



**MINUTES**  
**CITY OF CAMARILLO CITY COUNCIL**  
**REGULAR MEETING**  
**WEDNESDAY, JANUARY 22, 2025**

**CALL TO ORDER**

The Mayor called the meeting to order at 4:00 p.m.

**ROLL CALL**

Council Present: Kevin Kildee, Mayor  
Martita Martinez-Bravo, Councilmember  
Susan Santangelo, Councilmember  
Tony Trembley, Councilmember

Council Absent: David Tennessen, Vice Mayor

Staff Present: Greg Ramirez, City Manager  
Carmen Nichols, Assistant City Manager  
Mitchell Cameron, Administrative Services Director  
Dave Klotzle, Public Works Director  
Rachel Richman, City Attorney  
David Sanchez, Community Development Director  
Mark Uribe, Finance Director  
Carrie Weal, Interim City Clerk  
Silvia Jaquez, Deputy City Clerk

**CLOSED SESSION**

The City Attorney read the closed session items into the record. Council recessed to Closed Session.

- A. Public Employee Performance Evaluation  
Authority: Government Code Section 54957(b)(1)  
Title: City Attorney
- B. Conference with Legal Counsel Anticipated Litigation  
Initiation of litigation pursuant to Government Code Section 54956.9(d)(4):  
1 potential case(s)

**5:00 P.M. - CALL TO ORDER – OPEN SESSION**

**ROLL CALL**

All City Councilmembers were present.

**APPROVAL OF AGENDA**

The agenda was approved.

**PRESENTATIONS**

- C. California Water Environment Association (CWEA) Tri-Counties Award

### – Collection System of the Year

Mayor Kildee announced the Camarillo Sanitary District was recognized by the Tri-County section of the California Water Environment Association with the 2024 Collection System of the Year award. Water Reclamation Superintendent Carter provided an overview about the award and the excellent work Sanitary staff performs throughout the year.

### **GENERAL PUBLIC COMMENTS**

The following people addressed the City Council: David Gilbertson, Charlotte Craven, and Merrill Berge.

### **COUNCIL AND STAFF COMMENTS AND REPORTS**

The Councilmembers reported on attendance at outside agency and Council committee meetings.

Councilmember Trembley announced the Ventura County Coastal Association of REALTORS® is offering disaster relief assistance for residents impacted by the Mountain Fire.

Councilmember Martinez-Bravo provided the Southern California Edison contact for elderly community members 800-319-8765. She asked for a presentation by Southern California Edison regarding the Public Safety Power Shutoff (PSPS) and asked staff to provide an update on the Climate Action Plan and the Master Sustainability Plan.

Mayor Kildee requested the meeting adjourn in memory of Shirley Fitzgerald and Robert Taylor.

The Council thanked all firefighters and first responders for all their work during the Mountain Fire.

### **CONSENT CALENDAR**

#### D. City Council Meeting Minutes

Approved the minutes of the regular meetings of December 11, 2024, and January 8, 2025.

#### E. Disbursements

Adopted Resolution Nos. 2025-3 and 2025-4 approving disbursements.

#### F. Revenue & Expenditure Report for the Month Ended November and December 2024

Received and filed report.

#### G. Investment Reports for October, November and December 2024

Received and filed reports.

#### H. Single Audit for the Fiscal Year Ended June 30, 2024

Received and filed report.

I. Wash Water Recovery Unit Cover Addition (Project No. MC-2024- 3) – Award Construction Contract

1. Authorized the City Manager to execute Public Works Contract No. 2025-1 with Estate Design and Construction in an amount not-to-exceed \$318,000, and authorized a contingency in the amount of \$47,700, for a total authorization of \$365,700; and
2. Authorized the City Manager to execute future contract change orders to the contract with Estate Design and Construction for unforeseen additional work up to the authorized contingency amount.

