

City of Camarillo

Office of the City Manager

MEMORANDUM

DATE: July 15, 2021
TO: Greg Ramirez, City Manager
FROM: Carmen Nichols, Assistant City Manager *CA*
SUBJECT: **Monthly Activity Report – June 2021**

ADMINISTRATION

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

- SB 9 (Atkins) – Housing Development: Approvals – *Oppose*
- SB 612 (Portantino) – Electrical Corporations and Other Load Serving Entities: Allocation of Legacy Resources – *Support*

HUMAN RESOURCES/RISK MANAGEMENT

Active Recruitments

- Crossing Guards: Continuous recruitment.
- Accountant: Final interviews were held on 06/03. An offer of employment was accepted with an effective start date of 07/19.
- Senior Equipment Mechanic: Interviews were held on 06/09 and 06/16. An offer of employment was accepted with an effective start date of 07/01.
- Senior Code Compliance Officer: Recruitment was opened on 05/14 and closed on 06/04. Interviews were held on 06/22 and 06/29. An offer of employment is pending.
- Senior Customer Service Specialist: Recruitment was opened on 05/14 and closed on 06/04. Hiring department is reviewing applications.
- Associate Civil/Associate Engineer: Recruitment was opened on 05/20 and closed on 06/17. Hiring department is reviewing applications.

Current Vacancies

- Administrative Specialist II, Administrative Services
- Administrative Specialist II, Code Compliance
- Customer Service Specialist
- Finance Assistant
- Director, Administrative Services
- Public Works Inspector

- Water Inspector
- Public Works Maintenance Worker

Activities/Meetings/Training:

- AALRR Webinar series (2x weekly): Continuous Updates
- Coordinated employee appreciation lunches
- COVID Testing Clinic at Constitution Park: 06/10, 06/24
- Finalized FY 2021/22 position requests
- NeoGov Training
- Payroll/HR Meeting

ECONOMIC DEVELOPMENT

Economic Development Email Newsletter Metrics

- Moving to Yellow Tier, 1218 Sent, 50.7% Open Rate (6/2)
- Business Restrictions Lifted, 1229 Sent, 54.1% Open Rate (6/15)
- June Business Scene, 1255 Sent, 38.9% Open Rate (6/29)

Economic Development Meetings

- Meeting regarding the implementation of the California Department of Public Health's Guidelines for Beyond the Blueprint (6/7)
- Attended the West Ventura County Business Alliance's CSU Channel Islands Connection presentation featuring interim President Richard Yao (6/8)
- Economic Development Collaborative Roundtable (6/9)
- Attended ILG's webinar on "Recovery or Relapse? Tools to Help Local Governments Navigate Financial Realities in the Wake of the COVID Pandemic" (6/9)
- West Ventura County Business Alliance - Business Advocacy Committee (6/14)
- West Ventura County Business Alliance Business Advocacy Membership Meeting (6/14)
- Attended the BioScience Alliance's BioMedley web event regarding biotech growth in Ventura County (6/15)
- Meeting with developers regarding a potential mixed-use development (6/16)
- Camarillo Hotel and Tourism Association Board of Directors Meeting (6/17)
- Economic Development Collaborative Roundtable meeting regarding business recovery (6/21)
- Meeting with City of Oxnard staff regarding Cannabis Research and Development, and Testing (6/22)
- Meeting with developer regarding construction challenges (6/24)
- Assisted potential new business with information regarding traffic counts along Las Posas Road (6/25)
- Meeting with Camarillo Old Town Association President re: events in Old Town (6/25)

- Assisted business with permitting processes (6/25)
- Hosted meeting at a commercial kitchen located in Camarillo and introduced founders to various business support organizations, including the Small Business Development Center, Women’s Economic Ventures, and VC Economic Development (6/29)
- Meeting with RC Makes regarding Career Technical Education and Workforce Training (6/29)
- Meeting with business regarding code compliance violations and remedies (6/30)
- Meetings with California State University Channel Islands regarding a Lummi Totem Pole cultural event (6/7-6/10)
- Staff business visits to four Camarillo manufacturers and one logistics company (6/16, 6/23, 6/30)
- Website updates to Camarillo’s Hiring Webpage (ongoing)

COMMUNITY RELATIONS

News Releases / City News Emails:

- Original City Councilmembers and Edward Scholle To Be Honored by Naming New Streets in Springville (6/28)
- Committed to Delivering the Best-Quality Drinking Water Possible (6/28)
- Camarillo Praised for Governmental Budgeting Principles (6/25)
- Fiscal Accountability with a Focus on Returning to Pre-Pandemic Service Levels defines Camarillo's \$131.2 Million Fiscal Year 2021/22 Budget (6/24)
- Camarillo's Urban Water Management Plan Demonstrates Commitment to Water Conservation and Resource Management (06/21)
- Community's Perspective on 1976 Camarillo Airport Agreement May Be Measured with Fair & Balanced Survey (6/18)
- Face Coverings No Longer Required at Camarillo City Hall or Camarillo Public Library (6/15)
- Camarillo Stands Firm on Validity of 1976 Camarillo Airport Agreement (6/9)
- July 4th "PARK & WATCH" Fireworks Show (6/4)

Social Media Platforms

Channel	Number of Posts	Number of Fans/Followers	Number of Engagements	Engagement Rate / Clicks
Facebook	41	3,484	1,200	49 clicks
Instagram	28	331	261	6.13%
LinkedIn	9	205	41	89 clicks

Messaging Campaigns

- Fourth of July Fireworks Show
- Personal Fireworks are Illegal in Camarillo

- Weekly Recycling Begins July 5

Meetings

- CAPIO Webinar: Mentorship Monday with Gail Ortiz-Morgan and Stacy Miller (6/28)

EMERGENCY PREPAREDNESS

Emergency Planning:

- Meeting re State Homeland Security Program and cybersecurity upgrades
- Emergency Operations Center: inspection of emergency food supplies
- HMPG DR-4558 application follow-up with CalOES regarding seismic retrofit work in apartment complexes
- Webinar: National Weather Service (6/14)
- SCE Wildfire Mitigation / PSPS Process (6/21)
- SCE / CalOES – Southern California Critical Lifeline Working Group (6/28)
- Ventura County Volunteer Coordinators Council (6/9)
- FEMA Virtual Community Resiliency Drill
- FEMA Region IX - Voluntary Agency Forum (6/9)
- Voluntary Organizations Active in Disasters (VC-VOAD) (6/17)
- Update of City's Emergency Operations Plan (ongoing)
- Inspected and performed maintenance on Automated Defibrillator Units

Community Emergency Response Team (CERT):

- Ventura County CERT Coordinators meeting (6/22)
- CERT volunteers completed with inventory and resupply of the Mass Casualty Incident Trailer (6/21)
- CERT Temporary Evacuation Point Exercise at Ventura College (6/23)
- CERT volunteers assisted with completing assembly of solar generators and solar panels. The completed assemblies were delivered to the following City facilities: Corp Yard, Sanitary Plan, Camarillo Library and City Hall.

SOLID WASTE MANAGEMENT

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

Disposal: **4,687 tons** Diversion: **2,246 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 236 participants attended the monthly event held June 11 and 12 at Clean Harbors Environmental. A total of 7.7 tons of electronic waste, universal waste, batteries, and HHW was diverted from the landfill.

Used Oil Payment Program Application (OPP 12): Staff completed the annual OPP application and submitted all necessary forms for the purpose of securing payments, and to implement and carry out the specified activities required by CalRecycle for the Used Oil Payment Program.

Beverage Container Recycling Payment Program: Staff completed the annual reporting for the City/County Payment program, which includes information pertaining to expenditures associated with beverage container recycling and litter cleanup activities.

Pharmaceutical Drop-off Program: Expired, unwanted, or unused pharmaceuticals collected from the secure drop-box at the Camarillo Police Station during the month of June totaled 124.60 pounds, bringing this year's total to 549.7 pounds.

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

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

MEETINGS / EVENTS / TRAININGS ATTENDED BY CMO STAFF

- Agreement Process / Template Team Meetings
- Budget Study Session (6/5)
- Camarillo Airport Ad Hoc Committee (6/10)
- CIP Coordination Meeting (6/2)
- Clean Coalition Meetings re: Microgrid Engineering Design (6/3, 6/10, 6/17, 6/24)
- Clean Power Alliance Board Meeting (6/3)
- Congresswoman Brownley Visit - Constitution Park (6/1)
- CSUCI Alumni & Friends Meetings (6/18, 6/25)
- Fireworks Event Site Visit (6/3)
- Investment Committee (6/22)
- Lummi Totem Pole Stop in Camarillo (6/10)
- Meet & Greet with PVSD Superintendent Dr. Danielle Cortes (6/29)
- Pleasant Valley Historical Society & Museum Tour (6/25)
- Policy Committee Meetings (6/23)
- Port of Hueneme Tour (6/24)
- SCE Wildfire Mitigation / PSPS Process (6/21)
- Solid Waste Solutions Meetings re SB 1383 Ordinance Organic Recycling (6/2, 6/4, 6/17)
- Transportation and Infrastructure Committee Meeting (6/2)

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

- Ventura County/City Managers Group Meeting (6/17)
- Ventura County Leaders – COVID-19 Update Calls
- Ventura County Regional Sanitation District board Meetings (6/22)
- Webinar: The -Plex Paradox: Writing the Code to Undo Single-Family Zoning (6/17)

ATTACHMENTS

Calls for Service – Animal Services

Fire Department Calls for Service – Monthly Report

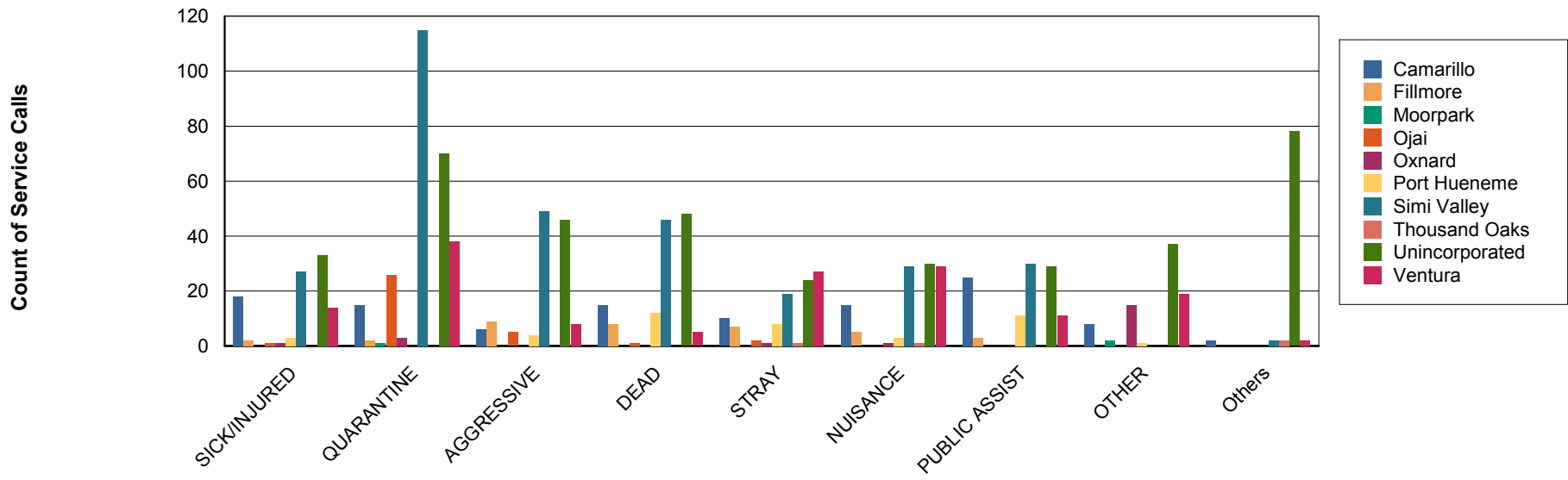
Clean Power Alliance – Status Report



Ventura County Animal Services

Calls for Service Report

Totals for 01-Jun-2021 thru 30-Jun-2021



	SICK/INJURED	QUARANTINE	AGGRESSIVE	DEAD	STRAY	NUISANCE	PUBLIC ASSIST	OTHER	Others	Total
Camarillo	18	15	6	15	10	15	25	8	2	114
Fillmore	2	2	9	8	7	5	3	0	0	36
Moorpark	0	1	0	0	0	0	0	2	0	3
Ojai	1	26	5	1	2	0	0	0	0	35
Oxnard	1	3	0	0	1	1	0	15	0	21
Port Hueneme	3	0	4	12	8	3	11	1	0	42
Simi Valley	27	115	49	46	19	29	30	0	2	317
Thousand Oaks	0	0	0	0	1	1	0	0	2	4
Unincorporated	33	70	46	48	24	30	29	37	78	395
Ventura	14	38	8	5	27	29	11	19	2	153
Monthly Totals	99	270	127	135	99	113	109	82	86	1,120

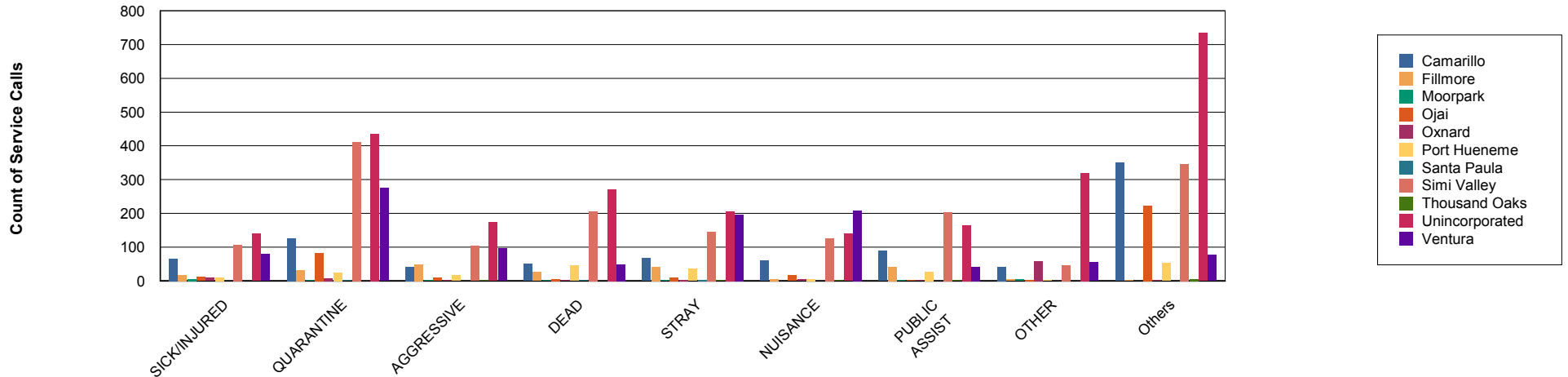


Ventura County Animal Services

Calls for Service Report

YTD Totals

01/01/2021 thru 06/30/2021



	<i>SICK/INJURED</i>	<i>QUARANTINE</i>	<i>AGGRESSIVE</i>	<i>DEAD</i>	STRAY	NUISANCE	PUBLIC ASSIST	OTHER	Others	Total
Camarillo	65	126	42	50	67	60	89	41	350	890
Fillmore	17	32	49	26	42	5	41	4	2	218
Moorpark	6	1	1	2	2	0	1	4	0	17
Ojai	11	83	9	6	10	16	1	3	223	362
Oxnard	9	7	1	1	3	4	2	58	1	86
Port Hueneme	10	24	16	45	36	5	27	2	52	217
Santa Paula	0	1	0	1	3	0	0	0	0	5
Simi Valley	107	412	103	206	145	126	203	46	346	1,694
Thousand Oaks	0	0	1	0	2	2	1	0	5	11
Unincorporated	140	435	173	272	205	140	165	320	734	2,584
Ventura	79	275	96	48	197	208	41	55	77	1,076
YTD Totals	444	1,396	491	657	712	566	571	533	1,790	7,160

