
Santa Paula	1,182	56	59	64	93	63	1	1,518
Simi Valley	4,723	145	274	457	307	136	12	6,054
Thousand Oaks	5,909	162	331	733	537	163	5	7,840
Unincorporated	3,126	272	449	352	424	290	13	4,926
YTD Totals	21,239	790	1,473	2,063	1,846	870	40	28,321

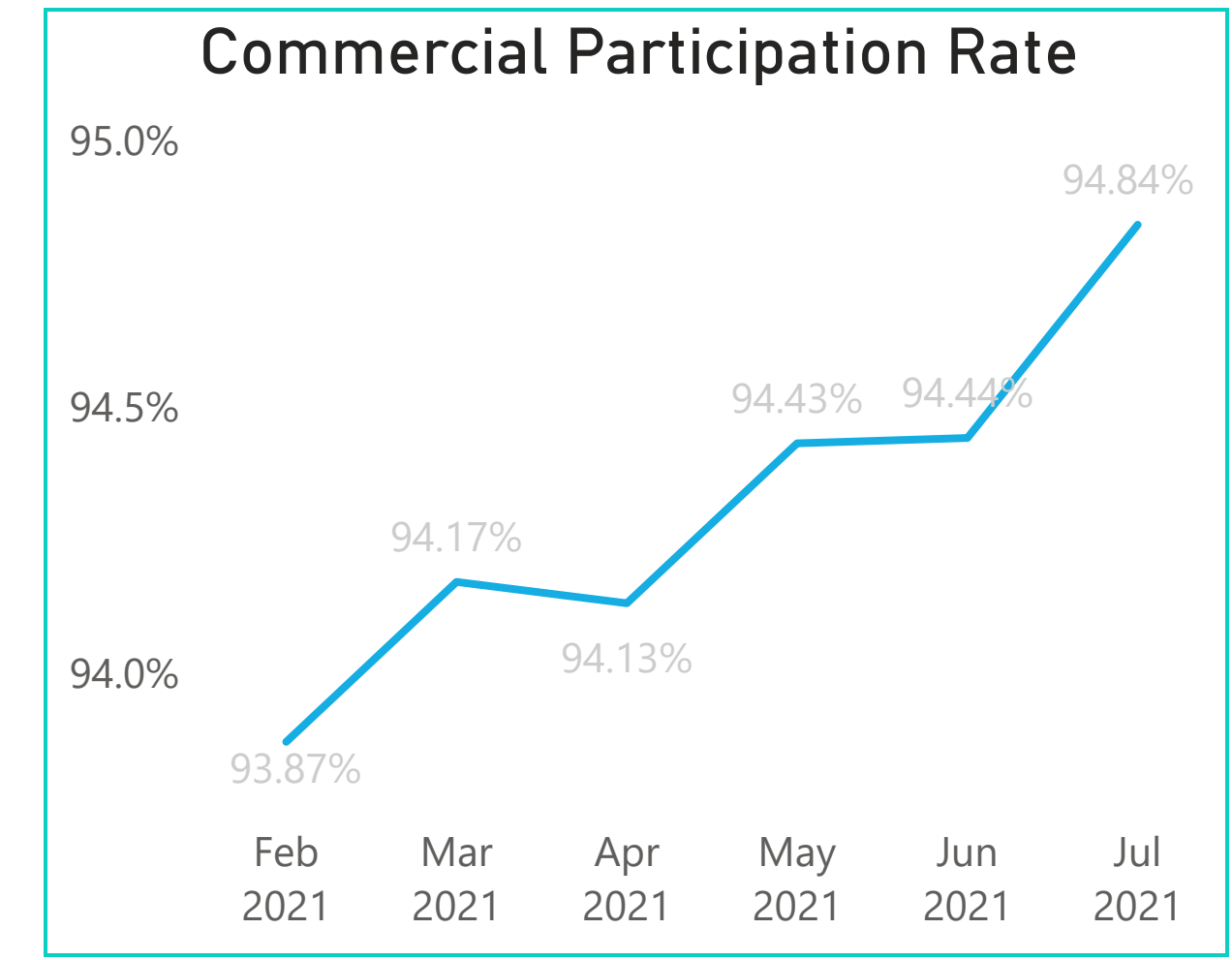
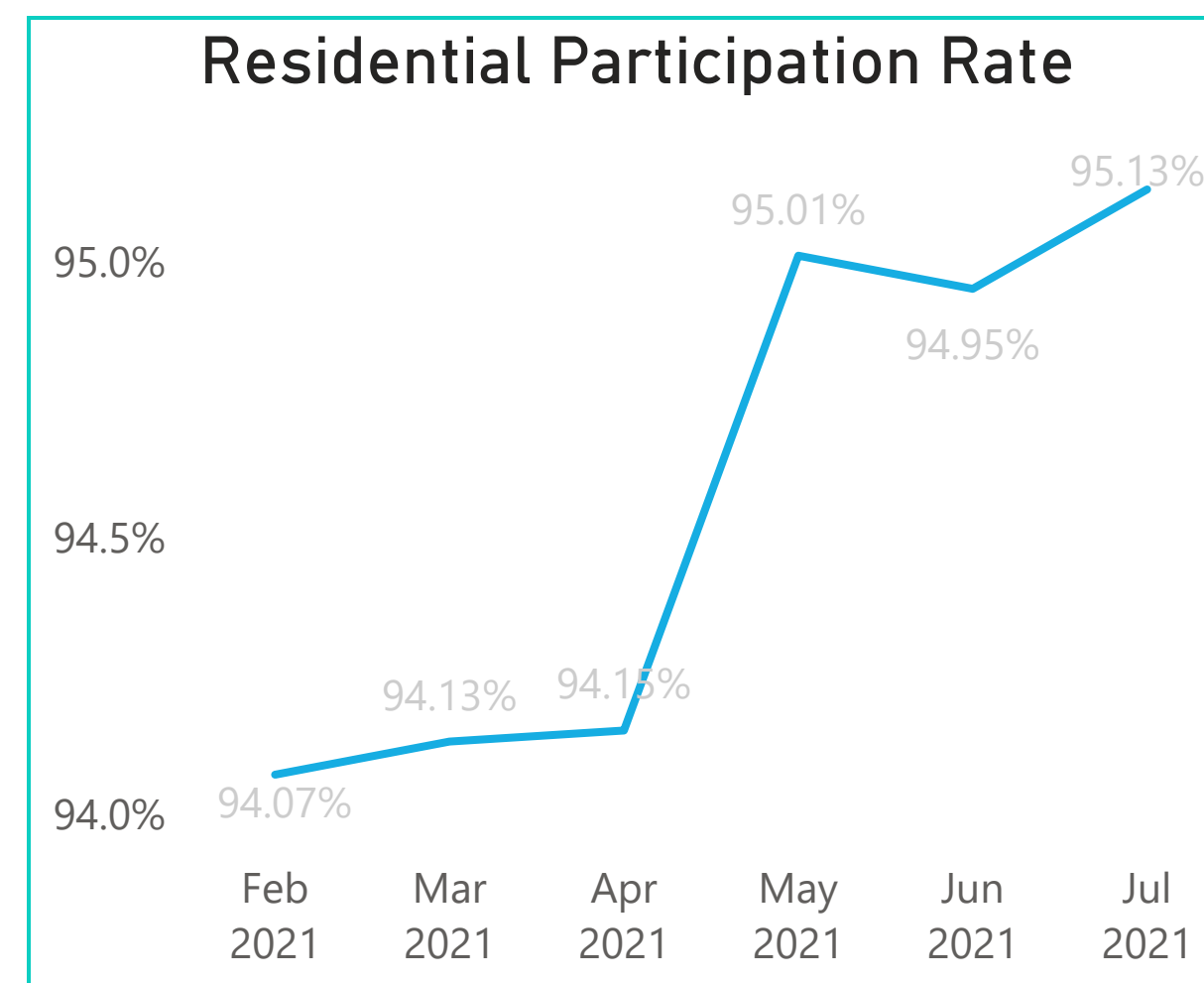
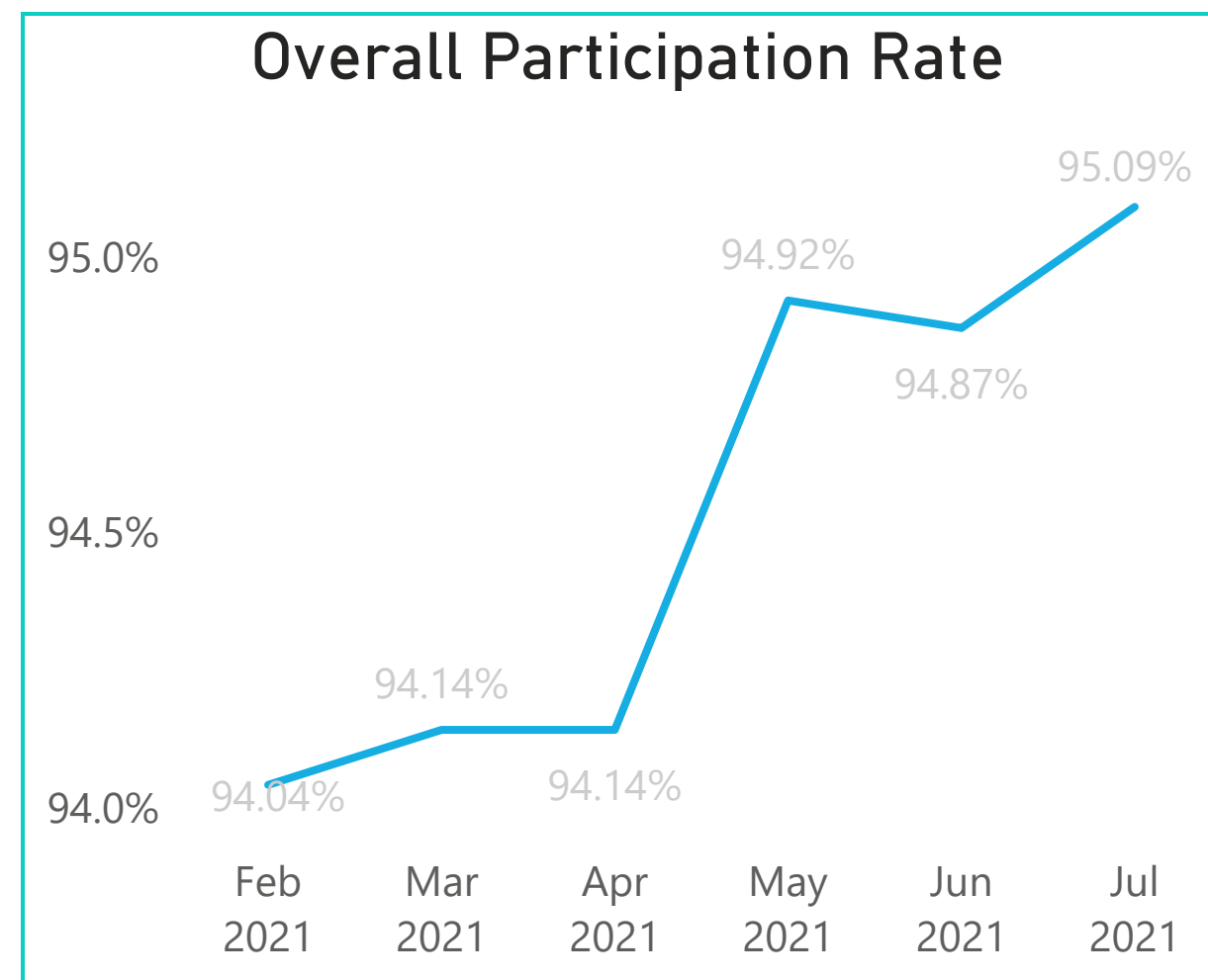
CY2020 Totals

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: July 28, 2021



Active Customers by Account Type in Jurisdiction

Account Type	Lean	Clean	100% Green	Total
Commercial Accounts	4,285	10	64	4,359
Residential Accounts	23,921	75	103	24,099
Total	28,206	85	167	28,458

Active Customers by Default Option all CPA

Default Option	Active	Participation %
100% Green	304,349	94.66%
Clean	522,074	96.49%
Lean	172,612	95.71%
Total	999,035	95.58%

Customers on Financial Assistance Programs

Program	Active Accounts as of 02/22/2021	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 07/19/2021
CARE		3,572	3,618	3,655	3,586	3,695
FERA		93	97	99	96	103
Medical Baseline		525	534	524	522	538
Total		4,190	4,249	4,278	4,204	4,348

Customers on Payment Plans

Jurisdiction	Non-Residential Accounts	Residential Accounts
Camarillo	4	96
Total	4	96

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.

Camarillo SNAPSHOT

In Camarillo, **99.1%** of customers (28,206 of active customers) have Lean Power! You are **3%** above the overall participation rate for all Lean Power cities.

Thank you, Camarillo for leading the way to our clean energy future!

As the summer continues to be a hot one, CPA encourages everyone to set their thermostats at **78 degrees**. Air conditioners set at this level allow people to stay cool and avoid high electricity bills.

By using less energy, you are saving money, reducing strain on the electricity grid, AND helping the environment!



Participation Rate

The Camarillo residential participation rate is now at **95%**.

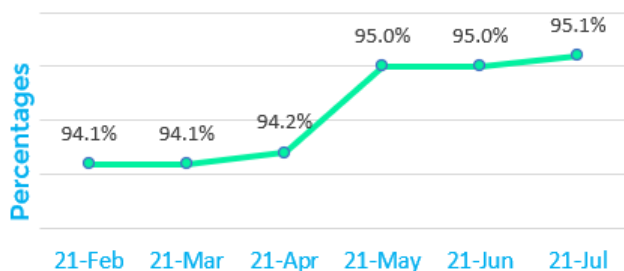
Participation from commercial customers is **95%**.

You are making great strides toward a green energy future.

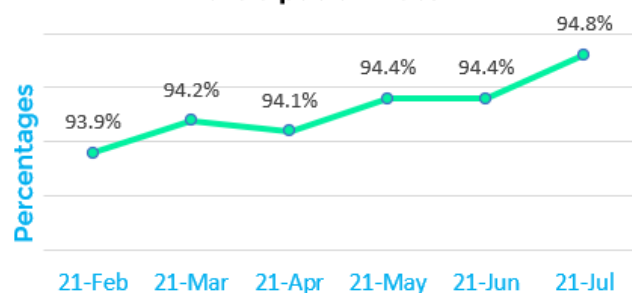
Camarillo's overall participation rate is now **95%**.



Residential Participation Rate



Commercial Participation Rate



Camarillo Active Customers

In July, Camarillo has **28,458** active customers out of **29,928** eligible customers.

Camarillo has **24,099** residential customers,

and

4,359 commercial customers actively participating in CPA.



Ventura County Active Customers

For Ventura County, there are a total of 261,431 active customers.

There are **224,303** active residential customers, and **37,128** commercial customers.

The total active customers for Ventura County for the month of July is

261,431.



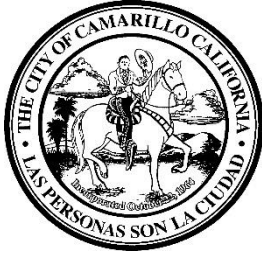
Active Customers by Option

CPA now has **999,035** customers, with the average participation rate now at **95%!**

Member agencies with a default option of Lean Power see an average participation rate of **96%.**

30.5% of CPA's active customers have Lean Power as their default option.