J. Amendments to Agreements with Complete Paperless Solutions (CPS), Gladwell Government Services, Inc. (GGS), and Archer Street, LLC for Citywide Digitization and Transparency Program

1. Authorized the City Manager to execute Agreement Amendment No. 2023-157A with Complete Paperless Solutions (CPS) for on-going Laserfiche implementation, configuration and training, records management setup in an amount not-to-exceed \$178,937; and
2. Authorized the City Manager to execute Agreement Amendment No. 2024-153A with Archer Street, LLC for project management consultant services in an amount not-to-exceed \$137,200; and
3. Authorized the City Manager to execute Agreement Amendment No. 2023-156B with Gladwell Government Services, Inc. (GGS) in an amount not-to-exceed \$100,470; and
4. Authorized the City Manager to execute future amendments to the agreements for unforeseen additional services up to the authorized contingency amount; and
5. Authorized an appropriation of \$201,270 for the agreement amendments for the Citywide document management and digitization project in Information Systems Administrative account, No. 530-5330-453.32-01 from available Information Systems Fund Balance.

K. Proposed Second Amendment to Professional Services Agreement No. 2019-134 with North American Services, Inc. (DBA Command Performance Catering) to continue providing wedding and special event management services at the Camarillo Ranch Property

Approved Second Amendment (Agreement No. 2019-134B) to Professional Services Agreement No. 2019-134 with North American Services, Inc. (DBA Command Performance Catering) to continue providing wedding and special event management services at the Camarillo Ranch Property from November 1, 2024, through November 1, 2029, with an option to extend for an additional three years.

L. CPD-197M(1), CPG Partners LP – Resolution Accepting Public Improvements and Warranty Security and Exonerating Traffic Signal Performance Security

Adopted Resolution No. 2025-5 accepting public improvements and warranty security and exonerating traffic signal securities for CPD-197M(1).

M. Reservoir Coatings (Project No. WT-5044) – Agreement Award for Engineering Design Services

1. Authorized an appropriation of \$139,224 for the professional services agreement and contingencies in the Water Capital Projects Fund, 863-8710-487.92-21 and Project WT-5044 from available Water Capital Projects Fund Balance; and
2. Authorized the City Manager to execute Professional Services Agreement No. 2025-2 with Kennedy/Jenks Consultants, Inc. in an amount not-to-exceed \$164,523.20 for engineering design services, and authorized a contingency in the amount of \$24,700, for a total agreement authorization of \$189,223.20; and
3. Authorized the City Manager to execute future amendments to the agreement with Kennedy/Jenks Consultants, Inc. for unforeseen additional services up to the authorized contingency amount.

N. CUP-330M(1), Aldersgate Investment, LLC (2024 Ventura Boulevard) – Adopt a Resolution Exonerating Warranty Security

Adopted Resolution No. 2025-6 exonerating the warranty security for CUP-330M(1), Aldersgate Investment, LLC.

O. IPD-406, Dawson Storage (91 S. Dawson Drive) – Resolution Approving Improvement Plans, Acknowledging Receipt of Agreements, Securities and Other Necessary Documents and Issuance of a Water Will-Serve Letter

Adopted Resolution No. 2025-7 approving improvement plans, acknowledging receipt of agreements, securities and other necessary documents, and issuance of a Water Will-Serve letter for IPD-406.

**MOTION to approve Items B through O.**

Councilmember Trembley moved, Councilmember Martinez-Bravo seconded.

Yes: Kildee, Martinez-Bravo, Santangelo, Trembley

No: None

Absent: Tennessen

**DISCUSSION ITEMS**

P. Camarillo Homelessness Strategic Plan Update

Senior Management Analyst Torres and Colleen Murphy, LeSar Development Consultants presented a PowerPoint reviewing the Camarillo Homelessness Strategic Plan update including data being used for the Quantitative Analysis, Stakeholder Engagement process, project timeline, current activities and next steps.

Q. Restated Franchise Agreement for Solid Waste Handling Services with E.J. Harrison & Sons, Inc.

Senior Management Analyst Martinez presented a PowerPoint reviewing the background of the franchise agreement for solid waste handling services and the proposed and restated agreements.

The Council supported staff's recommendation.

**MOTION to authorize the City Manager to execute Agreement No. 2014-59L for Solid Waste Handling Services with E.J. Harrison & Sons, Inc.**

Councilmember Martinez-Bravo moved, Councilmember Trembley seconded.

Yes: Kildee, Martinez-Bravo, Santangelo, Trembley

No: None

Absent: Tennessen

R. Amendment to City Council Policy 4.01 – Procurement

Budget and Purchasing Manager Robertson presented a PowerPoint reviewing the proposed changes to City Council Policy 4.01 Procurement to align procurement processes with the City Council's goals and objectives of maintaining sound and conservative financial practices. She responded to questions from the Council.