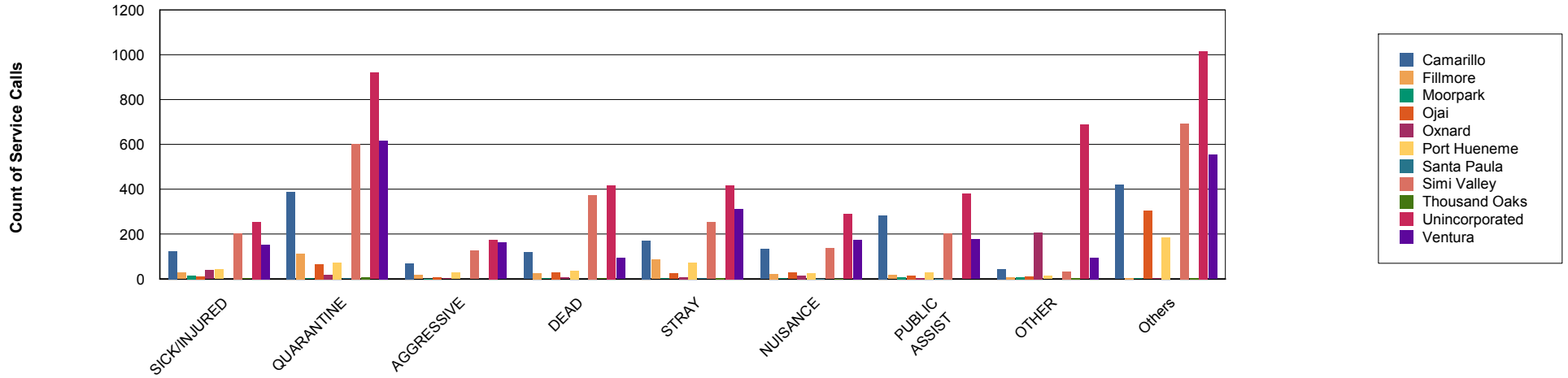


Ventura County Animal Services

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	8	3	44
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	26	30	13	186	507
Santa Paula	0	2	0	0	3	1	1	0	0	7
Simi Valley	204	603	126	374	253	137	204	34	693	2,628
Thousand Oaks	2	8	0	2	4	1	0	5	4	26
Unincorporated	254	921	174	417	418	290	380	688	1,017	4,559
Ventura	153	617	162	93	311	174	176	94	553	2,333
2020 Totals	871	2,812	589	1,105	1,353	828	1,117	1,114	3,184	12,973



VENTURA COUNTY FIRE DEPARTMENT

VNC Calls for Service Report

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

Monthly Totals

01-Jun-21 Thru 30-Jun-21

Reporting Area	Medical	Fire	Rescue	Pub Service	Alarms	Hazardous	Other	Area Total
Camarillo	624	7	41	39	39	13	2	765
Moorpark	115	0	7	29	18	6	0	175
Ojai	70	3	3	6	8	4	0	94
Port Hueneme	150	5	7	10	5	6	0	183
Santa Paula	193	7	8	11	17	3	0	239
Simi Valley	664	23	40	95	42	11	1	876
Thousand Oaks	902	19	55	127	72	19	0	1,194
Unincorporated	463	52	61	77	71	27	1	752
Month Totals	3,181	116	222	394	272	89	4	4,278

YTD Totals

01-Jan-21 Thru 30-Jun-21

Reporting Area	Medical	Fire	Rescue	Pub Service	Alarms	Hazardous	Other	Area Total
Camarillo	3,407	69	194	176	239	100	6	4,191
Moorpark	785	11	60	124	104	43	0	1,127
Ojai	431	25	10	34	34	17	0	551
Port Hueneme	864	24	35	47	60	39	0	1,069
Santa Paula	1,023	44	50	49	85	58	0	1,309
Simi Valley	4,167	132	232	396	261	116	10	5,314
Thousand Oaks	5,111	146	295	621	469	145	2	6,789
Unincorporated	2,669	225	385	292	366	270	11	4,218
YTD Totals	18,457	676	1,261	1,739	1,618	788	29	24,568

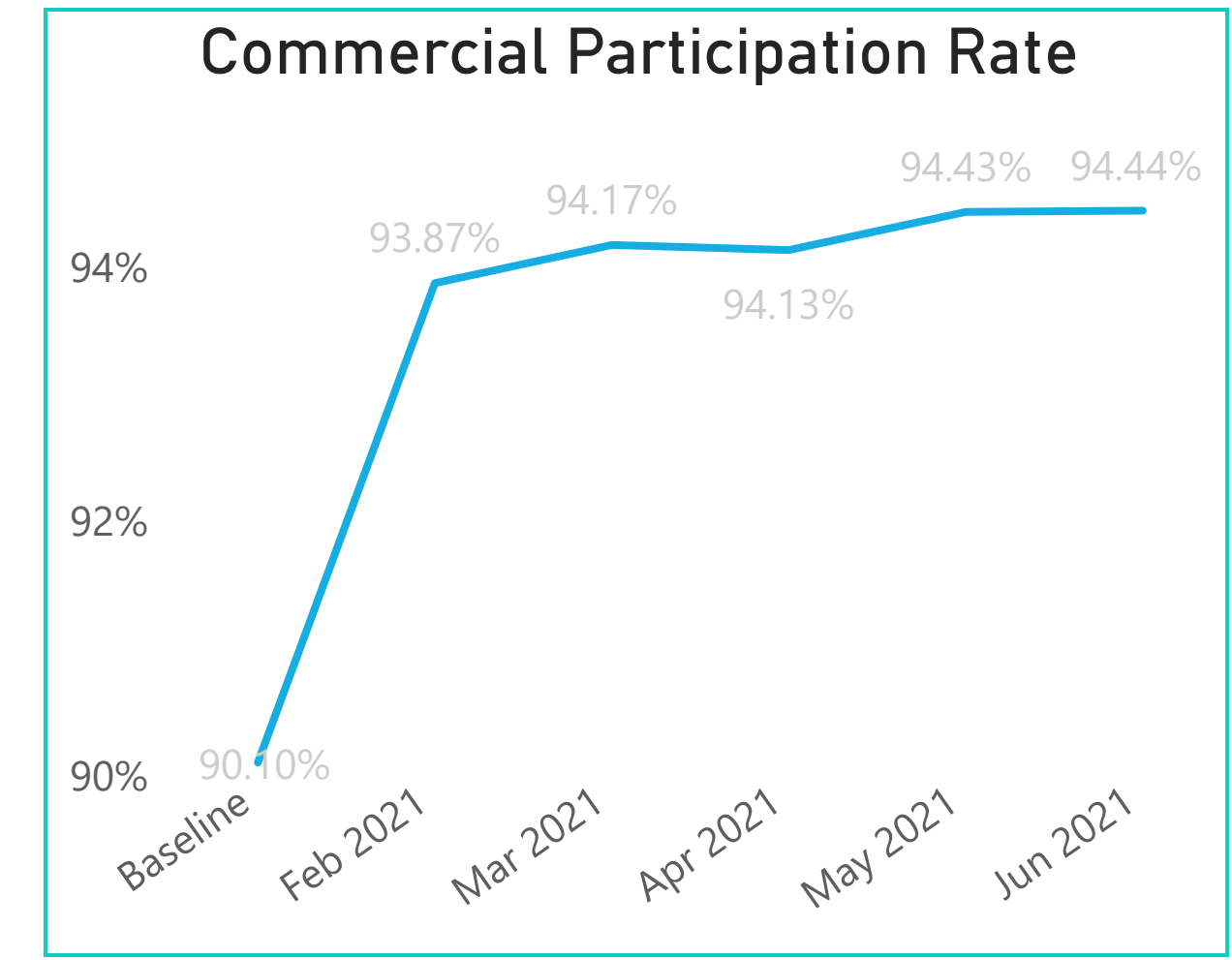
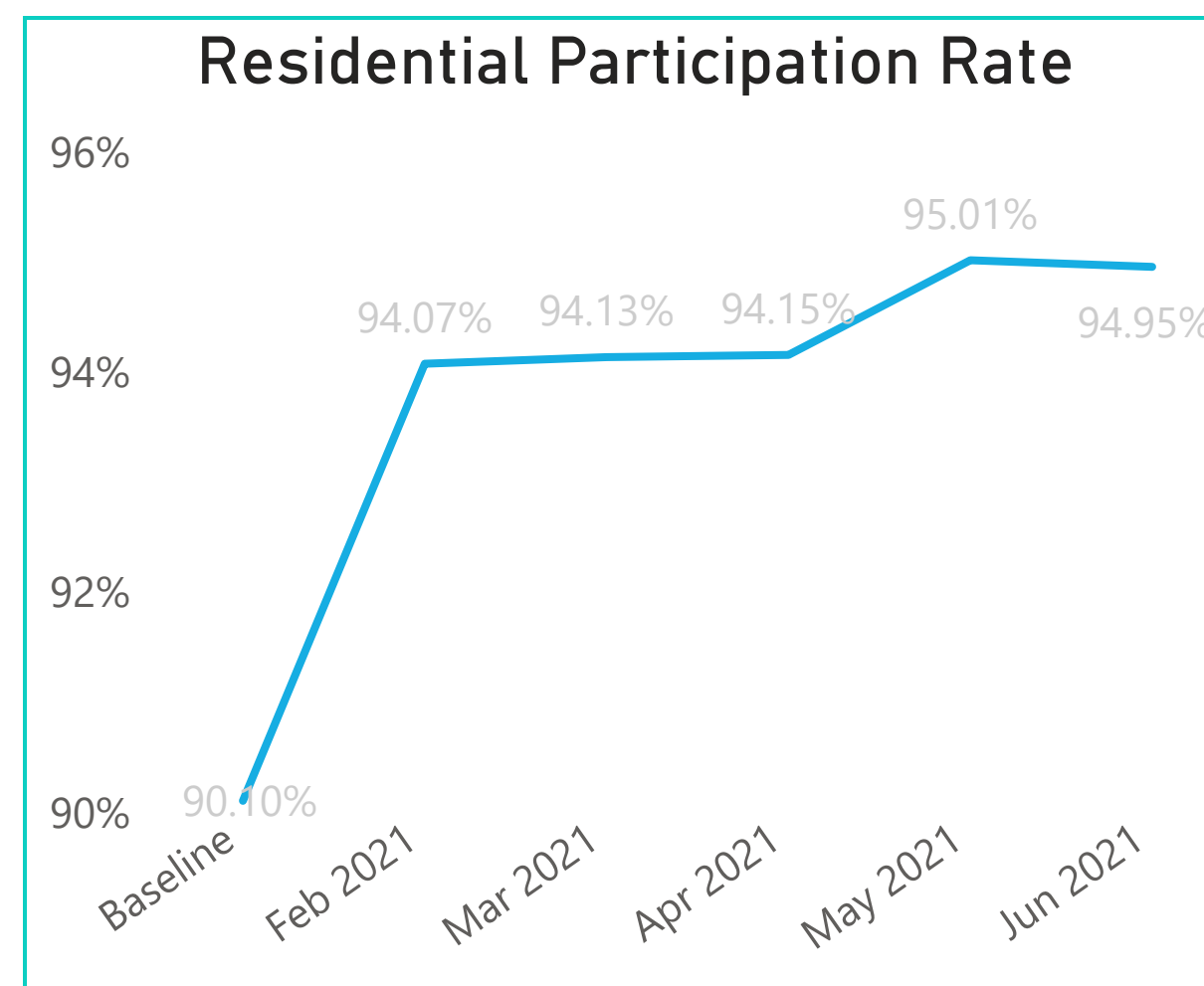
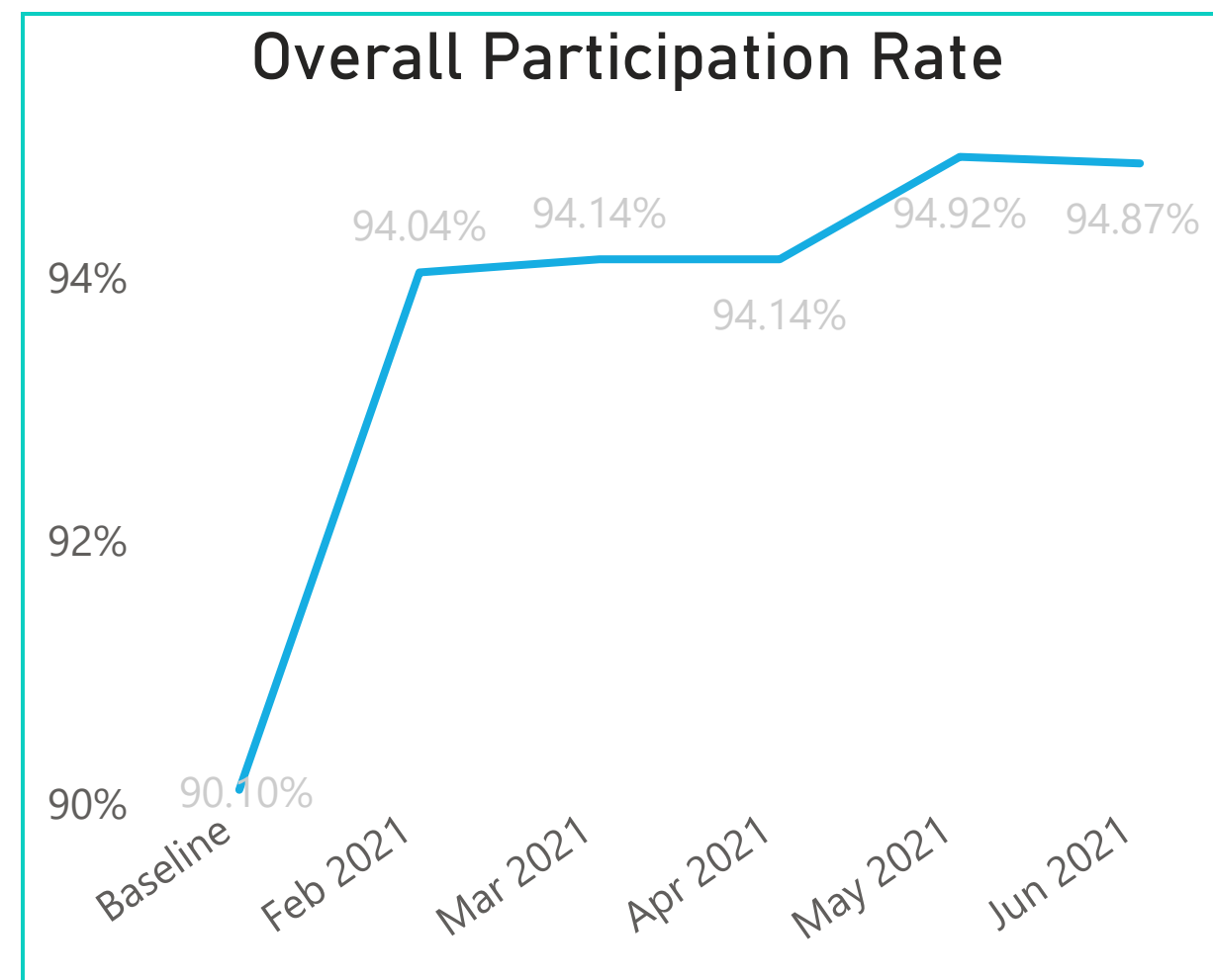
CY2020 Totals

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: June 21, 2021



Active Customers by Account Type in Jurisdiction

Account Type	Lean	Clean	100% Green	Total
Commercial Accounts	4,277	10	64	4,351
Residential Accounts	23,966	75	105	24,146
Total	28,243	85	169	28,497

Active Customers by Default Option all CPA

Default Option	Active	Participation %
100% Green	304,953	94.46%
Clean	522,540	96.35%
Lean	172,925	95.53%
Total	1,000,418	95.41%

Customers on Financial Assistance Programs

Program	Active Accounts as of 01/25/2021	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 06/02/2021
CARE	3,563	3,572	3,618	3,655	3,586	3,575
FERA	91	93	97	99	96	96
Medical Baseline	523	525	534	524	522	520
Total	4,177	4,190	4,249	4,278	4,204	4,191

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 (28,243 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!

In 2020, over **80%** of CPA Customers totaling approximately **800,000** households and businesses – more than **2.5 million people** – received at least **50%** renewable energy content with CPA's Clean Power, and **100% Green Power** rates.



Participation Rate

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

Participation from commercial customers is **94%**.

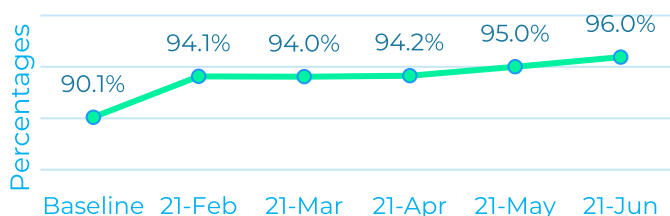
You are making great strides toward a green energy future.

Camarillo's overall participation rate is now

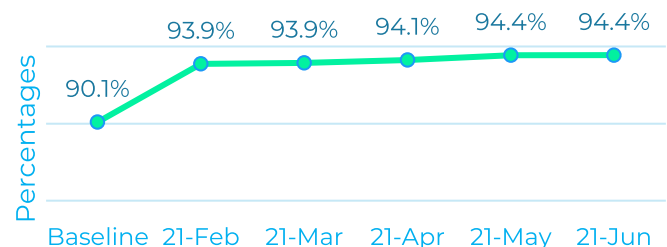
95%



Residential Participation Rate



Commercial Participation Rate



Camarillo Active Customers

In June, Camarillo has **28,497** active customers out of **30,038** eligible customers.

Camarillo has **24,146** residential customers,

and

4,351 commercial customers actively participating in CPA.



Ventura County Active Customers

For Ventura County, there are a total of 261,771 active customers.

There are **224,597** active residential customers, and **37,174** commercial customers.

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

261,771.



Active Customers by Option

CPA now has **1,000,418** 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%**.

17.3% of CPA's active customers have Lean Power as their default option.