City of Camarillo

Department of Administrative Services

MEMORANDUM

DATE: August 9, 2021

TO: Greg Ramirez, City Manager

FROM: John Thomas, Assistant Director of Administrative Services

SUBJECT: Activity Report – July 2021

Administrative

- Facilitated or attended meetings:
 - COVID Prevention Update meetings
 - PrimeGov meetings
 - City Council meetings
 - Digital Records conversation and retention
 - Library Director weekly meetings
 - HelloSign User/Team Creation meeting
 - New CDPH Guidelines – Beyond the Blueprint
 - Gold Coast Fleet Managers Group meeting
 - Summer Concert Series meeting with PVRPD
 - Budget meetings
 - Template Team meeting

Facilities Operations

- Attended numerous webinars for rebates and other topics for electric vehicle infrastructure.
- Performed upgrades to the Old Courthouse lobby area to allow the Camarillo Hospice Farmer's Market to utilize the building restrooms.
- Purchase order for the repair of the Corp Yard Administration Building patio cover is in process.
- Removed the old furniture and painted the offices for the City Manager and Assistant City Manager.
- Working with Public Works on a new space plan for their area at City Hall. Follow up meetings with the Public Works Director to be scheduled.
- Assisting Public Works for various testing processes for the Dizdar Park renovation project.
- Met with new HVAC contractor to discuss startup of service on July 1.

Fleet Operations

- The garage billed a total of 217 labor hours.
- Preventive maintenance, repairs, and operator assistance on all equipment generated a total of 120 jobs. There was one (1) road call this month.
- Completed smog checks for the Bureau of Automotive Repair, opacity testing for diesel engines, and OSHA crane inspections.

Geographic Information Systems (GIS) Operations

- Custom Maps:
 - Created two radius maps (Community Development).
 - Modified Flush and Water Service maps for Water division and City website.
- Moved Sewer data from Geodatabase to Utility Network.
- Updated coordinate system from North American Datum of 1927 (NAD27) projection, to North American Datum of 1983 (NAD83) projection, in the Public Works Vantage Points Viewer.
- Provided airport flight track data to consultant.
- Attended Environmental Systems Research Institute (ESRI) virtual user conference, including various product demonstration and training sessions.

Information Systems

- Ongoing Projects and Initiatives
 - Library Computer Refresh
 - Configured and deployed eight Literacy Department computers.
 - Configured and deployed Technology Room computers.
 - Configured and deployed Homework Center computers.
 - PrimeGov Cloud-based Agenda and Meeting Management
 - Attended Admin user training presented by PrimeGov.
 - Assisted in setup of end user training presented by City Clerk.
 - Completed configuration and testing of video encoder for streaming to YouTube and local recording to SD card.
 - Electronic Document Imaging
 - Reviewed index file templates prepared by City Clerk for next batch of document scanning.
- Network Operations and Hardware Support
 - Responded to several email security threats, secured compromised user accounts, and optimized Outlook 365 email security settings.
 - Updated firmware on transceivers for the Library RFID antennas.
 - Updated Voicemail server.
 - Installed Microsoft operating system and security updates to all City Hall and Library network servers, and to Emergency Operations Center (EOC) servers and workstations.
 - Installed latest Cumulative Update to Microsoft SQL Server.
 - Updated BIOS on all City and Library computers in preparation for upcoming Windows 10 feature update.
 - Tested deployment and installation of Windows 10 feature update on several Information Systems staff computers.
 - Installed Adobe Acrobat Pro for ten users.
 - Installed Adobe Creative Suite for one user in Finance.
 - Completed configuration and deployment of HelloSign Digital Signature system.
- Enterprise Resource Planning (ERP) and Other Software Support
 - Opened thirteen new support cases, and closed nine support cases, for the City ERP system. Four cases remain open.
 - Created Excel file linked to Equipment Inventory data.
 - Completed three public records requests for Building Permits.

- Website and Marquee Activity
 - Numerous updates to the City website, including August CERT Newsletter, FY21-22 Salary Ranges, 2021 Benefit Summary Sheet, 2021 Curbside Recycling Guide, and Residential Refuse & Recycling Services and Rates Guide.
 - There was a total of 42,606 user sessions interacting with the City website for an average of 68 seconds per session, while viewing an average of 1.79 pages.
 - 64% of these sessions originated from search engines, 27% was direct website access and 9% from links including social media (Facebook, etc.), other web sites, and email.
 - Desktop users accounted for 47% of these sessions, 51% were from mobile users, and 2% from tablet users.
 - There was a total of 76,079 individual page views in July. The Fireworks page accounted for 14% of total page views, which is noteworthy considering it was only relevant for the first few days of the month. Utility Billing Online Payments remained at 5% of total page views, followed by the COVID-19 page at 3% of total page views.
 - In July, there were two 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

July 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 reinstated in-person programming for children, teens and adults. Our Youth Services Dept. offered three in-person programs weekly ranging from crafts to preschool storytime. Young adult patrons enjoyed a teen button making program led by our Young Adult Librarian. Our Adult Services staff held three programs for the month of July and featured programs such as a local author talk with Debra Thomas (author of the novel *Luz*), movie matinee and Do-It-Yourself Summer Décor program. Families expressed gratitude that we are offering fun activities, claiming that "the crafts were the best things to do in Camarillo this summer!"

Summer Outreach

As a recipient of the Summer Lunch Pop-Up Library Grant awarded from California State Library, Youth Services performed outreach to University Prep Charter School Elementary and the Camarillo Boys and Girls Club. During these visits library staff signed kids up for Summer Reading Club, discussed library resources and gave away 288 paperback books for kids to enjoy.

Adult Literacy Center

In July, 17 volunteer literacy tutors and adult learners practiced reading and writing skills for a total of 142 hours. We had seven active tutors with 87 hours and 10 active learners with a total of 55 hours in July.

Adult Literacy Coordinator Mara Neuron attended the following webinars: Adult Literacy Theory and Practice Session, The Partnership Project Q and A Session, Emergency Broadband Benefit Info Session for Frontline Library Staff and Dare to Lead—An Introduction with Katie Fredricksen.

The Adult Literacy Center opened for in-person learning the last week of July. We look forward to welcoming back our tutors and learners in our Adult Literacy Center.

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 July, Business Coordinator Nicole Valdivia fielded multiple phone calls and emails from patrons wanting support and reference help accessing Value Line investment research database, Data Axle Reference Solutions and Demographics Now database training. Ms. Valdivia met with patrons for one-on-one help with the Demographics Now and Data Axle Reference Solutions databases and with OverDrive and Libby for downloading eBooks and eAudiobooks.

Ms. Valdivia sent out an email in July to the RFBC email list announcing the July virtual programming schedule and welcoming patrons back for in-person seminars and one-on-one training support. As a result, 28 people registered for RFBC virtual events, four patrons scheduled one-on-one training and one patron was referred to the Women's Economic Ventures office for more information about their Live Plan Business Program, a way for them to put their market research into a formal business plan.

RFBC Events - July

eBooks & eAudiobooks for Your Commute – a virtual training 7/7: RFBC patrons were introduced to the Libby app and OverDrive for downloading eBooks, eAudiobooks and eMagazines. Ms. Valdivia provided

tips on how to curate digital book lists, search for digital materials by author, subject or topic and how to properly check out and return digital materials. Patrons were enthusiastic about how simple it was to access library resources electronically and look forward to using library resources during their work commutes.

Coffee Talk with Nicole 7/19: Ms. Valdivia had two new entrepreneurs in attendance that were looking to get a better understanding of how to do market research and competitive business analysis. Ms. Valdivia introduced them to Demographics Now and Data Axle Reference Solutions databases and showed them how to utilize the content to research their local market. These local entrepreneurs were thankful for tools that they can now use in the development of their business marketing strategy.

Rock Your LinkedIn Profile – a virtual training 7/21: Having a LinkedIn profile is a powerful social media tool for professional networking and job seekers. Patrons were provided training on how to optimize their LinkedIn profile, search for and apply for jobs. Patrons were given an overview of how business profiles can be useful for posting jobs, working with recruiters and best practices for businesses using LinkedIn to connect with their customers. Afterwards patrons felt more comfortable updating their LinkedIn Profile.

Digital Calendar Organization – a virtual program 7/22: Daily life gets complicated and using a digital calendar to organize your time can help with your overall success. Patrons were provided an overview of how to optimize an Outlook, Google or Yahoo calendar to keep organized. Discussion included using different calendars for work/business/personal/family events and free digital resources available for scheduling meetings and events.

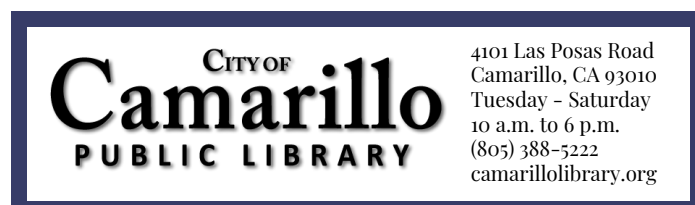
The Power of Journaling – a virtual program 7/27: Patrons were provided an overview of different styles of entrepreneur journals and how journaling can organize your thoughts, manage your business and track your goals and expenses. Each participant was given their own personal journal. Participants expressed gratitude for this learning experience and provided feedback that they would appreciate more programs like this in the future.

RFBC Events - August

–Thursday August 19: Ventura County Entrepreneurial Ecosystem Resources – Ventura County offers a variety of amazing small business support resources. Join RFBC Business Services Coordinator Nicole Valdivia for an overview of the Ventura County Entrepreneurial Ecosystem Map and introduction to Women’s Economic Ventures (WEV), SCORE Ventura County Chapter, Economic Development Collaborative (EDC-VC) and RFBC. Discussion will cover services provided and free tools for the local entrepreneur community.

–Wednesday August 25: Value Line Investment Research Tool – Whether you’re a beginning investor or a veteran looking for high-impact ideas, Value Line can position you for financial success quickly and with ease. From the latest data, sophisticated tools and expert analysis, Value Line gives individuals the power to invest with confidence. RFBC Business Services Coordinator Nicole Valdivia will provide an overview of the Value Line database and how to access it using your Camarillo Public Library card.

–Tuesday August 31: Email Marketing Campaigns for Your Small Business – email marketing automation helps you drive sales by keeping your audience engaged and building relationships. Go beyond the inbox and connect with customers in new ways using a customer relationship manager and automated email management system.



CAMARILLO PUBLIC LIBRARY

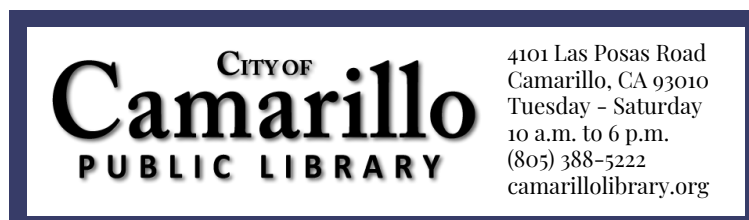
Metrics and Statistics

	June 2021	July 2021	June 2020	July 2020
Physical Material Checkouts	34,391	37,441	4,197	10,728
eBook Checkouts	3,802	3,687	5,879	5,665
eAudiobook Checkouts	2,867	2,853	3,031	3,128
Music Downloads	1,519	1,365	1,489	1,472
Digital Magazine Checkouts	597	648	975	1,107
Video Plays	810	777	895	800
New Cards Issued	413	409	113	236
Reference Inquiries	3,127	6,033	921	874

RUSSELL FISCHER BUSINESS COLLECTION

Metrics and Statistics

	July 2021	July 2020
<u>Reference Inquiries</u>	21	12
<u>Virtual Events</u>	6	6
<u>Virtual Meetings</u>	4	9
<u>In-person Meetings</u>	3	-
Database Training - Attendees	4	3
Coffee Talks - Attendees	2	4
Virtual Events - Attendees	12	61





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: August 6, 2021
Subject: Building Department Monthly Report

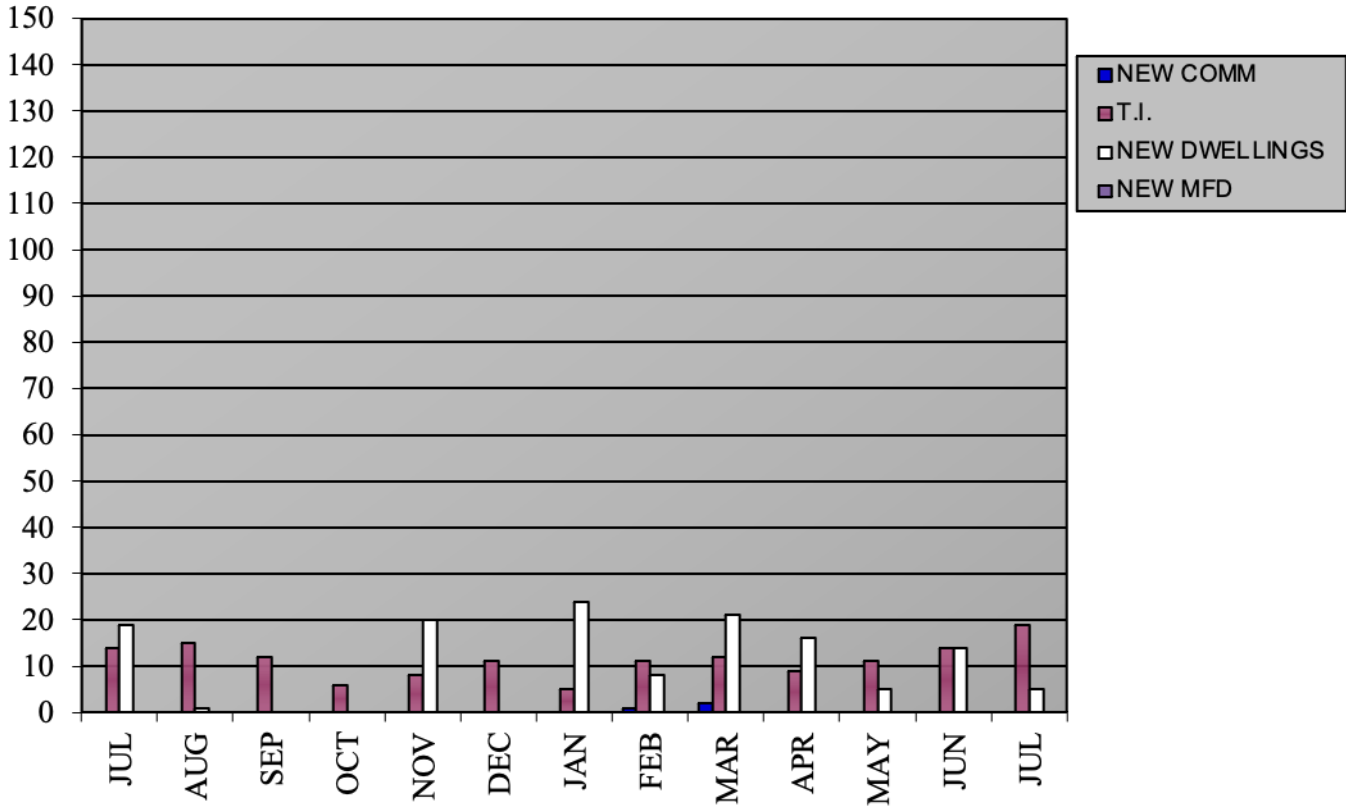
The number of plan checks, number of permits issued, number of customers at the counter, number of inspections, and number of permits issued online decreased in the month of July compared to the previous month.

July showed 61.0% of inspections were requested online and 10.2% of the 236 total permits were issued online.