The Council supported staff's recommendations.

**MOTION to adopt the amendment to City Council Policy 4.01 Procurement.**

Councilmember Trembley moved, Councilmember Martinez-Bravo seconded.

Yes: Kildee, Martinez-Bravo, Santangelo, Trembley

No: None

Absent: Tennessen

**RECESS/RECONVENE**

The Council recess at 6:37 p.m.

S. An Urgency Ordinance of the City Council of the City of Camarillo, California, Establishing a Moratorium on the Issuance of Any New Permit, License, Approval, or Entitlement Pertaining to the Retail Sale of Beer and Wine for Off-Site Consumption

Senior Planner McClaren presented a PowerPoint reviewing the proposed moratorium.

The following people addressed the Council on this item: A.J. Ahearn

The Council supported staff's recommendations.

**MOTION to approve the following recommended actions:**

1. Found the proposed Urgency Ordinance is not subject to CEQA review pursuant to Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the proposed Urgency Ordinance may have a significant effect on the environment.
2. Waived further reading and adopted Urgency Ordinance No. 2028 imposing a 45-day moratorium on the issuance of any permits or other approvals for the sale of beer and wine for off-site consumption city-wide.

Councilmember Trembley moved, Councilmember Santangelo seconded.

Yes: Kildee, Martinez-Bravo, Santangelo, Trembley

No: None

Absent: Tennessen

## PUBLIC HEARINGS

### T. Adoption of Building and Safety Fees (Continued from January 8, 2025)

Finance Director Uribe and Direct of Community Development Sanchez presented a PowerPoint reviewing the background of the fee study results.

#### PUBLIC HEARING OPENED

Hearing no requests to speak, either for or against the item, the Mayor declared the PUBLIC COMMENT PORTION OF HEARING CLOSED.

Councilmember Trembley stated he is supportive of 100% cost recovery but recommended an exception for the Pleasant Valley Recreation and Park District (PVRPD) noting the number of anticipated pending projects that will be a direct benefit to the community. He provided proposed wording to amend the Resolution by adding Section 2.C. to read as follows:

*“For projects of the Pleasant Valley Recreation and Park District (“District”) for which fees may be imposed in accordance with Schedules “F” and “G,” the City Council finds that such public projects directly benefit the community and hereby grants discretion to the City Manager, upon consultation with the District, to reduce or waive the respective feed for such project(s) as the City Manager deems appropriate. The City Manager shall report any determinations thereof to the City Council. Such determinations are reviewable by the Council in its discretion or otherwise upon appeal in accordance with the Schedules.”*

Councilmember Martinez-Bravo stated she agreed that PVRPD and other non-profits provide an important service to the community. But she felt it was two separate issues and consideration of waivers/fee reductions could be brought back separately for consideration. She supported moving forward with staff's recommendation as stated.

Councilmember Trembley stated the reasons why he felt PVRPD should be an exception and to include in the recommended amendment at this time.

Councilmember Santangelo agreed with Councilmember Trembley it would be cleaner to include the amendment at this time. Mayor Kildee stated he generally supported the amendment but noted some concerns.

**MOTION to adopt a Resolution approving the Schedule of Fees for Building & Safety fees and General Plan Maintenance & Technology Surcharge fees and adjustments.**

Councilmember Martinez-Bravo moved; Motion failed for lack of a second.

Councilmember Martinez-Bravo proposed~~Councilmember Trembley and Mayor Kildee proposed~~ a new motion to waiting until the full council is present to discuss and act on the item.

**MOTION to continue the discussion on this item until the next council meeting, noting the public comments portion of the public hearing has concluded.**

Councilmember Martinez-Bravo moved, Councilmember Trembley seconded.  
Yes: Kildee, Martinez-Bravo, Santangelo, Trembley  
No: None  
Absent: Tennessen

### **CLOSED SESSION REPORT**

City Attorney Richman indicated there was no reportable action from the Closed Session.

### **ADJOURN**

The meeting adjourned at 7:32 p.m. in the memory of Shirley Fitzgerald and Robert Taylor.

ATTEST:

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Mayor

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Interim City Clerk