City of Camarillo

Department of Administrative Services

MEMORANDUM

DATE: July 12, 2021
TO: Greg Ramirez, City Manager
FROM: John Thomas, Assistant Director of Administrative Services
SUBJECT: Activity Report – June 2021

Administrative

- Began the process of transitioning fleet fuel card program from Voyager to WEX (State of California Department of General Services, Procurement Division and WEX on newly awarded fuel program).
- Facilitated or attended meetings:
 - COVID Prevention Update meetings
 - PrimeGov meetings
 - City Council meetings
 - Digital Records conversation and retention
 - Library Director weekly meetings
 - Friends of Camarillo Library monthly meeting
 - 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
 - Insurance Team meeting

Facilities Operations

- Summer concert preparation met with PVRPD to coordinate responsibilities, set up portable restrooms and fencing, and moved storage container.
- Conducted final interviews for the Sr. Equipment Mechanic position due to a retirement. Top candidate accepted the job offer and will start July 1.
- Provided Public Works and the City Manager's Office a draft workspace plan for Public Works area at City Hall. Preliminary layout was discussed with the Public Works Director.
- Assisting Public Works for various testing processes for the Dizdar Park renovation project.
- Met with new custodial contractor to discuss startup of service on July 1.
- Attended a meeting with the Gold Coast Fleet Group which presented various topics on electric vehicles and infrastructure.

Fleet Operations

- The garage billed a total of 194 labor hours.
- Preventive maintenance, repairs, and operator assistance on all equipment generated a total of 106 jobs. There were no road calls this month.

Information Systems

- Ongoing Projects and Initiatives
 - Library Computer Refresh
 - Continued configuration of additional computers to support return to full library capacity.
 - Return to In-Chamber City Council meetings and removed temporary signage, plexiglass and equipment used to facilitate Zoom meetings.
 - PrimeGov Cloud-based Agenda and Meeting Management
 - Configured six new Microsoft Surface tablet computers for Councilmembers and City Clerk.
 - Electronic Document Imaging
 - First test batches of scanned documents have been imported into the Questys document management system and validated for accuracy. This allows the City to move forward with the planned large-scale project to convert many boxes of paper documents, currently in storage, into more easily retrievable and viewable electronic files.
 - Modified Questys folder structure to provide a consistent user experience across Building Permits and Building Plans and Reports categories. Moved existing files and sub-folders into appropriate top-level folders.
 - Modified auto-filing specifications for Building Permits and Building Plans and Reports categories to match updated folder structure.
 - Reviewed index files being prepared by City Clerk for next batch of document scanning.
- Network Operations and Hardware Support
 - Installed and configured six new computers for Sanitation.
 - Upgraded City Hall Wi-Fi network to improve coverage and speed.
 - Optimized email spam filter rules.
 - Installed Microsoft operating system and security updates to all City Hall and Library network servers, and to Emergency Operations Center (EOC) servers and workstations.
 - Deleted old temporary user files from network storage.
- Enterprise Resource Planning (ERP) and Other Software Support
 - Opened eight new support cases, and closed seven support cases, for the City ERP system. Two cases remain open.
 - Updated Fuel Transactions Processing software to process and validate data from newly selected fuel payment card vendor WEX and import these fuel transactions into the ERP fleet management module. Sample data file was used; will require additional modification and testing once first month's live data file is received from WEX.

- Created new data source to combine purchase order data from ERP purchasing and inventory module with encumbrance data from financial module, for analysis of open purchase orders by Finance.
- Extracted data from Budget Worksheet reports into Excel.
- Created Excel file with non-residential water service customers, for use by Public Works for Water Quality Report mailing.
- Completed six public records requests for Building Permits.
- Website and Marquee Activity
 - Continued process of updating and modernizing the City website; vendor has completed conversion of current website content and following validation of conversion process will release functional draft to City for testing and acceptance.
 - There was a total of 35,512 user sessions interacting with the city website for an average of 72 seconds and viewing an average of 1.84 pages.
 - 51% of these sessions originated from search engines, 39% was direct website access and 10% from links including social media (Facebook, etc.), other web sites, and email.
 - Desktop users accounted for 61% of these sessions, 37% were from mobile users, and 2% from tablet users.
 - There was a total of 65,237 individual page views in June. Utility Billing Online Payments remain the most popular page, at 5% of total page views, followed by the new Fireworks page at 3% of total page views.
 - In June, there were four Marquee requests submitted via our website, and 22 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

June 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 Reopening/Summer Reading Club

On June 19 we kicked off our "Reading Colors Your World" Summer Reading Club for children, teens and adults. This month we have signed up 126 adults, 89 teens and 440 children. Participants who log their reading time over the summer can earn a free book.

To engage our adult audience, we hosted a virtual origami program that brought in a professional artist who showed online viewers how to complete an 8-point origami star. Patrons afterwards requested additional origami resources from the library to support their new craft talent. We also hosted two virtual children performers that brought in 95 viewers.

When California reopened, so did we! Our study rooms and the Pirate Ship are open to the public and people have remarked that they are happy to use these spaces again.

Adult Literacy Center

In June, 19 volunteer literacy tutors and adult learners practiced reading and writing skills for a total of 149 hours. We had 10 active tutors with 105 hours and 9 active learners with a total of 44 hours in May. Three tutors participated in the Camarillo Adult Literacy Interest group meeting.

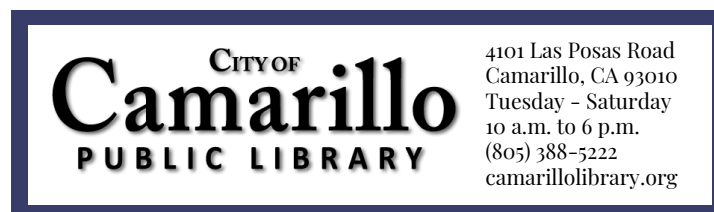
Adult Literacy Coordinator Mara Neuron attended the following webinars: Infopeople-Technology in Libraries, Affecting Change in a Middle Management Role, Digital Literacy and Technology Integration in Adult Basic Skills Education: A Review of the Research, No "One Right Way": Creating New Systems for Volunteer Engagement, Building Connections with Community Assets, We Survived: Boosting Staff and Community Morale and Wellness During Crisis and The Partnership Project: Q and A Session. Mara also attended the Volunteer Coordinators Council Meeting.

RUSSELL FISCHER BUSINESS COLLECTION

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

In June, Business Coordinator Nicole Valdivia fielded multiple phone calls and emails from patrons wanting support and reference help using LinkedIn Learning, Value Line investment research database, Data Axle Reference Solutions and Demographics Now database training. Ms. Valdivia met with patrons one-on-one for help with the Demographics Now and Data Axle Reference Solutions databases and virtually for help with BookPoints and LinkedIn Learning database.

Ms. Valdivia sent out an RFBC infographic and events calendar to 650 local Camarillo business owners as a way of reaching more small business owners in Camarillo. The objective was to inform them of RFBC resources and notify them of upcoming business-focused events.



Ms. Valdivia sent out two emails in June to the RFBC email list. One announced the June virtual programming schedule. The second announced upcoming July virtual programs and events hosted by RFBC and informed patrons that in-person meetings were now available again. Collectively, 2,945 people received the emails and 563 people opened the emails. As a result, 26 people were referred to the Camarillo Public Library Event Calendar to register for virtual events, one was referred to the library's Instagram and Facebook pages and four were referred to the library website for Summer Reading Club sign-up.

RFBC Events - June

LinkedIn Learning – A virtual training 6/10: Ms. Valdivia provided an overview of how to access the new LinkedIn Learning database and mobile app. She demonstrated features of LinkedIn Learning, including how to follow a learning path, create a playlist and identify the various levels of instructional videos.

Coffee Talk with Nicole 6/14: Ms. Valdivia checked in with small businesses in attendance and surveyed them for the state of their business. Attendees discussed topics of interest for future virtual events and possible in-person events. Patron response was positive for attending in-person programming and networking opportunities.

Summer Reading Club Kickoff 6/18: Virtual program hosted by Ms. Valdivia to introduce adult library patrons to Summer Reading Club sign-up page. The SRC program goals were reviewed, how to earn points was discussed and patrons were provided an RFBC Business BINGO card.

Business Marketing 101 6/30: Virtual program hosted by Lane Staniland of Harper Lane Productions, a full-service digital marketing agency in Ventura. Ms. Staniland provided an overview of how to develop a business marketing strategy and how to evaluate your business performance online. Attendees were offered a complementary personalized business analysis.

RFBC Events - July

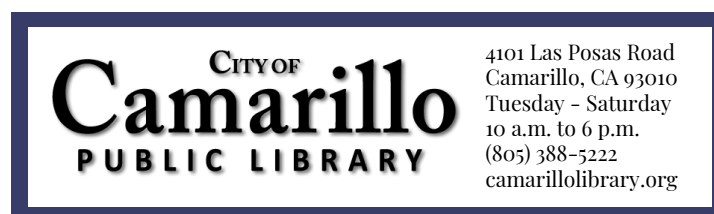
– July 7: eBooks & eAudiobooks for your commute 3:00 p.m. on Zoom. Learn how to borrow and download digital eBooks, eAudiobooks and eMagazines. Explore OverDrive and Libby.

– July 13: Digital Calendar Organization 11:00 a.m. on Zoom. Overview of how to optimize your Outlook, Google or Yahoo Calendar to keep yourself organized. Discussion of free digital resources for scheduling meeting and events.

– July 19: Coffee Talk with Nicole 8:30 a.m. on Zoom. A time for entrepreneurs, job seekers and library patrons to discuss resources available through RFBC with Ms. Valdivia. Participants are encouraged to bring their questions, emerging business topics of interest or concerns.

– July 21: Rock Your LinkedIn Profile 3:00 p.m. on Zoom and in the Community Room at the Library. LinkedIn is a powerful social media tool for professional networking and job seekers. Learn how to optimize your professional LinkedIn Profile, how to search for or post jobs and what the best practices are for businesses using LinkedIn to connect with their customers.

– July 27: The Power of Journaling 11:00 a.m. on Zoom. Journaling can help you organize your thoughts, prompt reflection and generate creative ideas. Discussion of how to organize and maintain an entrepreneur's journal.



CAMARILLO PUBLIC LIBRARY

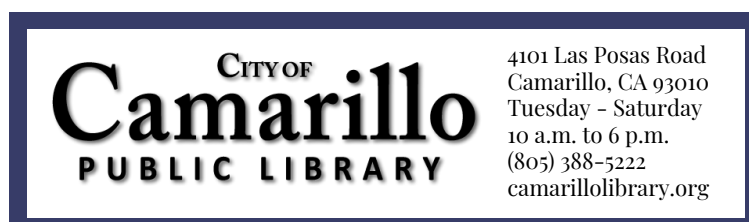
Metrics and Statistics

	May 2021	June 2021	May 2020	June 2020
Physical Material Checkouts	27,870	34,391	359	4,197
eBook Checkouts	4,158	3,802	6,098	5,879
eAudiobook Checkouts	2,887	2,867	3,225	3,031
Music Downloads	1,381	1,519	1,487	1,489
Digital Magazine Checkouts	484	597	1,223	975
Video Plays	800	810	1,068	895
New Cards Issued	446	413	97	113
Reference Inquiries	2,222	3,127	383	921

RUSSELL FISCHER BUSINESS COLLECTION

Metrics and Statistics

	June 2021	June 2020
<u>Virtual Reference Inquiries</u>	24	89
<u>Virtual Events</u>	4	3
<u>Virtual Meetings</u>	5	4
Database Training - Attendees	10	-
Coffee Talks - Attendees	2	3
Virtual Events - Attendees	16	20





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: July 8, 2021
Subject: Building Department Monthly Report

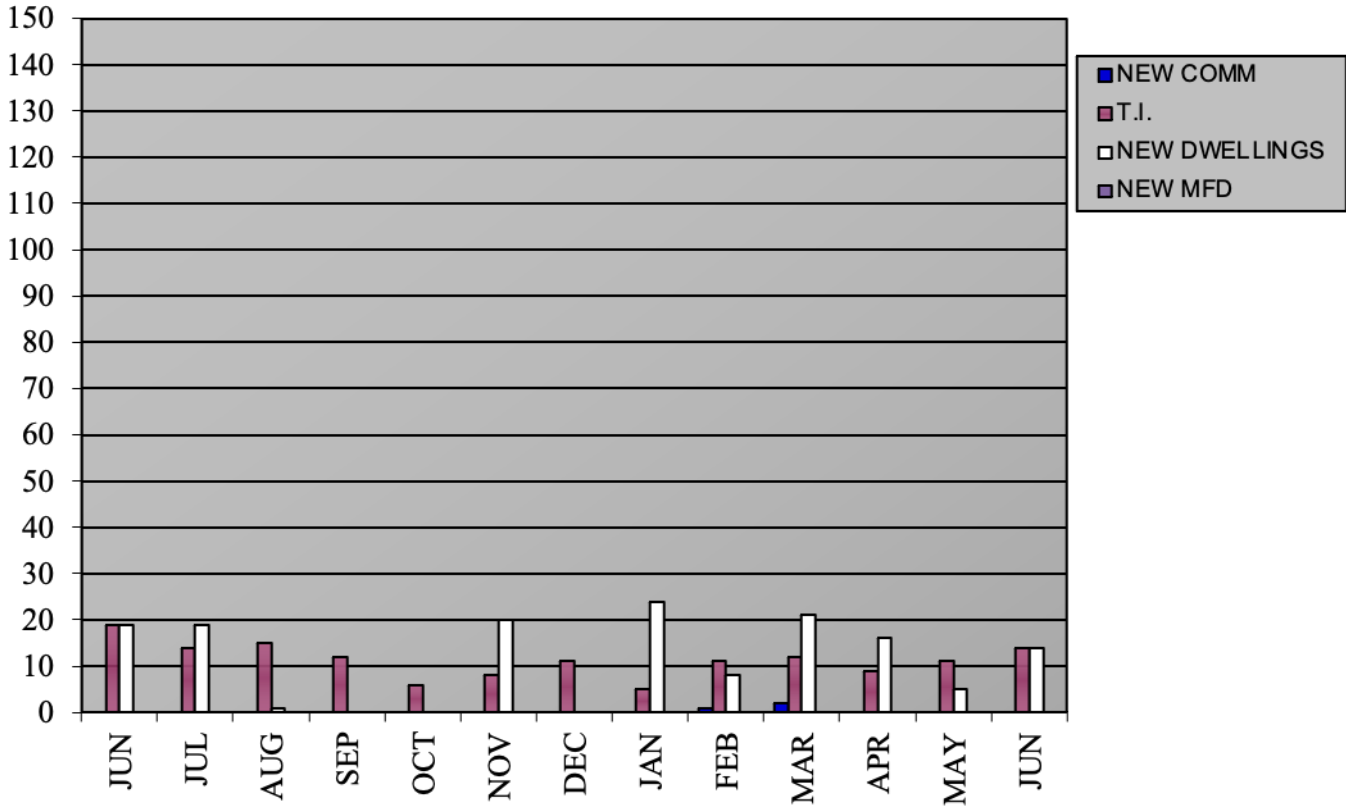
The number of customers at the counter and number of permits issued increased in the month of June compared to the previous month. The number of plan checks, number of inspections, and number of permits issued online decreased in the month of June compared to the previous month.

May showed 65.1% of inspections were requested online and 9.5% of the 264 total permits were issued online.