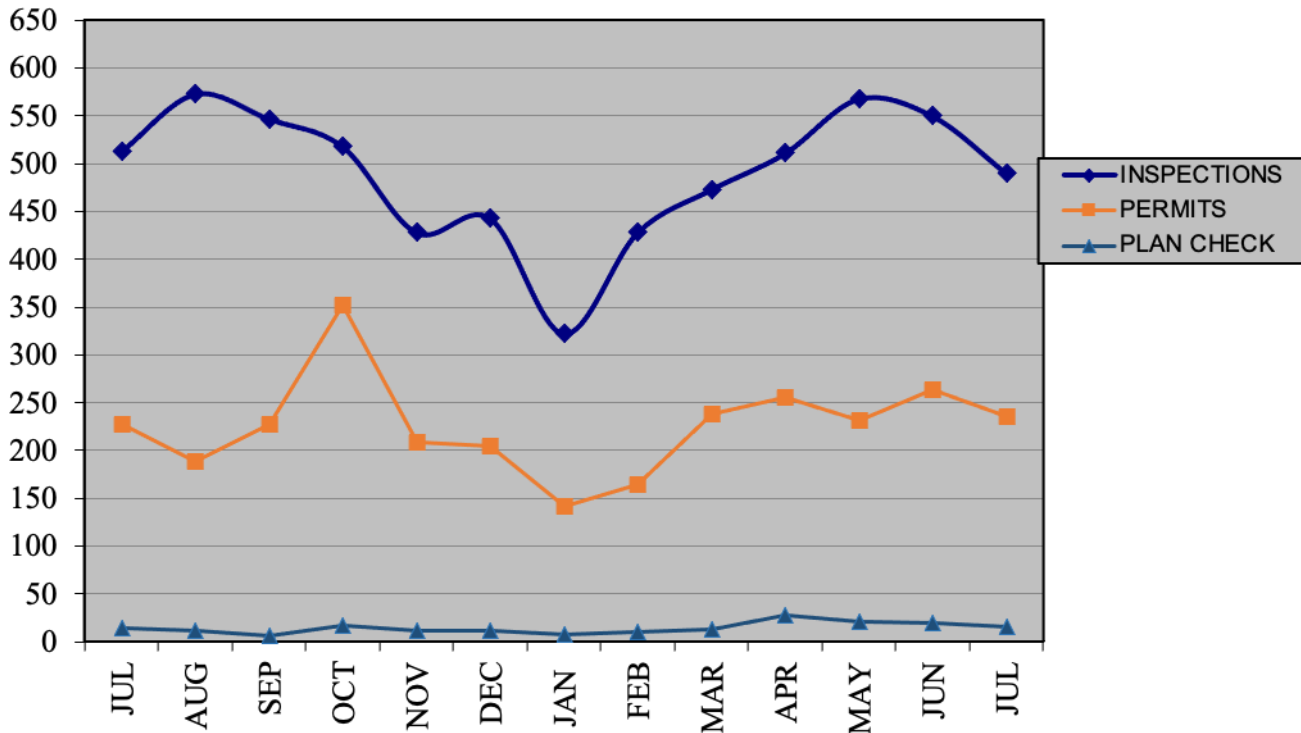
CAMARILLO MONTHLY BUILDING AND SAFETY REPORT

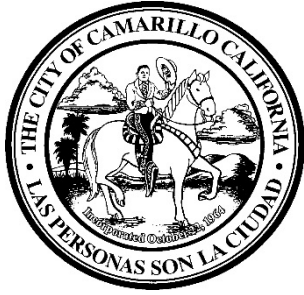
	PERMITS		TOTAL	PERMIT	PLAN	PLAN CHECK	SFD	MFD	NEW	T.I.	TOTAL	AVERAGE #	P.C. 1ST	P.C. 2ND	Customers	Cust
	ISSUED	VALUATION	FEES	FEES	CHECKS	FEES			COM		INSPECT.	OF INSP	TURNAR	TURNAR		Average
FISCAL 18/19																
JUL	284	\$ 8,839,511	\$ 250,944	\$ 123,746	16	\$ 127,198	29	0	0	17	728	35	4.2	3.3	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	\$ 53,912	16	\$ 19,724	5	0	0	19	490	23	3.6	2.4	284	13.5
AUG																
SEP																
OCT																
NOV																
DEC																
JAN																
FEB																
MAR																
APR																
MAY																
JUN																
TOTALS	236	1554815	73636.56	53912.25	16	19724.31	5	0	0	19	490	23	3.6	2.4	284	13.52
20/21 TOTALS	228	18092722	188079	153395.84	14	34683.16	19	0	0	14	513	23	4.0	3.8	243	11.1
% CHANGE	4%	-91%	-61%	-65%	14%	-43%	-74%	0%	0%	36%	-4%	1%	-10%	-37%	17%	22%

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: August 14, 2021
To: City Manager
From: City Clerk *jm*
Subject: Activity Report – July 2021

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

MEETINGS

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

RECORDS MANAGEMENT

8 Resolutions processed
1 Ordinances processed
39 Agreements/contracts processed
7 Recorded documents processed
1213 Number of documents input into the electronic imaging system
2283 Boxes in off-site storage
2 Boxes destroyed: 0 on-site; 2 off-site

RECOGNITIONS

1 Certificates: Change of Command
0 Proclamations
0 Flower orders

SERVICES/OTHER

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

MISCELLANEOUS

Filed Quarterly Lobbyist Report

Meetings attended:

 Camarillo Council on Aging



City of Camarillo

Department of Community Development

MONTHLY ACTIVITY REPORT

DATE: August 15, 2021
TO: City Manager
FROM: Director of Community Development
SUBJECT: **Monthly Activity Report – July 2021**

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

1. CURRENT PLANNING

➤ Planning Commission Reviews

○ CPD-250, Finney's Crafthouse and Kitchen

On July 6, 2021, the Planning Commission approved a request for a new, approximately 5,409-square-foot restaurant to be located at 580 Ventura Boulevard, for Finney's Crafthouse and Kitchen. The new restaurant will be located on a vacant pad in the Promenade section of the Camarillo Premium Outlets, adjacent to Cracker Barrel and across Ventura Boulevard from the Hotel Conference Center that is currently under construction.

○ Zoning Ordinance Amendment – Alcohol Sales in Theaters

On July 6, 2021, the Planning Commission adopted a resolution recommending approval to the City Council of a Zoning Ordinance Amendment to allow for theaters in the Camarillo Commons Mixed Use, Professional Office, Camarillo Old Town, Commercial Planned Development, and Light Manufacturing Zones to sell alcohol, subject to the issuance of a Conditional Use Permit by the Planning Commission. On July 28, 2021, the City Council held a public hearing on the first reading of the ordinance. The Ordinance will become effective 30 days after the second reading which is scheduled for August 25, 2021.

➤ Community Development Director (CDD) Approvals

○ PR-1028, Jenkins Residence

On July 15, 2021, the Director of Community Development approved a request for a plan review of a new 7,386-square-foot single-family dwelling, a 167-square-foot covered entry porch, a three-car garage, a workshop, an 836-square-foot rear

patio cover, a second 240-square-foot rear patio cover, a six-foot tall privacy wall at the front and sides of the property, and a pool and spa on an existing vacant legal lot, located at Tract 5920, Lot 8 of The Estates at Spanish Hills on Crestview Drive (APN 152-0-420-085). 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 Residential, one-acre minimum lot size (RE-1AC).

○ **CUP-233M(4), AT&T**

On July 23, 2021, the Director of Community Development approved a request for an administrative modification to change the ground mounted equipment within an existing wireless communications facility. The subject property is located at 2486 N. Ponderosa Road and is approximately 4.56 acres, is designated Office in the General Plan, and is zoned Professional Office (P-O).

○ **PR-1029, Zuleger Residence**

On July 23, 2021, the Director of Community Development approved a request for a Plan Review of an addition and attached patio cover to a single-family residence on an existing residential lot, located at 2039 Cervato Drive (APN 172-0-170-485). The 0.6-acre subject property is designated Rural Density Residential (2.5 dwelling units per acre maximum) in the General Plan, and is zoned Rural Exclusive Residential, 30,000-square-foot average lot size (RE-30AV).

➤ **Other General Planning Activities**

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

PROJECT NO.	DESCRIPTION	STAFF	STATUS
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 have been turned in for the park, public and private spaces, and are being reviewed.
Village Gateway			
RPD-188, Aldersgate	87 townhomes located at 35p0 Lewis Road.	JN	Occupancy released for all 12 residential phases of the project and all residents have moved in. Final phase for community swimming pool, and final paving of the project are anticipated to be completed by the Fall of 2021.

PROJECT NO.	DESCRIPTION	STAFF	STATUS
Other Residential			
RPD-198, Shea Homes	281 senior restricted single-family and duplex units located off Upland Rd. between St. John's Seminary and Padre Serra Church.	JN	Model complex is open by appointment only and the first phases of the production units have received certificates of occupancy. The first residents moved in at the end of 2020 and continue to occupy as the project progresses. 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	68 affordable units (60 rental & 8 for-sale) plus manager's unit at former Stock Lumber site located at 2800 Barry St.	JL	On December 1, 2020, the Planning Commission recommended approval to the City Council. A City Council public hearing is anticipated to be scheduled in the third 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 / OB	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.	OB	Application was deemed complete. DAC was held on July 22, 2021. Project will be considered by the Planning Commission at the August 17, 2021 public hearing.

PROJECT NO.	DESCRIPTION	STAFF	STATUS
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 October of 2021.
CUP-387, Verizon Wireless	Construction of a new 50-foot-high detached wireless tower. The tower is proposed to be at the rear of an existing industrial building located at 4053 Calle Tesoro.	SD	A public hearing was held on December 1, 2020, where the Planning Commission approved the CUP. Awaiting submission of building plans.
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.
CPD-6M(23), Central Plaza	Demolish vacant K-Mart and construct new Vons, convenience store/gas station, retail building, and drive through restaurant located at 700-960 Arneill Rd.	JN	Project application submitted on June 14, 2020 and deemed incomplete on July 15, 2020. The applicant resubmitted January 29, 2021 and was deemed incomplete again on March 1, 2021. Preparation of an Initial Study is underway by the City's environmental consultant. The applicant has resubmitted plans, and they are currently under review, and circulation of the environmental document is expected by the 3 rd quarter of 2021, with hearings anticipated in early 4 th quarter.
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 lot merger to obtain 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.
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, Lustra Development, LLC	Demolition of an existing 8,333-square-foot commercial building and the development of a new 18,352-square-foot, three-story mixed-use building located at 99 South Glenn Dr.	JN	Approved by the Planning Commission on July 16, 2019. Improvement plans were submitted for review to the Public Works Department. On November 11, 2019, the City Council authorized 10 development allotments for the project. The developer submitted plans to the Building and Safety Division for plan check in December 2019, however, development is on hold pending 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.	OB	The application is under 3 rd completeness review. Completeness letter is due on August 19, 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 scheduled first Planning Commission hearing for August 17 for GPA, MND, and CZ. City Council hearing for GPA, MND and CZ anticipated on September 29, with IPD and CUP to be considered by the Planning Commission in the 4 th quarter of 2021.
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.	OB	Project was approved by the Planning Commission on November 10, 2020. The applicant is working with Public Works and Planning to address Conditions of Approval while the plans are concurrently in plan check with Building & Safety.
CPD-250, Finney's Craffhouse 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
Interface Children & Family Services	4001 Mission Oaks Blvd	7/2/21	75	Social Services Organization
Clark Soderlund MD	5800 Santa Rosa Road	8/16/21	1	Medical office
International Buddhist Center	2544 & 2572 Barry St	7/19/21	8	Religious nonprofit

Summary of Economic Development Activities (January - July 2021)	
Zoning Approvals Issued for New Businesses:	3
New Employees:	84
Special Event Permits:	9
Special Event Attendees/Staff:	20,764
Film Permits Issued:	10
Film Permit Crew/Talent:	434

Special Event Permits

Seven (7) applications were received for processing this month. The events held during July included:

GENERAL EVENTS:		
NAME OF EVENT	APPLICANT	DATE
Certified Farmers Market	Camarillo Hospice	Each Saturday
Summer Savings Weekend	Camarillo Premium Outlets	6/4/2021-9/26/2021 (Weekend Only)
PVRPD	2021 Camarillo Community Band Concerts in the Park	7/1, 7/8, 7/15, 7/22, and 7/29
City of Camarillo	July 4 th Independence Day Fireworks Show Park and Watch	7/4/2021
PVRPD	2021 Summer Concert Series	7/24, 8/7, 8/21, and 9/4
Meadowlark Service League	A Taste of Camarillo	7/25/2021
Studio Channel Islands	Seussical	7/30, 7/31, 8/1, 8/6, 8/7, and 8/8,

Miscellaneous Applications Received

➤ Signs:	4	➤ Zoning Verifications:	0
➤ Banners:	0	➤ Plan Reviews:	2
➤ Zone Clearances:	37	➤ Pre-Applications	0
➤ Accessory Dwelling Units			3
➤ Temporary Use Permits			1
➤ Zone Clearances for Temporary Outdoor Business Area			0

2. CODE COMPLIANCE

Activities of Note

➤ COVID -

- The State abandoned the Tier Guidelines on June 15th. Calls received pertaining to people not wearing masks, businesses not following indoor dining limits, and private parties have significantly dropped. Staff addressed 8 COVID complaints in July.

- **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** - Complaints regarding homeless living in RVs continue to be an issue. Several RVs were cited for Illicit Discharge. Problematic areas of RVs in parking lots include Home Depot, Walmart, and Target. Staff worked with the property managers and Police Department to address their removal. Signs stating the code for no overnight parking have been erected in the parking lots, and staff continues to patrol the area.
- **Code Compliance Case** - A multi-agency meeting was held at City Hall to address ongoing Code violations at a property. The property owner is in the process of becoming compliant with City codes. Code Compliance staff is conducting regular inspections and maintaining contact with the property owner to ensure the violations are resolved.
- **Animal Control Citations** - Animal Control issued 148 citations during the month of July. Staff is working with citizens who submitted requests for review and also requesting the County update the appropriate database. There were 33 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 will 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). First annual report submitted to HCD on 7/21/2021, prior to 7/30/2021 deadline.	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. Staff is processing final invoices and drawdowns. Monitoring and CAPER will be completed on August 10 and 11 2021.	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	Pending Agreement Staff sent out subrecipient agreements for agencies' signatures and will set up activities in IDIS.	
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	Pending HUD agreement. Staff sent out subrecipient agreements for agencies' signatures and will set up activities in IDIS. Deadline to spend 80% of funds is 11/10/2023.	
TOTAL	\$1,711,804		

CDBG

- On July 14, 2021, the City Council approved a three-year PSA for Veronica Tam and Associates for CDBG/CV administrative services.
- FY 2020/21 Action Plan (adopted 5/13/2021; amended 9/23/2021 to incorporate \$192,347 CDBG-CV1 funding; amended 7/14/2021 to incorporate \$384,106 CDBG-CV3 funding).
- FY 2021/22 Action Plan (adopted 5/12/2021)
 - Pending HUD review and funding agreement.
- Owner-Occupied Housing Rehabilitation Program (CHS, Inc.)
 - Summary of the current rehabilitation loans is shown in the following table.
 - On July 30, 2021, City received program income of \$15,123.91 from rehab loan payoff; and fulfilled a Public Records Request of the loan file.