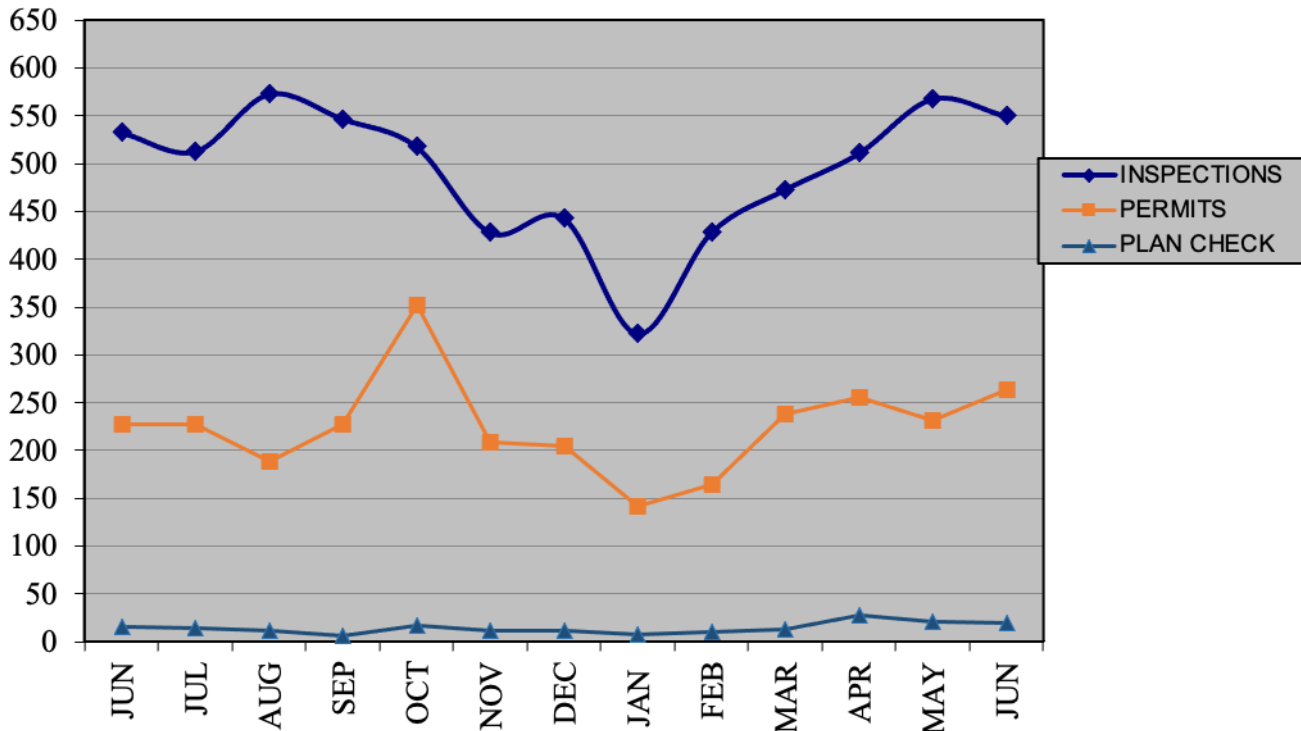
CAMARILLO MONTHLY BUILDING AND SAFETY REPORT

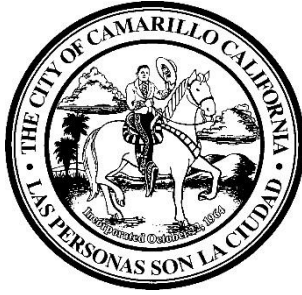
	PERMITS		TOTAL	PERMIT	PLAN	PLAN CHECK	SFD	MFD	NEW	T.I.	TOTAL	AVERAGE #	P.C. IST	P.C. 2ND	Customers	Cust	
	ISSUED	VALUATION	FEES	FEES	CHECKS	FEES			COM		INSPECT.	OF INSP	TURNAR	TURNAR		Average	
FISCAL 17/18																	
JUL	254	\$ 29,507,257	\$ 327,939	\$ 219,879	22	\$ 65,169	0	70	1	9	522	26	4.9	4.3	681	34.1	
AUG	299	\$ 13,609,478	\$ 191,875	\$ 147,697	25	\$ 44,178	8	109	0	17	680	29	4.7	4.9	741	32.0	
SEP	230	\$ 3,382,889	\$ 88,282	\$ 68,432	20	\$ 19,850	3	8	0	13	710	36	4.8	4.8	714	35.7	
OCT	255	\$ 8,529,784	\$ 158,716	\$ 124,734	12	\$ 33,982	18	10	0	13	558	25	4.2	4.8	444	22.2	
NOV	231	\$ 5,860,839	\$ 122,480	\$ 96,051	8	\$ 26,429	22	0	2	8	618	33	4.3	4.4	445	23.4	
DEC	158	\$ 5,390,482	\$ 119,992	\$ 73,112	15	\$ 46,879	12	0	0	4	687	37	4.2	4.2	388	20.4	
JAN	218	\$ 5,698,963	\$ 148,296	\$ 89,281	15	\$ 59,015	12	0	0	13	747	37	5.0	4.6	631	29.8	
FEB	186	\$ 4,839,281	\$ 98,876	\$ 81,960	11	\$ 16,916	20	0	0	7	677	36	4.8	4.1	590	31.1	
MAR	216	\$ 2,440,982	\$ 69,407	\$ 58,246	11	\$ 11,160	6	0	1	10	628	29	4.6	4.6	547	24.0	
APR	277	\$ 14,799,640	\$ 534,591	\$ 379,906	22	\$ 154,686	15	41	1	13	724	35	4.4	4.1	508	25.0	
MAY	241	\$ 7,010,125	\$ 137,837	\$ 114,575	13	\$ 23,262	1	20	1	15	859	38	3.8	3.9	652	29.3	
JUN	251	\$ 11,143,675	\$ 173,129	\$ 43,172	18	\$ 129,957	6	181	0	12	795	37	3.9	3.8	463	22.8	
TOTALS	2816	\$ 112,213,395	\$ 2,171,420	\$ 1,497,045	192	\$ 631,483	123	439	6	134	8205	33	4.4	4.4	6804	27.5	
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	
TOTALS	2704	\$ 88,310,113	\$ 1,450,373	\$ 1,157,832	168	\$ 292,541	128	0	5	128	5874	24	3.7	3.1	2053	8	
19/20 TOTALS	2421	\$ 52,126,023	\$ 1,136,651	\$ 838,881	187	\$ 297,770	62	56	3	151	6188	25	4.0	3.6	4512	245	
% CHANGE	12%	69%	28%	38%	-10%	-2%	106%	-100%	67%	-15%	-5%	-6%	-6%	-12%	-54%	-97%	

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

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

MEETINGS

- 3 City Council meetings (agenda and minute prep.)
- 3 City Council Successor Agency meetings (agenda and minute prep.)
- 3 Camarillo Sanitary District meetings (agenda and minute prep.)
- 0 Community Development Commission meetings
- 2 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.)
- 3 Council committee meeting agendas posted
- 1 Citizen committee meeting agendas posted
- 8 Public hearings noticed

RECORDS MANAGEMENT

- 25 Resolutions processed
- 2 Ordinances processed
- 89 Agreements/contracts processed
- 1 Recorded document processed
- 284 Number of documents input into the electronic imaging system
- 2285 Boxes in off-site storage
- 3 Boxes destroyed: 3 on-site; 0 off-site

RECOGNITIONS

- 0 Certificates:
- 0 Proclamations
- 1 Flower orders

SERVICES/OTHER

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

MISCELLANEOUS

Meetings attended:

 Camarillo Council on Aging



City of Camarillo

Department of Community Development

MONTHLY ACTIVITY REPORT

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

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

1. CURRENT PLANNING

➤ **Planning Commission Reviews**

○ **CUP-309M(2), Grocery Outlet**

On June 15, 2021, the Planning Commission approved a modification to a Conditional Use Permit (CUP-309) for the sale of packaged beer, wine, and distilled spirits for consumption off-site under a Type 21, General, Off-Sale Alcoholic Beverage Control (ABC) License. The request modified the existing CUP-309 that allows for the sale of packaged beer and wine for off-site consumption (Type 20, Beer & Wine, Off-Sale ABC License) as a permitted use in the Grocery Outlet, a 13,776-square-foot commercial space located at 2249 Las Posas Road.

○ **CUP-409, Springville Market and Deli, Inc.**

On June 15, 2021, the Planning Commission approved a request to allow the sale of beer, wine and distilled spirits for off-site consumption under a Type 21 ABC license within a 2,778-square-foot commercial space for the new Springville Market and Deli, located at 634 Camino Tierra Santa, Suites 102 and 103 within the ground floor of the existing mixed-use building.

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

○ **PR-283M(1), Montes Residence**

On June 30, 2021, the Director of Community Development approved a request for a plan review of a new patio cover and balcony addition to an existing residence, located at 739 Corte De Encinitas (APN 152-0-401-045). The 1.1-acre subject property is designated Rural Density Residential (2.5 dwelling units per acre maximum) in the General Plan, and is zoned Rural Exclusive, one-acre minimum lot size (RE-1AC).

- **PR-1025, Scheck Residence**

On June 30, 2021, the Director of Community Development approved a request for a plan review of a new attached patio cover, outdoor stone fireplace, cabana, outdoor barbeque, pool equipment, pool, spa, and slide, located at 5308 Plata Rosa Court (APN 173-0-080-155). The 0.72-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 350 Lewis Road.	JN	Occupancy released for 11 of 12 phases of the project. Anticipated to complete final phase currently under construction in the third quarter of 2021.
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.

PROJECT NO.	DESCRIPTION	STAFF	STATUS
GPA 2017-1, CZ-331, RPD-201, Camino Ruiz	385 residential apartment units located on the southeast corner of Camino Ruiz and Verdugo Way.	JN	On December 9, 2020, the City Council certified the EIR and approved the GPA and CZ for the site. 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	Staff is working with the applicant to address final minor site plan revisions. Awaiting resubmittal of updated plans. Planning Commission hearing is anticipated August of 2021.
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.

PROJECT NO.	DESCRIPTION	STAFF	STATUS
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.
LD-550 / CPD-248, America's Tire	Create a new 0.89-acre parcel for the construction of a 7,373-square-foot automotive service station located at the northwest corner of Ventura Blvd. and Overland Rd.	JN	LD-550 and CPD-248 were approved by the Planning Commission on June 16, 2020. The parcel map was recorded on December 23, 2020. Construction is anticipated to commence in 2021.
CPD-2M(6), Motel 6	Request to remove an existing porte-cochere and building façade improvements located at 1641 Daily Dr.	PM	The façade improvements were approved by the Planning Commission on May 14, 2019. Landscape plans have been approved, and the building permits are ready to be issued by the Building and Safety Division. 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 third quarter of 2021.

PROJECT NO.	DESCRIPTION	STAFF	STATUS
CUP-309M(2), Grocery Outlet	Upgrade existing Type 20, Off-sale Beer and Wine license at Grocery Outlet to a Type 21, Off-sale General license.	PM	Approved by the Planning Commission on June 15, 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.
IPD-406, Dawson Storage	Construction of a multistory self-storage facility located at 91 South Dawson Dr.	OB	The application was deemed incomplete (2 nd incompleteness) on April 9, 2021. The application is pending resubmittal for completeness review.
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	Applications are currently under third completeness review. Planning Commission hearing is anticipated August 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 and is currently reviewing landscape plans.

PROJECT NO.	DESCRIPTION	STAFF	STATUS
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 project is pending plan check submittal.

New Businesses (Zoning Occupancy Approvals)

BUSINESS NAME	BUSINESS ADDRESS	OCCUPANCY DATE	# OF EMPLOYEES	DESCRIPTION
Cosmoprof	72 E Daily Drive	5/23/21	5	Wholesale/retail beauty and barber products
Leslie Grodin	999 Crestview Avenue	6/10/21	1	Yoga teacher
Cristen D Witmer DDS	4000 Calle Tecate, Suite 205	11/1/21	7	Dental office
Dedphisch	124 N Aviator Street, Suite 10	1/1/19	1	Wood products, cabinets, artwork inserts
Larry & Jennifer Oliver	1877 E Daily Drive, Suite E	7/15/21	3	Sign manufacturer

Summary of Economic Development Activities (January - June 2021)	
Zoning Approvals Issued for New Businesses:	53
New Employees:	253
Special Event Permits:	4
Special Event Attendees/Staff:	10,993
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 June 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)
Lummi Totem Pole Journey to D.C. and the Smithsonian	CSU Channel Islands	6/10/2021
Rummage Sale	Pleasant Valley Recreation and Park District	6/19/2021
FILMING EVENTS:		
Simon Mall Commercial	Alldayeveryday Productions LLC	6/2/2021

Miscellaneous Applications Received

➤ Signs:	7	➤ Zoning Verifications:	2
➤ Banners:	0	➤ Plan Reviews:	3
➤ Zone Clearances:	39	➤ Pre-Applications	1
➤ Accessory Dwelling Units			3
➤ Temporary Use Permits			0
➤ Zone Clearances for Temporary Outdoor Business Area			0

2. CODE COMPLIANCE

Activities of Note

➤ **COVID -**

- Code Compliance continues to inspect businesses to ensure they are practicing the Prevention Protocols and have all the required safety measures in place per County COVID and the City. Staff continues to assist businesses become compliant with the County regulations.
- 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 69 COVID complaints in June.

➤ **Graffiti** - Graffiti continues to be an issue in the City. Code Compliance is continuously working with the Police Department to identify frequently tagged properties for possible camera surveillance.

➤ **Homeless RVs** - Homeless living in RV complaints continue to increase. Code Compliance is currently working with PD and the Railroad to address the RVs under the Lewis Road bridge. These RVs have unfortunately relocated to the Home Depot and Walmart parking lots. Staff is working with the property managers to address removal. Staff has also received a substantial number of complaints regarding the homeless RVs parked in the Pancho Road industrial area.

➤ **Homeless Encampments** - An encampment along the railroad tracks was removed. A second homeless encampment near Home Depot and T-Mobile was removed as well. Staff worked with the Police Department to clear the area and had the property owner trim the landscaping to prevent this type of activity.

➤ **Animal Control Citations** - Animal Control issued 59 citations during the month of June. Staff is working with citizens who submit proof of compliance prior to the issuance of the citation and requesting the County update the appropriate database. There were seven 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) materials; inform City Council; submit annual report to HCD by 7/31/2021; submit request for second allocation by 12/31/2021 (no City Council approval required).	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 in August/September 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 is preparing subrecipient agreements and setting up activities in IDIS.	
CDBG-COVID 1 - HUD	\$192,347	Agreement fully executed: 12/3/2020. Staff is setting up activities in IDIS and preparing to begin drawing down funds. Deadline to spend 80% of funds is 11/10/2023.	Response to COVID-19 health emergency
CDBG-COVID 3 - HUD	\$384,106	Pending Council Approval on 7/14/2021. Deadline to spend 80% of funds is 11/10/2023.	
TOTAL	\$1,711,804		

CDBG

- City Council approved the RFP for CDBG administrative services on June 9, 2021. The RFP was posted on the City’s website and sent (via email and mail) to five firms, requesting proposals by June 25, 2021. City received one proposal, submitted by Veronica Tam & Associates. A professional services agreement will be brought to City Council for consideration on July 14, 2021.
- FY 2020/21 Action Plan (adopted 5/13/2021; amended 9/23/2021 to incorporate \$192,347 CDBG-CV1 funding)
 - Pending second amendment on 7/14/2021 to incorporate the \$384,106 CDBG-CV3 funding.
- FY 2021/22 Action Plan (adopted 5/12/2021)
 - Pending HUD review.
- Owner-Occupied Housing Rehabilitation Program (CHS, Inc.):
 - Summary of the current rehabilitation loans is shown in the following table.

Program Year	Citizen Loan Committee Review	Type of Assistance	Assistance Amount	Project Status
FY 2020/21	Approved 4/23/2020	Loan	\$24,575	In progress Work started in March 2021
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 is included in the FY 2020/21 Action Plan Second Amendment. The amendment will be available for public review from July 9 to July 13, 2021 and considered by the City Council on July 14, 2021.

4. AFFORDABLE HOUSING

- 2021-2029 Housing Element Update
 - Draft element was submitted to State HCD for preliminary review on May 28, 2021, followed by the Analysis of Furthering Fair Housing (AFFH) on June 21, 2021. HCD comments are due on July 27, 2021. Adoption hearings are tentatively scheduled for August 17, 2021 (Planning Commission) and September 8, 2021 (City Council). Statutory deadline to adopt the element is October 15, 2021.

- ParkWest Townhomes – New Construction of 9 Moderate-Income For-Sale Units:
 - To-date, eight of nine units have sold. The final unit is anticipated to close escrow in July 2021. Staff has verified income eligibility of each buyer and facilitated the Affordable Housing Agreements. For each unit, an agreement was prepared, executed, recorded, and provided for City record.
- 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 is anticipated to be scheduled for a City Council public hearing in the Fall 2021, after the completion of NEPA review.
- 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 two requests for calculation of a maximum affordable unit value for the purposes of refinancing.
- Affordable Rental Units (Monitoring) – Staff reviewed four 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							4
Banner Violations	0	0	0	0	1	1							2
Building Violations	3	11	9	7	7	3							40
Commercial Property Maintenance	9	0	6	3	1	3							22
Counter Contacts	0	0	0	20	36	54							110
COVID-19	848	769	558	418	33	13							688
Graffiti	248	3	4	6	12	11							284
Homeless Contacts	9	3	12	3	10	16							53
Home Occupation Inspections	3	6	14	12	13	7							55
Home Occupation Violations	1	0	0	1	1	0							3
Illicit Discharge	2	1	0	0	0	0							3
Industrial Violations	0	1	0	0	1	2							4
Inspections	503	390	535	566	625	624							3,243
Miscellaneous Trash Can Violations	8	7	45	23	2	2							87
Miscellaneous Violations	1	5	0	2	0	0							8
Notice of Violation Letters													
Phone Calls	1,089	1,248	1,355	1,404	1,582	1,561							8,239
Pro-Active Residential	0	0	0	0	0	0							0
Recreational Vehicle Violations	0	2	2	2	1	2							9
Residential Property Maintenance	12	9	19	10	8	36							94
Signage Cases	31	29	3	0	120	134							317
Sign Removals	1	0	0	0	1	0							2
Smoking Violations	0	0	0	0	0	0							0
Social Host Ordinance	0	0	0	0	0	0							0
Trash Can Violations	4	3	11	8	3	1							30
Undocumented Graffiti	25	25	31	27	44	74							226
Weed Abatement	0	0	0	0	0	10							10
Zoning Inspections	22	15	51	7	56	2							153



City of Camarillo

DEPARTMENT OF FINANCE

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

DEPARTMENT HIGHLIGHTS

Budget Workshops were held on May 19th and June 5th to review the proposed appropriations for the FY 2021/22 Budget. On June 23rd, a resolution was adopted approving the FY 2021/22 Budget.

UTILITY BILLING DIVISION

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

UTILITY BILLING / CUSTOMER SERVICE ACTIVITY REPORT				
	June 2020	Amount	June 2021	Amount
Total Utility Accounts Billed	20,974		21,074	
Water Accounts (including landscape)	13,962		13,994	
Recycled Water Accounts	20		20	
Sewer Accounts	14,920		14,983	
Refuse Accounts	18,035		18,148	
Delinquent Letters Mailed	2,396		2,284	
Door Tags (suspended during health order)	0		0	
Shut Offs (suspended during health order)	0		0	
Accounts Sent to Collections (FCN)	0	\$0	12	\$8,056
Returned Bank Items	17	\$6,334	17	\$2,876
Credit Card Payments (manual payments person/phone)	125	\$25,433	244	\$55,555

UTILITY BILLING / CUSTOMER SERVICE ACTIVITY REPORT (continued)				
	June 2020	Amount	June 2021	Amount
Click2Gov Utility Billing Website (credit cards & E-check)	5,196	\$748,106	5,822	\$852,692
Interactive Voice Response (IVR) (credit cards & E-check)	791	\$112,787	649	\$94,013
Auto Pay Customers (checking, credit cards & E-checks)	6,040		6,517	
E-Notification (paperless billing)	1274		1,841	
Total Payments Processed from Mail	6,318	\$1,250,250	5,079	\$2,045,209
Total Phone Calls	2,972		1,915	
Work Orders Processed	542		489	
Terminated Accounts	185		216	
New Accounts	178		221	

BUSINESS TAX DIVISION

The Business Tax Division collected \$150,583 in June 2021. This reflects a 5.63% increase when compared to \$142,553 recorded for the same month in 2020.

For the month ending June 30, 2021, Camarillo has 4,847 In-Town businesses and 2,958 Out-of-Town businesses, totaling 7,805 active business tax accounts.

During the month of June 2021, the City added 25 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	June 2020	June 2021	Percentage Change	FY 2020/21 Year to Date
Business Tax Collected	\$142,553	\$150,583	5.63%	\$1,438,552
Penalties & Interest Collected	4,727	407	(91.38%)	31,686
In-Town Businesses - New	17	25	47.06%	432
Out of Town Businesses - New	47	48	2.13%	525
In-Town Businesses - Inactive	22	16	(27.27%)	238
Out of Town Businesses - Inactive	88	34	(61.36%)	770
Print/Issue Tax Certificates	444	650	46.40%	7,196
New Apps. & Renewals Processed	637	707	10.99%	7,233
New Apps. & Renewals Paid by Web	370	416	12.43%	4,013
Delinquent Notices - Printed	452	252	(44.25%)	3,925
Renewal Notices - Printed	616	580	(5.84%)	7,049

Hotel Transient Occupancy Taxes

The Transient Occupancy Taxes (TOT) remitted in June 2021 for hotel stays during the month of May 2021 totaled \$221,533, an increase of 150.38% compared to \$88,478, recorded for the same month last year. Overall, year-to-date TOT decreased by 10.04% compared to the same month in the prior fiscal year (Attachment 2).

- Hotel Rooms Occupied – Occupied rooms during May 2021 were reported at 72.45%, a 26.32% increase compared to 46.13%, in May 2020. Year-to-date hotel room occupancy has decreased by 3.92%, from 67.90% in 2020 to 63.98% 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	May 2021
Month Submitted to City	June 2021
Total Rent Collected	\$2,809,658
Rent not subject to Assessment	<u>(349,020)</u>
Rents subject to Assessment	2,460,638
Total Assessment (2%)	49,213
City Administrative Fee (1% of Assessment)	<u>(492)</u>
Amount Remitted to each district	<u>\$ 48,721</u>

FINANCIAL REPORTING DIVISION

Bond Issues

The June 30, 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 1.07%. 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 June 30, 2021 were: OPEB \$5.8m, and PRSP \$6.9m, which reflects a 1.18% increase in the investment return for the month. The June monthly statement is attached (Attachment 4).

MISCELLANEOUS DEPARTMENT ACTIVITIES

Seminars/Events/Training attended or presented by Finance:

June 2	LSL Virtual GASB Update Training
June 5	Budget Workshop
June 17	Ventura County Finance Director's Virtual Meeting
June 22	CSMFO Webinar: "The American Rescue Plan Act (ARPA) Update"
June 22	Investment Committee Meeting
June 24	Water/CSD Financial Plan Workshop

ATTACHMENTS

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

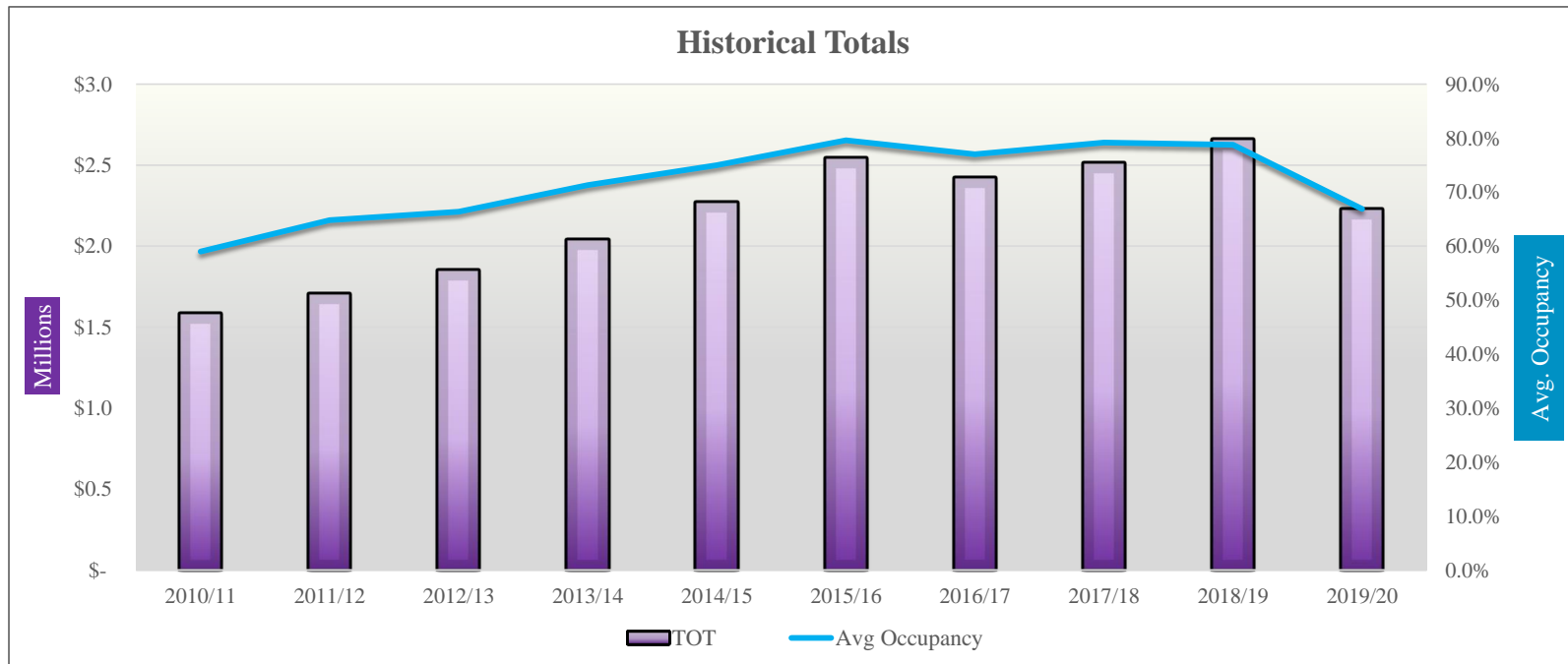
**CITY OF CAMARILLO - CITY MANAGER
NEW BUSINESS REPORT - JUNE 2021**

BUSINESS NAME	ADDRESS	BUSINESS TYPE
ORCA DESIGN & MANUFACTURING CORP	806 CALLE PLANO	ADD- LOCATION/BUSINESS
SANDRA CURRAN DBA TWO NICE LADIES ESTATE SALES	42023 VILLAGE 42	ANTIQUES - COLLECTIBLES
CHAD M. WRIGHT	2221 VENTURA BLVD	BUILDING OWNER - COMMERCIAL
FLYNN B5, LLC	1001 FLYNN RD	BUILDING OWNER - COMMERCIAL
RWH PROPERTIES LLC	4530 ADOHR LN UNIT C	BUILDING OWNER - COMMERCIAL
PRETTY UP YOUR PUP	13 ABRAZO DR	BUSINESS CONDUCTED BY VEHICLE
ALL STARS UNITED	1371 DEL NORTE RD	CIVIC - CLUB - ASSOC - NONPROFIT
CAMARILLO CLEAN CO	461 CALLE SAN PABLO	CLEANING - MAINTENANCE - JANITORIAL SVC
T-MOBILE WEST LLC	1690 VENTURA BLVD	COMMUNICATIONS
LISA FRANGIPANE @ SALON DE LEON	1940 VENTURA BLVD	COSMETOLOGIST - NO MASSAGE PERMIT
MARGARET HOLANOV @ GROWING MINDS PSYCHOLOGICAL	771 E DAILY DR #310	COUNSELING
PATTERSON ENGINEERING	1351 EL LAZO CT	ENGINEER - ENGINEERING SVCS
RIGHT WAY HANDYMAN	1967 YOLANDA ST	HANDYMAN (NO STATE CONTR LIC)
LESLIE GRODIN @ SPANISH HILLS COUNTRY CLUB	999 CRESTVIEW AVE	HEALTH SPA - GYM - FITNESS - NO MASSAGE
DEDPHISCH	124 N AVIADOR ST STE 10	MANUFACTURING
FASTSIGNS 69601	1877 E DAILY DR STE E	MANUFACTURING
YUFENG QING @ CAMARILLO DAY SPA	1877 E DAILY DR STE C	MASSAGE - CERTIFIED THERAPIST
BETHANY YOUNG CREATIVE STUDIO	694 LANTANA ST 20	MUSIC
KINDNESS MATTERS	613 BANDERA DR	PERSONAL SERVICES
MADLAND TOYOTA-LIFT, INC.	322 N AVIADOR ST	RENTAL - EQUIPMENT
PIZZAMAN DAN'S	2390 LAS POSAS RD STE J	RESTAURANT
POPPIN FLOWER	4535 VIA DEL SOL	RETAIL
POSTNET CA266	330 N LANTANA ST STE 28	RETAIL
A CAB COMPANY	0 CONFIDENTIAL	TRANSPORTATION NETWORK COMPANY - DRIVER
KEYWORD FARM LLC	930 Flynn RD UNIT H	WAREHOUSING - STORAGE

COUNT: 25

Prepared by: VH

CITY OF CAMARILLO											
Transient Occupancy Tax (TOT)											
HISTORICAL			MONTH	FY 2017/18	Change fr Prior Year	FY 2018/19	Change fr Prior Year	FY 2019/20	Change fr Prior Year	FY 2020/21	Change fr Prior Year
Fiscal Year	TOT	Avg Occupancy									
2010/11	\$ 1,581,673	59.0%	July	\$ 250,894	-8.12%	\$ 267,251	6.52%	\$ 282,591	5.74%	\$ 149,753	-47.01%
2011/12	1,702,362	64.8%	August	243,344	-3.96%	254,995	4.79%	278,685	9.29%	183,204	-34.26%
2012/13	1,849,831	66.4%	September	195,989	-4.65%	210,997	7.66%	214,049	1.45%	184,863	-13.64%
2013/14	2,034,121	71.3%	October	204,289	-0.87%	220,579	7.97%	245,444	11.27%	193,703	-21.08%
2014/15	2,266,171	75.0%	November	167,938	-4.27%	221,693	32.01%	207,760	-6.28%	140,764	-32.25%
2015/16	2,542,335	79.6%	December	173,539	7.54%	193,793	11.67%	180,988	-6.61%	122,629	-32.24%
2016/17	2,418,113	77.0%	January	175,731	12.59%	171,251	-2.55%	188,679	10.18%	136,716	-27.54%
2017/18	2,510,027	79.2%	February	175,597	11.37%	196,271	11.77%	201,293	2.56%	156,698	-22.15%
2018/19	2,655,564	78.8%	March	210,634	7.30%	219,598	4.26%	131,113	-40.29%	187,467	42.98%
2019/20	2,227,001	66.9%	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%		
			FY TOTAL	\$ 2,510,027	3.80%	\$ 2,655,564	5.80%	\$ 2,227,001	-16.14%	\$ 1,881,113	-10.04%
CURRENT BUDGET										\$	1,928,480



City of Camarillo
Delinquent Special Taxes and Assessments
As of June 30, 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
	229-0-010-690	-	-	-	-	2,513.82	2,513.82
Total Delinquent Property Tax		\$ -	\$ -	\$ -	\$ -	\$ 5,335.06	\$ 5,335.06
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		1.07%					

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
6/1/2021 to 6/30/2021

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

Account Summary

Source	Balance as of 6/1/2021	Contributions	Earnings	Expenses	Distributions	Transfers	Balance as of 6/30/2021
OPEB	\$5,734,161.05	\$0.00	\$67,347.20	\$2,470.46	\$38,142.60	\$0.00	\$5,760,895.19
PENSION	\$6,862,227.58	\$0.00	\$80,595.82	\$2,956.40	\$0.00	\$0.00	\$6,939,867.00
Totals	\$12,596,388.63	\$0.00	\$147,943.02	\$5,426.86	\$38,142.60	\$0.00	\$12,700,762.19

Investment Selection

Source

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

Investment Objective

Source

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

Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	1.18%	4.89%	23.05%	11.35%	10.25%	8.02%	9/1/2009
PENSION	1.17%	4.87%	22.95%	-	-	-	9/6/2018

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

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

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

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



City of Camarillo

Department of Public Works

MEMORANDUM

DATE: July 19, 2021
TO: Greg Ramirez, City Manager
FROM: Dave Klotzle, Director of Public Works *DK*
SUBJECT: Monthly Activity Report for June 2021

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

WATER DIVISION

- Following are the results of water conservation activities for June:
 - Water Waste Complaints: 1
 - 1st Violation Citations: 2
 - 2nd Violation Citations: 0
 - Conservation Door Tags: 168
 - High Consumption & Leak Investigations: 4
 - Home Water Surveys: 20
 - 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 15.6% reduction in water use compared to June 2013, with a cumulative reduction of 15.6% for the calendar year to date compared to the same months of 2013, the baseline year used by the California Department of Water Resources to compare water conservation efforts.
- WaterWise Consulting conducted 20 residential landscape and irrigation surveys in June and installed 534 high-efficiency sprinkler nozzles and 586 feet of drip irrigation.

STREETS DIVISION

- There were 290 work orders completed by the Streets Division.

- The cost of graffiti abatement for June was \$2,554 and there were 24 graffiti incidents reported.
- The Street Division's concrete crew continues to perform concrete grinding and sidewalk removal in the northern portion of the City. The sign and pavement marking crew is refreshing faded school crossing pavement markings in the western 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 is 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 June:
 - Fats, Oils, and Grease (FOG) Program Inspections: 31
 - FOG Violations: 0
 - Collection System Inspections: 4
 - Treatment Plant Flow: 100.06 (million-gallons)
 - Sewer Spills: 0
 - Water Quality Violations: 0
 - Recycled Water Deliveries: 100.06 (million-gallons)

STORMWATER DIVISION

- Stormwater staff conducted 28 construction site inspections, 36 industrial facility inspections, 10 post-construction treatment device inspections, 31 storm drain structure inspections, and 9 special use permit inspections.
- Staff conditioned 4 new projects, conducted 11 plan checks, and coordinated with developers, contractors, and homeowners to review stormwater quality mitigation requirements.
- One storm drain structure was cleaned in June, with a total of 0.16 tons of debris removed.
- Staff virtually attended the Ventura County Stormwater Management Committee Meeting, Planning and Land Development Subcommittee, Coastal Cleanup Day Steering Committee, Business Outreach and Illicit Discharge/Connection Subcommittee, Public Agency and Construction Committee, and continued to virtually meet with and coordinate with developers for the Shea Homes Project.

- Staff attended a workshop held by the State Water Resources Control Board (SWRCB) on the Construction General Permit Reissuance, and attended a workshop held by Los Angeles Regional Water Quality Control Board (LARWQCB) Staff regarding the proposed Regional NPDES Permit (Regional Permit) for Ventura and Los Angeles Counties. In addition, a Revised Tentative Draft of the Regional Permit was released, along with a Notice of Public Hearing to adopt the proposed Regional Permit. The public hearing to adopt the proposed Regional Permit has been scheduled for July 8, 9, 16, and 23. Stormwater Staff has kept management staff informed on the outcomes of the workshops with the SWRCB and LARWQCB, and has provided updates regarding the anticipated adoption of the Regional Permit.