Program Year	Citizen Loan Committee Review	Type of Assistance	Assistance Amount	Project Status
FY 2020/21	Approved 4/23/2020	Loan	\$24,575	Project is complete
FY 2020/21	Approved 4/23/2020	Loan	\$24,200	Project is complete

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

CDBG-CV

- CARES Act made available \$5 billion to HUD in supplemental CDBG funding for grants to prevent, prepare for, and respond to coronavirus (CDBG-CV).
 - CDBG-CV1 allocation of \$192,347 was included in the FY 2020/21 Action Plan First Amendment, approved by the City Council on September 23, 2020. Subrecipients of these funds are currently implementing programs providing food support, grocery delivery, and rent/utility assistance.
 - CDBG-CV3 allocation of \$384,106 was included in the FY 2020/21 Action Plan Second Amendment, approved by the City Council on July 14, 2021. Funded activities include Catholic Charities OASIS Program, Camarillo Heath Care District Senior Nutrition Program, and PVRDP Food Program. The Amendment is currently under HUD review. Funding agreement is anticipated in August/September 2021.

4. AFFORDABLE HOUSING

- 2021-2029 Housing Element Update
 - HCD provided informal comments by Zoom on July 13, followed by a formal written comment letter on July 27, 2021, on compliance of the draft element with State law. Staff is working on addressing HCD comments prior to the adoption hearings scheduled for August 31, 2021 (Planning Commission) and September 29, 2021 (City Council). Statutory deadline to adopt the element is October 15, 2021. A

Negative Declaration is currently out for a public review period from July 23 through August 22, 2021.

- Teso Robles Townhomes – Resale of one moderate-income unit (estimated closing date of escrow is August 31, 2021):
 - Verify income qualification of selected buyer.
 - Begin working on the Affordable Housing Agreement and Resale Restrictions and a letter requesting an equity share payment from the seller to the City.
- ParkWest Townhomes – New Construction of 9 Moderate-Income For-Sale Units:
 - As of July 2021, all 9 moderate-income units have been sold, with recorded Affordable Housing Agreement and Resale Restrictions.
- 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 13, 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 responded to three requests for calculation of a maximum affordable unit value for the purposes of refinancing.
- Affordable Rental Units (Monitoring) – Staff reviewed two applications to verify income qualifications for affordable rental units.

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						4
Banner Violations	0	0	0	0	1	1	0						2
Building Violations	3	11	9	7	7	3	1						41
Commercial Property Maintenance	9	0	6	3	1	3	0						22
Counter Contacts	0	0	0	20	36	54	73						183
COVID-19	848	769	558	418	33	13	8						2,647
Graffiti	248	3	4	6	12	11	3						287
Homeless Contacts	9	3	12	3	10	16	14						67
Home Occupation Inspections	3	6	14	12	13	7	8						63
Home Occupation Violations	1	0	0	1	1	0	1						4
Illicit Discharge	2	1	0	0	0	0	1						4
Industrial Violations	0	1	0	0	1	2	1						5
Inspections	503	390	535	566	625	624	563						3,806
Miscellaneous Trash Can Violations	8	7	45	23	2	2	2						89
Miscellaneous Violations	1	5	0	2	0	0	5						13
Phone Calls	1,089	1,248	1,355	1,404	1,582	1,561	1,441						9,680
Pro-Active Residential	0	0	0	0	0	0	0						0
Recreational Vehicle Violations	0	2	2	2	1	2	0						9
Residential Property Maintenance	12	9	19	10	8	36	20						118
Signage Cases	31	29	3	0	120	134	1						318
Sign Removals	1	0	0	0	1	0	0						3
Smoking Violations	0	0	0	0	0	0	0						0
Social Host Ordinance	0	0	0	0	0	0	0						0
Trash Can Violations	4	3	11	8	3	1	0						30
Undocumented Graffiti	25	25	31	27	44	74	34						260
Weed Abatement	0	0	0	0	0	10	0						10
Zoning Inspections	22	15	51	7	56	2	21						174



City of Camarillo

DEPARTMENT OF FINANCE

DATE: August 15, 2021
TO: Greg Ramirez, City Manager
FROM: Mark Uribe, Director of Finance 
SUBJECT: **Monthly Activity Report – July 2021**

DEPARTMENT HIGHLIGHTS

At the May 25th Investment Committee meeting, Director of Finance Mark Uribe discussed potential additions of authorized investments to the City's Investment Policy, per the annual review process, pursuant to Policy 3.04. The first draft of the policy, which included recommended additions by Chandler Asset Management, was reviewed and discussed at the June 22nd meeting. The second draft of the policy was presented, concordant to committee feedback, at the July 27th meeting. The final draft of the Investment Policy will be presented to City Council for approval on August 25, 2021.

Finance staff submitted the FY 2021/22 Direct Assessments to the County of Ventura, Auditor-Controller's office for placement on the County Tax Rolls for collection.

SALES TAX UPDATE

The First Quarter 2021 Sales tax Update from HdL is attached (Attachment 5). 1Q21 covers receipts from January through March 2021, typically the slowest quarter of the year. Overall, the trend is positive as Federal Stimulus money is injected into the economy.

The Second Quarter data (April-June) will not be received until late-November, but the final sales tax apportionment related to last Fiscal Year was received in August and the total sales tax for FY2020/21 is \$14.8 million, exceeding the budget expectation of \$13.5 million.

UTILITY BILLING DIVISION

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

UTILITY BILLING / CUSTOMER SERVICE ACTIVITY REPORT				
	July 2020	Amount	July 2021	Amount
Total Utility Accounts Billed	21,009		21,087	
Water Accounts (including landscape)	13,962		14,020	
Recycled Water Accounts	20		20	

UTILITY BILLING / CUSTOMER SERVICE ACTIVITY REPORT				
	July 2020	Amount	July 2021	Amount
Sewer Accounts	14,929		15,009	
Refuse Accounts	18,044		18,187	
Delinquent Letters Mailed	2,168		2,437	
Accounts Sent to Collections (FCN)	37	\$9,823	8	\$3,737
Returned Bank Items	17	\$2,418	13	\$1,848
Credit Card Payments (manual payments person/phone)	262	\$53,282	265	\$68,233
Click2Gov Utility Billing Website (credit cards & E-check)	5,180	\$789,174	5,009	\$879,564
Interactive Voice Response (IVR) (credit cards & E-check)	715	\$103,809	682	\$102,376
Auto Pay Customers (checking, credit cards & E-checks)	6,080		6,593	
E-Notification (paperless billing)	1299		1,876	
Total Payments Processed from Mail	5,851	\$1,272,590	5,546	\$1,202,218
Total Phone Calls	2,627		1,333	
Work Orders Processed	538		523	
Terminated Accounts	225		200	
New Accounts	222		221	

BUSINESS TAX DIVISION

The Business Tax Division collected \$110,616 in July 2021. This reflects a 16.25% decrease when compared to \$132,087 recorded for the same month in 2020.

For the month ending July 31, 2021, Camarillo has 4,847 In-Town businesses and 2,965 Out-of-Town businesses, totaling 7,812 active business tax accounts.

During the month of July 2021, the City added 32 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	July 2020	July 2021	Percentage Change	FY 2020/21 Year to Date
Business Tax Collected	\$132,087	\$110,616	(16.25%)	\$110,615
Penalties & Interest Collected	6,193	231	(96.27%)	231
In-Town Businesses - New	49	32	(34.69%)	32
Out of Town Businesses - New	43	55	27.91%	55
In-Town Businesses - Inactive	16	22	37.50%	22
Out of Town Businesses - Inactive	64	59	(7.81%)	59
Print/Issue Tax Certificates	605	528	(12.73%)	528
New Apps. & Renewals Processed	682	596	(12.61%)	596
New Apps. & Renewals Paid by Web	315	318	0.95%	318
Delinquent Notices - Printed	438	253	(42.24%)	253
Renewal Notices - Printed	585	556	(4.96%)	556

Hotel Transient Occupancys Taxes

The Transient Occupancy Taxes (TOT) remitted in July 2021 for hotel stays during the month of June 2021 totaled \$268,523, an increase of 97.58% compared to \$135,907, recorded for the same month last year. Overall, year-to-date TOT decreased by 3.47% compared to the same month in the prior fiscal year (Attachment 2).

- Hotel Rooms Occupied – Occupied rooms during June 2021 were reported at 80.03%, a 24.59% increase compared to 55.44%, in June 2020. Year-to-date hotel room occupancy has decreased by 1.54%, from 66.86% in 2020 to 65.32% in 2021.
- Occupancy rates were significantly lower at the beginning of the COVID-19 pandemic. One year later, as California began to reopen, occupancy rates began increasing.

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	June 2021
Month Submitted to City	July 2021
Total Rent Collected	\$ 3,306,053
Rent not subject to Assessment	<u>(323,501)</u>
Rents subject to Assessment	2,982,552
Total Assessment (2%)	59,651
City Administrative Fee (1% of Assessment)	<u>(596)</u>
Amount Remitted to each district	<u>\$ 59,055</u>

FINANCIAL REPORTING DIVISION

Bond Issues

The July 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 0.56%. 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 July 31, 2021 were: OPEB \$5.8m, and PRSP \$7.0m, which reflects a 0.50% increase in the investment return for the month. The July monthly statement is attached (Attachment 4).

MISCELLANEOUS DEPARTMENT ACTIVITIES

Seminars/Events/Training attended or presented by Finance:

July 1	HdL Consensus Forecast Webinar
July 9	Raftelis Discussion
July 12-23	GFOA Conference Webinars
July 15	CalPERS Webinar
July 22	Ventura County Finance Directors Meeting
July 22	League of California Cities Legislative Briefing Webinar
July 26	PrimeGov – General User Training Webinar
July 26	Monthly Financial Operations Meeting
July 27	Investment Committee Meeting

ATTACHMENTS

1. New Businesses Report – July 2021
2. Transient Occupancy Tax (TOT)
3. Delinquent Special Taxes and Assessments – July 2021
4. Public Agency Retirement Services (PARS) Monthly Statement – July 2021
5. HdL Q1 2021 Sales Tax Update – January - March 2021

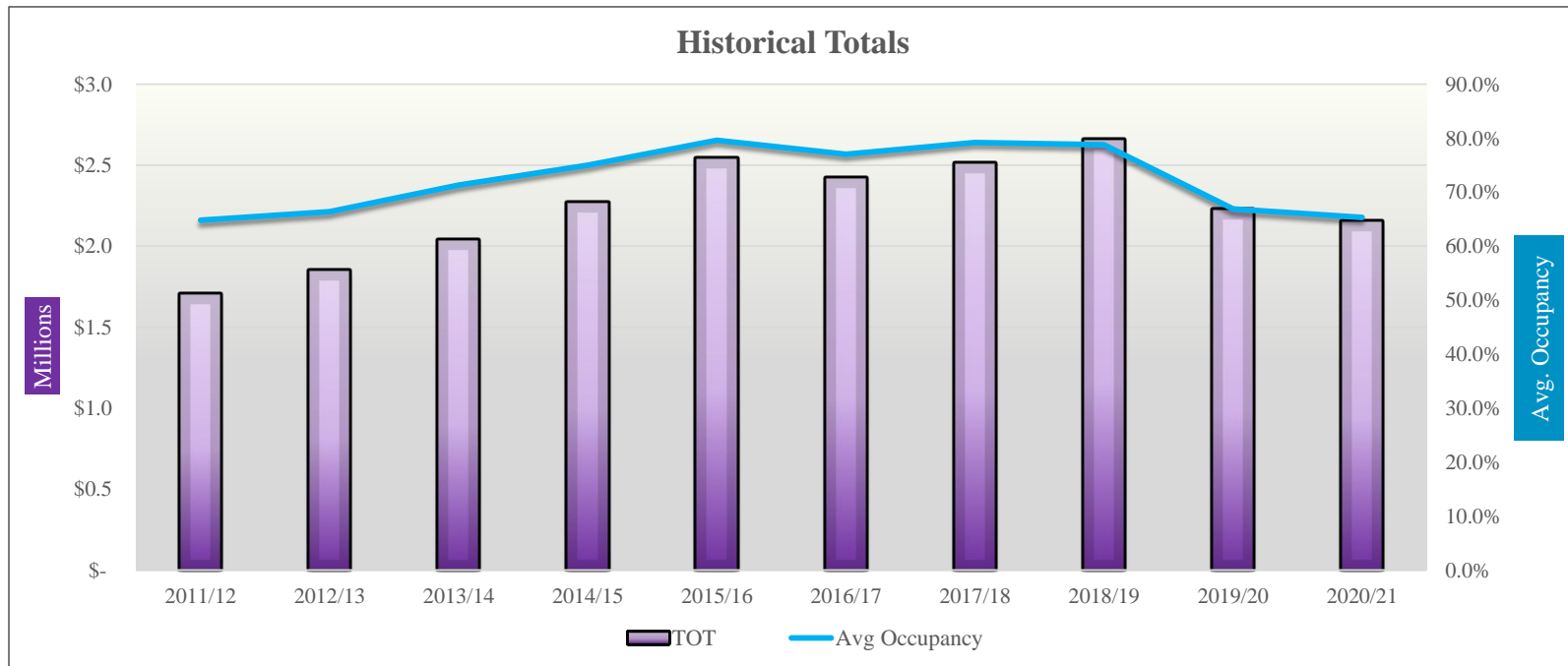
**CITY OF CAMARILLO - CITY MANAGER
NEW BUSINESS REPORT - JULY 2021**

BUSINESS NAME	ADDRESS	BUSINESS TYPE
AT&T MOBILITY	5501 MISSION OAKS BLVD	ADD- LOCATION/BUSINESS
NANO PICKLEBALL	1552 PASO ROBLES CT	APPAREL - ACCESSORIES
GOLD COAST AUTO SALES	124 NORTH AVIADOR STREET #15	AUTO SALES
SAVAGE CUTZ	401 CARMEN DR SUITE 118	BARBER
E+E=CA LLC	4600 ADOHR LN STE D	BUILDING OWNER - COMMERCIAL
STELLAR CAMARILLO LLC	800 CALLE PLANO	BUILDING OWNER - COMMERCIAL
AKERAIOTITASOFT LLC	597 MCLEOD RONDO	COMPUTERS - SALES AND SERVICE
KOTA CONSTRUCTION LLC	1227 FYNN RD STE 307	CONTRACTOR - GENERAL A/B & A/B/C
LINDSAY NAKAMURA @ GROWING MINDS PSYCH	771 E DAILY DR STE 310	COUNSELING
MARGIE MURRAY CREATIONS	55 PALM DR	DESIGNER - ILLUSTRATOR - DECORATOR
ARNESTAD ARBORIST SERVICE & TREE CARE	453 CALLE HIGUERA	GARDENING - LANDSCAPE - TREE TRIM
HUY NGUYEN@EXPERT NAIL	5255 MISSION OAKS BLVD	MANICURIST - NO MASSAGE PERMIT
UYEN PHUONG DO@EXPERT NAIL	5255 MISSION OAKS BLVD	MANICURIST - NO MASSAGE PERMIT
MICRONOR LLC	900 CALLE PLANO STE K	MANUFACTURING
SHAWNA MCCLURE CMP @ CAMARILLO CHIROPRACTIC ASSOC	2342 LOMITA ST A	MASSAGE - CERTIFIED PRACTITIONER
JUN WU @ XH MASSAGE	2120-24 E PONDEROSA DR	MASSAGE - CERTIFIED THERAPIST
BECKY WADE M.D., A PROFESSIONAL CORPORATION	3901 LAS POSAS RD STE 103	MEDICAL
CLARK SODERLUND MD A PROFESSIONAL CORPORATION	5800 SANTA ROSA RD STE 149	MEDICAL
DANA JENNINGS M.D. A PROFESSIONAL CORPORATION	3901 LAS POSAS RD STE 103	MEDICAL
INTERNAL MEDICINE OF VENTURA	3901 LAS POSAS RD STE 103	MEDICAL
JOY IN WELLNESS NURSING CORPORATION	1601 CARMEN DR # 216	MEDICAL
MAYRA HERRERA	401 CARMEN DR	PERSONAL SERVICES
SAMARA JAZELL	401 CARMEN DR	PERSONAL SERVICES
AMORI STUDIOS INC	850 CALLE PLANO N	PHOTOGRAPHY / VIDEOGRAPHY
TRIODYSEY LLC	1151 AVENIDA ACASO	PHOTOGRAPHY / VIDEOGRAPHY
VZD INDUSTRIAL INVESTMENTS, LLC	388 DAWSON DR	PROPERTY MANAGEMENT
SAAZ MICRO INC	800 CALLE PLANO	RESEARCH - DEVELOPMENT
GAE ANN HENDERSON@WINDOW BOX ANTIQUES	72 PALM DR	RETAIL
HARTLAND BALLOONS & MUSIC	393 MANZANITA ST	TAX EXEMPT
TAPOVANAYA INTERNATIONAL BUDDHIST CENTER	2544/2572 BARRY ST	TAX EXEMPT - CHURCH/RELIGIOUS ORGANIZATION
INTERFACE CHILDREN & FAMILY SERVICES	4001 MISSION OAKS BLVD STE I	TAX EXEMPT - NON-PROFIT
PEDAL COMMANDER & CHIPWERKE	4690 CALLE QUETZAL	WHOLESALE - DISTRIBUTORS