CAPITAL IMPROVEMENT DIVISION

- See following tables and map.

LAND DEVELOPMENT DIVISION

- See following tables and map.

TRANSPORTATION AND TRANSIT DIVISION

- See following table and graphs.



CIP STATUS REPORT

June 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	Renewable Energy Project Implementation, SS-10-07	Project options include installation of solar panels or producing energy from existing digester gas production (co-generation).	Alternative analysis Report complete. Presented to Camarillo Sanitary District Board in September 2018. Next step is to implement energy efficiency improvements and solar power installation.
4	CSD - Pump Station No. 3 Rehabilitation, SS-13-04	Rehabilitation of pump station to include: pump upgrades and repiping modifications.	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

June 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.
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

June 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	Park and Ride Parking Lot Expansion, ST-5070	Preliminary design of expanding the existing park and ride parking lot on Las Posas Road near Hwy 101.	Preliminary design is complete. Options for the final design are being evaluated.
17	Annual Resurfacing, ST5017	Provide annual resurfacing to local streets as recommended by the Camarillo Pavement Management Plan.	The project is in the closeout phase. Notice of Completion anticipated for late July 2021.
18	Pump Station No. 4 Rehabilitation, SS-5106	Pump Station No. 4 is in need of rehabilitation involving the replacement of sewage pump equipment, pipe, and electrical equipment.	Design is underway.
19	Springville Bike Path, ST-5051	Extend bike path from Ponderosa Drive to Central Avenue.	Coordinating project limits with adjacent development.



CIP STATUS REPORT

June 2021

Map Key	Project Title	Description	Status
20	Pleasant Valley Road Bike Lanes, ST-5006	Improve Pleasant Valley Road for bike lanes between Las Posas Road and Fifth Street.	Design is underway.
21	City Street Trees and Sidewalk - Mission Oaks Area, LS-5035	Replace City street trees and sidewalk in the Mission Oaks area.	Construction is 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.
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	Anticipated award for Design Services at the July 28, 2021 City Council meeting.
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.



CIP STATUS REPORT

June 2021

Map Key	Project Title	Description	Status
27	Pleasant Valley Road Sewer Force Main, SS-5037	Assessment and alternatives to the currently programmed installation of an additional sewer force main from Las Posas to the Wastewater Treatment Plant.	Completed the preliminary condition assessment and risk analysis phase. Anticipate CSD award of preliminary engineering contract in late Summer of 2021.
28	Sewer Improvements per SSMP, SS-5042	Rehabilitate sewer facilities per 2009 SSMP recommendations. Improvements may include cured in place sewer pipe lining (CIPP), replacement of portions of sewer, coating of manholes, and other improvements as needed.	Construction 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	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.
31	Daily Drive/101 Freeway Sewer Improvements, SS-10-03	Implementation of 2009 SSMP recommendation. Existing sewer reaching design capacity. Design/construct 1,800 feet of 18" sewer pipeline along Daily Drive between Calle La Roda and Rosewood Avenue, and additional 1,000 feet of 24" sewer pipeline under the US 101 Freeway.	CSD has purchased the pipe for the project. Preconstruction work is being coordinated with the contractor. City working on Encroachment Permit from VCWPD.



CIP STATUS REPORT

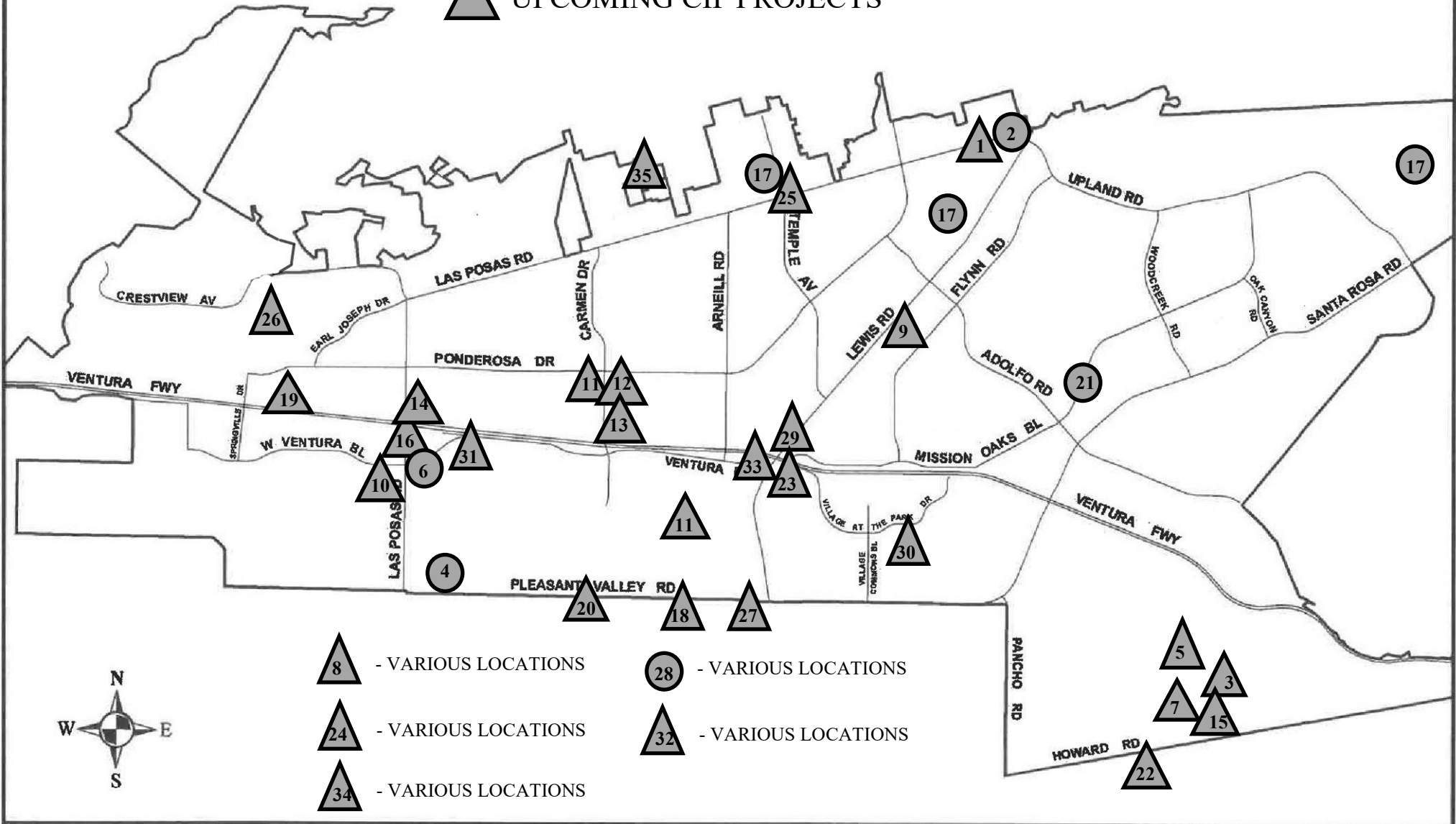
June 2021

Map Key	Project Title	Description	Status
32	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.
33	Dizdar Park Renovations & Former Fire Station, CP-5095	Construct site access, parking, landscape, hardscape and lighting improvements on the existing park and former fire station properties. Includes demolition of the former fire station building and former Chamber of Commerce building.	City Council awarded design contract to Goodale Architecture April 28, 2021. Project Design Underway.
34	Annual Resurfacing, ST-5021	Provide annual resurfacing to local streets as recommended by the Camarillo Pavement Management Plan.	Design is underway with construction anticipated late Fall 2021.
35	Anacapa Storm Drain Repair, SD-5116	Repair a short section of storm drain piping.	Construction anticipated Summer 2021.



CITY OF CAMARILLO CIP PROJECTS

- CIP PROJECTS IN CONSTRUCTION
- UPCOMING CIP PROJECTS





LAND DEVELOPMENT/PERMIT STATUS REPORT

June 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 Villatge at the Park Drive.	Grading continued in preparation of the building pads and stormwater basin.
2	T-5945/RPD-188 Aldersgate	87 for sale condominium units	Construction continued on the model build-out.
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 started on Building D. Foundation work 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 souththwest 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.	5 buildings received Certificates of Occupancy and 14 buildings received Building Permits. Precise grading continued. Construction of the trailhead and workshop were nearly completed.



LAND DEVELOPMENT/PERMIT STATUS REPORT

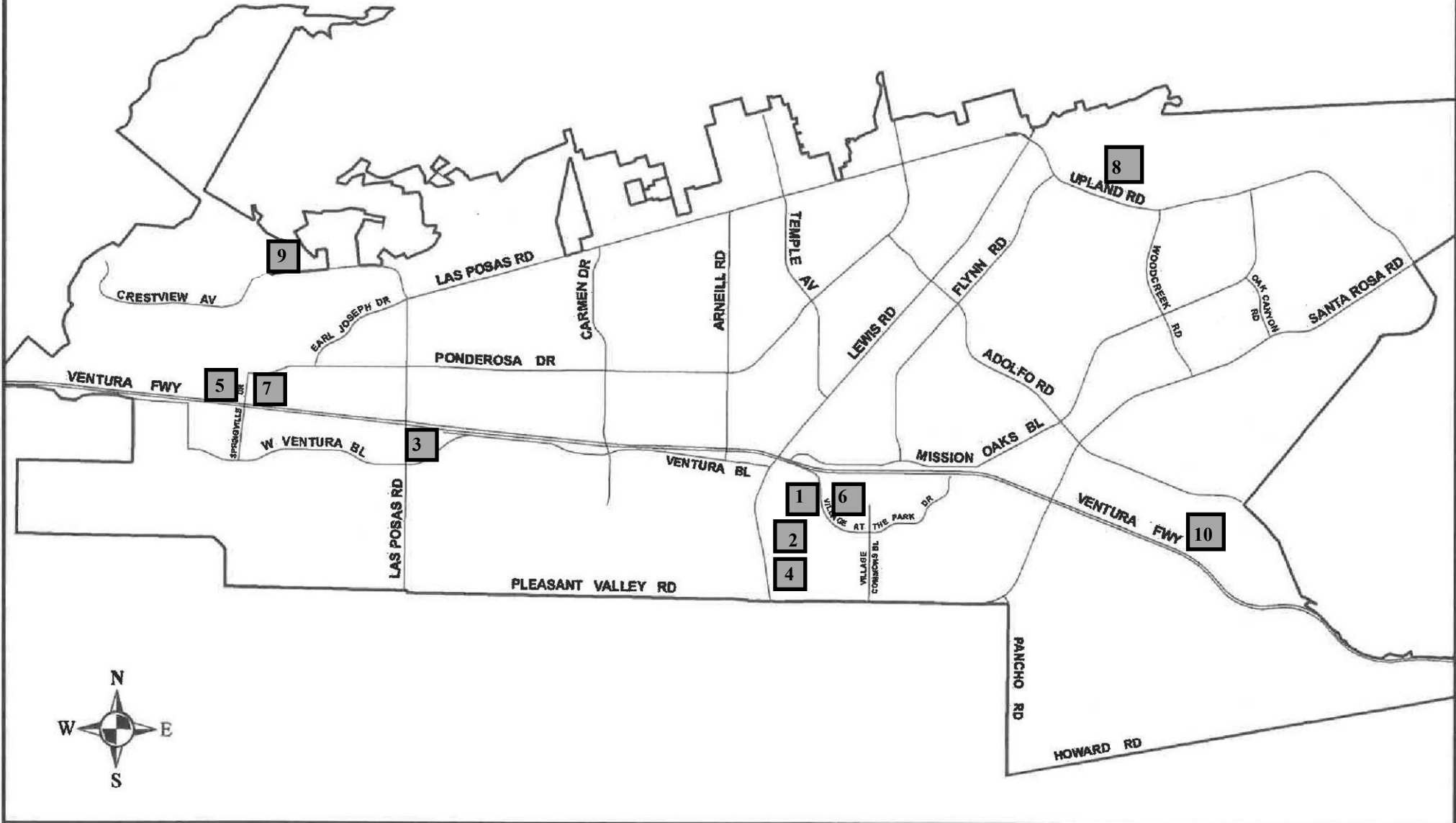
June 2021

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 nearing completion. 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 nearly completed.



CITY OF CAMARILLO LAND DEVELOPMENT PROJECTS

■ LAND DEVELOPMENT/PERMIT PROJECTS



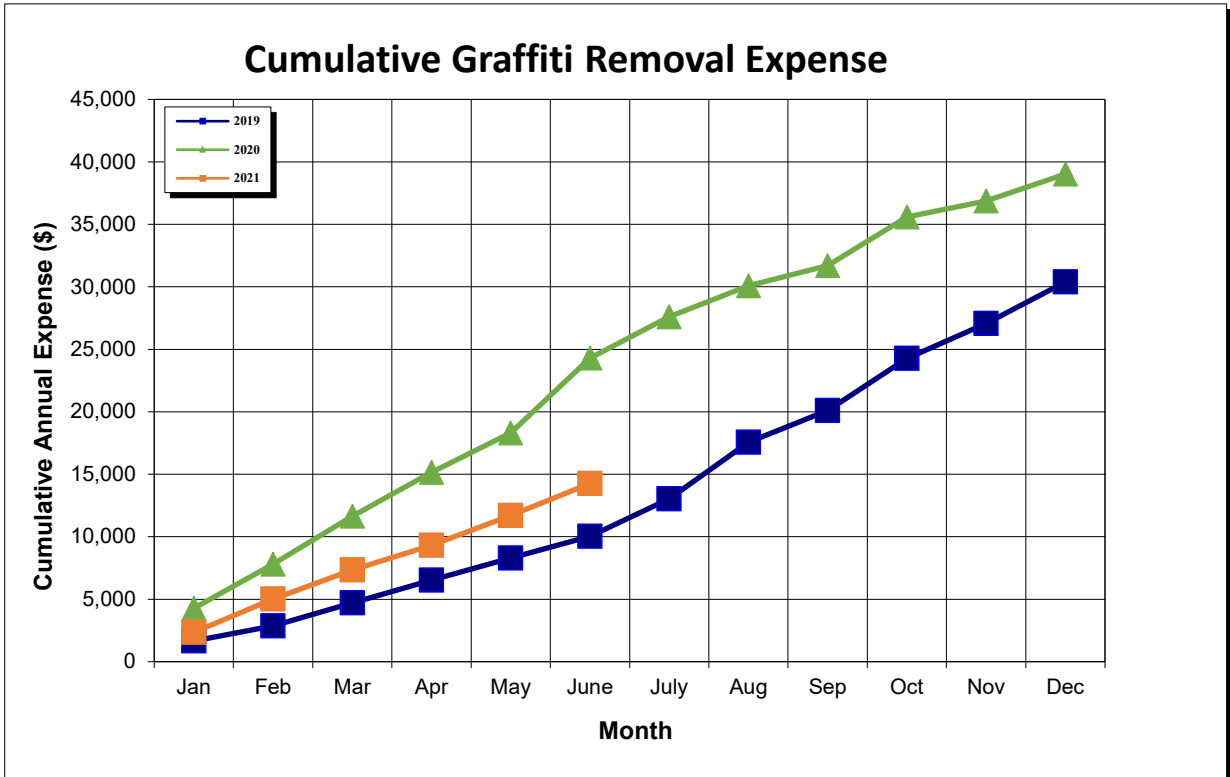
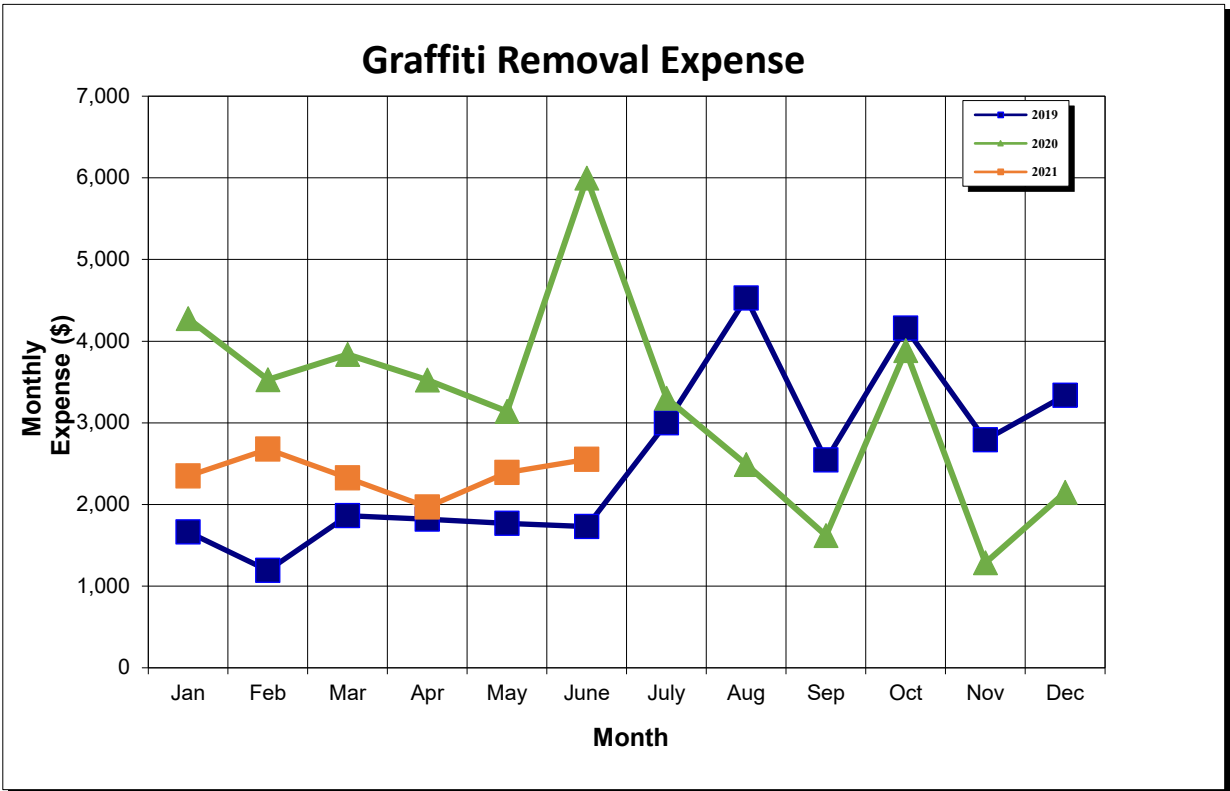
PUBLIC WORKS MONTHLY ACTIVITY REPORT 2020 - 2021

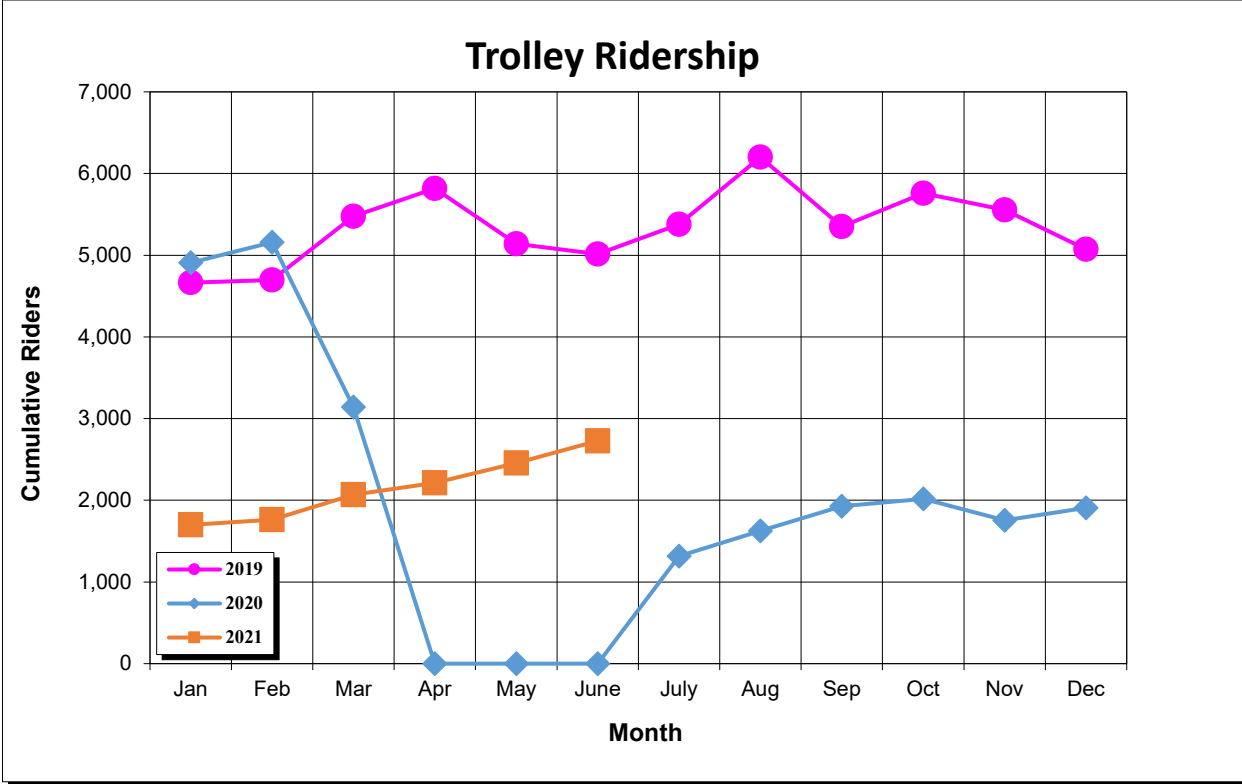
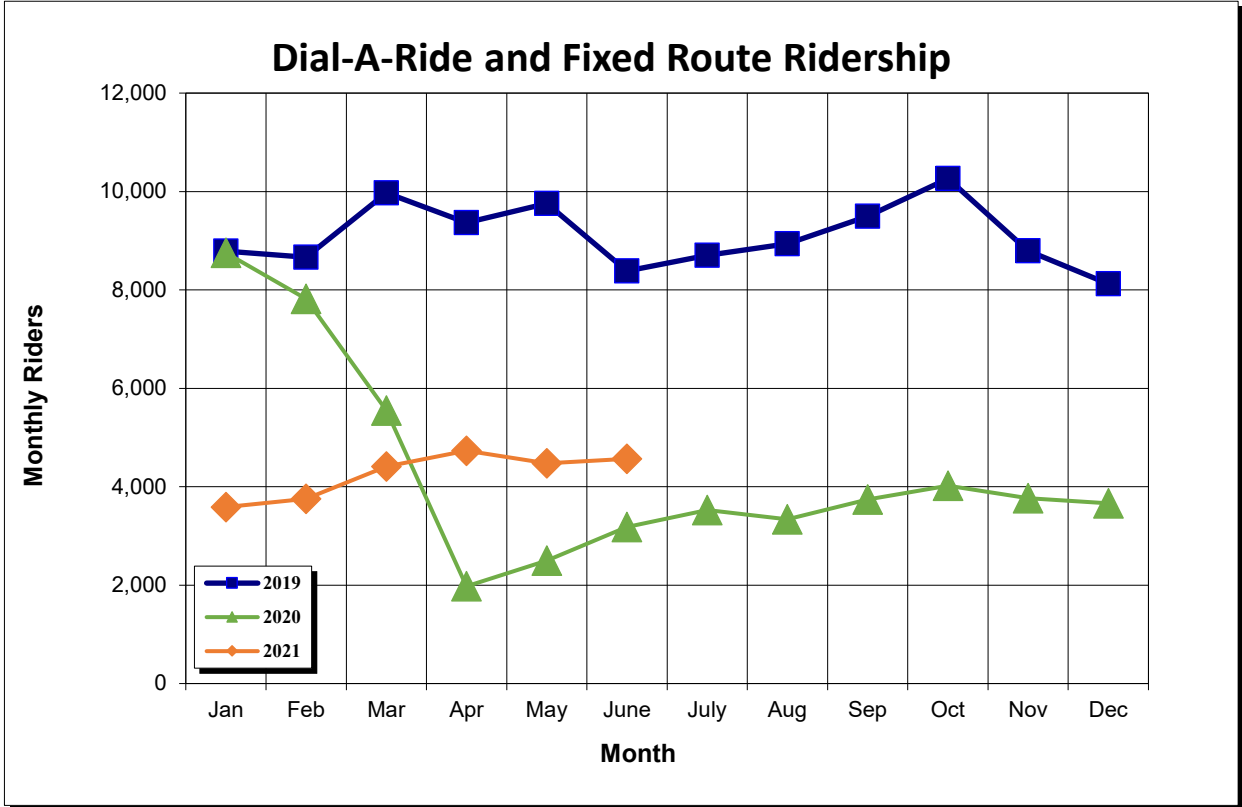
Task	19/20 FY Totals	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY Totals
ADMINISTRATION														
CSD/Council Agenda Reports	151	17	26	8	15	9	8	20	10	8	13	21	20	175
Resolutions and Ordinances	68	13	18	4	2	2	2	5	4	0	10	9	8	77
Agreements and Contracts	53	2	8	4	9	4	3	20	2	10	11	11	14	98
Public Hearings	5	0	0	0	0	0	0	0	0	0	0	4	3	7
Backflow Late Notice	229	26	23	26	27	46	51	30	29	30	26	28	32	374
Backflow Test Results	2,955	230	205	389	239	128	364	140	241	220	211	240	128	2,735
Project Plans and Specs Sold for Bidding	38	10	20	22	10	5	4	2	0	0	0	0	0	73
Bid Openings	7	0	1	2	2	2	1	1	0	0	0	0	0	9
Citizen Requests Generating Services	5,162	386	389	358	354	263	190	185	203	180	192	201	185	3,086
CAPITAL IMPROVEMENT PROJECTS														
Request for Qualifications	8	0	0	1	1	1	0	0	0	0	1	0	0	4
Task Orders	20	0	2	3	2	2	2	0	1	2	1	4	0	19
Pay Estimates	20	0	2	1	1	0	1	1	1	2	2	2	1	14
Notice of Completion	7	0	1	0	0	0	0	0	0	0	0	0	1	2
LAND DEVELOPMENT														
Oversize Vehicle Permits	96	7	7	7	3	2	12	2	4	2	4	2	5	57
Encroachment Permits	224	22	29	31	17	21	15	44	34	41	30	16	29	329
Assistance with FEMA Issues	99	13	12	16	12	10	12	11	8	5	6	5	6	116
Project Plan Checks	125	8	6	12	11	6	8	8	8	13	15	10	11	116
Records Research/Citizen Requests	1,775	80	108	92	96	66	81	110	52	64	107	163	219	1238
SANITARY														
FOG Inspections	210	36	21	20	18	23	11	29	13	13	12	18	31	245
Collection System Inspections	140	14	6	6	8	6	3	7	3	4	2	2	4	65
Sewer Main Line Cleaned (ft)	250,812	32,911	22,971	33,842	29,084	35,349	41,836	20,811	16,379	22,662	24,843	18,096	26,471	325,255
Sewer Main Line CCTV (ft)	240,880	22,307	19,035	17,144	22,213	21,444	19,779	19,839	14,055	13,579	23,985	16,130	21,752	231,262
Sewer Spills	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Wastewater Treated (million-gallons)	1,292.213	105.599	107.456	101.496	102.823	100.432	107.259	104.298	94.854	104.401	103.422	105.578	100.06	1237.678
Recycled Water (million-gallons)	973.966	104.502	102.013	96.541	97.567	100.367	106.598	103.776	94.854	104.344	103.422	105.577	100.06	1219.621
Odor Complaints	3	1	1	1	0	1	1	0	0	1	0	1	0	7
Citizen Complaint/Field Investigations	11	2	0	1	0	1	1	0	0	1	0	0	0	6

PUBLIC WORKS MONTHLY ACTIVITY REPORT 2020 - 2021

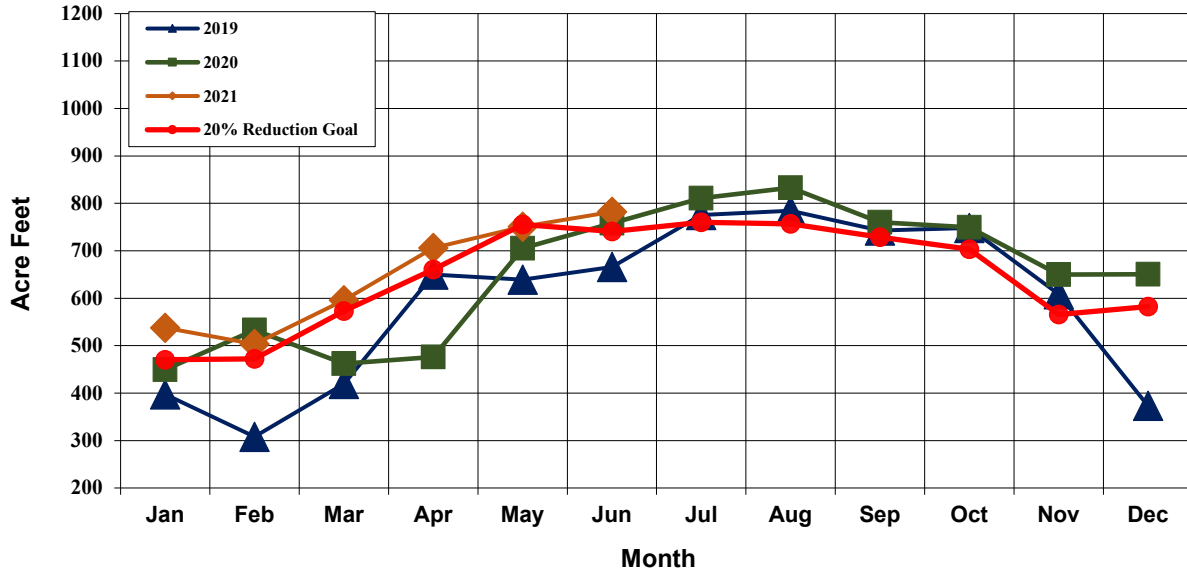
Task	19/20 FY Totals	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY Totals
STORM WATER														
Inspections	4,047	20	1590	9	22	773	17	11	715	24	724	14	115	4,034
Illicit Discharges or Illegal Connections	72	10	4	9	0	4	3	1	7	3	8	2	9	60
Public Outreach														
• Events	10	1	0	1	0	1	0	2	0	1	0	2	0	8
• Contacts	183,327	28,000	0	28,000	0	28,000	0	48,000	0	28,000	0	56,000	0	216,000
Storm Drains Repaired or Cleaned	1,338	14	9	0	637	0	493	0	1	350	1	250	1	1,756
STREETS														
Work Orders	3,670	373	320	324	361	240	248	246	287	325	287	238	290	3,539
Trees Trimmed	4,635	69	401	315	223	286	279	194	229	305	507	684	1832	5,324
Sidewalk Repairs	244	21	30	13	10	12	16	30	19	22	15	12	20	220
Pothole Repairs	65	2	7	3	0	3	2	5	18	23	3	3	2	71
Graffiti Clean Up Cost	\$44,654	\$3,299	\$2,488	\$1,621	\$3,886	\$1,285	\$2,147	\$2,350	\$2,677	\$2,324	\$1,969	\$2,392	\$2,554	\$28,993
Graffiti Incidents	463	33	20	16	30	11	16	21	27	22	18	19	24	257
TRAFFIC														
CAT - Dial-A-Ride Passengers	74,483	2,966	2,840	3,113	3,417	3,196	3,116	3,079	3,276	3,763	3,997	3,763	3,854	40,380
CAT - Fixed Route Passengers	9,615	562	495	631	601	573	546	508	480	648	735	715	715	7,209
Trolley Passengers	46,521	1,315	1,624	1,927	2,017	1,753	1,907	1,699	1,763	2,068	2,213	2,455	2,727	23,468
Traffic Investigations and Studies	47	2	2	6	5	3	3	1	1	1	3	2	1	30
Traffic Counts and Radar Surveys	152	10	0	0	0	0	0	2	45	17	3	0	0	77
Signal Maintenance and Repairs	682	50	35	65	62	35	30	112	43	41	42	38	80	633
Street Light Outages	78	6	1	0	3	9	5	2	1	0	0	1	1	29
Traffic Control Plans Reviewed	261	29	39	15	12	20	20	60	41	46	28	16	25	351
WATER														
Work Orders	5,848	608	539	537	422	393	445	405	266	281	486	458	497	5,337
Water Use														
• Avg. Single Family (hcf/month)	12.2	14.3	15.5	15.2	13.6	13.1	12.6	11.4	9.9	10.9	14.2	12.9	13.9	13.1
• Groundwater Used (acre-ft)	3,059	375.1	358.4	324.7	370.9	269	259.9	211.6	188.6	218.8	149.1	145.4	135	3,007
• Imported Water Purchased (acre-ft)	4,357	435.9	474.7	435.5	378.4	380.7	390.5	326.1	314.7	376.6	556.6	605.1	647.1	5,322
Total (acre-ft)*	7,417	811.0	833.0	760.2	749.3	649.7	650.4	537.7	503.3	595.4	705.7	750.5	782.1	8,328

* May not sum due to rounding.