COUNT: 32

Prepared by: ACT

CITY OF CAMARILLO											
Transient Occupancy Tax (TOT)											
HISTORICAL			MONTH	FY 2017/18	Change fr Prior Year	FY 2018/19	Change fr Prior Year	FY 2019/20	Change fr Prior Year	FY 2020/21	Change fr Prior Year
Fiscal Year	TOT	Avg Occupancy									
2011/12	\$ 1,702,362	64.8%	July	\$ 250,894	-8.12%	\$ 267,251	6.52%	\$ 282,591	5.74%	\$ 149,753	-47.01%
2012/13	1,849,831	66.4%	August	243,344	-3.96%	254,995	4.79%	278,685	9.29%	183,204	-34.26%
2013/14	2,034,121	71.3%	September	195,989	-4.65%	210,997	7.66%	214,049	1.45%	184,863	-13.64%
2014/15	2,266,171	75.0%	October	204,289	-0.87%	220,579	7.97%	245,444	11.27%	193,703	-21.08%
2015/16	2,542,335	79.6%	November	167,938	-4.27%	221,693	32.01%	207,760	-6.28%	140,764	-32.25%
2016/17	2,418,113	77.0%	December	173,539	7.54%	193,793	11.67%	180,988	-6.61%	122,629	-32.24%
2017/18	2,510,027	79.2%	January	175,731	12.59%	171,251	-2.55%	188,679	10.18%	136,716	-27.54%
2018/19	2,655,564	78.8%	February	175,597	11.37%	196,271	11.77%	201,293	2.56%	156,698	-22.15%
2019/20	2,227,001	66.9%	March	210,634	7.30%	219,598	4.26%	131,113	-40.29%	187,467	42.98%
2020/21	2,149,636	65.3%	April	230,162	19.85%	217,238	-5.62%	72,014	-66.85%	203,783	182.98%
			May	226,862	8.93%	224,990	-0.83%	88,478	-60.67%	221,533	150.38%
			June	255,048	9.53%	256,908	0.73%	135,907	-47.10%	268,523	97.58%
			FY TOTAL	\$ 2,510,027	3.80%	\$ 2,655,564	5.80%	\$ 2,227,001	-16.14%	\$ 2,149,636	-3.47%
CURRENT BUDGET										\$	1,928,480



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

Note, ARC or P-Type	Parcel #	2016/17	2017/18	2018/19	2019/20	2020/21	Total
	152-0-243-065	-	-	-	-	455.21	455.21
	152-0-290-305	-	-	-	-	910.42	910.42
	157-0-170-265	-	-	-	-	455.21	455.21
	157-0-190-015	-	-	-	-	910.42	910.42
	157-0-202-055	-	-	-	-	44.99	44.99
	157-0-202-195	-	-	-	-	44.99	44.99
Total Delinquent Property Tax		\$ -	\$ -	\$ -	\$ -	\$ 2,821.24	\$ 2,821.24
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						0.56%	

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 Trust

Account Report for the Period
7/1/2021 to 7/31/2021

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

Account Summary

Source	Balance as of 7/1/2021	Contributions	Earnings	Expenses	Distributions	Transfers	Balance as of 7/31/2021
OPEB	\$5,760,895.19	\$2,778.66	\$28,712.96	\$2,485.02	\$0.00	\$0.00	\$5,789,901.79
PENSION	\$6,939,867.00	\$0.00	\$34,354.87	\$2,982.94	\$0.00	\$0.00	\$6,971,238.93
Totals	\$12,700,762.19	\$2,778.66	\$63,067.83	\$5,467.96	\$0.00	\$0.00	\$12,761,140.72

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	0.50%	2.51%	19.65%	10.98%	9.77%	8.15%	9/1/2009
PENSION	0.50%	2.48%	19.58%	-	-	-	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

SALES TAX UPDATE

1Q 2021 (JANUARY - MARCH)



CAMARILLO

TOTAL: \$ 3,320,970

7.3%
1Q2021



13.0%
COUNTY

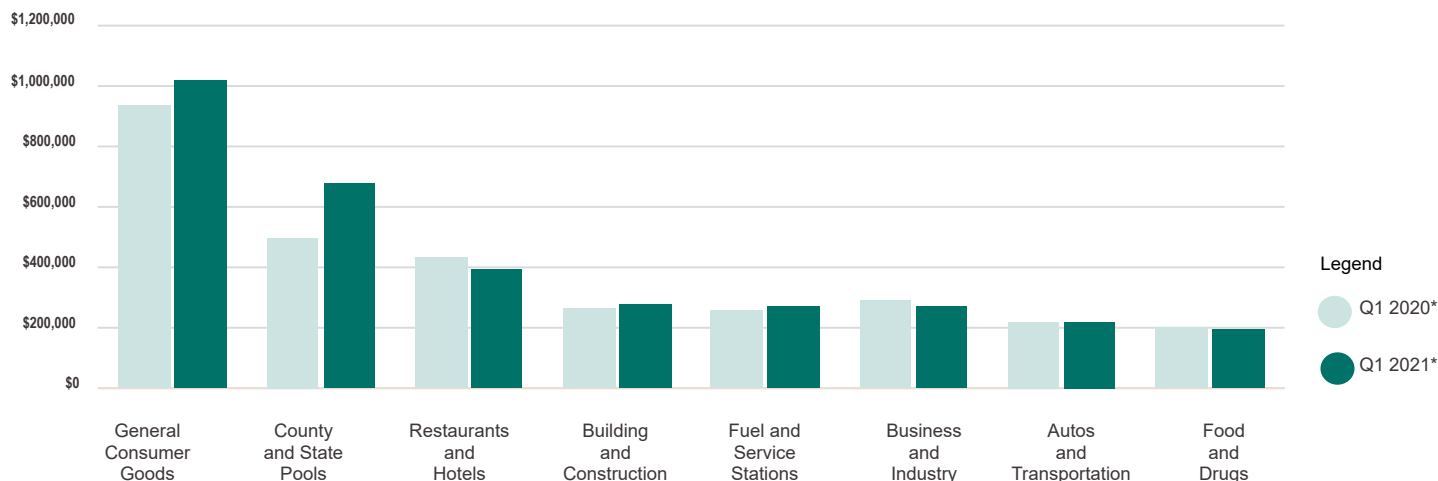


9.5%
STATE



**Allocation aberrations have been adjusted to reflect sales activity*

SALES TAX BY MAJOR BUSINESS GROUP



CITY OF CAMARILLO HIGHLIGHTS

Camarillo's receipts from January through March were 32.7% above the first sales period in 2020. However, due to the deferral of tax payments a year ago this comparison was temporarily exaggerated. Excluding reporting aberrations, actual sales were up 7.3%.

Greater distribution of the Covid-19 vaccine, reopening of the economy and initial pandemic impacts reflected in the comparison period, all contributed to the City experiencing strong overall growth.

Brick and mortar general consumer retailers saw solid improvement with family apparel, specialty and shoe stores leading the way. Similar to the statewide trend, high demand has begun to increase the per unit price helping boost sales tax generated by building-construction merchants.

Surprisingly, gas stations rose when many others have been lagging a rebound since the pandemic began.

Gains from the countywide use tax pool continues to be a bright spot. With more online purchases being made and a greater number of out-of-state retailers collecting and remitting local sales tax, the City's share grew 36% compared to a year ago.

As expected, restaurants that usually depend on indoor services like casual dining establishments continue to be hindered.

Net of aberrations, taxable sales for all of Ventura County grew 13.0% over the comparable time period; the Southern California region was up 9.0%.



TOP 25 PRODUCERS

- Adidas
- Arco
- Arneill Chevron
- Bulldog Liquidators
- Coach/Kate Spade
- CVS Pharmacy
- Financial Services Vehicle Trust
- Hilu Chevron
- Home Depot
- Home Goods
- Hygiena
- Michael Kors
- Nike Factory Store
- Ralphs Fresh Fare
- Ross
- Sani Tech West
- Steve Thomas BMW
- Target

- Thompson Building Materials
- Toppers Pizza Place
- Tory Burch
- VF -Timberland/North Face/Vans
- Vons
- Walmart Neighborhood Market
- Wood Ranch BBQ & Grill



STATEWIDE RESULTS

The local one cent sales and use tax from sales occurring January through March, was 9.5% higher than the same quarter one year ago after factoring for accounting anomalies and back payments from previous quarters.

The Shelter-In-Place directive began one year ago which had the impact of immediate store and restaurant closures combined with remote/work from home options for employees which significantly reduced commuting traffic and fuel sales. When comparing to current period data, percentage gains are more dramatic. Furthermore, this pandemic dynamic combined with the Governor’s first Executive Order of last spring allowing for deferral of sales tax remittances explained why non-adjusted cash results were actually up 33%.

These initial recovery gains were not the same everywhere. Inland regions like Sacramento, San Joaquin Valley, Sierras, Far North and the Inland Empire area of Southern California performed much stronger than the Bay Area, Central Coast and metro areas of Southern California.

Within the results, solid performance by the auto-transportation and building-construction industries really helped push receipts higher. Weak inventories and scarcity for products increased the taxable price of vehicles (new & used), RV’s, boats and lumber which appeared to be a major driving force for these improved returns. Even though e-commerce sales activity continued to rise, brick and mortar general consumer retailers also showed solid improvement of 11% statewide.

An expected change occurred this quarter as a portion of use tax dollars previously distributed through the countywide pools was redirected to specific local jurisdictions. Changes in business structure required a

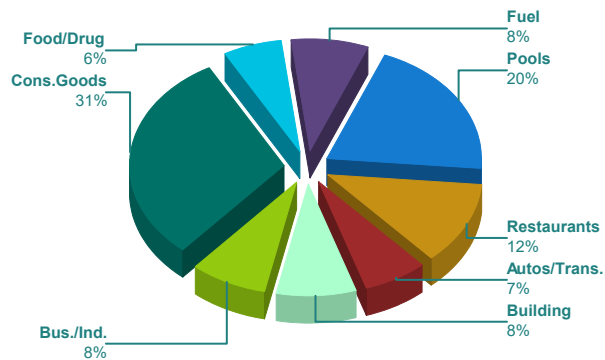
taxpayer to determine where merchandise was inventoried at the time orders were made. Therefore, rather than apportion sales to the county pool representing where the merchandise was shipped, goods held in California facilities required allocations be made to the agency where the warehouse resides. With this modification, the business and industry category jumped 18% inclusive of steady gains by fulfillment centers, medical-biotech and garden-agricultural suppliers. Even after the change noted, county pools surged 18% which demonstrated consumers continued desire to make purchases online.

Although indoor dining was available in many counties, the recovery for restaurants

and hotels still lagged other major categories. Similarly, while commuters and travelers slowly began returning to the road, the rebound for gas stations and jet fuel is trailing as well. Both sectors are expected to see revenues climb in the coming quarters as commuters and summer tourism heats up.

Looking ahead, sustained growth is anticipated through the end of the 2021 calendar year. As a mild head wind, pent up demand for travel and experiences may begin shifting consumer dollars away from taxable goods; this behavior modification could have a positive outcome for tourist areas within the state.

REVENUE BY BUSINESS GROUP Camarillo This Quarter*



*ADJUSTED FOR ECONOMIC DATA

TOP NON-CONFIDENTIAL BUSINESS TYPES

Camarillo Business Type	Q1 '21*	Change	County Change	HdL State Change
Family Apparel	311.5	4.6% ↑	15.5% ↑	20.5% ↑
Service Stations	267.2	6.3% ↑	-5.3% ↓	-3.9% ↓
Casual Dining	206.9	-16.6% ↓	-14.2% ↓	-18.9% ↓
Shoe Stores	190.3	10.6% ↑	12.0% ↑	10.0% ↑
Quick-Service Restaurants	138.9	9.9% ↑	7.3% ↑	1.1% ↑
Grocery Stores	121.9	-4.7% ↓	-7.8% ↓	-6.3% ↓
Light Industrial/Printers	101.3	4.1% ↑	2.2% ↑	-1.6% ↓
Women's Apparel	95.8	-14.1% ↓	-2.0% ↓	-2.4% ↓
Specialty Stores	95.5	22.0% ↑	6.7% ↑	9.0% ↑
Contractors	90.7	-6.7% ↓	17.1% ↑	3.6% ↑

*Allocation aberrations have been adjusted to reflect sales activity

*In thousands of dollars



City of Camarillo

Department of Public Works

MEMORANDUM

DATE: August 17, 2021
TO: Greg Ramirez, City Manager
FROM: Dave Klotzle, Director of Public Works *DK*
SUBJECT: Monthly Activity Report for July 2021

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

WATER DIVISION

- Following are the results of water conservation activities for July:
 - Water Waste Complaints: 3
 - 1st Violation Citations: 1
 - 2nd Violation Citations: 0
 - Conservation Door Tags: 119
 - High Consumption & Leak Investigations: 5
 - Home Water Surveys: 12
 - Commercial Water Surveys: 0
 - Repair Leak Notices: 0
 - Irrigation Controller Programming: 25
 - Residential Toilet Retrofits: 0
 - Commercial Toilet Retrofits: 0
 - Aerators: 0
 - Showerheads: 0
- Water Division Customers achieved a 14.0% reduction in water use compared to July 2013, with a cumulative reduction of 15.3% 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 12 residential landscape and irrigation surveys in July and installed 583 high-efficiency sprinkler nozzles and 835 feet of drip irrigation.

STREETS DIVISION

- There were 213 work orders completed by the Streets Division.

- The cost of graffiti abatement for July was \$2,106 and there were 16 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 is refreshing faded school crossing pavement markings in the northern portion of the City. This crew supports the Traffic Division by replacing, removing, raising, and upgrading City signage as necessary. This crew also performs monthly inspections of the Old Town area, and if necessary, subsequent repairs. Their inspections include signage, pavement markings, bollards, streetlights, benches, street furniture, and statues.
- The in-house tree trimming crew continues trimming trees in the southern portion of the City and completes work requests as necessary city-wide. This crew also has personnel assigned to focus on small tree care, city-wide on-going weed abatement spraying, and mulch spreading as necessary.