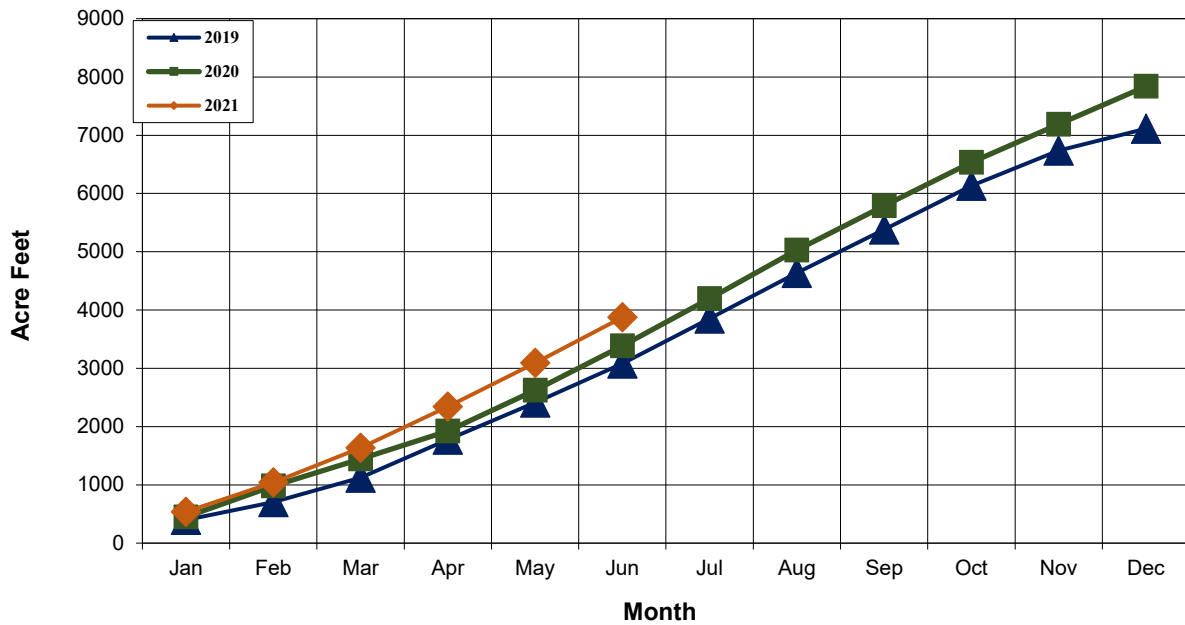




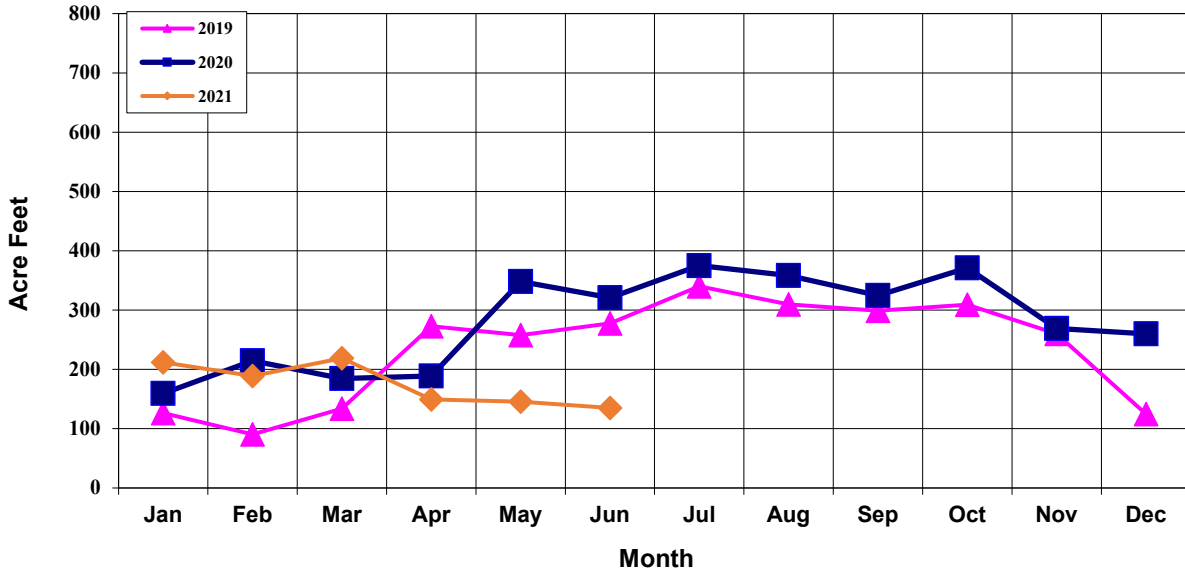
Total Potable Water Production (Groundwater Pumping & Imported)



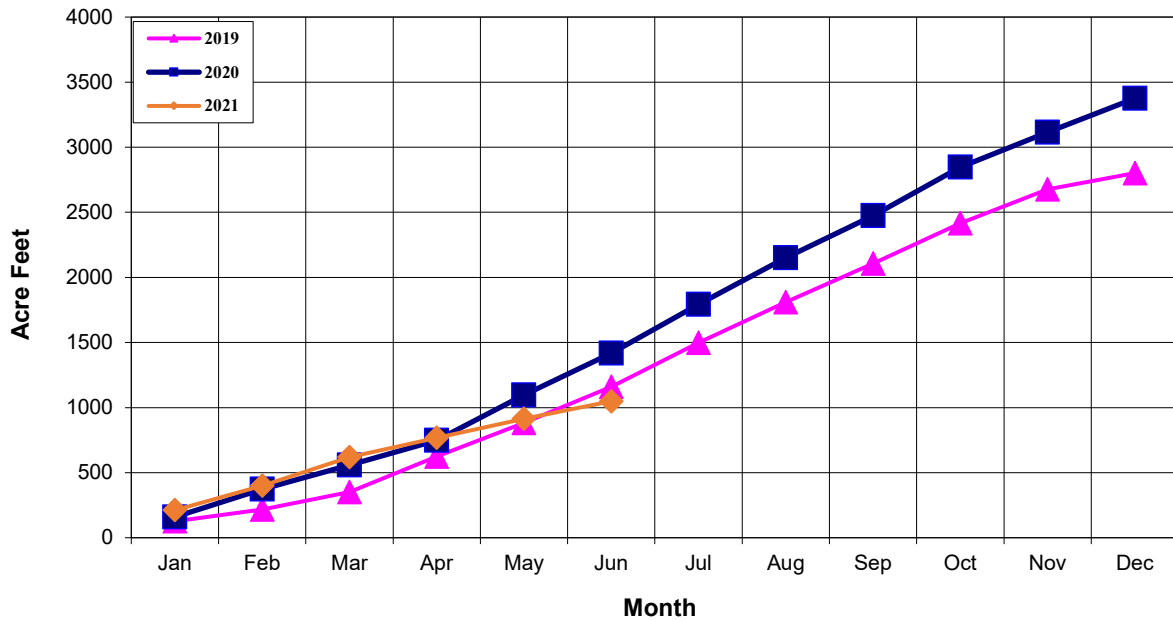
Cumulative Total Potable Water Production (Groundwater Pumping & Imported)



Ground Water Pumping



Cumulative Ground Water Pumping





City of Camarillo

Police Department Memorandum

DATE: July 15, 2021
TO: Greg Ramirez, City Manager
FROM: Eric Tennesen, Commander
SUBJECT: Police Department Monthly Report – June 2021

ADMINISTRATION

Meetings/Events Attended

Various City and County Meetings

Met with Ventura County Behavioral Health to discuss RISE partnership (6/2, 6/8)

Met with Boys and Girls Club representatives (6/3)

Backpack Medicine outreach in unincorporated area (6/4)

Sheriff's Compstat Meeting (6/14)

Boys and Girls Club Board Meeting 6/17)

Use of Force Tracking Software setup (6/17)

Pre-Trial Detention Facility Therapeutic Inmate Management Unit tour with Councilmember Kildee (6/21)

Interviews for Senior Crime Analyst position (6/30)

INVESTIGATIONS

The Camarillo Investigations Bureau reviewed a total of 164 cases (90 felonies, 70 misdemeanors, 4 other crimes), of which 145 occurred in the City of Camarillo.

The 145 cases fell into the following crime categories:

- 75 property crimes: 11 of which were burglaries (3 residential, 4 vehicle, 4 commercial)
- 48 Crimes Against People (6 domestic violence)
- 22 Fraud/forgery type cases

Search Warrants/Probation Searches:

- Detectives wrote/served 8 search warrants
- Detectives conducted 1 probation search

Case Closures:

- The Camarillo Investigations Bureau closed 95 cases, 75 of which were closed by arrests made by detectives, Special Enforcement Detail, or patrol.

Crime Trends:

- 33 petty theft
- 9 stolen vehicles
- 13 grand thefts; 6 from vehicles

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

Missing Persons: 1 missing person investigation was conducted by detectives.

SPECIAL ENFORCEMENT DETAIL

Arrests: The Special Enforcement Detail (SED) was involved in the arrests of **17** individuals for a variety of crimes:

Under the influence / Drug related	10
Gun related	3
Other	4

**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: **5** resulting in **4** arrests

Surveillances: SED Coordinated and/or participated in **9** surveillances.

Search Warrants: **17** authored/served

Training: SED participated in **12** hours of training for the month. The training included data base search engine training with the Crime Analysis Unit and vehicle assault / takedown / box-in training.

Graffiti: Currently there are **23** active graffiti cases.

Summary of SED Activity for June:

- SED initiated an investigation into the crime of unlawful discharge of a firearm and shooting at an inhabited dwelling. SED detectives conducted surveillance on the suspect and ultimately obtained a search warrant for the suspect's residence. SED

arrested the suspect for the above violations and executed the search warrant at his residence. As a result of the search warrant, SED detectives recovered evidence of the shooting and seized 16 firearms. The suspect was arrested and booked into the Ventura County Jail for various firearm violations. (6/11)

- SED conducted an undercover operation to purchase a firearm. SED detectives arrested the suspect as he delivered the firearm for the sale. SED detectives obtained information which identified the location where the illegal firearms (ghost gun) were being constructed. SED detectives obtained and executed the search warrant at the suspect's residence. During the search, detectives located multiple firearms and indicia related to the manufacturing of the firearms. As a result of the operation and search warrant, detectives located 13 firearms. Both subjects associated to the manufacturing and sales of the illegal firearms were booked at the Ventura County Jail. (6/16)
- SED detectives obtained and executed a search warrant at the residence of a suspect who was arrested for attempted carjacking and brandishing a firearm. The suspect had previously been incarcerated in the Ventura County Jail for the above-mentioned crime. (6/23)
- SED initiated an investigation into a rash of vehicle burglaries and package thefts that occurred in Camarillo. During the investigation, the suspect was arrested by another agency for unrelated crimes. Additional follow-up was conducted that linked the suspect to the crimes in the City of Camarillo. SED detectives continued the investigation and identified a suspect who was in possession of the stolen property. SED detectives obtained and executed a search warrant at the residence of the co-conspirator. During the search, SED detectives recovered property stolen from residents of Camarillo, including a firearm. Both suspects were booked into the Ventura County Jail. (6/25)

Project Hope Activity:

- Total Contacts in an Outreach Capacity: 14

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:

- Clean up of large homeless encampment in conjunction with the City of Camarillo on Calle Quetzal. Three vehicles were towed, 1.5 tons of trash and steel were disposed of, and environmental issues were handled by the City. Commander Tennessen was present during clean up.

TRAFFIC

Collisions

- 50 traffic collisions, 35 in May = 42.86% increase
- 14 injury collisions, 11 in May = 27.27% increase

- 0 fatal collisions, 0 in May = 0.00% change
- 7 private property collisions, 5 in May = 40.00% increase
- 6 “hit and run” collisions, 4 in May = 50.00% increase
- 4 “hit and run” collisions solved, 3 in May = 33.33% increase

DUI

- 20 DUI arrests, 21 in May = 4.76% decrease
- 6 DUI collisions, 5 in May = 20.00% increase

Traffic Citations

- 373 hazard violation citations, 313 in May = 19.17% increase
- 576 total citations, 529 in May = 8.88% increase

Parking Citations

- 83 issued, 69 in May = 20.29% increase
- 55 vehicles red tagged, 31 in May = 77.42% increase

Radar Trailer / Message Trailer

- Four trailers were deployed throughout the city for a total of 2,688 hours. One trailer is in for repairs. One trailer was deployed in the city for detectives totaling 576 hours. Two trailers were deployed around the Camarillo Premium Outlets totaling 1,440 hours. One trailer was deployed at various locations throughout the city for speed education totaling 672 hours.

Towed vehicles

- 40 vehicles were stored, 46 in May = 13.04% decrease
- 7 vehicles were impounded, 17 in May = 58.82% decrease

NOTES

Overall traffic collisions increased by 42% in May. Fortunately, injury collisions remained relatively low. Hazardous citations increased by almost 20%. Traffic has significantly increased and the Camarillo Traffic Bureau is working diligently to ensure drivers are following the rules of the road.

One DUI Saturation Operation was completed through the Office of Transportation Safety (OTS) grant. Construction on the new OTS DUI Trailer is nearing completion with delivery anticipated in July. The remainder of DUI Checkpoint supplies have been received.

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

Crime Stoppers meeting (6/3)

Crime Stoppers Shred event (6/5)

Crime Prevention Home Security assessment (6/8)

Zoom meeting with the City regarding Finney's Crafthouse (6/8)

Completeness review for Concert in the Park (6/17)

Crime Prevention meeting (6/30)

Nextdoor.com Activity:

- New residents joined in June: **249**
- Total members (households): **21,290**

Neighborhood Watch Groups: 63

Youth Officer Senior Deputy

- 0 runaway cases, 1 threat case closed
- Lakeside resident follow-up for LPR trailer (6/1)
- Cat converter theft follow-up in same area
- Cat converter theft program follow-up
- Gun take-back program follow-up inquiry
- SRO meeting (6/2)
- Explorer post assessment
- Explorer advisor request
- County of Ventura Discrimination training (6/3)
- Gift card scam flyer work-up (6/7)
- City meeting with personnel about licensing
- Local pawn shop cert delivery
- Home inspection in Lakeside Village
- Outlet mall meeting
- Scam flyer pick up and distribution
- Parent consultation regarding complaint about PVSD school (6/9)
- SRO meeting
- Honor Guard meeting (6/10)
- Honor Guard; funeral for San Bernardino Sgt. Vaca (6/11)
- 2-day use permit reviews
- 3 parent consultations
- 5 scam follow-ups
- High school graduation planning (6/14)
- Graduation for ACHS and RCHS (6/15)

- Weekly domestic dashboards review
- Active assailant / school shooting incident research
- RHF training update / request for presentation
- Casa Pacifica Conference with CIT (6/16)
- CAPSS meeting for access
- CFIT training scheduling for SROs
- Tobacco Sting; 6 locations, 7 attempts, all passed (6/21)
- Survey 123 (6/23)
- Tobacco sting revisit on retailer with several complaints – passed (6/29)

Frontier High School, School Resource Officer

- 11 students counseled; 5 parents counseled
- 1 infraction
- Graduation (6/14)
- Covert Social Media class (6/24, 6/25)
- Reassigned back to Patrol (6/28)

Rancho Campana High School, School Resource Officer

- 10 students counseled; 5 parents counseled
- 4 investigations
- 5 calls for service
- Graduation (6/15)

PVSD, School Resource Officer

- 2 students counseled; 4 parents counseled
- 1 investigation; 3 calls for service
- 8 school visits

Camarillo High School, School Resource Officer

- 2 students counseled; 2 parents counseled
- 1 crime report
- 2 investigations; 28 calls for service
- Training (6/10)
- FHS graduation (6/14)
- ACHS and RCHS graduations (6/15)
- Vape sting (6/21)
- Scam education (6/22)
- Air unit training (6/23)
- Covert Social Media class (6/24, 6/25)
- Targeted Violence Prevention (6/30)

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

Currently there are 26 active members of D.A.R.T.

- The DART program has been suspended indefinitely due to Covid-19 and accrued no hours in June.
- The membership conducted their monthly virtual meeting on June 16 with 17 members in attendance. Squad leaders provided updates to their respective assignments and ideas for future ventures. Members discussed the upcoming elections in July, as they will be electing a new Assistant Captain, Assets Officer and filling the vacated position of Records Officer.

Explorer Post #2932

- The Explorer program has been suspended indefinitely due to Covid-19 and accrued no hours in June.
- The advisors periodically contact the Explorers to see how they are doing and catch up on their current situations. Advisors made contact with almost all Explorers recently and inquired as to their desire and ability to continue with the program. Currently it appears there will be 7 active Explorers when the suspension is lifted.

Camarillo Citizen Patrol (CCP)

Currently there are 30 Active members of the CCP and 3 new applicants

- The Citizen Patrol program has been suspended indefinitely due to Covid-19 and accrued no hours in June.
- The membership conducted their monthly virtual meeting on June 24 with 16 members in attendance. The attending members are healthy and patiently await their return to the station to resume their duties.

Camarillo Crossing Guards

Currently there are 10 Crossing Guards

- The last day for Camarillo schools was on Friday, June 18. Two crossing Guards were retained during the summer to assist with the Camarillo High School summer schedule. Classes begin on Tuesday, July 6 and will be completed on Friday, July 30.
- 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 **2** hours for the month of June, including **0** hours of patrol partnered with a full-time deputy.

0 hours were spent on local training and **2** hours qualifying at the range.