SANITARY DIVISION

- Following are the results of Sanitary Division activities for July:
 - Fats, Oils, and Grease (FOG) Program Inspections: 15
 - FOG Violations: 0
 - Collection System Inspections: 4
 - Treatment Plant Flow: 104.378 (million-gallons)
 - Sewer Spills: 0
 - Water Quality Violations: 0
 - Recycled Water Deliveries: 99.951 (million-gallons)

STORMWATER DIVISION

- Stormwater staff conducted 13 construction site inspections and 15 special use permit inspections.
- Staff conditioned 3 new projects, conducted 3 plan checks, and coordinated with developers, contractors, and homeowners to review stormwater quality mitigation requirements.
- Staff virtually attended the Ventura County Stormwater Management Committee Meeting, Coastal Cleanup Day Steering Committee, and continued to virtually meet with and coordinate with developers for the Shea Homes Project.
- Staff released a Notice Inviting Bids for MC-2021-1 Ditch, Culvert, and Detention Basin Maintenance, and held a mandatory pre-bid meeting on July 13th. MC-2021-1 Ditch, Culvert, and Detention Basin Maintenance will close on August 3rd.
- Staff attended the Los Angeles Regional Water Quality Control Board (LARWQCB) Adoption Hearing for the proposed Regional NPDES Permit (Regional Permit) for Ventura and Los Angeles Counties on July 8th, 9th, 16th, and 23rd. The Regional Permit

was adopted by LARWQCB on July 23rd and becomes effective September 11, 2021. Stormwater Staff has kept management staff informed on the outcome of the Adoption Hearing and all discussions with the LARWQCB.

CAPITAL IMPROVEMENT DIVISION

- See following tables and map.

LAND DEVELOPMENT DIVISION

- See following tables and map.

TRANSPORTATION AND TRANSIT DIVISION

- See following table and graphs.



CIP STATUS REPORT

July 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 nearly complete. Construction of the pipeline from Wells A and B to the Desalter site is nearly complete. Testing of the treatment processes has begun. The operations contractor Inframark is preparing the required documentation for Desalter operations.
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 Underway.
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.



CIP STATUS REPORT

July 2021

Map Key	Project Title	Description	Status
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 quitclaim of 2 SCE easements.
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.
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.



CIP STATUS REPORT

July 2021

Map Key	Project Title	Description	Status
12	City Hall Council Chamber Remodel, CH-09-01	Upgrades to City Council Chambers including ADA accessibility, audio visual and lighting.	The project is currently in the design phase, with future Council input required before design is complete. Construction is currently 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.	CSD has purchased the pipe for the project. Preconstruction work is being coordinated with the contractor. City working on Encroachment Permit from VCWPD.
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.



CIP STATUS REPORT

July 2021

Map Key	Project Title	Description	Status
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.
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. Notice of Completion anticipated for August.



CIP STATUS REPORT

July 2021

Map Key	Project Title	Description	Status
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	PSA for Design Services awarded on 7/28/21 City Council meeting. Project Design 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. Anticipate CSD award of preliminary engineering contract in August 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.
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 Summer 2021.



CIP STATUS REPORT

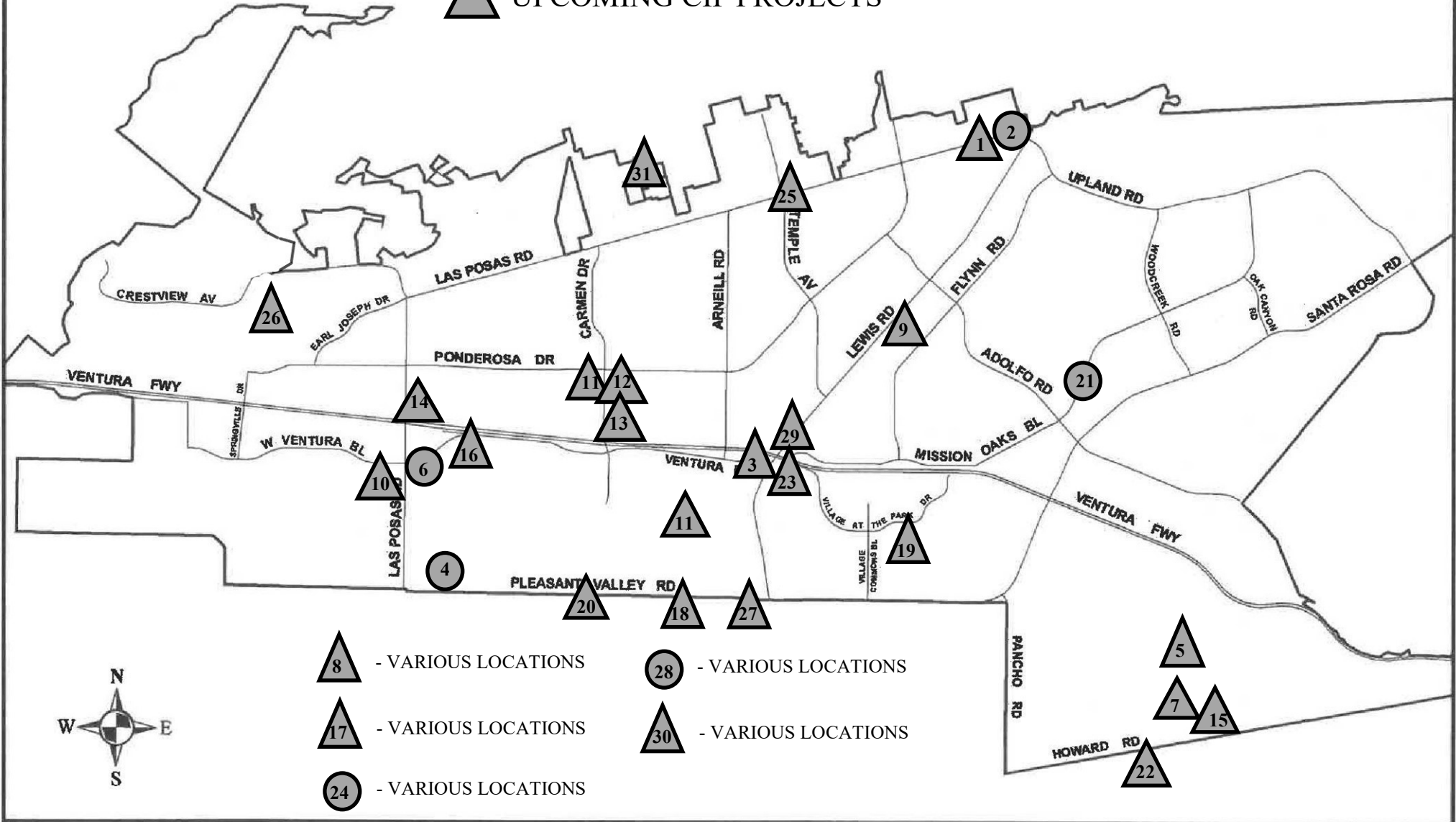
July 2021

Map Key	Project Title	Description	Status
31	Anacapa Storm Drain Repair, SD-5116	Repair a short section of storm drain piping.	Construction anticipated late Summer 2021.



CITY OF CAMARILLO CIP PROJECTS

- CIP PROJECTS IN CONSTRUCTION
- ▲ UPCOMING CIP PROJECTS





LAND DEVELOPMENT/PERMIT STATUS REPORT

July 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 started. Grading continued in preparation of the building pads and stormwater basin.
2	T-5945/RPD-188 Aldersgate	87 for sale condominium units	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.	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 was 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.	6 buildings received Certificates of Occupancy and 5 buildings received Building Permits. Precise grading continued. Construction of the trailhead and workshop were nearly completed.



LAND DEVELOPMENT/PERMIT STATUS REPORT

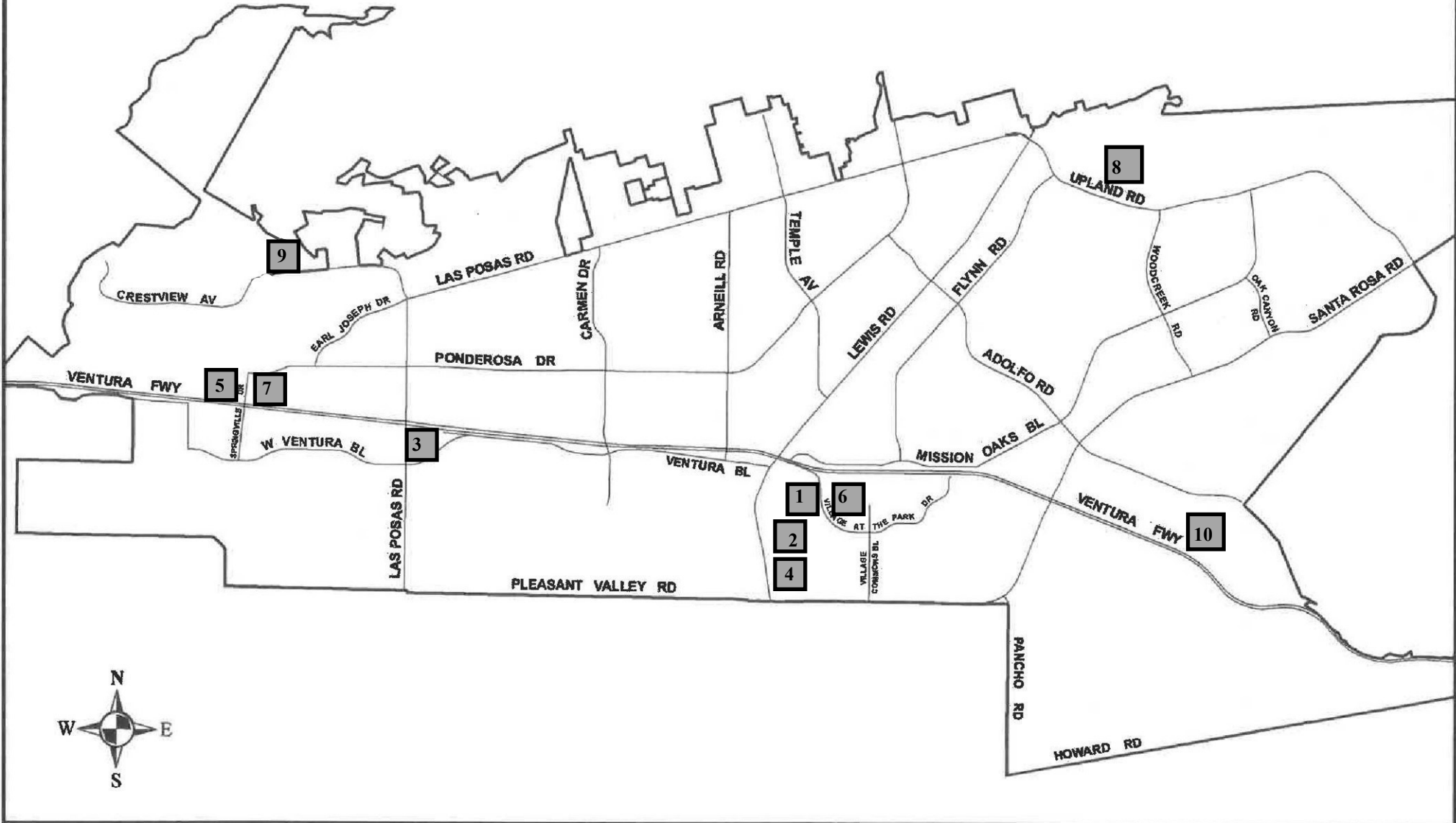
July 2021

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 is being 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 was completed.



CITY OF CAMARILLO LAND DEVELOPMENT PROJECTS

■ LAND DEVELOPMENT/PERMIT PROJECTS



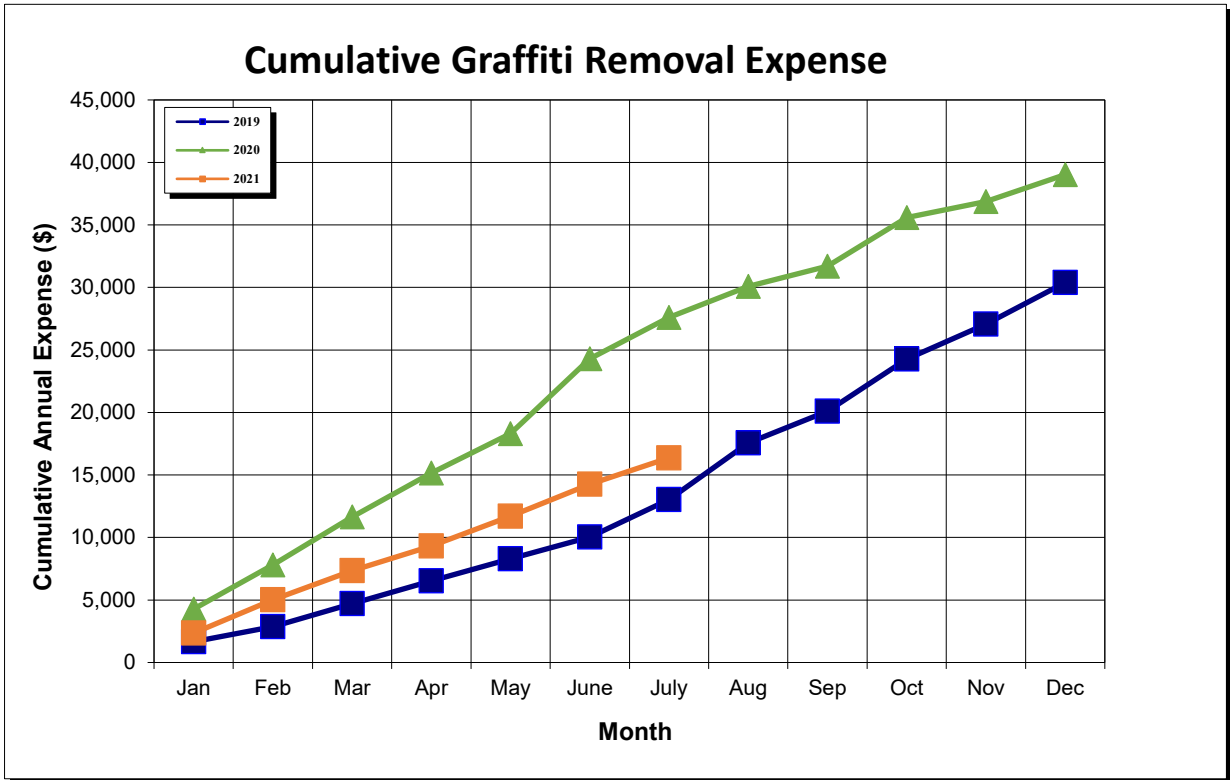
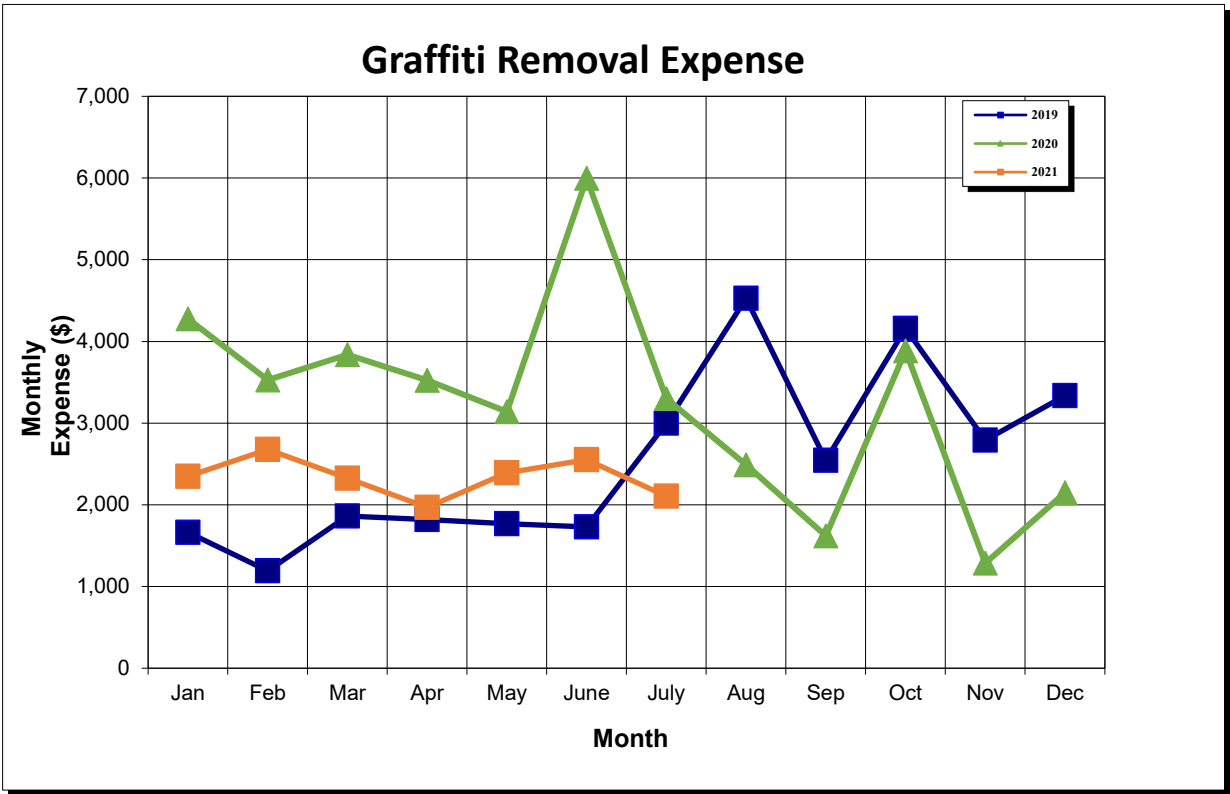
PUBLIC WORKS MONTHLY ACTIVITY REPORT 2021 - 2022

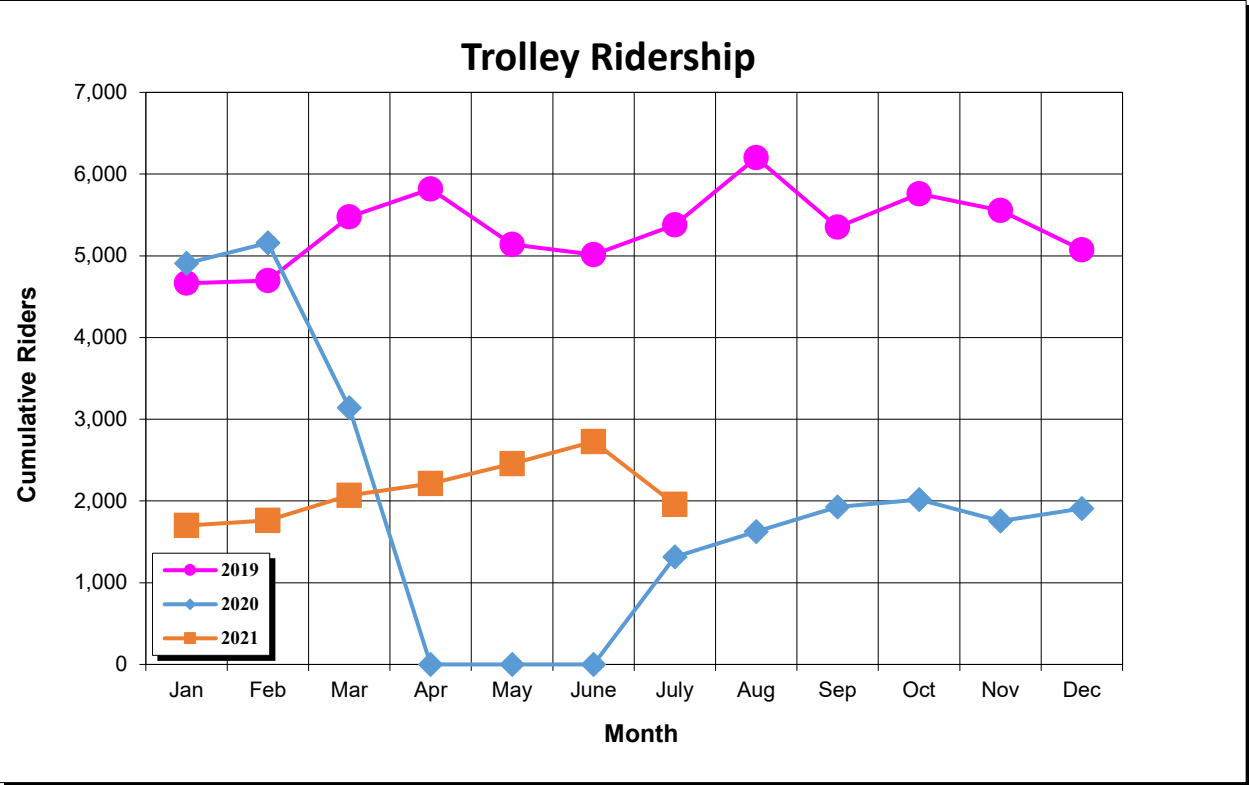
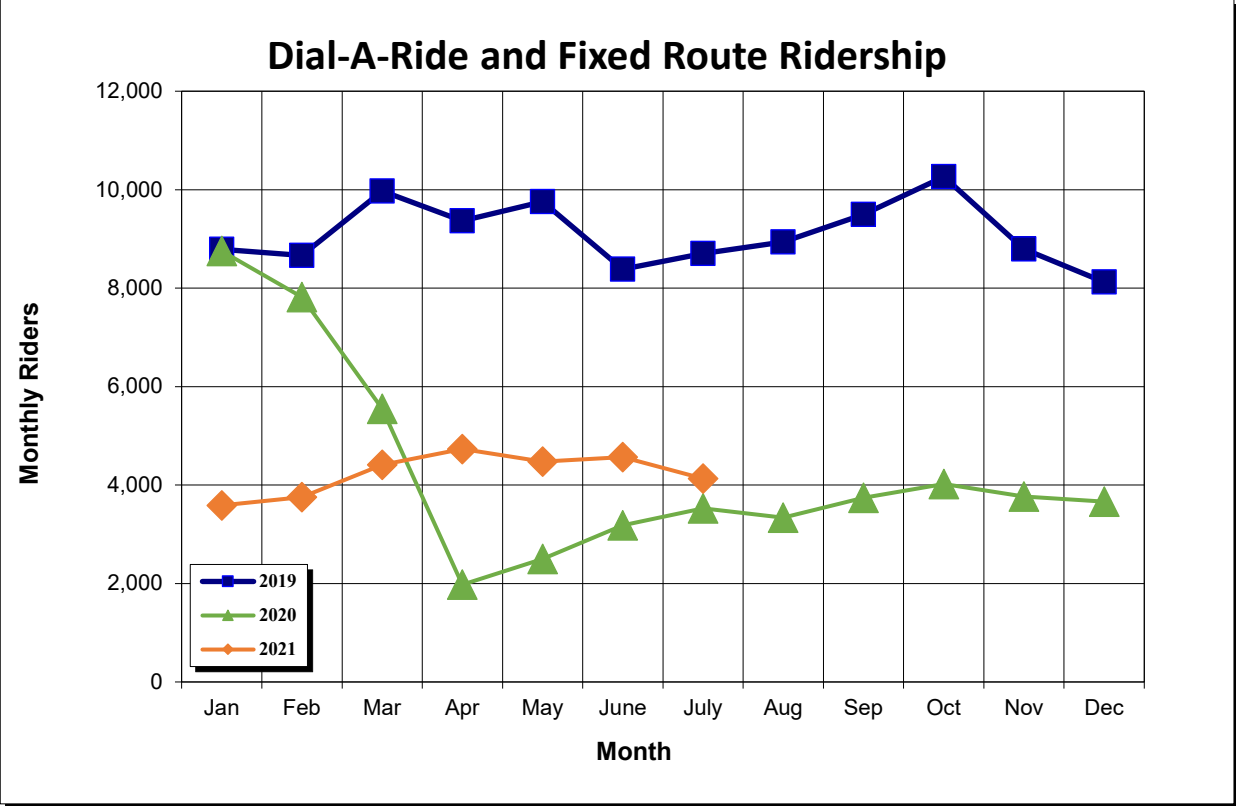
Task	20/21 FY Totals	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY Totals
ADMINISTRATION														
CSD/Council Agenda Reports	175	16												16
Resolutions and Ordinances	77	5												5
Agreements and Contracts	98	8												8
Public Hearings	7	0												-
Backflow Late Notice	374	22												22
Backflow Test Results	2,735	215												215
Project Plans and Specs Sold for Bidding	73	5												5
Bid Openings	9	0												-
Citizen Requests Generating Services	3,086	148												148
CAPITAL IMPROVEMENT PROJECTS														
Request for Qualifications	4	0												-
Task Orders	19	2												2
Pay Estimates	14	3												3
Notice of Completion	2	1												1
LAND DEVELOPMENT														
Oversize Vehicle Permits	57	8												8
Encroachment Permits	329	12												12
Assistance with FEMA Issues	116	5												5
Project Plan Checks	116	6												6
Records Research/Citizen Requests	1,238	269												269
SANITARY														
FOG Inspections	245	15												15
Collection System Inspections	65	4												4
Sewer Main Line Cleaned (ft)	325,255	26,674												26,674
Sewer Main Line CCTV (ft)	231,262	21,752												21,752
Sewer Spills	1	0												-
Wastewater Treated (million-gallons)	1,237.678	104.378												104
Recycled Water (million-gallons)	1219.621	99.951												100
Odor Complaints	7	0												-
Citizen Complaint/Field Investigations	6	0												-

PUBLIC WORKS MONTHLY ACTIVITY REPORT 2021 - 2022

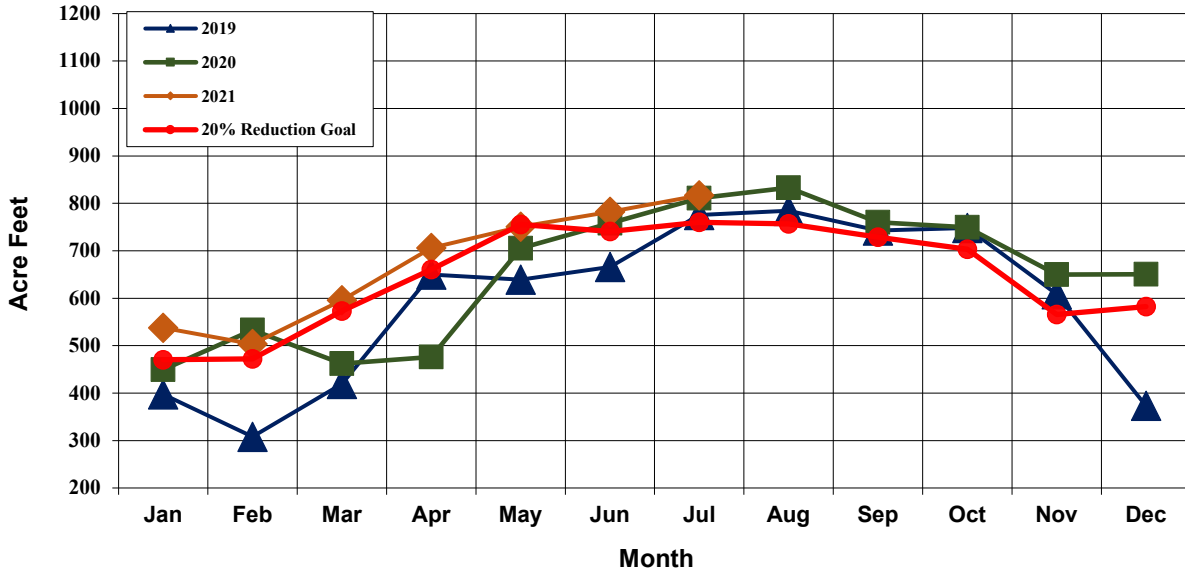
Task	20/21 FY Totals	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY Totals
STORM WATER														
Inspections	4,034	28												28
Illicit Discharges or Illegal Connections	60	3												3
Public Outreach														
• Events	8	1												1
• Contacts	216,000	28,000												28,000
Storm Drains Repaired or Cleaned	1,756	0												-
STREETS														
Work Orders	3,539	213												213
Trees Trimmed	5,324	496												496
Sidewalk Repairs	220	11												11
Pothole Repairs	71	4												4
Graffiti Clean Up Cost	\$28,993	\$2,106												\$2,106
Graffiti Incidents	257	16												16
TRAFFIC														
CAT - Dial-A-Ride Passengers	40,380	3,552												3,552
CAT - Fixed Route Passengers	7,209	581												581
Trolley Passengers	23,468	1,958												1,958
Traffic Investigations and Studies	30	1												1
Traffic Counts and Radar Surveys	77	2												2
Signal Maintenance and Repairs	633	67												67
Street Light Outages	29	0												-
Traffic Control Plans Reviewed	351	14												14
WATER														
Work Orders	5,337	537												537
Water Use														
• Avg. Single Family (hcf/month)	13.1	14.4												14.4
• Groundwater Used (acre-ft)	3,007	204.3												204
• Imported Water Purchased (acre-ft)	5,322	612.5												613
Total (acre-ft)*	8,328	816.8												817

* May not sum due to rounding.

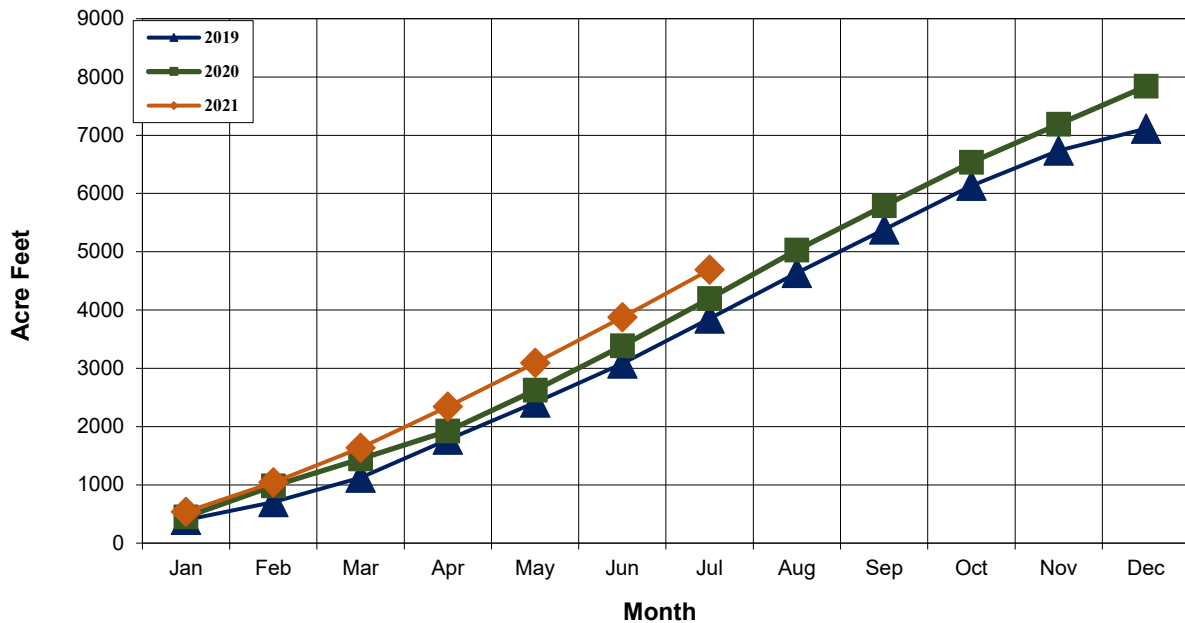




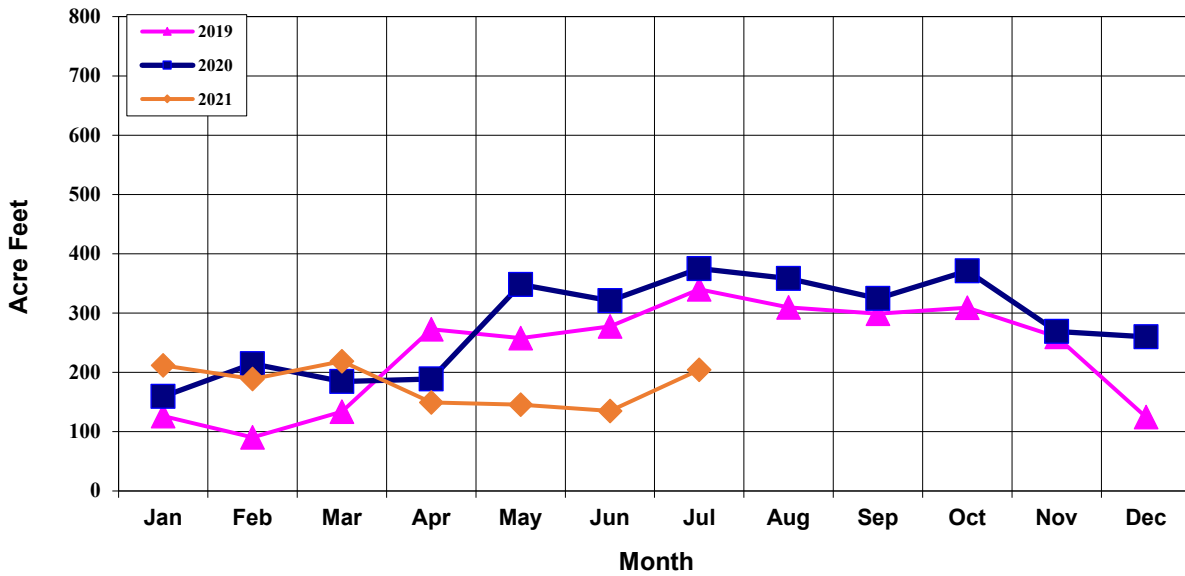
Total Potable Water Production (Groundwater Pumping & Imported)



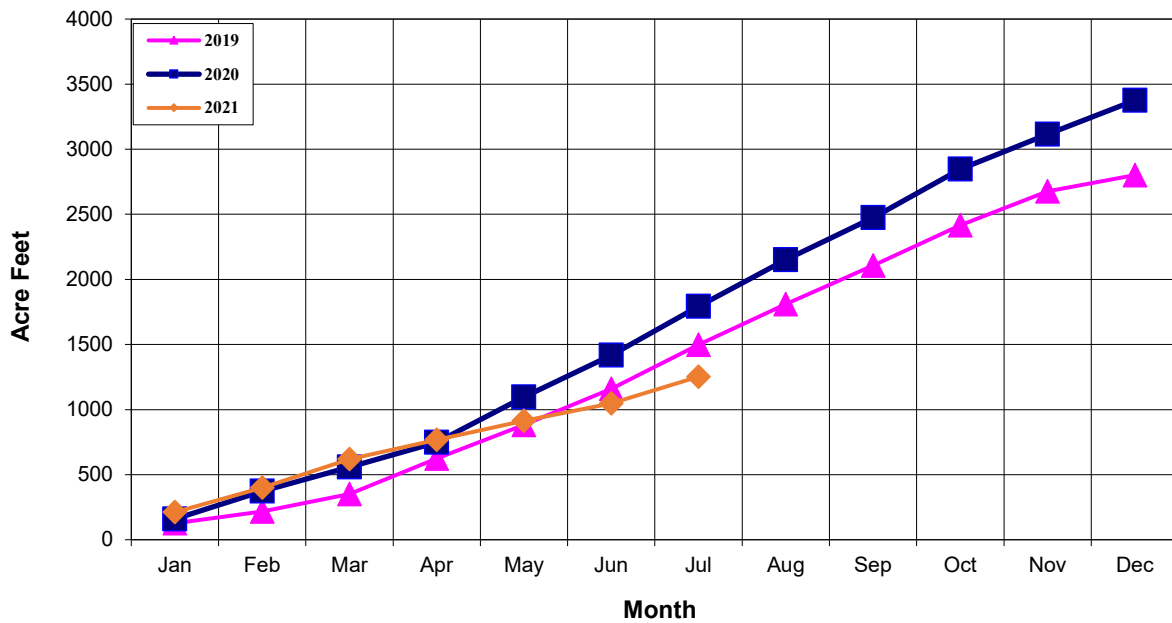
Cumulative Total Potable Water Production (Groundwater Pumping & Imported)



Ground Water Pumping



Cumulative Ground Water Pumping





City of Camarillo

Police Department Memorandum

DATE: August 11, 2021
TO: Greg Ramirez, City Manager
FROM: Eric Tennesen, Commander
SUBJECT: Police Department Monthly Report – July 2021

ADMINISTRATION

Meetings/Events Attended

Various City and County Meetings
Held meeting to discuss outreach for Veterans in mental health crisis (7/1)
Congressional Badge of Bravery presentation for Sergeant Ron Helus (7/6)
Use of Force software demonstration (7/7)
Police Officer's Association of Ventura County awards presentation (7/9)
Ride for the Blue event for police officers (7/10)
Sheriff's Patrol Compstat meeting (7/12)
Met with PVRPD about partnering for community events (7/13)
Camarillo Lion's Club dinner (7/13)
Highway sign dedication for Fillmore Search and Rescue member Jeff Dye (7/14)
Boys and Girls Club board meeting (7/15)
Retirement ceremony for professional employee (7/22)
Conducted ride along with Ventura County Leadership Academy member (7/28)
Met with Casa Pacifica staff to discuss call volume at location (7/29)

INVESTIGATIONS

The Camarillo Investigations Bureau reviewed a total of 181 cases (102 felonies, 77 misdemeanors, 2 other crimes), of which 151 occurred in the City of Camarillo.

The 151 cases fell into the following crime categories:

- 60 property crimes: 10 of which were burglaries (0 residential, 1 vehicle, 9 commercial)
- 84 Crimes Against People (6 domestic violence)
- 7 Fraud/forgery type cases

Search Warrants/Probation Searches:

- Detectives wrote/served 3 search warrants
- Detectives conducted 1 probation search

Case Closures:

- The Camarillo Investigations Bureau closed 109 cases, 95 of which were closed by arrests made by detectives, Special Enforcement Detail, or patrol.

Crime Trends:

- 17 petty theft
- 9 stolen vehicles
- 19 grand thefts; 11 from vehicles
- 9 commercial burglaries

Outlet Crimes: There were 10 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 **13** individuals for a variety of crimes:

Under the influence / Drug related	7
Gun related	1
Other	5

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

Probation and Parole Searches: **15** resulting in **10** arrests

Surveillances: SED coordinated and/or participated in **11** surveillances.

Search Warrants: **9** authored/served

Training: SED participated in **8** hours of training. The training included building entries, case law update pertaining to search warrants and undercover enforcement.

Graffiti: Currently there are **15** active graffiti cases.

Summary of SED Activity:

- An investigation was initiated into a subject wanted for a stolen vehicle. SED conducted surveillance on the subject and arrested him for the crime. The subject was booked into the Ventura County Jail for violation of stolen vehicle. (7/13)
- Information was received pertaining to a subject that was distributing narcotics to residents of the City of Camarillo. SED initiated an investigation and located the subject actively distributing the narcotics. The subject was subsequently arrested and detectives obtained a search warrant for his residence. As a result of the search warrant, additional narcotics and 2 firearms were located. Additionally, the primary subject's girlfriend was also located at the residence and deemed to be under the influence of a controlled substance. The male subject was arrested for various drug crimes and a felon being in possession of firearms. Both subjects were booked into the Ventura County Jail. (7/14)
- SED assisted the Headquarters Station detectives with a surveillance and arrest of a wanted felon who was staying at the Motel 6 in the City of Camarillo. The subject was ultimately booked at the Ventura County Jail for the felony want. (7/16)
- SED conducted a probation search at the residence of a known narcotic offender living in the City of Camarillo. As a result of the probation search, narcotics were discovered and an additional subject was arrested for narcotic related crimes. Both subjects were booked into the Ventura County Jail. (7/21)
- SED detectives concluded an investigation into an illegal brothel being run at a massage parlor in the City of Camarillo. As a result of the investigation, SED authored and served search warrants at the home residence of the proprietor, as well as the brothel in the City of Camarillo. Indicia was located at the brothel that substantiated the crime of illegal sexual crimes were being conducted. The male owner of the brothel was arrested for pimping and pandering and booked at the Ventura County Jail. (7/28)

Project Hope Activity:

- Total Contacts in an Outreach Capacity: 10

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:

- Assisted 94 year old female who was homeless get assistance through Gold Coast Veterans Association. As a result, permanent housing was located and she was moved. Multiple stakeholders assisted with this operation.

TRAFFIC

Collisions

- 37 traffic collisions, 50 in June = 26.00% decrease
- 15 injury collisions, 14 in June = 7.14% increase
- 0 fatal collision, 0 in June = 0.00%
- 6 private property collisions, 7 in June = 14.29% decrease
- 6 “hit and run” collisions, 6 in June = 0.00%
- 5 “hit and run” collisions solved, 4 in June = 25.00% increase

DUI

- 15 DUI arrests, 20 in June = 25.00% decrease
- 7 DUI collisions, 6 in June = 16.67% increase

Traffic Citations

- 168 hazard violation citations, 373 in June = 54.96% decrease
- 337 total citations, 576 in June = 41.49% decrease

Parking Citations

- 117 issued, 83 in June = 40.96% increase
- 50 vehicles red tagged, 55 in June = 9.09% decrease

Radar Trailer / Message Trailer

- Five trailers were deployed throughout the city for a total of 3,072 hours. One trailer was deployed throughout the city for detectives totaling 624 hours. Three additional trailers were deployed around the Camarillo Premium Outlets totaling 2,064 hours. One trailer was deployed at various locations throughout the city for speed education totaling 384 hours.

Towed vehicles

- 41 vehicles were stored, 40 in June = 2.50% increase
- 3 vehicles were impounded, 7 in June = 57.14% decrease

NOTES

Overall traffic collisions decreased by 26% from the previous month. Parking citations increased by 40% since hiring a third parking cadet. An additional parking cadet is in the hiring process, which will further augment future parking enforcement efforts.

The Camarillo Fireworks event on July 4 was at a new location, the Camarillo Premium Outlets, which is four times the size of the prior location. This was a large undertaking for the traffic bureau; however there were no collisions or injuries at the event.

Through the Office of Transportation Safety (OTS) grant, a new DUI trailer was received and was already utilized to complete one DUI / Driver's License checkpoint. During the checkpoint, there were no arrests for DUI, eleven drivers were cited for not driving with a valid driver's license, and no vehicles were towed.

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 post (7/1)

Nextdoor.com Activity:

- New residents joined in July: **342**
- Total members (households): **21,593**

Neighborhood Watch Groups: 63

Youth Officer Senior Deputy

- 2 new runaway cases, 1 closed
- Run Hide Fight presentation at St. Demetrious Church (7/22)
- Honor Guard detail (7/23, 7/29)
- Concert in the Park (7/24)
- Diversion (7/27)
- On-going catalytic converter theft program follow-up
- Parenting class follow-ups
- POST video production correspondence
- ABC contact referral for patrol
- Parent consultation regarding behavioral issues with a juvenile grandson
- City solicitation application clearances (21 received)
- Scheduled CFIT training for SRO's

Frontier High School, School Resource Officer

- Reassigned to patrol

Rancho Campana High School, School Resource Officer

- Reassigned to patrol

PVSD, School Resource Officer

- Reassigned to patrol

Camarillo High School, School Resource Officer

- Reassigned to patrol

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

Currently there are 26 active members

- DART members volunteered **163** hours. Members continue to train virtually, and in person with COVID precautions.
- Members assisted at the Camarillo Fireworks event on July 4, held in and near the Camarillo Premium Outlets. They performed patrols of the Outlet Mall parking lots, staffed closed intersections and helped with the traffic egress after the events conclusion. DART also took the emergency response vehicle (ERV) and set up near the Command Post. Specially trained members were also on hand to supply medical aid if required during the event.
- Members attended the Taste of Camarillo event, held at the Camarillo Ranch House on July 25. They set up the ERV near the Ranch House, and discussed DART with attendees, did periodic patrols within the event site and were available for any injuries or medical incidents that occurred.
- The membership conducted their first in-person monthly meeting on July 21. They conducted the annual elections, electing a new Assistant Captain and Assets Officer. Training opportunities were discussed and scheduled for upcoming dates.

Explorer Post #2932

Currently there are 5 active Explorer members

- An Explorer advisor meeting was held at the Camarillo Police station on August 1. All the present advisors were briefed on the upcoming events from other posts, and updates for the entire VCSO explorer program were discussed.
- Recruitment for new advisors within the station took place. The new advisors will be introduced to the remaining explorers at the meeting that will take place on August 21.

Camarillo Citizen Patrol (CCP)

Currently there are 31 active members

- Citizen Patrol members volunteered **611** hours.
- Members conducted **30** patrols, for **392** hours.
- **2** vacation house checks and extra patrols were conducted during daily patrols.
- **56** hours were devoted to assisting the Traffic Unit by distributing inter-office mail to various locations.

- **73** 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.
- Members assisted at the Camarillo Fireworks event on July 4. They helped patrol the Outlet Mall parking lots, streets and surrounding businesses. CCP supervised several closed intersections, and their primary duties were vehicle traffic control during the egress after the events conclusion.
- The membership conducted their first in-person monthly meeting on July 25, and nominations for the annual elections were opened.

Camarillo Crossing Guards

- The Camarillo High School's summer school schedule was covered by 2 crossing guards July 6 through July 30. Several concerns regarding traffic matters were addressed, and for the next school year it was decided that there will be 2 crossing guards at this location versus 1.
- Recruitment of Crossing Guards will continue until the required number of Crossing Guards can be staffed.

Reserve Deputies: The two reserve deputies assigned to Camarillo PD logged **9** hours for the month, including **0** hours of patrol partnered with a full-time deputy.

0 hours were spent on local training and **1** hour qualifying at the range.